

Trinity Bible Church's Handbook



Vision/ Mission

Thank you for your willingness to serve here at Trinity Bible Church in our children's ministry. What you do matters. Each week as you come and serve you have an opportunity to both speak and live out the Gospel to the children at TBC. Below you will find both TBC's vision and mission and TBC Kids vision and mission.

TBC's Vision

Disciples Making Disciples. We seek to be a God-glorifying, Spirit-driven, Christ-centered church pursuing gospel maturity that invites others to follow.

TBC's Mission

Taking Jesus Further. Trinity Exists to take the Gospel to Phoenix and beyond as we become an increasingly vibrant display of the glory of God.

TBC's Kids Vision

Discipling kids. We seek to be a children's ministry that is God-glorifying, Spirit driven, and Christ centered that comes alongside parents to aid in discipling kids.

TBC's Kids Mission

Taking Jesus Further. TBC kids exists to introduce kids to sound, age appropriate, and God-centered biblical teaching, the Gospel, and meaningful community within a safe and fun environment.

Parameters for the policy

The parameters laid out in this handbook are to be applied during anytime in which the parents or guardians of children leave their children in the care of TBC children's volunteers at Trinity Bible Church or a Trinity Bible Church off campus event. This includes but is not limited to Sunday mornings, Wednesday nights, SAF, and other special events.

Personnel Summary

This section will summarize and outline who can participate in children's ministry and what their roles will be.

Staff: Staff is referred to as any paid member of Trinity Bible Church. Including pastors, directors, administrators, child care workers, and support staff.

- **Director of Children's Ministries:** This person is the direct contact for any information directly related to the children's ministry. Their main responsibilities are recruiting, training, and supporting volunteers, creating a safe environment, overseeing all children's areas, partnering with parents in discipleship of their children, choosing and implementing Bible centered curriculum.
 - **Must fill out an employment application, be interviewed by pastoral staff and elders, be background checked, have finger print clearance, be CPR and First Aid certified.**
- **Child care workers:** These are people who are not volunteers in children's ministry but are compensated for their work based on an hourly wage.
 - **Must fill out an employment application, be interviewed by children's ministry director and be background checked.**

Deacons: A deacon is a congregationally voted upon member of TBC who serves over a certain area of the children’s ministry. The deacon assists the Children’s director in overseeing their assigned area of ministry.

- Deacon of Nursery: Julie Darus
- Deacon of Pre-K: Renee Schneider
- Deacon of Elementary: Natalie Veidmark
- Deacon of Kids Club:

Volunteers: Volunteers are highly valued people who serve in children’s ministry who are not employed by the church. Middle school students may serve in Toddlers room if there are 2 adults (Over 18), High schoolers may serve in any Children’s Ministry as long as there are 2 adults (Over 18).

Volunteer positions and descriptions

<p>Infant Nursery (Birth-Walking)</p>	<p>Your main job while in infant nursery is to provide safe and caring childcare. Help parents check in their children. Help parents with transitioning their child into the nursery. Hold, feed, play with, and comfort babies. Change children with soiled diapers. Clean toys and changing station.</p>
<p>Toddler Nursery (Walking-3)</p>	<p>Your main job while in infant nursery is to provide safe and caring childcare. Help parents check in their children. Help parents with transitioning their child into the nursery. Hold, feed, play with, and comfort toddlers. Toddlers may sit and listen to a story or do a coloring page. Change children with soiled diapers. Clean toys and changing station.</p>
<p>Pre-K (3-5: must be potty trained)</p>	<p>Supervise, mediate, and play with children during their designated play time. Help children to pick up their</p>

	toys. Lead a provided Bible lesson. Do a craft with the kids. Give a snack.
K-1 (5-7years old)	Prepare your assigned lesson during the week. Plan age appropriate Bible teaching, activities, and games in order to engage your students. Come 15 minutes before your service time. Help supervise children during play time. Give out snack. Be a Christ like role model. Give Christ like discipline when needed. (We rotate between the Children Desiring God curriculum's: "The ABC's of God" and "Jesus What a Savior" for Sunday School hour and use "The Gospel Project" for Church hour.)
2-3 rd (7-9 years old)	Prepare your assigned lesson during the week. Plan age appropriate Bible teaching, activities, and games in order to engage your students. Come 15 minutes before your service time. Help supervise children during play time. Give out snack. Be a Christ like role model. Give Christ like discipline when needed. (We rotate between the Children Desiring God curriculum's: "Faithful to all his promises" and "In the Beginning Jesus," for Sunday School hour and use "The Gospel Project" for church hour.
4-6 th (9-12 years old)	Prepare your assigned lesson during the week. Plan age appropriate Bible teaching, activities, and games in order to engage your students. Come 15 minutes before your service time. Help supervise children during play time. Give out snack. Be a Christ like role model. Give Christ like discipline when needed. (We rotate between the Children Desiring God curriculum's: "How Majestic is Your Name" and "My Purpose Will Stand" during Sunday School hour. During church hour these students are in service.

