

# **Harvest Kids**

## **Volunteer Handbook**

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***Mission:*** *To teach the principles behind God’s precepts to children in such a way that they will understand His Love. By understanding His love, they would love Him, and choose to follow Him. We aspire to do this by sowing **Truth, Love and Relationships.***

**Beliefs:**

<b>Belief</b>	<b>Action</b>
Parents are primary teachers.	Come alongside parents as their child’s primary Bible teacher by providing opportunities and tools to extend learning into daily time in the Word
The Bible is accurate, authoritative, and Gospel-rich.	Teach accurate Biblical content pointing toward the Gospel message.
Biblical literacy is gained through intentionality.	Teach how to read and study the Bible; how to find passages; emphasize committing Scripture to memory.
Prayer is vital.	Explicitly teach children what prayer is and how to pray. Pray with and for students with an emphasis on requests and daily prayer.
Worship is vital and comes from a place of love and thanksgiving for who God is and what He has done.	Teach the meaning of worship explicitly and by example. Provide opportunities to worship as a peer group and alongside parents; provide opportunities to grow into leadership roles
Application of Biblical truth is vital. As we hear and read the Word of God, we are compelled by love to become doers.	Connect with children’s hearts and disciple them through relationship building both in Sunday school and outside the walls of the church building. Build fellowship.
Our children are the hands and feet of Christ, the light of the world. As they are filled with the Spirit, they will live out the Great Commission	Teach and provide opportunities for serving in the community, both local and across borders. Teach children HOW to share the Gospel. Connect children with missionaries in real life.

## Harvest Kids Structure

- **Harvest Kids Committee** is responsible for meeting on a regular basis and helping plan and coordinate activities, training, vision, and carrying out the mission of Harvest Kids.
- **Harvest Kids Ministry Staff:** Please call a staff member if you have any questions about scheduling, classroom procedures, curriculum, behavior, or safety issues. It is also our policy to have teachers call a staff member to page a parent out of service. The director(s) should also be contacted via text message for any last-minute absences.
  - **Children's Ministry Co-Director – Fran Lane 260-450-4478**
  - **Children's Ministry Co-Director – Elizabeth DeCook 260-246-8365**
- **Check-in Volunteer** - Arrives 30 minutes prior to service start time; greets guests; assists with sign in issues; registers new families; remains during service to assist with discipline, bathroom breaks, and security; assists with lost tags; ensures proper check-out procedures are followed; plugs in iPads for charging; closes crash doors after worship during both services.
- **Hall Monitor** - Arrives 30 minutes prior to service start time; keeps hallway clear prior to check-in opening 20 minutes prior to service start so volunteers can pray; ensures all students remain in classrooms after being dropped off; remains in hallway during service to monitor for safety issues, assist with bathroom breaks, make copies for teachers, and call parents; keeps hallway quiet during service; gives a five-minute warning to teachers at the end of service; ensures proper check-out procedures are followed; maintains a safe and orderly environment in hallway until most children are checked out; directs families to the foyer for fellowship time.
- **Classroom Teachers:** Team of dedicated Christians who share the responsibility of teaching the class and building relationships with the students. The primary role of the teacher is to be prepared to teach the content and build relationships with the students in the class. All teachers in a class should work together to plan and facilitate a vibrant classroom environment. Teachers should arrive 30 minutes prior to service start time. Teachers should communicate any needs they have with director(s).
- **Classroom Helpers** – Classroom helpers share the responsibility of supervising classrooms and building relationships with students. Classroom helpers take direction from the teachers to facilitate a vibrant classroom environment. Helpers should arrive 30 minutes prior to service start time.
- **Teen Helpers** - We encourage teens to serve in our ministry. Teens must be

at least 12-years-old or in the seventh grade to serve in Harvest Kids. They must fill out a Harvest Kids' Ministry application and be approved by the director. They must volunteer with a trained and screened adult.

Exceptions may be made for children working directly with their parent.

Teens should engage in all training offered to Harvest Kids' volunteers.

