

BROADVIEW MISSIONARY BAPTIST CHURCH

METHODS OF PROPER INTERACTION WITH AND SUPERVISION OF CHILDREN

1. Broadview Missionary Baptist Church (the "Church") strictly prohibits any physical contact with a child that will or is intended to provide any sexual stimulation or gratification. The Church further prohibits employees, volunteers and members from pursuing or engaging in romantic or dating relationships with children.
2. For children over the age of five (5), at least one (1) adult female volunteer should take girls to the restroom, and one (1) adult male volunteer should take boys to the restroom. The adult should check to make sure the restroom is safe, and then wait outside the closed restroom stalls (if restroom has multiple stalls) or closed door (if restroom has a single stall) until the child(ren) come out.
3. Children five (5) years of age or younger (boys and girls) should be assisted as needed in the restroom by an adult female volunteer.
4. A volunteer should never touch a child's private areas, except when changing a diaper.
5. Volunteers should avoid the appearance of impropriety, such as sitting older children on their lap.
6. Volunteers are to release children in their care only to parents, guardians or other persons specifically authorized to pick up the children.
7. Volunteers should never spank, hit, shake, or otherwise physically discipline a child. Volunteers should never threaten, degrade, insult or humiliate a child.
8. Disciplinary problems are to be reported to the department/auxiliary leader and/or to a parent or guardian.
9. Persons who are ill (with a fever, or having a communicable disease that can be transmitted by cough or by touch) shall not be permitted to participate in any ministry activity or remain in the Nursery.
10. A substitute volunteer must take the place of a volunteer who is ill.
11. Children should be returned to their parent, guardian or other authorized person as soon as illness is discovered. If this is not possible, then the ill child should be isolated in a manner that will allow supervision to continue until he/she can be returned to their parent or guardian.

12. Reasonable steps should be taken to avoid contact by anyone with body fluids of any kind.
13. Anyone who becomes aware of an injury to a child must take steps to ensure proper medical attention is given to the injured child, and complete an Incident Report Form as soon as possible thereafter.
14. Children who have received a minor injury should be given first aid as needed at the time of injury, and his/her parent or guardian notified when they pick up the injured child.
15. Any injury that may require medical treatment beyond simple first aid should be given immediate attention and emergency personnel should be called without delay if warranted by the injury. In the Chicago area, police and medical assistance may be obtained by dialing 911 on a telephone. The injured child's parent or guardian also should be immediately notified, along with the department/auxiliary leader.