

Compass Bible Church
Compass KIDS Ministry
Safety and Security
July 2018

YOUTH ASSISTANT

It is the paramount commitment of Compass KIDS Ministry to provide a safe, secure, loving environment for children to learn the Bible. In order to accomplish this, the following procedures must be followed.

REQUIREMENTS & GUIDELINES

Please initial after reading procedure that you received this information, understand the procedure and commit to following it.

- _____ All Compass KIDS Youth Assistants must complete a student application and Safety and Security form. Applications will be approved by the Director of KIDS Ministry.
- _____ No cell phone use (e.g. calls, picture taking, videos, texting, etc.) during class time
- _____ Compass KIDS Team is not to send personal texts or make calls directly to students without the written consent of the Director of KIDS Ministry and the child's parent.
- _____ All interaction with children should be in the presence of another team member. No team member is to be alone with a child.
- _____ Limit physical contact to high fives or "knuckles". No tickling, hugging or kissing is allowed.
- _____ Keep children from climbing or hanging on you.
- _____ Children may not be taken out of the classroom or outside by a Compass KIDS Team Member for any reason, unless directed by the Compass KIDS Leadership Team or approved ahead of time. Children are to remain in classrooms for the duration of the service.
- _____ Children should walk when moving locations.
- _____ If, at any time, it is determined a student is missing from your classroom or group, notify a Compass KIDS Leader immediately.
- _____ If a child is injured in your class, notify a Compass KIDS Leader immediately.
- _____ During class time, classroom doors must always remain unlocked.

GENERAL SECURITY

- _____ Children are not allowed to wander around the campus. If you see a child who is outside of a classroom or group, let your leader know.

RESTROOM USE

Diaper Changing

- _____ Diapers are to be changed by adult female Compass KIDS Team Members only.

2 year olds-Kindergarten

- _____ Children who need to use the restroom, during class time, are to be taken by a Compass KIDS Team Member.
- _____ Always take at least two children with you to the restroom.

- _____ Use the multiple stall women’s restrooms only.
- _____ While in the restroom, provide as much privacy for the child, as possible.
- _____ Female team members should only enter a restroom stall when absolutely necessary to assist a young child, keeping the restroom stall door ajar.
- _____ Team members are not to enter a stall with a child and close and lock the door.
- _____ Male Compass KIDS Team Members are not permitted to take children into the restroom.

1st-2nd Graders

- _____ Lower elementary, same gender students, may go to the restroom together, with a Compass KIDS Team Member (2-3 at a time). Team member may wait outside the restroom door for students.

3rd-6th Graders

- _____ Upper elementary, same gender students, may go to the restroom together, without a Compass KIDS Team Member (2-3 at a time). Be aware of the time the students are out of the classroom.

TEACHING TEAM IDENTIFICATION

- _____ All Compass KIDS Team Members in the classroom are required to wear a Compass KIDS Team Member nametag to identify them as authorized to be in the classroom.

DISMISSAL PROCEDURE

Early Childhood Student (Infant through 3 year olds)

- _____ All children from birth through three years old must be checked out by a parent. The parent must return with the “claim check” received upon check in. Teaching Team is to collect tags or check the tags for the parents checking out more than one child.

Students (4 year olds through 6th Grade)

- _____ All children must remain in their classroom until picked up by a parent. A parent must always check his/her child in at the electronic check in stations and initial child out on roster at pick up. If the check in station is closed, then parent is to write in name and contact number on roster. Teaching team is to provide a name tag from classroom.

INJURY

- _____ For minor injuries such as scrapes, bruises, etc., there is a first aid kit and ice pack on site.

EMERGENCY

Power/Light Outage

- _____ In the case of a power or light outage, use the battery-powered lanterns in your classroom supply cabinet. You may also use your phone as a light source. Wait in your classroom until a Compass KIDS Leader provides further instruction.

I have read, understand, and commit to following these procedures.

Student’s Full Name Signature

Student’s Printed Full Name

Parent’s Signature

Date