## **Our Child Safety Program – Policies and Procedures**

**Check-In/Check-Out:** The check-in/check-out system is at the heart of our safety program.

### **Overview of Check-In:**

- Volunteers arrive 30 minutes prior to service start time.
- Check in stations and hallway open 20 minutes prior to service start time.
- Parents print children's tags
- Parents walk children to classrooms
- Classroom volunteer is waiting at door to greet students
- Only parents who have a check-out tag may enter the children's wing

### **Overview of Check-Out:**

- Parents hand classroom teacher tag.
- Volunteer asks parent for name of child.
- Volunteer matches tag numbers.
- Volunteer removes child's tag and places in trash
- Volunteer hands parent tag back to parent to use for other children
- Children leave classroom with their parents and use foyer for fellowship

### **Volunteer Qualifications**

- a. All volunteers should be regular attendees of the church.
- b. All volunteer workers must be 18 years of age or older unless working under the supervision of an adult who has met the qualifications in these policies.
- c. All active volunteers in Harvest Kids must have a current signed application on file with the church and have completed a background check (see procedures below).

### **Application Procedures**

- a. A Harvest Kids Application can be found at <https://harvest.churchcenter.com/people/forms/280603>. *EVERY* volunteer in Harvest Kids must complete and turn in a signed application, including teenagers.
- b. **Background Checks:** Security background checks for persons 18 years and older, including a search for criminal history will be conducted. The results of the security background checks will be reviewed by the Children's Ministry Director(s).
- c. **Volunteer Review:** Volunteers may be reviewed on a regular basis for re-appointment to their current or new positions.
- f. **Volunteer Approval:** All volunteers must have the approval of the Children's ministry director(s) before being placed in any position of ministry to children. Individuals who have not submitted to the application process will not be allowed in the classroom.

## **Volunteer Identification**

- a. All volunteers must check in and wear their volunteer stickers while in the children's area.
- b. All volunteers must wear their Harvest Kids t-shirt while volunteering.

## **Standards of Excellence for a Volunteer**

### **1. Be a Christian**

Our ultimate goal in Harvest Kids is to lead kids to Christ and then help them to grow in their Christian life. Therefore, our volunteers should have a personal relationship with Christ themselves!

**John 3:16** For God so loved the world, that He gave His one and only Son, that whosoever believes in Him will not perish, but have everlasting life.

**Jeremiah 31:3** I have loved you with an everlasting love; I have drawn you with unfailing kindness.

### **2. Regular Attendance**

We ask that all volunteers not only attend Harvest Kids functions but also make regular worship services and other church events and/or fellowship groups a priority.

**Hebrews 10:25** Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another- and all the more as you see the day approaching.

### 3. Encouraging in Speech

Our words should be encouraging, uplifting and positive. There should be no insults, cut-downs, gossip, slander or any talk where someone may be hurt, especially in the presence of children. Humor should reflect a walk with God.

**Colossians 4:6** Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

**1 Peter 4:11** If anyone speaks, he should do it as one speaking the very words of God.

**Ephesians 5:4** ...nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

**Matthew 12:36** But I tell you that men will have to give account on the day of judgment for every careless word they have spoken.

### 4. An Example of Christian Character

Because workers in Harvest Kids should be examples and a positive influence to the children they minister to, they should refrain from activities that do not glorify or honor God. In “gray areas” should be sensitive to the convictions of others in both their actions and conversation. In your personal life, you should be committed to Bible Study, prayer and Christ-like living.

**Titus 2:6-7** Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching, show integrity, seriousness.

**1 Corinthians 6:19, 20** Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body.

### 5. Responsible in Leadership

- Attend meetings and trainings
- RSVP promptly for meetings and trainings
- Do not plan class events or outings without the knowledge and clearance from the children’s ministry director(s)
- Give respect to church procedures by following them
- Read all emails and announcements and reply when requested.
- Put away all supplies, follow sanitation procedures if applicable, turn off lights prior to leaving

**1 Peter 2:17** Show proper respect to everyone: Love the brotherhood of

believers.

## **6. Faithfulness in Commitments Made** - When you give your word, keep it.

If you say you will do something or be somewhere, follow through on it. Please use Planning Center to block out and answer rosters.

