

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

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.

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

**REQUIREMENTS & GUIDELINES**

- \_\_\_\_\_ All KIDS Ministry Team Members must complete a ministry application; all documents signed including national background check, safety and security, KIDS Ministry Approach and KIDS Ministry Operating Principles. All references will be contacted. Applications will be approved by the Director of KIDS Ministry.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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 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.
- \_\_\_\_\_ Thirty minutes before class ends, take roll from the printed roster.
- \_\_\_\_\_ If, at any time, it is determined a student is missing from your classroom, notify a KIDS Ministry Leader immediately.
- \_\_\_\_\_ The Director of KIDS Ministry must approve all activities outside the planned KIDS Ministry calendar. A KIDS Ministry Activity Form must be approved prior to publicizing the event.
- \_\_\_\_\_ If a child is injured in your class, notify a KIDS Ministry Leader immediately and complete an Accident/Incident Report.

**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 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 KIDS Ministry Leader immediately

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

**RESTROOM USE**

**Diaper Changing**

- \_\_\_\_\_ Children with diapers are to be changed by female KIDS Ministry 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 the restroom before checking in to class.
- \_\_\_\_\_ Children who need to use the restroom during class time are to be escorted by a female 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, escorted by a female 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, unescorted by 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.
- \_\_\_\_\_ If you have any questions about someone coming into your room, please contact a KIDS Ministry Staff Member immediately.

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

**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 in the 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 KIDS Ministry Staff Member or Church Staff personnel.
- \_\_\_\_\_ An Accident/Incident Report is to be completed, by the KIDS Ministry 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.

**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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date