

Subi Kids Policies and Procedures



Welcome to the next step in joining the Subi Kids Ministry Team.

This document will educate you on expectations, policies, and procedures.

Subi Kids Goal

To help children, in partnership with parents/caregivers, develop and grow a relationship with God, by cultivating their knowledge, understanding and faith in God, His Word and His Son in a safe environment.

How do we achieve this?

- By prayer
- By equipping and supporting families, parents, and carers in their discipleship at home
- By establishing a strong Christ focused team to lead the children and model Christian living (that's you!).
- By creating an environment that is safe, fun, nurturing and Bible focused.
- By leading and teaching in an age-appropriate way through stories, songs, games, crafts and activities that focus on who God is and how to love and serve Him.
- By equipping the children to be better able to read, understand and apply the Bible practically to their own lives.
- By communicating with parents via email, newsletters, verbally, group events, etc.

Child Protection and Safety

Each rostered volunteer is expected to:

- Have a Working With Children Check* (unless under the age of 18, or a parent volunteer in the same class as their child)
- Complete "SAFE Ministry training" every 3 years, level required will depend on their role.
- Always interact with the children in an open and transparent manner
- Follow the Children's Safety Policies and report any safety concerns to the Subi Kids Director (or Amanda Tan if not comfortable with reporting to the Subi Kids Director).

Servants under the age of 18

Teenagers work with children with training and with the permission of their parent/care giver. They are not required to have a Working With Children Check.

Two Adult Policy

- Where possible, children should be directly supervised by at least two servants.
- Servants must not put themselves in a situation where they are alone with a child.
- Children must not be visited at home without the consent and presence of their parent/care giver
- The ideal ratio of adults to children are as follows:
 - 0-2yrs, 1:4
 - 2-3yrs, 1:4
 - 4-5yrs, 1:6
 - 6-12yrs, 1:12

Toilet Procedures

- Infants: Parents are paged to come and change nappies when needed
- 2 years of age - Pre-Primary: If they need assistance, parents are called to escort their child to the toilet/change nappies. If they do not need assistance, leader may stand at the door facing out with the door open in case the child needs assistance from falling over or if they've hurt themselves or made a mess. Leaders should never go into the restroom alone with a child with the door closed.
- Year 1 - Year 6: Children are allowed to go to the toilets on their own. The classroom door should be kept open and if possible, an assistant should stand at the classroom door to ensure they don't wander off or can hear them should they call for help. For those that are younger, the leader may stand at the door (door from the hallway to the facilities) facing out with the door open.

Check in/Check out Procedures

Bubs, Juniors and KPP

- Each child should have a sticker name-tag. A leader should be designated to ensure that all children have a name tag. If they don't that person should take them to the reception area to register/check-in on the computers. This person should also ensure that each child has a hand-written pager number on their tag. If they don't, he/she should grab a pager, write the number on the tag, and hand the pager to the parent/caregiver.
- If a child is new, a leader should be designated to take the child/family to the reception area to register/check-in on the computers with the assistance of the coordinator stationed there.
- Children should not be allowed to leave the classroom until their parent comes to collect them. The parents should have the security tag with the corresponding 6-digit security code to collect their child.

Lower Primary and Upper Primary

- Each child should have a sticker name-tag. A leader should be designated to ensure that all children have a name tag. If they don't that person should take them to the reception area to register/check-in.
- If a child is new, a leader should be designated to take the child/family to the reception area to register/check-in.
- Children should not be allowed to leave the classroom until their parent comes to collect them. The parents should have the security tag with the corresponding security code to collect their child.

Interpersonal Boundaries

As a general rule, open displays of affection initiated by children in the presence of others are acceptable. There will be occasions where displays of affection are natural and children should not be shunned if they initiate their need for comfort or affirmation. Leaders and team members should take care that such situations never occur in private. Where private conversations with a child are necessary, the leader or team member should be in a position that is visible and easily observed by others in the group.

