**DAVID’S COMMUNITY BIBLE CHURCH**

**SECURITY, SAFETY, AND EMERGENCY PROCEDURES**

**FOR CHILDREN AND YOUTH**

David’s Community Bible Church is committed to providing a safe, secure, loving environment for children. In an effort to accomplish this we have several security measures in place to protect our children, their parents, and the church.

**Security Tags**

When parents check in their child(ren) (birth – 5th grade) at our KidCheck stations, two tags are produced. The name-tag is placed on the child, and the other part remains with the parent. When the parent returns for the child(ren), they must provide their portion of the name tag as a "security claim check" for their child.

Parents of babies and toddlers also receive a Parent Pager when dropping off their child in case there is a need during the program. The number on the pager is written on the child’s security tag. Should a parent need to be reached while the child is in our care, the number on the child’s security tag will be entered into the transmitter and the Parent Pager will silently vibrate alerting the parent that they need to return to their child’s room. The parent must return their pager when they come to pick up their child.

It is imperative that the child only be returned to the parent with the security claim check and the Parent Pager (babies and toddlers). There may be custody situations. Therefore, do not return the child to anyone other than the person with the child's security claim check. If a parent has lost his or her security claim check, Parent Pager, or appears to be upset regarding the enforcement of this policy, please refer them to a staff member or ministry leader. **Under no circumstances return a child to anyone without the security claim check.** This includes parents, grandparents, aunties, uncles, siblings, baby-sitters, friends and neighbors.

*Food allergies are also noted on the security tag.* Please take note if you are serving any snacks.

One teacher should be assigned to monitor the pickup of children at the classroom door. He or she is responsible for receiving and verifying the name tag and pager for each child. If a parent has lost the name tag or pager, please notify a staff member or ministry leader. The staff member will then be responsible for the release of the child back to the parent.

Only approved volunteers are permitted in the nursery. Parents will pick up children at the door of the classroom.

**Elementary Age Children Dismissal**

Children in preschool through 5th grades must remain in their classroom until picked up by a parent. Even though the child may say they are to meet their parent, do not release them on their own.

**Bathroom Runs**

For the safety of the child as well as your own, no adult or teen should ever be alone with a child, especially in a bathroom setting. See the procedures section of this document.

**Teacher Identification**

All adults in the classroom are required to wear a name-tag as a means of identifying them as an adult authorized to be in the classroom. Do not allow unauthorized individuals into your classroom. If you have any questions about someone coming into your room, please contact a usher, coordinator, staff member, or ministry leader.

**General Security**

During services children are not allowed to wander around the church facilities and grounds. If you see a child who is not in class, please approach him or her or contact a coordinator or staff member. We will take the child to their appropriate class or to the worship service so he or she may sit with the parent.

If you see an adult wandering around the building, please approach them or notify an usher, coordinator, or staff member. We will ask them if we can help them. Otherwise, for security purposes, we do not permit people to wander around the children's classes.

**Special Needs Children**

Volunteers at David’s Community Bible Church are not equipped to deal with children with special needs. Therefore, a parent or aid needs to accompany a special needs child during our children’s programs. This parent or aid will need to complete our volunteer application process.

**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 the kitchen downstairs and the lobby closet on the main floor. Be sure to wear latex gloves when dealing with any bodily fluid. Please treat the child and complete an “Ouch Report.” Ouch Reports are in the classrooms. If a serious injury occurs, you will need to fill out a longer Accident/Injury Report Form. Give your report to the ministry leader or Christian Education Director. Please talk with the parent on their arrival letting them know what happened and how the ouch/injury was treated. **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 than we can provide, the parent will be notified.

**Serious Injuries** involving possible broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows.

Keep calm and keep children and the injured person as calm as possible. Speak calmly to assure the child.

1. Do not move the injured child, and do not leave him or her.
2. Send a fellow teacher to locate the parent, a pastor, or an usher. If needed the parent, coordinator, or usher will contact 911.
3. The coordinator or usher will contact the parents and advise them of the child's situation and procedure being followed.

If the child is to be transported to a hospital and the parents cannot be located in time, the staff member will accompany the child to the hospital.

The staff member will follow up with the parents as needed.

All volunteers and staff members involved in the emergency should write out an Accident/Injury Report Form of what happened immediately following the emergency.

Should the child require medical attention, please send someone immediately to the lobby and ask for an usher. We will call 911 if needed and contact the parent. Do not move the child.

**Emergencies:**

**Classroom Evacuations**

1. See the evacuation route posted in your classroom.

2. Before evacuating, count the number of children in your class.

3. Evacuate to the cemetery driveway. Upon arrival take a head count to insure all the children are with you.

4. Await further instructions from a staff person or ministry leader.

5. First aid will be brought to you as needed. Do not leave your group to obtain first aid.

6. Remain calm. It will help keep your students calm.

7. Release children only to their parents. Do not allow a child to leave until a parent arrives.

**In-Class Sheltering**

1. If an incident occurs where in-class sheltering is needed, please take all of the children to a “hiding place” where they cannot be seen from the doors. (closets, bathroom, corner, etc.)

