

MOVING KIDS TOWARDS CHRIST, COMMUNITY, AND CALLING

RADIANT KIDS



EXPLORE

PARTICIPATE

IMITATE

CONNECT



Dear Radiant Kids Team,

I am absolutely thrilled to serve with a truly gifted staff and incredible dream team like you! With all of my heart, I believe that we're serving in one of the most important ministries in the church. When we are successful the difference isn't measured in lives, but quite possibly in generations. I believe that together, we can make an impact that will change our community – one precious life at a time.

What you do in Radiant Kids is more than babysitting or childcare. Radiant Kids is the Church hard at work. Too often people refer to children as the “church of tomorrow”, the church of the next generation. I passionately disagree. Radiant Kids is the church of today, the “church right now” where children are being equipped to make a difference for Jesus Christ right now! In Radiant Kids, children are learning from a young age that they are made on purpose for a purpose by the creator of the world. You are the hands and feet of Jesus to our kids.

Our mission in Radiant Kids is to partner with parents to move kids towards Christ, community and calling. As a dream team member in Radiant Kids, I thank you for your willingness to be used by God to do his work. Personally, I believe God has a special place in his heart for those who unselfishly serve his children. There's no other place I'd rather serve. The best thing is that serving in Radiant Kids isn't just about giving. It's joining a team of other like-minded people who are personally moving towards Christ, community and calling while helping kids do the same. My prayer is that while serving in Radiant Kids you will experience powerful and lasting life-change as you make a difference in the lives of kids.

Are you ready? Let's go!

Delia Cornwell

Kids Pastor
Radiant Church



In Radiant Kids:

- * We are committed first to safety understanding the privilege that parents trust us with their children.
- * We will do for one what we wish we could do for all.
- * We believe in and celebrate the team knowing that we are better together. Every gifting, skill, personality, and influence working in unity takes us from good to great.
- * We encourage, resource, and speak life to our parents knowing that they carry the responsibility for the discipleship of their children.
- * We are thermostats not thermometers. We don't let the culture change us. We change the culture and set the mood in any room we enter.
- * We believe that play and fun build relationships and that life change happens in the context of relationships even with the little people.
- * We are passionate about ministering to every child God brings us. We will do anything short of sin to support each and every family and child.
- * We intentionally develop leaders. From students to the precious grandparent who serves, we know that Radiant Kids is a place where all can find a place operating in their ten.
- * We worship with passion and abandon, teaching our children to do the same. We teach kids the Word of God, the Truth that sets us free, planting seeds that will reap a great harvest.
- * We depend on the Holy Spirit's presence and His power and teach our children to do the same.
- * We strive for excellence knowing that it honors God and builds security and trust with our families.
- * We embrace the role we play as ambassadors of Radiant Church.
- * We are committed to the vision of the church and reject any notion that we are a tiny kingdom with little people doing our own thing.
- * We love Sunday! We serve with joy because we are called, anointed, and empowered to reach the next generation for Jesus Christ.
- * We get to tell children the Truth! We commit to speak the truth of God's great love and His plan for their life. They are chosen, gifted, loved unconditionally, bought with a price, and destined for His purposes.

The BEST is yet to come!

*  *  *  *  *  *  *  *

PARTNERING WITH PARENTS TO MOVE KIDS TOWARDS
Christ, Community, and calling!

* * * *

Explore *God's word!* 

Participate *in worship!* 

Imitate *Jesus!* 

Connect *with community!* 



Radiant Kids Areas	7
Dream Teamer Member to Child Ratios	8
Schedules and Rotations	8
Requirements for Service	8
Room Openings and Requirements	8
Children Entering and Leaving Radiant Kids	8
Parents in the Room	8
Late-Arriving Parents for Pick-Up	9
Children with Special Needs	9
Evacuation	9
Wellness Policy	9
Medication	10
Accidents/Health Conditions – Life Threatening	11
Accidents/Health Conditions – Non-Life Threatening	11
Child Registration and Check-In	11
Positive Interactions with Children	11
Crying Children	12
Diapering Policies	13
Bathroom Policies	13
Food/Bottle Policy	14
Photography Policy	14
Social Media Policy	14
Curriculum Distribution	15
Dream Team Screening Procedures	15
Disqualification Policies	15

Radiant Kids Areas

Children are cared for in four areas of Radiant Kids:
Dreamers, Explorers, Heroes, and Legends



DREAMERS: We call our infant and 1 year olds our Dreamers because they are just entered the world and are learning what it's all about. In this class, children will experience God's love through your care. Each week, they will be cared for, prayed over and shown God's love through play, songs, and often a nice nap.



