



MINISTRYSAFE

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CALVARY CHAPEL KAUA'I  
CHILDREN'S MINISTRIES

POLICIES AND  
PROCEDURES  
MANUAL

Dear Children's Staff Member or Volunteer,

Welcome to Calvary Chapel Kaua'i Children's Ministry!

At Calvary Chapel Kaua'i, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in their relationship with Jesus Christ.

The pages of this handbook provide a general overview of policies and procedures and for Calvary Chapel Kaua'i volunteers and staff members. Our policies are intended to create a safe environment for children; protecting children, you, and the mission of Calvary Chapel Kaua'i. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Rae Nam

Calvary Chapel Kaua'i

Children's Ministry Overseer

# Calvary Chapel Kaua'i Policies & Procedures for Children's Ministries

## Contents:

- Overview of Safety System ..... 4
- Calvary Chapel Kaua'i Safety Committee ..... 5
- Child Safety Policy ..... 6
- Reporting Abuse or Suspicions of Abuse ..... 7
- Children's Ministries Staff Monitoring Plan ..... 8
- Building Safety ..... 9
- Staff Member/Volunteer to Child Ratio ..... 9
- Check-in of Children ..... 10
- Release of Children ..... 10
- Discipline ..... 11
- Bathroom Supervision and Assistance Guidelines ..... 12
- Intoxicants ..... 13
- Medication ..... 13
- Nudity ..... 13
- Unobserved Interaction with Children ..... 13
- Transportation ..... 13
- Parental Involvement ..... 14
- Physical Contact ..... 14
- Sexually Oriented Conversations ..... 15
- Sexually Oriented Materials ..... 15
- Tobacco Use ..... 15
- Verbal Interactions ..... 15
- Statement of Acknowledgement and Agreement ..... 16

## **Overview of the Calvary Chapel Kaua'i Safety System**

Because we love children and desire to protect them, Calvary Chapel Kaua'i requires all staff members and volunteers working with children or students to complete **3 SAFETY STEPS** before ministry work or volunteer placements begin.

### **STEP ONE: Screening Process**

Staff members and volunteers are required to complete the Calvary Chapel Kaua'i Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete the Safety Application (employees and volunteers)
- complete a face-to-face interview (employees and volunteers)
- provide references to be checked (employees and volunteers)

A volunteer must attend Calvary Chapel Kaua'i for six months before being eligible to serve in a leadership position that provides access to children.

### **Criminal Background Check**

Calvary Chapel Kaua'i requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

### **STEP TWO: Child Sexual Abuse Awareness Training**

To equip Calvary Chapel Kaua'i staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Calvary Chapel Kaua'i requires all staff members and volunteers to complete a 'MinistrySafe' Child Sexual Abuse Awareness training, either live or online at [www.MinistrySafe.com](http://www.MinistrySafe.com). This training will be renewed every two years.

Calvary Chapel Kaua'i policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Calvary Chapel Kaua'i Safety Committee.

### **STEP THREE: Policies & Procedures**

Staff members and volunteers are required to review the policies and procedures contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

## Calvary Chapel Kaua'i Safety Committee

### **SAFETY COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children, Calvary Chapel Kaua'i will appoint and maintain a Safety Committee, which will meet once each quarter.

### **MISSION STATEMENT**

The purpose of the Safety Committee is to enable Calvary Chapel Kaua'i Children's Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

### **COMPOSITION**

The Safety Committee will be comprised of the following members:

1. Pastor Bob Hallman
2. Pastor Bruce Baumgartner
3. Pastor Josh Turansky, Kaua'i Bible College
4. Rae Nam, Children's Overseer
5. Sandy Diego
6. Dennis Schoeny
7. Victor Ofner
8. Dyana Mitchell

### **MEETINGS**

Pastor Bob Hallman or a member of the pastoral staff will chair the meeting of the Safety Committee on an annual basis to discuss the management of policies and procedures and any necessary updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

### **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Application of Calvary Chapel Kaua'i policies and procedures related to children's safety issues.
2. Monitoring all Children's Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the Calvary Chapel Kaua'i Board of Directors regarding safety issues.

