

# ***Bible Chapel of Delhi Hills***

## Children's Education Policy Manual

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## 1. The Mission and Vision of Children's Education

The children's education ministry of Bible Chapel of Delhi Hills (BCDH) aims to glorify God by creating and maintaining a safe environment for all children who attend, supporting and encouraging all parents and guardians who are primarily responsible for teaching biblical truths to the children entrusted to them by God. (Ephesians 6:4), making all of Scripture known to children with special emphasis on the gospel (Deuteronomy 6:6-9; Romans 1:16-17), as well as being Christ-like examples of the faith, especially through our prayer lives, knowing that only the power of the Holy Spirit can change their hearts to love God and His word (Romans 10:1; Ephesians 2:4-5; Matthew 5:16; 1 Corinthians 11:1).

## 2. Policy Parameters

- 2.1 BCDH seeks to provide a safe and secure environment for the children participating in our programs and activities.
- 2.2 By implementing the below practices, our goal is to protect the children of BCDH from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

## 3. Personnel Summary

- 3.1 **Child** or **children**, for the purposes of this policy manual, includes all persons under the age of eighteen (18) years.
- 3.2 **Nursery** services are available for those under the age of four (4), with exceptions granted by one of the elders
- 3.3 **Youth classes** are any children's ministry programs (e.g., Children's Sunday School, organized youth gatherings, VBS, ect.) that are made available for those of the ages of four (4)-seventeen (17).
- 3.4 **Staff** are paid employees of the church.
- 3.5 **Volunteers** are those who work with children and are not in the employment of the church. The term "volunteer" will be used throughout this policy manual as an all-encompassing term for anyone who serves the children and is not church staff.
  - 3.5.1 All volunteers must be in good standing of BCDH.
  - 3.5.2 All eighteen (18) and older volunteers who serve in children's ministry must undergo the children's ministry training, screening, and background check procedures before serving. Volunteers include childcare workers, teachers, and anyone else who serves or interacts with the children.
- 3.6 **Visitors** are those who are not children, staff, or volunteers, such as parents/guardians dropping off or picking up children from the church's care, grandparents, older siblings, etc. (See "Visitor Policy" section five (5) for more details.)

## 4. Expectations of All Staff and Volunteers

- 4.1 All children's ministry staff and volunteers share responsibility for loving children as Christ loves them and setting an example of proper Christian conduct.

- 4.2 All volunteers in dependence on the Holy Spirit and by the grace of God are to be faithful and dependable in this ministry, to seek to learn more about ministering to children as information and training are available, to faithfully pray for the children who are under their care, to commit themselves to continue personal spiritual growth, and to know when they are scheduled to serve and arriving to serve on time.

## **5. Visitor policy**

- 5.1 Visitors are encouraged not to enter the nursery and toddler room during church events or services.
- 5.2 Exceptions for nursing mothers, discipline issues, or bathroom assistance may be granted by nursery and toddler workers, volunteers, or staff.

## **6. Training and Screening Procedures**

- 6.1 All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:
  - 6.2 Six (6) Month Rule
    - 6.2.1 No person will be considered for any volunteer position involving contact with minors until he/she has been a part of BCDH for at least six (6) months. This interaction time between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.
  - 6.3 Written Application
    - 6.3.1 All persons seeking to work with children must complete and sign a written application in a form to be supplied by the church. The application will request basic information from the applicant and inquire into the previous experience with children, previous church affiliation, and disclosure of any prior criminal convictions. The application form will be maintained in confidence on file with the church by the board of elders.
  - 6.4 Personal Interview
    - 6.4.1 Upon completion of the application, a face-to-face interview may be scheduled with the elders, ministry leader, and/or designee with the applicant to discuss his/her suitability for the position.
    - 6.4.2 Any evidence indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a children's ministry position at BCDH.
  - 6.5 Criminal Background Check
    - 6.5.1 A criminal background check is required for all staff regardless of whether or not they have direct contact with children.
    - 6.5.2 All adult "volunteers," defined in section 3.5, who have direct contact with children at BCDH will be required to have a background check. Minor volunteers are exempt from a background check.
    - 6.5.3 The background check(s) will be budgeted and paid for by BCDH.