EXPLORERS: We call our 2 and 3 year olds our Explorers because these toddlers love to explore God's creation! From climbing to dancing and everything in between, children will have a blast exploring God's love through hands on experiences designed just for them.



HEROES: Our preschool and kindergarten kids love learning that they are part of God's Big Story, the Bible! Each week, our Heroes hear a story from God's Word and learn how to apply God's Word in their own lives. Worship, play and crafts are all big parts of what our Heroes do every Sunday in Radiant Kids!



LEGENDS: First through fifth grade students in Radiant Kids are learning who they are in Christ through the Calling He has on their life. We want our elementary aged kids to know they have the opportunity to be a Legend- to go stand out for being a bold follower of Jesus! Every Sunday, our Legends experience their very own worship service with engaging music, games, Bible lessons, small groups and practical application that they can use to impact the world around them.

DREAM TEAM TO CHILD RATIO'S

In Radiant Kids we maintain the following adult (18+) Dream Teamer to child ratios. There must always be two unrelated adults in the classroom and one must be a female.

Dreamers 1:3

Heroes 1:6

Explorers 1:5

Legends 1:10

SCHEDULING AND ROTATIONS

All Radiant Kids Dream Teamers are encouraged to serve during a consistent service time in order to build relational equity with kids and parents. We understand not everyone can serve weekly. Your Location Kids Director can help identify the best area for you to serve in based on your schedule.

REQUIREMENTS FOR YTH SERVING

1. Complete Radiant 101 and sign the Honor Code.
2. Interview with Location Kids Director. Location Kids Director will also speak with the YTH Director to ensure the youth is in a good position mentally and spiritually to serve in Kids. This will continue on a quarterly basis.
3. Continue to attend their experiences (Middle Schoolers must sit their MSSE).
4. Read the policy and procedures manual.

MIDDLE SCHOOLERS CAN SERVE IN EXPLORERS, HEROES, AND LEGENDS
HIGH SCHOOLERS CAN SERVE IN ALL CLASSROOMS.

ROOM OPENINGS AND REQUIREMENTS

All areas must be ready to begin receiving children 15 minutes prior to the start of the worship experience. Arrival times for Dream Teamers are determined by location, based upon the time necessary to complete set up, make preparations, and pray for families. It is essential that all leaders must be ready to greet children as they arrive. Dream Teamers are not to bring food or open drinks into a Radiant Kids area while serving. Water with a top or lid is allowed. Dream Teamers are to wear a Radiant Kids tshirt and jeans/pants when they serve in any Radiant Kids area. If a Radiant Kids tshirt is unavailable any Radiant shirt will suffice. All Radiant Kids Dream Teamers must check in through Planning Center and wear a name tag.

CHILDREN ENTERING AND LEAVING RADIANT KIDS

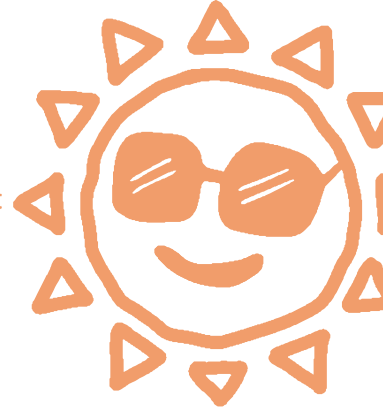
All children will be checked in by an adult and are NOT to be released to anyone other than the adult with the matching security tag.

Siblings are NOT allowed to pick up younger brothers and sisters, even if they have the security tag. The sibling must leave the room, find the parent/guardian and have the parent/guardian come to the room to pick up the younger child.

PARENTS IN THE ROOM

A primary value of Radiant Kids is to provide a safe environment for the children attending each week. A parent may choose to stay with his/her child during the worship experience because he/she wishes to see what his/her child experiences each week or the child may be experiencing separation anxiety. The presence of the parent offers reassurance until he/she feels comfortable being left alone.

