



Redeemer Child Protection & Nursery Policies

Nursery Volunteer Summary

In order to provide a safe and loving environment please follow and enforce the following policies when working in the nursery.

Nursery Workers

- Christ the Redeemer will engage the volunteer services of male and female church members and regular attenders over the age of 18, who are defined as occasional volunteers by the Christ the Redeemer Child Protection Policy, in each nursery room. Those nursery volunteers will have background checks on file and a completion certificate of our sexual abuse awareness training maintained by the Family Ministry Director.
- “Volunteer” Name badges should be worn by all nursery volunteers working in the nursery.
 - The silver name badges for nursery volunteers are located in the small gray basket in the nursery room.

-General Nursery Policies-

Two Adult Rule

- The Redeemer nursery will observe the “two adult rule” when serving children in our care. There must always be two adults in any room occupied by a child. If one adult must step out, leaving the room with fewer than two adults, a nursery coordinator should be notified so she can step into the room. No adult should ever be alone with a child behind closed doors.
 - If a youth member is serving in a nursery room they do not count as an adult when observing the two adult rule. The nursery coordinator should be informed if a youth member is the only other person in the room.
 - **Be sure to keep two adult members in the nursery room until all children have been picked up.**
- Anyone attempting to enter a nursery room after the normal arrival/drop off period has ended should be questioned by the nursery worker or member volunteer.

Wellness Policy

- To assist us in our effort to provide a healthy atmosphere for our children, children should not attend nursery if they have any of the following symptoms:
 1. Fever or do not appear well
 2. Stuffy or continuously runny nose/frequent nasal drainage, regardless of the color of the drainage or treatment with antibiotics
 3. Frequent loose or watery stools
 4. Frequent cough or sneeze
 5. Vomiting
 6. Rash of unknown origin

Children MUST be symptom free for 48 hours before coming to the nursery

- The Nursery Coordinator, contract workers and nursery volunteers are required to enforce this policy. Parents should inform the adults working in the nursery if their child is suffering from allergies, is teething, or has an ongoing medical issue such as asthma.
- Nursery volunteers should inform the Nursery Coordinator if any children or members serving are displaying signs of illness.
- Nursery volunteers must abide by this policy in order to work as well. No nursery volunteer should work while sick. When sick, nursery volunteers should first try to find their own sub. If this is not possible, contact the Nursery Coordinator at nursery@redeemergreenville.com for further help finding a sub.

Cell Phones & Social Media

- Due to many parents' concerns about when their child is exposed to technology we have a strict "no cell phone policy" for nursery workers and church members while in the nursery. Cell phones should be put away at all times.
 - Nursery volunteers may use their phones to play soft appropriate music but they must be out of sight.
 - Nursery volunteers must step out of the room to take any call or respond to text messages as long as they aren't leaving the room with fewer than two adults.
 - At no time should pictures of children in the care of the nursery be taken or information about them posted on social media.

