

Compass Bible Church  
**KIDS Ministry**  
**Safety and Security**  
July 2018

**YOUTH ASSISTANT**

It is the paramount commitment of 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 KIDS Ministry 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
- \_\_\_\_\_ KIDS Ministry 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 KIDS Ministry Team Member for any reason, unless directed by the 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 KIDS Ministry Leader immediately.
- \_\_\_\_\_ If a child is injured in your class, notify a KIDS Ministry 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 KIDS Ministry Team Members only.

**2 year olds-Kindergarten**

- \_\_\_\_\_ Children who need to use the restroom, during class time, are to be taken by a KIDS Ministry 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 KIDS Ministry Team Members are not permitted to take children into the restroom.

**1<sup>st</sup>-2<sup>nd</sup> Graders**

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

**3<sup>rd</sup>-6<sup>th</sup> Graders**

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

**TEACHING TEAM IDENTIFICATION**

- \_\_\_\_\_ All KIDS Ministry Team Members in the classroom are required to wear a KIDS Ministry 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 6<sup>th</sup> 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 KIDS Ministry leader provides further instruction.

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

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Student’s Printed Name

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date