



Child Protection Policy (CPP)

Our goal is to keep kids safe by:

- Having every volunteer go through our volunteer screening process and proper training before serving in BKids Ministry.
- Providing and maintaining environments that meet age-appropriate safety standards.
- Closely following drop off / pick up procedures.

Adult Volunteer Screening Process

The following steps are in place for an adult applicant to serve with Blackhawk Kids:

- Submit an application.
- Complete a background check.
- Submit three references to be reviewed and approved by BKids staff.
- Shadow a current adult volunteer for the role that they applied for.
- Interview with staff to review application and learn more about their desire to serve with BKids.
- Watch current safety and security videos and videos relevant to the role that the applicant is serving in are watched BEFORE serving.

Minor (12-17 years) / Student (7th-12th grade) Volunteer Screening Process

- Minors/students must be in at least 7th grade and be at least 12 years old to serve with BKids.
- 7th and 8th grade students may serve in BKids Toddler and Wonder (18 months-Kindergarten)
- High school students may serve in all BKids spaces, but BKids Launch (4th-6th grade) is at the discernment of the BKids staff.
- There will always be at least two volunteers serving in a BKids space, one of which must be an adult.
- Minors will not be room leaders and will not participate in diapering or toileting of any kind.
- The following steps are in place for a minor/student to serve with Blackhawk Kids:
 - Submit an application.
 - Submit three references to be reviewed and approved by BKids staff.
 - Shadow a current adult volunteer for the role that they applied for.
 - Interview with staff to review application and learn more about their desire to serve with BKids.
 - Watch current safety and security videos and videos relevant to the role that the applicant is serving in are watched BEFORE serving.

General Safety Guidelines

- Background checks will be renewed every three years for adult volunteers who continue to serve.
- This Child Protection policy must be reviewed annually. Current BKids-specific safety and security videos must be reviewed every three years. Volunteers will receive an email when their review date is coming up with instructions on how to access content.
- Volunteers, staff, and visitors can never be alone with a child.
- When family members serve in a space together, another adult leader must be in the room at all times.
- Due to privacy issues, only Blackhawk Church staff members and approved photographers may photograph or video BKids participants and activities.
- Except for BKids+, food is not allowed in BKids rooms and spaces during Sunday ministry. Beverages with a lid are allowed for volunteers.

Clothing and Attire

- Volunteers should choose attire that allows them to actively lead kids through programming. Be aware of clothing that contains messaging or imagery, keeping in mind the kids you are serving.
- When serving, volunteers should always wear their official BKids photo nametag and lanyard.
- To promote the health of our kids and keep hygiene a top priority, no bare feet are allowed for volunteers in any BKids space. Nursery volunteers must wear socks or booties (provided).

Accident or Injury

- Tell a BKids staff member ASAP and as needed.
- Assist with completing an Incident Report.
- Basic first aid supplies are available in each BKids space.

Emergency (e.g., tornado, fire, active shooter, etc.)

- Listen to your room leader and/or BKids staff member for instructions.
- Volunteers should be aware of where the emergency bag is located in their space.

Wellness Policy

A child should not attend, nor should a volunteer serve if they are currently or have been exhibiting any of the following symptoms in the past 24 hours. If illness is suspected during programming, notify BKids staff.

- Fever equal to or greater than 100 degrees F
- Runny nose with thick mucus
- Frequent cough that produces phlegm
- Diarrhea
- Vomiting
- Contagious or undiagnosed rash
- Chicken Pox, Measles, or Mumps
- Conjunctivitis (pink eye)
- Hand, Foot, and Mouth Disease
- Head lice

Medication can only be administered by the child's parent/guardian unless the medication is an epinephrine auto-injector (e.g., EpiPen, Auvi-Q, etc.) provided by parent/guardian to use in the case of an anaphylactic emergency.

INTERACTION AND CARE PROCEDURES

Diapering Safety Reminders

- Only adult volunteers or the child's legal guardian will undertake the diapering of children.
- Another adult volunteer or staff must be able to see the volunteer changing the diaper.
- Children will be diapered at changing stations only and never be left unattended at changing tables.

Bathroom Safety Reminders

While children are in our care in BKids spaces:

- When accessing a restroom outside of the child's room, all children must be escorted by one approved adult (room leader, SHC, BKids staff member) and be able to be seen by another adult. The adult must wait at the outer door of the restroom.
- Ask adults who are entering the restroom to please wait until the child(ren) are finished.
- If a child needs assistance, two adults must be present. One volunteer may enter the stall leaving the stall door open and the other leader must be in view.

Appropriate Physical Touch

Appropriate physical touch is a means of communicating love and care. Touch should be gentle, non-demanding, and geared toward the age, developmental level, needs, and preferences of the child.

