

Harvest Kids

Volunteer Handbook



**SOWING TRUTH,
LOVE & RELATIONSHIPS**

Table of Contents	Page 2
Mission and Vision	Page 3
Harvest Kids Structure	Page 3
Our Child Safety Program-	Page 4
Check-In/Check-Out Overview	
Volunteer Qualifications	
Application Procedures	
Volunteer Identification	
Ten Standards of Excellence for a volunteer	
Check-In/Check-Out Procedures	Page 7 (overview pg. 4)
Classroom Policies and Guidelines	Page 7
Classroom Culture	
Guiding Behavior	
Classroom Management Plan	
Contacting Parents	
Teacher/ student ratios	
Visible Ministry Policy	
Approved Activities	
Personal Touch/Affection Guidelines	
Restroom Policies	
Emergency Policies/Procedures	Page 11
Minor Accidents	
Major Medical Emergencies	
In Case of Fire or Other Emergencies	
Lockdown/Lockdown Drills	
Monitoring Harvest Kids Area	
Child Abuse and Reporting	Page 13
Definitions and Symptoms	
Suspicious Activity	
Reporting Suspicious or Inappropriate Behaviors	
Consequences of Violation	

(Created October 2017, Revised April 2001, Feb. 2024, and Nov 2024)

Harvest Kids: Who we are

Mission / Vision Statement: To teach the principles behind God's precepts to children/young people 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**.

Harvest Kids Structure

Harvest Kids Committee - This 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 Director - Our director supervises all of the various elements of our kid's services. This individual is responsible for recruiting, training, and overseeing all of the Harvest Kids volunteers. The director oversees all classroom procedures, curriculum, behavior, and/or safety issues. Please call or email our director if you have any questions about any of these things. It is also our policy to have teachers call the director to page a parent out of service. The director and scheduler should also be contacted for any last minute absences from volunteers.

Harvest Kids Ministry Associate Director - Our associate director helps to supervise our kid's services. This individual is the HK Midweek Director responsible for overseeing and organizing the midweek kid's services. The associate director leads hospitality for the Harvest Kids team by welcoming new families and building relationships with and between volunteers. This individual also prints the curriculum and organizes it in classrooms for teacher use, as well as keeps classroom supplies stocked. He/she is responsible for recruiting, training, and scheduling Harvest Kids worship leaders. He/she is also responsible for preparing and communicating the worship format with volunteers and ensuring that all technology is ready for worship each week, including slides. This individual is also responsible for restocking supplies and assisting teachers when necessary.

Harvest Kids Operational Lead/Scheduler - Coordinates volunteers via planning center. Volunteers should contact the scheduler ASAP if any changes need to be made to the schedule, or if you are unable to fulfill your assigned responsibility.

Check-in Helper – This individual will be responsible for welcoming students and their families to the Harvest Kids area and assisting with checking in. If there is a new family, the check-in helper can direct this family to the associate director or the welcome desk to complete the registration process for new families.

Harvest Kids Teachers - Each class is taught by a 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. The teacher in each class should plan and facilitate a vibrant classroom environment. All teachers commit themselves to serve in our classrooms following a consistent schedule for one year. Teachers should communicate any classroom needs they have with the director. The teacher monitors the curriculum, resources, and classroom supplies.

Resource Helper - The resource helper's role is to be present in the classroom to assist any teacher on a given Sunday with whatever is needed and to develop relationships with and encourage the students. The resource helper should also escort students to the restroom when the hall monitor is unavailable.

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' Minors Ministry application and be approved by the coordinator. They must volunteer with a trained and screened adult. Exceptions may be made for children working directly with a family member. Teens must engage in the training offered to Harvest Kids' volunteers.

Hall Monitor - This individual monitors the hallway before, during, and after the service to ensure children are where they are expected to be, monitors proper restroom use (from the hallway), and ensures the children return to class promptly. The hall monitor informs teachers when the last song begins and makes sure children don't have tags on as they are leaving the kid's wing, indicating improper check-out.

