

Compass Bible Church
Compass KIDS Ministry
Safety and Security
January 2020

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 Team Members must complete a ministry application; all documents signed including national background check, Safety and Security form, Compass KIDS Approach and Compass KIDS Operating Principles. All references will be contacted. 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, unless there is a need to contact parent, Ministry Leader or emergency personnel.
- _____ 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.
- _____ Children are not to be allowed to sit in men's laps.
- _____ 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.
- _____ If, at any time, it is determined a student is missing from your classroom, notify a Compass KIDS Leader immediately.
- _____ If a child is injured in your class, notify a Compass KIDS Leader immediately and complete an Incident Report.
- _____ During class time, classroom doors must always remain unlocked during services. Classroom doors are to close at 15 minutes after service begins.
- _____ Before leaving classroom with kids (e.g. to go to music), take the classroom roster and a head count. Make sure all students are with you before heading back to the classroom.
- _____ The Director of KIDS Ministry must approve all activities outside the planned Compass KIDS calendar. A Compass KIDS Ministry Activity Form must be approved prior to publicizing the event.

GENERAL SECURITY

- _____ During services, children are not allowed to wander around the campus. If you see a child who is outside of a classroom, please approach him/her or contact a Compass KIDS Ministry Staff Member. We will take the child to his/her appropriate class or to church to sit with his/her parent.
- _____ For security purposes, people are not to wander around the hallways. If you see an adult wandering around, please approach him/her and ask if you can be of any help or notify a Compass KIDS Ministry Leader immediately

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RESTROOM USE

Diaper Changing

- _____ Children with diapers are to be changed by female Compass KIDS Team Members only.
- _____ A parent may request no one but the parent change his/her child's diaper. In that case, you are to contact the parent, as needed.

2 year olds-Kindergarten

- _____ Encourage parent to take their child to restroom before checking in to class.
- _____ Children who need to use the restroom during class time are to be escorted 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, escorted by 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, unescorted by 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.
- _____ If you have any questions about someone coming into your room, please contact a Compass KIDS Ministry Staff Member immediately.

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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.
- _____ For major injuries call 911 first, then get the Compass KIDS Staff Member or Church Staff personnel.
- _____ An Incident/Accident Report is to be completed, by the Compass KIDS Coordinator, for all major incidents.

EMERGENCY

Evacuation

- _____ Take class roster with students away from emergency.
- _____ Toddlers may be placed in the evacuation cribs and four-seater strollers for evacuation purposes.
- _____ Exit calmly with students to Compass Courtyard and wait until CBC Leader provides further directives. (Compass Courtyard is located between buildings 120 & 140.)

Threat

- _____ In the case of an on-campus threat, lock classroom doors, turn off lights, place laminated sign in classroom door window and shelter in place until further directive. Use wedge-shaped doorstops, located in classroom, to wedge in door on the floor to prevent door from opening, as an added security measure.

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 Ministry leader provides further instruction.

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

Signature

Print Name

Date