

Ministry Guidelines: Grainery Kids

1. Purpose

The Grainery Church is committed to promoting and protecting the interests and safety of all children. We have zero tolerance for child abuse, meaning that we will work to safeguard against the risk of child abuse and respond effectively if abuse is suspected or confirmed. To this end all TGC leaders are committed to ensuring that everyone working with children is aware of his/her responsibilities in identifying possible occasions for child abuse and for establishing controls and procedures to prevent abuse and/or detecting and reporting abuse when it occurs.

The Grainery Kids Ministry Guidelines is relevant to all Grainery ministries that involve children 12 years or younger. These ministries include Grainery Kids Sunday programs; Grainery Kids camps and holiday activities; Mums and Kids; and Mainly Music.

2. Leader and Volunteer Checks and Recruitment

All Children Ministry leaders and volunteers are required to:

- have been attending the Grainery Church for at least three months,
- complete the online Grainery Safe Church Ministry training (level 2),
- complete the Grainery Screening Check Questionnaire for Volunteer workers
- agree and adhere to the Grainery *** Code of Conduct (attached in the above form) and,
- gain a voluntary Working with Children Check.

Children Ministry staff may also request a face-to-face meeting with volunteers during the recruitment process. Here, the expectations of the voluntary role, and areas of child safety can be discussed, and opportunity for questions given.

3. Reporting Concerns

It is the responsibility of all Grainery Kids' leaders to report concerns of safety and child protection to the Children's Pastor who then ensures this concern is taken to the Executive Manager. Training and education around these areas is given via the Grainery's online training, but any leaders with further questions should speak to the Children's pastor.

4. Sunday Programs

Identification and Signing-in

On arrival of Sunday Celebrations, parents or guardians are required to register and sign in their children at the Grainery Kid's Check-in desk, located in front of children's ministry rooms. The check-in sticker should be stuck to their child and kept visible. Parents or guardians are required to keep the attached sign-out sticker and use this when picking up their children from Grainery Kids. The number on the parent/ guardian's sticker must match that on the child's sticker.

Under no circumstances should someone under the age of 18 pick up a child, unless this is previously discussed and agreed upon with the Children's Pastor.

All children ministry leaders must check in on arrival, wear their Grainery Kids name badge and a Grainery Kids vest, so to identify themselves as approved workers. It is a legal requirement to keep a record of all leader's attendance. It is mandatory to sign-in at the Kids sign in desk in the foyer.

Safety in the rooms

There must be two leaders present at all times in any of the children's rooms, while children are present. If that is not possible at any given time, the door must be left wide open and this must be a space that is easily interrupted.

Access to children's rooms is restricted to approved Grainery Kids workers or parents with children in the room. During Sunday programs, one assigned Grainery Kid's worker is on Door Security to ensure no unauthorised persons enter the children's rooms. During parent pick-up it is the responsibility of Grainery Kid's Leaders to be checking parent sign-out stickers.

Leaders should be particularly vigilant of areas outside children's rooms for people hanging around who have no reason to be there. If you see such a



person, ask him/her what he/she is doing there and to please move on. Also bring this to the attention of all the leaders.

Supervised Areas

During Sunday celebrations, Grainery Kids supervised areas include the Rookies room, Creche room, Sprouts room, Treehouse room, (during some celebrations) the open room adjacent to the childrens' rooms, as well as the outside play areas outside Grainery Kids.

Clearly marked Grainery Kids signs are situated around these areas to explain 'restricted areas'.

Doors to the designated rooms are locked during programs, and all Grainery Staff and Children's leaders should respect this and not unlock any doors on their own accord.

A door security person is rostered on each Sunday, and all individuals should follow the instructions of this Children's leader.

Before children are checked in to Grainery Kids, and after they are picked up by their parent/ carer, they are in the care and supervision of their parent/ carer. Grainery Kids leaders should do their best at ensuring parents/ carers are aware that outside of the above areas, supervision is no longer guaranteed by Grainery Kids workers.

All members of the church asked that they do not enter the children's areas unless dropping off/ picking up children or are required to for other reasons. When showing people around the building, church members are asked to withhold from showing people Grainery Kids' areas until Sunday programs are complete and children have been picked up by parents.

Behavioural problems and discipline

Children in the care of Grainery Kids may not be physically disciplined. If a child is displaying behavioural problems which cannot be managed by the room leaders, the parents must be sent for. This will be up to the main room leader and the children's pastor, if present, to decide. Any ongoing behavioural issues will be addressed by the Children's Pastor with the parents present.



Toilet breaks

Grainery Leaders should only ever direct children to use the toilets in the Grainery Kid's rooms. Leaders should never enter the toilet cubicle with the child. If a young child (pre-school) requires minimal help, a leader may assist. This leader is then required to complete a 'Bathroom Assistance' form, and hand it to the child's parent/ carer at the end of the program.

If a child needs significant help toilet or a nappy change, leaders should alert parent/ carer and only they should assist.

