



## POLICY NOTEBOOK

Thanks for joining us in Calvary Town!

# This is **the place** for **Children's Ministries** at **Calvary Church.**

We recognize that you, and other volunteers who serve alongside you, are the foundation of successful ministry to children. That is why we are intentional about putting together a process for screening, interviewing, and placing volunteers in their areas of service. No matter what your role is within our ministry, you are an integral part of the body as we minister to the children that God entrusts to our care. We believe that together we can make a difference in the kingdom of God.

We ask that you go through the information in this packet carefully. It should provide you with a clear understanding of why we do what we do as well as our policies and procedures. We expect all of our volunteers to be familiar with this information.

To prevent allegations of, or actual occurrences of child abuse, all volunteers and workers are to follow the policies outlined in this document. Anyone who works with children at Calvary Church is subject to the supervision and evaluation by the Children's Ministries staff. Calvary Church reserves the right to dismiss workers or volunteers who fail to follow the Children's Ministries policies and guidelines. This policy does not apply to employees of Calvary Christian School and Preschool that are subject to the supervision and policies of those schools.

If you have specific questions, or find that you are experiencing problems in your area of ministry, I invite you to call me at 714.550.2338.

Thanks again for being an important part of Calvary Town.

Serving Together,

Mary Jane Edwards  
Family Ministries Pastor



# MY COMMITMENT TO SERVE

“And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.” – Colossians 3:17

## As a volunteer with Calvary Town, I will:

1. Give my best in the area of ministry I have accepted, and will demonstrate my faithfulness to my ministry through preparation, participation and punctuality. (Colossians 3:23-24)
2. Strive to lead a life which is honoring to the Lord with the awareness of the influence I will have upon the children I lead. I understand that first and foremost as a volunteer in the ministry to children, it is expected that my daily walk should please the Lord. I will strive for consistent prayer and Bible study.
3. Remember at all times that I am working with the lives of children; helping to mold them after the life of Jesus Christ, as set forth in the Word of God.
4. Strive to effectively minister to the children by:
  - a. Knowing the children assigned to me, being aware of their individual needs and praying regularly for them.
  - b. Having fully prepared for my ministry.
5. Dress modestly.
6. Support the leadership and total program of the church. (Hebrews 13:17)
7. Go through Calvary’s LifeLabs, fulfilling my commitment to becoming a member at Calvary Church through the Connect LifeLab, strengthening my spiritual life through the Grow LifeLab and learning who God has made me to be and how to serve Him through the Reach LifeLab.
8. Strive for faithful attendance at:
  - a. The worship services of the church.
  - b. Prayer and planning meetings of my ministry area.
  - c. Special training opportunities as they become available.



# CHILD PROTECTION POLICIES

## Purpose:

To provide a **safe environment** for our children  
and to **prevent** allegations of child abuse.

1. Volunteers must complete the volunteer application process, including application, background and reference checks, and an interview/orientation before being placed to work with children.
  - a. During the application process, applicants may observe but not participate in children's activities.
  - b. Exceptions will be made:
    - when the applicant is well-known to a Calvary staff member or elder who will take responsibility for him or her until the application process is complete.
    - for parents who may be asked to help for a specific situation or substitute on a given Sunday under staff supervision.
    - for members of a LifeGroup that may serve in the Nursery or Preschool area on Sunday mornings, with the approval and supervision of a Calvary staff member or elder.
2. At least **two** volunteers must be present with every group of children.
  - a. At least one volunteer must be an adult.
  - b. An exception is made in Elementary small group sessions where one teacher may be alone with a small class if at least three children are present.
3. Volunteers may never take one child alone to the restroom.
  - a. 3<sup>rd</sup> graders and younger must be accompanied to the restroom by a volunteer.
    - Take at least 2 children and wait by the restroom door.
  - b. Men are not permitted to take girls to the restroom for any reason.
  - c. When anyone (male or female) is taking a child to the restroom, provide as much privacy as possible.
  - d. Volunteers should check the restroom for safety before letting the child in.
  - e. Volunteers should only enter a restroom when absolutely necessary to assist a child.
  - f. Keep the restroom door open, while still providing privacy for the child.  
4<sup>th</sup>-6<sup>th</sup> graders may be sent to the restroom in pairs **without** an adult **on Sunday mornings only.**
  - g. In any **evening activity, all children** must be accompanied by a volunteer.
4. Diapers are to be changed only in designated areas and in the presence of other workers.
  - a. Men are not permitted to change diapers.