## **Child Safety Policy**

### **ABUSE TOLERANCE**

Calvary Chapel Kaua'i has a **zero tolerance policy for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Calvary Chapel Kaua'i to act in the best interest of all children in every program.

In the event a staff member or volunteer observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse ( physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor or anyone on the Safety Committee.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

In accordance with this policy and procedures manual, **ANY** inappropriate behaviors or suspicions of abuse must be reported and will be taken seriously.

Violations of these policies and procedures are grounds for immediate dismissal, disciplinary action, or reassignment from Children's Ministry's positions for either volunteers or staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Board of Directors.

### **ENFORCEMENT OF POLICIES**

Calvary Chapel Kaua'i staff members and volunteers who supervise children, other staff members or volunteers are charged with the diligent enforcement of all Calvary Chapel Kaua'i policies.

## Reporting Abuse or Suspicions of Abuse

### **REPORTING VIOLATION OF POLICY**

In order to maintain a safe environment for our children, Calvary Chapel Kaua'i staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate or suspicious behavior will be directed to an immediate supervisor, the Children's Overseer, or a member of the Safety Committee and will be documented.

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately investigated, possibly resulting in suspension from participating in any Children's Ministries. This suspension may continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involve children at Calvary Chapel Kaua'i. If the person is a staff member or employee, such conduct may also result in termination of employment from Calvary Chapel Kaua'i.

Failure to report a prohibited act to a designated person is a violation of this policy and may be grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children at Calvary Chapel Kaua'i.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff members and volunteers at Calvary Chapel Kaua'i are required to report any suspicions of child abuse or neglect, or any inappropriate behavior to their immediate supervisor, the Children's Overseer, or a member of the Safety Committee.

If necessary, a report will be made to the appropriate law enforcement agencies which may include the Department of Social Services, Family and Children Services by calling the 24-hour toll-free hot-line: 1-800-494-3991 (neighbor islands) or (808)832-5300 (Oahu). They may also call 911 and file a report with the Kaua'i Police Department.

## Children's Ministries Staff Monitoring Plan

Supervisors will conduct regular scheduled or unscheduled visits in each program to observe staff member and volunteer interactions with children.

1. **The Children's Overseer** will conduct unscheduled observations monthly for programs occurring weekly.
2. **A member of the pastoral staff** will conduct an unscheduled observation of a Children's Ministry program quarterly.
3. **The Children's Overseer** will schedule periodic performance evaluations of staff and volunteers including items that address participation in training and adherence to these policies and procedures.
4. **The Senior Pastor** will meet with the Children's Overseer monthly to discuss Children's Ministry operations.
5. **The Board of Directors** will meet with the Children's Overseer annually to review Children's Ministry operations, including safety training, policies and procedures.

## **FACILITY/BUILDING SAFETY**

The Children's Overseer is responsible for ensuring that the children are supervised during classes or programming. No child will ever be left unattended in the Children's tents, on the children's playground during children's ministry programming or classes. Children's Ministries staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds they are alone with a single child, that staff member or volunteer will take the child to a location easily observed by others. (Example: if waiting in class with the last child to be picked up by a parent, legal guardian, or authorized adult, move to another area where other staff members or volunteers are present.)

After every programming event, Children's Ministries staff members and volunteers must ensure every room and restroom is checked for children prior to leaving.

On the children's playground during classes or for children's programming, staff members and volunteers are to circulate as they watch the children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Children playing in less easily viewed areas should be redirected to a more open area of the playground.