Diaper Changes & Bathroom Trips

- Diaper changes and bathroom trips must be done by the nursery worker or a female church volunteer. **No male should ever change a diaper or help with a bathroom trip unless it is his own child.**
- The Redeemer nursery does not change cloth diapers. If a parent brings a child with a cloth diaper, the nursery worker will be told whether to change the child into a disposable diaper or if the parent wants to be contacted if/when a diaper change is needed.
- The nursery worker should gather all needed supplies before beginning any diaper change. At no time should a child ever be left unattended on a changing table.
 - If requested by the parent, use the diapers and wipes provided by the parents in their child's diaper bag. Otherwise, for maximum efficiency, the nursery worker should use the child's diaper and the nursery wipes.
 - If a child is not brought with their own supplies the nursery worker should use the nursery supplies.
- Changing table disposable liners should be changed between each child and the changing table wiped down with disinfectant wipes or spray as needed. The changing table must be sanitized at the end of diaper change time for each service/event.
- Nursery workers should wear gloves during diaper changes and change them between each child.
- For bathroom trips, the door should be left ajar and the nursery worker should wait outside the door. Nursery workers should only enter if the child asks for assistance or is in obvious need of help.
 - Nursery workers should make sure the child has wiped and assist him/her in pulling up their underwear/pull-up if needed. The toilet should be flushed and hands washed thoroughly.
- Children do not need to be potty trained to use any of the nursery rooms. However, children who are potty training must wear either pull-ups or protective underwear while in the nursery.
 - Nursery workers should ask any parent who informs them that their child is potty training if the child has appropriate undergarments on. If not, parents must be asked by the nursery worker to put their child in appropriate undergarments before heading into the service. Parents are more than welcome to use the nursery supply of boy and girl patterned pull-ups.
 - A child is considered potty trained if they have been without an accident for at least one month and are confident enough to let the nursery worker know when they need to use the restroom.
 - Parents with questions about this policy can be directed back to the nursery coordinators for further clarification.
- If a child has a diaper "blow-out" or potty training accident, the nursery coordinators should be informed immediately. They will assist with clean up as needed and contact the parent if needed.
 - The Redeemer nursery supplies extra diapers and pull-ups in each room, but parents are expected to bring their child with an extra set of clothing.
 - If there is no extra set of clothing and the child is wet they will not be permitted to remain in or re-enter the nursery room. Infants (3-9 months) may remain in the nursery rooms in their diapers after an accident, but older children (10 months to 3 ½ years) must have an item of clothing on that covers all body parts normally covered by a bathing suit.
 - Wet/soiled clothing should be placed in an "accident bag" found in each nursery room changing table and parents informed of the accident when they pick up their child.
- All unclaimed diapers/pull-ups should be disposed of by the nursery worker at the end of each service/event. A parent may request that their child's diaper/pull-up be retained in the room, but it must have the child's name tag on it with a note stating this request written on the tag.

Snacks

- The Redeemer Nursery serves a gluten, nut, and dairy free, organic cereal in each nursery room (except the infant room). All allergy instructions will be added to the child's name tag and room roster. Name tags should be checked for allergies by the nursery worker before snacks are served.
- No outside food is to be brought into the nursery rooms by parents, nursery workers, or church members. This is for the safety of children with allergies. A gluten, dairy, and nut free snack is available in every nursery room.
- If a nursery worker, church member, or parent who is serving or staying in a nursery room has eaten nuts or nut products within 30 minutes of arriving, they must wash their hands thoroughly before interacting with the children. Nursery workers should remind adults of this when they arrive to serve.
- **Under no circumstances should an item containing nuts or nut products be opened, fed, or eaten in the nursery rooms.**

Child Drop-off/Pick-Up Procedures

- Each child should wear a name tag sticker on his/her person. The sticker will include their name, parent's cell phone, any allergies/special care instructions, and a security code.
- Security receipts must be checked and matched by the nursery worker.
- Siblings cannot pick up children from the nursery.
- A child must not be removed from the nursery room for any reason other than when he or she is picked up by their parent/guardian. Exceptions to this include:
 - If needed, the Nursery Coordinator may remove a child from a nursery room.
 - If a child can be soothed by walking the halls for a brief period of time, then the Nursery Coordinator must accompany the member doing so. The child, member, and nursery coordinator should never leave the nursery wing with the child. **A nursery worker should never leave the nursery room to walk a child in the halls.**
- Parents/Guardians are allowed to pick up their child(ren) at any time once a matching security receipt has been provided to the staff. If a parent/guardian does not have their security receipt, a duplicate can be made by the nursery coordinators for them. A child should never be released to an adult without a matching security receipt or the adult being vouched for by the Nursery Coordinator or Contract Worker on duty.

Contacting Parents

- The Nursery Contract Worker will contact a parent for the following reasons:
 - Request by the parent for feeding or cloth diaper change purposes
 - Inability to soothe the child after 10-15 minutes
 - Potty training accident when no extra clothes are available or the child is very upset
 - Repeated aggression towards others or does not respond to verbal redirection from the nursery worker
 - Accident, injury, or appears sick

