



Kids Ministry Discipline Policy

Purpose

We will uphold the integrity of security and safety within Kids Ministry to the highest level, by creating an environment where adults feel confident in dropping off and picking up their kids and where kids feel safe in the space to learn and grow.

Discipline Policy

To best safeguard our Kids Ministry environments, we practice the following discipline policies.

1. **Redirect** - When a kid's behavior becomes disruptive or aggressive and is jeopardizing the safety and learning of others the first step will be to give a verbal warning or distract them, whichever action is most appropriate for age.
2. **Reposition** - If the behavior continues they will either be repositioned in the space. The kid will be given another opportunity to participate in programming but may have restrictions such as a particular seating arrangement in large group or moved to a different hang time activity.
3. **Removal** - If the behavior continues they will be removed from the program. At this time, the volunteer or staff will page the kid's parents and fill out a Behavior Report Form explaining the kid's behavior and the reason for being removed.

When the parents arrive, the volunteer or staff will explain what happened and why the removal occurred. They will encourage the kid to come back next week and be ready to try again. At this time the parent should sign the Behavior Report Form to be filed by the staff.

If the parent or caregiver refuses to sign the report, another person may sign witnessing refusal or inability to get signature.

4. **Recorded** - Staff should keep track of repeated behavior problems. If a pattern of behavior is revealed, the staff will consult with their supervisor to establish a suitable plan of action for the given family.

Some examples of an action plan include; finding a volunteer to partner with the kid, having the parents volunteer in the ministry for a set time, asking the kid to take a short break from programming, etc. Longer breaks may be needed based on the severity of the issue.

Completed Behavioral Reports should be given to the Kids staff and then scanned in to MyEBC. They are then e-mailed to the Pastor of Ministry and Kids Care Coordinator at your campus. Once scanned and e-mailed, the original document should be shredded. Paper copies should not be retained. If the report contains information that could be considered sensitive (e.g. child abuse, mental illness, etc.), please take extra care in guarding privacy.