



# 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 NEW 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 cannot use a mobile or tablet device to complete the background check; you must use a desktop or laptop computer.

### Volunteer Background Check Process

1. Go to **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 purple "**Please Click Here to Complete National Background Check**"
8. Select **District** from the list of **Current Ministry Opportunities** in the left column to fill out your background check application
9. In the right column, select **School**
10. From the next screen, click **Proceed**
11. In the pop-up box, 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 under the age of 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 kids.

## Permission Forms (online or paper version)

- Parents must give permission for a student to attend Beach Club – preferably using the online registration form. 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 original or printed copies of all permission forms with you at club or a mobile device to access them.
- Note allergies, medical conditions and special needs.

## 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

- You will find the definition of child abuse as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) in the Safety & Security sections of your leadership manuals.
- 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 and the Club Leader Tools page on the KBC website) readily available at Beach Club. It may also be found on the NEW KBC App if you have it downloaded on your mobile device.

## Photos and Video

- 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.

## Updated Leadership Manuals

Every **new** club will receive one free copy of each of the KBC Leadership Manuals. These include the Volume 1 – Administrative Guide; Volume 2 – Beach Club Essentials; and Volume 3 – Record Keeping Made Easy as well as one Jesus, Baptism and Me booklet. Additional copies of each may be downloaded from the Club Leader Tools page (password protected) on the KBC website.

## KBC Study Bibles & Great Treasure Day

- Great Treasure Day is the day your club presents Bibles to new students. You have helped us distribute more than 70,979 Bibles since 2003 and we're looking forward to handing out over 71,000 Bibles this year. Information and ideas about making this day special are on the KBC website at [KiDsBeachClub.org/great-treasure-day](http://KiDsBeachClub.org/great-treasure-day).
- Every new student in Beach Club will receive a KBC Study Bible. **Churches are responsible to place their Bible orders following their third week of 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 for pick up through your Club Relations Specialist.

## Leadership T-Shirts

The 2022 Leadership t-shirt is a blue 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." You can find the club leadership t-shirt order on the Club Leader Tools Page on the KBC website. Leadership t-shirts are \$6.50/shirt when you use the special coupon code (**50OFF**). The special coupon code may only be used once per Beach Club. T-Shirts are available until supply runs out.

## Curriculum

- Curriculum is available August 1st for the entire year.
- 24 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 for NEW Beach Clubs 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.

making  
**Jesus** cool  
at school!®

## 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 for sale in the Surf Shop of the KBC website. The set of 24 four-color posters are available for a donation of \$30, plus shipping costs.

## 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](https://KidsBeachClub.org/Surf-Shop) where you will find many of our Beach Club 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 nearly 2,700 volunteers and more than 30,000 parents and supporters. As the Lord provides powerful moments in Beach Club, please take a moment to share them with us by visiting [KidsBeachClub.org/MyKBCStory](https://KidsBeachClub.org/MyKBCStory) or by tagging [@kidsbeachclub](https://www.facebook.com/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](https://www.facebook.com/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 club volunteers. Just login to 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're 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, which this year is on Thursday, September 22. 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. If every one of our nearly 2,700 volunteers was able to give, we would raise nearly \$54,000. That's a lot of Bibles we can put in the hands of children in public schools. For more information, visit: [KidsBeachClub.org/GivingDay](https://KidsBeachClub.org/GivingDay).

**KiDsBeachClub.org**

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