



**Next Generation Ministries
Policies & Procedures**

20 Mar 2017

Next Generation Ministries Volunteers:

Thank you for your interest in serving with Next Generation Ministries. We highly value you, our volunteers, and the ministry you provide to our children and students at Poquoson Baptist Church (PBC). We also value our children and students and want to provide a safe and nurturing environment for them to actively learn about the God who loves them. We have developed this handbook, which includes our policies and procedures, to protect not only our children and students, but also you and PBC's mission. Please understand that these rules will be strictly enforced. It is therefore imperative that you know and observe the contents of this handbook. After carefully reading through this manual, please sign and date the acknowledgement page and email it back to one of the following.

Grace and Peace,

Bibi Laborte
Jeff Rathbone
Next Gen Kids Team Leaders
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Jason Wells
Next Gen Students Team Leader
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Parents:

We sincerely thank you for entrusting your children and students to us. We value PBC's children and students and want to provide a safe and nurturing environment for them to actively learn about the God who loves them. We have established this handbook, including our policies and procedures, to protect not only our children and students, but also our volunteers and PBC's mission. You can rest assured that these rules will be strictly enforced. If you have any questions or concerns not addressed within this manual, feel free to email me.

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Next Generation Ministries

The following policies and procedures apply to all Next Generation volunteers.

Section One: Introduction

The purpose of this handbook is to provide policies and procedures for Next Generation Ministries and the volunteers who serve these teams. The policies and procedures within this handbook may be changed from time to time as determined by either the pastoral leadership or their Team Leaders.

Our Mission

Mission Statement: *Helping parents as they shepherd their children from lost to leader.*

- *Helping parents...*

Next Generation Ministries seeks to come alongside parents, equipping them and resourcing them to teach their children about the good news of the gospel of Jesus Christ.

- *...as they shepherd their children...*

We believe children and students, just like adults, are in need of Jesus' saving grace and love. We seek to demonstrate these elements of God's character by relating Christ-centered truth in creative and age-appropriate ways that children and students will both enjoy and understand.

- *...from lost to leader.*

The goal of Next Generation Ministries is not to babysit or entertain children and students. Our goal is to equip them to grow into disciple-making disciples of Jesus Christ.

Our Values

The Next Generation Ministries of PBC are important for the long-term vitality of the church. We affirm our responsibilities to our Lord, the children and students He has placed in our care, their parents, and to our brothers and sisters in Christ. We will express our responsibilities of accountability in the following ways:

- 1) Accountability to the Lord for teaching the scriptures in truth, clarity, and diligence (2 Timothy 2:15)
- 2) Accountability to the children and students to teach them what God has given to us in His word (Deuteronomy 4:9-10)
- 3) Accountability to the parents to assist them in the training of their children (Proverbs 22:6)
- 4) Accountability to our church family to be fellow laborers for Christ (1 Corinthians 3:7-10)

Because we are accountable, we believe there are certain commitments we must strive to meet in a systematic, prayerful manner. These commitments include the following:

- 1) Commitment to provide a safe, controlled environment for the children and students in all ministry activities.
- 2) Commitments to ensure volunteers and staff are properly screened and have a heart for serving the Lord in Next Generation Ministry.
- 3) Commitment to provide those who serve in Next Generation Ministry with consistent and ongoing training and resources to enable them to serve capably and effectively and develop new teachers and leaders.
- 4) Commitment to communicate regularly and openly with parents, church leadership, each other and the church body as to the progress, needs and expectations of the Next Generation Ministry at PBC.
- 5) Commitment to implement effective, cohesive curriculum designed to promote the Gospel and disciple our children according to God's Word.

Team Leaders

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Section Two: Volunteer Basics

Volunteer Application Process

Because we love children and students and because their safety is a paramount concern, Next Generation Ministries requires all volunteers working with children and students to complete the following volunteer application steps:

- 1) **Become a Covenant Member of Poquoson Baptist Church.** Because Next Generation Ministries volunteers teach biblical truth to our little ones, we require our volunteers to be Covenant Members. We consider Next Generation Ministries volunteers to be leaders within the church (leaders who lead our children), so we require church membership just as we would for any other leadership position. We also require covenant membership to ensure that each volunteer is known within the context of Christian community.
- 2) **Read this manual thoroughly,** paying particular attention to the area(s) where you desire to serve.
- 3) **Complete the Next Generation Ministries Volunteer Application** and sign the agreement indicating you have read and understood the material in this manual and agree to comply with policy requirements.