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 20 minutes prior to service start time to pray together and get into rooms before parents arrive with children.**
- Check in stations and hallway open 15 minutes prior to service start time.
- Parents print children's tags and walk children to classrooms.
- A classroom volunteer should wait at the door to greet students.
- Only parents/guardians who have a check-out tag may enter the children's wing. Siblings should not be permitted to check-out children unless the sibling is 16 years or older and was responsible for bringing the child to the service.

Overview of Check-Out:

- Parents hand classroom teacher their security tag and volunteer can ask parent for name of child.
- Volunteer matches tag numbers, removes child's tag and places in trash, and 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 for at least six months before being appointed to any positions in Harvest Kids.
- 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 application on file with the church and have completed a background check (see procedures below).

Application Process

- a. A Harvest Kids Application can be found at the Welcome Desk or online on the church's website (www.harvestfellowship.com). *EVERY* volunteer in Harvest Kids must complete and turn in an application, including teenagers. This application will be reviewed by the Kids Director.
- 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 Kid's Director and/or a member of the Harvest Kids Committee (HKC).
- 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 Kids Director 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! If you are unsure about where you stand in your relationship with God, do not hesitate to talk to one of the pastors here at Harvest. We would be delighted to open God's Word and share with you how you can know for sure that you are saved and a child of God.

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 and 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 training
- RSVP promptly for meetings and trainings
- Do not plan class events or outings without the knowledge and clearance from the Kids Director
- Give respect to church procedures by following them
- Read all emails and announcements and reply when requested.
- Put away all supplies, tidy the room, turn off lights and lock the door prior to leaving.

1 Peter 2:17 - Show proper respect to everyone: Love the brotherhood of believers.

6. Faithful in Commitments Made

When you give your word, keep it. If you say you will do something or be somewhere, follow through on it.

- Commit to a consistent time each month (ex: 2nd and 3rd Sunday every month or 1 month on/1 month off). Please do not decline rosters for committed time.

- Respond to roster requests within two days of being rostered.
- Make every effort to trade with another teacher/helper and inform the scheduler when there is a personal schedule conflict. If the scheduler does not respond, please contact the Kids Director.
- Block out dates for which you will be out of town as far in advance as possible, preferably one month in advance.
- **Be at the Harvest Kids entry area desk 20 minutes before service begins for a brief prayer time and to ensure you are in the classroom before children arrive.**
- If an emergency occurs keeping you from being present, call the scheduler or director ASAP 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

In word, action and 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 or the elder tasked with oversight of Harvest Kids. We are always open to your ideas, questions, or concerns. Please know that unity does not always result in total agreement; it allows us to minister together in love.

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 whom you minister to. Seek their input, listen to their concerns but 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 or the elder given oversight of Harvest Kids.

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.

Check-In/Check-Out Procedure

An adult is required to check-in a child. Upon check-in, there should be printed one name tag for each child and one tag with the corresponding code to the child tag for the adult. The adult must show this tag in order to enter the Harvest Kids' wing. The adult should always wait with the child until the teacher allows children into the classroom. The child must wear the name tag throughout the duration of class. Upon pick-up, the adult must present the matching name tag for each child that has attended in order to be released from the classroom. Teachers must confirm the matching numbers and remove the child's tag. This will help the hall monitor to know each child has been picked-up from class by the appropriate person. (Please see the Check-in/check-out procedures overview on pg. 4 for more information.)

Classroom Policies and Guidelines

Desired Classroom Culture

We believe that all Sunday school classrooms should be an environment that students look forward to coming to and are sad to leave. We believe that this environment is created by the teacher and is reinforced on a weekly basis. It is our desire that the classroom culture will reflect the following:

1. Positive reinforcement techniques to bring out desired behaviors.
2. Controlled Classrooms - Classroom control creates an environment for learning. Our goal is 100% on-task behavior. We will likely not achieve this, but it is a good goal to keep in mind.
3. Well prepared teachers are equipped to focus on relationships without having to think about what comes next in the lesson. Take Monday off, start preparing on Tuesday. Think about it, pray over the lesson, pray over your students throughout the week.
4. Lesson plans that are age appropriate that include creative communication that stimulates the minds of the children. These creative communication techniques work best to engage the student in the material and connect them to concepts within the Word.
5. Teach the principles behind God's precepts in such a way that they can understand God's love.
6. Consistent reinforcement and checks to make sure the students have learned and understand what has been taught.
7. We are in support of parents.

