



URBAN LIFE CHURCH – LITE ZONE
Safety and Liability Policies and Procedures
(Tot Zone/Super Zone/Impact Zone/Power Zone)

It is understood that as a children's facility operating on a Sunday morning, that we are entrusted with not only the spiritual needs of the children in our care, but also their physical needs. To this end the following policies and procedures are to be followed by all teams and all volunteers, to ensure the safety of the children.

In terms of being able to examine more closely if we are operating within an environment that is safe, these six areas are relevant:

1. Personnel

Lite Zone is very dependant on having teams of people in place to facilitate; therefore the recruiting of volunteers on an ongoing basis is vital. However, screening of volunteers is crucial. The following procedures will apply in our ministry:

- 1) All volunteers intending to help on a consistent basis will need to produce a police clearance certificate in order for their application to be considered complete.
- 2) All volunteers will need to complete an application with details of the life group being attended, past experience, criminal history and basic church doctrine, as well as the contact details of two personal references, one being their life group leader.
- 3) If possible, there will be at least two volunteers overseeing the well being of the children.
- 4) If possible, no leader will be allowed to be alone in a room with a child at any time.

2. Participants and their parents

This has to do with whether or not the children and their parents are informed about the safety procedures in place. We aim to inform parents of our safety procedures by:

- 1) Having it available in electronic format on the church website.
- 2) Having a hard copy attached to application for volunteers.
- 3) Having a hard copy available at the information counter for general viewing.
- 4) Having a hard copy posted in the leaders preparation room.

3. Programming

It is our intention to make the children feel safe and secure in a loving environment. Therefore,



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relationship with leaders and children is considered the most important aspect of children's ministry. In order to accomplish relationship the volunteer to child ratio is kept at a minimum.

Visitors will be welcomed at the Information Counter where it will be verbally explained how our children's ministry operates. The parents will be given a brochure and a letter explaining the procedures.

4. Place

Constant maintenance of the building is vital in ensuring that everything is safe. Checks will be made on the buildings from time to time. Leaders are urged to please inform Marc le Roux of anything in the facility that needs attention and/or compromises the safety of the children.

5. Privacy

1) Of children – information of children's addresses, contact details, birthdays, telephone numbers will be recorded in a database stored by a member of the team. Any other important information, ie diabetes, epilepsy, allergies etc will be recorded on this database. Personal information of the children will not be divulged to any persons unless proper reason is given.

2) Of volunteers – All police clearances and application forms will be kept in a file. Information shared that is sensitive and confidential between Marc le Roux and the volunteer will remain confidential, unless that information must be shared with the elders and pastoral team of Urban Life.

6. Procedures

1) All incidents (ie bullying, injury, biting, cuts etc) are to be recorded onto a page in a file called 'Incident Reports'. The leader will record as much detail as possible, explaining the incident, and put the report into the file, which must be signed by the leader. Parents will be notified of the incident when they fetch their child(ren). This folder will be stored in the team room. It must be noted that the volunteers are legally expected to record such events, so that necessary precautions can be taken and the safety of the children maintained.

2) From time to time there may be need to bring discipline, however discipline must come in the form of verbal correction, time outs, removal of privileges, etc. Should the child not respond well to discipline and continue to disrupt zone time, the parent will be requested to fetch their child. Absolutely no smacking, corporal punishment, or inappropriate physical touch of any kind will be tolerated.

3) A first aid box will be stored in the store room. Should a child require first aid, please follow the Universal Safety Procedures and complete the Incident Report form.