## **STAFF MEMBER/VOLUNTEER TO CHILD RATIOS**

Calvary Chapel Kaua'i is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following staff member/volunteer to child ratios will be observed:

<b>Program</b>	<b>Staff member/Volunteer</b>	<b>Children</b>
18 months to 3 years old	2	12
4 and 5 years old	2	18
Elementary	2	20
Kids Camp	2	20

If a class or program is 'out of ratio', it is the responsibility of the staff member or volunteer to immediately notify the program coordinator or the Children's Overseer. The Children's Overseer, Coordinators or Team leaders will make diligent efforts to find additional staff members or volunteers to bring staff member/volunteer to children ratios into compliance with Church policy.

### **CHECK-IN OF CHILDREN**

Children 18 months through fifth grade must be signed in by the parent, legal guardian, or authorized adult before bringing them to class. A staff member or volunteer will supervise the signing in of children. A number card will be given to the parent, legal guardian, or authorized adult. Children are dismissed to their classes after worship has concluded. The number card will be returned to the child's teacher when they are picked up after class.

### **RELEASE OF CHILDREN**

At any time that a child has been entrusted to Calvary Chapel Kaua'i staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministry staff members or volunteers are responsible for releasing children in their care only to the parent, legal guardian, or the authorized adult who signed the child in and has the corresponding number card.

In the event that staff members or volunteers are uncertain about releasing a child, they should immediately locate or contact the Children's Overseer for assistance before releasing the child.

## **DISCIPLINE**

It is Calvary Chapel Kauaʻi's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force for correction of inappropriate behaviors by children.

Physical contact will only be used to restrain or remove a child from a situation where a child's safety or the safety of other children may be at risk.

Children are to be disciplined using time-outs and other non-physical methods of behavior management using the following guidelines:

1. Verbally redirect or correct the child.
2. If the behavior does not cease, separate the child away from the group to another area of the room where the group is meeting.
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. In addition, be verbally reassuring, as being removed from the group may upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. A time-out should be one minute for every year of the child's age (Example: 3 years old = 3 minutes).
6. Monitor the child throughout the entire time-out. For longer time-outs give intermittent praise to reassure the child and keep them on task.
7. Praise the child once he or she has completed the time-out and tell them that they are able to rejoin the group. Remind them that repeating their initial behavior will result in further time-outs. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to the Children's Overseer. The procedure for this behavior is as follows:

1. The Team Leader/Teacher will contact the Children's Overseer by using the walkie-talkie supplied in each classroom.
2. If necessary, the Children's Overseer will notify the parent, legal guardian, or authorized adult of the situation.
3. A Team Leader/Teacher should never discuss the situation in front of their class.
4. Politely advise the parent, legal guardian, or authorized adult of the situation and have the child sit with them for the remainder of the service.
5. A child will **ONLY** be released to the parent, legal guardian, or authorized adult who signed the child in and has the corresponding number card. Please assure them and the child that we would love to have the child return the following week.
6. If disruptive behavior is reoccurring, the Children's Overseer will speak with their parent, legal guardian, or authorized adult and if necessary, that child will be suspended from attending Children's ministry for a specified period of time.

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINES**

### **DIAPERING**

1. Only female staff members or volunteers will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other staff members or volunteers.
3. Children will never be left unattended on changing tables.
4. Children will be re-diapered and re-clothed immediately upon the completion of diaper change.
5. Extra diapers or clothing should be furnished by the child's parent, legal guardian or authorized adult. If no extra diapers or clothing were provided, the parent, legal guardian, or authorized adult will be notified immediately.
6. Any special instructions given by the parent, legal guardian, or authorized adult leaving children in the toddler class will be noted on the sign-in sheet.

### **USING THE BATHROOMS**

Because children may require assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

1. Children will be accompanied to the restroom for supervision. Two staff members or volunteers will always be present when escorting children to the restroom.
2. No children will ever be left unattended at the bathrooms.
3. Assistance will be given only if necessary.
4. If the child requires assistance, the staff member or volunteer should first try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.
5. If the child requires additional assistance, the staff member or volunteer should leave the exterior door opened while aiding the child.
6. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.
7. Should an "accident" occur that requires a change of clothing, the parent, legal guardian, or authorized adult will be notified immediately.

