



Child Health & Safety Policy Manual

Version 2.2

Dear Volunteer or Staff Member,

Welcome to Wayside Communities Church!

At Wayside, we take our responsibility to care for children very seriously. The pages of this manual provide a general overview of procedures and guidelines for all Wayside volunteers and staff members. Our desire is to create a safe and nurturing environment where children can grow in a personal relationship with Jesus Christ, and to protect our children, our volunteers and staff, and, ultimately, the mission of Wayside. Therefore, the following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

In Christ,

The Elders of Wayside

Wayside Communities Church

Child Health & Safety Policies

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CHILD HEALTH POLICIES:

Sicknesses

Here at Wayside, we care deeply about every child that walks through our doors on Sunday mornings. Please know that our heart is to protect each one of them, and we want to work with you to keep them safe and healthy. Thank you for partnering with us!

If any of the following symptoms are noticed at check-in, parents will be asked to keep their child(ren) with them during the service. If symptoms occur during a Kids class, we will notify parents and request that they pick up the child(ren) from the Kids area.

HOW TO HANDLE SPECIFIC DIAGNOSES:

- **COVID-19:** Follow guidelines in “COVID-19 Decision Tree” in Appendix (pg. 19).
- **FLU:** Child should not attend until free of ALL symptoms for at least 48 hours.
- **STREP THROAT:** Child should have started antibiotics more than 24 hours before attending (and have no current symptoms).
- **HAND, FOOT AND MOUTH or CHICKEN POX:** Child may not attend until all spots have scabbed over and shed and the child is no longer scratching, itching, or touching. (Please take caution with children in diapers as viruses can be spread through stool for a few weeks after symptoms subside. Please change diapers before and inform nursery workers.)
- **PINK EYE:** Child should be on antibiotic eye drops for at least 24 hours before attending, and have no current symptoms, including matting, drainage, or rubbing the affected eye.
- **LICE/OTHER INFESTATION:** Children should not attend until after treatment, and ALL live lice and nits have been removed.

HOW TO HANDLE SYMPTOMS:

- **COVID-19 SYMPTOMS:** Please refer to “COVID-19 Decision Tree” in Appendix (pg. 19) if your child has any of the following symptoms, or has had possible exposure to COVID-19:
 - o **Fever** for children: any temperature **above 100.0**, without fever-reducing meds
 - o **Chills**
 - o **Sore throat**
 - o **Congestion or runny nose**
 - o **Loss of sense of taste or smell**
 - o **New or changing cough**
 - o **Shortness of breath or difficulty breathing**
 - o **Diarrhea, nausea/vomiting, or abdominal pain**
 - o **New onset of severe headache**, especially with a fever
 - o **Muscle or body aches**
 - o **Fatigue**
- **POSSIBLE EXPOSURE TO COMMUNICABLE DISEASE:** At check-in, parent or guardian should notify Kids Volunteer or Director regarding any communicable diseases present in the child's household (or environment) that may have led to exposure or infection of the child (e.g., *COVID-19, Flu, Strep, Pink Eye, Chicken Pox, Measles, Whooping Cough*, etc.). At this point, Kids supervisor will work with the parent/guardian to determine the best course of action for the child and the rest of the children in the ministry (e.g., thorough hand-washing before joining class, child to remain with parents during service, etc.)

- **Even if COVID-19 is ruled out, the following guidelines for symptoms are still in effect:**
 - o **FEVER:** Children must still be fever-free for 24 hours (without fever-reducing medication) before returning to Wayside activities.
 - o **COUGH/SORE THROAT:** Children should not attend with persistent coughing associated with common cold, respiratory infection, or croup; or in conjunction with a sore throat.
 - o **NASAL DRAINAGE:** Children should not attend activities until drainage is clear (not green or yellow).
 - o **VOMITING/DIARRHEA:** Child should be episode-free for at least 48 hours. (Please take caution as *Norovirus*, *Rotavirus* and other viruses can shed for up to 2 weeks after symptoms subside. Some viruses passing through a household can become contagious before presenting obvious symptoms in a child.)
 - o **RASH:** Any child with an unexplained or contagious rash should not attend Kids activities.

