

## **NURSERY CAREGIVER HANDBOOK 2017-18**

We are looking forward to a terrific year of Church School! Our church is truly blessed to have so many wonderful volunteers to help in the nursery. It is such an important role both as a service for our young families and as a way to help young children begin their faith formation.

### ***Responsibilities***

- Please arrive 15 minutes before the start of the church service (9:45am). This is important, as the parents may need time to help their child get settled, to sign in, to give any instructions to you, and to get into the sanctuary. In addition, we advertise that the nursery is open at 9:45.
- Communicate with the parents/guardians as they drop off their little ones. Please be sure that they have signed in (see *attendance* below), and that you know which diaper bag belongs to the child. It is also important to be sure that you have any special instructions pertinent to the care of that child (naps, bottles, pacifiers, medical or behavioral concerns, etc).
- Do the best you can to alleviate any separation the child may experience as the parents leave. Things you can try: distracting with a toy or book, looking out the window, engaging them in an activity such as stacking blocks, etc. (depending on the age).
- There is a loose structure, but a definite flow to the hour. We want children to have fun, play, read and listen to music. This year we will be using “Seasons Growing Faith” curriculum. Please see “Curriculum” for more information.
- Snack time. We will have cheerios and apple juice available to serve to toddlers, or we may serve food that the parents bring. There are so many food allergies and children may try to eat one another’s food/drinks. Pay attention to sippy cups and bottles to be sure that only the child who brought it drinks from it!
- Change diapers as necessary. There is a spot on the sign-in/sign-out sheet that indicates whether a parent would like to change a diaper, or whether they would prefer to do it themselves. A changing station is set up at the far end of the counter, closest to the wall to the left of the sink. You should use gloves when changing a diaper. Please place soiled diapers inside a plastic bag before discarding them into the trash container. The trash will not be emptied until Monday afternoon, so placing the soiled diaper in the bag first helps to contain the odor. **\*Please note the policies and procedures for a safe church.**
- Please let the Director know if there are supplies that need to be replenished. This includes: gloves, diapers, wipes, changing pads, soap, paper towels, etc. The best way to communicate the need for supplies is by making a note at the bottom of the sign-in sheet.
- Please also let the Director know if toys, books, or anything in the room need to be discarded, replaced or is in need of repair or new batteries. Likewise, if you

- notice that something is unsafe in any way, please make the Director aware of that as well.
- Monitor the picking up of the children at the end of the church service to be sure that the children are leaving with the adult that dropped them off. If you do not recognize the adult picking up, please ask them to bring back the adult who dropped off the child.
  - Do not leave the nursery until all children have been picked up.

### ***First Aid***

There is a First Aid kit located in the cabinet above the sink. For minor cuts/scrapes, (using gloves) you or High School assistant should cleanse the wound with soap and water, dry the wound and apply a band-aid. For more serious injuries/incidents, call 9-1-1 from a cell phone or telephone in the church office. An AED is located on the first floor of the church in the hallway across from the main office and next to the double door entrance.

### ***Fire / Fire Drill Procedures***

UPON HEARING THE FIRE ALARM, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Quickly and quietly line up single file at the door.
2. Turn the lights off.
3. Take a head count, and bring the sign in/out clipboard along prior to exiting.
4. Walk quickly (DO NOT RUN) to exit the building, and proceed through the nearest parking lot to the fenced-in grassy area between the church and the Tolland Public Library.
5. Stand quietly as a group. Count each child and High School assistant to be sure all are present. Double check this against your sign-in sheet.
6. Wait for the signal to return to the nursery.

### ***Communication***

Communication will primarily occur via email. This seems to be the most cost-effective, timely and efficient way to communicate. Please provide Kristen Gallagher [kgallagher6@comcast.net](mailto:kgallagher6@comcast.net) with your email address. If you are not on line or temporarily lose use of a computer/email, let the Director know and other arrangements can be made.

### ***Severe Weather Protocol for Nursery***

There will be at least one worship service at 10am, so the nursery volunteers would still be needed (if possible).

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Compiled by: Amie Giguere, Director of Children and Youth Ministries

Even if church is not canceled, we would not want anyone to come out if you feel it is unsafe. In this case, please contact Kristen Gallagher (207)451-7461 to make her aware of your absence.

### ***Attendance***

Please be sure that the parent(s)/guardian(s) sign their child into the nursery for the morning. You will find a clipboard with a sign-in sheet on the counter by the door in the nursery. The information should include the child's name, adult's name of who is dropping off and his/her cell phone number. They should be instructed to put their cell phone on vibrate in the sanctuary, and this is how they will be notified if they are needed. This is very important. We are responsible to report the numbers of adults and children present each week, and we need your help to accomplish this task. In addition, it is important for you to have the pertinent information about the child.

### ***Absence/Need of substitute***

If a scheduling conflict arises, please make every effort to find a substitute for yourself. Please refer to the list of folks who would be willing to substitute. If there is an emergency situation, then please contact the Director to let her know that you have a need.

### ***Illness***

The church would like to ensure a safe and healthy environment for all children and teachers, especially as it pertains to the H1N1 influenza strain. We know that the most effective way to protect people from the flu or other illnesses is to keep sick people away from healthy people. Therefore, we have adopted the same protocol Tolland Public Schools follow. It is this:

If a person has:

- Fever (100 degrees F) AND sore throat
- Fever AND cough
- Fever alone
- Vomiting
- Diarrhea
- Sore throat with no fever
- New cough with no fever

He/she should remain at home until he/she is free of above symptoms for 24 hours without the use of fever-reducing medications.

