

SECURITY, SAFETY & EMERGENCIES

SECURITY TAGS & SIGN IN/SIGN OUT PROCEDURES

NURSERY—When an infant or Toddler is dropped off, parents are required to sign in their child on a sign in sheet with specific instructions for their child. They are also given a pager that must be returned to pick up their child.

2 YEARS OLD THROUGH KINDERGARTEN—Children must be signed in at the time of drop off. The parent will receive a number that is the same as the number placed on the child. The number must be brought back and match the number on the child to be released.

GRADES FIRST THROUGH FIFTH—The 1st-5th graders will attend service with their parents during first hour for 15-20 minutes before they are dismissed to class. Leaders will meet them in the foyer and escort them to their respective rooms. A child **MUST** have a sticker on identifying where the parent can be located in the event of an emergency. Registrations Stickers will be available at the ministry counter or downstairs at registration. If a child comes to class without that sticker from the service, give them a sticker, escort them upstairs and have them quietly slip back into service and have their parent fill out the sticker. If a child arrives for 2nd hour only, parents will be asked to fill out the sticker at the time of drop off. Children **WILL NOT** be dismissed at the end of the hour until a parent arrives to pick them up.

TEACHER IDENTIFICATION—All those serving in a classroom are **required** to wear nametags, identifying them as a worker authorized to be in the classroom.

GENERAL SECURITY—There must be two adults present in the classroom at all times. If only one teacher is present, a parent will be asked to stay until the second teacher arrives. In the event that there are not enough adults, classes may be combined or closed.

During services children are not allowed to wander around the halls. If you see a child who is "ditching" class please approach them or contact a coordinator. We will take the child to their appropriate class or to their parents. *Please report immediately any suspicious individual that may be in the halls.*

REGISTRATION—All visitors (parents &/or students) should be greeted at the door and asked to fill out the registration card before leaving their child in class. The registration cards are available at the back of each attendance clipboard in each classroom. This information is important in two ways—one, we can make a follow-up call to the parents and secondly, if we do not get this information they cannot be added to the database and won't be on the attendance sheets or the mailing list. Your follow through on this is vital!

TAKING A CHILD TO THE BATHROOM—For the safety of the children as well as to protect the workers the following must be strictly adhered to:

- 2 & 3 year olds will use the bathrooms within the classrooms where the adult assisting the child is in view of the other workers. The 4 & 5 year olds will need to use the bathroom in the hall. When possible take at least two children with you to the bathroom or make sure there are two adults present. Another safe guard is to alert the nursery workers across the hall that you are taking a child to the bathroom, they can be the "second adult."
- All children early childhood through second grade must be accompanied to the bathrooms. When taking a child to the bathroom, make sure the bathroom is empty and wait outside the door (for younger children, put your foot in the door without going in). In the event a child needs assistance, the door must be left open and another adult must be present. If possible take more than one child at a time.
- Encourage 1st—5th Graders to use the single bathroom near classroom 4E & 5E, watch them from a distance watch to make sure they enter the bathroom and when they are finished direct them back to the classroom. For 1st & 2nd graders wait near the door until they are finished and then escort them back to the classroom.
- NEVER go into the stall with a child and close the door.

MEDICAL PROCEDURES—Typically an injury can be treated with a little loving attention, a cool cloth, a little first aid cream and a band-aid. A first aid kit is available in each of the preschool rooms as well as in the church kitchen (ice packs are available in the freezer). Please treat the child and complete an "ouch report" and place in the child's box or give to the parent when they arrive. Talk to the parent when they arrive to pick up their child if possible explaining what happened and that the "ouch report" has their phone # on it in the event that they have more questions. If the accident occurred during first hour and you (teacher) weren't there at pick up time, please call the parent later that day to answer any questions they may have. **Keep in mind that we are not authorized to dispense any over the counter or prescription medications.** In the event a child needs more attention that we can provide, contact the coordinator and we will locate the parents.

SERIOUS INJURY—involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows.

1. Keep calm and keep children and the injured person as calm as possible. Speak calmly to the child.
2. Do not move the injured child and do not leave them.
3. In an extreme emergency, have fellow teacher call 911, otherwise contact the coordinator and they will locate parents, notify any medical personnel available in the building and call 911 if necessary.
4. All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency.

**For more specifics see complete copy of the Church Protection Policy