<p style="text-align: center;">Team Leads</p>	<p>Your job is to help the day run smoothly and safely. You will help set up for the day. Check in children. Gather kids and dismiss them to class. Gather snack. Monitor the halls and assist teachers. Walk kids from the worship center to the Christian Education building. Facilitate a large group play time. And help with check out and clean up.</p>
<p style="text-align: center;">Kids Club Toddlers</p>	<p>Be available by 6:10. Supervise, mediate, and play with children during their designated play time. Help children to pick up their toys. Lead a provided Bible lesson. Do a craft with the kids. Give a snack.</p>
<p style="text-align: center;">Kids Club Prek-6th</p>	<p>Be available by 6:10. Help check in children when they arrive or help supervise children. Teach a Bible lesson, lead a craft or game, or help supervise kids. Stay until most kids are picked up. Be a Christlike example and give godly discipline when needed.</p>

Volunteer Application Process

- Be a member of TBC and have attended for at least 6 months.
- Fill out a volunteer application. If a potential volunteer answers “Yes” to any of the sensitive questions the Children’s Director is to meet with a pastoral staff member to discuss the question and the volunteer should have a meeting with a pastoral staff meeting before being approved to serve.
- Gather two non-family references who you have known for at least 6 months. Preferably TBC members or previous church members who have seen you interact with children.
- Read safety manual and sign confirmation paper
- Fill out a background check
- Have an interview with the Children’s Ministry Director
- Complete volunteer initial training on Ministry Grid

Volunteer and Staff Expectations

- Love Jesus, the local church, and kids
- You are immersing yourself in the Word of God.
- Pray for the students in your class and yourself as a teacher.
- Prepare your lesson before Sunday morning.
- Read the TBC kids handbook and are familiar with policies, procedures, and protocols and follow them.
- Work graciously with others and the kids.
- Interact with the kids and get to know them.
- Provide teaching that engages all the senses at an age appropriate level.
- Provide a pleasant learning environment that is safe, clean, comfortable and inviting.
- Participate in trainings provided by TBC either in person or on Ministry Grid.
- Communicate with Children's director if you will be gone.
- Share the Gospel often (God, Man, Christ, response: explained later)
- You attend service 3 out of 4 Sundays a month.
- Check email frequently in order to receive updates from the Children's Director.
- **Expectations for arrival times:** Sunday School – 8:45am Church hour-10:15am Wednesday nights 6:10pm.

Staffing Requirements

- 1) There will be at least two adults (18 years old) present at all times regardless of the number of children participating.
- 2) Staffing Ratios: (all ratios are 1 adult to a certain number of children but the 2-adult rule still applies no matter the number of children present)
 - a. Infant: 1:2
 - b. Toddlers: 1:4
 - c. Pre-K: 1:6
 - d. Primary: 1:8
 - e. Secondary: 1:10
- 3) **Inadequate Staffing:** If there is an occurrence in which staffing needs cannot be met the following procedures ought to take place.
 - a. **Find someone** who is an approved volunteer to fill in.
 - b. **Borrow** an approved volunteer from a room who has more than enough staff.
 - c. **Combine classes:** This should be done only if another approved adult cannot be found. The combination of classes may be done by putting kids in the next closest age group. You may also have half your class go to one class and half your class go to another class to help with ratios if necessary. Only do this if the ratio can still be

maintained. Please post a sign to let parents know what room their kids are in.

- d. **Cancel Class:** If all the above options have been exhausted you may cancel class. It is never ok to run a class with just one adult or with an improper ratio. It is better and safer to cancel class. If class must be cancelled parents should be notified via text to come and pick up their children from their classroom.
- 4) **Who can be in the classroom:** Only approved volunteers and children who are the appropriate age for the class may be in the classroom.
- a. **Parents in the classroom:** If a parent is not an approved volunteer they may stay in a classroom for a short period of time to help calm their child. Otherwise non-screened parents must leave the classroom. If after a few minutes a child is still unable to stay without their parent the volunteers should kindly ask the parents to take the child with them. Having unscreened adults in the classroom is not in the best interest of the other children.
 - b. **Relatives of volunteers:** Relatives of volunteers including spouses or teenagers are not allowed in the classroom unless they are approved volunteers.

Visibility Expectations

- **In the classroom:** There must be visibility into a classroom at all times. If a classroom has a window in it the door may remain shut. If the classroom has a dutch door (half door) the top half must remain open. If the classroom has a door but no way to see into it the door must remain open enough to easily see into the room when passing by.
- **When with a child:** Never be alone with a child. Please always take 2 people with you anytime you are walking a child somewhere. This includes walking them to their parents or another building. If there is an instance in which you must talk to a child on a personal level (counseling, crying child, or discipline) bring the child to the side of the room or talk to them with another adult present as well.

Discipline

General Guidelines:

We want a child's experience at Trinity to be positive and life-changing. In the process of teaching the truth, there are some ways to increase effectiveness:

- 1) First and foremost, model Christian attitudes, speech, and behavior. Child learn through observation and will often emulate what trusted adults do. Kids are observing our actions sometimes even more than they are listening to our words.
- 2) Relationships are the soil in which children grow.
 - a. Get to know the children individually.
 - b. Use their names
 - c. Ask them about themselves
 - d. Give them affirmation and encouragement.
- 3) It is sometimes easy to become frustrated and feel as though there are only corrections to be given to your class. Take time to intentionally look for the positive and affirm children in those areas.
- 4) View every child as an image bearer of God and pray for them individually. (Genesis 1:27)

Discipline

- Discipline is a way of shepherding children and teaching them about how to interact with the world around them. Children are learning. They may or may not realize they are acting in inappropriate ways. As we discipline children we must look to point them to their greatest need for Christ not simply better behavior. We must correct and encourage with much grace and encouragement.
- Make your expectations clear and realistic. Kids can't meet your expectations if they don't know what they are. State these expectations in a simple and a memorable way. State your expectations at the beginning of your class.