- Commit to a consistent time each month (ex: 2nd and 3rd Sunday every month or 1 month on/1 month off). Do not decline rosters for committed time – consider it your commitment to serve on that week of the month.
- Respond to roster requests within two days of being rostered.
- Inform the director(s) ASAP when there is a personal schedule conflict.
- **Block out dates for which you will be out of town as far in advance as possible, preferably one month in advance. This is a very valuable tool!**
- Arrive 30 minutes prior to service start time.
- If an emergency occurs to keep you from being present, call the director(s) so that those affected can take necessary action. You are missed when absent.

**1 Corinthians 4:2** Now it is required that those who have been given a trust must prove faithful.

**Proverbs 28:20** A faithful person will be richly blessed.

## **7. Pure in Relationships**

No teacher or volunteer is EVER to be alone with children, especially in a restroom or outside of a program. This is for the protection of the children, but also for your own protection as well as the church. When with children, workers should always leave the door open or sit in view of the doorway. This is not an issue of trust as much as it is common sense and respect for our young children. We are to not only avoid sin, but even the appearance of sin. Workers are never to give a child a ride home without another adult present. Hug pre-teen girls and older from the side.

**1 Timothy 5:1-22** Treat younger men as brothers, older women as mothers and younger women as sisters, with absolute purity .... Keep yourself pure.

**Ephesians 5:3** But among you there must not be even a hint of sexual immorality, or of any kind of impurity ...Because these are improper for God's holy people.

## **8. Respectful of Authority**

- Word
- Action

- Attitude.

Care should be taken to direct comments, complaints, or criticism to the appropriate person, keeping the Biblical procedure outlined in Matthew 18 in mind. Never complain about someone to others – that is gossip. Always go directly to the source and seek understanding first, then restoration of the relationship or situation. If you are not satisfied with the response you receive, please feel free to contact the director(s).

**Hebrews 13:17** Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

**1 Thessalonians 5:12** Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.

## 9. In Partnership with Parents

The spiritual upbringing of children belongs first to the parents. The church's role is to supplement the training in the home. Always seek to work with the parents of the children to whom you minister. Seek their input, listen to their concerns. Never side with a child against a parent or contradict a parent in front of a child. You are *on the parent's* team! This does not exclude respectfully advocating on behalf of a child. If you have a concern about a parent or home situation, talk to the director(s).

**Deuteronomy 6:6,7a** These commandments that I give you today are to be upon your hearts. Impress them on your children.

**Proverbs 22:6** Train up a child in the way he should go, and when he is old, he will not turn from it.

## 10. Teachable in Spirit

This may be the most important trait of any volunteer who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen, we hurt only ourselves and rob ourselves of another chance to grow.

**Proverbs 12:15** The way of a fool seems right to him, but a wise man listens to advice.

**Proverbs 13:10** Pride only breeds quarrels, but wisdom is found in those who take advice.

**Proverbs 19:20** Listen to advice and accept instruction and in the end you will be wise.

## **Classroom Policies and Guidelines**

**Classroom Culture:** The goal of classroom management is not perfect behavior. Our goal is to see hearts transformed by the power of the Gospel. We also believe that, as teachers build relationships with students, they gain the ability to exhort children in their walk with Christ. Positive behavior is an outflow of a heart connected to Christ and a caring relationship between student and teacher.

**Tools to Maintain Orderly Classroom:** As teachers promote this culture in their classroom, they will also utilize the following principles and tools to maintain order in the classroom.

1. Positive reinforcement techniques.
2. Controlled Classrooms - Classroom control creates an environment for learning. 100% engagement.
3. Effective preparation - Well prepared teachers are equipped to focus on relationships without having to think about what comes next in the lesson.
4. Quality curriculum and engaging lesson plans - Lesson plans that are age appropriate and include creative communication stimulate the minds of children. These creative communication techniques work best to engage the student in the material and connect them to concepts within the Word.
5. Consistent reinforcement and checks to make sure the students have learned and understand what has been taught.
6. Parental partnership - We are in support of parents.