- 6.5.4 Before a background check is run, prospective workers will be asked to sign an authorization form allowing BCDH to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with children.
- 6.5.5 The elders will determine a disqualifying offense that will keep an individual from working with children on a case-by-case basis in light of all the surrounding circumstances.
- 6.5.6 Generally, convictions for an offense involving children and/or for crimes involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. In addition, failure to disclose a criminal conviction on the application form may also disqualify.
- 6.5.7 The background check authorization form and results will be maintained in confidence on file with the church. In addition, the background checks will be periodically reviewed and updated bi-annually by the board of elders.

## **7. Guidelines, Standards, and Policies**

**7.1 Nursery and Toddlers:** Our goal is a minimum of two (2) adult workers, one of whom must be an adult female over the age of eight-teen (18), in attendance at all times when children are being supervised during our programs and activities. The other staff or volunteer may be an adult male. Minor volunteers do not count towards the two (2) adult policy but may still serve in assisting in the nursery. In addition, the elders will work with the women's outreach board regarding nursery and toddler coordination of volunteer interviews, policies, and procedures.

### **7.1.1 Diaper Changing Guidelines**

- 7.1.1.1 Parents of children who wear diapers are asked to change their children prior to signing them into the church.
- 7.1.1.2 When a child needs his/her diaper changed, the parent(s) will be notified and asked to change the child's diaper unless the parents have given consent for nursery toddler staff or volunteers to change diapers per the parental consent form.
- 7.1.1.3 Male volunteers will not change children's diapers.

### **7.1.2 Restroom Guidelines**

- 7.1.2.1 Parents are asked to have their children visit the restroom prior to each class.
  - 7.1.2.2 Parents of children in the process of potty training who desire for a volunteer to help their child use the bathroom should give written permission beforehand.
  - 7.1.2.3 Parents who do not desire a volunteer to help their child use the restroom can choose to be notified instead.
- 7.1.3 Sanitize: Please wash all toys that have been in a child's mouth. Clorox disinfecting wipes are available for this purpose. Also, watch to pick up and clean a toy that one child has put in their mouth before another child picks it up. If you don't have time, put the toy in the sink to be washed later.

**7.2 Youth classes:** Youth classes under 7<sup>th</sup> grade must have at least one adult female over the age of eight-teen (18) in attendance at all times. Youth classes 7<sup>th</sup>-12<sup>th</sup> grade may have only one (1) adult volunteer or staff member in attendance during the class session. We do not permit one (1) adult

to be alone with one (1) child on our premises in any sponsored activity unless they are the child's parent/guardian.

- 7.2.1 In the instance of one adult with only one child, it is the responsibility of the adult teacher to immediately inform the parent(s) or legal guardian of the child that they cannot teach a youth class due to the violation of the one adult to the one-child policy.

### **7.3 Physical Touch**

- 7.3.1 While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted. Particularly in our interaction with children, we want to be blameless and above reproach.

- 7.3.1.1 Always remain in the open sight of other adults.

- 7.3.1.2 Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not adults.

- 7.3.1.3 Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.

- 7.3.1.4 Inappropriate touch involves, but is not limited to, coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.

- 7.3.1.5 If a child needs to use the restroom, we ask a parent/guardian to take the child him-/herself, but if that is not possible, then the "Restroom Guidelines" in section 7.1.2 below apply.

- 7.3.1.6 Children sitting on the laps of a female adult is only appropriate for ages 0 to 3.

- 7.3.1.7 Volunteers should refrain from rough-housing, wrestling, shoulder or piggyback rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.

- 7.3.1.8 Only touch children in "safe" areas and for a brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless (females only) when necessary while assisting in a restroom visit.

- 7.3.1.9 Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.

- 7.4 All staff and volunteers, who have been vetted and approved, must arrive promptly ten (10) minutes before their scheduled times.

- 7.5 It is the person's responsibility to find a replacement if they cannot serve on their scheduled date and time.

