

Freedom KIDS Policies, Processes, & Procedures

Freedom KIDS Director: Kayleah Spinks

Assistant Director: Rachel Parish

Kayleah@freedomnb.org

(830-310-0499)

Sunday Morning Curriculum

Policy: Freedom KIDS Leaders should read the lesson plan at least twice before serving on Sunday.

Process: Leaders will be sent a reminder text on the week they are scheduled to serve with a link to the Freedom KIDS volunteer website.

Procedure: If a leader needs help accessing the curriculum or has any questions about the content or their role or responsibilities, they should contact the Freedom KIDS Director/Assistant.

Freedom KIDS Attire

Policy: Leaders should wear their Freedom KIDS T-shirt, lanyard and appropriate bottoms and shoes when serving in Freedom KIDS.

Process: Freedom KIDS T-Shirts and lanyards show Freedom Fellowship staff, watchman, parents and other leaders who are authorized to be in Freedom KIDS spaces. Leaders are asked to wear appropriate bottoms and shoes, such as pants, jeans, or shorts/skirts that touch the knee with closed toed shoes or sandals/crocs that have a strap. Leggings are appropriate if the Freedom KIDS T-Shirt covers the leader's bottom.

Procedure: If you see someone, who you know is a volunteer, without a lanyard and/or T-shirt either remind them kindly or find the Freedom KIDS Director/Assistant and let them know. Helper lanyards and extra Freedom KIDS T-shirts are available if needed.

Attendance

Policy: All Freedom KIDS Leaders meet at 8:45am on their scheduled Sunday to serve. With the exception of adult leaders that only serve in second service. Leaders who only serve in second service should arrive by 10:45am.

- **Pre-K teachers:** please check-in with your coordinator.
- **All other second service adult leaders:** Please check-in with the Freedom KIDS Director/ Assistant.

Process: Leaders are responsible to look for a swap if they are unable to serve on their scheduled Sunday. A contact list is available on the Freedom KIDS volunteer website. After finding a swap, text or email the Freedom KIDS Director who is swapping with you and on which Sunday. When the reminder text is sent, please check-in with the person you swapped with to ensure they are still good to swap.

Procedure: If a leader is unable to find a swap after reaching out to at least two other leaders OR in the event of a last-minute illness or family emergency, please contact the Freedom KIDS Director as soon as possible.

Check-in Policy

Policy: When entering Freedom KIDS every child **must** have a name tag with their name, a number and age group listed on their body.

Process: An adult leader will check each tag as kids check-in to Freedom KIDS, ensuring that the tag is placed on the child's body and the age group is correct.

Procedure: If a child does not have a tag to put on their body or the age group is not aligning with the grade the child says they are in, pull them aside until the Freedom KIDS Director/ Assistant can come help.

Parent Inclusion/Incident Reports

Policy: If a child left in the care of Freedom KIDS becomes ill, injured, inconsolable, a danger to themselves or others, or has a severe disciplinary problem, the Freedom KIDS Director/ Assistant needs to be contacted immediately.

Process: Leaders are responsible for ensuring that children are cared for while in Freedom KIDS. Sometimes proper care requires the help of a child's parents or guardians. If a child is needing a form of care that only can be given by a parent or guardian let the Freedom KIDS Director/Assistant know so that they can page the child's number located on their tag.

Procedure: If a child is a danger to themselves or others, has a severe disciplinary problem, or is injured (and the injury includes a bump, mark, cut or blood), the Freedom KIDS Director/Assistant will assist the leader in writing up an incident report.

Security/Visitors

Policy: No one except for children ages 4 years - 5th Grade, Freedom Fellowship Staff Members, or volunteers with a Freedom KIDS T-shirt and lanyard may enter Freedom KIDS spaces without permission from the Freedom KIDS Director/Assistant.

Process: Leaders are responsible for ensuring that only approved adults and youth are within Freedom KIDS spaces at ALL TIMES. If a parent/ adult guardian wishes to attend Freedom KIDS with their child, contact the Freedom KIDS Director/Assistant first. Only parents with a visitor lanyard received by the Freedom KIDS Director/Assistant are authorized to be in Freedom KIDS spaces during KIDS Church.