- 4) **Consent to a Background Check.** After submitting the background consent form, PBC staff or their designee will conduct a security background check for persons 18 years and older, including a search for criminal history. The results of the background check will be reviewed by the pastoral leadership of the church or their designee in determining the applicant's fitness to serve in Next Generation Ministries. After this initial review, if it is determined that further review should be made, the pastoral staff may request further information from the applicant before a decision will be made.
Confidentiality: The details of the background check will remain confidential and any documents containing social security numbers and other sensitive data will be promptly shredded upon completion of background check. Only minimal information such as background check dates, report numbers and results will be retained. All sensitive information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential.

- 5) **Attend Next Generation Ministries training.** These training events will be offered at various points throughout the calendar year.

Junior volunteers: Students between the ages of 14yrs old and 18yrs old) are graciously welcomed as volunteers once they have concluded the training and submitted an application. Junior volunteers must always serve with a trained and background checked adult. Junior volunteers will not be background screened.

PBC's pastoral leadership and the Next Generation Ministries Team Leaders reserve the right to remove any volunteer from the Next Generation Ministries team at any time and for any reason.

Volunteer Training

Training is an important, effective, and required step in fulfilling your responsibility as a volunteer. Next Generation Ministries volunteers should expect the following:

- New Volunteer Training: Each new volunteer shall attend one informational meeting with their Team Leader regarding his/her specific age group.
- Recurring Training: Volunteers are required to attend periodic training sessions as scheduled by the PBC staff.
- Need-Based Training: Occasionally, PBC will provide training sessions to address specific needs and/or topics of interest for volunteers.

General Notes

- All volunteers should be familiar with the applicable policies and procedures within this handbook. Volunteers are expected to comply with the established guidelines.
- For safety reasons and as a courtesy, we ask that phones be on vibrate/silent mode and not be used in the classroom except in the event of an emergency (e.g. contacting parents).

Restrictions

Staff members and volunteers must not be under the influence of or have on their person any illegal drugs, nor alcohol, tobacco, or pain medication that impairs reaction time while volunteering with Next Generation Ministries.

Please refrain from bringing the following onto the PBC campus:

- Sharp objects
- Sporting goods
- Guns and firearms¹
- Tools
- Martial arts and self-defense items
- Explosive and flammable materials
- Disabling chemicals
- Any other dangerous item

¹ We recognize Americans have the right to legally bear arms, however, while volunteering with children and students we ask that you do not bring any firearms.

Section Three: Safety & Security

Visibility & Security

For the sake of safety and accountability, it's of utmost importance that all interactions between minors and volunteers take place in a location where other adults can observe. At no time shall a minor and a volunteer be alone together in a closed room with no visibility to outsiders. In addition, each room should have a window allowing anyone in the hallway to clearly see how are children and students are being cared for.

Volunteer/Minor Protection

PBC intends to ensure the health, safety, and well-being of children, students and volunteers. As a precaution, and to ensure strict accountability from one adult to another, volunteers must follow these rules:

Two-Volunteer Policy

At least two volunteers shall remain together with children (10 yrs old and under) at all times, one of which ideally should be a female. If a volunteer needs to leave a group of children, another volunteer must be promptly secured to uphold this two-volunteer policy.

Physical Contact

PBC is committed to protecting children and students, and we also recognize that appropriate touch is part of a positive, nurturing environment. 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 a children's 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 promoted for pure, genuine and positive displays of God's love:

- a) ALL physical affection needs to be in the presence of other workers.
- b) Physical touch or affection should be brief in nature, and never if a child shows any hesitancy or apprehension.
- c) Preteen and older girls should be hugged from the side.
- d) Kids on laps should be sitting on legs, not straddled over adult private areas.
- e) Kisses should be extremely limited and rare and never on the lips of a child.
- f) 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 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

Additional ways to show our love and support for the children (when accompanied by good judgment) include: short congratulatory or greeting hugs, a brief, assuring pat on the back or shoulder, handshakes, high-fives, and fist bumps.

The following is a non-exhaustive list. **Volunteers shall NEVER:**

- touch a minor in anger or disgust
- touch a minor in any manner that may be construed as sexually suggestive
- touch a minor between the navel and the knee
- touch a minor's private parts (except for diaper or bathroom procedures for small children)

Policy Against Child Abuse

Next Generation Ministries maintains a strict zero-tolerance policy against child abuse and neglect. Child abuse and neglect includes physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any minor to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with minors. It is against the law and against Next Generation Ministries' policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any minor.