Parents are always welcome to visit, but they must follow Radiant Kids guidelines. When a parent asks to stay, he or she must be given a Radiant Kids Security Lanyard. This lanyard indicates to security that the parent is not an approved volunteer, and therefore should not be alone with or care for any other child except his or her own.



Our goal is for parents to ONLY stay in the classroom once. If a parent asks to stay for a second time please let your Location Kids Director know so they can touch base with the parent and work through next steps.

LATE ARRIVING PARENTS FOR PICK UP

If a child remains in Radiant Kids after all of the other children have been picked up, the “Two Adult Rule” must be maintained. The Location Kids Director will contact the parent. This is for the benefit of the child, the volunteers, and the church. The Location Kids Director will make decisions about combining classrooms as necessary.

CHILDREN WITH SPECIAL NEEDS

Children with special needs are to be part of the whole, not separated from the group. The child is to be included in all activities to the best of their abilities.

For any child who needs assistance to fully participate within Radiant Kids we will do our best to match them with a trained RK Dream Teamer who will work one on one with the child to give him or her the best experience possible while learning about God’s love.

The goal is for all children to actively participate in Radiant Kids without special assistance. If you see a child in Radiant Kids that may require assistance, let the Coach or Team Lead in your room know what you have observed. The Location Kids Director will contact the family and help find the best way for this child to thrive in Radiant Kids.

EVACUATION

Radiant Kids staff will oversee any evacuation of Radiant Kids. Each Coach or Team Lead will operate as the evacuation point person for his or her room or area. The evacuation point person must be an adult Dream Teamer, not a YTH.

Once the Dream Teamer is made aware of an evacuation, he or she will gather children into groups with their Small Group leaders. Infants will be placed in strollers/ rolling cribs / rolling play pen. Place toddlers in strollers, carry them or have them walk, supervised. The evacuation point person will keep attendance rosters with him or her to ascertain an accurate headcount throughout the evacuation. Upon receiving notification from a Radiant Kids staff member that there is a need to evacuate the building, all evacuation point persons will proceed to move children to their assigned evacuation areas. Ask your Radiant Kids Director for specifics of your evacuation plan based on your location.

WELLNESS POLICY

To ensure the health of children and Dream Teamers, we ask sick children do not attend Radiant Kids. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- i. Fever (over 100.5 degrees)
- ii. Vomiting or diarrhea within the last 24 hours
- iii. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough.
- iv. Common cold
- v. Sore throat
- vi. Croup
- vii. Any unexplained rash
- viii. Any skin infection boils, ringworm, or impetigo
- ix. Untreated pink eye or other eye infection
- x. Lice, including the presence of eggs or nits

If you observe any of these symptoms contact your Location Kids Director. They will decide if parents need to pick up the child from Radiant Kids.

MEDICATION

Location Kids Directors will only administer medication in an emergency situation. For medications that stay with the child, for example an Epi Pen, a Medication Authorization Form should be completed and signed by a parent to be kept on file. This form is to be turned in to the Location Kids Director.

EACH time a parent drops off a child with his/her medication, clear directions must be written out BY THE PARENT outlining the symptoms present when medication is needed and how it is to be dispensed by the Location Kids Director. The form is to be given directly to the Location Kids Director so they can read the directions and ask for clarification if necessary. Epi Pen can stay in diaper bag / bookbag.

ACCIDENTS/HEALTH CONDITIONS - LIFE THREATENING

These situations are those that have resulted in:

LOSS OF CONSCIOUSNESS
SIGNIFICANT BLOOD LOSS
DIFFICULTY BREATHING, ETC.

Alert security / safety personnel and immediately call 911. Give the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, etc.
- Radiant Location Address

Call the Location Kids Director and notify them that 911 has been called. The Locations Kids Director will then call the parents out of the worship experience and the emergency Medical Plan will be followed.

ACCIDENTS/HEALTH CONDITIONS - NON LIFE THREATENING

Our goal is to provide a safe environment. Please ensure classrooms are set up before Kids arrive free of any potential safety hazards. Do your best to prevent dangerous behavior before it escalates. However, we fully understand accidents happen. See below for steps to be taken in case of accidents.

MINOR ACCIDENTS resulting in a bump, bite, bruise or scrape:
These injuries can be handled in the room or the hallway just outside.

