

Cityside Baptist Church

Supervision of Children and Youth Policy

Reviewed December 2016

Purpose

To ensure that all children and youth are supervised effectively while at Cityside or at Cityside events, in order to help keep them safe.

Guidelines

1. **Children are the responsibility of their parents**, unless that responsibility is explicitly handed over to another caregiver, or people leading an event or Children & Youth session on a Sunday morning.
2. **Children should generally be in the auditorium or hall.**
 - 2.1. Children should not be outside, upstairs in the offices and Xplorer Room areas, downstairs in the basement, or in the chapel without an adult to supervise them.
 - 2.2. Only Matrix people are allowed in their basement space unsupervised; younger children need to be invited and accompanied by a supervising adult.
3. **Avoid staying alone with an unrelated child or youth**, either within the Cityside building, or at off-site social events, camps or meet ups. If necessary, include another child or youth as well, or ensure that you remain within sight and sound of other Cityside adults. If you are unavoidably in a room with a child or youth for a short time, always leave the door open.
4. **Keep all outside doors at Cityside shut when children are about.** All Citysiders need to share responsibility for this:
 - 4.1. Ensure the white swing doors in the main foyer latch after use so that they can't just be pushed open.
 - 4.2. The door from the ramp door out to Mt Eden Road should remain locked when children under five years old are present, unless it is supervised.
 - 4.3. The door from the hall kitchen to Burleigh Street should be closed after each person uses it, or have the security grill latched closed if the door is open for ventilation.
 - 4.4. The swing door to the kitchen from the hall should be closed during Sunday morning teas, to discourage children who are under five from being in the kitchen without an adult.
5. **Transitioning responsibility of care between parents/caregivers and children's programme leaders on Sunday mornings**
 - 5.1. Children need to be escorted between the church auditorium and their group spaces. Quest and Odyssey children can generally go as a group with their leaders, but Xplorer children each need to be taken upstairs by their own parent or care-giver. Parents/caregivers of newcomers are

requested to accompany their child out whichever group they are in and sign them in. (This request is in the *Information for Newcomers* leaflet available at the entrance door.)

- 5.2. Any child may return to their parents during the session if they wish to, however they must be accompanied and handed over to a parent/care-giver, even if they are older.
- 5.3. If a child's behaviour means that they need to return to their parents/care-givers in the service until they are ready to behave appropriately, a leader needs to go with the child to make sure they get to their parent/caregiver safely, or else get their parent/caregiver to come out to fetch them.
- 5.4. Once morning tea begins after the service, Xplorer, Quest and Odyssey leaders are no longer expected to be responsible for the children. Odyssey children are free to go once morning tea begins, but Xplorer and Quest children will not be released from their group session until a parent or caregiver arrives 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 an Xplorer or Quest child still has not been collected when pack up is complete, leaders are asked to escort them to find and reconnect with their parent or caregiver.

6. Toilets

Our toilets are one of the risk areas in the Cityside building, as they are out of sight from where most people are. It is safe practice for parents to accompany younger (Xplorer) children to the toilet, and for older children to check in with a parent (or Quest/Odyssey leader) before and after going to the toilet, so that the adult responsible for the child is aware of where they are and can check on them if more than a short time passes.

7. Safe leader to child ratios

- 7.1. **There must always be at least two leaders present** at gatherings such as Xplorers, Quest, Odyssey, Kinetic and Connect, and any other events organised for Cityside children and youth.
- 7.2. **For events that are not part of the Sunday morning services where parents are dropping their children off, at least one of the leaders must be an adult aged 20+ years old.**
- 7.3. **Leaders for Xplorers and Quest and on-site childcare supervision must be aged at least 14 years old, and at least 16 years old for other Cityside groups and gatherings.** Teenagers who are younger than this are most welcome to be leaders, they just cannot be counted as a leader in the safe ratio calculation.
- 7.4. **Leaders aged 14-19 years old must have access to supporting adults on-site.** For example if two teenagers are leading an Xplorer group during the service, they must be able to access the Xplorers' parents in the auditorium and an older leader should be rostered on Quest alongside a teenage leader.
- 7.5. **An adult in this context is defined as someone who is aged 20 years and older.**

7.6. In addition, the following leader to child ratios must not be exceeded:

Sunday mornings and events at Cityside	
Under 2s	1 leader : 3 children
2-4 year olds	1 leader : 6 children
5-8 year olds	1 leader : 10 children
9-12 year olds	1 leader : 20 children
13-17 year olds	1 leader : 25 youth
Events off-site	
Under 5s	Are the responsibility of their own parents at events
5-13 year olds	1 adult : 8 children/youth
14-17 year olds	1 adult : 10 youth
Events involving swimming or water	
Supervising adults need to be attentive and within arm's reach of any children in the water who can't swim.	
Under 5s	Are the responsibility of their own parents at events
5-17 year olds	1 adult : 4 children or youth who can swim 1 adult : 2 children or youth who cannot swim

If when children/youth are being dropped off to an event there are not at least two leaders present and the ratios outlined above are not met, the event cannot go ahead.

Note re Matrix (13 year olds/Years 9-13): One adult leader aged 20+ is sufficient for Matrix post-service basement sessions as most Matrix youth are over 14 and other adults are on-site, but Matrix events at other times or places need to adhere to the ratios outlined above.