If you have any questions or concerns about this policy, please come talk to us so that we can work together to answer your questions and address any concerns. It's a privilege to help your child grow up to love and serve Jesus, and we appreciate your help in maintaining a safe, nurturing environment for all of our kids here at Wayside.

Medications

Wayside staff and volunteers are not allowed to administer any medications to children. This would be the responsibility of parents or guardians.

Allergens

***PLEASE INFORM WAYSIDE AT CHECK-IN IF YOUR CHILD HAS AN ALLERGY.** *Specifically* inform us if they have an anaphylactic allergy that would necessitate the Kids Director keeping an Epinephrine Auto-Injector or Asthma inhaler.

There are water fountains available for your children. If your child is often hungry, please feed them a snack right before and thoroughly wash hands to protect children with food allergies before dropping off.

PRESCHOOL-ELEMENTARY ROOMS: In order to keep our children safe from food allergies or shared water bottles, we DO NOT allow food or drinks in our Kids classes.

NURSERY: Parents may supply labeled formula/bottle with specific directions to nursery volunteer. Any other food or drink is prohibited in the nursery.

Kids' volunteers may have lidded drinks in the classroom before children are dropped off at 9:45am. However, in order to prevent spills, we ask that all drinks be emptied, put away or disposed of once children begin arriving at your class.

CHILD SAFETY POLICIES:

Overview of Safety Team

SAFETY TEAM

Recognizing the importance of providing and maintaining a safe environment for children, Wayside will appoint and maintain a Safety Team, which will meet at least once each quarter.

MISSION STATEMENT

The purpose of the Safety Team is to enable Wayside's Kids and Student Ministries to carry out appropriate ministry activities while safeguarding program participants against health risks and/ or emotional, physical or sexual abuse.

COMPOSITION

The Safety Team will be comprised of at least the following members:

1. the Safety Team Leader
2. the Pastor of Discipleship
3. the Kids Ministry Director
4. the Student Ministry Director (or appropriate volunteer)

MEETINGS

The Safety Team Leader will chair the quarterly meeting of the Safety Team which will involve discussions of risk management practices and updates. The Safety Team will also meet on an emergency basis upon the recommendation of a team member or following the report of any incident or allegation.

RESPONSIBILITIES

The Safety Team will be charged with the following duties:

1. Applying existing Wayside policies and procedures related to children's safety and risk management issues.
2. Monitoring all child- or youth-related programs for ongoing compliance with safety policies.
3. Making recommendations to the Wayside Board of Elders regarding safety issues.

Overview of Safety System

Because we love children and desire to protect them, Wayside requires all staff and volunteers who will work with children or students (or other vulnerable populations) to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Wayside policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Wayside Safety Team. Staff members and Kids and Student Ministry volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Wayside staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Wayside requires all staff members and Kids and Student Ministry volunteers to complete sexual abuse awareness training (live or online). This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and Kids and Student Ministry volunteers are required to complete the Wayside Screening Process, which requires a staff member or volunteer to:

1. complete a Volunteer/ Employment Application
2. complete a face-to-face interview
3. provide references to be checked

A person must attend Wayside for at least six months before being eligible to serve in positions providing access to children, students or other vulnerable populations.

STEP THREE: Policies & Procedures

Staff members and Kids and Student volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

Wayside requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff members and volunteers interacting with children or students.

1. **The Kids and Student Ministry Directors** will conduct unscheduled observations at least once each month for programs occurring weekly.
2. **The Kids and Student Ministry Directors** will conduct written performance evaluations every six months for individuals in paid staff positions within their respective ministries.
3. **The Kids and Student Ministry Directors** will conduct periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. **The Pastor of Discipleship** will conduct an unscheduled observation of a Wayside Kids and Student program at least once each quarter.
5. **The Pastor of Discipleship** will meet with the Kids and Student Ministry Directors once monthly to discuss their respective ministries.
6. **The Elder Board** will meet with the Kids and Student Team Leaders once each year to discuss their respective ministries, including safety training and procedures.