- Physical contact with children should be minimal and must only occur in the plain view of other volunteers.
- If a baby or preschooler is crying, it is appropriate to hold or comfort the child.
- With the consent of the child, high-fives, fistbumps, patting on the shoulder, or a side hug are appropriate ways to connect with and affirm a child.

Inappropriate Physical Touch

BKids staff members and volunteers will protect children under their supervision from unwanted or inappropriate touch by others. Contact a BKids staff member if you see something that appears inappropriate.

- Private areas should never be touched except for what's necessary during diapering or toileting.
- Horseplay is not allowed. Children should not wrestle with each other or volunteers. Children should not be tossed in the air or swung by their arms/legs.
- If a child wants to sit in the lap of a volunteer, it should be initiated by the child. The volunteer could also steer the child to sit next to them instead.
- There should not be tickling, extended hugging, or prolonged physical contact between a child and a volunteer.
- Do not force physical contact, touch, or affection from a child. A child's preference not to be touched must be respected by adults and children alike.

Discipline Guidelines

A child may not wish to participate in activities or may have a difficult time choosing to be kind to volunteers or other children. No form of physical discipline is acceptable. When a child is misbehaving or not listening, try the following approaches:

- Calmly ask the child to stop the behavior.
 - Use distraction for toddlers and young children.
 - Use redirection, warnings, and breaks for older children.
 - Contact a BKids staff member if the approaches do not change the child's behavior.
- If a child does not want to participate in an activity, they cannot be forced. Instead, encourage them to choose to participate or to sit quietly until the next activity.
 - Discipline involving physical discomfort (e.g., striking, spanking, shaking, slapping) is never allowed.
 - Children may only be restrained as a last resort if they are a safety concern to themselves or others and a follow up conversation with BKids staff and the care takers of the restrained child is required.

We do not tolerate the following:

- **Bullying:** If a child is causing harm to themselves or others, please separate the child from the group and contact a BKids staff member. They will talk with the child and determine the next steps.
- **Foul Language:** If a child is using foul language or is name-calling, ask the child to stop and tell them that language is not appropriate. If the behavior continues, try one of the approaches listed above.

Procedure for behaviors that require parents to be contacted during programming

Based on the age of the child and where they are at developmentally (nursery and toddlers likely excluded), the following behaviors will be addressed and will require the child's parent(s) or caregiver(s) to be notified during service each time they occur:

- Biting
- Bullying
- Fighting
- Foul Language
- Hitting
- Spitting
- Any other behavior where a child is endangering themselves or others

The Room Leader will use the radio to ask the Site or Service Hour Coordinator to come to the ministry area to assist with any of the behaviors listed above. Once the incident is shared with the Site or Service Hour Coordinator, they will request the Family Call Number to be displayed. Two adult team members should remain with the child until the parent or caregiver arrives.

Staff members are the only ones who will address the behavior with the parent or caregiver. Based on the following factors, the team will determine how to move forward: the severity of the behavior, the temperament of the room, whether it is a repeated behavior, volunteer's capacity, etc.

- If after the conversation it is determined by everyone that the child is ready to return to programming that same day, greet them and welcome them back into programming.
- If after the conversation it is determined that the child is not ready to return to programming that same day, the staff member will share with the child and the caregiver that the child is welcome to try again next week.

The staff member involved will capture the details of the situation on an [Incident Report](#).

ACCESSING BKIDS SPACES

There are hundreds of kids and volunteers accessing BKids spaces every week across Blackhawk Church sites. The safety of the children in our care is a top priority.

Parents/Guardians

Only parents/guardians (dropping off children), ministry volunteers, BKids staff, and children are allowed in areas where ministry to children is occurring. Parents/guardians may enter their child's room to observe or help their own child acclimate. If a parent/guardian remains in the room beyond 5 minutes, the parent/guardian will receive a visitor's name badge from BKids staff. BKids staff will record the parent/guardian visit using the Visitor's Log at the Central Desk (Brader Way or Fitchburg) or Front Kiosk (Downtown). If a child consistently requires their parent/guardian in BKids spaces so they can participate in programming, the parent/guardian will need to go through the adult volunteer screening process.

Room Volunteer to Child Ratios

We adhere to strict volunteer to child ratios to ensure that kids are safe and cared for during programming. As children become older and more independent, the ratio increases. Once a volunteer to child ratio has been met, we may turn kids away unless another volunteer can step into the room. Classroom doors will be locked 15 minutes into the service. Late arriving families will be let in by a BKids Welcome or Security Monitor Team member or BKids staff.

