

Policy for Children & Youth Ministries at Cornerstone

Crèche @ Connect Women

1. Introduction

These policies for the running of a crèche for Connect Women (Bible study) come under the Cornerstone Church Trust Child Protection Policy and Procedures.

Taken together, they outline our approach to safe ministry at Cornerstone. The goal is to protect children and volunteers whilst running great ministries for mums and children.

All people involved in this ministry on a regular basis will be required to have signed that they have read the following information before commencing work.

2. Description of Ministry and Leaders

2.1 Description

Connect Women is a women's Bible study that has a crèche ministry for children aged less than 5 years old. Mothers are normally nearby if assistance is needed.

2.2 Leaders

- Ministry Coordinator – responsible for all children's work policies and scheduling volunteers
- Crèche Supervisor – responsible for individual sessions of a crèche and has oversight over the children, Leaders and Helpers. The Supervisor reports to the Ministry Coordinator.
- Leaders – Responsible for the control and safety of children placed in their care. Reports to and assists crèche supervisor.

All Leaders must be approved before commencing work. They must wear their lanyard to indicate this.

2.3 Ratios

One Children's Worker is needed for every 4 children, with a minimum of 2 needed at all times. This fits with legal adult to child ratios in under 5's education.

2.4 Use of Helpers

It is understood that for practical purposes it will be necessary from time to time to have help from other people, for example, to fill in for absentees at late notice or to provide extra assistance in the crèche on a busy day.

These people will be working either in the presence of or under the direct supervision of a Crèche Supervisor so they will not be expected to have undergone the Police Vetting.

Child work approval must be obtained if:

- they are rostered more than four times in a year OR
- their task involves being alone or unsupervised for more than just a very brief time

3. General Guidelines

The Crèche Supervisor must record, in the crèche Incident Register, any issues that arise. A record should also be made of known risks on the property and comments from parents.

Careful planning needs to ensure that at least two adults are present at all times. If needed, Leaders are to contact other Leaders for more help. This can make things difficult at times, but it is necessary for the safety of both the children, Leaders and Helpers.

Children's Workers must not be alone with children unless there is an unforeseen emergency. If this occurs it should be logged by the Crèche Supervisor.

Children's Workers must keep their physical contact with the children to an appropriate level.

4. Bathroom policy

As the age group includes children under 4 years old these children will need at least to be guided to the bathroom. Toileting procedures will be at the discretion of the Crèche Supervisor in accordance with safe practice principles.

If a child needs assistance, the door should be left open at all times.

Nappies are to be changed in the crèche room for similar accountability.

5. Behaviour Management

If there are issues with the behaviour of a child the Crèche Supervisor shall be involved. If persistent issues arise it will be at the discretion of the Crèche Supervisor whether to use timeout for the child or to call the parent.

If there are discipline issues they must be logged in the Incident Register.

6. Communication with Parents

All children will be signed in by a parent/guardian. Any communication with the parents/guardians will be made by mobile phone by one of the Leaders. The parents/guardians are to sign out their child(ren) when they leave the crèche, at which point the safety of the child(ren) is the responsibility of the parents/guardians.

7. Managing of Complaints

Any complaints received in relation to the programme or the Children's Workers must be referred to the Ministry Coordinator as soon as possible. If it pertains to abuse, then the Abuse Reporting Procedure must be followed.

8. Responding to Incidents

All incidents must be recorded in the Incident Register and the Ministry Coordinator to be informed. Cornerstone will ensure there is a first aid kit onsite. First aid will be administered by an adult with a current first aid certificate. At the direction of the Ministry Coordinator parents will be informed of any incidents in a timely fashion appropriate to the severity of the incident.

9. Recognising and Reporting Health Concerns

If a Leader has any significant concerns about the health of a child, including suspected abuse, this must be referred to the Ministry Coordinator as soon as possible.

10. Confidentiality

At all times, appropriate levels of privacy and confidentiality must be maintained in line with the Privacy Act.

Revisions

Date	Status	Comment
21 August 2017	Approved	Clarifications made
1 August 2016	Approved	Changes approved as proposed below
27 June 2016	Proposed	Minor changes proposed
23 March 2015	Approved	Minor changes made
23 February 2015	Approved	Full policy review
23 June 2014	Accepted as draft	Amendments made
29 April 2013	Approved	New document

I, _____ agree to work within the policy framework outlined above. If I have any questions about this policy I will make contact with the Ministry Coordinator.

Signed _____ Date ____ / ____ / ____