

## Child Protection Policy for Bible Church of Brownsburg

The following policies have been established by the Bible Church of Brownsburg Elder Board to provide a safe environment for every child. These guidelines are to be followed by every individual who serves in the Children's Ministries.

1. All workers must complete a ministry background check and application and be approved by a staff member of The Bible Church of Brownsburg. *Exceptions:* Pre-approved individuals may be asked to help in specific situations or as a substitute.
2. Class from newborn to toddlers must have at least two workers present at all times. Workers are defined as at least one adult over 20, and a teen helper age 13 and up.
3. Parents are welcome to observe their child in any class or club. However, if a parent desires to observe for more than two weeks, they must complete a Ministry Application and receive permission from a staff member.
4. All children, kindergarten age and below, may leave only when accompanied by a parent or guardian.
5. When a classroom is in use, the main door must always remain unlocked. Blinds must remain open at all times. During the evening hours a light must remain on.
6. When taking children to the restroom, workers should only enter the restroom to assist a child when absolutely necessary. Always keep the outside door ajar if a child needs assistance.
7. Use proper judgment when having physical contact with a child. Hugging should be done in the presence of another adult and in an open environment. Children should not sit on your lap with the exception of the Nursery and Toddler ministries.
8. All children's "special events" and non-published outings (e.g. bowling, an outing to the mall, etc.) that involve BCB children must be approved by a Pastor/Elder prior to participation in the event.
9. If a teacher or club leader desires to meet with a child individually he/she must receive specific permission from a parent explaining what time the child will be picked-up, returned and where they will be. The meeting must take place in a public setting.
10. Only women may serve in the Nursery and change diapers.
11. If a worker or parent believes a child is in an unsafe environment or suspects abuse they should contact a church staff member immediately.
12. All workers must be aware of the Bible Church of Brownsburg "Child Protection Policy."
13. All workers need to arrive 15 minutes before your assigned ministry is to start. (e.g. Worship starts at 10:00 a.m., be in the classroom by 9:45 a.m.)

I agree to serve under these guidelines.

Signature \_\_\_\_\_ Date: \_\_\_\_\_