Guiding Behavior

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 principles for guiding behavior 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 behavior.
- Talk about the action and not the child's personality.
- Remember that 70% of communication is non-verbal.
- When addressing a child's behavior, 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, disrespectful behavioral 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.

Step 2: Teacher calls the director to talk to the child privately, giving the child a choice to stay and respect the teacher and classmates or call parents. Calling the director prevents using teaching time to deal with a behavior issue and ensures that the rest of the class is engaged in learning. 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, call the director to remove the child and contact the parents.

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: Call the director. The coordinator and teacher will decide together if a parent needs to be called or if a brief time out with the director will be appropriate.

If you have an ongoing problem with a child or with the behavior in your class in general, discuss it with the director, and we will arrange to come in and work with you and your class until the problems are resolved.

Never spank, strike, or put your hands on a child in a disciplinary manner at Harvest.

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 child's 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 the Kids Director or someone at the registration desk if a parent needs to be contacted. To contact a parent or adult, a teacher must contact the Kids Director. Inform the Kids Director of the situation and circumstances. All communications to a parent should go through the director or associate director. The director 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 speak with the director first. Always have the Kids Director present when talking with an adult about their child's behavior problem. 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 a 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 the director. 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 the director.

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

- Fever or diarrhea within the last 24 hours
- Sneezing, coughing or clear runny nose that is 4 days old or less
- Green or yellowish nasal discharge
- A rash of any unknown or contagious origin
- Lice or symptoms of lice (consistent itching)

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, the kid's director will meet them in the hall to discuss what they would like to do. In some instances, the adult and director 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 are challenged by scripture to keep our standards of discipline high. For that reason, we will always tell our parents if we have to speak to a child for disobedience in the classroom. When you and your director 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/Crawlers (0-6 mo.) - 1:2

Walkers - 1:4

2 year Olds - 1:5

3 year Olds - 1:6

Preschool (3-5 yr. olds) - 1:8

Kindergarten - 1:10

Elementary (1st – 6th grade) - 1:15

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 the director's discretion.

Classrooms and teaching areas should never be locked while in use, with exception of a lockdown or lockdown drill. 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.

Visible Ministry Policy

1. 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, doors should remain open and visibility should be maintained.**

Approved Activities for Harvest Kids (6th grade and younger)

1. All events or outings involving children from Harvest must be cleared through the Harvest Kids Director even if you do not consider it a "church event". If it involves church children who you work with as a church worker, the leadership MUST be informed.
2. All usage of Harvest Kids rooms should be approved by the Harvest Kids Director 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 the Harvest Kids Director and their parent or supervising adult.
5. Never take a child or children outside of the church building or program classroom without prior consent of the Harvest Kids Director and, in some cases, written permission from the parents. Permission slips are available from the Harvest Kids Coordinator.
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 the Harvest Kids Coordinator.
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 the Harvest Kids Director.
 - 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 your Harvest Kids Director of the incident.

Restroom Policies

1. If a child needs to use the restroom, the Hall Monitor, director, or assistant director should be called on the radio, or a classroom helper may escort the child to one of these individuals. The accompanying adult should remain outside the bathroom. The accompanying adult should never go into the restroom with the child unless there is an emergency in which the child cannot wipe or has some sort of accident. If this occurs, the accompanying adult needs to get another adult (preferably the hall monitor, director, or assistant director) to stand in the hallway to monitor the restroom, while the accompanying adult assists the child. Do not allow other children to "watch" while another child is using the restroom. No child should be sent to the restroom unsupervised, assuming that the hall monitor is available.

2. No adult or volunteer should use the Harvest Kids restrooms (near the Activity Center) during service times (including the time right before and right after services). Please use the "Family Restrooms" at the end of the hallway (near Y-1 still in the Harvest Kids wing). You do not have to leave the HK wing.