Nursery Room Use & Sanitizing

- The windows of all nursery rooms should remain clear (not covered) at all times so that outside views are not blocked.
- When a nursery worker leaves the room at the end of the service she should turn off the light and close the door. The only doors that should be left open at the end of the service are the bathroom doors.
- After each church service or event the room must be thoroughly sanitized.
 - All surfaces including door knobs, light switches, baby gates, and large toys must be cleaned with disinfectant wipes or spray.
 - White mesh bags are in a large gray basket on the bottom shelf of the changing table for the small toys to be placed in. Any items that were mouthed should be placed in the white mesh bag for disinfecting in the dishwasher. Do not place toys that will soak up water or require batteries into the dishwasher. Play food should be placed on a paper towel, sprayed with disinfectant spray. Staff members are expected to leave their mesh bag outside the nursery room doors before leaving.
 - Pack n play linens should be removed after each use and placed in the gray linens bag found in the large gray basket on the bottom shelf of the changing table and placed outside the nursery room doors. New linens can be found in the same gray basket. These should be draped over the side of the crib to indicate they are clean.
 - Toys should be returned to their baskets, books straightened, and the contents of supply baskets refilled and put in order at the end of each service/event.
 - Church members should assist with the task of sanitizing/straightening up the room.

- All trash should be collected, trash bags should be tied off, and taken to the outside trash cans at the end of the day.
- Snacks and room supplies should be restocked by the nursery worker before leaving for the day.
- Fully Stocked Inventory List checked and marked appropriately.

Special Needs

- Nursery attendance will be available to all children, regardless of ability or disability, in so far as accommodations can be provided that ensure the safety of all children participating. If a child has special needs these will be listed on their name tag and the child's parent and Nursery Coordinator should remind you of them at drop-off.

Medical Care & Devices

- Epi Pens should never be left out in the open or stored on a child's person. If a child comes with an Epi Pen it should remain in the child's diaper bag and the bag placed up out of reach in the supply closet or on the shelving units found in each room.
- Parents should provide both the Nursery Coordinators and the Nursery Staff Member in charge of the room with all needed information pertaining to their child's medical needs and care. Whenever possible the nursery team will defer to the parents to administer such medication.
 - Nursery workers or volunteers should not administer medication to a child. If a parent requests this service please refer them to the Nursery Coordinator for further clarification.
- If an emergency were to occur the nursery worker should inform the Nursery Coordinator immediately. Then the nursery worker and Nursery Coordinator should remain with the child.

Injuries

- If a child is injured while in the care of the Redeemer nursery the following procedures should be followed:
 - For minor injuries the nursery worker should inform the Nursery Coordinator who will contact the parents if deemed necessary. An injury report form should be filled out by the Nursery Coordinator who go over the form with the parent at pick up. Whenever possible both the parent and Nursery Coordinator should sign the form.
 - For more serious injuries, the nursery worker should inform the Nursery Coordinator immediately who will in turn contact the parents for assistance. The parents, or Nursery Coordinator if the parents cannot be reached, will make the decision on what course of action to take. Once the child's health and safety have been ensured then the injury report form should be filled out and signed by all parties involved.

Discipline

- It is the policy of Redeemer that we do not engage in searching or physically disciplining the children in our care.
 - Hands should never be placed on another person's child in discipline (examples: spanking, forcefully grabbing arm or chin, etc.). The only time hands should be placed on a child is to ensure they do not harm themselves and/or others (examples: a bear hug to keep the child from self-harm until a parent arrives).
 - Words should be used to communicate love and grace, as well as for correction and redirection. However, children should never feel belittled or verbally assaulted by any nursery worker or church member.
 - If a child does not respond to verbal redirection from the nursery worker, the nursery coordinators should be notified as soon as possible to contact the parent.
 - Once a child's parent has spoken to him or her, the child is welcome to return to the room as long as proper behavior is observed. If the child resumes disruptive behavior the nursery coordinators should be informed to remove him/her from the room.

Reporting Suspicious Behavior

- All church members, nursery committee members, and nursery workers participating in the care of minors on the property of Redeemer are encouraged to be sensitive to the potential for abuse. They shall be encouraged not to hesitate to caution others that activities they observe are, or may appear to be, questionable.
- Reporting of any suspicious behavior (sexual or otherwise) that occurred or may have occurred in the nursery wing should be made orally, by telephone, or otherwise to the Family Ministry Director or a member of the Pastoral Team, who will in turn follow the Redeemer reporting procedures.