Teaching Kids to Love God

A guide for use by volunteers
Serving in Children’s & Preschool Ministry

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Welcome

To lead all children to be fully devoted followers of Christ

Dear Friend,

Thank you so much for your interest in the North Lanier Baptist Church’s Children’s & Preschool Ministry program. We highly value you, our volunteers, and the ministry you provide to our children on Wednesday and Sundays. We also value our children and want to provide for them an environment that is safe and nurturing so that they can actively learn about the God who loves them.

We have established this Handbook, including our policies and procedures, to provide information and clarification concerning the programs and ministries and protect not only our children but also, you, our volunteers, and North Lanier Baptist Church’s mission. These rules will be strictly enforced. It is therefore imperative that you know and observe the rules listed in this handbook.

We take seriously our privilege and responsibility to provide quality Bible-teaching and quality care in a clean and safe learning environment at church.

These guidelines are not intended to be restrictive but rather to enhance and improve our ministry. Our prayer is that you and your family will have many happy and rewarding experiences through your involvement in the preschool and children’s ministry of North Lanier Baptist Church.
Vision & Values

The purpose of this handbook is to provide policies and procedures for the Children’s & Preschool Ministry of North Lanier Baptist Church and the volunteers who work in that ministry. Changes may be made from time to time in the policies and procedures contained in this handbook.

MISSION STATEMENT

The Preschool and Children’s Ministry of North Lanier Baptist Church exists to provide a secure, nurturing environment for preschoolers and children where biblical truths are taught as a foundation for salvation and Christian living.

OUR 6 CORE VALUES

1. **Child-Centered** - We exist to meet the needs of kids. Therefore in our programming and methods, we strive to be age appropriate, creative, varied, and fun.

2. **Safety-Sensitive** - We realize that the care of children is a sacred trust. We commit to providing an environment that is physically, emotionally, and spiritually safe for all children.

3. **Bible-Based** - We hold the written Word of God in utmost authority. It is the center of all we teach, believing it not only instructs, but powerfully equips for Christian living.

4. **Application-Aimed** - We strive always to make the content of our ministry relevant to kids lives at home, school, and play. We will help them put Truth into practice.

5. **Family-Focused** - It is the family, not the church, that is responsible for training children. We strive to do all we can in our role of helping parents nurture spiritual growth at home.

6. **Group-Growing** - We believe that a small group is an essential place for believers to grow through fellowship and prayer. We strive to provide kids a setting for such interaction.

PURPOSE OF OUR PRESCHOOL MINISTRY

“And Jesus grew in wisdom and stature, and in favor with God and men.” (Luke 2:52, NIV)
Our goals for the growth of children are based on the fact that children grow just as Jesus grew – mentally (in wisdom), physically (in stature), socially/emotionally (in favor with man), and spiritually (in favor with God).

Therefore we seek to:

- **Lay a strong spiritual foundation** in the life of each child we teach, with the hope that when older, each child will accept Christ as Savior.

- **Help children begin to understand:**
  - **God** is creator, giver of all good things;
  - **Jesus** is God’s Son and our best friend; and the
  - Bible is the true, special book that tells about God and Jesus.

- **Make church a happy** clean, and safe place to learn Bible truths.

- **Provide activity-based teaching**, which includes Bible-learning activities that allow preschoolers to make progress in problem solving, sharing, expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.

- **Partner with the home** in nurturing the spiritual growth of the young child.

- **Encourage parents and guardians** to actively participate in worship, Bible study, fellowship, and ministry opportunities.

**VOLUNTEER APPLICATION PROCESS**

**General Team Member Information**

Christians who are in places of responsibility in the church are required to be examples in faith, conduct and business affairs. Maintaining a high standard for workers is one of the best ways to present Christ to the people of the community. Therefore, to work within our Children’s & Preschool Ministry Departments, all potential workers must follow these policies and guidelines:

- All those interested in working, regardless of who they are and how long they have attended NLBC must fill out a Volunteer Children’s & Preschool Ministry Team Member Application, and it must be reviewed and approved by the Children Ministry Director’s.
Candidates must meet all qualifications for ministry workers as listed on page 1 of the Volunteer Children’s & Preschool Ministry Team Member Application.

A follow-up report will be completed with all references. There will also be a criminal history investigation conducted.

A personal interview is conducted with either the Preschool or Children’s Ministry Director before an applicant is approved to work.

At the personal interview, applicants will be assigned to a service.

All applications, follow-up reports and interview records must be approved by the Preschool or Children’s Ministry Director. Copies will be kept on file in the Church Ministry office.

Qualifications for Children’s Ministry Team Members

The following guidelines will be required of any person working in the Children’s & Preschool Ministry:

- Must be in agreement with the tenets of faith of NLBC.
- Must be a member or having attended NLBC for at least six months.
- Be able to make a minimum six-month commitment.
- Complete a Children’s & Preschool Ministry Team Application.
- Be faithful to your assigned position, adhering to all ministry policies.
- Live a separated Christian life.
- Attend all worker meetings and workshops.
- Be faithful to attend regular church services.
- Give at least 24 hour notice if you know you will be absent.
- Be on time.
- Be neat in your appearance.
- Complete appropriate training required in your area of ministry.
- Your home life must be in order.
- Give two weeks notice when resigning your position.
How to be a Great Volunteer

- Please pray for the children in your care.
- Arrive 15 minutes early.
- Ask staff how you can help and even stay to clean up.
- Use a kind voice and hands. Remember that distraction is a great tool to help a child who is upset, not sharing, or who has made a bad choice.
- If you cannot volunteer during your time, let someone from the Children’s Ministry Team know or find a sub.

Responsibilities of Children’s & Preschool Ministry Team Members

Loving children and meeting their needs are the reasons we are involved in preschool and children’s ministry. Each of our classrooms consist of a Teacher and various other adult and teen volunteers coordinating each of the different areas of helps ministries.

The following is a list of general guidelines that all workers must adhere to. If there are any questions, needs or potential problems please communicate them to one of the Directors or the Executive Pastor:

- Make sure all of the children feel welcome and important. Be friendly, talk with them before and after service and use the time to find out what their interests are. There are times when students will reveal to you problems at home, needs or prayer requests. Be sure to pass this information on to the Directors.
- Be early! Faithfulness and punctuality are required by all workers. You are expected to be at your assigned post on time.
- Get involved! Allow your actions to be an example to the children throughout the service by taking part in praise and worship, listening attentively to the messages, etc. Children learn by example.
- Monitor the room. If possible, workers should sit with the children unless assigned to other areas such as puppets, etc. Workers are not to congregate at the back or sides of
the room, and it is very important that workers do not carry on distracting conversations with each other during the service.

- Pray continually. Take time both during the week and before the service to pray. Your sensitivity to the leading and prompting of the Spirit can make a big difference in the accomplishments of each service. Remember to pray for the Pastors and Directors and all the other leaders, and for the children.