5. Use proper judgment when having physical contact with a child.
  - a. Touching and/or hugging should be done in the presence of another adult in an open classroom. Keep all physical contact appropriate for the age group.
  - b. No tickling.
6. Classroom doors must always remain unlocked when activities are occurring. If possible and as appropriate, keep the rooms as open as possible, whether it is blinds on windows or doors open.
7. Parents are welcome to observe their child in any ministry time with the approval of Calvary staff.
  - a. If parents desire to serve on a regular basis in their child's class, they must complete the screening process.
  - b. All visitors to classes must sign in before entering a classroom.
8. Volunteers must be aware of Emergency Procedures (outlined below).
9. Volunteers must know what to do if child abuse is suspected (outlined below).
10. All children must be signed out on the sign-in sheet or roster by an adult or teen (14 years of age or above).
  - a. During daytime activities this applies to children through 3<sup>rd</sup> grade.
  - b. During evening activities this applies to children through 6<sup>th</sup> grade.
  - c. The security claim-check system for Nursery and Preschool classes must be used.
11. All volunteers and children must wear identification name tags including first and last names.
12. All volunteers must sign in on volunteer sign-in sheet in their appropriate areas.

## OUR PHILOSOPHY ON SEX ED

We believe that sex education should take place in the context of the family. Children develop sexual awareness and questioning at varying ages. Although many children in our ministry may initiate questions, we feel these discussions should take place in the home.

Any curriculum covering sexual material will only take place with parent permission or participation.

To provide a **safe environment** for our children  
and to **prevent** allegations of child abuse.



# OFF CAMPUS Activities

1. At no time may a volunteer take a child or children on any activity alone.
  - a. It is important to keep both staff/volunteers until the end until all children are picked up.
  - b. A volunteer may not be alone in a car with any fewer than two children.
2. For all out of class activities the following form is required:
  - a. A signed release for each student is required for all church sponsored off-campus activities. This form will be provided to you by Children's Ministries staff.
  - b. This form needs to be returned to the Children's Ministries office following the activity.
3. Off campus activities must have a minimum of at least 2 Children's Ministries staff approved volunteers at all times.
4. Children's Ministries staff must be notified and approve of all off campus activities prior to it being publicized to kids or parents. Parents must be notified of all off-campus activities.
5. Volunteers must avoid putting themselves or students in compromising situations (ex: driving alone, hanging out, etc.).
6. At the conclusion of activities, staff members will remain with students until released to the custody of a parent or guardian.
7. Staff and student relationships should always be appropriate and above reproach.

## CHILD / VOLUNTEER RATIOS

Having an adequate number of volunteers is critical for protecting children, and for reducing the ministry's exposure to liability in the event that one of the children in their care sustains an injury or other harm. Failure to comply with a state-mandated adult-to-child supervision ratio can potentially be considered "negligence per se" if a child is injured when too few volunteers are present. These ratios should also be maintained for off campus activities.

AGE OF CHILDREN	NUMBER OF CHILDREN	NUMBER OF VOLUNTEERS
Birth-12 months	2	1
12-24 months	3	1
24-36 months	4	1
36 months - Kindergarten	8	1
1 <sup>st</sup> -6 <sup>th</sup> Grade	14	1



# CAMPUS EMERGENCY PROCEDURES

## What should I do if a child becomes injured or ill:

1. If a child becomes seriously injured or ill, send a worker immediately to the nearest phone and call 911. Notify the child's parents and the Calvary Town office (714.973.4800 ext. 348) as soon as possible. First aid or CPR should be administered only by someone who is trained.
2. If the child suffers a minor injury (scrapes, bruises, bumps, bites, etc.) clean the wound with water and apply a bandage and/or ice for swelling. We are not permitted to administer medication of any kind. Medications may be given by medically trained personnel at camps and retreats with parent's permission.
3. If any injury or illness occurs, please complete the Calvary Town "Injury Report Form." Please give the yellow copy to the parent and the white copy to your ministry leader or the Calvary Town office.

