



## Policies and Procedures

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The entire KBC Child Protection Policy is available in the KBC Leadership Manual Volumes 1 & 2, on the KBC App, and on the KBC website. It's important for volunteers to not only read and know the policy, but we require that every volunteer agree to abide by it as part of the application process.

### Volunteer Background Check – Required for Every Adult Volunteer 18 and Older!

In an effort to stay above reproach with our partnering school districts, all adult volunteers are required to complete a volunteer background check annually, doing our part to keep all children and volunteers protected and safe. Please note, you must use a desktop or laptop computer to complete the background check.

#### Volunteer Background Check Process

1. Go to [KidsBeachClub.org/volunteers](https://KidsBeachClub.org/volunteers)
2. Watch the [Policies and Procedures](#) video
3. Read the [KBC Child Protection Policy](#) and the [KBC Statement of Faith](#) below the video
4. [Click the box](#) to let us know you have watched the video and read the two documents
5. [Read below](#) and [click the box](#) to agree to the terms and conditions then [complete the Volunteer Registration Form](#); let us know you're not a robot!
6. [Click Submit & Continue to Background Check](#)
7. [Click the orange "Please Click Here to Complete National Background Check"](#)
8. Select [District](#) from the list of [Current Opportunities](#)
9. In the right column, select the [School](#)
10. From the next screen, click [Proceed](#)
11. Click [Yes](#) to continue giving us permission to run your background check
12. [Enter all required Personal Information](#)
13. [Continue through application before submitting](#)

### Teen Helpers

- All volunteers, with the exception of Teen Helpers, must complete the online "Volunteer Background Check" annually.
- **Volunteers ages 14-18** must complete the [Teen Helper Application](#) (found on the Club Leader Tools Page) AND begin the online "Volunteer Background Check." Teen Helpers should [watch the video](#), [read the two documents](#), continue to the "[Volunteer Registration Form](#)," then **STOP** when prompted click the orange National Background Check button.
- Teen Helpers must serve alongside an approved adult volunteer and do not count in your adult-to-student ratio.
- Maximum ratio of one adult leader for every 10 students.



### Permission Forms (online or paper version)

- Parents must give permission for their student to attend Beach Club® – preferably using the online registration form. Parents simply click the QR code found on flyer to register their student(s). A paper version is available if necessary.
- Enter all information from the paper registration forms into the KiDs Online Management System™ (KOMs™) promptly and accurately.
- Must have copies of student permission forms with you at Beach Club® or a mobile device to access them in KOMs™.
- Note allergies, medical conditions, special needs and if photo/video cannot be taken.

### Keeping Kids and Leaders Safe

- Be prepared before kids arrive.
- Two-adult rule: NEVER be alone with a student. NO EXCEPTIONS. Stay where other leaders can see you. Two non-related adults need to be present when there is just one student.
- Three-person rule: May be used when situations arise where a student needs to be in a different location (i.e., restroom, decision counseling, etc.) and MUST include at least one adult.
- Have an organized plan for dismissal.
- Two non-related adults must stay until the last student is picked up.
- We are never allowed to give students a ride home. Our liability insurance only protects students and volunteers from the club to the curb.

### OUCH Reports

- Informs parents and school administration of injury. In a serious medical emergency, call 911 first and then the student's parents.
- Informs parents and school administration of behavioral problems.

### Reporting Abuse

- The definition of child abuse as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) is located in the Safety & Security sections of the KBC Leadership Manuals Volumes 1 & 2.
- Suspicions of abuse or neglect MUST be reported.
- All reports are held in strictest confidence.
- Keep a copy of the KBC Child Protection Policy found in the KBC Leadership Manuals Volumes 1 & 2 readily available at Beach Club®. It may also be found on the KBC App if you have it downloaded on your mobile device.

### Photos and Videos

- Parent permission to photograph/video their student is given when a student is registered unless the parent indicates otherwise.
- Protect the privacy of students when posting pictures to social media. Make sure their last name is not visible on their name tag, on their Bible, in published photos or video.

### Spiritual Protection

- Present God's Word age appropriately and responsibly.
- Clearly present the gospel and give students opportunities to respond.
- Follow-up is key!



## Training Announcements

### Video Training Portal

The Video Training Portal is an online resource, which features each aspect of Beach Club® and additional club-related topics on video and makes them available all in one place for your convenience. The portal is accessible from the Login page and requires a password. Please check with your Club Leader for access.

### Leadership Manuals

The KBC Leadership Manuals include Volume 1 – Administrative Guide; Volume 2 – Beach Club Essentials; and Volume 3 – Record Keeping Made Easy. You may download copies of each manual from the Club Leader Tools page (password protected) on the KBC website. You may also purchase printed copies from the KBC Surf Shop.