- Do not forget to help clean up at the end of each service! Please help pick up papers or trash, and straighten chairs in order to get ready for the next service.

Name Tags

All of our Children’s Ministry workers should be immediately identifiable for 2 reasons:

- So that kids can find a worker immediately when needed.
- So that non-authorized individuals can also be immediately identified. Safety for the children is essential.

Name tags are to be worn whenever workers are scheduled to work in a service. No one will be permitted into the preschool or children’s ministry areas unless they have a name tag. They are to be kept in Children’s & Preschool Ministry when not in use, and notify your Director if you do not have a name tag.
General Policies

- Parents can help teachers by observing and becoming familiar with the Children’s & Preschool Ministry Policies and Procedures. These policies have been adopted by our church family and are enforced for the well-being of every child in our care.

- Children’s & Preschool Ministry facilities will open for receiving children 15 minutes prior to regular church-wide activities and services.

- Preschoolers must be brought to their departments by a parent or adult guardian, and will only be released to the parent or adult guardian who presents the security tag.

- A parent should come for his/her child immediately following the service or function. This prevents children becoming upset when they have to wait too long and also shows respect for the child’s teachers.

- To avoid congestion in the Children’s & Preschool Ministry Area, it is recommended that only one parent deliver and pick up the child from his or her room.

- Preschoolers may be brought to the preschool division only when the person bringing them is attending a church function.

- For the safety of our preschoolers and to provide the best teaching environment, only preschoolers and children and approved teaching personnel are permitted in preschool and children’s ministry rooms.

- Under no circumstances are children to be left in the Children’s & Preschool Ministry Area unattended at anytime.

- To provide safety and enable teachers to provide activities that meet the needs of preschoolers, the use of the Preschool Area and equipment is limited to preschoolers. (Preschool rooms and furnishings are not multi-age appropriate.)

- Supplies and/or equipment may not be added or removed from preschool or children’s ministry rooms without consultation with the Preschool or Children’s Ministry Directors.

- For the safety of our preschoolers, children and the liability protection of our adults, at least 2 teachers should be in the room during any given session.
PLAYGROUND POLICIES

• The playground is located adjacent to the back parking lot. It is fenced and only accessible through a locked gate.

• Do not allow children to participate in dangerous activities such as, standing on the slide, running with sticks, etc.

• The playground is designed for children up to age 11.

• Adult supervision is required for children using the playground at any time. (The “Two Adult Rule” applies for use during church activities.)

• For the safety of preschoolers, broad age-groups of children may not use the playground at the same time during scheduled church activities. [Younger preschoolers (up to age 3) are allowed on the playground at times when older children (ages 4 to 7) are not present and only when accompanied by a teacher or authorized adult.]

• Older children may play on the playground equipment up to age 11.

• No rough play or misuse of equipment will be permitted.

• The playground may be used only during daylight hours.
Ministry Overview

NURSERY & PRESCHOOL OVERVIEW

Infants and toddlers enjoy the fun in our Nursery. They have many options for play, including a wide array of toys and outside playground just for little ones. The Nursery volunteers see this as a ministry, and not just play time. Parents enjoy the adult worship service much more knowing that their child is in good hands.

CHILDREN’S MINISTRY OVERVIEW

This ministry is focused on reaching and teaching children from age 3 to 5th grade. Through many and varied creative means, this ministry teaches the Word of God in ways that changes children’s lives.
**Discipline Policy and Procedures**

Always keep a controlled environment in the classroom, including before and after class. Keep your eyes open always during the service to look for potential problems (talking, distracting behavior, etc.). Remember, it is every worker’s job to enforce these rules.

### NINE RULES OF BEHAVIOR

The following are the basic nine rules of behavior pertaining to classrooms:

1. No running.
2. No fighting or rough play.
3. No loud screaming or banging.
4. Treat God’s house with respect.
5. Treat one another kindly.
6. Treat teachers with respect.
7. No children in the resource or kitchen areas, or behind the Registration Desk.
8. Children must keep a name tag on at all times.
9. Children must go to the restroom and get a drink of water before class begins.

   Exceptions are made for emergencies, medical problems, or small children.

**Discipline Procedure**

Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always preferred.
CHILDREN’S MINISTRY

Follow these rules for discipline:

- Consistency - Discipline must be consistent to be effective. Do not threaten a consequence without the intention to follow through.

- Response - Make a prompt and individualized response to inappropriate behavior. Correct a behavior the first time and every time.

- Resolution - Seek to both resolve the conflict and reconcile relationships.

- Reward - Acknowledge and reward positive behavior. Encourage children who are behaving well and following the rules.

- Preparation - Read the lesson before you arrive at your classroom on Sunday. Often the best deterrent to discipline problems is a confident, prepared teacher.

- Prayer - Pray for your kids and your patience consistently. Ask the Lord to guide you throughout the class.

- Discipline Steps - Children are to be disciplined using time-outs and other nonphysical methods of behavior management. In employing this procedure, volunteers should observe the following guidelines:

  - Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).

  - If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).

  - Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.

  - Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).

  - Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.")
CHILDREN’S MINISTRY

- Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

If the behavior continues, volunteers should contact a staff member for assistance. The staff member will determine what further action should be taken (paging the parent, discussion with parent, etc.)
Sick Policy

1. For the protection of all children and adults at church, parents are requested not to bring a child who appears to be ill. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends a child should not be taken from home when any of the following exists:

   • Fever – currently or within the previous 24 hours (without medication)
   • Vomiting or diarrhea
   • Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
   • Common cold – from the onset through one week
   • Sore throat
   • Croup
   • Any unexplained rash
   • Any skin infection – boils, ringworm, impetigo
   • Pink eye or other eye infection

2. A parent will be notified if a child develops illness during preschool activities. The child will be separated from other children and the parent or guardian called to remove the sick child.

3. No oral medication will be given to a preschool child except by a parent or guardian. (All medication should remain in the parent’s possession.)

4. If a child contracts a childhood disease following a session in a preschool or children’s ministry, parents should notify the appropriate Director that other parents and teachers may be informed.

5. Parents should report any allergies and special needs to the department director’s.

6. All toys used by young preschoolers are washed and sanitized before, during, and after each teaching session.
Infectious Disease Policy

Believing we have a biblical mandate to minister to all people, the occasion may arise when we are called to respond to the health care needs of children with serious diseases including, but not limited to, Hepatitis-B, HIV and Tuberculosis.

Parents or guardians of children with these types of health concerns are expected to inform the appropriate Director. (All information and records, whether publicly or privately maintained, that identify a person with AIDS virus infection shall be strictly confidential.) At the discretion of the Executive Pastor, a committee may be formed to review individual cases of infectious disease for the protection of all those involved. If the parent or guardian does not agree to disclosure as necessary, the Executive Pastor may work with the family to see that home ministry is provided as resources allow.