Make the Location Kids Director aware of the incident and he or she will decide whether to contact the parent(s) immediately or to have a conversation during pick up. Fill out an "Accident Report" and give to the Radiant Kids Director.



INCIDENT REPORTS

HOW TO FILL OUT AN INCIDENT REPORT AND INFORM PARENTS OR GUARDIANS:

- Report the injury immediately to the Location Kids Director
- The Dream Teamer who witnessed the incident needs to fill out an "Incident Report" before leaving for the day. Record the situation and details to the best of your recollection. Please take a picture of the injury and send to the Location Kids Director.
- Be honest with the parents about the situation that occurred; reassure them of our desire to provide them with the best care possible. Recognize that parents may be upset but do not let that deter you from being honest with them.
- Do not offer medical advice to parents. Simply offer your apology or concern.
- The Location Kids Director will follow up with the parents.

CHILD REGISTRATION AND CHECK-IN

Parents or guardians need to check their children in at Kids Checkin using the Planning Center computerized check in system.

DREAMERS AND EXPLORERS

- On the check in sheet, mark the child as present and write any additional notes.
- If the diaper and/or diaper bag is left with the child, make sure it is labeled with the child's name.

HEROES AND LEGENDS

Use the following procedure when a Hero or Legends child is brought to the room:

- Make sure the child has a printed nametag indicating that they have been checked in.
- The Dream Teamer Leader will greet parents and children at the door and give them any pertinent information including what snack will be served in the classroom. Snacks must come from the Radiant Kids approved snacks list.

POSITIVE INTERACTIONS WITH CHILDREN

The steps below outline a process to help all Dream Teamers maintain positive interactions with children.

WAYS TO AVOID PROBLEM BEHAVIORS



1. Be sensitive to the moods and temperaments of children in the group.
2. Provide enough space for each child.
3. Set clear and age-appropriate expectations with the children.

WHEN KIDS REQUIRE DISCIPLINE OR GUIDANCE

1. Use a firm but kind voice to address the behavior.
2. Redirect the child away from the activity.
3. Focus your remarks on the behavior you want to see.
4. Do not use words or a tone of voice that may shame or frighten the child.
5. Do not use sarcasm or yell at the child.
6. Never make remarks that put down the individual as a person or make negative references about appearance, race or gender.
7. Never use corporal punishment or spanking of any kind.
8. Use touch in affirming ways (see Child Protection guidelines for details)
 - Appropriate examples: high fives, pat on the back or shoulders, etc.
 - Inappropriate examples: demanding/expecting hugs, slapping on the buttocks, kissing
9. If assistance is needed, contact your Location Kids Director.
10. A confidential parental discussion should occur with the Location Kids Director, parent, and child when necessary to address behavioral concerns.

REPORTING POTENTIAL ABUSE

1. Report your suspicions of child abuse/neglect to your Location Kids Director.
2. Report any suspicions that a child or teen reports to you about potential abuse to your Location Kids Director.
3. Report any inappropriate behavior of a coworker to your Location Kids Director.
4. Do not wait or second guess your observations.
5. Any Potential abuse should be reported (See Appendix 5).

Once the Location Kids Director receives any of the above reports, he/she will follow all appropriate Child Protection Policy guidelines.

CRYING CHILDREN



Crying children need care and compassion. When crying is not due to obvious concerns (child is hurt or sick) , please tend to their immediate needs. Depending on their age, this will vary. Beyond diaper changing, meeting hunger needs, and being held, trying to engage a child in some activity often stops a child from crying. Quiet reading, music or art are activities that often soothe. Reassure the child that they are in a safe and fun place and redirect away from the door if necessary. If asked, reassure them that their parent(s) will come back for them. If appropriate, tell them the schedule so they know what is going to happen next and when their parents will come. Sometimes a child needs to know what lies ahead. Ask other team members to help engage a child too, if necessary.

If the child has been crying consistently for 10 minutes, it is time to call his/her parent with a Radiant Kids text. The Lead in the classroom will alert the Location Kids Director. Tell the child you have called his/her parent(s) and continue to try to engage him/her in an activity. When the parent arrives, explain to the parent his/her child was crying, that you tended to the child's immediate need (if there was one) , and that you tried to engage the child in activities. Tell the parent that he/she may stay with his/her child and participate in Radiant Kids.