## FIRES AND EARTHQUAKES

1. Acquaint yourself with the evacuation route for your classroom. It is posted near the exit door of your classroom.
2. Acquaint yourself with the evacuation route for adjoining classrooms should your primary exit be blocked and you need to evacuate through an adjoining room.
3. Before evacuating count the number of children in your class and take class roster with you.
4. Evacuate to the area designated on your evacuation route chart. Upon arrival take a headcount to insure all your children are with you.
5. Await further instructions from a member of the Calvary Town Staff.
6. First aid will be brought to you as needed. Do not leave your group to obtain first aid.
7. Remain calm which will help keep your students calm. Keep them informed as you have information to share with them.
8. Release children only to their parents and only when all kids are assembled in a safe place and accounted for. Nursery and Preschool parents must have their child's claim check. Do not dismiss any children, including elementary age, to go on their own.



# EARTHQUAKE SPECIFICS

1. Direct students to “drop and cover” (climb under desks, etc.) until earthquake stops.
2. Do not evacuate unless given instruction to do so by a member of the Calvary Town Staff.
3. For babies, crawlers and toddlers:
  - a. At the first signs of an earthquake quickly cover the babies/crawlers/toddlers with either cribs or your body ensuring that the children have room to breathe but are protected from any falling debris. If there is little or no damage to your room please remain in the room until you receive instruction from a staff member. If instructed to evacuate, follow the evacuation route located near your primary exit door. Wait outside with the babies/crawlers until they are picked up by a parent. Parents must have their child’s claim check.

## DISCIPLINE POLICY

If during an activity or event, a child is behaving in such a manner that they are being disruptive, putting themselves or anyone else in danger, the following steps should be put into action immediately:

1. The child will receive a verbal warning specifically telling the child what it is that they are doing wrong. At this point they have an opportunity to correct their behavior.
2. If a verbal warning does not work, the child should be separated from the group and sit out in a visible area for an appropriate period of time with a leader to discuss their actions and given a final opportunity to correct their behavior. Once an understanding has been reached, the child may once again participate in the activity.
3. If the behavior continues, the leader needs to call the parents to have the child picked up from the activity.
4. **If a child is putting themselves or anyone else in danger, stop the behavior and remove that child from the dangerous situation immediately. Then consult your Coordinator or the Children’s Ministries Pastor.**

**REMINDER:** It is never appropriate to use corporal punishment in the discipline of a child. Physical contact of any kind to discipline the child is specifically prohibited. **Children must never be spanked or hit, even on their hands!** It is also important to note that using a stern voice is acceptable, but never to the point of screaming. The goal of any discipline should have the growth of the child in mind.

**Discipline should be done in the context of loving the child.**



# DEFINITIONS OF CHILD ABUSE

As defined by the "National Committee for Prevention of Child Abuse"

## Physical Abuse

Non accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

## Neglect

The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

## Sexual Abuse

The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons.

## Emotional Maltreatment

A pattern of behavior that attacks a child's emotional development and sense of self worth such as constant criticizing, belittling, insulting, manipulation; also, providing no love, support, or guidance.<sup>1</sup>

## Recognized indications of abuse may include:

- Unexplained or inadequately explained injury (patch of hair missing, a burn, a limp or bruises)
- Inordinate number of "explained" injuries like bruises on his/her arms/legs over a period of time
- Drawing, in conjunction with verbal testimony
- Prayer requests or written allusion
- Verbal testimony
- Complaints about numerous beatings
- Complaints about someone "doing things" to them when others are not at home
- An unkept, dirty appearance, smells or has bad teeth, hair falling out or lice
- Being inadequately dressed for inclement weather
- Wearing long sleeves and long pants during the summer to cover bruises

<sup>1</sup> Paula Juadees and Leslie Mitchel, Physical Child Abuse, National Committee for the Prevention of Child Abuse. 1992, p.3.





# HOW TO REPORT SUSPECTED CHILD ABUSE

1. All volunteers are to be familiar with the definitions and description of child abuse.
2. If a Children's Ministries volunteer suspects that a child involved in the Children's Ministries program at Calvary Church of Santa Ana has been abused, the following steps are to be followed:
  - a) Report the suspected abuse to their designated ministry area's pastor or coordinator on staff.
  - b) Do not interview the student regarding the suspected abuse. The interview process will be handled by trained personnel.
  - c) Do not discuss the suspected abuse. It is important that all information of the suspected child abuse be kept confidential.
3. Volunteers reporting suspected child abuse will be asked to complete a Suspected Child Abuse form. Confidentiality will be maintained where possible. This report is to be completed within 24 hours and given to the Pastor of Children's Ministries or person responsible for your area of ministry.
4. Once a suspected child abuse case has been reported by a Children's Ministries Staff member, steps will be taken to ascertain the validity of the abuse and report it to the designated reporting agency.