### **Techniques for Guiding Choices**

Discipline is not meant to be punishment. Instead, it is a time for teaching – the very kind of teaching Jesus did with His disciples. Teaching of this kind is two-fold: First, to immediately stop inappropriate behavior. Second, to help the child find another, more appropriate way to behave. These techniques for guiding choices should be followed by teachers to create the desired classroom culture described above:

- Prevent problems before they occur – the best way to avoid trouble is to stop it before it happens!
- Set clear limits. Use the word “no” as little as possible because it does not teach the child appropriate behavior. Instead, give the child information. For example, “You may not bite, Timmy.” Save the word “no” for dangerous situations.
- Instruct behavior. Briefly describe appropriate actions.
- Redirect behavior. Try to remove the distraction and redirect the child back to the activity at hand. This should not be done in a way that the redirected activity is seen as a “better”, more fun.
- Offer a choice. When you say, “You may play with the truck or the car. Which one do you want?” You are giving the child a choice.
- Acknowledge feelings. Use the words “I see...” often. Show the child that you understand.
- Talk through problems. Here is a good example: “Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?”
- Acknowledge a child’s good choices.
- Talk about the action and not the child’s personality.
- Remember that 70% of communication is non-verbal.
- When addressing a child’s choices, always lower your voice.
- Realize that a child’s behavior may simply be a cry for your attention.
- Avoid hurrying a child. A hurried child is usually a frustrated child.
- Pray!

While we make every effort to create a positive experience for every child, behavior issues will arise and need to be addressed. Consistency within and across classrooms is important so that teachers and students know what is expected and what to expect. Predictability will bring stability for students and teachers. In the event of disrespect (to God, to an adult, to another student), the following classroom management plans should be followed age-appropriately in all classrooms:

### **Classroom Management Plan for Elementary Students:**

**Step 1:** Teacher gives brief reminder of expectations to the class. Teacher/helper should privately remind the child that they can make the choice to listen and obey the teacher.

**Step 2:** Teacher calls the hall monitor to talk to child privately, giving child a choice to remain in class and respect the teacher and classmates or spend the remaining class time in the hall with the hall monitor. If the child chooses to stay and respect the teacher and class, he/she returns to class with knowledge that any continued disrespect will equal a choice to leave the classroom for the rest of the service. When the child returns to class, the atmosphere should be positive and excited that the child has chosen to remain with the class.

**Step 3:** If disrespect occurs again, the child will remain with the hall monitor for duration of the class, and parents will be notified after class.

### **Classroom Management Plan for Young Children:**

**Step 1:** Redirect behavior (distract) 2-3 times.

**Step 2:** Remind child of expectations (we use our hands for gentle touches, not hitting).

**Step 3:** Help children problem solve - find a different toy, etc.

**Step 4:** Proximity is everything. Sit between children who are having a hard time. Just placing a hand on a shoulder or the table in front of them and making eye contact can even make a difference!

**Step 5:** When all the above strategies have been used unsuccessfully, call the hall monitor or director(s). The monitor/director & the teacher will decide together if a parent needs to be called or if a brief time out with the hall monitor will be appropriate.

If you have an ongoing problem with a child or with the behavior in your class in general, discuss it with a children's ministry staff member and we will arrange to come in and work with you and your class until the problems are worked out.

**Never spank or strike a child in your class.** Correction is the responsibility and privilege of the parent, who should lovingly correct their own children. Never embarrass the child or allow the parent to do so. Do not condemn the child but address the behavior. Remember to point them to the right way. God's Word is our guide and our standard: "Train up a child in the way he should go. . ."

Proverbs 22

NOTE: If your own child needs such discipline, it is to be done in private, never within a program. Observers may not know it is your child.

### **Contacting Parents**

**Always consult with a children’s ministry staff member or someone at the check-in desk if a parent needs to be contacted.** Inform the staff member of the situation and circumstances. They will determine if an adult needs to be contacted or if other actions should be taken. If an adult is contacted, the adult will be sent to the check in desk to speak with the person who called first. Be sensitive to how and where you talk to the adult and children, respecting privacy. Generally, there will be three reasons why an adult should be contacted: Illness, an inconsolable child, or disobedient child.

**1. Illness:** We have a “Well-child Policy”. We do not provide care for ill children. If a child is ill, they should not be accepted into the classroom. If a child is already in the classroom and you notice signs or symptoms of illness, contact a children’s ministry staff member. We may need to contact the adult to come and remove the child from the classroom. These guidelines are for the protection of all of our children. If you are uncomfortable enforcing these guidelines, please contact a staff member.

