

Reformation Christian Fellowship Child Protection Policy

General Purpose Statement

Reformation Christian Fellowship henceforth referred to as RCF, seeks to provide a safe and secure environment for the children who participate in our on-site programs and activities. By implementing the below practices, our goal is to protect the children of RCF from incidents of misconduct or inappropriate behavior while also protecting our staff and workers from false accusations.

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of thirteen (13) years. The term “worker” includes both paid and unpaid persons who work with children in our facility.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened and trained. This screening includes the following:

(1) Six Month Rule and Covenant Member

No person will be considered for any worker position involving contact with minors until she/he has been involved with RCF for a minimum of six (6) months and have become Covenant Members. This time of interaction between our leadership and the potential childcare worker allows for better evaluation and suitability of the member for working with children. In addition to church membership, we will be looking for regular Sunday attendance and weekly involvement in church activities.

(2) Personal Interview

There must be an interview with the member to discuss his/her suitability for the position by at least the nursery coordinator, children’s academy director, an elder, or the RCF Admin Assistant.

(3) Criminal Background Check

A state criminal background check is required for all “workers” as defined above, except for workers under the age of 18. We may request an additional national background check if circumstances require it.

Before a background check is run, prospective workers will be asked to sign a background check authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

Disqualifying offenses that will keep an individual from working with our children include, but is not limited to,

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- Convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission.
- Failure to disclose any criminal conviction.
- Currently under church discipline.

The background check authorization form and results will be maintained in confidence on file at RCF. The background check does not have to be complete before the member works with children but must be initiated before the member can work with minors.

Defining Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is consistently not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

If a worker becomes concerned of possible abuse or neglect of a child under his/her care, this should be reported immediately to one of the Elders of RCF for further action, including reporting to authorities as may be mandated by state law. In addition, an incident report should be created to document the potential abuse or neglect.

Responding to Credible/Verified Allegations of Physical and Sexual Child Abuse

If an incident of physical or sexual abuse is alleged to have occurred at RCF or during our sponsored programs or activities, the following procedure shall be followed:

- (1) The parent or guardian of the child will be notified.
- (2) An RCF incident report (Enclosure 2) will be completed by the person reporting the abuse.
- (3) The person alleged to be the perpetrator of the abuse or misconduct will immediately be removed from any nursery or childcare duties pending an investigation and instructed to

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remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.

- (4) All allegations of abuse will be reported to the civil authorities, and RCF will comply with the state's requirements regarding mandatory reporting of abuse as the law requires. RCF will fully cooperate with the investigation of the incident by civil authorities.
- (5) The insurance company will be notified. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- (6) RCF will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives, members, or attendees of RCF should refrain from speaking to the media.
- (7) A pastoral visit will be encouraged. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
- (8) Any person who is not found innocent of the alleged abuse or misconduct will be permanently removed from their position working with children.

Responding to Credible/Verified Allegations of Emotional Abuse

If an incident of emotional abuse is alleged to have occurred at RCF or during our sponsored programs or activities, the following procedure shall be followed:

- (1) The parent or guardian of the child will be notified.
- (2) An RCF incident report (Enclosure 2) will be completed by the person reporting the abuse.
- (3) The person alleged to be the perpetrator of the abuse or misconduct will immediately be removed from any nursery or childcare duties pending an investigation and instructed to remain away from the nursery and children's area during the investigation.
- (4) Pastoral visits will be encouraged. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.

Responding to Credible/Verified Allegations of Neglect

If an incident of neglect is alleged to have occurred at RCF or during our sponsored programs or activities, the following procedure shall be followed:

- (1) The parent or guardian of the child will be notified.
- (2) An RCF incident report (Enclosure 2) will be completed by the person reporting the neglect.

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- (3) The person alleged to be the perpetrator of the abuse or misconduct will immediately be removed from any nursery or childcare duties pending an investigation and instructed to remain away from the nursery and children's area during the investigation.
- (4) Pastoral visits will be encouraged. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.