Class Rules:

- Be kind to others and their things
- Listen when others are speaking
- Respect and obey leaders

Consequences:

- **Warning:** State to the child the class rule which they are breaking and redirect them to a better option. You may even guide them to a better option by asking this way *"(Child's name) is calling your friend a mean name kind? Is there something we can say to our friend instead to let them know that we would also like to play with the ball?"*
- **2nd Warning:** State to the child the class rule which they are breaking and redirect them to a better option. This time let them know that this is the second time you have talked with them about this. Let the know that

the next step is a consequence. Let them know what that consequence will be.

- **Consequence:** A consequence should be given for continued behavior that was warned 2 times to stop. A consequence should be appropriate and match the action. Consequences should never be a physical punishment.
 - **Examples of appropriate consequences:**
 - Moving away from a friend
 - Having a toy that is causing conflict taken away
 - Sitting next to the teacher
 - Sitting away from the group
 - Sitting out from a fun activity
 - Not receiving a special treat
- **See Director or Team Leads:** If a child continues in the addressed behavior the teachers of that class may ask for the team leads or children's director to have the child leave the classroom with them. There must be two adults with the child if this happens. The team leads and director should talk to the child and ask about why they are acting in this way and what could be done differently. If this step occurs parents should be talked to upon pickup.
- **Contact Parents:** If all the previous steps have taken place and the child continues to misbehave the parents should be contacted to come and get their child. The child is to leave that day but may come back in future weeks.
- **Important Note:** We are not to interact with children based on past behaviors or to punish them for past actions. Each time they are with us we view them with new grace and mercy just as Christ has given to us.
- **Do's and Don'ts:**
 - **Do:** Get down on a child's level and make eye contact.
 - **Don't:** Stand over a child
 - **Do:** Speak calmly but firmly
 - **Don't:** Yell unnecessarily at a child unless the child is in immediate danger (ex. A child is running toward the street, but you are far away you may yell Stop)
 - **Do:** Redirect and encourage children by giving guidance
 - **Don't:** Belittle children through ridicule, sarcasm, or threats
 - **Do:** Follow through with your appropriate consequences
 - **Don't:** Keep giving warnings of consequences without any action
 - **Don't:** Use physical force in disciplining a child (pulling, striking, biting, harming, and any other physical punishment toward a child.)

The **3 D's:** The following 3 actions require immediate response. The child should be removed from the class and referred to the children's director or team leads. Parents will be notified.

- **Defiant** disobedience
- **Danger** to self or others (In some cases of physical danger it is safer to move the whole class out of a room rather than the child who is causing danger)
- **Destruction** of property

What do I do if a child is an endangerment to themselves or another child? This includes a child who is running away from a ministry program.

- A child who is a physical danger to themselves or others may temporarily be restrained by an approved volunteer. The volunteer should use as little force as necessary to keep the child safe. The volunteer should seek help from surrounding volunteers and instruct for the contact of the child's parent immediately. After the child is safely with their parent, if possible, the volunteer should immediately explain what happened. If not, they should fill out an incident report form and inform the children's director about the incident. The director and volunteer should work together to follow up with the family.

Snack and Allergy Policy

Snacks:

- Snacks will often be provided to children during Sunday School, children's church, Kids Club, and other children related events.
- Age appropriate snacks will be given.
 - **Infants Room:** Will only be given snack provided in their specific diaper bag. Those with teeth may have "Puffs"
 - **Toddler Room:** They will have snacks such a rice cereals or animal crackers. No candy should be given to this class. Especially gums, mints, suckers or other hard candies.
 - **Pre-K:** They will have a variety of snacks including pretzels, animal crackers, rice Krispies, popcorn. PreK will not be given gums, mints, suckers or other hard candies.
 - **K-6th:** They will be given a variety of snacks and candies.
- Snacks should be consumed while seated. Children should not be permitted to play, run, or lay down while eating snack. If a child refuses to remain seated during snack that child will lose the privilege to have snack that day.
- No matter the age of the child, children will not be permitted to run around with any type of food or candy in their mouth. They should be asked to spit it out or to wrap it back up and save it for later.

- **If a child is choking:**
 - (A choking child is unable to talk or cough they may gag or make a high-pitched sound).
 - Call 911 immediately. Keep them updated on the progress and they will have an ambulance on the way if the object cannot be dislodged. Do not wait to call 911. If you wait until you cannot get the object dislodged it might be too late. Tell the operator right away if the child passes out.
 - Please follow the Red Cross recommendations for child choking.
 - The parent of the child should be called as soon as possible. A parent should be advised to take their child to the doctor to make sure their child is ok.
 - An incident report should be filled out.

Allergies:

- A sign is posted at check-in for parents to inform the volunteers of their child's allergy.
- The child will be given a neon allergy band with the allergy written on it.
- Once a child's allergy is known there will be a sign posted in the snack cabinet with the child's name and allergy.
- Volunteers should check the children's wrist before giving out snack.
- If a volunteer has a question about the child's allergy they should refrain from giving the child a snack until they contact the parent and ask for permission.
- If a child is given a snack they are allergic to the parents should be contacted immediately to give instructions on what should be done. An incident report should be filled out.
- If a child has a severe enough allergy to need an epi-pen the epi-pen should be kept in the teacher resource room outside of children's reach.
- If a child goes into anaphylactic shock who has an epi-pen the epi-pen should be immediately administered. 911 should be called and the parents should be contacted immediately.
- If a child goes into anaphylactic shock who does not have an epi-pen 911 should be called and then the parents should be contacted.

