



SAFETY AND SECURITY

APPLICATIONS AND BACKGROUND CHECKS

All of our regular adult CM volunteers are required to complete several documents. The first is the “Children’s Ministries Covenant and Application for Service” that provides us with important information about you and your involvement at NPC. The stated covenant is important for volunteers to read prayerfully and sign it to indicate one’s agreement with it. If someone has a concern about the covenant, please contact the CM Director.

We do police background checks on regularly scheduled adult volunteers. This is necessary in this day and age for the safety and protection of both children and adults. Background checks will be renewed every 5 years.

TEEN VOLUNTEERS

We welcome teen volunteers to our ministry. They bring an enthusiasm and energy that we love! However, we adhere to the following age guidelines for placing teens in classes:

- To serve in Infants/Walkers —minimum of 15 years old (or incoming Sophomores)
- To serve in 2’s and up—must be in middle school or high school

RATIO GUIDELINES

There must always be at least 2 approved adult care givers (18 or older), teachers or helpers in a classroom at all times. Teens serve on teams in addition to 2 approved adults. In a mixed age group classroom, the ratio must be adhered to for the youngest child in the classroom.

TEACHER TO STUDENT RATIOS

Infants.....	1:3
Walkers & 2’s	1:4
3’s/4’s/5’s (by 9/1 of current year).....	1:7
6’s-10’s (by 9/1 of current year).....	1:10



SAFETY AND SECURITY

BATHROOM POLICY

Changing tables and dedicated bathrooms are available in our nursery and early childhood rooms. Our toddler nursery rooms have an adjoining bathroom with windows in the doors for clear line of site for all volunteers but also privacy for the child. Our early childhood rooms have dedicated bathrooms with a half door on both sides that allow for privacy for the child while allowing line of site for all adults in the room.

In the event a child needs a diaper change, please have all of the necessary supplies nearby before placing the child on the changing table. Once they are there, do not leave them unattended. If you need assistance, ask another volunteer in the room to assist you.

In the event a toddler or preschool child needs to use the bathroom, we encourage the child to always go to the bathroom themselves. In the event they need help, volunteers should first try to talk them through what they are able to do on their own before stepping in to assist directly. In the event the child needs additional help, a volunteer can step in and help but in as limited capacity as is necessary. We also ask that this be done while leaving the door ajar, providing privacy for the child but also providing line of site for other volunteers. Volunteers in the room should keep other children away from the door while the child is in the bathroom. Text a parent if they prefer to take their child to the bathroom themselves or change a diaper.

There is a single bathroom in the early childhood rooms. In the event multiple children ask to go at the same time, please assess urgency and have them go accordingly. You may NOT take a child to the hallway bathroom.

At the elementary level, our bathrooms are in the hallways directly across from or next to our classrooms. Elementary kids go on their own and we ask that an adult from the classroom stands in the classroom doorway in order to see that the child enters the bathroom (and doesn't go down the hall or to another area) and that they also return as soon as they have finished. These bathrooms are also dedicated to only one child at a time using them; there are not multiple stalls. The volunteer can not only monitor the child that has left the room to go to the bathroom but can also still monitor the classroom with line of site to both. This assures that we maintain our requirement to always have two background checked adults in a classroom.



SAFETY AND SECURITY

While most bathrooms are smaller in our early childhood rooms and toddler nurseries, volunteers should always use hallways bathrooms and not classroom bathrooms. In the event you need a second background adult to stay in a class while you step out, please text Jan or Amy to cover your room until you return.

ALLERGIES

We have children with serious allergies to nuts. Just touching the nut will cause a severe reaction in some children. Therefore, please:

DO NOT bring any food containing NUTS into the church building.

Veggie straws will be provided during discipleship hour and for “Kid’s Club.” (all allergies will be strictly observed and all CM snacks are nut free). **Please do not bring snacks from home.**

Also be on alert for children with other notifications and asthma. These concerns are noted on your rosters in the classroom. If a parent makes you aware of any changes for their child, please note it on the roster.

FIRST AID KITS

If an emergency arises, call 911.

First aid kits with Band-Aids, gauze, disinfectant, and tweezers can be found in the Teachers Resource Room. First aid kits with Band-Aids, ice packs and rubber gloves should be in every classroom. First aid supplies are clearly marked in drawers or cabinets. Please be sure to locate these and inform your team leader or the Director of CM if they are not there.

Please use gloves for any accident involving blood or vomit, and to change diapers.

In case of an incident that occurs while a child is in our care, please fill out a CM Incident Form (blank forms are available in your rooms and in the Teachers Resource Room), have parent’s sign the form when they pick up their child and leave the form on your clipboard.