Things to be vigilant about (in conjunction with SAFE)

- Be wise in your physical contact. Never touch a child in any area normally covered by bathers.
- All children should always be made welcome and be affirmed as individuals who are precious in God's sight. Do not have favourites.
- Physical punishment should never be used, even in fun. It may be construed as physical abuse.
- Leaders and team members should be sensitive and respectful towards family and cultural traditions.
- Appropriate dress codes and use of language is mandatory.
- Servants need to be particularly careful in what they say around children so as not to be misconstrued or taken out of context.
- If you feel a child may have a 'crush' on you, talk to your Director regarding the appropriate measures to be followed.
- The appropriate level of personal care is related to the age of the child. Some children will have specific needs and these will be accommodated where possible.
- Avoid excessively rough or sexually provocative games or comments.
- Personal prayer for children will be done in an open manner, within view of another Leader.
- Should a child seek counselling or be identified as in need of counselling, the matter will be referred to the Director. No counselling will be undertaken unless it has been approved by the Director, and assigned counselor is qualified to do so.

Leaders Code of Conduct

The following five key areas are an overview of what is expected by those who serve in Subi Kids as they exercise their ministry and in their personal lives. This code is not a set of laws but rather, the expression of love and commitment towards God as we serve and minister to His people in an ethical way.

1. Cultivate an increasingly intimate relationship with God
 - Be a follower of Christ first and lead a life Christ centered life.
 - Continue a healthy relationship with God by: (for example)
Joining regularly in the life and ministry of the church
Studying the scriptures and prayer both privately and in groups
Giving of time and finances to the work of the church as an expression of gratitude to God
2. Be accountable and transparent in interactions
 - Do not be alone with a child(ren) unless an open and supervised environment can be maintained, except if required in an emergency situation.
 - Use physical touch appropriately (eg. handshakes, high fives, pats on the shoulder)
 - Ensure your conduct is above reproach, especially where contact exists outside the church programs eg online, SMS, social contact etc. (Remember that you are a leader at all times).
3. Be a SAFE Leader
 - Create an environment where all children and young people can feel safe and included, and are given the opportunity to participate in rewarding, fun and positive programs.
 - Implement and observe all policies and procedures that ensure the safety and well-being of others.
 - Avoid language that may be misunderstood, or that bullies, threatens, belittles, humiliates or causes unnecessary offence or embarrassment.

- Manage disruptive, dangerous or inappropriate behaviour of a child or young person in accordance with Subi Kids procedures.
4. Live and minister faithfully and with integrity and diligence
 - Pray for those you minister to, your co-leaders and the Subi Staff
 - Treat all those to whom you come in contact with the compassion and respect deserving of a person made in image of God.
 - Respect the dignity of the human person, regardless of race, religion, gender, political beliefs, disability, sexual orientation, or any other difference. Be sensitive and respectful towards family and cultural traditions different from your own.
 - Provide help and advice only for those problems or issues that are within the reasonable boundaries of your competence, experience and education.
 - Refrain from gossip, sniping and being excessively critical but rather seek to encourage others
 - Treat all personal information with sensitivity and confidentiality ensuring that no information will be passed on to others unless consent is first given. The only exception to this will be in the event of serious risk to life or wellbeing.
 - Respect fellow leaders and the leadership team and behave accordingly. Support peers and others in ministry to the best of your ability and intent, in your words and actions both privately and publicly.
 5. Perform your duties properly
 - Teach, train and model what it means to have Christ as their Lord and Saviour to the children. This involves sharing your life, praying with and for the children and loving and encouraging them.
 - Prepare well, being ready and organised for that which you are responsible for, ensuring that the people depending on you also have what they need from you
 - Actively be involved with setting up and packing up.
 - Teach in a manner that is age appropriate and FUN, focusing on the Bible.
 - Be at your children's ministry position 15 minutes prior to the start of service
 - Attempt to find a replacement if you are unable to serve on your assigned day and to notify the roster coordinator.
 - Attend any trainings designated by the Subi Kids Director.