## **8. Discipline Policy**

- 8.1 No staff or volunteer will administer corporal punishment, even if parents have suggested it or given permission for it.
- 8.2 There will be no spanking, grabbing, hitting, or any other physical discipline of children.
- 8.3 When verbal correction is needed, children should never be alone with a volunteer, even for correction (please reference the “Two Adult Standard” section 7.1). Verbal correction must be done in a calm and loving manner. Always make sure the child understands what he/she did wrong and gently point them back to Scripture for their correction.
- 8.4 If the child(ren) is considered to be violent or a threat to the other children, volunteers should consult with the parent and/or an elder if assistance is needed with disciplinary issues.

## **9. Sick Child Policy**

- 9.1 It is our desire to provide a healthy and safe environment for all the children at BCDH. Parents and/or guardians are encouraged to be considerate of other children when deciding whether to place a child under their care. In general, children with the following symptoms should not be dropped off:
  - 9.1.1 Fever, diarrhea, or vomiting within the last 24 hours
  - 9.1.2 Green or yellow runny nose
  - 9.1.3 Eye or skin infections
  - 9.1.4 Other symptoms of communicable or infectious disease
- 9.2 Children who are observed by our workers to be ill will be separated from other children, and the parent or guardian will be contacted and requested to pick up the child for the day.

## **10. Medications Policy**

- 10.1 It is the policy of BCDH not to administer either prescription or nonprescription medications to the children under our care. Medications should be administered by a parent at home. Parents and/or guardians are reminded of our sick child policy.
- 10.2 Exceptions to the medications policy may be granted to children’s ministry volunteers/staff by the parents and/or guardians of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the elders and the Women’s Outreach Ministry to develop a plan of action while the child is in BCDH’s care.

## **11. Check-In and Check-Out Procedure**

- 11.1 For all children a security check-in/check-out procedure will be followed. Only the individual(s) approved per the Nursery Parental/Guardian Consent Form may check out a child.

## **12. Responding to Allegations of Child Abuse**

- 12.1 For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:
  - 12.1.1 Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.

- 12.1.2 Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- 12.1.3 Child sexual abuse – any sexual activity between a child and an adult or between a child and another child, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- 12.1.4 Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
- 12.2 Volunteers may have the opportunity to become aware of abuse or neglect of the children under our care.
  - 12.2.1 In the event that an individual involved in the care of children at BCDH becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to one of the elders for further action, including reporting to authorities as may be mandated by state law.
- 12.3 In the event that an incident of abuse or neglect is alleged to have occurred at BCDH or during our sponsored programs or activities, the following procedure shall be followed:
  - 12.3.1 The parent or guardian of the child will be notified.
  - 12.3.2 The volunteer or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from volunteering pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
  - 12.3.3 All allegations of abuse shall be reported to the civil authorities, and the organization will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
  - 12.3.4 The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
  - 12.3.5 A pastoral visit by one or more of the elders will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
  - 12.3.6 Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.
- 12.4 Volunteers and staff will follow the Ohio state guidelines for mandatory reporting.

### **13. Sexual offenders in the church**

- 13.1 BCDH may allow a person known to be a sexual offender to remain or become a congregation member but must adhere to specific guidelines.
  - 13.1.1 First, the offender's probation/parole officer will be contacted regarding any restrictions regarding attending services or other functions where children are present.



13.1.2 Second, the probation/parole officer will put any restrictions in writing. If restrictions don't prohibit participation, the following guidelines will be implemented.

13.2 A known sexual offender cannot participate in any service opportunities or events concerning children.

13.3 A known sexual offender must never be alone with a minor at any time. When in proximity to minors, he or she should be accompanied by another adult.

13.4 If the offense has been adjudicated within the last ten years of the offender's involvement, then the congregation will be made aware of the identity of the sexual offender. If the time span is more than ten years from the last offense, then the church elders will be made aware of the identity of the offender, and they may deem it appropriate to withhold the identity from the congregation.

#### **14. Accidental Injuries to Children**

14.1 In the event that a child or youth is injured while under our care, the following steps should be followed:

14.1.1 For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.

14.1.2 For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian. If in doubt by circumstances, an ambulance will be called. Error on the side of caution.