After review and consultation with professional medical personnel (and legal, if deemed necessary), teachers and caregivers will be instructed in the universal precautions and procedures for hygiene (appropriate for the particular disease) and will be expected to follow them.

HYGIENE POLICIES

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers or Caregivers should wash hands:

- Upon arrival into the preschool room or before beginning a teaching assignment outside the room.
- Before preparing, serving, or eating food.
- Before and after feeding infants or children.
- After using or helping a child use the toilet.
- After every diaper change.
- After removal of disposable gloves.
- After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomits).
- After handling soiled items.

Infants and Children should wash hands:
• Before preparing, handling, or eating food or snacks.
• After every diaper change.
• After using the toilet.
• After contact with body fluids.

* According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into lather and rub hands together for 15 seconds. Rinse. The faucet should be turned off with a paper towel after drying your hands.

**BODY FLUIDS SPILL PROCEDURE**

Control bleeding by applying pressure with a clean towel or cloth and care for the injured appropriately depending on the severity of the situation.

First Aid supplies are located in rooms and in the preschool kitchen pantry and the children’s ministry directors office.

In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids. This includes:

• Wiping a runny nose
• Cleaning a cut or scrape
• Checking a diaper
• Changing a diaper
• Assisting a child with toileting needs
• Any time there is a risk of touching blood, vomits, mucus, urine, or stool

If an emergency prevents the use of gloves, immediately clean the exposed skin with soap and water to reduce the possibility of infection.

Any teacher with an open wound or lesion will keep it covered until the area has healed.

Clean any affected surfaces with disinfectant. (Bleach Solution: 1/4 cup bleach to 1 gallon cool water or 1 tablespoon bleach to 1 quart cool water.)

Wash hands, even after wearing gloves.

**DIAPER CHANGING PROCEDURE**

The following diaper changing procedures will be followed:
• Gather all necessary items.
• Lay child on a strip of changing paper (wax paper).
• Put on a new pair of disposable gloves for every diaper change.
• Never leave a child unattended while on the changing table.
• Remove wet or soiled diaper and use wipes or damp paper towels to clean child. (Use only wipes provided by parent or wipes labeled hypoallergenic.)
• Place wipes and wet diaper in plastic bag or lined trash receptacle with lid.
• Soiled diapers should be placed in a plastic bag and tied at the end before being deposited into the garbage.
• Remove gloves by pulling the glove inside out from the wrist so that the gloved hands slips off over the diaper so all residue remains inside the glove.
• Put on clean diaper.
• Wash hands with soap and water after each diaper change.
• For Babies/Ones, record the changing time and indicate “BM” or “WET.”
• **CHECK CHILDREN NEAR THE END OF THE SESSION.** Send them home dry!

**ROOM CLEANING PROCEDURE**

The primary sanitizer used is a bleach solution, mixed fresh daily. The Center For Disease Control recommends:

**For bathrooms, diapering areas, etc.:**

- \( \frac{1}{4} \) cup bleach to 1-gallon cool water or 1-tablespoon bleach to 1-quart cool water

**For disinfecting toys, eating utensils, etc.**

- 1-tablespoon bleach to 1-gallon cool water or 1-tsp bleach to 1-quart cool water

The following room cleaning procedures will be followed:

• In rooms with cribs, beds must be stripped of used linens and other items as the children leave.
• Linens, smocks, bibs, burping diapers, blankets, etc., should be laundered after each use.
• Each bed (including mattresses, rails, and any items attached to the beds such as mobiles, mirrors, etc) should be wiped thoroughly with bleach solution and left to air dry.

• All equipment such as infant swings, walkers should be washed and sanitized after children leave.

• Mats and vinyl-covered climbing equipment for babies and toddlers should be washed and sanitized after each session.

• Diaper changing surfaces must be sanitized at the end of each session.

• All toys used by infants or toddlers must be sanitized between uses by individual children (see Washing and Disinfecting Toys).

• Furniture used by older preschoolers should be cleaned weekly or when soiled.

• Tables and countertops used for food preparation and eating must be sanitized before and after using.

Toys and equipment used by older preschoolers and not put into their mouths should be cleaned at least weekly and when obviously soiled. A soap and water wash followed by clear water rinsing and air drying should be adequate. No disinfecting is required. (This includes toy dishes, dolls, transportation toys, etc.)

**WASHING AND DISINFECTING TOYS**

Toys mouthed by a child must be sanitized before another child plays with that toy. When a baby or toddler finishes playing with a toy, teachers should retrieve it from the play area and put it in a bin reserved for dirty toys. (This bin should be out of children’s reach.) Toys can be washed at a convenient time and then transferred to a bin for clean toys and safely reused.

To wash and disinfect a hard plastic toy:

• Scrub the toy in warm, soapy water. Use a brush to reach into the crevices.

• Rinse the toy in clean water.

• Immerse the toy in a mild bleach solution and allow it to soak for 10-20 minutes.

• Remove the toy from the bleach solution and rinse in cool water.
CHILDREN’S MINISTRY

- Air dry.

Children in diapers should have only washable toys.

Stuffed toys and those not easily washed and sanitized should not be used for any session.

Toys too large to immerse in water must be washed and sanitized by wiping.

END OF SESSION CLEANUP

Upon completion of each session, please:

- Take all blankets, mats, towels and used crib sheets and wash them.
- All cups, snack materials and trays should be taken to the Preschool kitchen area.
- Put away all items, art equipment, and supplies to their designated places.
- Make sure all puzzles and items having more than one piece are complete before putting them away.
- Clean, disinfect, and air dry the tables, chairs, toys, cabinets, sink, etc. (Refer to Room & Toy Cleaning procedures.)
- All toys that stay in the room should be put in their place.

- Any toys that do not stay in the room should be returned to the Resource Room.
- Clean up any cracker crumbs or snacks with the hand sweeper and dust pan.
- Remove trash from can (or cans), tie a knot at the top and put in the kitchen trash can.
- Furniture and equipment should be arranged according to Sunday School placement. Any furniture that was moved should be returned to its designated area at the conclusion of each program.
- Turn out the lights.
Safety & Security

At North Lanier Baptist Church, we take the security and safety of our children very seriously. We believe a few simple procedures are a small price to pay for the safety and security of children and for the peace of mind of teachers and parents. North Lanier Baptist Church has designed a Children’s & Preschool Ministry Emergency Evacuation Procedures Handbook covering various man-made and natural type disasters and emergencies. All personnel working with children are expected to know, understand and be able to comply with the procedures outlined in this handbook. The purpose of this handbook is for the protection of our children, teachers and caregivers while attending North Lanier Baptist Church. All questions concerning these procedures should be addressed with the department director.