If the parent stays, please get him/her a Radiant Kids security lanyard from Radiant Kids Check In. If the parent decides to leave with the child, let the parent and child know how much we enjoyed having him/her and that we look forward to seeing him/her again next week (offer the child a coloring sheet or snack if appropriate). Encourage the parent and child to come back. Also, be sensitive to answer any other questions the parent might have.

DIAPERING POLICIES

The person changing diapers must be a female of 18 years or older. To provide the best care for the children, please check the diapers of all infants and toddlers.

When changing diapers, please do the following:

1. Diaper only at a changing station.
2. Diaper within eyesight of other Dream Teamers.
3. Wipe down changing pad before placing child on it.
4. Always wear gloves when changing diapers or clothes.
5. Have all changing supplies ready before placing the child on the changing pad.
6. Always be attentive, keeping one hand on the child.
7. Place a diaper sticker on the diaper and check either wet or dirty.
8. Place the child back with the group when finished.
9. Dirty diapers are to be thrown away in diaper genies.
10. Throw away the used wipes and gloves.
11. Wipe down changing pads.

A child of any age is never to be punished for toileting accidents.

TOILET TRAINED CHILDREN WHO HAVE ACCIDENTS

When a child who is toilet trained has an accident, use discretion when asking the Location Kids Director to text parent(s) out of the worship experience. Use Radiant Kids accident clothing, when available. This way parents will have a change of clothes for after church. When necessary let you Location Kids Director know that a clean up is necessary so they can have housekeeping come. Make sure to keep other children away from any messes. Either during worship experience or just following, inform parent(s) of situation. Offer kind words and reassurance. If parent(s) appear upset or angry, help diffuse the situation by explaining to parents this is common.

Children who have an accident do not need to leave Radiant Kids, however, if we do not have spare clothes for them, it is up to the parent whether or not they stay. Each situation is unique and common sense needs to be applied.

BATHROOM POLICIES

Please follow these procedures while taking children to the bathroom:

TWO ADULT RULE: There must always be two non related adults present when supervising children in the restroom (females only) or taking children to the restroom. Males may not enter the restroom with children.

1. CHILDREN WHO NEED ASSISTANCE:

Two adults will walk the child to the bathroom. An adult should enter the to check to see if any adults are already in the bathroom. Ask the child to

stand with the second adult while checking.

- a. If another adult is using the bathroom, wait until he/she is finished before letting the child enter the bathroom. The only adults allowed in the children's bathroom are children's staff or volunteers.
- b. Once the bathroom is clear, the adult Dream Teamers should wait outside the bathroom door in the hallway with the bathroom door slightly open. If special help is required (young child or medical conditions that require help) adhere to the two adult rule, with two females helping the child.

2. CHILDREN WHO DO NOT NEED ASSISTANCE:

Two adults will walk the child to the bathroom. An adult should enter the bathroom to check to see if any adults are already in the bathroom. Ask the child to wait outside while checking.

- a. If another adult is using the bathroom, wait until he/she is finished before letting the child enter the bathroom.
- b. Once the bathroom is clear, the adult Dream Teamers should wait outside the bathroom door in the hallway . When a child is using the bathroom, never leave him/her unattended. Stand outside the door and don't let other Dream Teamers or people use the restroom until the child is done.
- c. If bathroom are not clean please alert you Location Kids Director.

Always wash your hands and the child's hands with soap and water after the child has used the toilet.

FOOD/BOTTLE POLICY

Dreamers and Explorers: When an infant or toddler needs to be fed, the Dream Teamer will remove the bottle, food, snack, or sippy cup from the child's bag and immediately label with the child's first and last name. When the child is finished, the Dream Teamers will place the bottle, food, snack, or sippy cup back in the child's bag.

Heroes and Legends: Because of allergies, outside food is not allowed in Heroes or Legends, unless previously approved by the Location Kids Director.

PHOTOGRAPHY AND VIDEO POLICY



Only Radiant staff members or members of the Radiant creative team are allowed to take pictures / videos of children. Before staff or members of the Radiant Creative team begin taking picture / videos please check each child's tag to ensure that they can be photographed / video taped. If a child can NOT it will say so on their tags. Please do NOT take any on your personal phone unless instructed by your Location Kids Director.