### KBC Study Bibles & Great Treasure Day

Great Treasure Day is the day your Beach Club® presents Bibles to new students. You have helped us distribute thousands of Bibles since 2003 and we're looking forward to handing out thousands more this year. More information about GTD is found on our KBC website at [KiDsBeachClub.org/great-treasure-day](http://KiDsBeachClub.org/great-treasure-day). Ideas about making this day special for your Beach Club® kids are found on the Club Leader Tools page.

Every new student in Beach Club® will receive a Free KBC Study Bible. Churches are responsible to place their Great Treasure Day Bible order following the third week of Beach Club®. The Great Treasure Day Bible Order Form is located on the Club Leader Tools page. Bibles will be shipped directly to churches or arrangements can be made to have them picked up at KBC.

### Curriculum

- 2023-24 Curriculum can be accessed through a link on the Club Leader Tools Page.
- 25 lessons available, including Great Treasure Day, Thanksgiving, Christmas, and Easter, plus 20 weekly lessons, including 10 each from the Old Testament and New Testament. There is also an optional lesson called "Welcome to KiDs Beach Club®!"
- Hang 10 Pages – daily Bible reading plan for kids. Distribute weekly during Surf Team Time.
- Supporting Materials – materials to enhance the club experience, e.g., KBC TV video segments for each part of Beach Club®, bookmarks, posters and memory link/character word cards, and more.

### Leader T-Shirts

The Leadership T-Shirt is a cotton shirt which proudly displays the KiDs Beach Club® logo on the front and what we do on the back, which is "Connecting KiDs to Christ and Putting Bibles in Their Hands." T-Shirts are available until supplies run out. Information on ordering Leader and Club T-Shirts is available on the Club Leader Tools page. *Special note for returning volunteers: If you already have a leadership t-shirt, please consider getting a new one so it will be fresh and help us maintain the integrity of our KBC Brand Standard.*

### Memory Link Posters

KiDs Beach Club® offers created Memory Link posters to supplement its curriculum. The final page of each lesson includes that week's Memory Link and beach graphic, but they have also been enlarged into 13x19-inch posters that are available in the Surf Shop of the KBC website.



## Beach Club® Surf Shop

Stock up on all the latest KBC swag at the Surf Shop! It's open 24/7 for your convenience! Visit our store at [KiDsBeachClub.org/Surf-Shop](http://KiDsBeachClub.org/Surf-Shop) where you will find teaching resources, KBC t-shirts for kids, KiDs Beach Club® TV – Season1 DVD, window stickers, coffee tumblers, blankets and more!

## #MyKBCStory

Share your Beach Club® stories with us. We are grateful for you and are excited to hear how the Lord is working through you in Beach Club®. Hearing your experiences and stories not only inspires us in the corporate office but encourages others who are part of our amazing team of volunteers, parents and supporters. As the Lord provides powerful moments in Beach Club® please take a moment to share photos, videos and stories with us by emailing [photos@kbcmail.org](mailto:photos@kbcmail.org), visiting [KiDsBeachClub.org/MyKBCStory](http://KiDsBeachClub.org/MyKBCStory) or by tagging @kidsbeachclub in your posts on Facebook, Twitter and/or Instagram.

## Be an Active Part of Our Online Community

Do your friends know how passionate you are about being a KiDs Beach Club® volunteer? Help spread the word about this incredible ministry you faithfully serve that is "Connecting KiDs to Christ and Putting Bibles in their Hands". If you're not following us on social media already, join us on Facebook, Twitter and Instagram. It's quick and easy to make an account! Once you make an account, follow us @kidsbeachclub. Social media can help us reach millions of people who have never heard of KiDs Beach Club® and that we're sharing the gospel in public schools. By following us and engaging with our content, you help in building our branding and credibility. See you online soon!

## Facebook Group Just for Club Leaders & Volunteers

Hey KBC volunteers, please join our private Facebook group designed just for you to allow you to share your ideas, collaborate, ask questions, and offer encouragement to other Beach Club® volunteers. Just log into your personal Facebook page, go to the search bar and enter "KiDs Beach Club Leaders and Volunteers" then click the +1Join just to the right of the group's name. Be prepared to answer a couple of questions – the role you serve in Beach Club® and the name of the school where you serve – so we can easily verify you as a KBC volunteer.

## North Texas Giving Day

Since the KBC corporate office is located in North Texas, we are able to participate in North Texas Giving Day. This is sponsored by an organization that helps non-profits raise funds. We hope you will prayerfully consider making a \$20 gift, which is the amount it costs KiDs Beach Club® to put one Bible in the hands of a child. Would you also consider becoming a G.E.M. and **Give Every Month**? For more information visit: [KiDsBeachClub.org/giving](http://KiDsBeachClub.org/giving).