Emergency Procedures

In case of an emergency, take the corresponding steps:

Medical concerns:

In case of a life threatening emergency, immediately call 9-1-1. Promptly report the life threatening emergency or a lesser medical need to the Team Leader. If emergency personnel have not been called, the notified person will decide if 911 should be called and notify the parent. If possible, the second (or an additional) volunteer should remain calm and divert the attention of the other children. The victim should be kept quiet and still. Do not attempt to move a severely injured person unless in imminent danger. If there is a CPR-trained individual whose certification is current, they should attempt to administer CPR.

Hazardous weather:

In the event of dangerous weather (e.g. tornado, severe flooding), volunteers should remain calm and await further instructions (from a Team Leader) if time allows. Volunteers must make every effort to remain in contact with the Team Leader to properly account for students and children.

Fire:

The safety of all children, students and volunteers is the first priority in any fire. Immediately evacuate the facility by the safest route possible. Be cautious of emergency vehicles responding to the situation. Any attempt by volunteers to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present.

Evacuation:

The children and students will be led by their classroom volunteers through the nearest exit door. If a door is blocked, the volunteers will lead the children and students through the nearest alternate exit door. Windows may also be used as an escape if necessary. The volunteers and children/students will congregate in the corner of the parking lot near the

dumpster. They will form a group circle in order to be counted and report to their Team Leader. Do not dismiss any children from outside without coordinating with the Team Leader.

Missing Child/Student:

Time is critical if a child or student is reported missing. Volunteers should contact a Team Leader as soon as possible with the following information:

- Name, age, race, and sex
- Hair color and color of clothing
- Room where child was checked-in

Injury & First Aid

Next Generation Ministries volunteers are permitted to administer Band-Aids and ice packs; however, volunteers will not administer medicines unless there are extenuating circumstances (overnight or multi-day event. Any request for administration of medicine under this exemption must be in writing and signed by a parent.) If there is an injury in the classroom, the volunteers should immediately find their ministry team leader. All injuries must be reported to the ministry team lead because some seemingly trivial injuries can turn out to be serious. Injuries should be reported using PBC's incident report template as soon after the incident as possible. A copy is at attachment 2 and may be found in rooms where children/student meet regularly.

Next Generation Kids

The following policies and procedures apply for volunteers working with Next Generation Kids.

Section One: Volunteer Guidelines

Scheduling

Currently, other than Sunday School, each Next Gen Kids Ministry area (such as Team Kid and the Nursery) generates its own schedule, manually, based on a "school year" schedule. Volunteers are asked to commit to serving on a regular basis (usually weekly) and are expected to keep their commitment throughout that "school year" unless an unforeseen situation arises. When illness, work, or other conflict keeps a volunteer from their commitment, volunteers are asked to secure a substitute from the approved substitute list maintained by the Next Gen Kids Team Leaders.

Arrival & Departure

Because we take seriously our obligations to PBC's children, we ask all volunteers to abide by the following guidelines.

Volunteer Arrival Checklist (the 4-P's):

- 1) **Punctuality**: Please arrive on time. Volunteers are asked to arrive 10 minutes prior to the gathering for which they are scheduled or as otherwise instructed by their Team Leader. Punctuality is imperative because tardiness has a domino effect, placing

undue stress on staff and fellow volunteers. Please understand that your role is valuable and that others may be affected by tardiness.

- 2) **Prayer:** Please consider praying prior to the gathering for which you are scheduled. We rely on our Almighty God to empower and protect us as we carry out our duties. Prayer is a powerful weapon! Also, remember that Sundays are our designated time to gather as a whole body. If possible, please make it a priority to attend a corporate gathering even on those Sundays when you are scheduled to serve.
- 3) **Preparation:** As you arrive, we ask that you put on your nametag and familiarize yourself with the room and the materials provided for the lesson before the children arrive. Please ensure your personal belongings are off the floor and out of the reach of children. (Nursery volunteers have additional guidelines in the nursery.)
- 4) **Presentation:** Please remember that the parents we serve are entrusting their children to us. This is no small thing, and that relationship hinges on trust. Accordingly, please do your part to present Next Generation Ministries as a safe and hospitable place.

Volunteer Departure Checklist (the 3-S's):

- 1) **Safety:** Please do not release a child without following current sign-out procedures (matching name/number tags).
- 2) **Stick Around:** All volunteers must remain in their ministry area until the last child has been picked up or until relieved by another volunteer.
- 3) **Sanitize:** Prior to departure, ensure that all tables are wiped clean and materials or toys and supplies are put away neatly in their proper places. (Nursery volunteers have additional guidelines in the nursery.)