2. Close and lock doors as possible.

3. Try to keep children as quiet as possible.

4. Stay in place until an usher, pastor, or law enforcement officer comes to escort you and the children to a safe place.

**CHILD ABUSE POLICY**

An important goal of David’s Community Bible Church is, "to provide a safe, secure, loving environment for children to participate in and where parents feel comfortable leaving their child." Therefore, we have a policy that reflects our desire to prevent child abuse and to stop child abuse as we become aware of it.

Our first line of defense in preventing child abuse is the application, screening, and interview process that all volunteers in our ministry must complete prior to being placed permanently in a classroom. All people who work with children regardless of their area of ministry are expected to adhere to the following policies. Failure to do so may result in dismissal from their ministry position.

1. Worker approval and identification:

•  All workers must have completed our application process which involves an application, references, an interview, and two approved background checks on file in the church office.

•  All workers must wear an approved identification name tag when on duty.

•  Report people wandering around, or suspicious activity, to your supervisor or an usher.

2. Restroom procedures:

•  Workers may never take a child, alone, to the restroom. Adults should wait outside the door for the child.

•  School age children may be sent to the restroom without supervision but with the permission of an adult. Teachers should monitor this situation closely. (Be aware of time gone, or have another adult check on the child, as needed.)

•  Children should have as much privacy as possible while keeping the door open for young children.

•  Diapers are only to be changed in designated areas by the designated volunteer on each team. Disposable, latex gloves must be worn.

3. Classroom procedures:

•  Physical contact with children, teens, or adults should be minimal and only in the presence of others. Appropriate touching should be limited to handshakes, "high fives,” or a brief touch on the shoulder.

•  At least two workers should always be present with children. If a child arrives before other members of your teaching team arrive, keep the door open.

4. Approved activities:

•  Activities or outings outside of regularly scheduled classes or childcare must be pre-approved by the Christian Education Director. (i.e. a class party or event)

•  Workers are never to take a child to the child's home or worker’s home without parental permission.

•  Teens or children may only ride with other teens or adults with parental permission.

**DEFINITIONS OF CHILD ABUSE**

As defined by "The National Committee for Prevention of Child Abuse":

**Physical Abuse**

Physical abuse may include but not be limited to non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises, welts, broken bones, scars permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

**Neglect**

The failure to provide a child with basic needs including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

**Sexual Abuse**

The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

**Emotional Maltreatment**

A pattern of behavior that attacks a child's emotional development and a sense of self-worth, such as constant criticizing, belittling, insulting, manipulation; also, providing no love, support or guidance.

**Reporting Suspected Child Abuse**

Familiarize yourself with the definitions and descriptions of child abuse listed above.

If you suspect that a child involved in any of the programs of David’s Community Bible Church has been abused, the following steps are to be followed:

•  Report the suspected abuse to the legal authorities. You are a mandatory reporter. Locate a pastor, the Christian Education Director, or the leader of the ministry and make the phone call together from a private office or location.

•  Do not interview the child regarding the suspected abuse. A trained professional will conduct this.

•  Do not discuss the suspected abuse with the other workers, parents, etc. All information regarding the child should be kept confidential with your ministry supervisor and the proper authorities.

You will be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where possible. This report is to be completed within twenty-four (24) hours and given to your ministry supervisor.

After the suspected child abuse case has been reported by a worker, proper steps will be taken to report the suspected abuse to the designated reporting agency.

**CHILDREN'S MINISTRY INFECTION CONTROL POLICY AND PROCEDURE**

**PART 1: INTRODUCTION**

In order to minimize the spread of any infectious diseases within the children's ministry and to insure the health and safety of all children and caregivers, we have adopted the following procedures.

Infections such as diarrhea and Hepatitis A are primarily spread by a fecal/oral route, meaning that there is a higher spread among children who are in diapers. Infections such as serious forms of meningitis, influenza, chickenpox, and most respiratory infections are spread by contact with respiratory secretions. Infections such as pink eye, impetigo, scabies, lice, ringworm, and chickenpox are spread by person-to-person contact. Fever blisters (Herpes) are spread by contact with saliva. Cytomegalovirus, a viral infection often without symptoms in children, but one which can cause birth defects in unborn babies, is spread through urine and saliva. So far as is now known by medical science, Hepatitis B and AIDS are spread by contact with blood (transfusions, across the placenta in the unborn baby and through the birth process) and intimate contact (sexual intercourse and possibly breast feeding). There have been no known cases of Hepatitis B or AIDS spread in day care centers and no documented spread through daily living activities within families. By the very nature of preschoolers' activity, diapered infants and toddlers, and normal infant mouthing behavior, preschoolers are naturally exposed to a higher rate of infection than are other children.

