



# SECURITY

## **Safety and Security**

Safety and security is of utmost importance in MeckKidz. It is one of our core values. In addition to what you learned in your new volunteer orientation, the following guidelines are to ensure the highest level of safety for our children and volunteers and must be strictly adhered to.

### **Volunteer Certification and Screening:**

All volunteers must complete these steps before serving in MeckKidz.

- MeckKidz application (which includes a state Criminal and Sex offender background check).
- Attend our MeckKidz New Volunteer Orientation class.

### **Child/Teacher Ratios:**

Infants	1:2	K-2nd Grade	1:8
Toddler's	1:3	3rd-5th Grade	1:10
Two's	1:4		
3s/4s/5s	1:6		

MeckKidz makes every effort to foresee needs and schedule volunteers appropriately. However, sometimes because of scheduling conflicts, sickness, unusual increase in attendance or emergencies, MeckKidz has an immediate need for more volunteers to help keep ratios within safe limits. When this occurs, MeckKidz staff will use the 8000 paging number to request more volunteers from the auditorium. For one volunteer, we will page 8001. If three volunteers are needed, we will page 8003, and so on.

### **Evacuation:**

Meck Staff will oversee the evacuation in each area. Guest Services will lead all staff and ministry leaders in the evacuation process.

Once the Staff Leader has been informed of an alarm, they will inform all teachers to gather the children. Infants will be placed in cribs/strollers. Toddlers can be walked/carried outside. At this time, the teachers collect their safety/evacuation bags, walkies and rosters and line up their class in their room. Teachers take a final head count before exiting the room and if there is time, validate the roster names with each child. Upon receiving notice from the MeckKidz Staff to evacuate the building, the teacher or other assigned Evacuation Point Person will proceed to evacuate their assigned area following the direction of a Meck staff leader. [i.e. blue shirt, Building Services, safety personnel, etc.]

Important Note: Adult volunteers should treat student assistants as children in our custody, during this time. These student volunteers should have no responsibility in the evacuation.

The MeckKidz Staff will proceed to each room to tell them to evacuate and will check all rooms and bathrooms before exiting the building themselves. Once they are certain all children have been evacuated, the MeckKidz Staff may leave the building to join their team outside.

### **Reporting Potential Abuse:**

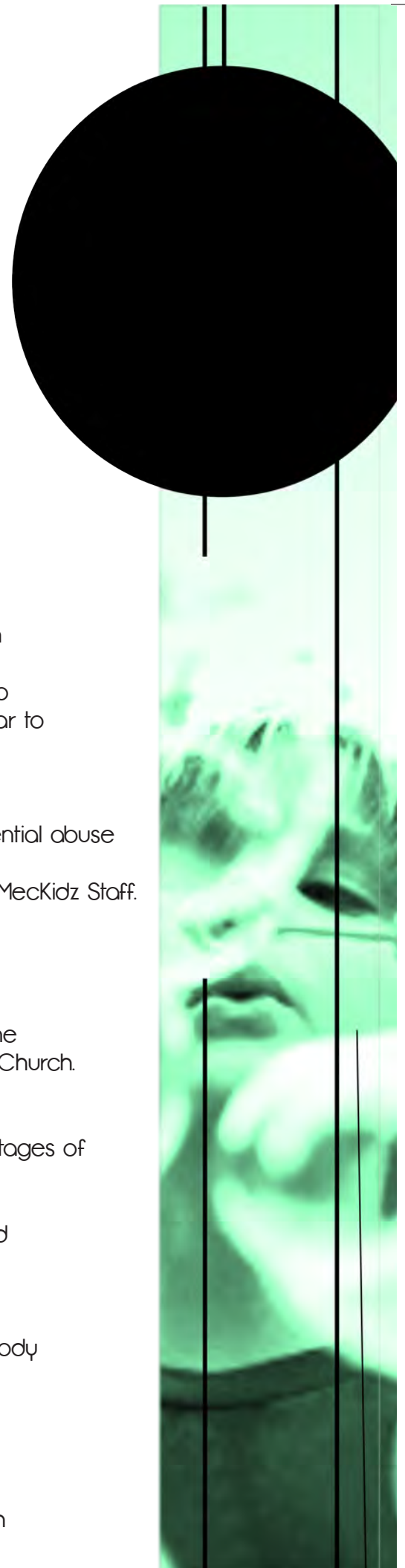
All adult members, staff, workers and other adults participating in events on the campus of Mecklenburg Community Church are encouraged to be sensitive to the potential for abuse of children. They are encouraged not to hesitate in cautioning others that activities they observe are, or may appear to be, inappropriate.

- Report your suspicions of child abuse/neglect to MeckKidz Staff.
- Report any suspicions that a child or teen reports to you about potential abuse to MeckKidz Staff.
- Report any inappropriate behavior of a colleague or co-worker to MeckKidz Staff.
- Do not wait or second-guess your observations!
- Keep the information confidential at all times.
- Confide and report only to the MeckKidz Staff or Pastoral Staff.

Once MeckKidz Staff receives any of the above reports, he/she will follow the appropriate guidelines generated by KidzSafe of Mecklenburg Community Church.

### **Recognizing Signs of Abuse**

- Unexplained bruises, burns, fractures or abrasions (often in various stages of healing).
- Consistent lack of supervision
- Consistent hunger, inappropriate dress, poor hygiene or unattended medical needs.
- Extremes of aggression or withdrawal
- Moves with discomfort and shies away from physical contact
- Wearing clothing inappropriate for the weather in order to cover body
- Withdrawn, depressed, listless
- Torn, stained or bloody underwear
- Irritation of the mouth, genital or anal area
- Difficulty sitting or walking
- Inappropriate sex play, acting out seductiveness or promiscuity
- Sudden changes in performance, appetite or perceived self-worth





# CLASSROOM PROCEDURES

## **Bathroom Policies:**

In classrooms where bathrooms are inside the rooms, please follow these procedures:

- It is recommended that the female worker walk a child to the bathroom.
- When a child is using the bathroom, never leave him/her unattended. Stand outside the door.
- If the child requests help, keep the door open and assist him/her.
- Always wash your hands and the child's hands with soap and water after the child has used the toilet.
- Remember, all doors without windows must stay open.
- In areas where public bathrooms are used, it is recommended that the female worker walk a child to the bathroom.

## **Crying Children:**

Crying children need care and compassion. When crying is not due to obvious concerns (children hurt or sick), please tend to their immediate needs.

Solutions for meeting the needs of crying children:

[Depending on their age, this will vary.]

- Check diaper changing or hunger needs
- Check if child desires to be picked up
- Offer the child an activity such as art or quiet reading
- Reassure the child that his/her parents will return
- Three volunteers must try to console the child before paging the parent

If the child has been crying consistently for 10 minutes, it is time to call his/her parent.

Call MeckKidz Staff using the walkie-talkie in the room:

## **Diapering/Toileting/Accident Policies**

It is recommended the person changing diapers be AN ADULT FEMALE. To provide the best care for the children, please check the diapers of all infants and toddlers.

When changing diapers, please do the following:

- Diapering is done at diaper stations.
- If possible, diapering should be done within eyesight of other care providers.
- Have all supplies ready before placing the child on the changing table.
- Once the child is placed on the table, put on disposal gloves.
- Always be attentive, keeping one hand on the child.
- When the new diaper is on, place sticker on diaper that says "Dry -This diaper was changed with love by Meck's childcare worker" and put the child back with the group.