Child Protection

Before a child arrives:

- Screen all children's ministry volunteers.
- Require children's ministry volunteers attend trainings.

- Use a check-in and out system that matches parents and their children.
- Employ scheduling procedures and volunteer/child ratios that optimize safety.
- Have 2 team leads that stay in the halls to maintain safety.
- Have a safety team that maintains security during the worship service.
- Equip each ministry area with a first aid kit
- Educate our staff and volunteers to recognize suspected child abuse and to require them to understand and follow any applicable reporting laws and to encourage them to report suspected abuse to church officials
- Adhere to a healthy child policy for admittance to children’s ministry
- Adhere to a two-volunteer room policy.
- Equip our volunteers to know how to evacuate children safely in case of an emergency
- **Proper Physical Interaction with Children**
 - Always remain in open sight of other adults.
 - Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults.
 - Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.
 - Inappropriate touch involves, but is not limited to coercion or other forms of physical contact which exploits the child’s lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
 - Sitting on laps is only appropriate for ages 0 to 5.
 - Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
 - Only touch children in “safe” areas and for brief time. “Safe” areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change.
 - Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else’s child.

Proper Physical Interactions for children to other children

- Children also should not be touching one another in any short of private way. We also do not allow wrestling and rough-housing between them

while in children's programming. Please gently correct children who are interacting with one another in this way.

- If a child is touching another child in an inappropriate manner. This should be discussed with both sets of parents.

Check-In and Out Procedures

Check-in:

- Every child should be checked in through the "Breeze Church Management" program before entering the children's program area.
- When a child is checked in they will receive a name tag. This tag has the child name, parents' names and phone numbers.
- At check-in the parent's will receive a pickup tag that has their child's name on it and their name.
- No child ought to be permitted into the children's area without being checked in by a parent or guardian.

Check Out:

- Parents will go to the classroom of their child.
- They will show their pickup tag to the teacher.
- That person will check the tag of the parent and see if it matches the child's tag.
- The teacher will check out the child on the "Breeze Church Management" program.
- If a parent forgets or loses the pick-up tag. The parent must show a photo I.D. the name of the parent must match the parent name on the child's tag.
- Children may be picked up by an adult that is not their parent if that parent notifies the check-in leader at check-in. And the adult that is not their parent has the pickup tag.

Field Trips and Special Events

- The staff member in charge of the field trip or special event will ensure appropriate adult/child ratios are maintained in accordance with the above staffing requirements. Two adults must always be present.
- Mixed gender groups are encouraged to have male and female sponsorship. Any mixed gender group event which is overnight must have both male and female adult approved sponsorship or be canceled.
- Off- campus activities must be pre-approved by Program Staff.

- Each child participating in off-campus activities must submit completed written consent and medical release forms prior to participating in the event. These forms are distributed through the church office.
- The completed forms must be taken to the activity by the person in charge.
- Any volunteer including parents of children going on events should be an approved TBC volunteer.
- Any activity in which children are transported in cars should follow that all children who are required by state law to be in a car seat/ booster seat be properly put in that seat. State law says that any child 5-12 and under 4'9 are required to be in a booster seat. No child in children's ministry should be permitted to ride in the front seat of a car.
- Any car being used to transport children to an official TBC sponsored event should not have any know mechanical issues. And the driver should have a valid driver's license and be an approved TBC volunteer.
- While driving TBC children should not be permitted to use their cell phone while driving. They should also follow all traffic laws.

Bathroom and changing:

- **Birth-2:**
 - All children's diapers should be checked hourly to see if their diapers are wet or soiled. **DO NOT** stick your fingers in the child's diaper to check please check visually.
 - Make sure all materials for changing are in the immediate changing area. Use the child's materials from their diaper bag. If they have not provided materials use the nurseries supplies.
 - **Never** leave a child unattended on the changing table, not even for a second.
 - Anyone under 16 **should not** change children's diapers.
 - Only female volunteers are permitted to change diapers.
 - **Follow the following steps:**
 - ◆ Collect all necessary supplies. (Diaper, wipes, gloves, extra clothes if necessary)
 - ◆ Put down a clean changing table cover.
 - ◆ Put on gloves.
 - ◆ Place the child on the changing table.
 - ◆ Remove the wet or soiled diaper. Use a diaper wipe to clean the infants diaper area, wiping front to back. Place the wipes in the wet or soiled diaper and fold the diaper sealing it with the diaper tape.
 - ◆ Put a clean diaper on the child.
 - ◆ Return the child to the floor or hand the child to another volunteer.

