

Children's Space Safety Guidelines

Supervision

Children need to be escorted between Children's Space and the church auditorium. If they want to go back during the session, they must be accompanied and handed over to a parent/care-giver, even if they are older.

Check that the door in the foyer out to Mt Eden Road is always locked, and that the green door in the 2to5s area is kept closed during the session.

At the end of the session, 2to5s and Years 1-3 children who have not been collected should be accompanied back to their parents so the parent knows the responsibility of care is handed back to them.

Do not open the folding doors through to the hall until all the 2to5s children are with their parents.

Avoid staying alone with a child.

Please do not leave your child out at Children's Space if they are unhappy about staying without you, or if they are too young to manage alone. We want children to feel positive and happy about coming to Children's Space, as this is one of their first experiences of God's love as shown through the church community. You are welcome to stay with them as long and as often as you need to - many of our children need this support until they are 3 or more.

Toilet

Older children need to tell an adult when they go and check back in again when they return.

2to5s should be accompanied back to their parents/care-givers for assistance with toileting or nappies.

Food safety

The 2to5s area is food-free apart from the 'Fantastic Original' rice crackers provided for morning tea, in order to keep children with allergies safe. This includes bottled milk carried around by small children, as we need the carpet and toys to stay clean as well. Children can have a snack in the service before they go out to Children's Space, and can sit at the tables in the hall space to eat their morning tea after the session.

Please do not include food in the programme activities unless you have checked how to make sure it's safe with all the parents of children with allergies.

First Aid

If a child is hurt parents/care-givers must be informed as soon as is practical and appropriate, and immediately for more serious injuries. Some plasters and tissues are kept in the cupboard by the 2to5s mat.

Evacuation

In an emergency such as a fire, stay calm and reassuring, and escort the children out the door by the 2to5s area. If possible, get one adult to check the toilets.

Assemble on the footpath up Mt Eden Road well away from the church building.
Adults must stay with the children until each is collected by a parent or care-giver.

Children's Space

Behaviour Management

2to5s

Interact actively with the children rather than only chatting with other adults, so that you can spot potential conflicts brewing and help the children to resolve differences amicably.

Catch children being good and praise them for it: "You're listening well... You were kind to share that toy..."

If a child is behaving inappropriately, remind them of what is expected: "In Children's Space, we...", help them to make reparations if needed and then to start doing something appropriate.

If a child's behaviour is unsafe (eg: they hurt other children) or if they continue to behave inappropriately after being warned, they will need to return to their parents/care-givers.

- Go with the child to make sure they get to their parent/s safely, or else get their parent to come out to Children's Space if the child does not come willingly with you - never hold or pull the child.
- Tell the child that we still like them and that they are welcome to come back to Children's Space when they can behave appropriately (eg: '..when you can play without hurting other children... when you can share the toys without grabbing them off other children...').
- Let the parent know why the child has returned, and let Kirsten know later if you feel the behaviour needs to be monitored over the following weeks.

Primary Aged Kids

Insist that the children sit comfortably with their bottoms on their chairs in group time, or on a cushion at mat time. Sit next to the most restless ones so that you can discreetly encourage them to sit still.

Encourage the kids to use quiet voices during group time, so that each group can focus on what they're doing. Tell them that their voice should just be loud enough to be heard at your table, not right across the room. Remind them to speak one at a time so that everyone can be heard.

Comment on the behaviour that you want to encourage: "I can tell you're really listening carefully" "Thanks for waiting so patiently for your turn" "You obviously thought hard about that answer".

Use things like going first and choosing colours of activity gear to reward good behaviour "I'm looking for someone who is sitting on their chair and not calling out...to choose their favourite colour" "I'm going to choose ... to go first because..."

Don't be afraid to remind any children who make it difficult for you or the other children that they don't actually have to be with you, and can return to their parent/s in the main church space if they are not willing to be a cooperative part of the group. It's important that our kids behave well if we are to have a pleasant, safe time of learning and thinking and interacting for everyone involved - the kids and adult helpers.

- If a child hurts another child, or continually interrupts and is uncooperative or silly, ask the child to accompany you back to their parent/s. If they won't come with you, you will need to go and get their parent instead – never hold or pull the child. Ask another group leader to keep an eye on your group for a minute while you're gone. Please make sure that the child reconnects with their parent/s - don't just send them back alone.

- Tell the child that we still like them and that they are welcome to return when they choose to behave in an appropriate way that doesn't make it hard for you or other kids, or when they can be with the other kids without hurting them.
- Let the parent know why their child returned early, and please tell Kirsten as well if you feel the behaviour needs to be monitored over the following weeks.

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