Child Safety Policy

ABUSE TOLERANCE

Wayside has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff and volunteer at Wayside to act in the best interest of all underage children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (e.g., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to **immediately** report their observations to their immediate supervisor, the Kids Team Director or a Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Wayside is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Wayside Safety Team Lead and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of the Wayside Safety Team. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the Wayside Safety Team.

ENFORCEMENT OF POLICIES

Wayside staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Wayside policies. Violations of these policies will be considered grounds for immediate dismissal, disciplinary action, or reassignment from Kids or Student Ministry positions for volunteers or staff members. Final decisions related to policy violations will be the responsibility of the Board of Elders.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, Wayside staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Kids Team Director, or a Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in any and all child-related ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or any other vulnerable populations at Wayside. If the person is a staff member or employee, such conduct may also result in termination of employment from Wayside.

Failure to report a prohibited act to the designated person is also a violation of this policy and grounds for termination of employment. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or other vulnerable populations at Wayside.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff members and volunteers at Wayside are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area, the Kids Team Director, or a Pastor.

Texas law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

A staff member or volunteer will immediately notify an immediate supervisor, Kids Team Director or a Pastor. Together with the immediate supervisor, Kids Team Director or Pastor, the staff member or volunteer will make a report to the appropriate Texas authorities. In no way does any provision in this policy discourage any staff member or volunteer from reporting a suspicion of abuse or neglect to the appropriate Texas authorities.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer in the Kids or Student Ministry, the Kids Team Director or Pastor will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Board of Elders will be notified as soon as reasonably possible.

If appropriate, the Kids Director or a Pastor will inform the Texas Department of Family and Protective Services (1-800-252-5400), or Child Protective Services (817-321-8680).

RESPONSE TO REPORT OF ABUSE

The Wayside Safety Team will take appropriate action on behalf of the church when a report of abuse occurs.

Supervision of Children

Staff members and volunteers in Kids and Student Ministries are expected to provide adequate supervision for children in their care while working in church programs.

Release of Children

At any time that a child has been entrusted to Wayside staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Kids Ministry staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Kids or Student Director before releasing the child.

For children in the Kids Ministry, the parent, guardian, or other person designated by parents or legal guardians will receive a pick-up “pass” which will match the designation on the child’s name badge. Children will only be released to the parent, legal guardian, or other person designated by parents or legal guardians upon presentation of the matching pick-up “pass.”

Worker-to-Child Ratios

Wayside is committed to providing adequate supervision in all Kids and Student Ministry programs. Accordingly, the following minimal worker-to-child ratios will be observed:

<i>Program</i>	<i>Workers</i>	<i>Children</i>
Nursery	2	8
Preschool (2-4 year olds)	2	12
Early Elementary (K-2nd Graders)	2	18
Elementary (3rd-5th Graders)	2	20
Middle School + High School	2	25
Vacation Bible School	2	20

If a worker is ‘out of ratio’ it is his or her responsibility to immediately notify the program supervisor or the Kids or Student Director. Supervisors will make diligent efforts to find substitute workers to immediately bring worker-to-child ratios into compliance with Wayside policy. Ratios require at least 2 unrelated adults per class.

Building Safety

The Kids Ministry Director will be responsible for ensuring that the Wayside Kids Ministry classrooms are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in classrooms.

No child will ever be left unattended in a classroom or play area during Kids Ministry programming or classes. **Kids Ministry staff members or volunteers are prohibited from being alone with an individual child in any room or building.** In the event a staff member or volunteer finds themselves alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (For example, if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Kids Ministry staff members and volunteers must ensure every room and restroom is checked prior to leaving.

In children's play areas (e.g., playgrounds), staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints (e.g., under slides, in corners, and behind structures). Any two children together in an unseen or less easily viewed area should be redirected to another more open area.