### ***Curriculum***

We are using materials from the Seasons of the Spirit curriculum for infants and toddlers called "Seasons Growing Faith". The session flow must remain flexible to adapt to the ages and numbers of children present. It goes like this:

Welcoming Time

Gathering Time

Story Time

Snack Time

Activity Time

Blessing Time

We have resources including books, a music CD and posters to aid in the session flow.

### ***Policies and Procedures for a Safe Church***

We want to provide the safest program for children, and we want to protect those persons working with children. Therefore, we have a ZERO TOLERANCE for abuse. We will follow the policies and procedures outlined in a document we refer to as our Safe Conduct Policy. Copies of this policy are available in the church office. If you wish to have a personal copy, please make that request known to Amie Giguere. The training on the content of these policies and procedures will take place at a Safe Conduct training on **September 9, 2017** at 8:45am in the 7<sup>th</sup> grade/confirmation classroom and will be reviewed annually.

Each individual who works with minor children must complete an Employee and Volunteer Application and Disclosure form and comply with a background check.

Below are sections of the Code of Conduct as it relates to your role as a volunteer in the nursery.

<b>Code of Conduct</b>
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#### **SECTION 1:**

Section 1 of this **Code of Conduct** defines individual responsibilities as ministers, employees or volunteers, to meet the expectations of UCCT with respect to behavior or conduct in the service of the ministries of the church, especially those which serve “at risk” populations (children and vulnerable adults).

#### **General Requirements**

Each person subject to this Code shall:

1. Act as a team member in fulfilling ministry objectives
2. Treat children and vulnerable adults with respect, and fairly without regard to race, age, gender identity, sexual orientation, religion or mental capacity
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited
4. Recognize circumstances of sexual harassment and the obligation and means to report to church leadership
5. Demonstrate appropriate physical contact and verbal interaction (further defined below)

6. Understand how, by their action or inaction, they individually pose a risk to the church in the form of legal liability or loss of reputation

**General Prohibitions**

The following behaviors are prohibited at all times:

1. Abuse of children or vulnerable adults in any way including, but not limited to, physical, verbal, sexual, emotional, financial or by neglect
2. Dating or becoming romantically involved with children
3. Use of or being under the influence of alcohol, illegal drugs or medications that impair judgement or reactions in the presence of children
4. Possession of sexually oriented materials, including printed or online pornography, on Church property
5. Having secrets with children or vulnerable adults
6. Staring at or commenting on the bodies of children or vulnerable adults
7. Engagement in inappropriate or unapproved electronic communication with children or vulnerable adults
8. Working one-on-one with children in a private setting
9. Permitting children to engage in the following: hazing, bullying, derogatory name calling, games of Truth or Dare, ridicule, humiliation, sexual activity, or abuse of any kind
10. Manipulating or exploiting a child or vulnerable adult in any way
11. Engaging in any form of sexual harassment or sexual exploitation
12. Having or allowing inappropriate verbal interaction or physical contact

**Specific Interaction Standards**

Each minister, employee or volunteer of UCCT shall conduct him/herself in a manner that fosters understanding of Safe Conduct in the context of serving children and vulnerable adults. The standards articulated below serve two purposes:

- To protect children and vulnerable adults from abuse or grooming for abuse elsewhere
- To protect/prevent ministers, employees or volunteers, from engaging in patterns of behavior that may be construed as abusive or predatory

1. **Physical Interactions** – In providing approval or affection, the following guidelines apply:

The items of conduct shown in the guidelines as appropriate or inappropriate are examples only, not all-inclusive lists.

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<p>These may be inappropriate if unwanted by the child, vulnerable adult, employee or volunteer.</p> <ul style="list-style-type: none"> <li>• Pats on the shoulder or back</li> <li>• Handshakes or high fives</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young children in</li> </ul>	<p>Any form of affection that is unwanted by the child, vulnerable adult, employee or volunteer, which may include:</p> <ul style="list-style-type: none"> <li>• Suggestive hugs</li> <li>• Kisses</li> <li>• Wrestling</li> </ul>

<p>escorting situations)</p> <p>While these examples are generally appropriate, any physical interaction may be inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>	<ul style="list-style-type: none"> <li>• Tickling</li> <li>• Touching bottom, chest, or genital areas (except for toilet hygiene dependent on a individual's age or special needs)</li> </ul> <p>While these are examples of inappropriate interactions, any physical interaction is inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>
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2. **Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

The items of conduct shown in the guidelines as appropriate or inappropriate are examples only, not all-inclusive lists.

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul> <p>While these examples are generally appropriate, any verbal interaction may be inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Compliments related to physique or body development</li> <li>• Discussing sexual encounters or in any way involving children or vulnerable adults in the personal problems or issues of employees and volunteers</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate children</li> <li>• Derogatory remarks about the child, or vulnerable adult, or his/her family</li> </ul> <p>While these are examples of inappropriate interactions, any verbal interaction is inappropriate if unwanted by the recipient or the minister, employee or volunteer.</p>

3. **One-on-One Interactions** – Because most abuse occurs when an adult is alone with a child, private one-on-one meetings with a child are prohibited unless approved in advance by the appropriate Program Director. When so permitted, the following guidelines shall apply:

The items of conduct shown in the guidelines are examples only, not an all-inclusive list.

***One-on-One Interaction Guidelines***

- Seek to have someone else in attendance.
- When meeting one-on-one with a child, always do so in a public place in full view of others.
- Avoid physical affection that can be misinterpreted.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform another minister, employee or volunteer that you are alone with a child and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

To the extent any of these guidelines may appear to be in conflict, the spirit of them is that the minister, employee or volunteer, shall seek to be in view of others while meeting privately with a child.

*Updated 9/7/2017*

*by Amie Giguere, Director of Children and Youth Ministries*