In addition the procedures outline in the Children’s & Preschool Ministry Emergency Procedures Handbook, the following safety and security procedures apply:

NURSERY

Security Tags:

Security Tags are our means of identifying the parents or guardians of children in NLBC’s Preschool Ministry. The Security Tag’s purpose is:

• To assure parents or guardians that their child will be released only to the appropriate adult holding the child’s card; and
• To enable teachers to be confident they are releasing children to appropriate persons.

Procedures:

• Parents or guardians will receive a personalized Security Tag and pager upon arrival at the preschool department check-in stations. Inform the parent that the pager has an identifying number on it and will vibrate if the parent is required to return to the preschool area.
• Children will be escorted to the appropriate room.
• When returning for the child, the parent will be required to present the pager and the matching security tag issued at the time of check-in. We will verify that the security tag matches the number on the child’s name tag and then we’ll release the child to the parent. A child will not be released to a parent without presentation of the pager and proper identification. Children will only be released to an adult over the age of 18. For security reasons, young siblings are not allowed to pick up preschoolers.
CHILDREN’S MINISTRY

- Parents/guardians who misplace the Security Tag may be asked to present photo identification and signature.

- Parent Custody/legal guardianship changes it must be reported to the Preschool or Children’s Director upon the next occasion the child is brought to church. Written legal documentation must be presented and kept on file.

**Safety**

- Only persons 16 or older may teach in the Children’s & Preschool Ministry.

- Volunteers age 16 do not count as an adult pertaining to the “two-adult” rule.

- All preschool rooms should have at least 2 teachers present for any given session. If the teachers are related, it is recommended a third non-related teacher be enlisted. (The Two Adult Rule reduces the risk of child sexual abuse, and also reduces the risk of false accusations of molestation. According to Church Law Today, the legal ramifications are that two related individuals are considered as one person, therefore requiring a third, unrelated person in the room.)

- Teacher-child ratios should be maintained according to current standards.

- Because preschool equipment and room furnishings are developmentally specific and age specific, only preschoolers may use preschool rooms.

- Entry into preschool and children ministry rooms is limited to preschoolers, children, and their teachers during teaching sessions.

- Names of preschoolers with food allergies will be posted in plain view.

- Foods served for tasting activities will be posted to notify parents.

- Bottles are to be warmed in a slow cooker if needed. The kitchen microwave is NEVER to be used to warm bottles or food given to preschoolers due to health.

- Parents are required to label all personal items (including bottles, sipper cups and pacifiers) with your child’s first and last name before arriving at your child’s class. This helps us keep track of the child’s items.

- Running, shouting, etc., should be reserved for outside play.

- Because of the potential danger for eye damage, GLITTER should not be used with preschoolers.

- Emergency evacuation routes are posted in each preschool and children’s ministry room. All personnel are to have read and be prepared to carry out the duties and responsibilities outlined in the Children’s & Preschool Ministry Emergency Procedures Handbook.
CHILDREN’S MINISTRY

• In case of Fire or other disaster, teachers in each room will take preschoolers and children to designated emergency assembly areas.

• In case of Tornado or weather emergency, teachers in each room will take preschoolers and children to designated classrooms and place them against the wall in the fetal position. Teachers are instructed to keep children away from windows.

• Fire Extinguishers are located throughout the hallways and at every exit within the Preschool and Children’s Ministry area.

• Teachers and caregivers should know the location of the primary and alternate escape routes.

• First Aid Kits are located in every class room and resource room.

• The nearest telephone for dialing outside is located in either directors office.

• Cell phones should be turned off during teaching sessions.

ADDITIONAL SECURITY MEASURES

• Appointed staff members and volunteer safety personnel will patrol the church campus during worship services.

• Preschool entrances will be locked during preschool sessions.

HANDLING ACCIDENTS/INJURIES

In the unlikely event a child is injured seriously, the teachers or childcare giver will:

• Notified parent immediately.

If a child sustains a minor injury (i.e. bump, bruise, scrape), teachers and caregivers will:

• Notified parent when the child is picked up.

In all cases, an Accident or Security Incident Form will be completed for every accident. These reports will be signed and dated by the teachers and parent or guardian, and kept on file.

MEDICAL EMERGENCY RESPONSE

Emergency Policies and Procedures

From time to time medical emergencies may occur during Preschool or Children’s Ministry. Follow these guidelines in responding to an emergency:
• Remain calm.

• Keep the other children calm, and remove them from the area. Assistants or helpers should keep the children occupied, and lead them in prayer for the situation if appropriate.

• An assistant or helper should discretely alert adults of the situation including:
  • Department Director.
  • Notify the parents.
  • Medical response personnel (volunteer medical or outside emergency response agency)
  • There is a First-Aid Kit available in all classrooms.
  • There is to be NO administration of any medication to children by unauthorized personnel.
  • If appropriate, someone should call 9-1-1.

* Ensure that you do not touch blood without wear protective gloves.

**EMERGENCY REPORTING**

For any emergency or unusual incident that occurs in the Preschool or Children’s Ministry, you must:

• Notify the Emergency Management Coordinator.

• Tell the parent of the child about the incident as soon as possible.

• Tell the appropriate director about the incident as soon as possible.

• Complete the Children’s & Preschool Ministry Accident and Security Incident Report Form so that a record of the event will be on file. (This is important for liability purposes.)
Proper teacher/child ratios in each department allow teachers to provide quality learning experiences and more adequately meet the needs of each individual child. The number of preschoolers in a department and the ratio of teachers to preschoolers are determined by the age of the preschoolers. (An additional teacher may be needed for each child with special needs.)

<table>
<thead>
<tr>
<th>AGE</th>
<th>RATIO</th>
<th>RECOMMENDED ENROLLMENT*</th>
<th>TOTAL (including teachers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babies</td>
<td>1 teacher to 2 preschoolers</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Ones–Twos</td>
<td>1 teacher to 4 preschoolers</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Threes–Pre-K</td>
<td>1 teacher to 6 preschoolers</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>1 teacher to 7 preschoolers</td>
<td>20</td>
<td>24</td>
</tr>
</tbody>
</table>

*Includes Prospects

Sometimes multi-age groupings of preschoolers are needed.

- Babies – Twos in one room (Ratio—1 to 3; Total Enrollment—12)
- Threes – Kindergarten in one room (Ratio—1 to 4; Total Enrollment—15)
- Babies – Kindergarten in one room (Ratio—1 to 3; Total Enrollment—12)

(The Two Adult Rule: We will make every attempt to have at least two adults in the room with children at all times.)

