

Policy for Children 5-12 years at Cornerstone

Kids' Space

1. Introduction

These policies for the running of a children's program for 4-12-year-olds on Sundays at Cornerstone 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.

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 Ministry Description

Kids' Space Over 4's is the Sunday ministry at Cornerstone Church for children aged 5-12 years old. The children meet together at the beginning of the Sunday program before moving into separate groups for age-appropriate teaching.

2.2 Leader Role Description

- Ministry Coordinator – A person appointed by Cornerstone to head Kids' Space.
- Ministry Supervisor – A leader who has responsibility for a specific activity and supervises leaders, helpers and children during the activity. The supervisor is accountable to the Ministry Coordinator.
- Leader – A children's worker who is approved to work regularly in the Children's Ministry. The leader is responsible for the oversight and safety of children placed in their care and is accountable to the Supervisor.
 - A 'Provisional Leader' is a leader in the process of finalising external vetting and safe ministry training. They may be present in a ministry but will be under the supervision of authorised leaders and the supervisor. Responsible for the control and safety of children placed in their care. Reports to and assists the supervisor.
- Helper – A volunteer assistant who helps in a ministry or activity, on a casual basis, where needed to fill a gap in the team. Is aged 16 or older. The helper is accountable to the Supervisor.

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

Other adults may visit the classes to observe but must not be left alone with children without an approved Leader being present. The Ministry Supervisor must approve of adults visiting classes and note who visited to the Ministry Coordinator.

2.3 Ratios

One adult is needed for every 8 children, with a minimum of 2 needed at all times.

In the case of using more than one classroom for the program, there will always be a minimum of two adults in each room.

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

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 on a busy day.

These people will be working either in the presence of or under the direct supervision of the Supervisor.

A helper is permitted to assist the ministry up to four times in a calendar year without needing to undergo Safe Ministry training which includes Police Vetting. To assist five or more times within a calendar year, the helper must first undergo Safe Ministry training.

3. General Guidelines

Apart from unforeseen emergencies, Leaders must not be alone with a child. There must always be at least two adults present at all times. Careful planning needs to ensure this. The supervisor needs to ensure that correct ratios are met and call on help from other adults or leaders if needed.

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 from 5 to 12 years old, most will be able to use the bathroom unaided. If aid is required, children should be escorted to the toilet in groups when possible by a female leader. Minimum of 2 children, maximum 4. 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.

If assistance is not needed, the leader should stand at the door to the bathroom to ensure privacy and safety for the child and leader.

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

5. Communication with Parents

All children will be signed in by a parent/guardian and become the responsibility of those running the program. 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 by texting or by a Leader being sent to talk to the parent/guardian directly.

The children will be returned to the main service by the Leaders at the end of the program. The time this happened will be recorded, at which point the safety of the child(ren) is the responsibility of the parents/guardians.

6. 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.

7. 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 on site. 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.

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

8. Recognising and Reporting Health Concerns

If a Leader has any significant concerns about the health of a young person, this must be referred to the Ministry Coordinator as soon as possible.

If the concern pertains to abuse, refer to the [Child Wellbeing & Safety Policy](#) (Section 4)

9. Confidentiality and Privacy

At all times, appropriate levels of privacy and confidentiality must be maintained in line with the Privacy Act 2020 and the Cornerstone Privacy Policy  [Privacy Policy Sep 2023.pdf](#)

9.1 Photographing and Filming of Children

From time to time, leaders may take photos/videos of children during ministry activities. Any photos/videos taken must be communicated to, and shared with, the Children's Ministry Coordinator.

These photos will then be stored securely on the church Drive and leaders will delete photos/videos from their personal phones/cameras. Videos and images stored and used will be in line with parental photography consent.

Revisions

Date	Status	Comment
21 July 2025	Approved	Significant update
15 March 2021	Approved	Changes approved as proposed below
15 March 2021	Proposed	Minor changes proposed
21 August 2017	Approved	Minor changes and clarifications
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 revision
21 July 2014	Adopted 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 _____ / _____ / _____