SAFETY AND SECURITY

HEATH GUIDELINES

We require children and classroom leaders to remain home if they display any of the following conditions:

- Is in the first 48 hours of onset of a new illness.
- Runny nose (green or yellow).
- Vomiting, diarrhea, or fever within the last 24 hours.
- Any eye or ear discharge.
- Has been on an antibiotic for less than 48 hours for a contagious infection.
- Has an unexplained rash or skin infection, shows signs of conjunctivitis (pink eye) or any other contagious infection.
- For children, seems listless and/or exhibits a change in behavior.

CM will not admit a child to class with any of these conditions. If your child has allergies or any other non-contagious medical problems, please notify the team members in charge of the classroom.



SAFETY AND SECURITY

INFORMING PARENTS

Please inform parents of any “mishaps” at pick up or immediately if deemed necessary (no matter how insignificant).

When in doubt about whether to find a parent during the middle of the hour, do it! Be conservative in your decision making. They will also get a copy of the Incident Report. If you are one of only 2 people in a room, text the CM director to get a parent.

FIRE ALARM

The notice for a fire is a loud siren. Whenever you hear this, have your classroom begin evacuation immediately! **DO NOT WAIT TO FIND OUT IF IT IS A REAL FIRE OR NOT!** If you spot a fire, begin moving your class out of the building and pull an alarm. Learn where the alarms are in case you need them!

There are maps located by your doorway indicating where you are to exit the building. Please become familiar with this map.

Normally, one teacher should lead the way. The other adult should hold the door and wait for the last child to leave. Then follow at the back of the line. **DO NOT** use the elevator! NPC staff members and/or elders should arrive to assist you in moving the children outside.

The second teacher should close the classroom door and turn out the light after the last person has left the room in order to cut down on drafts and the spread of fire. **Take your roster with you.**

Outside, move far enough from the building so that a falling wall will not reach your group and emergency vehicles can reach the building safely with children well out of the way.

Parents should *not* come to pick up their children during an alarm. Please make your first priority to get all of the children out of the building and secured. Keep your class together once outside. If you have children in other parts of the building, know that they will be well taken care of by their teachers.

SEVERE WEATHER

In case of severe weather (i.e. tornado, etc.) we will move all children to the basement. Have the children protect their heads. A flashlight can be found in each classroom by the first aid kit.



SAFETY AND SECURITY

SECURITY TAGS

Numbered name tags are used for security in Children's Ministries for all ages. Tags are generated at a check-in station in the CM lobby. When a child is dropped off by a parent to class, they will have a generated tag with a matching number given to a parent. Children should not be admitted to class without a tag. If a child comes to class without a security tag, please direct them back to the check-in station with their parent to obtain one. **At pick up time, the parent's tag must be checked and number matched to the child's number on his or her tag.**

The pick-up policy for all ages is that no child should be released to anyone other than a parent; older siblings cannot take the child from the room.

Visitors will be asked to give us a cell phone number in the event we need to call them.

RESPONSE TO SUSPECTED CHILD ABUSE

Any volunteer and/or paid leaders and staff of Naperville Presbyterian Church, involved in Children's Ministry shall immediately report any incidents of concern regarding child abuse or child neglect which they have knowledge of or observe through the course of ministry. They shall report these items to the CM Director directly and will be asked to fill out a **Child Abuse Report Form**. Reporting a suspicion does not require that the reporter or the director substantiate any suspicions or allegations of abuse.

Please remember to always have the best interests of the child as the priority.

IT IS OUR GOAL TO:

- Protect the child from potential further abuse.
- Stop the offender's abuse.
- Heal the victim and restore the family.

DEFINITIONS:

- Child Abuse—Maltreatment of children involving physical or psychological injury.
- Sexual Abuse—Sexual contact between a child and an older person.
- Neglect—Withholding of adequate care; e.g. food, clothing, supervision.



SAFETY AND SECURITY

RESPONSE TO SUSPECTED CHILD ABUSE (CONT.)

We understand that children and teens naturally get bumps and bruises. Here are a few guidelines or indicators to observe:

- Unexplained injuries (burn, limp, bruises).
- Verbal testimony (through prayer request, conversation, etc.).
- Drawings that indicate they “know more” than appropriate at that age.
- Complaints about multiple beatings.
- Inadequate clothing for the climate.

Be sure to take the word of the child seriously. Stay calm, listen, support and encourage the child. Remind the child that he/she was right in telling someone and he/she is not at fault.

Please do **not** promise the child that you will not tell anyone.

Keep all reports confidential, talking only with those immediately involved. Fill out a Child Abuse Report Form (obtained from the CM Director) in the presence of the Director of Children’s Ministry. If the director is unavailable, please contact a pastor or an elder.

SUMMARY:

- ◇ Affirm and listen to the child.
- ◇ Report the incident.
- ◇ Fill out a report form in the presence of the director, a pastor or an elder.
- ◇ Situation will be assessed with pastor, elder, doctor, and director. Steps to take will be determined so as to best meet the needs of the situation.
- ◇ Committee needs to respond to the alleged victim.
- ◇ Committee needs to respond to the alleged abuser.