

# Policy for Children & Youth Ministries at Cornerstone

## Crèche @ Cornerstone (Pebbles)

### 1. Introduction

These policies for the running of Crèche at Cornerstone Community Church 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 children and allowing parents/guardians to benefit from the church's teaching.

Everyone 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

"Pebbles" is the Crèche ministry at Cornerstone Church on Sunday mornings for children aged under 5 years.

#### 2.2 Leader Roles

- Ministry Coordinator – responsible for all children's work policies and scheduling of volunteers
- Crèche Supervisor – responsible for individual sessions 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 Children's Workers for this ministry 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.

#### 2.2 Use of Helpers

It is understood that for practical purposes it will be necessary from time to time to have help from other people to fill in at late notice for absentees 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**

Leaders are not to be alone with children unless there is an unforeseen emergency. If this occurs it should be logged in the Incident Register by the Crèche Supervisor.

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

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

### **4. Bathroom policy**

As the age group for this ministry is under 4 years old these children will need at least to be guided to the bathroom.

Before the Crèche Supervisor takes children to the toilets, they will look to check that the exterior access of the building is secure.

No more than 2 children should be taken to the bathroom at a time by the supervisor.

Toileting procedures will be at the discretion of the Crèche Supervisor in accordance with safe practice principles.

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 as to whether to use timeout for the child or to call the parent/guardian.

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 and become the responsibility of those running the crèche. As part of this process the parent will provide a contact cell phone number. Any communication needing to be made with the parent/guardian will either be made by texting or by a Leader being sent to talk to the parent/guardian directly.

The parents/guardians are to sign out their child(ren) when leaving 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 its Children's Workers are to 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**

### **8.1 General 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.

### **8.2 Fire Alarms**

If the fire alarm sounds at any point everyone will evacuate the building and assemble at the dedicated assembly point for the venue. The Crèche Supervisor or appointed Leader will bring the child register to mark off that all children are present.

### **8.3 Contacting Parents in the Event of an Incident**

In the event of a serious incident, the Crèche Supervisor will determine the severity of the incident and decide if the parents and Ministry Coordinator should be contacted immediately or if they should be informed of the incident when the child is signed out.

### **8.4 Missing Children**

If at any point a child seems to be missing the Crèche Supervisor will have a helper perform a sweep of the room and surrounding hallways. If the child is not found after a search for the child, the parents should be contacted by phone by the Crèche Supervisor.

## **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
12 March 2018	Approved	Additions made to sections 4 and 8
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
21 July 2014	Adopted as draft	Minor changes 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 \_\_\_\_/\_\_\_\_/\_\_\_\_