Absences

For planned absences, please secure a volunteer from the approved volunteer list and contact (call/email/text) your Ministry Area leader. **The Substitute Volunteer List is comprised of screened and trained volunteers only and maintained by the Next Gen Kids Team Leaders.** We certainly understand that life can be unpredictable. In the event of a **last-minute** illness or emergency, please inform a Next Gen Kids Team Leader as soon as possible.

Section Two: Parent Responsibilities

Parents, for the safety and well-being of your children, please adhere to the policies and procedures outlined in this manual.

Remember to:

- Always inform a volunteer of a new allergy or medical diagnosis (in writing) that could affect the child's care during their time with us.
- Please label all your child's belongings (diaper bags, cups, bottles, pacifiers, etc.).
- Please provide extra diapers, pull-ups, change of clothes, etc.

- Please leave all toys and dolls at home so as not to lose them or cause other children to be upset.

Check-In

Initial Visit: Upon your child's first visit, you will be asked to register your child. Please allow a few extra minutes to fill out the necessary forms. After your initial registration, please follow the weekly check-in process:

Weekly Check-in process: Report to your child's age-specific room. A volunteer (look for the nametags) will ask you to sign your child in—this must be done each time you bring your child to a Next Gen Kids Ministry event. Please:

- **Communicate allergies and/or potty-training needs.** If your child has any allergies or special conditions, please ensure that this is noted on their name tags.
- **Consider other families, especially guests.** As the church, we should be marked by hospitality and love, so please demonstrate those characteristics while checking your children in and out of Next Generation Ministries.
- Parents are encouraged to take their potty-trained children to the restroom prior to checking them into their classrooms.

Check-Out

When a parent arrives at the entrance of their child's classroom, a Next Generation Ministries volunteer will ask the parent for the child's matching name/number tag. The volunteer will match the child's tag with the parent's tag. For the safety of your children, we WILL NOT release a child without their corresponding tag or a state approved ID that matches the Registration paperwork. Parents must keep possession of the check-out tag, which alone permits a parent to pick up a child from class. Please pick up your child promptly after the activity ends before socializing, so the volunteers may clean up and join their families.

Child Wellness

To prevent the spread of illnesses and as a courtesy to other children and volunteers, please do not bring sick (see below) children to church. Children must be **symptom-free from** the following illnesses without medication for 24 hours before entering the classroom:

- Fever of 100 or higher
- Vomiting or diarrhea
- Conjunctivitis (pink eye or other eye infection)
- Rash
- Nasal drainage that is green or yellow
- Severe sore throat
- Open sores
- Excessive coughing
- Lice

If a child develops any of these symptoms while in class, you will be contacted via text message to pick up your child. In addition, a volunteer will text you if: (1) your child is

completely inconsolable (after at least ten minutes of care), (2) your child is ill or injured, (3) your child has a severe disciplinary problem, or (4) your child is a danger to himself/herself or other children.

Section Three: Volunteer Procedures

Feeding Children

- Any special treats or activities involving food outside of the scheduled curriculum must be approved by the Ministry Area Leader. Remember to always check for allergies.
- Babies and young toddlers should only be fed what the parent has provided for that specific child. Do not share food between babies. Do not give babies HoneyNut Cheerios (or other product containing honey). Toddlers may be given animal crackers or cheerios if they do not have allergies to those products.
- A light snack is provided for children in the toddler and preschool rooms. It usually consists of goldfish or animal crackers. Parents are welcome to send snacks with their children, as well.
- Children may have snacks and drinks only when seated. For safety, allergy and sanitation reasons, children are not allowed to walk around with snacks or cups.

Restroom Policy

When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door. With minor exceptions, only female volunteers are allowed to provide assistance inside the restroom. Men are not allowed to diaper children.

Do not send very young children into the restroom with older children. Take them in age-appropriate groups. For school aged children, a volunteer should always check the restroom first, allow the child to enter and then wait in the vicinity, within eye-sight of the restroom door.

Diapering Children

Only female volunteers may change diapers. Gloves are to be worn, please follow published and posted guidelines in the nursery.

Cleaning

Supplies and toys should be put away and any materials used should be properly stowed. All trash should be emptied at the end of each room's use.

