

# Reformed Baptist Church, Alloa

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## WORKING WITH CHILDREN Guidelines for Collecting Children

### Document History

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## Guidelines for Collecting Children

*All staff involved in collecting children must possess a copy of the church's policy on collection.*

### (1) Purpose

Pick-up teams have a vital role in Sunday School work. They provide a key means of communication between parents and teachers. The continued attendance of children may depend as much on their collector as on their teacher. Collectors must endeavour to build a happy relationship with all the families whose children they collect.

Children are entrusted to our care by their parents. We must therefore give constant attention to their safety and well-being. These guidelines, together with the Discipline and Child Protection Rules, are designed to assist, and must be observed if the church is to continue to have the privilege of many children at Sunday School.

### (2) Safety

It is easy to see that all the spiritual objectives of the Sunday School could be dashed if children were to be hurt or lost. The following rules are therefore vital:

- Never bring a child to Sunday School without the permission and knowledge of his or her parent(s), and without obtaining the details required on the registration cards (name, address, date of birth, telephone number, etc), even if this means delaying his or her attendance for a week, during which you can call for the necessary information. A dangerous situation could arise if we had a child at Sunday School who became ill and whose address we did not know.
- If a child who has been collected changes his mind and refuses to enter the vehicle or premises, be sure to return him home and explain the situation to his parents.
- Always be on time. Children left waiting (whether at the church or on streets and estates) are open to danger.
- The youngest children should always be delivered right to their classroom on arrival, and collected from there to go home.
- On returning home, ensure children get into their flats or houses: do not just drop them off and leave them to find their own way indoors.
- Be sensible about physical safety. Keep children in a group and away from traffic while waiting for cars or buses. Wait until vehicles are stationary before allowing children to cross in front of them. Keep careful control as children move between stationary vehicles at the church, before and after Sunday School. At all times watch out and be alert for dangerous situations. Once children are in a vehicle, it must not be left unattended. Check that seat belts are fastened, and doors are firmly closed.

While travelling, do not allow playing with doors, leaning out of windows or rough games. If children persist after a Warning, report the matter to the transport coordinator or the children's department leader urgently.

### **(3) New Children**

Generally priority is given to areas closest to the church when recruiting, so that the maximum use of transport can be made. Always take new children with their completed registration cards to the New Children's Desk on arrival at Sunday School. (A separate desk is assumed for larger Schools.) Ensure that details are correctly processed (as described shortly) and recorded in your own route pack. If young, find out which department a child will be in, so that you know where to collect him/her at the close of Sunday School.

Too many new children (particularly of the same age) on one Sunday can disrupt the atmosphere and be counterproductive. It is better to aim at a few recruits each week.

### **(4) Misbehaviour**

The Discipline and Child Protection Rules must be adhered to by all of our children's workers. These include the principle 'Prevention is better than cure.' Many problems can be avoided if staff are punctual. Dangerous situations arise when children are left waiting. Be watchful and ready to avoid and divert potentially difficult behaviour (eg: seat unruly children separately in vehicles).

### **(5) General**

- If you have to be away on a Sunday, advise the transport coordinator as soon as possible so that arrangements for a stand-in collector may be made in good time.
- Relay information about the children to their teachers. In the case of important or urgent information (eg: child seriously ill, family moving, dissatisfaction with Sunday School, discipline problems, etc), let the department leader know also. The name of each child's teacher or department contact name is contained inside each route pack.
- If children swear, insult staff, act abusively to other children or damage the vehicles (eg: seating), that behaviour must be referred to the department leader.
- If standing in for the regular collector and not known to parents, carry some form of ID, eg: a Sunday School invitation card.
- Members of the transport team must discuss cases of repeated non-attendance with teachers and not decide themselves, without reference, to stop calling for a child.
- Aim to fill each seat in your vehicle. If there are vacancies and you are on a recruiting route, it may be helpful to canvass other families from the area you already visit.
- Encourage each child to bring their Bible.