Two Worker Rule

There will be always a minimum of two workers in each classroom during the children's RCF Academy time. This also applies to the RCF nursery. At least one of the workers must be an adult (18 or older). There is a goal of having an extra approved, floating worker, in attendance to help with any additional needs. We do not allow minors to be alone with one worker in a classroom or the nursery.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. If the door is a Dutch door the top half should remain open. Doors should never be locked from the inside or outside while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid workers) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14
- Must be screened as specified above
- Must be under the supervision of an adult and must never be left alone with children

Check-in/Check-out Procedure

For children below 9 years old, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. There is also a tag that can be attached to a diaper bag, backpack, or similar item associated with the child. The use of this tag is optional. The parent or guardian must present the "child check" to sign out the child from our care. If a parent or guardian is unable to present the "child check," the nursery or children's worker will contact the nursery coordinator, one of the elders, or the RCF Admin Assistant. One of these individuals will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian. Check-in will occur when two workers

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are present and ready to receive children. If one worker is late or absent, another approved worker can substitute.

Sick Child Policy

RCF desires to provide a healthy and safe environment for all the children at RCF. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms will not be allowed in the nursery or one of the children RCF Academy classes:

- Fever, diarrhea, or vomiting within the last 24 hours.
- Green or yellow runny nose.
- Eye or skin infections.
- Other communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be required to pick up their child.

Medications Policy

It is the policy of RCF not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). If a medical exception needs to be made, parents should contact the nursery coordinator or children's academy directory to discuss a plan of action, fill out the Medication Release Form (Enclosure 1), and have the exception noted on the child's check-in tag.

Discipline Policy

It is the policy of RCF not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no physical discipline of children. Workers should consult with the nursery coordinator or children's academy director if assistance is needed with disciplinary issues.

Restroom Guidelines

Workers should escort children to the hallway bathroom. The workers should check the bathroom to make sure it is empty before allowing a child inside. The workers should then remain outside the open bathroom door and escort the child (or children) back to the classroom. If a child is taking longer than seems necessary, the worker should call the child's name. If bathroom assistance is necessary, the workers should use verbal instructions to help the child, but avoid, if at all possible, physical contact.

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For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Workers should check the child's name tag to see if diaper changes are allowed by nursery workers. If so, the baby should be changed on the changing table, while another worker is present.

Accidental Injuries to Children

If a child is injured while under our care, the following steps should be followed:

- (1) For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- (2) For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. An ambulance will be called if needed.
- (3) Once the child has received appropriate medical attention, an RCF incident report (Enclosure 2) will be completed.

Training

The RCF child protection policy and nursery care procedures will be provided to all childcare workers, and RCF will strive to provide opportunities for additional training classes or events as needed. All workers are required to read this policy and the nursery care procedures.

Working in the nursery or in children's academy will not be allowed until this policy and nursery care procedures have been read and acknowledged and a background check completed.

RCF Medical Release Form

I _____, parent or guardian of _____, grant permission for Reformation Christian Fellowship (RCF) childcare workers and teachers to administer the medications listed below to my child. I release the RCF elders, staff, childcare workers, and teachers from any liability that may result from administering the listed medications. This medical release applies until revoked below by the parent or guardian.

Signature of Parent or Guardian

Date

Printed Name

Medication	Dosage	Time to Administer Medication

This medical release is revoked as of _____ (date)

Signature of Parent or Guardian

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ACCIDENT/INCIDENT REPORT

Name: _____ Age: _____

Date and Time of Accident/Incident: _____

Place of Accident/Incident: _____

Describe Accident/Incident:

Describe nature of injury:

Witness(es) to accident/incident:

What action was taken?

Was Parent/Guardian Contacted? ☐ YES ☐ NO Time: _____ How? _____

Describe medical treatment/first aid: _____

Check at least one church official listed who has been notified of incident:

- | | |
|--|---------------------------|
| <input type="checkbox"/> Nursery Coordinator | Date/Time notified: _____ |
| <input type="checkbox"/> Children's Academy Director | Date/Time notified: _____ |
| <input type="checkbox"/> RCF Admin Assistant | Date/Time notified: _____ |
| <input type="checkbox"/> RCF Elder (_____) | Date/Time notified: _____ |

Signature of Reporter

Date/Time

Signature of Parent/Guardian

Date/Time

Signature of Church Official

Date/Time