



PROTECTION GUIDELINES AND PROCEDURES

Child Safe Policy

The following guidelines are designed to protect the children of One Fellowship Kids, as well as unpaid and paid leaders. These guidelines are policy in most churches and recommended by our insurance carrier.

All children's ministry leaders are subject to the supervision of and evaluation by the Director of One Kids and Events. One Fellowship reserves the right to dismiss a leader who fails to follow our policies.

Below are the policies and procedures our One Kids leaders comply with to prevent allegations or occurrences of abuse or neglect.

- All leaders must submit to a background check.
- All screened and approved leaders must wear One Kids shirts while serving in One Kids.
- All children must be registered online and wear a nametag. Children without nametags will be refused entry to the group until a parent completes a nametag.
- Children must only be released from a group once the security code, which corresponds to their nametag, is presented to the leader.
- A leader must never be alone, one-on-one with a child or group of children.
- Children should be escorted to the bathroom by two leaders. One leader should stand in the doorway and one should be available to help if needed.
- Children should have as much privacy as possible when using the bathroom. A leader should only enter the bathroom stall in exceptional circumstances. The stall door must be closed and opened only if they have no choice but to enter to aid a child.

Examples of exceptional circumstances (try to instruct verbally before physically helping):

- *The child needs help sitting on the toilet*

- *The child cannot pull up their pants on their own*
 - *The child is sick and requires assistance*
- If taking groups of younger children to the bathroom, never take fewer than two, or more than five children to the bathroom at one time.
 - Leaders should page parents when a diaper needs to be changed. If the situation is an emergency, the Director or Coordinator will change the child under the supervision of at least one other adult (see Diaper Changing Policy for more information).
 - On Sunday, children and leaders shall remain on the premises of One Fellowship. Any activity off-site must have parental consent and be approved by the Director.

Diaper Changing Policy

Parents will be paged via the parent notification system in the necessity of a diaper change. The Director of One Kids and Events or the One Kids Coordinator will be responsible for diaper changing in the cases when the parent is not coming as alerted and the situation is an emergency.

Some good practices to follow when changing a child's diaper are:

- Always use the discreet changing table area provided in the nursery room with at least one other approved adult present
- Never leave a child unattended on the changing table
- Get a clean diaper from the child's diaper bag
- Put latex gloves on your hands
- Place a piece of disposable changing pad on the diaper changing pad
- Place child on diaper changing pad, making sure their bottom is on the disposable changing pad
- Change soiled diaper
- Discard soiled diaper and disposable changing pad in the trash
- Wipe changing pad with antibacterial wipes
- Remove latex gloves and discard in trash
- Clean your hands with antibacterial hand sanitizer
- Put child in a safe location
- Spray changing pad with disinfectant

Suspected Abuse or Neglect Policy

One Fellowship is a safe place for children to attend and engage in their relationship with Christ, and we are committed to our policies as we strive to be beyond reproach.

1. One Kids leaders have the primary responsibility of teaching and correcting the children in their care. In the course of carrying out their responsibilities, a

situation may occur in which the possibility of child physical or mental abuse or neglect is suspected. All leaders must report actual or suspected child abuse or neglect to the Director of One Kids and Events immediately so they can begin the process of reporting.

2. As an organization that cares for minors, it's important to know that we are mandatory reporters. This means, anyone who is a staff member, ministry leader or volunteer involved in caring for minors at One Fellowship is required by South Carolina law to report suspected physical or mental abuse or neglect to local authorities. Failure to report can result in criminal charges.

We understand that we have a responsibility to set the standard when it comes to interacting with minors. Therefore, we want to be very clear about the measures we will take to protect kids, the priority we place on caring for them, and our policy for reporting suspected child abuse or neglect.

Steps for Reporting Suspected Abuse or Neglect

(On-site) If a volunteer, ministry leader, or staff member suspects that a minor has been or is being physically or mentally abused or neglected at a One Fellowship facility or during a One Fellowship event, they will take the appropriate action listed below.

(Off-site) If a volunteer, ministry leader, or staff member suspects that a minor has been or is being abused or neglected, they will take the appropriate action listed below.

1. The person reporting will request an *Alleged Abuse Report* from the Director of One Kids and Events and complete it, including a written statement about what was heard or seen, immediately after receiving information or seeing signs of abuse or neglect.
2. The completed *Alleged Abuse Report* will be given to the Director of One Kids and Events who will immediately notify the Lead Pastor and record the date on the report.
3. The Director of One Kids and Events, along with the Lead Pastor, will place a call to the Department of Social Services or law enforcement, as appropriate, to begin the reporting process.

It is a misdemeanor to intentionally make a false report of child abuse or neglect. If the person making the false report has been previously convicted of making a false report, it becomes a felony. The person making an intentional false report is also liable to the person who was falsely accused.