

# Policy for Children & Youth Ministries at Cornerstone

Crèche @ Cornerstone

## 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 and agreed to the following information before commencing work.

## 2. Description of Ministry and Leaders

### 2.1 Description

Crèche ministry at Cornerstone Church on Sunday mornings is 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

A minimum of 2 children's workers is needed at all times in each classroom. Children are to be supervised at all times when in programs.

#### 2.3.1 Ratios for 12 months to 2 years classroom

One Children's Worker is needed for every 4 children (1:4) This fits with legal adult to child ratios in under 5's education.

#### 2.3.2 Ratios for 3 and 4 year old's classroom

One Children's Worker is needed for every 5 children (1:5). This fits with legal adult to child ratios in under 5's education.

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.

## **2.4 Use of Helpers**

It is understood that for practical purposes it will be necessary from time to time to have help from other people 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, 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**

Before the Crèche Supervisor or Leader takes children to the toilets, they will look to check that the exterior door of the building is closed.

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 helper should stand at the gate to be in view of both the bathroom and the rest of the crèche room 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.

Crèche Supervisors will perform a headcount after returning from the toilets.

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 kids' church. If they need to go while a program is running, they must ensure that they're never alone with a child in the toilets.

#### **4.1 Changing Nappies**

Nappies are to be changed in the crèche room by Crèche Supervisor or Leader designated by the Children's Ministry Coordinator.

### **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.

### **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**

<b>Date</b>	<b>Status</b>	<b>Comment</b>
20 Sep 2021	Approved	Changes approved
21 June 2021	Proposed	Major policy review, proposed changes
2 October 2020	Proposed	Additions proposed to sections 2,3 and 4
12 March 2018	Approved	Additions made to section 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 \_\_\_\_/\_\_\_\_/\_\_\_\_\_