- ◆ Place the folded diaper in the waste bin. Then dispose of the gloves by turning them inside out and placing them in the waste bin.
- ◆ Throw away the changing table cover.
- ◆ Wash your hands.
- **PreK**
 - PreK children will use the toilet and sink located inside of the PreK classroom.
 - They should use the restroom by themselves.
 - They should wash their hands.
 - Caregivers should not assist children in the bathroom unless absolutely necessary. Volunteers under the age of 18 **should not** assist in the bathroom.
 - We encourage parents to have their children use the restroom before coming to class or activity, and to wear clothes with zippers, snaps, or belts which children can fasten by themselves.
 - If a child requires assistance in using the bathroom, the following guidelines must be followed:
 - ◆ Accompany the child to the bathroom not into the bathroom.
 - ◆ If necessary, an adult may accompany the child into the bathroom, but only with the assistance of another adult. There should be at least one female present.
 - ◆ For younger children who need assistance, leave the door of the stall partially open.
 - ◆ If a child needs assistance wiping their bottom, the child should stay in the bathroom while their parent is contacted. Volunteers should not wipe the bottoms of PreK students.
- **Elementary**
 - They must ask to use the restroom by their classroom teacher.
 - They must take the hall pass by the door.
 - The two team leads in the hallway should ask to see the hall pass.
 - The team leads should watch to make sure that the child goes from their classroom straight to the bathroom and back to their classroom.
 - They should wash their hands.
 - If the team leads, see that one child is in the bathroom and another child is on their way to the bathroom they should ask the child on their way to wait in the hallway with them until the other child has exited the bathroom.
 - Children should be reminded to lock the bathroom door.
 - Children should be reminded to knock on the door before entering.

Emergency Response Plan and Evacuation Procedures

In the event of an emergency or crisis children's ministry volunteers will be looked to as leaders to help facilitate the best course of action to keep children safe.

Active Threat:

ACTIVE THREAT: An active threat is defined as the presence of an active shooter inside the facility or the presence of an active threat in the surrounding vicinity of the church.

There are two types of active threats: threats outside the facility and threats inside the facility.

Threats outside of the facility: This is when a gunman or threat is near the TBC facility or outside of the TBC building but not inside the building.

- 911 should be immediately called.
- The security team and team leads along with available adults should make sure all exterior doors are locked.
- The Children's Ministry Area should be notified about the threat by the walkie talkies, or verbally if possible. And the team leads should let the teachers know.
- Teachers should shut their classroom doors that should always be locked. And any conjoining doors to their rooms.
- Teachers should barricade their doors.
- Teachers should move their children to a part of the room where they are unseen from windows or doors. And encourage them to be very quiet. As well as make sure all cell phones are silenced.
- Teachers should try to remain calm and calm fearful children.
- Teachers should wait for the "All Clear" call, before unbarricading class.
- Once police arrive...
 - They oversee the situation and all their instructions should be followed.
 - All should assume the universal symbol of surrender and non-harm by keeping your arms up and hands open.

- Any first responders or police first objective is to eliminate the threat they may pass by the injured and will come back after the threat is eliminated.
- Once the police have decided it is safe for children to be released to parents. The normal check out process should be used.

Threats inside the facility: This is when there is an active shooter in the building.

- 911 should be immediately called if safe to do so
- The Children’s Ministry Area should be notified about the threat by the walkie talkies, or verbally if possible. And the team leads should let the teachers know.
- If the threat is limited to the Christian Education building someone should try to notify someone in the worship center via the walkie talkie or a cell phone to send more help. If the threat is in the Worship Center security should notify the team leads and security in the Christian Education building to make sure they are locked down.
- Only if it is safe to do so should the teachers attempt to leave the facility with the children.
- Teachers should shut their already locked classroom doors. And any adjoining doors to their rooms if it is safe to do so.
- Teachers should barricade their doors. Desks and other furniture can be moved (quietly) to prevent access to the room by the shooter.
- Teachers should move their children to a part of the room where they are unseen from windows or doors. And encourage them to be very quiet. As well as make sure all cell phones are silenced.
- Teachers should wait for the “All Clear” call, before unbarricading class.
- Teachers should try to remain calm and calm fearful children.
- If the shooter gains access to a room or classroom where they have taken refuge, teachers and staff are encouraged to fight if they feel it will increase their chance of survival.
- At this point anything should and can be used as a weapon to throw at the shooter (chairs, scissors, shoes, etc.)
 - Remember: it is difficult for the shooter to hit a moving target;
 - Remember: It is difficult for the shooter to acquire and hit a target if they are having to dodge objects being thrown at them;
 - Remember: Anything can be a weapon and not all wounds are fatal.
- Once police arrive...
 - They oversee the situation and all their instructions should be followed.
 - All should assume the universal symbol of surrender and non-harm by keeping your arms up and hands open.

- Any first responders or police first objective is to eliminate the threat they may pass by the injured and will come back after the threat is eliminated.
- Once the police have decided it is safe for children to be released to parents. The normal check out process should be used.

The Department of Homeland Security recommends the following three responses to any emergency: **RUN > HIDE > FIGHT**

ONLY FOLLOW THESE ACTIONS IF SAFE TO DO SO. When in doubt, follow your instincts—you are your own best advocate! Members of the TBC Security team, Children’s ministry staff, deacons, and children’s volunteers are looked upon to provide leadership to the children during an emergency. This includes taking the appropriate action to protect their safety.

Active Threat	
RUN	If you can safely leave the building, RUN .
HIDE	If you cannot safely leave, find a safe place to HIDE .
FIGHT	If you cannot RUN away safely or cannot HIDE , be prepared to FIGHT for your life and the lives of the children.