North Lanier Baptist Church’s standards for teacher/child ratios meet or exceed the recommendations of The National Association for the Education of Young Children (NAEYC) and the National Association of Early Childhood Specialists in State Departments of Education (NAECS/SDE). Additionally, we strive to meet the minimum recommended space requirements in each preschool room of 35 square feet per child.
Child Abuse Prevention

Under Georgia State Law, North Lanier Baptist Church is required to report any and all cases of suspected child abuse or maltreatment where there is credible evidence to suggest it. This requirement extends to every Preschool, Children’s Ministry and Youth Ministry worker. Be sure to read the sections below, “Definitions of Child Abuse & Maltreatment” and “Signs of Child Abuse or Maltreatment,” to help you determine if genuine abuse or maltreatment has taken place. When in doubt, discuss it right away with the appropriate director or Pastor. If you suspect abuse or maltreatment, follow these guidelines:

- Write down any information the child shares with you.
- Report any suspicion of child abuse or maltreatment to the Preschool or Children’s Ministry Director or the Executive Pastor. They will make further inquiries and/or report the situation to the proper authorities.
- Report your suspicion even if the child confides in you information related to the suspected abuse or maltreatment.
- The situation is to remain strictly CONFIDENTIAL. Do not discuss it with ANYONE but the Preschool or Children’s Ministry Director or Executive Pastor.

DEFINITIONS OF CHILD ABUSE & NEGLECT

Child Abuse

Generally, the term abuse encompasses the most serious harms committed against children. An “abused child” is a child whose parent or other person legally responsible for his/her care inflicts upon the child serious physical injury, creates a substantial risk of serious physical injury, or commits an act of sex abuse against the child. Not only can a person be abusive to a child if they perpetrate any of these actions against a child in their care, they can be guilty of abusing a child if they allow someone else to do these things to that child.

Child Maltreatment (Neglect)

Maltreatment refers to the quality of care a child is receiving from those responsible for him/her. Maltreatment occurs when a parent or other person legally responsible for the care of a child harms a child, or places a child in imminent danger of harm by failing to exercise the minimum degree of care in providing the child with any of the following: food, clothing, shelter, education or medical care when financially able to do so. Maltreatment can also result from abandonment of a child or from not providing adequate supervision for the child. Further, a child may be maltreated if a parent engages in excessive use of drugs or alcohol such that it interferes with their ability to adequately supervise the child.
Signs of Child Abuse or Neglect

The list that follows contains some common indicators of abuse or maltreatment. This list is not all-inclusive, and some abused or maltreated children may not show any of these symptoms.

Indicators of Physical Abuse can include:

- Injuries to the eyes or both sides of the head or body (accidental injuries typically only affect one side of the body);
- Frequently appearing injuries such as bruises, cuts and/or burns, especially if the child is unable to provide an adequate explanation of the cause. These may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns or impressions of other instruments;
- Destructive, aggressive or disruptive behavior;
- Passive, withdrawn or emotionless behavior; and
- Fear of going home or fear of parent(s).

Indicators of Sexual Abuse can include:

- Symptoms of sexually transmitted diseases;
- Injury to genital area;
- Difficulty and/or pain when sitting or walking;
- Sexually suggestive, inappropriate or promiscuous behavior or verbalization;
- Expressing age-inappropriate knowledge of sexual relations; and
- Sexual victimization of other children.

Indicators of Maltreatment can include:

- Obvious malnourishment, listlessness or fatigue;
- Stealing or begging for food;
- Lack of personal care – poor personal hygiene, torn and/or dirty clothes;
- Untreated need for glasses, dental care or other medical attention;
- Frequent absence from or tardiness to school; and
- Child inappropriately left unattended or without supervision.
ADULT AND CHILD INTERACTION POLICY

North Lanier Baptist Church has published a Child Protection Policy Handbook which outlines in detail inappropriate and appropriate conduct between adults and children. Therefore, we ask that all teachers and caregivers working with children of all ages, read the Child Protection Policy Handbook and abide with the rules. The following are excerpts from the Child Protection Policy Handbook:

• There is to be NO physical contact for disciplinary reasons (NO spanking, pinching, or physical restraint, etc.)

• There is to be NO physical contact with the private parts of any child or adult (except when changing diapers) or kissing on the mouth.

• No adult may enter the bathroom stall or restroom with a child with the door closed at any time.

• Any parental complaints regarding suspected mistreatment or abuse of a child are to be reported immediately to the Preschool and Children’s Ministry Directors.

• Photography, video or audio taping of children requires authorization from the Preschool or Children’s Ministry Director.

• All Preschool and Children’s Ministry workers must register their attendance on the appropriate form each time they are involved in a classroom or activity.

• NO full-body hugging is allowed. All hugs should be given from the side or shoulder to shoulder.

• Children over the age of 3 should not sit on the lap of another child or an adult.

• Classroom windows should remain uncovered so that all classroom activities may be observed at any time.

• All children should go two at a time (at least) when going to the restroom or on an errand to another room in the church building.

• Gentle patting of the head, back, or shoulder, holding of hands, stroking of hair, and speaking of affirmation, edifying words is encouraged at all times! (unless distracting to ministry)
OFF-PREMISES POLICY

• All policies that apply on North Lanier Baptist Church premises regarding adult and child interaction apply off premises as well for all church sponsored activities.

• All activities MUST be approved by the Preschool or Children’s Ministry Director.

  • Parental Permission Form for Off-Church Activities must be signed for EVERY child and kept with the ministry leader during the activity.

ADULT VISITOR POLICY

• We encourage visitors, especially parents, to observe the preschool and children’s ministry that is taking place. This allows them to share the vision for what we’re doing.

• Every adult visitor will observe the following guidelines:

  • We require that every adult visitor register at the Check-in Station and identify themselves with a Visitor Tag.

  • The same adult and child interaction policies that apply to Children’s & Preschool Ministry workers will apply to the visitors as well.

  • Adult visitors will stand in the back of the room, and not sit among the children.

  • We discourage parents from making a habit of staying with their child in Preschool or Children’s Ministry, since this generally erodes the teacher’s effectiveness in managing the class.

• Visitors must never be a distraction to the ministry going on, or will be asked to leave.

• Teenage visitors are not permitted in Preschool or Children’s Ministry, unless they are prospective Preschool or Children’s Ministry Team Members.
Policies for Teachers

At North Lanier Baptist Church we believe that the first five years of a child’s life are the most important years on a child’s physical and emotional development. We also believe that the preschool years are crucial in a child’s spiritual development. As preschool ETC teachers, your job is very important because you become a representative of who God is for the children you teach. *Young children learn about God, whom they cannot see, through relationships with people they can see.* Wow! That’s a sobering thought!

Because we want to do our best to provide teaching and care that will lead our preschoolers toward a positive experience with Christ and His church, we have chosen a rotating ETC schedule. This schedule is fueled by volunteers who are committed to teaching preschoolers about the love of Jesus. Therefore, it is essential that every teacher do his or her part. “Doing your part” means coming on time, as scheduled and coming prepared to teach through center activities and Bible related conversation. If you cannot make it on your assigned Sunday, it is your responsibility to find a replacement and let the director know in advance.