Procedure: If an adult or youth who is not wearing a Freedom KIDS T-shirt and/or Lanyard enters a Freedom KIDS space, kindly escort them out or contact the Freedom KIDS Director/Assistant immediately.

Never Alone Policy

Policy: No child should ever be left unattended or unsupervised. Leaders are **prohibited** from being alone with a child outside the view of others. Children should **never** be alone in places where they can hide or be one on one together.

Process: All Freedom KIDS leaders ensure that children are being supervised and in sight at all times.

Procedure: If a leader finds themselves alone with one child, they must immediately move to another location where others are present. If two children are together in an unseen or less easily viewed area, the leader should redirect them to another location where others are present.

Restroom Policy

Policy: A child and an adult, youth or Freedom KIDS leader should NEVER be in the restroom alone

Process:

- **4 years old- Pre-K:** two females will take the child to the WOMANS RESTROOM located in the foyer of the Family Center. One leader should check the restroom to ensure it is empty prior to allowing the child to enter. Leaders will step out of the restroom and will not let ANYONE (adult or child) into the bathroom until the child is finished
- **Kinder- 2nd Grade:** a leader will check the restroom located in The Box to ensure it is empty before allowing the child to enter. The leader will step out of the restroom and will not let ANYONE (adult or child) into the bathroom until the child is finished
- **3rd- 5th Grade:** Please try to have the child wait until they are picked up. However, if they cannot hold it or they are doing “the potty dance” please allow them to go to the restroom. Two females will take the child to the restroom located in the foyer of the Family Center. One leader should check the restroom to ensure it is empty prior to allowing the child to enter. If the child is using the men's restroom, please knock loudly and ask if the restroom is clear before entering to ensure it is empty. Leaders will step out of the restroom and will not let ANYONE (adult or child) into the bathroom until the child is finished

Procedure: If a child needs help, both leaders will need to enter the restroom to ensure that a child is not alone in the restroom with a leader. We do NOT wipe children or help pull up underwear or pants. If a child needs help wiping or pulling up underwear and/or pants, contact the Freedom KIDS Director/Assistant and they will take the necessary steps to page a parent/guardian to come help their child.

Physical Contact

Policy: Leaders should never force physical contact or use any inappropriate physical contact, touch or affection. This includes kissing on the head, cheek or anywhere else, lap sitting, holding or picking up children, cuddling or any other form of inappropriate physical contact. A child's preference to not be touched must be respected. Physical contact should always be given for the benefit of the child and never upon the emotional needs of a leader.

Process: Physical contact in any form should only be given in observable places, such as in the presence of other children, leaders or parents. Side hugs, pats on the back, fist bumps, high fives and other forms of minimal, appropriate physical affection between leaders and kids should be offered and are important for a child's development and are suitable in a ministry setting.

Procedure: Leaders are responsible for protecting kids under their supervision from inappropriate or unwanted touch by others. Any inappropriate physical contact, touching or displays of affection by a leader or other child, should be immediately reported to the Freedom KIDS Director/Assistant.

Discipline Policy

Policy: Leaders are prohibited from using any form of physical discipline in any way for behavior management of children. This includes spanking, slapping, pinching, hitting, push-ups, running or any other physical force as retaliation or correction.

Process: If a child is unruly or fails to comply with a verbal warning or instruction, their bracelet (Pre-K) or bible bucks (Kinder-5th) will be taken away. The Freedom KIDS Director/Assistant needs to be notified immediately if this decision is made. If the behavior continues, notify the Freedom KIDS Director/Assistant and the necessary steps will be taken to contact their parent/guardian. In the event that a fight or physical altercation between children occurs, leaders will first seek to verbally redirect the children involved and avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to the Freedom KIDS Director/Assistant and the necessary steps will be taken to contact their parent/guardian.

Procedure: Leaders are responsible for protecting kids under their supervision from any physical discipline. Any disciplinary action that falls outside of the process listed above is to be reported to the Freedom KIDS Director/Assistant immediately.

