

Discipline and Safety Policy

1. The use of corporal punishment is expressly forbidden for all children's workers, *including* parents who serve in a classroom with their own children.
2. We have an established three-person policy. This rule insists that there be three or more present in every worker – child encounter. Disruptive behavior is to be handled in the classroom, not in isolation with worker and child alone. There will be two workers for each class during VBS.
3. When it is evident that you have an extreme case, which cannot be handled by classroom workers, contact your Ministry Coordinator for assistance.
4. Establish simple rules for your classroom. State these positively. General rules for every class are:
 - Respect those in authority.
 - Raise your hand before speaking.
 - Do not talk while someone else is talking.
 - Keep your hands and feet to yourself.
 - Be respectful.
 - Obey the first time.
5. Be consistent in enforcing your classroom rules.
6. NEVER threaten a child!
7. Always maintain self-control in your classroom and with your students. You must never shout or exhibit angry behavior towards the children. If you feel you are losing control, contact your Ministry Coordinator for assistance.
8. Never embarrass a child with words or actions.
9. Here are some things to do when a child becomes disruptive:
 - a. Restate the rules to the entire class.
 - b. Walk in the child's direction, standing near/over him.
 - c. Gain eye contact with the student.
 - d. Lightly touch the child on the shoulder letting him know that you care and are aware of his behavior.
 - e. Redirect the child's actions.
 - f. Change your activity. Perhaps the child is bored.
 - g. Move the child to a different seat or location in the classroom.
- 10a. (**Preschool**) When a preschooler continues to disrupt class, follow these steps:
 - a. Move the child to a time-out chair. The time-out chair should be placed where the child can readily observe the rest of the class. This is not a tool of humiliation.
 - b. Tell the child how long he will be in the chair and briefly remind him why he is being disciplined.
 - c. A good rule of thumb is one minute per year of the child's age.

- d. At the end of the time-out, the worker will approach the child in a spirit of forgiveness and invite him to reenter the classroom activity.
- 10b. (Elementary) Here are a few ideas to remember when ministering in a positive way to the individual who continues with disruptive behavior:
- a. Encounter him on an individual level. Take him to the side or back of the room for discipline.
 - b. Explain the broken rule. Help the child to understand which simple classroom rule was broken and the importance of following all rules.
 - c. Encourage repentance. Repent means to turn around. With God's help, any child can choose repentance and experience a dramatic change in behavior.
 - d. Engage in prayer. Pray with the child.
 - e. Expect God to work in the child's life. As you place the child in a different geographic location in the classroom, trust that God will help him with self-control.

Safety and Security

1. **The "Rule Of Three" will be enforced.** No worker will have one-on-one contact with a child apart from the group. You do not take a child alone into the hallway or rest rooms. You do not spend time privately with any child either on or off the church grounds. Always walk in three's or more. Spending time with several children is permitted. The Rule Of Three states, "there will never be less than three people in any given situation. This can be two workers and one child, or one worker and two children."
2. Preschoolers will be escorted by two female members if a restroom break becomes necessary, using the ladies room only. All other children (1st grade and above) will be escorted to the restroom under adult supervision. In other words, children will not be allowed to go to restroom alone. A good idea would be to escort them to the restroom in groups. Remember the "rule of three." Be aware of unusual persons and/or events that may require your attention. Stay alert at all times!
3. In case of any medical problem, teachers must contact the Youth Ministry Leader on duty. A First Aid kit must be available for emergencies. Only a child's parents may administer medication. **If a serious or life threatening situation arises, call 911 immediately!** An Incident Report must be completed with the assistance of the witnesses of the event and given to the VBS Directors, or Associate Pastor Barnes, or Sr. Pastor Gwen Leach on day of incident.