VOLUNTEER TEACHERS

Volunteers play a vital role in the teaching and development of all children. To be considered for a volunteer teacher position, an individual should:

- Be a member of North Lanier Baptist Church or has attended for at least 6 months. (Exceptions must be approved by the Executive Pastor.)
- Submit an Adult Workers In Children’s Ministry Volunteer Application.
- Successfully complete an interview with the appropriate supervisory.
- Complete a successful Background Investigation
- Be willing to follow all policies and procedures of the Children’s & Preschool Ministry Department.
TRAINING

All preschool and children’s ministry teachers will be expected to attend periodic training sessions each year. Some of this training is mandatory under the law such as, “Child Abuse & Neglect Prevention & Mandated Reporting.” & “OSHA Emergency Procedures” Training opportunities are offered through our church, association, and state and national conventions.

Training will help ensure all teachers are well prepared and informed about curriculum, teaching methods, safety and security procedures, and other important issues.

EXPECTATIONS OF TEACHERS

• Use and teach according to the literature or curriculum furnished by the church.
• Plan regularly with other teachers in the department.
• Prepare the room and have materials ready to teach BEFORE the first child arrives. Be in the preschool room a minimum of 15 minutes before the session begins.
• Be responsible for securing a substitute when absent and notify the department director in advance when possible. (Provide teaching plans for the substitute.)
• Assist in cleaning the room and putting away all materials at the end of the session.
• Cooperate with teachers in other church programs concerning room arrangement and storage or use of materials.
• Participate regularly in both corporate and personal worship and Bible study.
• Minister to children and their families.
• Support the work of the church through prayer, and faithful service.

TEACHER RESPONSIBILITIES

Children’s & Preschool Ministry Director

• Pray with other teachers before each session.
• Coordinate the work of the preschool & children’s departments and determine the organizational needs.
• Work with leadership team to develop Children’s & Preschool Ministry department budget.
• Coordinate the use of resources by obtaining needed supplies.
Greet children and their parents at the check-in desk as they arrive.

Maintain department Security Tags and pagers.

Maintain department records.

Lead group time (in three-year-old and older departments).

Enlist and assist in training teachers and substitutes for the department.

Lead teachers in regular planning meetings.

Use and follow the literature or curriculum provided by our church.

Assign responsibilities to teachers for Bible teaching activities, outreach and ministry.

Teachers

Gather teaching materials and supplies before a session.

Plan and prepare your lesson in advance of Sunday School.

Assist in cleaning the room and putting away materials at the end of the session.

Visit, make contacts, and minister to children in your department and their families.
Greeters

- Be available to greet members and visitors 15 minutes before the session or service begins. Visitors often arrive earlier than members!

- Wear a name tag.

- Open outside doors for parents coming from parking lots and offer assistance with preschoolers and their belongings.

- Greet visitors warmly with a smile. Help them feel welcome.

- Assist with preschoolers who are visiting and secure complete information from the parents.

- Record each child’s birth date, and then refer to the current Age/Room List for proper room assignment.

- Prepare a Security Tag for parent and Security Name Tag for child. (Briefly tell parent how Security Tag is used. Pagers available for Babies and others deemed necessary.

- As you walk the family to the child’s room (taking youngest child first) talk about our preschool policy that parents are asked to remain outside the door when leaving or picking up their child. Help them understand this is for the safety and security of their child as well as others already in the room.

- Knock at the classroom door and briefly introduce the child and his parents to the teacher. Help parents to make the break quickly from the child. Assure the parent that their child will be fine but if the child should be overly upset we will send for them.

- Show parents entrance to the sanctuary or escort them to an adult Bible Study class.

- Tell parents again how happy we are to have them with us today!

SCREENING PROCEDURES FOR TEACHERS

In recent years, news stories of violence and abusive conduct toward children by adults have been shocking. Child sexual abuse seems to be increasingly in the headlines. It leads us to the obvious question, “Could something like that happen here at North Lanier Baptist Church?”

We believe preventive measures help to avoid problems down the road. Along with the simple, effective policies and procedures already in place, we recommend a screening process for all those who work with minors* (preschoolers through senior high). The screening process should include an application form to be completed by all volunteers for any position involving the
supervision or custody of minors and by all church employees who will have contact with minors in church facilities or on church sponsored activities.

The implementation of a screening process will help our church family provide a safe and secure environment for all boys and girls who participate in our ministries and use our facilities. The screening process will help our church work as a team toward a common goal of being proactive rather than reactive. We want to protect children from sexual abuse or child molestation by employees or volunteers in this church and to protect employees and volunteers from false accusations. We want our church to be the safest and most loving environment possible for every child and youth who enters our doors.

* A minor is defined as any child less than 18 years of age.
Application for Adult Workers Children’s Ministry

CONFIDENTIAL

This application is to be completed by all applicants (volunteer or compensated) who are involved in the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the Children’s & Preschool Ministry, will be required to complete this screening form. The purpose of this form is to help the church provide a safe and secure environment for those children who participate in our programs and use of our facilities.

GENERAL INFORMATION

Date__________ First Name _______________________   Last Name _____________________
Address_____________________________________City__________________ST_________
Home Phone ( ) __________________________ Work ( )________________________
Cellular Phone ( ) ___________________________ E-Mail ______________________________
Address_____________________________________Fax______________________________

MINISTRY INFORMATION

1) Are you a member of the church?

☐ Yes  ☐ No

If yes, since when: Month_______Year__________

2) Do you regularly attend services?

☐ Yes  ☐ No

If yes, since when: Month_______Year__________

3) Do you regularly attend a Bible Study or have quiet time with the Lord?

☐ Yes  ☐ No

4) In what area (s) of ministry are you currently involved? __________________________ How Long? ______

5) Have you personally accepted Jesus Christ as your Lord and Savior and are you committed to having the character of Jesus live through you?

☐ Yes  ☐ No
6) Tell us about your spiritual journey to date:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

7) I have chosen to work with the children because:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

8) If there has been alcohol, drug abuse, and physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues will create for you, both now and in the future?
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

EMPLOYMENT HISTORY

Current Employer______________________________________________________________
Address______________________________________City________________St____Zip____
Supervisor___________________ Phone Number _________Current Position _______________

MILITARY SERVICE

Branch_________ Rank _________Discharge________________________________________

PERSONAL SITUATIONS

1) Are you? ☐ Single ☐ Married ☐ Widowed ☐ Divorced

2) Do you have children of your own?
☐ Yes ☐ No Ages ____________ Gender __________________

3) Have you ever been arrested, convicted or pleaded guilty to a crime?
☐ Yes ☐ No

If yes please explain:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

4) Have you ever been suspected, accused, charged, or alleged to have, or have you ever committed an act of neglecting, abusing or molesting a child?
☐ Yes  ☐ No  If yes please explain:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

5) Is there any circumstance or pattern in your life that may make it inappropriate for you to work with children?
☐ Yes  ☐ No
If yes please explain:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

6) Have you ever been treated for a psychiatric disorder?
☐ Yes  ☐ No
If yes please explain:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Authorization and Request for Criminal Record Check

North Lanier Baptist Church
829 Atlanta Road
Cumming, GA 30040

We welcome your application to volunteer with North Lanier Baptist Church. We are proud of our success and recognize it is the result of the quality and caliber of the volunteers in our organization. In pursuit of that excellence we require, as a condition to working with children, youth and vulnerable adults, that all volunteers consent to and authorize reference and criminal background checks.