Transporting Children

Staff members and volunteers may from time to time be in a position to provide transportation for children or students. The following guidelines should be strictly observed when workers are involved in such transportation:

1. Children or students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. **Staff members and volunteers should avoid transportation circumstances that leave only one child in transport with an adult.**
2. Staff members and volunteers should avoid physical contact with children while in vehicles.
3. No personal electronic devices may be utilized by the driver **while operating** vehicles owned or rented by Wayside, unless in an emergency.
4. No drivers under age 25 may drive Wayside owned or rented vehicles.

One-To-One Interactions with Children

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Wayside programming. Another adult who has completed the application and screening process should always be present.

Bathroom Supervision and Assistance

DIAPERING AND TOILET TRAINING

Because some younger children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

DIAPERING

1. Only female volunteers or the child's parent or legal guardian will undertake the diapering of male or female children.
2. Diapers are only changed in classrooms with children up to 35 months old.
3. Changing of diapers should be done in plain sight of other nursery workers.
4. Children should be changed on changing stations only.
5. Children will never be left unattended on changing tables.
6. Any instructions from parents leaving children in nursery will be recorded.
7. Note: Wayside volunteers are NOT allowed to apply any ointments, powders, or creams of any type to children.
8. Always wear disposable gloves when changing any type of diaper.
9. First use diapers and changing materials provided by parents.
10. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
11. Check each child frequently to see if their diaper is soiled.
12. Check each child before pick-up.

STEPS TO CHANGING A DIAPER:

1. Have all sanitary supplies needed (as well as clean diaper from child's bag, wipes, etc.) and place at the changing station before beginning.
2. Line changing table with 2 paper liners and put on gloves.
3. Place child on the table.
4. Removed soiled diaper and wipe all soiled areas from child's skin with wipes.
5. Note on Diaper Rash: If when changing a child you notice the diapering area is oozing, bleeding or concerning in any way, please notify parents immediately. Wayside volunteers are NOT allowed to apply any ointments, powders, or creams of any type to children.
6. Only wet diapers may be placed directly into the trash can. Diapers that are soiled (along with wipes) need to be placed in the supplied disposal bags and then placed into the trash. Trash cans should be emptied after class and re-lined.
7. Place a clean diaper on the child.
8. Remove the child from the diapering station and dispose of the changing pads and used gloves, then thoroughly wipe down station with sanitizing wipes.
9. Wash/ sanitize your own hands (wash hands after each diaper change.)
10. For Soiled Clothes: Remove immediately and place in plastic bag. (Ask another adult/assistant to help if needed. Remember: never leave a child alone on the changing station.) Next, check the child's diaper bag to see if extra clothes have been provided and place the bagged soiled clothes in the proper diaper bag. Be sure parents are notified when they pick them up. If there are no extra clothes provided, notify parents right away.

TOILET TRAINING

1. No child will be forced to toilet train.
2. Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with male or female children.
3. When children are taken into bathrooms the door will be left partially open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded ("*Georgia can use the toilet, but needs reminding – ask her if she needs to go.*").
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. "Accidents" should be handled by first reassuring the child and then completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from Wayside in the children's area, if the parent has not furnished a change of clothes.

SCHOOL- AGE CHILDREN

School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the *minimum* amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

SPECIAL NEEDS

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 3, parents or legal guardians will change all special needs individuals.

Parental Involvement

Parents have an open invitation and are encouraged to visit or observe any and all services, programs or activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's programs will be required to complete our Safety process (as outlined earlier in this document).

Child Discipline

It is Wayside's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. (E.g., *"Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes."*) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (E.g., *"Jamie, you're doing a great job of sitting quietly – just 2 more minutes."*)
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior of children (or students) should be reported immediately to parents and the Kids (or Student) Director.

Parental Contact

Parents that leave a child in the care of Wayside staff members and volunteers during church services or activities will be contacted if their child becomes ill or injured or has a severe disciplinary problem while participating in Kids or Student Ministry programs.