### **SPECIAL NEEDS**

Staff members or volunteers should obtain specific instructions from the parent, legal guardian, or authorized adult to meet the requirements of special needs children.

## **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Calvary Chapel Kaua'i facility, while traveling with children, or while working with or supervising children.

## **MEDICATION**

No staff member or volunteer will administer any medication to a child. The parent, legal guardian, or authorized adult who leave a child in the care of Calvary Chapel Kaua'i staff members and volunteers during church services or activities will be contacted if their child becomes ill or injured.

## **NUDITY**

Staff members and volunteers in Calvary Chapel Kaua'i Children's Ministries will never be nude in the presence of children in their care. If needed, staff members or volunteers will submit a plan to the Children's Overseer concerning arrangements for showering or changing clothes. Every effort will be made to provide a child with a private changing area.

## **UNOBSERVED INTERACTIONS WITH CHILDREN**

Staff members and volunteers should never conduct unobserved meetings or interaction with children while participating in Calvary Chapel Kaua'i Children's Ministry program.

## **TRANSPORTATION**

Staff members and volunteers may be called upon to provide transportation for Children's Ministry activities. The following guidelines should be strictly observed when they are involved in the transportation of children:

1. Any staff member, volunteer, or authorized person designated to transport children must have a valid driver's license. No driver under the age of 25 may provide transportation for children, with the exception of siblings, to any Calvary Chapel Kaua'i activity.
2. All vehicles used to transport children must have current registration and auto insurance.
3. Children should be transported directly to their destination. Unauthorized stops should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
4. Staff members and volunteers should avoid physical contact with children while in vehicles.
5. No cell phones may be utilized by the driver while driving vehicles either owned or rented by Calvary Chapel Kaua'i, or personal vehicles designated to transport children, unless in an emergency.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to visit any services and programs in which their child is involved at Calvary Chapel Kaua'i. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at Calvary Chapel Kaua'i will be required to complete a Calvary Chapel Kaua'i volunteer application.

## **PHYSICAL CONTACT**

Calvary Chapel Kaua'i is committed to protecting children in its care. To this end, Calvary Chapel Kaua'i has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching or displays of affection are forbidden. Any inappropriate physical contact, touching, displays of affection, or suspected abuse should be immediately reported to an immediate supervisor, the Children's Overseer or a member of the Safety Committee.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only while in view of or in the presence of other staff members or volunteers. It is much less likely that physical contact will be inappropriate or misinterpreted when it is open to observation.
5. Physical contact in any form should not give the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
6. A child's preference not to be touched must be respected. Do not force physical contact, touch or affection on any child.
7. Children's ministry staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child.

### **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers in Children's Ministries at Calvary Chapel Kaua'i are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

### **TOBACCO USE**

Calvary Chapel Kaua'i requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Calvary Chapel Kaua'i activities or programs. Calvary Chapel Kaua'i is a tobacco-free facility.

### **VERBAL INTERACTIONS**

Calvary Chapel Kaua'i staff members and volunteers should strive to keep verbal interactions positive, uplifting, encouraging, and constructive as they assist parents in the spiritual growth and development of their children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff members and volunteers are required to refrain from using profanity in the presence of children.

**Policies and Procedures**  
**Statement of Acknowledgement and Agreement**

I acknowledge that I have been given a copy of Calvary Chapel Kaua'i's Children's Ministries Policies and Procedures manual. I understand the importance of the material in this manual and that it is my responsibility to read and understand its contents.

I agree to abide by these guidelines while serving or working at Calvary Chapel Kaua'i.

I understand the manual may be modified, amended or revised by Calvary Chapel Kaua'i and I will be notified accordingly.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Calvary Chapel Kaua'i at any time.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Calvary Chapel Kaua'i. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

Date: \_\_\_\_\_