If you notice a child with any of the following symptoms, have a staff member make a decision if the child can go into class (preferably before they sign into the classroom):

- Fever or diarrhea within the last 72 hours
- Clear runny nose that is constant and uncontrolled or accompanied by sneezing or coughing
- Green or yellowish nasal discharge
- A rash of any unknown or contagious origin
- Lice or symptoms of lice (consistent itching)

Children should be symptom free without the aid of a fever reducer for at least 72 hours prior to coming to Sunday school.

**COVID-19 Addendum:** If a household member displays any symptoms characteristic of COVID-19, the family should not attend children’s ministry activities. All family members should be symptom free for 72 hours prior to returning to Harvest. If you have volunteered in the children’s ministry and develop COVID-19 symptoms or test positive for COVID-19 within 72 hours of volunteering, please alert a children’s ministry staff member. Your identity will be protected.

**2. Inconsolable:** It is normal for a child to be upset when their adult leaves, especially if they are new to our fellowship. It takes some children weeks or even

months to adjust fully. If the child cries, the sooner the adult leaves the sooner the child will begin to adjust. If the child is inconsolable for an extended period of time (>10 minutes), we may contact the adult. Before the child sees the adult, a staff member or check-in volunteer will meet them in the hall to discuss what they would like to do. In some instances, they may decide that leaving the child in class is the best course of action. If this is the case (child should be left in the classroom), the teacher will be notified without the child knowing and additional assistance will be given if possible.

**3. Disobedience:** Please follow the classroom management plan detailed above for the process of contacting parents related to discipline issues. Sometimes a parent will need to be contacted during the service. Other times, it is sufficient to discuss behavior with a parent after the service. We will always tell our parents if we have to speak to a child for disobedience in the classroom. When you and a staff member talk to the parent, do it privately and relate to them the instruction you gave their child from the Word of God. Encourage the child and parents if the child responds well to your instruction. Be loving to the child and supportive of the parent. They may reinforce what you have said – they may not. Assume that they will and be kind and gentle.

### **Teacher/student ratios**

We will try to maintain the following teacher/student ratios. We will make every effort to see that there is a minimum of two adults (one may be a young adult) in a classroom.

Nursery (0-crawling): 1:2 – Max. 6

Crawlers and Walkers (crawling-24 mo): 1:4 – Max. 8

2/3 yr. old Class: 1:8 – Max. 25

Pre-K/K Class (4yr-Kindergarten): 1:10 – Max. 25

Elementary (1st – 6th grade): 1:20 – Max. 20

If the ratio exceeds these limits, the class may need to be closed to ensure the safety and quality of education for each child at a children's ministry staff member's discretion.

Lights should remain on at all times unless a video is being played or an object lesson requiring no lights is implemented. Each door of a classroom should have a window. Sight lines through the window should remain unobstructed at all

times. It is possible that classroom may be locked during classroom if notified by safety team to do so.

## **Visible Ministry Policy**

As stated in the standards of excellence, **no workers are ever to be alone with a child. It is preferable to have at least two workers present with children at all times. When this is not possible, visibility should be maintained.**

## **Approved Activities for Harvest Kids (6<sup>th</sup> grade and younger)**

1. All events or outings involving children from Harvest must be cleared through a children's ministry staff member.
2. All usage of Harvest Kids rooms should be approved by a children's ministry staff member & the facilities manager in advance.
3. Whenever moving children from a classroom, do a head count upon departure and arrival to make sure every child is accounted for.
4. Workers are NEVER to take a child home (to the child's or their own home) without another adult accompanying them and pre-approval by a children's ministry staff member and the child's parent or supervising adult.
5. Never take a child or children outside of the church building or program classroom without prior consent of a children's ministry staff member and, in some cases, written permission from the parents. Permission slips are available upon request.
6. A minimum of two approved adult volunteers are required for any trip or out-of-class activity.
7. When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. Drivers must be approved through the church prior to driving. The number of persons per car should not exceed the number of working seatbelts. Each driver should have a copy of the activity permission slips for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the leaders and a copy given to a children's ministry staff member.
8. When an activity is a local one, it is best if parents arrange their own transportation to and from the activity site. At least two approved adults must stay until the last child is picked up.
9. Overnight Policies
  - a. All overnight events must be pre-approved by a children's ministry staff member.