Physical Contact

Wayside is committed to protecting children in its care. To this end, Wayside has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Kids and Student Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Kids or Student Ministry programs:

1. Side-hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children or students are important for child and adolescent development, and are generally suitable in a church setting.
2. Inappropriate touching and inappropriate displays of affection are strictly forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Kids or Student Director, or a Pastor.
3. Physical contact should be for the benefit of the child, and *never* be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers must foster trust at all times. Personal conduct must be absolutely above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Kids or Student Ministry staff members and volunteers are responsible for protecting children or students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Kids or Student Director, or a Pastor.

Verbal Interactions

Verbal interactions between staff members or volunteers and children should be positive, edifying and uplifting. Wayside staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children and students.

To this end, staff members and volunteers should not talk to children or students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing or using profanity or otherwise vulgar language in the presence of children or students.

Sexually-Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children or students, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child or student in the Kids or Student programs.

Sexually-Oriented Materials

Staff members and volunteers in Wayside Kids and Student Ministries are prohibited from possessing any sexually oriented materials (e.g., magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

Nudity

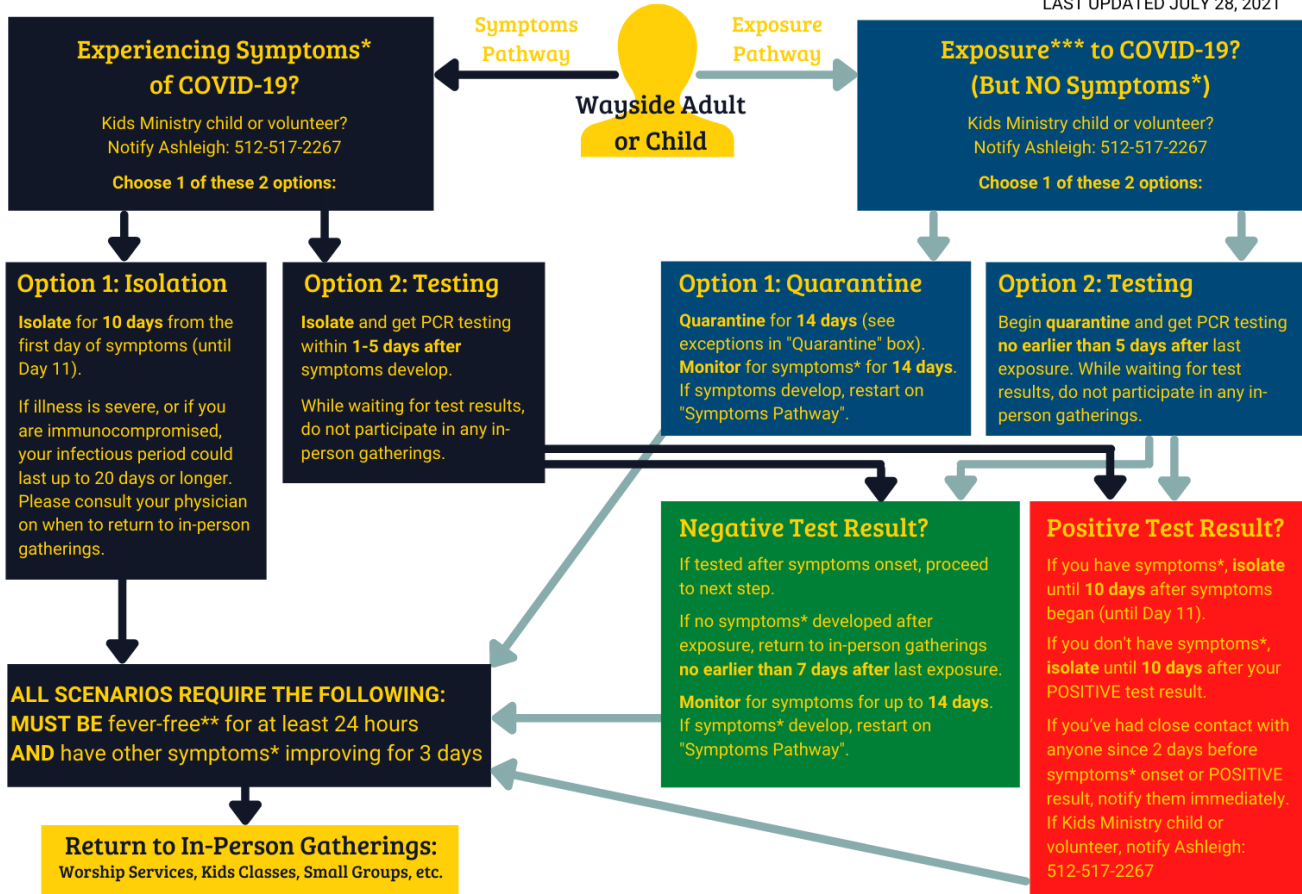
Staff members and volunteers in Wayside's Kids and Student Ministries should never be nude in the presence of children or students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (e.g., changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer will submit a plan to the Kids or Student Director concerning arrangements for showering or changing clothes.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Wayside facility, while traveling with children, or while working with or supervising children.