What we are doing to prevent this situation from occurring:

- All exterior doors to the Education Center are to be locked by 10:45am.
- All interior classroom doors will be locked so that all teachers would have to do is close their doors to begin a lockdown.
- The security team makes sure all doors are locked to the Education Building and walks the premise of the campus to ensure safety.
- They then sit in the lobby of the Education Building to monitor who comes in and out of the building.
- 2 Team leads are stationed in the Children’s hallway to make sure kids do not leave the hallway and that adults who are not wanted are not allowed in the hallway.

- No one can come in the 3 outside doors into the children's area. They remain locked. The only time these doors are used are for access to the playground.
- All security, the team leads, the nurseries, and the children's director have walkie talkies.
- There is an off duty police officer on campus.

Fire Evacuation:

- An evacuation map is posted by the door in each classroom. If the fire is in the worship center teachers should gather their children in the middle grass field closest to the Christian Education building. If the fire is in the Christian Education building teachers should gather their children in the middle grass field closest to the Worship Center.
- Exit with your children in an orderly manner to the closest safe exit.
- Lead the children so that they are not in the parking lot so not to be in danger of fire trucks.
- Have one adult leading the line and one adult ending the line. The adult at the end of the line should be sure that no child is left in the building.
- Take check out tablet/computer with you.
- Take other critical items with you only if time allows.
- Before leaving the building check to see if you have all the children in your class by taking attendance.
- Take your children to the designated meeting area on the evacuation map.
- Take attendance again.
- Keep all of your children together.
- Release children to their parent or guardian via the normal check out process.
- Do not re enter the building unless the all clear sign has been given.
- For infant nursery, if you have more children than can physically be held. Put a few children in the rolling cribs and roll them to safety.
- For PreK there are walking ropes with handles in your cabinet that kids should hold onto.

Bomb Threat:

- The above instructions for fire evacuation should also be followed for a bomb threat.
- 911 should be notified immediately.
- It should be recognized that active shooters have used the purported bomb threat to cause evacuations leading to an increased number of targets outside the facility.
 - If this is the case, please follow the **run>hide>fight** protocol
 - Try to get your children to run with you as a group as far as possible away from the shooter.

Health Procedures

It is the policy of TBC that universal precautions be used in all childcare settings. These precautions consider the blood of anyone to be potentially infectious and require the use of protective barriers (gloves), proper hand washing and disinfecting, and correct disposal of contaminated materials. The following policies reflect this standard.

First Aid Supplies:

- First aid kits will be maintained in the Preschool rooms in the cupboard marked with a red cross. First aid kits for Elementary Departments are located in the kitchen. These will be checked and restocked regularly.
- Please inform the church office if the first aid kit is missing essential supplies.
- In the infant and toddler nurseries first aid kits will be located in a cabinet marked with a red cross.

Accident or Injury Procedure:

- If a child is injured while participating in a Children's Ministry program.
 - 1) Stay calm.
 - 2) If the injury is minor, apply basic first aid procedure. Notify the child's parent or guardian at pickup time.
 - 3) If serious injury is suspected, call 911 always call 911 if there is any loss of consciousness.

- 4) Have someone stay with the injured person.
- 5) **Do not move** the injured child, unless their location would mean further injury.
- 6) Keep other children away from the injured person and supervised. This may mean moving them into another room with another class.
- 7) If necessary, start CPR or mouth to mouth and continue until breathing resumes or a paramedic arrives. Use “Rescue Breather found in first aid kits.
- 8) Contact the parent or guardian as soon as possible with the known facts. Assure them that their child is being cared for and ask them to come to the location where you are.

Incident Reporting:

- Any time a child sustains an injury, verbal and written reports need to be completed. Forms are available in the teacher supply room and in the cabinets next to the first aid kits.
- Parents and the coordinator should be informed of the injury, the circumstances in which it occurred, and how the injury was treated.
- This report should be filed with the church office.
- This report should be followed up either in person or over the phone to see how the child is doing 5-7days post injury.
- Any one who has reasonable cause to suspect a safety hazard, disease potential, child abuse or observes an accident should immediately report this observation to the children’s ministry director for evaluation and follow up.

Hand Washing:

Hand washing is the single most important activity to prevent the spread of infection; to protect both children and adults.

- Wash your hands:
 - When you first arrive
 - Before handling food, bottles, or pacifiers.
 - After using the restroom
 - After changing each child’s diaper
 - After handling spit up
 - After wiping an infant’s nose
 - After administering first aid, especially after any contact with blood or vomit.
 - After cleaning up
- Effective hand washing:
 - Washing with running water preferably warm with antibacterial soap

- Washing fronts and backs of both hands and fingers for 20-30 seconds
 - Drying hands with a disposable towel
 - Turning off faucet with disposable towel and discarding towel
- Encouraging children to wash hands or use sanitizer
 - Before snack
 - After playing outside
 - After using the restroom
 - After blowing or picking their nose

Open Wounds:

As a ground rule of hygiene, all open wounds (such as cuts, scratches) should be washed off and be covered by at least an adhesive bandage. Caregivers should wear disposable gloves if their own open wounds may have possible contact with tears, urine, stool, nasal discharge, or blood.