- b. There will not be overnight events for children younger than 5th grade unless it is specifically a parent/child outing.
- c. All overnight events must have at least two non-related approved adults attending overnight who have a ministry application, background check approval.
- d. If both male and female students are attending the overnight activity, there must be at least two male and two female non-related approved adults present. All overnight activities must provide for separate sleeping accommodations for the male and female participants.

### **Personal Touch/Affection Guidelines**

Physical touch and affection is important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection either intentionally or inadvertently in the Harvest Kids ministry. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be enforced for pure, genuine and positive displays of God's love:

1. All physical affection needs to be in the presence of other workers.
2. Physical touch or affection should be brief in nature, and never on a child's private parts.
3. Preteen and older girls should be hugged from the side.
4. Kids on laps should be sitting on legs, not straddled over adult private parts.
5. Kisses should not be given.
6. When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way, unintentionally, no embarrassing reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it. Inform a Harvest staff member of the incident.

### **Restroom Policies**

1. If a child needs to use the restroom, the hall monitor should be called. The accompanying adult should remain outside the stall area. If a single restroom is being used, the accompanying adult should never go into the restroom with the

child. Do not allow the children to “watch” while another child is using the restroom. No child should be sent into the restroom unsupervised unless it is a single stall restroom.

## 2. In bathroom emergencies

- a. **2 year-olds and younger** – Use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child’s name to be given to the parent.
- b. **3 year-olds and up** – Teacher/helpers may not change the child unless a diaper bag with extra clothes has been given to the teacher. No bag? The parent must be contacted.
- c. **Diapers** - We do not permit men to change diapers under any circumstances. Diapers must be changed by an adult female worker and in an area visible to other adults.

## Emergencies

### Minor Accidents

1. A FIRST AID kit & Bodily Fluid Clean-up kit is available in every room and at the check-in desk. Any further first aid must be provided by the parent.
2. Report any hazardous situations to a children’s ministry staff member and correct the situation if you can do so safely.
3. If a child is injured in any way, please notify a children’s ministry staff member. He/she will fill out an Incident Report. All injuries, no matter how small, must be reported to the parents. Do not reveal any other child’s name when notifying a parent of an injury that may have been the result of another child. A staff member will be the one to communicate the information as needed.
4. Deal with the incident sensitively and immediately. A staff member will decide when and if the parent should be contacted. Tell the parent about the injury when they pick up their child and have them sign the incident report, regardless of how minor the injury. There are times a parent may react negatively, so you should always have your coordinator or an approved adult present.

### Major Medical Emergencies

In case of serious emergency involving broken bones, convulsions, fainting, unconsciousness or other serious injury, follow these procedures:

- Keep calm and keep children and the injured as calm as possible.

- DO NOT MOVE THE INJURED CHILD.
- Speak calmly, reassuringly to the child.
- Notify the hall monitor immediately. The hall monitor should contact the parent and a staff member.
- Determine if 911 should be called after assessing the situation. If 911 should be called, instruct the nearest adult to make the call.
- After a staff member is with the child, you should help in moving other children from the scene of the accident.
- Safety Ministry, Medical Personnel or 911 will give parents additional instructions and refer to the child's parents for details of preference of hospital or doctor.
- In the case that a child is transported to the hospital, a church leader may accompany the child, if the parents cannot be located in a timely fashion.
- As soon as possible, the teacher needs to return to his/her class to see that other children remain calm and reassured.
- An incident report should be written as soon as possible with specifics of medical personnel recommendations and name of the hospital where the child was taken.

### **FIRE EMERGENCY PROCEDURES: Sunday School Classes**

If you see a fire, notify the hall monitor with the location of the fire.

When notified of a fire emergency, have all children line up and walk out in single file. Direct the preschool aged children to hold hands with a 'buddy' so they go out in twos, if possible. The teacher and/or assistant must count the children as they walk out and double check your room is empty.

With one teacher at the head of the class and one teacher at the end of the class, lead the children outside to the designated "safe zones" (see evacuation map on the wall of classroom or clipboard).

**Safe Zone for all Harvest Kids classes: Grass on the West side of the parking area**

It is imperative that the children stay in a "tight" group with their 'buddy'. Perform a thorough head count, report any missing/added children to a staff member.

At the acting children's director's instruction, sign out your children to their parent/guardian.