Verbal Interactions

Policy: Leaders should not talk to kids or each other in a way that could be perceived as harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating. Leaders are expected to refrain from swearing, keeping secrets with children, or discussing taboo topics with children. This includes, the rapture, the tribulation, violence, satan or hell (if the purpose is to cause fear), human sexuality or reproduction, the female menstrual cycle, personal testimonies related to drugs, alcohol or other questionable behavior.

Process: Verbal interactions between leaders and/or kids should be positive, uplifting, encouraging and constructive (Eph. 4:29). Leaders should communicate that we don't keep secrets and anything they share may be shared with the Freedom KIDS Director/Assistant if that is the best way to love them. Some conversations are best left for parents and their kids. Leaders should refrain from discussing taboo topics with Freedom KIDS.

Procedure: Any verbal interactions that go against this policy should be reported immediately to the Freedom KIDS Director/Assistant. In the case that a taboo topic is brought up by a child, notify the Freedom KIDS Director/Assistant immediately and the necessary steps will be taken to notify parents/guardians.

Pick-Up Policy

Policy: Every child's tag needs to be checked to ensure it matches the guardian receipt regardless of whether the leader knows the family or the child is a staff kid. Children may NOT pick up children. A sibling **must** be in 6th grade or older to pick-up.

Process: An adult leader will check each tag as kids are picked up from Freedom KIDS.

- **Pre-K/JR:** After the tag is checked, remove the sticker from the child unless they are attending Freedom KIDS during second service as well.
- **3rd-5th:** After the tag is checked, ask the child to remove their sticker unless they are attending Freedom KIDS during second service as well.

Procedure: If the guardian receipt does not match the child's tag, the child lost their tag, or a parent/guardian lost their tag, direct them to the Freedom KIDS Director/Assistant so that they can get their information verified and receive a red slip. If a sibling who is younger than 6th grade is requesting to pick up a child, contact the Freedom KIDS Director/ Assistant.

Freedom KIDS Leader Conduct

On Sunday Morning

Freedom KIDS Leaders must stay alert and attentive to the kids at all times. They may not eat meals, read personal materials, talk or text on their phones, or perform any other task that takes their attention away from ministering to children. Freedom KIDS requires that leaders refrain from posting pictures of kids in Children's church or in their small group on social media. If you have pictures, please text them to the Freedom KIDS Director/Assistant and they can be used for Freedom KIDS purposes.

Leaders are prohibited from the use, possession, or being under the influence of alcohol, tobacco, vaping products, or any illegal drugs while working with or supervising kids

In Daily Life

Leaders involved in Freedom KIDS are expected to "always try to maintain a clear conscience before God and all people" (Acts 24:16). Leaders are expected to provide a good example to Freedom KIDS.

To protect the relationships we have with each other, this ministry and Freedom Fellowship Church, be mindful about what you post on social media. Parents/ Guardians trust us with their children and we want to honor God with all we say and do.

If it is possible for leaders to be observed in a public place, they should assume young eyes are watching. Leaders should "put no stumbling block in anyone's path, so that [their] ministry will not be discredited." (1 Corinthians 10:23-33, Acts 24:16, 2 Corinthians 6:3; Romans 14:13-19). Leaders should always ask the following questions when considering activities in their personal life:

- Could it cause confusion, disillusionment, or disharmony with kids, parents, or other leaders?
- Could it cause the ministry to be discredited?
- How would I explain my behavior to kids, parents, and Freedom Fellowship staff?

I hereby acknowledge that I have received a copy of the Freedom KIDS Policies, Processes and Procedures Manual. I have read this manual in its entirety and understand the importance of the matters set forth within its pages. I agree to follow and abide by these policies and guidelines during my service at Freedom Fellowship Church. Further, I understand that the manual may be modified at any time, and that any guidelines may be amended or revised. As changes are made public, I understand that it is my responsibility to review changes and adapt accordingly.

Leader's name (please print) _____

Leader's signature _____

Date _____