Cleaning Vomit:

- Notify the coordinator and parents as soon as possible.
- Remove all children from the area of the vomit.
- Put on disposable gloves and wash the child's face and hands.
- Remove the vomit by first cleaning it up with paper towels and putting them into a plastic bag.
- Wash all possible contaminated areas with soap and water, followed with disinfectant. The church has a special cleaner for vomit. Please do not use bleach as this ruins the carpets.
- If in the nursery change the child. If in PreK give the child a change of clothing if necessary with the extra clothes provided and have them change themselves.
- Place soiled unrinsed clothes into a plastic bag and return to the parents.
- Dispose of gloves and wash your hands

Cleaning Blood:

Blood spills from an open wound or nose bleed should be treated as follows:

- Put on gloves. Caregivers must wear disposable gloves before contact with blood or blood containing fluids.
- Stop the bleeding (this often requires applying pressure) and care for the child appropriately, depending on the severity of the situation.
- If a child's bleeding is not easily stopped contact the parent.
- Follow clean-up procedures given for vomiting.
- Report accidents as described in the incident reporting document.

Healthy Child Policy:

All children participating in any Trinity Bible Church regular program or special event must adhere to our healthy child policy. This is in order to reduce the spread of contagious diseases and to keep our children, families, and volunteers healthy.

A child should not participate in a class if and when any of the following exist:

- Fever, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24 hours before coming to children's ministry.)
- Any symptom of scarlet fever, German measles, mumps, chicken pox, COVID19, or whooping cough
- Common cold –from onset of symptoms and one week thereafter
- Sore throat
- Croup
- Lice

- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease

Adults must adhere to the same guidelines for illness when working with children. If you are experiencing symptoms of ill health find an approved substitute and/or inform the coordinator so they can find a substitute for you.

Any child who appears to have any of these symptoms during class will sit with the two team leads in the hallway while their parent is contacted. If the sick child is an infant or toddler they should be held by the front desk away from the other children playing while their parent is contacted.

If contagious maladies are “going around” in the church, a notice will be posted on the departments affected, and a letter of explanation and information will be sent out to parents. In addition, extra measures will be taken to clean the effected areas.

Reporting of Abuse

Introduction:

- Trinity Bible Church desires to keep all children safe and believes they have a moral obligation to report suspected child abuse.
- TBC will not in any way inhibit an investigation of abuse, nor will it hide or cover up any abuse. TBC takes abuse very seriously and believes it is saddening to the heart of God.
- The following should be the process for reporting.
 - If you suspect child abuse, have observed child abuse or a child has told you about abuse you ought to report to the state. Please also let the following people know you reported.
 - The Director of Children’s Ministries, the Senior Pastor, or any other elder on TBC’s staff. They will also help with proper reporting to the state if you need help.
 - **You are not to investigate** the abuse. Your job is only to report abuse. The state will investigate the allegations. Do not confront the alleged perpetrator or tell them what a child has said this may lead to further abuse. It is DCS and the Arizona Police Departments job to investigate.
 - Only intervene if you are witnessing abuse happening in the moment.

- Do not ask the child leading questions as this may traumatize them. Only ask open ended questions. Never ask a child to undress to see bruises...etc.
- TBC and the reporter ought to submit to the directives of the state to protect the best interests of the child. TBC will take the necessary actions given by the state to protect the child.
- Any children's volunteer suspected of child abuse will not be able to serve with children in any capacity during the duration of the investigation and may be removed from serving and or from church membership dependent on the outcome of the investigation.

Scope:

The information in this policy applies to abuse noticed by someone at TBC either on the campus of TBC or a child attending TBC. If you notice these signs in a context other than related to TBC you may still report what you have seen to the state authorities as noted in the reporting section of this plan but you do not need to report this to TBC leaders if it is not in relation to TBC.

Definitions:

Definitions: "Information from Capitol Hill Baptist Church Child Protection Plan"

Child neglect: Child neglect is failure, whether intentional or not, of the person responsible for the child's care to provide for the child's basic needs such as adequate food, clothing, medical and dental care, supervision, and/or proper education, or the failure to protect the child from harm.

Child abuse: is any recent act or failure to act resulting in imminent risk or serious harm, death, serious physical or emotional harm, sexual harm or exploitation of a child by a parent or a caretaker who is responsible for the child's welfare.

Sexual abuse perpetrated by an adult: is any contact or activity of a sexual nature that occurs between a child and an adult. This includes activity which is meant to arouse or gratify the sexual desires of the adult or child. Sexual behavior between a child and an adult is always considered to be forced whether or not the child consents to it.

Sexual abuse perpetrated by a child: is any contact or activity of a sexual nature that occurs between children, with or without the consent of either

child, when one child has power or perceived authority over the other child. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children.

Sexual exploitation: includes forcing a child or soliciting a child for the purposes of prostitution; and using a child to videotape or photograph pornography.

Child sexual abuse: is any form of sexual contact with a minor, non-touching offenses, or sexual exploitation of a minor. This is criminal behavior that involves children in sexual behaviors for which they cannot be personally, socially, and developmentally ready.

Child spiritual abuse: the use of spiritual authority (the Bible or church authority) to emotionally, physically, and/or sexually abuse a child.