Behavioural Management

Class Rules

- Be respectful to everyone
- Don't talk while others are talking
- If you want to talk, raise your hand
- Keep your hands and feet to yourself
- Personal items go on the table during class
- Treat others the way you want to be treated

Crowd Control

- Refer the children to the rules of the class as often as needed (a lot of things fall under "be respectful")
- Preface any directions for the children to go anywhere with "In a minute I'm going to ask you to all get up and [insert activity here], but I need you to listen to the directions first otherwise you won't know what to do." (or something similar)
- Use one of the following tactics to get the children's focus back on you or under control

- “Do this” – Just start pointing to parts of your body saying “do this” each time until the entire class is mimicking you. To finish put your hands in your lap
- Stand silent until everyone realizes class won’t continue until you have everyone’s attention
- Use the countdown – “Everyone should be [sitting in their chairs/on a dot/etc] in 3, 2, 1. Thank you” or “Hands on your head and freeze in 3, 2, 1....great, now everyone [instruction here]”
- Children that don’t want to participate fall into two categories
 - Children who are shy/fragile/emotional
 - Assign an assistant to this child to ensure that they feel comfortable and that nothing major is going on
 - Allow the assistant to remain with this child for the duration of the class if necessary
 - If you need an additional assistant, please send someone out to inform the service coordinator in the Subi Kids office.
 - Children who are being difficult due to inattentiveness, fidgeting or their own entertainment
 - Give these children a choice. It’s THEIR choice. 1) Participate in the assigned activity or 2) sit in a designated area near a blank window or wall where they can’t mess with anything and have no way of entertaining themselves (no climbing on chairs, pushing on the cabinet doors, writing on the white board, etc). Not participating in the activity should be unenticing. Encourage them to choose to participate.
- Behaviour Management / Discipline

In the event that a child or young person acts in a way that is disruptive, hurtful, rude, or destructive, that child shall be offered the opportunity to change their behaviour in order to continue to participate in Subi Kids.

 - 1st offence: Explanation of the undesired action (not following a class rule, being rude, being too rough, hurting someone, being mean to someone) should be given to the child and told that said action is not allowed at Subi (refer to class rules).
 - 2nd offence, the child will be given a warning that if they do it again, they will have no choice and will go sit in a designated area separate from the others for the duration of the activity/story/5 minutes/rest of the class/etc depending on the time left in class and situation (the more serious the offence the more severe the consequence).
 - 3rd offence, they are separated and if allowed to participate again are warned again that if the undesired action persists to a fourth occurrence, the child should then be taken to the Subi Kids office for the remainder of the service to sit with the service coordinator.
 - 4th occurrence, the child should be taken to the Subi Kids office for the remainder of the service with the service coordinator and the Subi Kids Director should be informed.
 - Discipline should never involve physical punishment.
 - If the child is being hurtful (mentally or physically) or destructive, the Subi Kids Director should be informed immediately after the service.
 - If the child is behaving in a challenging or unmanageable way that seems as if it will be a continuing problem, the Subi Kids Director should be informed after the service.
 - If the child consistently and over time refuse to change their behaviour, the Subi Kids Director will arrange a meeting with the child and their parent/guardian and talk through the issues. It will be explained to the parents/caregiver and child that should the behaviour continue, the child will be sent home / to go and sit with their parent in the church service and possibly asked to take a week or more off before coming back to participate in the Subi Kids program.
 - Leaders should pray specifically for these children before the program each week.

Photo and Video Consent

By registering their children in Subi Kids, Parents, Carers, and Guardians who registered their families automatically opted in upon registration. This means, Subi Church is able to TAKE their photo or video. However, further permission should be sought before it is used, whether internally or on social media.

Parents, Carers, and Guardians will need to send an express request to be opted out should they not wish for the photos or videos to be used. All requests will need to be sent to the Subi Kids Director and will be noted on the Subi Church database.

Health and safety

Prevention

- Any child/children who are visibly unwell will be requested to not attend class for the day. Please request for the assistance of the coordinator for the parent/s to pick them up.

Hygiene

- Assist all children will need to wash their hands/use the alcohol-based sanitiser provided before and after the class

Cleaning

- Common surfaces will need to be sanitised before and after each class. Antibacterial wipes are provided

Conclusion

These are important expectations that will help you effectively minister to the children and other leaders in your group. Please prayerfully consider your decision to become a children's leader with these in mind. If you see potential difficulties in any part of these expectations or if you would like to discuss anything, please contact the Subi Kids Director immediately.