3. Bathroom Related Accidents

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.

Emergency Policies and Procedures

Minor Accidents

1. A **FIRST AID kit and Blood Borne Pathogen cleaning kit** is available in every classroom and at the HK desk to use for minor incidents. Ice packs are also available in the freezer in the kitchen as needed. The director can provide this when you make him/her aware of an injury.

2. Report any hazardous situations to the director immediately and correct the situation if you can do so safely.

3. If a child is injured in any way, please notify the director. The director 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. The director will be the one to communicate the information as needed.

4. Deal with the incident sensitively and immediately. The director 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 director 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 director immediately. It is best if you can have a helper go get the director while the teacher remains with the injured child.

- ___ The director will determine if 911 should be called after assessing the situation. If 911 should be called, instruct the nearest adult to make the call.
- ___ After the director is with the child, you should help in moving other children from the scene of the accident.
- ___ The director will notify the parents and advise them of the condition of the child.
- ___ 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 the name of the hospital where the child was taken.

Fire Emergency Procedures: Sunday School Classes

- If you see a fire, notify the Kids Director with the location of the fire, or pull the fire alarm.
- When notified of a fire emergency, have all children line up and walk out in single file. Follow the fire exit instructions posted on the wall near the door of the room, unless the fire is in the direction of the specified exit.
- Direct the preschool-aged children to hold hands with a 'buddy' so they go out in two's, 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).

Safe Zone for all Harvest Kids classes: West Side parking lot away from the building (preferably in the grass to clear path for emergency vehicles).

- 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 your Kids Director.
- At the director's instruction, sign out your children to their parent/guardian by checking tags as usual.
- Keep the children in your group until they are checked out by parent/guardian.
- When all children are checked out, report to the Kids 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 the director.

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. A member of the safety team, the Kids Director, or the Associate Kids Director may initiate a lockdown. This may be done via radio or by word of mouth from these individuals. The safety team and Kids Director should be notified immediately if there is some reason you think a lockdown needs to be initiated. The following procedures should be followed during a lockdown or lockdown drill:

Lockdown Procedures:

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

1. IMMEDIATELY lock your classroom door by removing the magnet that covers the door latch (in the door jam) and close the door. Then pull down the window shade to conceal the people inside of the room from anyone outside of the room.
2. The teacher or adult in the room needs to assess the situation immediately. If the director or a member of the safety team instructs you to evacuate, follow his or her instructions to do so. If a member of the safety team instructs you to remain in the room, remain in the room with the children with the door locked and pull down the shade over the door window to limit any visibility into the room from the hallway.
3. Move all children to the corner on the opposite side of the room from the door where children would be in the least possible line of sight and sit on the floor silently.

4. Keep all children as quiet as possible. **Do NOT open your door under any circumstance. The director or the authorities will open your door with a key when everything is clear.**

5. When the lockdown or drill is over, the director or a safety team member will verbally state "ALL CLEAR" to each classroom and he/she will open the door with a key. **NEVER open your door or answer for ANYONE who knocks for ANY REASON. The director or the safety team members will identify himself/herself and unlock the door. They have a key. We do not want anyone to unknowingly open the door to a perpetrator and allow access to the children/volunteers.**

Monitoring the Harvest Kids Areas for Safety

Individual Responsibility

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 director. We will take the child to their class or to their parent.
2. The hall monitor and safety team will require adults to show their tag as they enter the Harvest Kids wing. If you see an adult wandering around that looks suspicious, please don't hesitate to ask to see their tag and/or contact the Kids Director or a member of the safety team. If they continue to wander around or suspicious behavior continues, contact the Kids Director or a member of the safety team immediately and inform them of the situation. The director will take care of the situation or notify an appropriate adult.
3. The director and assistant director will be available in the hallways to assist teachers, parents, visitors or volunteers as needs arise.

Child Abuse and Reporting

All persons who work with children are to be familiar with information and policies below. Any questions may be directed to the coordinator.

Definitions and Symptoms of Abuse

Child Abuse	Any mistreatment or neglect of a child that results in harm or injury
Physical	Purposely injuring 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 involves 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.