



RIVERSIDE BAPTIST CHURCH

Current Policies and Guidelines (Children's Ministry)

Quick reference only, not a complete list.



Volunteer Qualifications

·Adult volunteers serving as teachers with children under eighteen years of age are required to be members of Riverside Baptist Church. Adult volunteers who serve in non-teaching roles are to have been in regular attendance for at least six months.

·Adults and Youth must fill out a Volunteer Information Form and sign that they agree to all rules and policies listed on such forms.

·Youth may only volunteer one Sunday a month, under the guidance of a team of two adults and in the older preschool classroom and above.

·Background check needs to be current and on file for all volunteers 18 years of age and older.

·Volunteers are to participate in training provided by RBC that relates to appropriate interaction with children under 18 years of age, as well as procedures to follow if child abuse is suspected.





Children Ministry Areas

1. Room Supervision

- Each group of children should have two adult volunteers assigned to them for each class hour.
- Youth should never be left alone with children.
- Children should never be left unattended.
- Never be alone in a private space with a student of any age or gender.
- If a private conversation is needed (e.g., counseling), do it in a visible, public place or where another adult is nearby.

2. Bathroom/Diaper Policy

- Grade school children should be accompanied to the bathroom by an adult. The adult should wait in the hallway in a visible area for both the classroom and bathroom outer door.
 - Preschool children have bathrooms in their classrooms. If they are in need of help, the bathroom door should remain open.
 - Parent should give consent to change a child's diaper. Proper hygiene policy should be followed when diapering a child.
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Children Ministry Areas Cont.

3. Appropriate Conduct

- **Touch:** Keep physical contact brief, public, and appropriate (handshakes, high-fives, side hugs). No child should be carried or sat in the lap of an adult or youth volunteer with the exception of babies and calming a toddler. Once the toddler is calm, they should be encouraged to sit next to adults to play. No roughhousing.
- **Speech:** Never use demeaning, sexual, or abusive language. Speak in a way that builds up and points children to Christ.
- **Discipline:** Never use physical punishment. Redirect, remove from the situation, or call parents if behavior is disruptive or unsafe.

4. Photographs/Technology

- Phones should be used for emergency only. Our focus as volunteers should always be on the children.
 - As a volunteer, if photos of the class or event are taken, they should never be posted on personal social media accounts and should be sent to RBC for posting.
 - Our curriculum provides videos and music; however sometimes supplemental material is desired. All additional material must be preapproved by staff.
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Children Ministry Areas Cont.

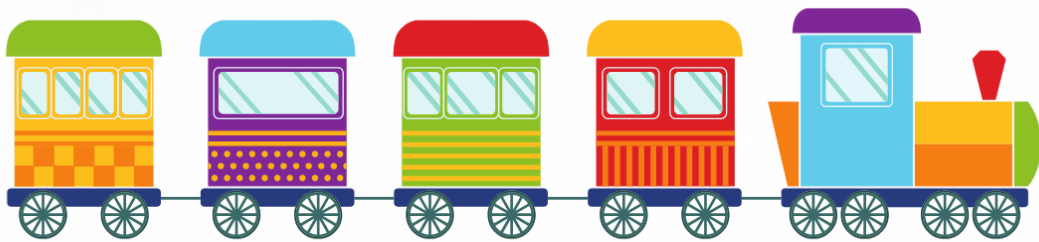
5. Reporting Concerns

- If you suspect or witness abuse, neglect, or inappropriate conduct, report it immediately to the Student Ministry Director/Pastor.
- Do not promise secrecy to a student. Assure them you care and will get them help.
- Follow state law if you are a mandatory reporter. When in doubt, report.

6. Health & Safety

- We are not allowed to administer medicine for any reason. Any medication must be given to the child by the parent and kept outside of the classroom.
 - Follow the "Healthy Student" principle: if a student is sick, they should not attend events.
 - Know emergency procedures (fire, severe weather, medical).
 - Though we try our best to maintain a safe environment for our children, accidents happen. Any time first aid is rendered, an accident report must be filled. (Even if it is a simple band aid for a scratched bug bite.)
 - Any head injury must be reported to the parent immediately and a report filed.
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Train up a child
IN THE WAY
he should go,



and when he is old
HE WILL NOT
depart from it.

Proverbs 22:6