**Child Protection Policy 6-1-17 page 1**

**Trinity Reformed Presbyterian Church**

1. **Well Child Only**
   1. For the protection of all our children, parents are requested to not bring a child to the nursery or Sunday school when any of the following symptoms exist
      1. Fever
      2. Vomiting or diarrhea
      3. Conjunctivitis (pink eye or other eye infection)
      4. Rash (with the exception of known, non-infectious conditions such as eczema)
      5. Runny nose (which is not related to allergies)
      6. Sore throat
      7. Open sores
      8. Excessive coughing
      9. Active and / or untreated lice or nits
   2. This list is not meant to be exhaustive, parents are asked to exercise considerate judgment before subjection other children and volunteers to their child’s symptoms.
   3. Church staff/ volunteers have the final discretion regarding admitting any child.
2. **Injury and First Aid**
   1. A list of qualified CPR volunteers will be maintained in each class room. **Appendix “F”**
   2. First-aid kits are in the nursery and in the cleaning closet.
   3. If there is an injury in a classroom requiring use of the first-aid kit the volunteer should notify the parents immediately after helping child.
3. **Safety and Security**
   1. Volunteers must adhere to the guidelines set out in the T.R.P.C. Child Protection Policy.
   2. Volunteers must attend training **Appendix “D & E”**
   3. TRPC Child Protection Policy will be presented to Parents
   4. Parents must sign off on T.R.P.C child protection policy **Appendix “C”**
      1. Parental sign off should be done in a timely manner after each review period.
      2. Visiting parents should have the policy handed to them but signing off not required for child care to be provided. That said if they become a regular visitor or attendee signature will be required.
   5. No child “check in or out policy” is needed at this time. However **Appendix “A”** describes an appropriate check in check out program that could be implemented.
   6. Child attendance sheets **appendix “B”** should be used weekly by all class rooms.
   7. A two-adult rule for infant nursery during Sunday school is in place.
   8. The only children allowed in the nursery are those of the specific age group or approved youth helpers (age 11-17)

**Child Protection Policy 6-1-17 page 2**

**Trinity Reformed Presbyterian Church**

1. **Restroom and Diapering**
   1. Parents are encouraged to take their toilet-trained children to the restroom prior to dropping them off at the nursery or Sunday school.
   2. Children should ask permission to use the restroom; children age seven and under should be accompanied by a female volunteer. The volunteer may wait outside the restroom or enter to assist based on the needs of the child.
   3. Diaper changing should be performed on an “as needed basis”.
   4. Volunteers shall wash their hands or use hand sanitizer after diaper change or assisting in restroom and check that the children have washed their hands after going to the restroom.
2. **Room Clean-up and Departure Policy**
   1. It is the responsibility of the volunteers and parents to put away all toys and equipment used in the nursery area.
   2. Toys that have been inserted into a child’s mouth or touched with saliva-covered hands should be sanitized by disinfecting wipes or spray at the end of the teaching or nursery session.
   3. Volunteers must stay in the nursery until a parent has picked up the last child or until they are relieved by another volunteer.
3. **Emergency Evacuation**
   1. If the fire alarm sounds, parents should evacuate with the other adults and assemble near the church sign.
   2. Nursery volunteers, Sunday school teachers should evacuate the children and assemble near the church sign.
4. **Resources** 
   1. Appendix “A” Child Drop off and Pick up Policy
   2. Appendix “B” Attendance sheet for Nursery and Children’s Sunday School
   3. Appendix “C” Parental sign off sheet
   4. Appendix “D” training policy
   5. Appendix “E” training sign off sheet
   6. Appendix “F” CPR Volunteers listing

**Appendix “A” 6-1-17**

When the Lord has grown the church’s child care needs to a point where it becomes necessary, a policy will be needed to ensure child to parent reuniting and for security of children and volunteers in the nursery. To that end this policy has been written and included for future reference.

Child Drop off and Pick up Policy

1. Drop off
   1. Each child dropped off is given a nametag when checked into the nursery, which is it to be worn by the child. The name tag will include the child’s name, any allergies, and a number.
   2. The parent will be given a key chain with a number corresponding to number on the child's name tag.
   3. The nursery will have blank or additional name tags and key chains for visitors.
2. Pick up
   1. The key chain with a corresponding number must be returned in order to check their child out of the nursery.
   2. In the event a key chain is lost a driver’s license or other photo ID can be used to pick up child.
   3. The name tag will be collected back when the child is picked up and reconnected to the corresponding key chain.

**Appendix “B” 6-1-17**

Attendance sheet for Nursery and children’s Sunday school

Date Childs Name Allergies

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**Appendix “C” 6-1-17**

Parental sign off sheet

By signing this sheet I acknowledge the Child Protection Policy at T.R.P.C. has been explained to me and I understand it and have received a copy for my review.

Date \_\_\_/\_\_\_\_/\_\_\_\_ Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_/\_\_\_\_/\_\_\_\_ volunteer / staff member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix “D” 6-1-17**

Policy and Training of policies for all volunteer / staff workers

Policies

1. Policies should be;
   1. Reviewed every 2 years or as needed by the C.E. Committee.
   2. A summary of this review and findings will be sent to the Session for approval with a list of changes or recommendations.
   3. This review and session response will take place before volunteer training.
2. All current volunteers involved with child care or teaching shall attend training.
   1. This training will be conducted by the C.E. Committee or a minimum of 2 C.E. Committee members.
   2. Training will take place every 2 years or as needed.
   3. To add a new teacher or helper between training intervolves individual training can be done as needed.
   4. The training will cover the T.R.P.C. Child Protection Policy and answer questions the teachers / helpers might have about application of the policy.
   5. Training will cover any new policies implemented such as child sign in / out policies should they be added.
   6. All teachers and helpers will sign off on training using **Appendix “E”**

**Appendix “E” 6-1-17**

Training sign off sheet

By signing this sheet I acknowledge the Child Protection Policy at T.R.P.C. has been explained to me and I understand it and have received a copy for my review.

Volunteer

Date \_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.E. Chair

Date \_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C.E. Committee Members Present

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**Appendix “F” 6-1-17**

**Trinity Reformed Presbyterian Church**

**Qualified/ Certified CPR Volunteers**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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