



# 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.

## Our Process

To best safeguard our environments, all volunteers and staff will follow the discipline process:

1. **Redirect** – When a kid's behavior is disrespectful, unkind, or distracting your first step will be to give a reminder of our expectations; ask for the behavior you want – for example: "it's time to listen to (Large Group Leader's name), not talk with our neighbor."
2. **Reposition** - If a kid's behavior becomes disruptive or aggressive, or is continuing to be disrespectful and not responding to redirection and therefore is jeopardizing the safety and learning of others, volunteers and/or staff in the room should move kid to a new spot, and give another opportunity to participate.
3. **Removal** - If any of the above behavior continues, volunteers and/or staff will remove the kid from the space. At this time, volunteers and/or staff are encouraged to have a conversation with the kid (see backside for suggested conversation starters). Volunteers and/or staff can determine at this time whether or not the kid can return to services or if we should page their grown-up. *\*if physical safety is a concern, you may immediately remove a kid from our spaces*
4. **Recorded and Paged** – If the determination is made to page grown-ups, the volunteer or staff will page the kid's grown-ups and fill out a Behavior Report Form explaining the kid's behavior and the reason for being removed. You may complete a Behavior Report even if a kid's grown-up is not paged.

When the grown-up(s) 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 grown-up should sign the Behavior Report Form to be filed by the staff. If the grown-up refuses to sign the report, another person may sign witnessing refusal or inability to get signature.

If a kid exceeds 4 Behavior Reports in a 2-month time frame, campus teams should consider creating an action plan with their Supervisor and Kids Care Coordinator. Some examples of an action plan include; finding a volunteer to partner with the kid, having the grown-up volunteer in the ministry for a set time, asking the kid to take a break from services (any break from Kids Ministry should be made known to Supervisor and Kids Care Coordinator and added to the note section in the MyEBC profile).

Completed Behavioral Reports should be scanned and uploaded to SharePoint. Once scanned and e-mailed, the original document should be shredded. Paper copies should not be retained.

**\*\*O:/ drive folder location: Operations > Incident Reports > Behavior Reports  
(file name: LastnameFirstnameCAMPUSMM.DD.YYYY)**

Add a note to the child's MyEBC profile that a Behavior Report was filled out.



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## SUGGESTED LANGUAGE

For conversation with kid after removing from room, start with questions:

- Do you understand why we are in the hallway?
- Do you know the expectations/rules? What are they?
- Do you think your actions were OK? Why or why not?
- Is there anything bothering you or going on that you would like to talk about?
- Would you like to go back into the room? If so, what kind of behavior do you think we expect to see? And can you do that for us?

For conversation with grown up after paging:

- (name) had trouble today following the rule/expectation of \_\_\_\_ by \_\_\_\_\_. We want to do everything we can to keep (Elevate/Kid-O-Deo) a safe place for every kid, and we cannot have this kind of behavior. We would love to have (name) try (Elevate/Kid-O-Deo) again next week, but we think its best that they take a break for the rest of the day.
- To help us keep a record, we filled out a Behavior Report that we invite you to sign to show that we had this conversation.
- Next week, we would love to see (name) improve by (listing out several ways kid can improve behavior that is objective, and clear).

When having the conversation with the family, keep in mind:

- Build trust with the family – get to know them
- Observe body language, is the family ready to have the conversation? If not, wait. There is never a rush. Many families can be reluctant to talk about their child because of their past poor experiences at other churches
- Find a quiet place – sometimes the hallway is not the best place
- Get to know who their child really is and know what they love to do. Always start a conversation with positives (even if the only positive is that they came to church this weekend)
- Always take notes about the conversation, and keep the Kids Care Coordinator informed
- Do not diagnose, or label
- Remember, grown-ups know their kid best – ask them for tips and feedback to help support their child
- When in doubt, bring in your supervisor, or another staff member for support
- Be mindful of having the conversation in front of the kid – it may be best to talk with the grown-up privately or include the child in the conversation if present. Use language that is respectful, loving, and appreciative of the child, whether they are present or not.