

**WHITE BLUFF CHAPEL
COMMITTEE POLICIES AND PROCEDURES MANUAL**

2.1

POLICIES AND PROCEDURES FOR WORKERS

6/28/2016

The following policies and procedures are applicable to activities and workers in the Children's Ministries of White Bluff Chapel. They are filed in the WBC Office and Children's Room and provided to all children's workers for their review and compliance.

1. Two adults (twenty-one or older) shall be present with any children/youth at WBC activities. Workers younger than 21 may participate however one adult must also be present.
2. Children's workers are supervised by the Children's Ministries Committee chair or church staff, Pastor and the Board of Trustee
3. A parental permission and release form, updated annually, is required to be on file for every child participating in programs at which parents or guardians may not be present; ie, Sunday School, Vacation Bible School.
4. Medication may be administered as requested and/or approved in writing by parents or guardians.
5. The top of the children's room Dutch door and the blinds shall remain open when the room is used for children's activities. Periodic unannounced classroom visits may be made by supervisory individuals.
6. Behavior problems will be addressed verbally and with time out only. No physical discipline will be administered. Behavioral issues will be reported to the parents and Children's Ministry chair.
7. One-on-one conversation with a child will be held in a public setting, in sight of other adults.
8. Problems or confidential issues involving individual children are to be discussed with parents or guardians and the Children's Ministry chair only.
9. Two adults, 21 or older, one male and one female, serve as chaperones for each vehicle transporting children/youth.
10. First Aid supplies are in the children's room closet on the back of the left door.
11. If there is a true emergency, call 9-1-1. Retrieve the emergency form for the child from the first drawer of the chest.
12. Diaper changing supplies are in the second drawer of the chest. Use latex gloves for diaper changes. Place Freezer paper between the child and the changing table. If parents have not brought a diaper bag, there are also diapers provided. There is a no-roll pad in the nursery or the changing table in the ladies' restroom may be used.
13. Wash hands with soap and water before and after serving food and after caring for any child's or your own bodily functions.
14. Babies should be held and nurtured during bottle feeding. Older children are to be kept seated at a table or on the floor while having refreshments.
15. Nursery children of either gender can use the ladies' restroom through the nursery connecting door. Leave the door to the classroom open and have a worker accompany children needing assistance. An adult can monitor from the door within sound of the child and the classroom
16. If an older child needs to go to the restroom, ask if any others need to go. Have a worker confirm that the restroom is not in use. Remain at the door within sound until the children exit. For some programs a group restroom break may be scheduled.
17. Clean toys, tables and changing tables after each session with the disinfectant products provided in the closet by the sink.
18. Remove trash from Children's Room at the end of class.

Related Document in Organization and Procedures Manual:

[4.4.2 Children's Ministries Committee](#)