SOCIAL MEDIA POLICY

Please think carefully about the impact of your posts via social media on others including Radiant Church. This is an important part of our Radiant Honor code. Remember you are an ambassador of Radiant Church and parents are looking to you as a reflection of the church.

Do not post the names or photos of anyone on BAND or any social media platform without their permission. You MAY repost any pictures posted on BAND or any Radiant Church social media platform.

CURRICULUM DISTRIBUTION

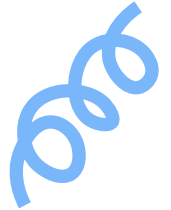
All curriculum will be posted on BAND. Lesson plans are posted the last week of the previous month. Please message in your classroom BAND chat if you have any questions.

DREAM TEAMER MEMBER SCREENING PROCEDURES

All persons must be screened who by virtue of their employment or serving are involved in activities with children (18 years or younger) at Radiant Church.

All persons will:

- Go through Radiant 101
- Have a Criminal Background Check / References / Interview
- Go through training as deemed necessary by the Radiant Kids Directors



DISQUALIFICATION POLICIES

All individuals **shall be disqualified** from positions working with children in Radiant Kids if they **have ever committed** any of the follow:

A. All Sex Offenses

Examples - child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc..

B. All Felony Violence

Examples - murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc...

C. All Felony Offenses other than Violence or Sex

Examples - drug offenses, theft, embezzlement, fraud, child endangerment, etc...

Individuals **may be disqualified** from working with children in Radiant Kids if they **have been convicted** of the following within the past 7 years:

D. All Misdemeanor Violence

Examples - simple assault, battery, domestic violence, hit and run

E. All Misdemeanor Drug and Alcohol Offenses

Examples - driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia

F. All other Misdemeanor Offenses within the past 7 years that would be considered a potential danger to children

Examples - contributing to the delinquency of a minor, providing alcohol to a minor, theft if the person is handling monies

APPENDIX A

POLICY FOR REGISTERED SEX OFFENDERS

Purpose:

Radiant Church accepts, as central to its mission, the establishment and maintenance of a caring environment for every child of God, not the least of which includes our own children, and a place of grace for all sinners, including those whose crimes are public. Knowing that children are at risk, not yet having the ability to protect themselves, we determine to provide protection for them by careful monitoring of any individual who is known to church officials as being on the Sex Offender Registry and is participating in the life of this congregation. Knowing that God's grace has been extended to all, that grace invites repentance and that repentance requires acknowledgement of sin, sorrow for sin, and a turning away from sin, all with the support and prayers of God's people, we determine to provide a means that any individual who is known to church officials as being on the Sex Offender Registry can live in that grace in the life of this congregation. Toward these ends we establish the following policy with regard to the presence of individuals who are known to church officials as being on the Sex Offender Registry in the life of the congregation.

Definition:

For the purpose of this policy, "Participant" shall be defined as any individual who is known to church officials as being on the Sex Offender Registry and wishes to be active in the life of the Radiant congregation.

Policy:

- 1) Staff will meet with the offender and obtain specific information about the offense.
- 2) "Participant" must agree to adhere to the following requirements for participation in church life:
 - a. "Participant" is not permitted to be involved in any children's or student ministries.
 - b. "Participant" is not permitted to be in any part of the church facility where pre school, children or student activities are in session, including youth specific areas or other areas where children and student ministries take place.
 - c. "Participant" is not permitted to serve as a leader or host in our Small Group ministry or to lead any type of Small Group officially sanctioned by Radiant Church.
 - d. "Participant" is allowed to attend an Small Group after the following criteria have been met:
 - i.) The Location Pastor at the location they attend has been notified.
 - ii.) The Small Group Leader and all participants of that Small Group are made aware of the "participant's" offense.
 - iii.) The Small Group has no children that will be present in the home during the meeting.

Should the "Participant" not comply with the participation requirements, the offender will be asked to discontinue participation in church life on the church campus.