# STATEMENT OF DOCTRINE

1. We believe the sixty-six books of the Bible, consisting of all the books of the Old and New Testaments, are the written Word of God. They are a supernatural revelation from God Himself. These books are inspired, inerrant and infallible, without error of any kind in every word and concept. They are the final authority on all matters they address, and all truth necessary for our salvation and spiritual life. (Psalm 19:7-11; John 14:26; John 16:12-15; I Corinthians 2:12-16; II Timothy 3:16-17; II Peter 1:16-21; I John 2:27)
2. We believe in the Trinity. There is only one God and in the Trinity there are three eternal and coequal persons: God the Father; God the Son (Jesus Christ); and God the Holy Spirit. (Deuteronomy 6:4; Isaiah 46:9; Matthew 3:16-17; Matthew 28:19; II Corinthians 13:14; I John 5:1-8)
3. We believe Jesus Christ is one Person with two complete natures, divine and human. He is true God and true man. Jesus is God incarnate, being born of a virgin and is completely sinless. He eternally exists as the Logos, God the Son, the second person of the Trinity. Jesus has all the attributes, characteristics, and works of God. And as such, He should be worshiped as God by men and angels. (Isaiah 7:14; John 1:1-14; John 10:30-33; Colossians 1:16-19; Colossians 2:9)
4. We believe that all people are born with a sin nature and commit sins by falling short of God's holiness and violating His commands. (Romans 3:23; Romans 6:23; I John 3:4)
5. We believe that Jesus Christ died for all people, offering His life as a substitute to atone for all sins. The salvation of any person is the work of God alone, by faith alone in Christ. All people who trust in Him as their only means of forgiveness for their sins will inherit eternal life with God. (John 3:1-18; John 6:44-69; John 14:1-6; John 17:3; Hebrews 2:9; Titus 3:4-7)
6. We believe in the physical resurrection of the Lord Jesus Christ and that He ascended bodily into heaven. He is now at the right hand of God as mediator, priest, and advocate for each believer. (John 20; Acts 1:9-11; Acts 3:12-26; I Corinthians 15:12-28; Hebrews 7:25; Hebrews 9:24)
7. We believe that Heaven is a real place of eternal blessedness in the presence of God and that Hell is a real place of eternal suffering and separation from God. (Matthew 25:46; II Corinthians 5:1-10; Revelation 20; Revelation 21; Revelation 22)
8. We believe the Holy Spirit indwells every Christian and spiritually baptizes them, placing them into the body of Christ, His church, when they are saved. There is only one baptism but many fillings. Christians are commanded to be filled with the Holy Spirit for power to live a holy and obedient life for Jesus Christ. (Acts 2:38; Acts 13:52; Romans 8:14-27; Galatians 5:22-25; Ephesians 5:18)
9. We believe in the Great Commission in our own community and around the world. Jesus commands all believers to go evangelize and make disciples of all nations. We are to baptize and teach each believer all that Jesus commands in His Word. (Matthew 28:19-20; Luke 24:47; Acts 1:8; II Timothy 3:16-17)
10. We believe that all followers of the Lord Jesus are created in Him to glorify God by living holy lives and serving others in love with good works. These good works are evidence of a believer's salvation and not a means to gain salvation or favor with God. (I Corinthians 13; Ephesians 2:8-10; Ephesians 4:1-32; Titus 2:1-5, 14; Titus 3:1-11; James 2:17)
11. We believe Satan and his demons are real, personal beings who are fallen angels in opposition to Jesus Christ and His church. (Isaiah 14:12-17; Matthew 4:2-11; John 8:44; Revelation 12:9-10)
12. We believe in the personal, premillennial second coming of our Lord Jesus Christ. He will come for His saints and then rule with them for a thousand years on this earth. He will then establish a new heaven and new earth for all believers to live eternally in the glory of God. (I Corinthians 15:50-55; I Thessalonians 4:13-18; Revelation 19:19-20; Revelation 20; Revelation 21; Revelation 22)
13. We believe that biblical marriage consists only of the union of one biological man and one biological woman, and that biblical marriage is the only legitimate and acceptable context for a sexual relationship. (Genesis 2:24; Romans 1:26-27)