Signs to Look for:

Identifying abuse- Some signs to look for... <https://dcs.az.gov/resources/faq>

- Physical abuse includes the infliction or allowing the infliction of a physical injury to a child.
- You are looking for reoccurring signs. Some of these signs occur when a child falls or simply is having a bad day... be discerning and observant
- **Some Signs may include:** <https://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm>
 - Unexplained injuries
 - Withdrawal from family and friends
 - Inappropriate sexual behavior
 - Sudden changes in eating or sleeping patterns
 - Bursts of anger
 - An overly anxious child
 - Shows extremes in behavior (extremely compliant, demanding, passive, aggressive)
 - Acts either inappropriately adult (taking care of other children) or inappropriately infantile (thumb-sucking, throwing tantrums)
 - Doesn't seem to be attached to the parent or caregiver
 - Frequent injuries or unexplained bruises, welts, or cuts
 - Is always watchful and "on alert," as if waiting for something bad to happen

- Injuries appear to have a pattern such as marks from a hand or belt
- Shies away from touch, flinches at sudden movements, or seems afraid to go home
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days
- Untreated illnesses and physical injuries
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor)

Identifying Sexual Abuse: Information from: “Reducing the Risk Training Book”

- Lacerations and bruises, nightmares, irritation, pain, or injury to the genital area, difficulty with urination, discomfort sitting, torn or bloody underclothing, venereal disease, anxiety when approaching the ministry or a certain person, nervous or hostile behavior toward adults, sexual self-consciousness, “Acting out” of sexual behavior, withdrawal from ministry activities and friends.
- Verbal cues
 - “I don’t like... (a particular person)”
 - “(Adult) does things to me when we’re alone...”
 - “ I don’t like to be alone with (adult)”
 - “(Adult) fooled around with me”

Reporting Abuse:

Reporting Abuse: Information from: “Darkness to Light”

- “Abuse should be reported if there is **reasonable suspicion** that a child is being abused. This is called making a “good faith” report.
- “Reasonable suspicion means you have witnessed physical or behavioral signs of maltreatment either in the child or parent/ caregiver or both. OR you have received a disclosure from a child about abuse, neglect, or boundary violations against them.”- Darkness to Light
- **How do I report? Report to Child Protective Services [1-888-767-2445](tel:1-888-767-2445)**
 - **Information to have:**
 - Child’s name, address, and age.
 - Parent’s names/ addresses
 - Nature of the abuse
 - *Perpetrator’s name if known.*
 - *Details of the abuse if know.*

- *If the child does not readily supply the last 2 bullets information, do not continue to question or investigate. This could interfere later with the investigation”*
- Do not be afraid to report due to lack of extensive knowledge or lack of understanding on what CPS will do. Please do report if you have reasonable suspicion.

This link is the Arizona state Department website on such issues. It tells when to report, who is to report, how to report etc.: <https://dcs.az.gov/resources/faq>

- **“A child just disclosed sexual abuse to me. What do I do now?”**
 - Say “I believe you,” and “it’s not your fault”
 - **Do** remain calm
 - **Do** ask open ended questions “Then what happened?”
 - **Don’t** make any promises
 - **Do not** promise confidentiality.
 - **Do** let the child know you will be telling someone who can help.
 - “Conduct a **“minimal fact”** interview.
 - **Do** let them use their own words. **Do not** put words into the child’s mouth
 - **Do not** ask them leading questions or probe for details
 - **Report Immediately**
 - **Do** tell law enforcement and or Child protective services.
 - It is best to not contact the parents about your report, especially if a parent or household member is the suspected abuser. This could put the child at further risk or lead to the destruction of evidence.
 - Even though your report may not result in legal action, the investigation may cause other services to take place, like counseling or the provision of necessities for the child.
 - Sometimes the investigating professionals may not be able to gather enough information to act on your report. Still, your report may become part of a series of reports that lead to action later”
 - TBC leadership should follow the process and fill out the forms outlined in the “Response Plan for Sexual Abuse,” document if abuse is reported.

The Gospel

GOD THE RIGHTEOUS CREATOR

“The Gospel” literally means “good news”. It is a message about God, Man, Christ, and how you should Respond. In your heart you know that there is a God. You may try to suppress it ([Romans 1:18](#)), but we want to encourage you not to fight believing in God. Your good God created you to know Him and be known by Him. As your creator, God has a copyright on you. (*Genesis 1-2, Psalm 89, Revelation 4*)

MAN THE SINNER

God created man as the thing he loved most on Earth, but man sinned against God. Sin is disobedience against God's will for us. All people have inherited a sin nature from the first man, Adam. Our words, actions, thoughts and motives bear witness that we are guilty rebels before our good, just God. A righteous God cannot accept injustice and be just. God's Word reveals that we deserve His wrath and eternal judgment for our sin. But, there is hope! (*Romans 5, 2 Thessalonians 1, 1 John 1*)

JESUS CHRIST THE SAVIOR

God is good and forgiving. Nothing says this more clearly than God the Father sending Jesus Christ, His Son, for us. Unlike Adam, Jesus fully obeyed God and never sinned. He died on the cross as a sacrifice for us, paying our sin-debt with his own blood. He was raised from the dead, and now sits on the throne as King of the universe. He took our sins and we took his righteousness. (*John 10, Matthew 28, Acts 4*)

Response: FAITH AND REPENTANCE

So, how should you respond to this gospel? The Bible says you need faith and repentance. First, you must have faith that Jesus died to pay the penalty for your sin and was raised to life on the third day. Second, you must repent – turn away from your sin and toward God. When a person does this they receive not only forgiveness, but become a child of God and heir to his infinite riches and grace. If you would like to know more about how to become a child of God, please contact one of our pastors. (*John 3, Acts 17, Ephesians 2*)