I, ___________________________________________, hereby authorize North Lanier Baptist Church to request information regarding and record of charges or convictions contained in any criminal file maintained on me, whether said file is a local, state, or national file. Including, but not limited to accusations and convictions for crimes committed against minors, to the fullest extend permitted by state and federal law. I do release police and sheriff’s departments or any agency North Lanier Baptist Church uses to obtain information from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant  Date
Print applicants full name: ________________________________________________________________
Print all other names that have been used by applicant (if any): ______________________________________
Current address: ______________________________________________________________________
Street/P.O. Box  City  State  Zip
Previous Address if less than 7 years: ________________________________________________________
Street/P.O. Box  City  State  Zip
Previous Address is less than 7 years: ________________________________________________________
Street/P.O. Box  City  State  Zip
Date of birth: _______________________ Place of birth: _______________________________________
Driver’s license number: ___________________ State issuing license: ______________
License expiration date: ___________________ Social Security Number: ______ _____ _____

All information acquired during the recruiting of volunteers shall be treated in a confidential manner. All information obtained will be kept confidential and locked away in an appropriate manner. All information will be destroyed after the volunteer has transferred membership or otherwise left the congregation or 24 months after the volunteer’s last active participation in a preschool, children’s or youth program.
Appendix C

Volunteer Covenant

North Lanier Baptist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by this church. The following policy statements reflect our congregation’s commitment to preserving this church as a holy place of worship, safe and secure for all who enter and as a place which everyone can experience God’s love through fellowship and growth in Christ.

- Persons who have been convicted of child neglect or abuse (sexual, physical, and/or emotional) shall not volunteer to work with children or youth in any North Lanier Baptist Church sponsored activity or in any activity to which North Lanier Baptist Church is providing volunteers or participants.
- Adult survivors of child abuse need the love and support of the North Lanier Baptist Church congregation.
- Any adult survivor of child abuse or neglect who desires to volunteer in some capacity in working with children or youth is encouraged to discuss his or her willingness with one of the North Lanier Baptist Church Pastor’s before accepting any assignment.
- All adult volunteers involved with children or youth of our church must have been a member or active participant of the congregation for at least six months before beginning a volunteer assignment.
- Adult volunteers with children, youth, and vulnerable adults shall observe the “Two-Adult Rule” (as defined in this policy manual and the Child Protection Policy) at all times so that no adult is ever alone with a child, youth, or vulnerable adult.
- Adult volunteers with children, youth, and vulnerable adults shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse and neglect.
- Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer the following:

- As a volunteer in the North Lanier Baptist Church congregation, do you agree to observe and abide by all the church policies regarding working in ministries with children and youth? _____ Yes _____ No
- Do you understand and agree to observe the Two-Adult Rule at all times? _____ Yes _____ No
- Do you understand and agree to observe the six-month membership (or active participation) rule required before beginning volunteer service? _____ Yes _____ No
-
CHILDREN’S MINISTRY

• You have been trained in the Preschool and Children’s Ministry Policy Handbook, Child Abuse & Neglect Prevention and Mandated Reporting and Emergency Procedures Handbook and agree to abide by their dictates, expectations, and requirements? 
  Yes _____ No

• Do you agree to promptly report to your supervisor any observance, awareness or suspicion of abusive or inappropriate behavior as defined in your training? 
  _____ Yes _____ No

• As a volunteer of North Lanier Baptist Church, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? 
  _____ Yes _____ No

I have read this Covenant and I agree to observe and abide by the policies set forth above.

Printed Name: __________________________________________________________

Signature: ___________________________ Date Completed Training: ____________

**INDIVIDUAL RESPONSIBILITY**

Any mandated reporter having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made as provided by statute.

If a person is required to report abuse pursuant to the reporting laws because that person attends to a child pursuant to such person’s duties as a member of the staff of a hospital, school, social agency, or similar facility, that person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with the statute. A staff member who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection.

Any other person, other than any specified mandatory reporters, who has reasonable cause to believe that a child is abused may report or cause reports to be made.

An oral report shall be made as soon as possible by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, nor, in the absence of such agency, to an appropriate police authority or district attorney.

**DEPARTMENT RESPONSIBILITY**

If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify the appropriate police authority or district attorney.

**CONTENT OF REPORTS**

Such reports shall contain the names and addresses of the child and the child’s parents or caretakers, if known, the child’s age, the nature and extent of the child’s injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator.

Photographs of the child’s injuries to be used as documentation in support of allegations by hospital staff, physicians, law enforcement personnel, school officials, or staff of legally mandated
public or private child protective agencies may be taken without the permission of the child’s parent or guardian; provided, however, that any photograph taken pursuant to this Code section shall, if reasonably possible, be taken in a manner which shall not reveal the identity of the subject. Such photograph shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority. Ga. Code Ann. § 16-12-100(c) (Supp. 1998)

INDIVIDUAL RESPONSIBILITY

A person who, in the course of processing or producing visual or printed matter either privately or commercially, has reasonable cause to believe that the visual or printed matter submitted for processing or producing depicts a minor engaged in sexually explicit conduct shall immediately report such incident, or cause a report to be made, to the Georgia Bureau of Investigation or the law enforcement agency for the county in which such matter is submitted.
Appendix E

Report of Suspected Incident of Child Abuse

Name of church worker observing or receiving disclosure of child abuse:
_____________________________________________________________________

Victim name: ___________________________________________________________

Victim age ______________ Date of birth __________

Date/place of initial conversation with or report from victim: _________________________
_____________________________________________________________________
_____________________________________________________________________

Victim’s statement:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Name of Person accused of abuse:_____________________________________________

Relationship of accused to victim (paid staff, volunteer, family member, other):_____________
_____________________________________________________________________
_____________________________________________________________________

Date Reported to Ministry Director: ____________

Date Reported to Senior or Executive Pastor:_______________

Additional Information:____________________________________________________
_____________________________________________________________________
_____________________________________________________________________

CHILDREN’S MINISTRY
Date/time of call to Child Protective Services: ___________________________________

Person Spoke with: ___________________________________________________________

Summary of Conversation: _____________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Date/time of call to law enforcement: ___________________________________________

Spoke with: _________________________________________________________________

Summary of Conversation: _____________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Note: Before taking any action or completing this report, it is required that any person completing this form be familiar with the laws of the state of Georgia regarding the reporting of incidence of child abuse (see copy of O.C.G.A § 19-7-5(c), (d), (e) provided in Appendix).
# Security Incident Report