Room | Volunteer:Child Ratio

- Nursery | 1:3
- Purple Room | 1:4
- Orange Room | 1:5
- Yellow Room | 1:6
- Green Room | 1:7
- Kindergarten - Third Grade | 1:8
- Fourth - Sixth Grade | 1:10

Drop Off and Pick Up Procedure

For drop off, the parent or guardian should:

- Print 3-part name tags at a BKids check-in kiosk.
- Place the first name tag sticker that says, "Hello my name is" on their child(ren).
- Walk the child(ren) to their room(s) or check in cart(s).
- For Nursery drop offs, if the child is in a car seat or stroller, they must be removed from the seat by the caregiver to be checked into BKids. Per our policy, children cannot remain in their car seat or stroller and be a part of BKids programming. If the caregiver wants the child to continue to sleep, the child can be transitioned to a crib assigned to them in BKids, where they can be placed on their backs to sleep.
- For Yellow through Sixth grade rooms, children will be assigned a small group color and receive a dot sticker to identify their small group.
- Hand the room leader the second name tag sticker that says, "Give this label to the room leader."
- Hold onto the third tag that says, "This is your pickup tag."

For pick up, the parent or guardian should:

- Bring their third name tag sticker that says "This is your pickup tag" back to the child's room.
 - *Nursery, Purple & Orange families.* Hand the pickup tag sticker to the room leader at the door. The room leader will remove the "Hello my name is" sticker from the child before releasing the child to the parent or guardian.
 - *Yellow through Sixth Grade families.* Enter the space and hand the pickup tag sticker to their child's small group leader, remove the "Hello my name is" sticker from the child and hand both to their child's small group leader before leaving.

Missing Child Procedure at Pick Up

- If a child is missing at pick up, notify a room leader or BKids staff member immediately.
- BKids staff will radio our team with a description of the child and will manage the Missing Child procedure as outlined in the Emergency Preparedness binder.

Missing Pick Up Tag Procedure

- If the parent or guardian misplaces their pickup tag, they will connect with a BKids staff member or room leader. *Do not send them to print a new tag.*
- BKids staff or room leaders will verify that the parent or guardian's ID matches the information on the "Give this label to the room leader" tag.
- If the names do not match, keep the child in the room and connect the adult with BKids staff.

BLACKHAWK KIDS MANDATORY REPORTING POLICY AND PROCEDURE

Suspected Child Abuse Policy

Wisconsin state statute requires members of certain professions to report instances of actual or threatened child abuse when they learn of these instances in the course of their work; included in the list of Mandatory Reporter professions is "clergy." While Blackhawk doesn't use the title "clergy" when referring to its staff, we feel that the statute's use of this term is intended to include people in roles like ours and, as such, we feel it is best practice for Blackhawk staff to consider themselves Mandatory Reporters. As defined by state law, child abuse includes physical neglect, physical abuse, sexual abuse or emotional abuse. Proof isn't required; rather, reasonable cause to suspect the abuse has or will occur is sufficient.

If a **staff person**, through the course of their Blackhawk work role, has reasonable cause to suspect that a child is being abused or that a child has been threatened with abuse and the abuse is likely to occur, the staff person should immediately notify someone on the HR Team. The HR Team will assist the staff person in making a formal report to Dane County.

Additionally, although volunteers are not technically Mandatory Reporters by state law, our expectation of volunteers is that they communicate with BKids staff if, through in the course of their volunteer role, they have reasonable cause to suspect that a child is being abused or that a child has been threatened with abuse and the abuse is likely to occur. The staff person should then communicate this information via the *Procedure for Volunteer Report of Suspected Child Abuse* noted below.

If you'd like more information, please feel free to check out this [Online training for Mandated Reporters](#). The FAQ section may answer a number of your questions.

Procedure for Volunteer Report of Suspected Child Abuse

Volunteer suspects that some form of abuse has happened to a child. Then what?

1. Volunteer asks the child, 'I notice (a bruise, a mark, a story a child tells). What happened?'
2. Volunteer listens to the child. Take note of the details of the conversation.
3. If as a result of the conversation the volunteer suspects child abuse, the volunteer talks immediately with their service hour coordinator or ministry leader.
4. Service hour coordinator engages ministry coordinator and together they gather as much relevant and detailed information as possible.
5. Volunteer can begin to fill out incident report.
6. Ministry leader brings site leader into the conversation.
7. Ministry/Site leader engages the Care Team for guidance and engages HR as a head's up.
8. Two people (Ministry coordinator, site leader or care team staff) engage parents in a conversation about their child and the concerns. If sexual abuse is suspected, this step may be skipped at this point in time.
9. Parent signs incident report and child is released to parents.
10. Site leader will engage someone from the HR team who will walk the volunteer and ministry leader through the reporting process.