



Child Protection Policy

I. Security Pagers

One of the goals of the Kids Zone is to provide 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.

Parents of babies and children through 6 years of age will receive a pager when dropping off their child. The number on the pager is matched with a security label, where the child's name is written and the label is placed on the child's clothing, as well as on the child's belongings. Tell the parent that should we need to reach them while the child is in our care, we will page them. Parents will be paged if a child becomes ill, needs a diaper change, cries excessively or sustains an injury requiring the parent's attention. Parents do not need to be paged for minor "ouches".

It is imperative that you only return the child to the parent with the Pager. There may be custody situations between parents that we are not aware of. Therefore, even though you may know the parent, do not return the child to anyone other than the person with the child's security pager. If a parent has lost their security pager, or appears to be upset regarding the enforcement of this policy, please refer them to the Preschool Coordinator or the Children's Pastor. Under no circumstances return a child to anyone without the security pager. This includes parents, grandparents, aunts, uncles, siblings, babysitters, friends, and neighbors.

Children in Kindergarten through 1st grade must remain in their classroom until picked up by a parent with a pager. Even though the child may say they are to meet their parent, do not release them on their own.

Children in the 2nd through 5th grades do not get a pager but must be signed in and out by a parent.

II. Bathroom Runs

All children from 4 years of age through 1st grade must be accompanied to the bathroom. Children in the 2nd through fifth grade should use a buddy system when using the bathroom. For children 3 years of age and under, we will page the parent to assist/accompany the child.

For the safety of the child as well as your own, you must take at least 2 (two) children at a time to the bathroom. Should you notice an adult with one child, stop him/her. Explain the policy and notify the office immediately if he/she continues. The only exception is if it's the child's own parent.

Men are NEVER permitted to take little girls into bathrooms. If you should observe this, immediately go and have the child come out. This is not negotiable.

III. Teacher Identification

All adults in the classroom are required to wear a Kids Zone name tag as a means of identifying them as an adult authorized to be in the classroom. If someone comes to your classroom and says they are a parent or are from another church and "just want to look around", please direct them to a Kids Zone Coordinator.

IV. Access to Classrooms

Access to our classrooms is restricted to pre-approved volunteers. Occasional limited access is allowed to parents (or older siblings) for calming an uncomfortable child as needed. Only one (1) parent is allowed to stay with the child. Encourage parent to leave the crying baby/child with you and if the crying does not stop in a predetermined amount of time, they will be contacted. Explain that our goal is to assimilate the child to the classroom. Do not allow unauthorized individuals into your classroom. If you have any questions about someone coming into your room, please contact a Kids Zone Coordinator or the Children's Pastor.

V. General Security

During services children are not allowed to wander around the campus. If you see a child who is "ditching" class, please approach them or contact a Kids Zone Coordinator or the Children's Pastor. We will take the child to their appropriate class or to the sanctuary so they may sit with their parent.

If you see an adult just wandering around the children's department, please approach them or notify the Kids Zone Coordinator or the Children's Pastor. 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. We are depending upon you to assist us in making the Kids Zone a safe and secure environment for all our children. Thank you for your assistance.

VI. 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 classroom. Please treat the child and complete an "Ouch Report". Leave a copy with the Children's Pastor and give the parents a copy. Please talk with the parent on their arrival letting them know what happened and how the "ouch" 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 broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows:

1. Keep calm and keep children and the injured child as calm as possible. Speak calmly and assure the child.
2. Do **not** move the injured child, and do not leave them.
3. Send a fellow teacher to find the Kids Zone Coordinator or the Children's Pastor for assistance.
4. If needed, the Kids Zone Coordinator or Children's Pastor will contact 911 and any medical personnel available on campus.
5. The Kids Zone Coordinator or Children's Pastor will contact the parents and advise them of the child's situation and procedure being followed.
6. The Kids Zone Coordinator or Children's Pastor will refer to the parents for details on doctor or hospital preferences.
7. If the child is to be transported to a hospital and the parents cannot be located on time, the Kids Zone Coordinator or Children's Pastor will accompany the child to the hospital.
8. The Kids Zone Coordinator or Children's Pastor will follow up with the parents as needed.
9. All volunteers, as well as the Kids Zone Coordinator or Children's Pastor involved in the emergency should write a report of what happened immediately following the emergency.