Tobacco Use

Wayside requires staff members and volunteers to abstain from the use or possession of tobacco products in or around church facilities, while in the presence of children or their parents, or during Wayside activities or programs. Wayside facilities are tobacco-free.



*SYMPTOMS of COVID-19

- ****Fever**
 - **Adults** (18 and older): any temperature **above 99.5**, without the use of fever-reducing medications
 - **Children** (17 and younger): any temperature **above 100.0**, without the use of fever-reducing meds
- **Chills**
- **Sore throat**
- **Congestion or runny nose**
- **Loss of sense of taste or smell**
- **New or changing cough**
- **Shortness of breath or difficulty breathing**
- **Diarrhea, nausea/vomiting, or abdominal pain**
- **New onset of severe headache**, especially with a fever
- **Muscle or body aches**
- **Fatigue**

Some symptoms, like loss of taste or smell, can last for weeks or months.

***EXPOSURE Guidelines

Exposure means that you have been in close contact with a known COVID-positive person during the time period beginning two days before their symptoms began to 10 days after.

Close contact is being within 6 feet for a combined total of 15 minutes or more during a 24-hour period.

Close contact can happen indoors or outdoors, and with or without face coverings. However, exposure risk is much lower if face coverings were worn during close contact.

ISOLATION (for COVID-19 symptoms)

Stay home until **10 days** since you first developed symptoms* **AND** 24 hours since you had a fever (w/o fever-reducing meds) **AND** other symptoms have been improving for at least 72 hours. Isolation separates people **who are infected with the virus** from others, **even in their home**.

QUARANTINE (for COVID-19 exposures)

Stay home until **14 days** since you were last exposed to COVID-19. If you **MUST** go out, wear a face covering and stay at least 6 feet away from anyone who doesn't live with you. May be shortened to **10 days** if no symptoms* develop, but monitoring for symptoms must continue until 14 days since last exposure. If fully vaccinated or recovered from COVID-19 within past 3 months, then, according to CDC, quarantine can be **optional**, but must monitor for symptoms* for 14 days.

Visit the CDC website for more info on difference between isolation and quarantine: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Child Health and Safety Policies
Statement of Acknowledgement and Agreement

I have received and read a copy of Wayside Communities Church's *Child Health and Safety Policy Manual* and fully understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at Wayside.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Wayside.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Wayside at any time. (If possible, I will provide two weeks' notice to my supervisor)

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Wayside. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I hereby acknowledge receipt of Wayside's *Child Health and Safety Policy Manual*.

Full Name of Staff Member or Volunteer [please print]

Signature of Staff Member or Volunteer

Today's Date: _____

[This page to remain attached to the Wayside *Child Health and Safety Policy Manual*.]

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[This page to be detached and included in the employment/volunteer file.]