Keep the children in your group until they are checked out by parent/guardian. When all children are checked out, report to the children's director. If this was a drill, the director will give the okay for you to return with the children to your classroom and perform another head count. Report count to a staff member or hall monitor.

## **Lockdown/ Lockdown drills**

A Lockdown is called if there is suspicious activity reported and the situation appears to be unsafe and dangerous for the children in the classrooms. Safety should be notified if a lockdown is being called. The following procedures should be followed during a lockdown or lockdown drill:

### **LOCK DOWN PROCEDURES:**

**If you see an unsafe dangerous situation, or if one is reported to you:**

IMMEDIATELY lock your classroom door. The goal in this situation is to exit the building in an orderly and efficient manner.

1. If it is not a drill, immediately open a window and begin exiting the building through the window. An adult should exit first, followed by all of the children and an adult last.
2. Once everyone is out of the building, begin moving quickly toward the northwest of the church property into the adjacent neighborhood.
3. Seek shelter in a neighboring house.
4. Call the police as soon as you are able to safely do so. Wait for the police to come and release you from the house.
5. As soon as you are in a safe location, if you are able to contact parents to inform them that their children are safe, please do so.
6. Contact the children's ministry director(s) to report your location and any details that might be helpful.

If you need to buy time prior to exiting the building, move all children to the back of the room on the same side of the the door and sit on the floor. Keep all children as quiet as possible. Do not open your door under any circumstance. The director(s) or the authorities will open your door. If this was a drill, the director will verbally state "ALL CLEAR" to each classroom. Do not open your door or answer anyone who knocks until you have heard the "ALL CLEAR".

### Monitoring the Harvest Kids Areas for Safety

- 1. During services, children are not allowed to wander around the campus. If you see a child who is not in an appropriate place, please approach them or contact the hall monitor. We will take the child to their class or to their parent.
- 2. If you see an adult wandering around the building, please ask if you can help them find their way. Otherwise, for security purposes, we do not permit people to wander around the Harvest Kids area. If they continue to wander around call the hall monitor and inform them of the situation. The hall monitor will take care of the situation or notify a staff member.
- 3. A children’s ministry staff member will be available in the hallways to assist teachers, parents, visitors or volunteers as needs arise.

### Child Abuse

All persons who work with children are to be familiar with information and policies below. Any questions may be directed to a children’s ministry staff member.

#### Definitions and Symptoms of Abuse

Child Abuse	Any mistreatment or neglect of a child that results in harm or injury
Physical	Purposely <b>injuring</b> a child by hitting, biting, shaking, kicking, burning or throwing objects
Emotional	Consistent and/or extreme crushing of a child’s spirit with verbal attacks, threats or humiliation.
Sexual	Any sexual activity with a child – whether in the home or by a caretaker, including on the street by a person unknown to the child. The abuser may be an adult, adolescent or another child.
Neglect	Willingly failing to provide for a child’s emotional or physical needs: failing to offer guidance and supervision.

## **Suspicious Activity**

It is the goal of Harvest Kids to provide a safe environment for the physical and emotional well-being of all children participating in church activities. Harvest Fellowship has a zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Harvest to act in the best interest of all children in every program. Harvest Kids is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously.

## **Reporting Suspicious or Inappropriate Behaviors**

Indiana law requires that any person having cause to believe a child's physical welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

A volunteer who suspects abuse, neglect, inappropriate or questionable behavior or witnesses a suspicious incident is required to immediately notify the Harvest Kids Director or another staff member. Should the activity of concern involve a paid church employee, the matter must be reported to an elder. The staff member will consult the Leadership Team immediately and speak with the involved person(s) or volunteer(s) to get detailed information about the entire incident or conversation. When appropriate, the staff member will make a report to Department of Children's Services in accordance with Indiana state law. In no way does any provision in this policy discourage any volunteer from reporting a suspicion of abuse or neglect to the appropriate Indiana authorities.

Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a volunteer will not be treated as an actual occurrence, pending the completion of the investigation, and the church will take steps necessary to protect the integrity of the volunteer involved.

## **Consequences of Violation**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Harvest Kids. This suspension will continue during any investigation by law enforcement or Department of Children's Services.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involve children, students or vulnerable populations at Harvest Fellowship.

Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Harvest.