# DIF Kids Protection Policy

The following guidelines are designed to protect the children of Daniel Island Fellowship Kids, as well as unpaid and paid leaders. These guidelines are policy in most churches and recommended by our insurance carrier.

All children's ministry leaders are subject to the supervision of and evaluation by the Director. Daniel Island Fellowship reserves the right to dismiss a leader who fails to follow our policies.

Below are policies and procedures leaders are asked to comply with to prevent allegations of child abuse and to prevent actual occurrences of child abuse.

- All leaders are subject to a background check
- All screened and approved leaders must wear lanyard badges while serving in DIF Kids.
- All children must be registered online and wear a nametag. Children without nametags should be refused entry to the group until a parent completes a nametag.
- Children must only be released from a group once the security code, which corresponds to their nametag, is presented to the leader.
- A leader must never be alone, one-on-one with a child.
- Children should be escorted to the bathroom by two leaders – one leader should stand in the doorway and one should be available to help if needed.
- Children should have as much privacy as possible when using the bathroom. Leader should only enter the bathroom stall in exceptional circumstances and must leave the stall door open if they have no choice but to enter to aid a child.
  *Examples of exceptional circumstances (try to instruct verbally before physically helping):*
  - *The child cannot pull up their pants on their own*
  - *The child needs help with toilet paper*
  - *The child is sick and requires assistance*
- When taking groups of younger children to the bathroom, never take fewer than two, or more than five children to the bathroom at one time.
- Leaders should page parents when a diaper needs changed. If the situation is an emergency, the Director will change the child.
- When changing diapers, do so in an open area with at least two people in the area for the protection of the leaders and children (see diaper changing policy for more info)
- On Sunday, children and leaders shall remain in the premises of Daniel Island Fellowship. Any activity off-site must have parental consent and be approved by the Director.

# Diaper Changing Policy

Parents will be called via parent notification system in the necessity of diaper changes. The Director of Children's Ministry and Assistant Director of Children's Ministry will be responsible for diaper changing in the cases when the parent is not coming as alerted and the situation is an emergency.

Here are some good practices to follow when changing a child's diaper:

- Only a leader over 16 years of age may change a diaper
- Never leave a child unattended on the changing table
- Get a clean diaper from the child's diaper bag.
- Put latex gloves on your hands
- Place a piece of disposable changing pad on the diaper-changing pad.
- Place child on diaper changing pad, making sure their bottom is on the disposable changing pad.
- Change soiled diaper
- Discard soiled diaper and disposable changing pad in the trash
- Wipe changing pad with antibacterial wipes
- Remove latex gloves and discard in trash
- Clean your hands with antibacterial hand sanitizer
- Spray changing pad with disinfectant