<p>| | | | |</p>
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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4. Type of Incident (see #43)</td>
<td>5. Person Reporting Incident:</td>
<td>6. Time Reported:</td>
<td></td>
</tr>
<tr>
<td>7. Location Description/Building Address:</td>
<td>North Lanier Baptist Church, 829 Atlanta Road, Cumming, GA 30140</td>
<td></td>
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</tbody>
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<tbody>
<tr>
<td>8. Complaint/Incident Information</td>
<td></td>
<td>10. Emergency Contact Person:</td>
<td></td>
</tr>
<tr>
<td>9. Name - Ms. □ Mr. □</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Home Address:</td>
<td>12. Home Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Work Address:</td>
<td>14. Work Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Injury Sustained:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Cause of Injury (Please □ appropriate box)</td>
<td>Falling Object □</td>
<td>Tripped □</td>
<td>Slipped □</td>
</tr>
<tr>
<td>16a. Type of Shoes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Condition of Area (Please □ appropriate box)</td>
<td>Liquid Spill □</td>
<td>Food Spill □</td>
<td>Uneven Surface □</td>
</tr>
<tr>
<td>18. Medical Services Contacted</td>
<td>Yes □ No □</td>
<td>If no, why not?</td>
<td></td>
</tr>
<tr>
<td>19. Responding Unit:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Transported to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Property Description (If necessary, include additional property in narrative):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Property (Please □ appropriate box)</td>
<td>Stolen □</td>
<td>Missing □</td>
<td>Damaged □</td>
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**Suspect Information**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>23. Name - Ms. □ Mr. □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Arrest Notice</td>
<td>Yes □ No □</td>
<td></td>
</tr>
<tr>
<td>25. Sex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Home Address:</td>
<td>27. Home Phone:</td>
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</tr>
<tr>
<td>28. Work Address:</td>
<td>29. Work Phone:</td>
<td></td>
</tr>
<tr>
<td>30. Physical Description:</td>
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<td></td>
</tr>
<tr>
<td>31. Additional Information:</td>
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<td></td>
</tr>
</tbody>
</table>

**Witness Information**

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<table>
<thead>
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<tbody>
<tr>
<td>32. Name - Ms. □ Mr. □</td>
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<tr>
<td>33. Written Statement Requested? □ Yes □ No □</td>
<td>If no, why not?</td>
<td></td>
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<tr>
<td>34. Home Address:</td>
<td>35. Home Phone:</td>
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<tr>
<td>36. Work Address:</td>
<td>37. Work Phone:</td>
<td></td>
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<tr>
<td>38. Print Name of Reporting Volunteer Safety Officer</td>
<td>38a. Signature</td>
<td>39. Supervisor</td>
</tr>
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<td>-----------------------------------------------------</td>
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<tr>
<td>40. Police Officer</td>
<td>41. Badge No.</td>
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<tr>
<td>42. Narrative</td>
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<tr>
<td>a) Incident Description</td>
<td></td>
<td></td>
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<tr>
<td>b) Action Taken</td>
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<tr>
<td>c) Notifications Made</td>
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43. Examples of Incidents:

- a) Access Denial
- b) Accidents/Damaged Auto
- c) Assaults, Physical/Verbal
- d) Bomb Threats
- e) Disorderly Conduct
- f) Alarm Perimeter (door)
- g) Illegal Weapon (concealed)
- h) Facility/Structural Damage
- i) Fire Alarm
- j) Medical Emergencies
- k) Personal Injuries
- l) Sexual Assaults (exposure)
- m) Suspicious Activities
- n) Stuck Elevator
- o) Thefts
- p) Trespassing
- q) Unauthorized Entry
- r) Unleashed Animals
- s) Vandalism
- t) Domestic
- u) Others
Field Trip/Activity Permission Slip from Parents

Date of event/trip _______________ Day _______________ Starting time _______________

Ending time _______________ Location ____________________________________________

Approximately how many children ______________ Age of Children __________________

Description of what children will be doing or where they will be going

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

I, _____________________________ am the parent or legal guardian of ______________
born on ____________, 19___. I warrant that I possess all the rights, powers, and
privileges of a parent or legal guardian necessary to execute this document with binding legal
effect.

As the parent or legal guardian of ____________________________, I certify and affirm that
I have been completely and thoroughly informed that as a child attending
____________________________, my child will participate in certain activities which carry
with them a degree of risk and danger. I acknowledge and understand that
____________________may offer other activities not listed above that present similar risks or
dangers to my child. I consent to my child’s participation in these activities. I acknowledge and
understand that this PARENTAL AUTHORIZATION, CONSENT AND RELEASE has the
same force and effect regardless of whether the activities engaged in are free or if a fee is charged.
Further, I personally assume, on my child’s behalf, all risk in connection with said activities for
any harm, injury or damages that may befall my child as a result of my child’s participation in the
activities, whether foreseen or unforeseen, and I still wish to allow my child to proceed with the
activities.
In consideration of my child being allowed to participate in these activities and to use ______________________________, equipment and facilities, on behalf of my child, I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless ______________________________, from any and all claims, demands, or causes of action, which are in any way connected with my child’s participation in these activities or use of ______________________________, equipment and facilities.

I understand that it is my obligation to inform the church of any and all health considerations or medical conditions that would restrict my child’s participation in any and all activities while in the care of ______________________________. Should the need for medical attention arise the church will attempt to contact me as soon as practicable under the circumstances.

In cases of emergency, I further consent to the examination or treatment of my child by a physician duly licensed to practice medicine in the United States of America or any health care professional duly licensed to provide health care services in the United States of America for medical care and services deemed necessary by the doctor, its agents, servants, and employees. I give permission to the doctor or health care professional to provide any and all medical care they deem, in their professional opinion, to be necessary. I agree to pay for any and all medical expenses incurred as a result of the use of this consent.

I acknowledge by signing this document, that if anyone is hurt or property is damaged during my child’s participation in these activities, I may be found by a court of law to have waived my right to maintain a lawsuit against the church on the basis of any claim form which I have released them herein. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions remain in full force and effect. I have fully informed myself to the contents of this PARENTAL AUTHORIZATION, CONSENT AND RELEASE by reading it before I signed it.

_________________________________________________    _______________
Signature                                      Printed Name  Date

Contact Number in case of an emergency ______________________________
I_________________________________ (print name) acknowledge receipt of the
Children’s & Preschool Ministry Policy Manual and agree to abide by the terms of the policy, and
agree to refrain from engaging in any unscriptural conduct in the performance of any volunteer
activities or paid work on behalf of North Lanier Baptist Church. I further understand that North
Lanier Baptist Church reserves the right to modify, supplement, rescind, or revise this policy
from time to time with or without notice.

Printed Name: __________________________  Signature: __________________________

Date: __________________________

Printed Name of Ministry Director: __________________________  Signature: __________________________

Date: __________________________