14.1.3 Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

#### **15. Training**

15.1 BCDH will provide training on this child protection policy to all new childcare volunteers and will strive to provide opportunities for additional training classes or events as necessary. All volunteers are required to attend these training events.

## BIBLE CHAPEL OF DELHI HILLS

### Application and Screening Form / Confidential Volunteer Information

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This application is to be completed by all staff and volunteers for any position involving the supervision or custody of minors in church facilities or on church-sponsored activities. It will help our church family provide a safe and secure environment for all boys and girls who participate in our ministries and use our facilities.

Name \_\_\_\_\_ Age \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Marital Status \_\_\_\_\_

Phone (Evening) \_\_\_\_\_ Phone (Day) \_\_\_\_\_

Occupation \_\_\_\_\_

Have you ever been convicted of or arrested for any offense involving a minor? [ ☐ Yes ☐ No ] If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony? [ ☐ Yes ☐ No ] If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

I have read the Child Protection Policy. [ ☐ Yes ☐ No ]

Have you engaged in conduct that would fall within the definition of child sexual abuse?

[ ☐ Yes ☐ No ]

Answering yes or leaving the question unanswered will not automatically disqualify you.)

Current Employer \_\_\_\_\_

Address

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Church Activity**

When did you make your profession of faith in Christ?

Where is your church membership?

List other churches (name and city) you have attended regularly and where you served with minors:

List any gifts, callings, training, education or other factors that have prepared you for teaching minors:

**Applicant's Statement and Agreement**

In exchange for consideration for my employment at Bible Chapel of Delhi Hills, should my application be accepted, I agree to be bound by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I have carefully read the Child Protection Policy and this application and I state that the information I have provided is true and correct to the best of my knowledge.

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Applicant Signature

Date

**For Office Use Only**

6 months attending	<input type="radio"/> Yes	<input type="radio"/> No	Personal interview satisfactory	<input type="radio"/> Yes	<input type="radio"/> No
Application satisfactory	<input type="radio"/> Yes	<input type="radio"/> No	Former church records satisfactory	<input type="radio"/> Yes	<input type="radio"/> No
In-person training attended	<input type="radio"/> Yes	<input type="radio"/> No	Background Check satisfactory	<input type="radio"/> Yes	<input type="radio"/> No

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Approved Signature

Date

## **BIBLE CHAPEL OF DELHI HILLS** **CHRISTIAN EDUCATION – NOTICE OF INJURY**

**Note; when to fill it out and who to give it to.**

### **TIME AND PLACE OF INJURY**

Date of Injury: \_\_\_\_\_ Time: \_\_\_\_\_ AM /PM (Circle one)

Where did it occur? \_\_\_\_\_

What ministry activity was the student participating in at the time of injury?

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### **PERSON INJURED**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of parents/guardians (if a minor): \_\_\_\_\_

Employer: \_\_\_\_\_

Injuries sustained: \_\_\_\_\_

Who was contacted and when: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Where was injured taken? (hospital/doctor): \_\_\_\_\_

Relationship to organization: \_\_\_\_\_ Member \_\_\_\_\_ Visitor \_\_\_\_\_ Volunteer

\_\_\_\_\_ Employee \_\_\_\_\_ Student/Camper \_\_\_\_\_ Other

If injury occurred on insured's premises, for what purpose was the injured on the premises?

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Who was responsible for supervision at the time of injury? \_\_\_\_\_

If injury occurred elsewhere, what connection did it have with insured's operations or activities?

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Does the injured party have personal medical insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of medical insurance company: \_\_\_\_\_

**FULL DESCRIPTION OF INJURY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of report:** \_\_\_\_\_

**BIBLE CHAPEL OF DELHI HILLS**  
**CHRISTIAN EDUCATION**  
**Nursery & Toddler Parental Consent Form**

1. I give consent for my child/children to be in the BCDH nursery with one Nursery worker present.

Children's Names: \_\_\_\_\_

\_\_\_\_\_

2. I authorize the following people to pick up my children from the nursery/toddler room.

\_\_\_\_\_

3. I (Do, Do Not) give consent for the nursery/toddler staff and volunteers to change my child's  
diapers.

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_