**PART 2: SPECIFIC PROCEDURES**

1. Diapers shall be changed at the changing table with the worker wearing gloves and using disposable changing pads.

2. Strict hand washing is of utmost importance in the prevention of this spread of infection. Therefore, caregivers are required to wash hands after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g., a cut or bloody nose), after toileting, after contact with his/her own nasal secretions, and before food preparation. Caregivers should make sure that a child's hands are washed after toileting, after use of tissues for wiping eyes and nose, and before eating. Disposable towels will be used after hand washing.

3. When an infant or toddler is seen to put an object into his/her mouth, this object shall be placed in the bin for “Toys to be Cleaned.” At the end of each class, all toys that have been used by children should be wiped down with the Clorox cleaner and neatly put away.

4. A disinfecting solution is available in the storage areas.

1. All infant and toddler toys and all play equipment in the early childhood area shall be cleaned with the disinfecting solution after each session. The disinfecting solution is in the bathroom beside the nursery or toddler room. All equipment in infant and toddler rooms (e.g., cribs, swings, walkers) shall be wiped thoroughly with the disinfecting solution after each session.

2. Universal precautions, meaning with every child and caregiver, shall be taken with handling of blood, urine, and feces. Disposable gloves shall be worn by a caregiver when cleaning a cut or a bloody nose. Personnel cleaning bathrooms and disposing of trash shall wear disposable gloves. Gloves are required for use by any caregiver in changing diapers and should be changed after each use. (In the event an emergency precludes the use of gloves in contact with blood, cleaning of skin with soap and water or disinfectant should be done as soon as possible.)

5. All diapers and trash contaminated with spills of blood, urine, and feces shall be placed in trash cans which are lined with disposable plastic liners and are covered and out of reach of children. All trash shall be emptied from the nursery after all the children have been claimed by parents.

**PART 3: PARENTAL RESPONSIBILITY**

Parents should not bring children into any church programs if they have any of the following: runny nose, coughing, fever, vomiting, diarrhea, discharge or swelling around the eyes, a questionable rash, or a contagious disease such as: chicken pox, measles, conjunctivitis (pink eye), or lice. Children must be free of symptoms at least 24 hours before coming into a program.

Parents are to bring disposable diapers during the time that their child is in an early childhood session. Please do not bring toys from home.

If any child exhibits persistent biting behavior while in an early childhood session, his/her parents will be asked to remove that child from early childhood activities until such behavior ceases.

**PART 4: CONFIDENTIALITY OF MEDICAL INFORMATION**

If a child has a medical condition, the staff will make this information available only to those caregivers who need to know in order to protect the child. Parents of children enrolled in any children’s ministry shall not be privy to any confidential medical information.

If you have any questions are concerns not addressed by this document, please talk to the Director of Christian Education.

**DAVID’S COMMUNITY BIBLE CHURCH**

**CHILDREN’S MINISTRY “OUCH” REPORT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent Name)

(Child) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cried “OUCH”

This is what happened:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Here’s how we treated it:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ We feel your child is OK now.

\_\_\_\_\_ Further medical attention is advised.

Sincerely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher’s Name)

David’s Community Bible Church

Accident/Injury Report Form

This form is to be completed by the adult supervisor whenever an accident/injury occurs (for example: injury, accident or emergency). Copies are then to be given to the child’s

parent/guardian and the staff person responsible for the program on the day of the incident.

Name of class or activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Adult Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of injured child/youth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_Age:\_\_\_\_\_\_\_\_

Parents/Legal Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the incident (use the back of this page if necessary):

Where did the incident happen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What area of the child/youth’s body was injured? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was the child/youth doing when the incident occurred?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Give the names of adults supervising the child/youth at the time of the incident or any other witnesses to the incident:

How did the child/youth respond after the incident?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the type of First Aid given or other actions taken-List names of persons administering aid:

Who notified the parent/guardian and when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of program supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Notification:

This is to confirm that I received a copy of this report on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent Signature)

**David’s Community Bible Church Suspected Child Abuse Report Form** page1image3840357328page1image3840366112

**INCIDENT REPORT Please provide the following requested information, if known.**

Name and Contact information of Person reporting suspected abuse:

Date/time of suspected abuse:  
Location of suspected abuse:  
Minor’s name: (A separate report is to be made for each minor involved)

Name and Contact information of Parent/Guardian of minor:

**Please describe the circumstances of suspected abuse, giving dates, locations, and all persons present**: (Use either the back of this sheet or a separate sheet of paper.)

1. If based on personal observation, specify what was observed as factually as possible.
2. If based on statements of child, use the child’s words to relate what was said.
3. If based on statements from another, identify the person(s) involved and relate what was said as accurately as possible.

Name and contact information of person accused of suspected abuse: Relationship of child to person accused of suspected abuse, if any:

**Please indicate to whom notification of the Incident has been given**

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Church Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Child Protective Services: (1-800-932-0313): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Person making this report Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Minister or Ministry Leader receiving report Date