Classroom Management

Preschool children and above should be given a set of expectations for an orderly classroom environment. The following classroom rules are helpful to instill a sense of order from the earliest age:

- Obey the teacher
- Be a good listener

- Respect others

Young children may need help in understanding and following your expectations, therefore, be sure to:

- Communicate the classroom rules at the beginning of every class.
- Make eye contact when speaking to a child.
- Catch the child doing well and encourage them. Use positive reinforcement.
- Have children repeat what you have asked them to do.
- Try to redirect the child if they are doing something they shouldn't be doing.
- Discipline should always be given in love, not in anger.

Preventative Actions:

- Create a loving, caring atmosphere.
- Establish and communicate realistic expectations for children.
- Focus on positive actions.
- Be fair and consistent with children.

Aggressive Behavior: Biting, hitting, pushing, scratching, or pulling is considered aggressive behavior. If a child displays any of these behaviors, notify his or her parents immediately, and ask them to remove the child from the classroom for the day.

Discipline Steps: Depending on the ages of the children in the class, you'll need to establish behavior checks and consequences. Below guidelines may be helpful.

- Verbal warning: If possible, whisper and get close to the child in order not to draw attention from others and onto the inappropriate behavior.
- Remove and set apart: Remove the child from the rest of the children. Have him or her sit in a different area of the room for a set amount of time or until the child is ready to participate cooperatively.
- Alert parents: If the behavior is aggressive or the child unrepentant, please contact the parents immediately.

Attachment 1 contains additional information on working with children and classroom management, to include a Gospel-centered discipline approach. It also includes suggestions for volunteers.

Section Four: What Parents Can Expect

Classes & Ratios

Next Generation Kids offers many opportunities for targeted training with your child. These activities may include but are not limited to the following:

- 1. A Nursery department with services available for babies up to 18 months of age** staffed and available at regularly scheduled church-wide meetings and other events as capable. Our goal is to create an environment of safety, trust and the beginnings of understanding the wonders of God through selected resources.
- 2. A Toddlers class for ages 18-36 months** staffed and available at all regularly scheduled church meetings and other events as capable. Toddlers through various activities will begin to learn basic concepts and truths about their Creator and the world around them. Occasionally, the nursery department and toddler class may be combined. This “infant nursery” accommodates children to 36 months of age.
- 3. A Sunday School Curriculum for preschool to 5th grade** segmented into various age or ability levels as determined by church leadership. Sunday school by design emphasizes the enrichment of biblical knowledge and presentation of the Gospel.
- 4. A Children’s Church for ages 4-5th grade** utilizing group and selected segmented activities designed to emphasize topical bible truths positively affecting the character and conduct of our children as well as presenting the Gospel.
- 5. Wednesday Midweek Children’s program serving preschool – 5th grade** will through small group activities explore various facets of discipleship, assisting character and conduct development and the objective of serving others and going to tell the world the Good news of Jesus.
- 6. Seasonal Outreach events** such as Vacation Bible School or family conferences give an opportunity to expand our outreach into the community to share Jesus in ways that are only available due to the time of year or uniqueness of the event.

We encourage parents to include children in these activities at their discretion. We also invite parents to bring their kids into our Sunday Gatherings as early as they see fit for their children.

Teacher/Child ratios: We will try to maintain the following teacher/child ratios. However, at all times there will be a minimum of two volunteers in a classroom.

- 1) Nursery & Toddlers (0-36 mo.) - 1:3
- 2) Preschool (3-4 yrs.) – 1:5
- 3) Kindergarten - 5th grade 1:15

Additional Classroom guidelines: If the classroom exceeds the above ratios, the Team Leader should be notified for appropriate resolution. Any room usage must be approved by

the Team Leader to ensure safety, adequate staffing and appropriateness. Classrooms and teaching areas should never be locked while in use, except for the nursery. Lights should remain on at all times, except dimmed lights may be used in the nursery to aid sleeping babies.

Each door of a classroom should have a window. If there is no window, the door should be left open. Sight lines through each window should remain unobstructed at all times.

Curriculum

Consistency in our message and methods across all children's ministry activities is a critical component of choosing a curriculum for our teachers to utilize. We currently use resources from *Discipleland.com* as our main teaching tools in Sunday School, Children's Church, Wednesday midweek program, and other activities as appropriate. Designed for the express purpose of discipling young children and building a biblical worldview, *Discipleland* materials allow our ministry teachers and assistants to work together across ministry programs for a common goal with a common and consistent approach. As with any transition to new materials and methods, we know it will require some time to utilize the materials to full potential, but we are confident that over time not only will our teachers and assistants expand their abilities to teach effectively, our children will also be impacted in the areas of their knowledge, character and conduct as true disciples of Christ.