Food

Leaders should be aware of children with allergies when giving out food. Children's allergies should be identified when a parent or guardian registers them, at their first Sunday kid's program. These children should wear a yellow coloured arm band indicating their particular allergy. Name tags provide information of what the child is allergic to. Leaders should not bring in snacks and food to share with children, unless pre-approved by the Children's Pastor. Grainery Kids does not provide food in creche, however, parents may provide snacks for their children. Children with allergies are listed on the Grainery Kid's Allergy Boards, placed on the wall of every room.

Photography

Leaders should not use their personal phones to photograph children during ministry time unless this is a specific request by Children's Pastor. These photos are to be forwarded to the Children's Pastor and then deleted from the personal phone immediately.

Grainery Kids leaders often photograph and video children during programs or at special events (e.g. camp etc.) for the purpose of reproducing them in advertising and the promotion of future events.

Should any parent/ carer not want their child to appear in church promotion and/ or social media, they should tick the relevant box when filling in a registration form.

Children who should not be published, will have this information on their name sticker, as well as stored in Grainery Kids database.

Incident reporting

In the event of an incident, an incident report must be completed immediately and submitted to the Children's Pastor. Even in the case of small incidents that may not warrant a formal report, all leaders are encouraged to report. The safety of our children is top priority and at times a 'harmless' incident can develop to have a major consequence.

Planning Centre Online

Following the recruitment process explained above, when an individual joins the Grainery Kid's team as a leader, they will be placed on a monthly roster. The Grainery Church uses Planning Centre Online (PCO), to organise events and rosters. When a leader is rostered on to serve, an email will be sent to them. It is asked leaders respond promptly to this email, choosing either to 'accept' or 'decline'. If a leader needs to 'decline', the Grainery Kids Leadership as that they explain why as this will help for future rostering.

To help with rostering, Grainery Kids leadership asks that leaders communicate via the Facebook page or email when they ARE available to serve each month.

On-going training/development

To continue to provide for, build and maintain a safe community for our children and adults where they may grow as followers of Jesus, all leaders and helpers must work towards the continuous improvement of programs and events, in relation to:

1. activities chosen, the venue, safe ratios of supervision, appropriateness to those attending,
2. child toileting practices,
3. occupational health and safety,
4. information given to parents or guardian to obtain their permission, and
5. confidentiality of records kept.

To this end, all leaders and helpers will be given access to ongoing training and adequate supervision to ensure that they fulfil their roles and responsibilities. Occasionally leaders may be asked to attend leader's lunches or meeting where training will be given and issues discussed.

5. Camps/holiday programs

Parent/ Guardian Permission

For all Grainery Kids events, outside of Sunday Celebrations, parent/ guardians are required to complete permission forms, giving permission for their child's attendance. Information including emergency contacts, food allergies, medical conditions and photo permission should be included within such forms. (Appendix 4.9)

Written information should be given to parents/ guardians which includes date and location of event, details of activities, contact information for at least 1 leader attending, and information on what children are expected to bring.

Food

At special events where food is to be served to children, all Grainery Kids leaders should be aware of children with food allergies. The same protocols for food allergies for Sunday programs are also relevant for all special Grainery Kids' events. Any medication for allergies should be given to the designated First Aid officer or Children's Pastor, in a clearly labelled bag with directions.

First Aid

To ensure the safety of all children and workers, there should be a first aid officer present at all times, during off-site activities. A first aid kit should also be taken to all off-site events.

In the case of an injury, the child's parent/ carer should be contacted and an incident form completed.

Special medications needed for certain children should be provided by the parent/ carer and given to the designated first aid officer in a clearly labelled bag/ box with directions.

WHS

It is the responsibility of the Children's Pastor to ensure all special off-site events follow correct WHS processes. This includes ensuring a risk assessment is completed, which includes the assessment of risks of the event location, and as well as in individual activities.

Incident report forms should be taken to all off-site events and completed in the case of an incident.

6. Mums and Kids

All children attending The Grainery Church's Mums and Kids program must be accompanied by their parent or carer. With this in mind, parent and carers are responsible for the safety and wellbeing of their child before and after the child leaves the creche program.

Both parents/ carers and children should sign-in when arriving to the program.

During the creche program, only approved Mums and Kids leaders and carers if/ when required, are to facilitate and care for the children. All leaders are required to have a Working with Children Check, completed Level 2 online training, and completed the Grainery Screening Check Questionnaire for Volunteer workers and Code of Conduct.

Leaders are responsible for reporting any concerns around safety and WHS incidents to their Ministry Leader and/ or the Executive Manager.

7. Mainly Music

All children attending The Grainery Church's Mainly Music program must be accompanied by their parent or carer. With this in mind, parent and carers are responsible for the safety and wellbeing of their child throughout the program.

On arrival parents or carers are to sign in at the registration desk.

During the Mainly Music Program, only approved Mainly Music leaders are to facilitate and attend the program, alongside parents and carers. All leaders are required to have a Working with Children Check, completed Level 2 online training, and completed the Grainery Screening Check Questionnaire for Volunteer workers and Code of Conduct.

Leaders are responsible for reporting any concerns around safety and WHS incidents to their Ministry Leader and/ or the Executive Manager.