



## The City's Security and Safety Policy

One of the goals of The City is to provide a safe, secure and loving environment for children. In an effort to accomplish this, there are several security measures in place to protect the children, parents and the church.

- A. **Allergies:** Never give peanut products to children as a snack. Some children have severe reactions. Be aware of children in your class who have any other food or environmental allergies. This information can be found on the child's nametag.
- B. **Sign-In/Check-out:** The Volunteer Lead or Children's Ministry Director will begin signing in children at 10:15 on Sunday mornings. At check-in, the child will receive a nametag with the child's number, age, class, and other information for the teachers. The parent will receive a check-out tag with the same information. The child's number will be used in service if we need to contact a parent. The number will be placed on the screen in the sanctuary. If a parent or guardian sees his or her child's number on screen, they should report to the children's area immediately.

At check-out, parents will give the check-out tag to the volunteer at the front desk. At that time, the volunteer will either bring the child to the parents or accompany the parents to the child.

- C. **The Classroom:** There must be two adults in each classroom at all times. There is a Volunteer Lead on duty each Sunday to call if you need to use the bathroom, have a question, or an emergency. The Lead

should be checking in with you every 15-20 minutes.

- D. **Visitors:** In addition to filling out the attendance sheet and getting a name badge/sticker, visitors should fill out the first time visitor form found at Guest Services. The Children's Ministry Director or Volunteer Lead will check with the family when they arrive to ensure this has been completed and will explain the pick-up procedure and other policies.
- E. **Volunteer Identification:** All adults who enter into The City are required to wear a The City nametag as a means of identifying them as an adult authorized to be in the children's area. Only City volunteers, teachers, and children who are checked-in with a nametag are allowed into the children's area. Parents coming back for tours, drop-off, or pick-up must be accompanied by an authorized City volunteer. Do not let unauthorized individuals into The City area or classrooms. If you see someone in the children's area or in your classroom and you are unsure if the person is authorized, please inform the Children's Ministry Director or Volunteer Lead immediately.
- F. **Snacks and Drinks:** Children or families are not to bring outside snacks into The City. All personal drink cups must be clearly labeled with the child's name and may only contain water. Only snacks listed on the approved snack list will be offered to children.
- G. **Sick Policy:** Check for signs of illness. DO NOT accept children who you are in question about their health. Do not admit a child who:
  1. Has had a temperature of 100 degrees within the last 24 hours.
  2. Has vomited or had severe diarrhea in the last 24 hours.
  3. Has a runny nose with colored discharge.
  4. Has been exposed to a contagious illness. (Flu, chicken pox, measles,

strep, etc.)

5. Has been coughing excessively.

Contact the Volunteer Lead if you are uncertain as to whether or not a child should remain in the room if they begin to show signs of illness. Parents should be contacted so they can remove the child from the room. Parents should contact the Volunteer Lead if the child is diagnosed with a contagious disease within 3 days of being involved in a Children's Ministry activity or event. We will not tell the other parents who is sick, but would like to inform anyone that has been exposed to keep an eye out for signs of illness.

**H. Bathroom Procedures:** The elementary and preschool classrooms will each take one bathroom break during service. Teachers will accompany the class to the restrooms. Only parents or legal guardians may accompany children inside the bathroom or bathroom stall with the door closed. If a child in your class needs to use the bathroom outside of the time given for a bathroom break, and they are fully capable of doing so without any help, then you may accompany them to and from the bathroom. If a child requires help in the bathroom, then you should contact the Volunteer Lead on call to obtain the help of the child's parent. Under no circumstances should a City worker be in any bathroom with a child with the door closed.

**I. General Security:** During services children are not allowed to wander the hallways. If you see a child who is not in class, please approach the child or contact the Volunteer Lead. The child needs to be taken to the appropriate class or into the service so they may sit with their parent. If you see an adult not wearing a The City badge wandering around the children's area please approach the person or notify the Volunteer Lead immediately. They will be asked if they need help and directed to the appropriate person.

**J. Medical Procedures:** Typically, an injury can be treated with loving

attention, a cool cloth and a Band-aid. A First Aid kit is located in each classroom. Please talk with the parent after class, letting them know what happened and how the injury was treated. The City volunteers are NOT authorized to dispense any over-the-counter or prescription medications. In the event a child needs more attention than listed above, we will notify the parents.

**Serious injuries:** involving broken bones, convulsions, fainting, unconsciousness or other serious injury should be treated as follows:

1. Keep calm and keep the children and injured person as calm as possible. Speak calmly to assure the child.
2. Do not move the injured child and do not leave him/her.
3. Call, or send a fellow volunteer to locate, the Volunteer Lead or other volunteer for assistance.
4. If needed, call 911.
5. The volunteer Lead or Children's Ministry Director will contact the parents and inform them of the child's situation and procedure being followed.

## **Emergency**

### **Fire**

1. Acquaint yourself with the evacuation route for your classroom. Exit the nearest door. Take children down the sidewalk and away from the building.
2. Before evacuating, count the number of children in your class. Compare it to the attendance sheet and take it with you.

3. Evacuate to the sidewalk outside the building. Upon arrival, take a head count to ensure all your children are with you.
  4. Await further instructions from the Volunteer Lead or The Place church staff.
  5. First Aid will be brought to you as needed. Do not leave your group to obtain first aid.
  6. Remain calm, which will help keep your children calm. Keep them informed as you have information to share with them.
  7. Release children only to their parents and only after you have marked them off your attendance sheet. Do not dismiss any children to go on their own.
- Note to Parents:** In case of a fire, please pick-up your children OUTSIDE.

## Tornado

1. Acquaint yourself with the evacuation route for your classroom. Take children into the lowest level of the building in a windowless room.
2. Before evacuating, count the number of children in your classroom. Compare it to the attendance sheet and take it with you.
3. Upon arrival, take a head count to ensure all your children are with you.
4. Await further instructions from a member of Children's Ministry Director or The Place staff.
5. First Aid will be brought to you as needed. Do not leave your group to obtain First Aid.

6. Remain calm, which will help keep your children calm. Keep them informed as you have information to share with them.

7. Release children only to their parents and only after you have marked them off your attendance sheet. Do not dismiss any children to go on their own.