

Cityside Baptist Church

Children and Youth Information and Attendance Records Policy

Reviewed December 2016

Purposes

To encourage a relationship of open communication between parents and people leading Cityside gatherings that include children and youth.

To provide information that can be used to help meet the needs of each child, youth and family, and to help keep children and youth safe.

To ensure that it is clear when responsibility for children and youth is handed over between parents/caregivers and the people leading a group or event.

Guidelines

1. Information gathering

1.1. All families who regularly attend Cityside are asked to complete a comprehensive information form for their children and youth who are aged under 18.

1.2. The information form includes:

- Child/youth's name, home address/es, phone number and email if applicable
- Parents'/care-givers' names, addresses and contact details
- Emergency contact details
- Special instructions regarding access, health problems, allergies and medications
- Permission to be photographed and videoed
- Permission to use photographs and videos for the uses outlined on the form
- Any other information necessary to provide good care for the child/youth

1.3. All information collected will be kept securely to ensure the privacy of children, youth and their families. There will however be a list of special dietary needs and any other vital information displayed on the inside of the resource cupboard doors in each group's room as an easily accessible reference to all who are working with them.

1.4. Data will be collected and collated by people such as an Associate Pastor or Co-ordinator for Children and Youth, or Cityside's Administrator. They will be responsible for making the relevant parts of it available when needed to people in pastoral, administrative or governance roles at Cityside, and to those planning and leading groups or gatherings involving children and youth.

2. Attendance record-keeping

- 2.1. **An attendance register will be marked** at the beginning of Sunday morning group sessions with children and youth aged under 18, for example: Xplorers, Quest, Odyssey and Matrix.
- 2.2. **Xplorer and Quest children will not be released from their group session until a parent or caregiver comes to take over responsibility for them.** The folding doors from Quest room will be kept closed until all children have been collected for morning tea. If a child still has not been collected when pack up is complete, Xplorer and Quest leaders are asked to escort them to find and reconnect with their parent or caregiver.
- 2.3. **Parents/caregivers of newcomers and visitors to Sunday morning services are requested to accompany their child and sign them into Xplorers, Quest or Odyssey groups.** Sign-in forms are in the folder with the attendance register for each group. This request is in the *Information for Newcomers* leaflet available at the auditorium door, and also if possible, leaders will ask individuals to sign in their child as the children transition from the service to groups.
- 2.4. **All children and youth aged 17 years and younger who are attending a Cityside event where the responsibility for looking after them is being given to those leading the event must be signed in when they arrive and out at the end.** Examples: Kinetic, Connect, childcare during church meetings. Youth aged 14 years and over may sign themselves in and out, but children younger than 14 must be signed in and out by their parent or designated caregiver.
- 2.5. **Parents/caregivers and organisers of events need to be clear about who is responsible for the supervision of any children and youth while they are at a general Cityside event such as a dance, party or picnic,** whether it is held at Cityside or at another location. One way of recording this is to use a sign-in sheet for children and youth aged younger than 14, which asks parents/caregivers to identify who will be looking after their children while they are at the event.
- 2.6. **In the event of an emergency evacuation, the attendance register and/or sign in sheets will be used for roll call at the assembly area.**