

School Aged Program Operational Procedure

1. Summary of program

- The purpose of this program is to provide supervision, Bible teaching and discipleship during the Sunday service for children in kindergarten through to year 6.

2. Ratios

- We will maintain a ratio of at least one adult leader to every 10 children.
- In addition to this ratio, children will remain under the supervision of at least two adults at all times.
- Children should remain within line of sight of at least one leader at all times, except when they go to the toilet, if their parent or guardian has provided consent to the child going to the toilet unsupervised.

3. Age range

- This program is designed primarily for children from kindergarten to year 6
- The Southern Kids team leader has discretion to allow children who are outside this age range to participate in the program, depending on whether those children and their families wish to participate, and the capacity of the team to appropriately teach, supervise and disciple those children.

4. Registration and sign-in process

- A Southern Kids registration desk is available near the front doors at the Cockburn Youth Centre before the service each week, and has copies of registration forms, Safe Ministry policies and procedures and Southern Kids policies and procedures.
- When new families arrive who wish to register their children for one of our kids' programs, the Connect Team will direct them to the Southern kids registration desk to complete the necessary forms before church commences. Where possible, the Connect team will introduce the new family to one of the rostered leaders for that Sunday prior to the service, and the rostered leader will be given the completed registration form.
- When children move into a new age-bracket (e.g. creche to primary school aged program), parents must complete a new registration form.
- A digital registration form is also available online on the church's website, for families who wish to register prior to the Sunday service. Completed forms will be sent to the relevant team leader, who will notify the team members for the upcoming Sunday.

- At Southern, all adults and kids start together in the main hall for a time of singing, prayer and some announcements (around 10 to 15 minutes). After this time, parents will be invited to take their kids to the kids' programs. Parents must go with their children to the primary school room: down the hallway on the left side of the foyer, first door on the left. Parents must sign them into the program using the sign-in sheet at the door.
- As soon as the service finishes (usually between 11 and 11.15am), parents should make their way directly to the relevant room to sign their children out.
- Where somebody wishes to bring a child to a Southern Kids program, but they are not the parent or legal guardian of that child, the person bringing the child to church must complete a registration form for that child before the child participates in the program. The form asks the person bringing the child to indicate, if they are not the parent or legal guardian of that child, whether they have obtained consent from the child's parent or legal guardian for the child to attend the relevant program, and to provide contact details for the parent or guardian.

5. First aid process

- Each room where kids programs are conducted has a small first aid kit for use by leaders. Stock levels are monitored and maintained by the Southern Kids primary school team leader.
- Leaders in our kids' programs are not necessarily trained in first aid, and so are only permitted to administer minor treatment for very small injuries or illnesses (e.g. band-aid for a paper-cut, tissue for a small nose-bleed, ice-pack for a small bump).
- If there is minor injury or sickness of this kind, and no further first aid is required, the leaders have discretion to contact the child's parent and ask them to attend and/or pick up the child if considered appropriate.
- Where a child is more seriously injured, or becomes unwell during the program, leaders will contact a parent or guardian and ask them to come to the relevant room to attend to their child. If applicable, the leader will also contact one of the two official first aid contacts, and if the parent consents, additional first aid can be provided.
- Current church first aid contacts:
 - Jade Hoopmann
 - Katie Myhill

6. Toileting

- We encourage all parents to take their children to the toilet before the service commences.
- At the Cockburn Youth Centre, there are no toilets adjoining the rooms where our kids ministries are held. To reach the toilets, a child would need to exit the room, walk down the hallways out to the main foyer, and enter the toilets through the large toilet doors. The toilets off the foyer are the same toilets used by adults who are attending the church service.
- When parents register their children, we will ask them to indicate whether their child is able to go to the toilet unattended, and whether the parent consents for this to occur.

- If a child cannot go to the toilet by themselves, and/or a parent does not consent to this, in the event that a child needs to use the toilet during the service, a leader will contact the child's parent by text message to request that the parent take the child to the toilet.

7. Food

- We ask that children do not bring any food or drink into the kids rooms, other than a labelled water bottle. We ask that parents give their children something to eat prior to the service so they aren't hungry during the kids' program.
- As a general rule, we do not provide food during the program, but occasionally lollies are given out during the program as part of a game. Leaders will ensure that children with any allergies are provided with appropriate alternatives.
- Please notify us on your registration form if you do not want your children to be given any lollies during the program.

8. Behaviour

- We seek to maintain a positive environment where all children who attend our kids' programs can grow in their love for Jesus in a loving, fun and safe environment.
- Our Southern Kids teachers and leaders are responsible for the learning and safety of the children in our programs, and by placing children into the program, parents are giving those leaders a level of authority over their children during the program.
- During our kids' programs, our leaders are responsible for maintaining safe and appropriate boundaries, and we expect children to listen and obey where teachers and leaders give reasonable instructions.
- Leaders will manage behaviour as follows:
 - Seek to build positive relationships with the children in our programs;
 - Model and affirm positive behaviour displayed by children in our programs, including kindness, gentleness and respect;
 - Where a child disobeys a leader's instructions, or treats somebody else inappropriately:
 - Discuss with the child to help them understand what they have done, and if necessary, facilitate a process of reconciliation between the child and the other person;
 - If necessary (e.g. if the behaviour is serious or repeated) use a natural or logical consequence (e.g. not being allowed to use equipment or participate in an activity if they are unwilling to do so safely or appropriately);
 - The leader will seek to address the behaviour as privately as possible, without seeking to shame the child in front of the other children; and
 - If a leader has had to manage any inappropriate behaviour in this way, the leader will discuss with the parent when the child is signed out at the end of the program.
 - Our leaders will aim to always act with patience, kindness and gentleness as they maintain appropriate boundaries in our programs, treating children with dignity

and respect, communicating that they remain loved and accepted, even if a child's behaviour is not acceptable.

- Our leaders will never use any form of physical contact, or any other form of abuse or intimidation as a kind of punishment for children in our programs.

9. Breaches of this procedure

- If there are any questions or concerns in relation to Southern Kids primary-school aged programs, we encourage the relevant person to contact the Southern Kids team leader Talitha Hewitt to discuss.
- If there is an incident or concern related to this policy, we encourage the relevant person to notify our Safe Ministry Contacts using the Management Procedure for Incidents and Other Concerns (available online and on Southern Kids registration desk near the front doors).

Approved by Lead Pastor: 12 March 2023

Date for review: October 2023