Next Generation Students

The following policies and procedures apply for volunteers working with Next Generation Students.

Section One: Volunteer Procedures

General Guidelines

Poquoson Baptist Church and Next Generation Student Ministries are greatly concerned with the safety of our students and our adult leaders (volunteers and staff). Student Ministry adult volunteer leaders and staff are hereby instructed to utilize a Team Approach to student ministry. This means that a minimum of two workers are to be present during any PBC activity involving minors. On church property and while on church-sponsored activities, no adult should be alone with a minor in any non-public place or on any overnight event. If a volunteer needs to talk with a minor privately he/she is either to (1) do so in an open area or (2) include another adult. Any person who refuses to comply with these policies or continues to violate them will be barred from further work with minors at Poquoson Baptist Church.

- All volunteers and staff working with students should keep any one-on-one activity with students in a public place (i.e. restaurant, coffee shop, etc.) and said activity must be approved by the parents/guardian of the student.
- A volunteer or staff person must have parent/guardian approval for a minor to travel in the personal vehicle of that volunteer or staff person.
- Two adults must be present in each vehicle when minors are transported by PBC provided or sponsored transportation except in the case of a serious emergency.
- No volunteer or staff person will be permitted to be alone with a minor behind a closed door.
- Because of mandatory child-abuse reporting laws, workers should never promise confidentiality to a minor.
- Adequate adult/minor ratios will be maintained based on the minors' ages, activities, and location of the church sponsored event or class.
- Adherence to room capacity limits as set by fire code is crucial.
- All overnight or off-property activities sponsored or approved by PBC require the prior approval of the appropriate staff. Minor participation requires parent/legal guardian consent.
- The following behaviors are prohibited for all paid employees and volunteers:
 - Threatening or intentionally inflicting physical, verbal, and/or emotional injury upon a minor.
 - Committing any sexual offense against a minor or engaging in any sexual contact with a minor.
 - Making any kind of sexual advance, making a request for sexual favors, or engaging in other verbal, visual, or physical conduct of a sexual nature with a minor.
 - Sending or receiving text messages, emails, or IMs containing prohibited language, and meetings or telephone calls that violate Church policies including prohibited language or behavior.

Overnight Activities

These procedures cover any activity sponsored and/or supervised by PBC, which requires an overnight stay. This includes, but is not limited to camping, lock-ins, hotels/motels, and overnight stays in a personal dwelling.

Approvals

Any overnight activity requires the prior approval of the appropriate staff. A signed Parent Permission form must be completed for every minor participating. The Team Leader will verify that the form has been completed and is on file prior to the activity.

Rules of Conduct

- The Team Approach, as above, will apply to all overnight activities.
- Coed overnight activities require male and female adult leaders.
- The written permission of the parent, legal guardian, or custodian is required for a minor to leave an overnight activity prior to its scheduled termination time or to leave with anyone other than his or her parent, guardian, or custodian.
- Minors of the opposite sex will not be allowed to sleep in the same room except in group settings under the direct supervision of leaders (this should be a very rare exception).

Transportation Policy

Vehicle Requirements

These requirements pertain to all vehicles used for church sponsored transportation including but not limited to church owned vehicles, vehicles provided by PBC staff, parents of participants, volunteers, and/or members, and any leased or commercial vehicles.

- All vehicles will be in good running order and possess current license plates and vehicle registration, a current safety inspection sticker, and passenger restraints as required by Virginia law.
- All vehicles will have insurance coverage as required by Virginia law.
- All vehicles will be multi-passenger. No motorcycles, scooter, or mopeds will be allowed.
- No vehicle will be allowed to carry more than the passenger capacity as specified by the vehicle manufacturer.
- Permission from PBC staff must be obtained for use of the church van.

Qualification of Drivers

- All drivers will be pre-approved volunteers. This approval may include (but is not limited to) a motor vehicle records check and request for proof of insurance.
- All drivers will have a current valid Virginia driver's license with the classification for the vehicle driven, and be at least 25 years of age (21 years of age for PBC employees).
- All drivers will be subject to periodic checks of their motor vehicle driving record.
- Disqualified drivers: Persons who have been convicted of, placed on regular or deferred adjudicated probation for, received pre-trial diversion for, or pled guilty or *nolo contendere* to the following offenses: manslaughter, criminally negligent homicide, consumption or possession of alcoholic beverage in a motor vehicle, driving while intoxicated, intoxication assault, intoxication manslaughter or any other intoxicated offense, drug possession or use charge, reckless/dangerous driving, or excessive moving violations defined as not more than 1 moving violation in any consecutive 12 month period or 3 moving violations in the previous consecutive 36 months will be disqualified to serve as drivers for church sponsored transportation.