- 3) The “Participant” must maintain ongoing and full disclosure with church officials and any eGroup leaders until such time that the “Participant” either no longer participates in the life of the church or until such time that the “Participant” is no longer on the Sex Offender Registry.
- 4) Reviews of compliance shall be conducted on an annual basis.
- 5) We have standard safety procedures in place to protect all minors in our church while they are participating in ministry at a Radiant Campus. These procedures are as follows:

Radiant Kids Safety Procedures:

- I. Every volunteer is screened with an interview and federal background check.
- II. All volunteers that have been screened with an interview and background check wears an official Radiant Kids nametag as they are serving in their assigned room.
- III. Every child’s nametag is matched to a parent identification number.
- IV. Children are not allowed to leave their classroom unless a parent with a matching tag has come to pick them up at which time we take off the kids tag and receive the parent tag. If a child leaves an environment for any other reason such as sickness, injury or discipline, they are escorted by more than one volunteer and campus safety volunteers are made aware.
- V. If a parent tag is lost, we ask the parent to give their license or photo identification, they are identified in our Planning Center database as in the child’s household.
- VI. There are designated bathrooms in each Radiant Kids environment clearly stating if the bathroom is a child’s bathroom where volunteers are not aloud to enter or be alone with a child. If a volunteer is to assist preschoolers in the restroom, the door is left open.
- VII. All babies and toddlers who are not potty trained are changed on a changing table in each room environment where volunteers are not alone with a child, but visible to all other adults in the room.
- VIII. Volunteers are trained and have guidelines and expectations clearly written out of the above policies that they are to sign when they agree to become a volunteer in Radiant Kids.
- IX. No one is allowed in the Radiant Kids area while an experience is occurring unless they are clearly identified as a staff member of Radiant Church, a Radiant Kids volunteer, a Location Security Team volunteer, or they are someone picking up or dropping off a child.
- X. No loitering is ever allowed at Radiant Kids

APPENDIX B

REPORTS OF ABUSE

If you are in a conversation where accusations of abuse are made, please follow these guidelines in handling the situation. We are required by law to make a report to DCF for anyone under 18, elderly, or mentally disabled who claims they are victims of abuse.

A. Interviewing a Minor

1. Find a staff person to sit in on the conversation.
2. Determine the relationship of the minor to the abuser.
3. Ask whether the abuse is currently happening and/or the timeline of the abuse. If the abuse happened years ago, check with your local DCF contact to see if it needs to be investigated.
4. Get basic information from the minor: name, address, birthdate, parent's name(s), school, etc.

1. Guidelines for reporting abuse of a Minor by a parent or guardian:

1. If the abuse is recent or current, Radiant is required by law to report this to DCF. When in doubt, check with your local DCF office.
2. Whoever heard the report first hand must be the one to report it directly to DCF. Make the report within 24 hours if at all possible.
3. You must call the county office where the person lives and have basic information ready: name, address, birth date, parent's names, school, etc.
4. If the parent or guardian is an owner and is serving in any volunteer position, it is not appropriate for them to serve during a DCF investigation. You can say something along the lines of, "We've got some things going on, would you mind taking a few weeks off from serving? We'll be in touch soon."
5. Follow Church Discipline guidelines if applicable.

2. Guidelines for reporting abuse of a Minor by someone other than a parent or guardian:

1. If the abuse is recent or current, Radiant is required by law to report this to DCF. When in doubt, check with your local DCF office.
2. Whoever heard the report first hand must be the one to report it directly to DCF. Make the report within 24 hours if at all possible.
3. You must call the county office where the person lives and have basic information ready: name, address, birth date, parent's names, school, etc.
4. Call the parents and let them know the details of how we heard of the accusation and the accusation that was made. Our first step is to make sure that the child is safe, so it may not be appropriate to have a conversation with the parents before DCF is alerted.
5. Allow time for DCF to investigate before having conversation with the parents.
6. If the abuser is an owner and is serving in any volunteer position, it is not appropriate for them to serve during a DCF investigation. You can say something along the lines of, "We've got some things going on, would you mind taking a few weeks off from serving? We'll be in touch soon."
7. Follow Church Discipline guidelines if applicable.

B. Domestic Abuse

1. If the person is over the age of 18, they have to be the one to report abuse to the authorities. We cannot make a report for them.
2. For spousal abuse we want to encourage them to make a report and to find a safe place to reside until an investigation occurs. We encourage separation with the intent of reconciliation.
3. Make sure to have a list of safe houses/shelters on hand to recommend to these individuals.
4. Follow Church Discipline guidelines if applicable.

[WEARERADIANT.COM/KIDS](https://www.weareradiant.com/kids)