

### **Appropriate Conduct**

Adults involved with children at TOL are responsible for behaving in appropriate ways. Expressions of affections such as hugs and care such as changing diapers are appropriate at TOL. Physical expressions of affection must never be excessive or imposed on another person.

### **Prohibited Conduct**

Any physical, emotional or mental abuse of a child including, but not limited to, the exploitation of a child, is never permissible.

Exploitation of a child is designed down the child's inhibitions, and may include: sexually demeaning comments, verbal suggestion of sexual activity, comments about sexual behavior, provocative clothing, unwelcome or inappropriate physical contact, graphic or degrading sexual comments about an individual's physical appearance, expressed or implied sexual advances or propositions, display of sexually suggestive objects or pictures, and requests for social involvement after the child refuses.

### **DO NOT:**

- Kiss a child on the lips that is not your child
- Use a child for any other physical

### **What's Required**

Two Certified Adults present at all times. Door to classroom open or has an unobstructed view.

### **Reporting Policy Violations**

1. The first person to find out about misconduct towards a child during a TOL activity immediately reports this to the Ministry Leader.
2. The Ministry Leader reports this incident to the COO or Director over that activity. The incident will be investigated with the assistance of an attorney,
3. The COO will report the incident to the Directors of TOL, and may report the incident to civil authorities.
4. All involved in the investigation will keep all information in strict confidence. Misconduct is grounds for dismissal for any volunteer or staff member involved.

### **Instructions**

After you have read this form, please ask your Childcare Leader to explain any area you do not understand.



*"Let the little children Come to me..."*

Matthew 19:14

# **Child Protection Policy**



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[TOLministries.org](http://TOLministries.org)

## About This Policy

Tree of Life (TOL) desires to provide a safe environment for minors of all ages. This policy serves as a guideline for TOL to meet this goal. Anyone working with minors at TOL agrees to abide by this policy and report violations of this policy. This policy will protect minors and adults who work with minors. The Child Protection Policy applies to all TOL ministries.



## Well Child Policy

A child who is ill and/or has shown symptoms of illness within the **past 48** hours (e.g., runny nose, sore throat, fever, etc.) could expose other children and workers to illness and therefore should not be brought to TOL. Volunteers will instruct parents accordingly.

## Medications

Volunteers are not permitted to give or apply medications. If a child needs medication, the parent must give it. No medication should be left in the

## Discipline Guidelines

- Reward good behavior and inform parents when the child does well or shows improvement.
- Remind the student of proper classroom behavior by stating the rules and what is expected.
- Redirect the student to a different situation or area. Separate the child from others when he/she is having difficulty behaving.
- Remove the child from the group by using a time-out chair within the classroom which is in view of both volunteers. After appropriate explanation of what is wrong with the child's behavior, give him/her several minutes to sit alone (the child's age should be equal to the time out minutes given). When the child is settled, invite him/her to rejoin group.
- Return child/youth to parent or guardian if above steps fail to change behavior.
- Do not use corporal punishment of any kind, even if a parent requests or permits it.

## Manners

During times when children are participating in a classroom activity, they shall be instructed to

1. Treat one another with kindness
2. Pay attention and listen to the leaders
3. Follow the leaders' instructions
4. Speak one at a time
5. Keep their hands and feet to themselves

If a child's behavior is not appropriate, the child's parent will be informed.



## Serving With Minors

- 1) Volunteers and Staff must be Certified Adults:
  - a. Must be at least 18 years of age.
  - b. Have a background check completed by TOL in the last 3 years.
  - c. He/she has read, understood and agrees to abide by TOL's Child Protection Policy.