



**Detailed Policy and
Procedures
For The
Care of Children**

LowCountry
Community Church

POLICIES AND PROCEDURES FOR THE CARE OF CHILDREN

LowCountry Community Church

I. Responding to Allegations of Child Abuse or Neglect?

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 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 at least four years older than the victim, 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.

During the course of your ministry you may receive information that a person has the eminent intent to harm themselves or others. You must take this information seriously and report this information to your supervisor. If you have knowledge that the individual is being treated for a related illness, it is advisable that a staff representative, contact the individual’s physician and inform him or her of the incident.

The important principle is to report your suspicions. Even though you may feel embarrassed or you may be concerned that you are violating a “confidence,” you must report the incident. It is important that you realize that, although the person may be angry or depressed, they have probably revealed this information to you as a desperate attempt to receive help.

II. GENERAL GUIDELINES FOR THE CARE OF MINOR PERSONS AT LOWCOUNTRY COMMUNITY CHURCH

- A. All employees, volunteers, and facilitators shall read and indicate in writing their understanding and agreement to follow the LowCountry Community Church Protection Guidelines. All employees, volunteers, and facilitators shall receive training in the LowCountry Community Church Guidelines for Care according to the extent of their involvement.
- B. All employees, volunteers, and facilitators are mandated to do everything reasonably possible to provide a safe environment for children. Our children look up to and respect our volunteers. Please remember that you are always associated with LowCountry Community Church and LCC Kidz Children's Ministry. **With this in mind, be sure to always make wise Biblical choices.** These instructions, although not an exhaustive list, are practical actions you can take:
1. Observe the environment and equipment for unsafe situations and remove children from any potentially dangerous conditions; report problems immediately. Observe the need to monitor snacks for allergies for as children enter the room. Volunteers will never administer medications.
 2. Observe all persons who have contact with children for any abusive, and/or questionable conduct. **Immediately report any of this type of behavior and the person to your supervisor.** (Experts report that a "small impropriety" will often precede more severe acts.) Do not attempt to solve the problem without first talking to your supervisor.
 3. Follow the "**Two Adult**" rule of LowCountry Community Church: There should always be **two adults** present when supervising one or more children.
 4. Do not allow persons who do not meet the screening criteria to have any contact with children.
- C. It is appropriate for workers in the Bridges Ministry to use necessary methods of restraint and control to promote the physical safety of the person themselves, other attendees, staff and volunteers at LowCountry Community Church when confronted with potentially harmful behaviors.

D. Medical Procedures-Minor Injuries

A majority of the time an injury can be treated with a little loving attention and/or a Band Aid. First Aid kits are available in each room. If necessary, notify a staff member so they may fill out an accident incident form and notify the parents. **We are NOT authorized to dispense any over the counter or prescription medications.**

Medical Procedures-Major Injuries

Serious injuries involving broken bones, fainting, unconsciousness, convulsions, or other serious bodily injury should be treated as follows:

- Stay calm and keep the injured child as calm as possible. Speak calmly and assure the child that everything is going to be alright.
- **DO NOT move the child that is injured and DO NOT leave their side.**
- Send another volunteer to locate a staff member for assistance. If needed, the staff member will contact the emergency medical staff or call 911 for further assistance.
- The staff member will contact the parents and advise them of the child's situation. Additionally, a staff member will continue to follow up with the parents as needed.

E. Fire Emergency Procedures

If the building fire alarm systems are alerted, calmly and quickly lead the children in your room through the exit doors of your room.

- **Count your children before leaving the room**
- Lead all children and volunteers to the grass areas just in front of the tree line on the side of the building closest to Buckwalter Parkway **and immediately begin a head count.**
- Help your children remain calm and sit in a close circle so that you and other volunteers can keep them together.
- DO NOT release children to parents unless authorized by staff member.
- Remain outside until re-entry into the building has been authorized by a LCC Kids Children's Ministry staff member.

F. Emergency Procedures

Parents will be notified immediately of any accident that occurs. A written report of the incident with the date and time should be completed by a volunteer (In the classroom) and submitted to the LCC Kidz staff, who will report the incident to the Children's Pastor.

SCREENING PROCEDURES FOR CARE PROVIDERS

All persons who by virtue of their employment, ministry or facilitation and are involved in activities of the LowCountry Community Church must be screened.

All persons will:

- Complete the standard application form.
- Expect that all references will be checked.
- Have an individual interview (when serving at least once per month)
- Have a state background check done (if the potential of being alone with a minor exists)

CHURCH PROTECTION AGREEMENT

I acknowledge receipt of the Church "Policies and Procedures For the Care Of Children" on the date shown below. I have read these Policies and Procedures, and agree to follow them in my contact with minors at Church.

Signature: _____

Print name: _____

Address: _____

Phone: _____

Ministry: _____

Today's Date: _____