General Rules

All transportation provided or sponsored by PBC is subject to the procedures herein described. The appropriate PBC staff must approve any deviation, and the concerned parents/legal guardians or custodians will be informed prior to departure.

- Two adults must be present in each vehicle when minors are transported by PBC provided or sponsored transportation except in the case of a serious emergency.
- Anyone who drives a vehicle, rented or privately owned, for church sponsored transportation must maintain a valid Virginia driver's license, provide proof of insurance, and comply with all PBC transportation policies.
- All drivers will obey all traffic laws and require all passengers to wear seatbelts. Failure to do so may disqualify them from further driving privileges.

- Drivers are not to operate a vehicle for more than six consecutive hours. Another approved driver must then operate the vehicle for at least two hours before the previous driver may resume driving.
- Vehicles are not to be operated between 10 pm and 5 am.
- Parent/legal guardian consent must be obtained for every minor transported in a church-sponsored vehicle.
- In an emergency that threatens health or safety, a driver may transport one minor in a vehicle without a waiver.

Section Two: Student Expectations

Our expectations for students at PBC sponsored events are as follows:

- **Respect is expected at all times** - respect for adult leaders, respect for each other, respect for property (yours and others').
 - (This rule exists to establish good relationships between the adults and the students. If we do not have respect for the adults, their leadership role is compromised. If we do not respect each other, group building and community will not develop. If we do not respect property, we are not good stewards of God's blessings or loving toward others. *1 Corinthians 6:19-20*)
- **No alcohol, drugs, knives (of any kind or size), weapons, or fireworks are allowed.**
 - (This rule exists to protect students and adults. *1 Corinthians 3:16-17*)
- **No sexually inappropriate behavior is allowed.**
 - (This rule exists as a reminder to our students of God's plan for sexual purity. *2 Timothy 2:22*)
- **No profanity or putting down of other people is allowed.**
 - (This rule exists to follow Ephesians 4:20 – “do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up.”)
- **For special activities and trips, all dress will be modest** - no spaghetti strap tops, mid-riff or tank tops, "short" shorts; clothing with questionable sayings, slogans, etc.; no two-piece bathing suits.
 - (This rule only applies to special activities and trips because we do not want to exclude a guest from attending regular gatherings. This rule exists so that we are not causing our brothers or sisters to stumble by our dress. Our focus can be on God, not each other. *Romans 13:12-14; 1 Peter 1:13-16; 1 Peter 1:14-16; 1 Peter 3:9*)
- **During overnight trips, there will never be guys in girls' rooms or girls in guys' rooms** - not at any time.
 - (This rule exists to prevent being in a place of temptation as well as to not compromise reputations. *1 Corinthians 3:16-17*)
- **When traveling in buses or vans, guys will sit with guys and girls will sit with girls after dark or when traveling overnight.**
 - (This rule exists to prevent being in a place of temptation as well as to not compromise reputations. It also exists so that we are not causing our brothers or sisters to stumble.)

ATTACHMENT 1

Gospel-Centered Discipline/Teaching

MORALITY BASED	GOSPEL BASED
You must try for Jesus.	You must trust in Jesus.
It's about what you do.	It's about what Christ has done for you.
Obey out of obligation/duty.	Obey out of gratitude/love.
You are the hero of the story.	God is the hero of the story.
The story is about you.	The story is about Jesus.
Right action is the primary aim.	The heart is the primary aim.
The story remains small.	The story fits within God's story of redemption.

Positive Framing and Reinforcement

For the commandment is a lamp and the teaching is light, and the reproofs of discipline are the way of life. — Proverbs 6:23

Praise the positive and reward good behavior.

Children often learn by modeling behavior, so try, for example, "I love the way Sarah is sitting quietly with her hands in her lap. Great job!" The other children will follow quickly in hopes of being praised the same way. Praising kids rewards good behavior and reinforces that behavior for the entire class.

Explain the rules of the class every week.

Children do well when they know what is expected of them.

Be assertive: Say what you mean and do what you say.

