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## Child and Youth Guidelines as part of the Safe Sanctuaries Policy

### I. Activities

#### A. Restrooms

1. Preschool and young children's classes should take scheduled restroom breaks. Two staff members will escort a group of children to the restroom.
2. If only one child needs to use the restroom, one staff member may escort the child and prop the outside door open.
  - a. The staff member should then remain outside the door and wait for the child before escorting him or her back to the classroom.
  - b. The staff member may call the child's name if he or she is taking longer than seems necessary.
  - c. Staff members should never be alone with a child in an unsupervised restroom and should never go into a cubicle/bathroom with a child and shut the door.
  - d. If a child needs assistance, a staff member may enter the cubicle/bathroom only if a second unrelated staff member has visible contact.
  - e. If not possible, another staff member should be informed of the situation and notified when leaving with a child and when returning.
  - f. When using bathrooms in the classroom make sure the door is slightly open and follow the above guidelines.
3. School-aged children and youth procedures:
  - a. Staff members should be aware of any child who leaves the classroom to go to the restroom. If possible use a buddy system with 2 children going together. If the pair is gone for an abnormal amount of time, a staff member should go and check to ensure the safety of the child(ren).

#### B. Diaper Changing: Area should be located where at least one other unrelated adult/staff member can view the changing process.

1. Follow the below procedure
  - a. Put on gloves.
  - b. Place baby on changing pad at diaper-changing area.
  - c. Remove soiled diaper and place in plastic bag.
  - d. Follow parents' instructions (as per doctor's written orders) regarding care of diaper area (powder, ointment, etc.).
  - e. Put clean diaper on baby.
  - f. Clean diaper-changing area with wipes and place in plastic bag.
  - g. Remove gloves without touching the exterior surfaces and put in plastic bag.
  - h. Dispose of plastic bag in trash.
  - i. Wash hands.
  - j. Each diaper change requires a new clean pair of gloves.



## C. Special Events

1. In the event of an overnight trip, special accommodations must be made.
  - a. Hotel & Dorm Rooms: In this setting youth will be assigned to gender-specific rooms and supervising adults assigned to separate rooms. When possible, there will be one adult room between two youth rooms. Whenever possible, the rooms will open to the interior of the building rather than to the outside.
  - b. Camp Settings: If the camp has large sleeping quarters with a large number of beds, children/youth will share the same rooms with same-gender adults. When this occurs, there must be more than one unrelated adult in the room/cabin. At no time should an adult be left alone with one youth in the lodging facility.

## D. Physical Contact

1. Should be age and developmentally-appropriate.
2. Appropriate Touching: the following guidelines are recommended as pure, genuine, and positive displays of God's love.
  - a. Putting an arm around the shoulder when comforting, quieting, or greeting is an appropriate way to hug/contact side-to side.
  - b. Light touches to a hand, shoulder, or back when offering encouragement.
  - c. Adult leaders shall not initiate a hug and shall be the one to end the hug.
3. Inappropriate Touching: the following forms of contact shall be avoided:
  - a. Kissing a child or coaxing a child to kiss you.
  - b. Extended hugging and tickling, or prolonged physical contact of any kind.
  - c. Touching a child in any area that would be covered by a bathing suit
  - d. Being alone with a youth or younger child.
  - e. Giving a full contact, body-to-body hug.

## II. Health Matters

### A. Infectious Control Guidelines

1. Wear disposable gloves when:
  - a. Accompanying a child to the toilet.
  - b. Changing diapers.
  - c. In potential contact with blood (i.e., nosebleed).
  - d. If an emergency precludes use of gloves when in contact with blood, thoroughly wash with soap and water.
  - e. Change gloves between each new child contact.
2. Wash hands:
  - a. After accompanying a child to the toilet.
  - b. After changing a diaper.
  - c. After assisting a child with wiping his or her nose.
  - d. Before food preparation.
3. Have a child wash hands:
  - a. After using the restroom.
  - b. After contact with nasal secretion.
  - c. Before eating.

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4. Disinfect hard surfaces including countertop, tables and toys.
  - a. Wipe spills.
  - b. Clean diaper-changing station.
  - c. Clean soiling from blood, urine, or feces.
  - d. Clean all equipment after each session.
5. Place the following in covered trash cans:
  - a. Diapers.
  - b. Trash contaminated with blood, urine, or feces.
  - c. Used rubber gloves turned inside out upon removal.
6. A staff member (paid or volunteer) or child with a potentially infectious illness must take a leave of absence until s/he is no longer contagious.
7. Parents will be contacted to pick up children/youth with a fever or other obvious signs of an infectious illness.

## **B. Clean Hands**

1. Soap and warm water are adequate as long as twenty seconds is taken to wash all hand surfaces, including in between fingers.
2. Drying hands with disposable towels is best. Use the towel to turn off the faucet, and then discard the towel in the appropriate receptacle.

**Hints/Ideas:** Children and adults should be taught and reminded of the proper hand washing procedures.

Teaching children to sing the ABC song or “Jesus Loves Me” while washing will help them to wash long enough.

Adults should be reminded to wash before eating, after restroom use, and after diaper changing.

## **III. Safety**

### **A. Precautions**

1. All teachers/leaders/volunteers shall wear photo identification name tags.
2. Children/youth should be supervised at all times by staff members.
3. During any event with children/youth present, there should be at least one adult on site who is current in CPR and First AID certification.
4. First Aid kits are stored in the cabinets of each room on the children’s wing of the church, the kitchenette on the adult wing, and in church vehicles.
5. No drug or medication may be administered to any child/youth without specific written instructions from a parent or guardian. All medication must be in original container.
6. Children should only be released to their parents or a parent-approved adult.

### **B. Playground**

1. No children will be allowed to play on the playground without adult supervision.
2. The gate should be closed at all times when children are on the playground.
3. A first aid kit must be taken out to the playground with each group.
4. The small fenced-in area has been specifically designed for children two years old and younger. Older children/youth should not be allowed in this area. A staff member should be in the area with the young children.

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5. The sandbox and the play structure closest to the children's wing was designed and built with preschool-aged children (ages 3-5) in mind. It is not appropriate for older children/youth to play on this equipment.
6. The play structure closest to the adult wing and the chapel was designed for children ages 6-12. Children under 6 years of age should not use this structure.

## IV. Behavior

### A. Techniques

1. Reward good behavior with encouragement and affirmation.
2. Remind the student of proper classroom behavior/rules and expectations.
3. Redirect the student's attention and focus.
4. Remove the student from the group using a time-out/thinking chair in the classroom, in full view of teachers. Time-out minutes should not exceed the years of the child's age.
5. Language skills are taught in order to help children understand how to relate to one another and to solve problems.
6. Extreme discipline problems should be discussed with the parents of the child and with whoever is in charge.
7. Utilize an "OOOPS" form to ensure communication between the child, teacher and parental support.