



# Guidelines for Children & Youth Ministries at Cornerstone

Crèche @ Women's Connect

## 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

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

### 2.2 Leader roles

- 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 Children's Workers for this ministry must be approved before commencing work. They must wear their lanyard to indicate this.

Note: These ratios do not take into consideration children with special needs (such as Down syndrome, Autism). The ratios for these children will need to be decided on an individual basis by the Cornerstone Ministry Coordinator, in consultation with the parent or guardian of the child.

If the number of children exceeds the ratio, Supervisors must contact the Ministry Coordinator. They will help find a suitable Leader, Helper or parent to step in. See section 2.4.

### 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**

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, Supervisors are to contact the Ministry Supervisor 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 5 years old these children will need at least to be guided to the bathroom. When supervising children under five, Supervisors or Female leaders must accompany the children into the toilets.

Parents are encouraged to change nappies or take children to the toilet prior to signing in their child.

#### **4.1 Toileting**

Children should be escorted to the toilet in groups when possible by the Supervisor or a Leader. Minimum of 2 children, maximum 4. A crèche leader or helper should be in the lounge in view of the door and the door to the hall and toilet should be left open for the safety of the children and leaders.

Female leaders will need to provide the appropriate assistance for children (such as undoing belts, lifting onto the toilet, etc). Ask the child's permission first before assisting them, as some will be capable of doing it all themselves.

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

Leaders and Helpers are all encouraged to use the toilet before and after creche. If they need to go while a program is running, they must ensure that they're never alone with a child in the toilet.

#### **4.2 Changing Nappies**

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

### **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 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 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**

### **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 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.

## **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.

### **10.1 Photography**

From time to time, photos and videos may be taken of children and youth during Church activities. This may only be done under the direction of the Children's Ministry Coordinator. These videos or images must be vetted around parental consent before use in any public setting.

## Revisions

Date	Status	Comment
20 Sep 2021	Approved	Changes approved
1 July 2021	Proposed	Major policy review, proposed changes
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 \_\_\_\_/\_\_\_\_/\_\_\_\_\_