Children need to know what consequences will follow disobedience. When children know the consequences ahead of time, they will likely receive them with less arguing and complaining. Order the class around what you have said you are going to do. You are the teacher. Be firm in giving instructions and following through, but never yell at a child. Speak on their level. Look at them in the eye and make sure they are listening to what you say. If appropriate, have them repeat back what you just said. Do not discipline a child from across the room: go to the child and pull them aside. Do not let kids tell you what to do. You are in control.

Make things fun!

Instead of going into things like clean up time with a negative approach, such as, “I’m so sorry, but we have to put toys away now,” try addressing it with a positive spin: “Okay kids, I have a mission for you: do you think we can have all of these toys put away in two minutes?” Singing the clean-up song is always a hit, and a great way to encourage a clean-up routine. Don’t offer too many activity choices for kids.

Talk to a child who is crying.

Engage an upset child with something of interest. Talk to them in a way that distracts them from thinking about their parents and avoid saying that Mommy/Daddy is coming. If absolutely necessary, you can remind them that Mommy and Daddy will come back soon, but do not make that the point of your conversation. For children who are likely to cry, ask their parents how best to soothe them.

Apply the gospel when you are disciplining a child (see the chart above).

Focus on God’s love for the child and your love for the child. Be specific as you explain that you want him/her to follow directions, be kind to friends, participate, etc. Talk to the child about how it pleases the Lord when we obey Him. Remember that discipline should always be given in love, not in anger.

Reconciliation

If a problem occurs between two or more children, ask both parties the following questions to find out the children’s perspective on the situation and to help children learn to reconcile:

- What happened?
- How did you feel when that happened?
- What did you do?
- Why did you do that?
- What was the result?

Then, ask the offender to apologize to the offended:

- Help the child to understand why the other is upset. “I’m sorry for...”
- “This was wrong because...”
- Focus on what to do rather than what not to do. “In the future, I will...”
- “Will you forgive me?” This is unnecessary for accidents, but it’s good protocol.

Things to think about...

Pay attention to how you feel. If you are stressed, children will sense that. Try to focus on the present moment and the children in front of you rather than outside stresses and circumstances. If you are struggling with a child, pass him or her off to another volunteer. You are never alone in the classroom, so let those around you help you through difficult moments. Take a moment away if necessary (but always within the bounds of our policies regarding two volunteers to a room, etc.).

Remember your service for the Lord. We only have about 1-2 hours with these children each Sunday (or Wednesday) to give them our all and teach them about the depth of God's love for them, which we can demonstrate through our actions and our undivided attention.

Ask yourself if you prepared properly for your assignment. Did you have to rush? Try to see if next time you can do things a bit differently so you will arrive on time

Did you pray as part of your preparation? Pray, before, during and after your time with the children. Pray for God's equipping, pray for safety, pray for the children's salvation, for tender hearts towards God, and for any family concerns you know about.

ATTACHMENT 2

PBC INCIDENT REPORT TEMPLATE

Instructions

Complete this report under any of the following situations:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in your care;
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment;
- C. A child is transported by ambulance from your facility;
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation;
- E. There is an allegation or reasonable suspicion of abuse of a child.
Important: Consult your state's mandatory reporting requirements for further information on abuse reporting; OR
- F. As otherwise required by any state licensing or other authority, such as childcare or daycare licensing.

Date of Incident:	Time of Incident:
Name and Approximate Age of Child Involved (One Report per Child):	
Contact Information for Child Involved: Parent/Guardian: _____ Address: _____ Telephone: _____ Email: _____	
Nature of Injury/Incident:	
Location of Incident:	
Description of Incident:	

Was the above information:

Reported to you by someone else? If so, who: _____

OR

Directly observed/witnessed by you?

Action(s) Taken: (Check all that apply.)

Provided First Aid What/When _____

Call placed to 911 By Whom _____

Taken to hospital By Whom _____

Notified Parent/Guardian Who/When: _____

Notified Facility Official Who/When: _____

Notified Authorities Who/When: _____

Other _____

Witnesses to Incident:

Name: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Printed Name of Person Completing This Report: _____

Position at the Organization: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Signature of Facility Official: _____ Date: _____

WITNESS REPORT

Name: _____

Address: _____

Telephone Numbers:

Home: _____

Work: _____

Cell: _____

Email: _____

Date/Time of Incident:

Fully Describe What You Observed:

Anyone else you know who may have witnessed the incident?

Name: _____

Address: _____

Telephone: _____ Email: _____

Printed Name of Witness: _____

Signature: _____

Date Signed: _____