

SMOKE RISE BAPTIST CHURCH

**CHILDREN & YOUTH
SAFETY MANUAL**

2017

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Preface

The purpose of this manual is to provide clear information and instructions regarding the members of our community under the age of eighteen. This manual is provided to equip all individuals who work with minors so they may serve with the utmost confidence and abilities. Thorough reading of this document will provide the individual with clear understandings of their responsibilities and abilities when assisting with children and youth.

This manual includes several distinct documents which serve different demographics and instances. This manual includes policies regarding the safety of children and youth as well as privacy. It also contains guidelines regarding the care of preschool and nursery age children in regards to general care and attention while the children are under the care of the church or its representatives. Finally, there are general procedures regarding medical care and emergency situations.

While this manual contains several different documents, its function is singular. Children and youth are not only the future of the church, but they are the church now. Their care should be of the highest priority and requires dedicated time and effort to ensure everything is done to keep them safe, and to properly nurture them.

CHILD AND YOUTH PROTECTION POLICY

1. INTRODUCTION

During each baby dedication and baptism of a child or youth, the members of Smoke Rise Baptist Church (SRBC) pledge to support that person in Jesus Christ and to teach, strengthen, and nurture the individual's relationship with God. SRBC is committed to providing a safe and secure environment for our children and takes seriously these responsibilities.

This policy is adopted to promote a safe environment for minors at Smoke Rise Baptist Church and to take reasonable measures to protect minors from abuse. This policy also provides guidelines for paid and volunteer staff at the church who work with children.

The guidelines set forth in this policy are designed to protect children from abuse, neglect, and harassment (whether physical, verbal, mental, or sexual) by any employee or volunteer at SRBC while children are on church property or engaged in official activities or programs of the church.

NOTE: Parents or guardians are fully responsible for children and youth who are on the church property until such time as children or youth are knowingly placed under the supervision of volunteers or employees of the church in the normal course of scheduled church activities or at scheduled events for children and youth where parents are not otherwise present or expected to provide direct supervision. SRBC volunteers and employees are not responsible for children or youth where parents or guardians have not complied with reasonable check-in, notice, or other procedures for leaving children or youth under the supervision of SRBC employees or volunteers.

This policy includes each of the following in an effort to provide reasonable guidelines to paid and volunteer staff:

- Volunteer Screening
- Supervision
- Training
- Reporting Procedures
- Response Plans

2. DEFINITION OF TERMS

The definitions of each individual or position is related solely to the Child Protection Policy and are not intended to be used in place of the definitions that each individual or position may be defined as in the Smoke Rise Baptist Church Personnel Handbook.

- A. Child: an individual from birth through 5th grade
- B. Youth: an individual who is in the 6th through 12th grade
- C. Minor: an individual who is less than 18 years old
- D. Adult: an individual who is 18 years old or older
- E. Volunteer: an individual who serves more than 4 days in a calendar year, has passed a background check, and has received training
- F. Occasional Volunteer: an individual who serves 4 days or less in a calendar year
- G. Ministerial Staff: a paid minister on staff who has passed a background check and received training
- H. Church Staff: a paid staff member who has passed a background check and received training
- I. Intern/Associate/Resident: a part-time paid ministerial student who has passed a background check and received training
- J. Childcare workers: paid individuals who have passed a background check and received training
- K. Special Event Worker: a paid or unpaid individual that serves greater than 4 days in a calendar, or stays overnight with minors, who has passed a background check, and received training
- L. Emergency Volunteer: an adult who is needed when there are not enough available qualified volunteers, and a staff member determines that an emergency exists, and there is insufficient time to fully screen and train the emergency volunteers for the specific occasion they are needed.

3. INDIVIDUAL SCREENING

Consistent with the definitions above, volunteers and staff for service in programs for minors may include adults or youth who are committed to the spiritual development of preschoolers, children, and youth.

Volunteers in all children's and youth programs are required to be active participants at SRBC for a minimum of six months prior to supervising children or youth programs. If the volunteer has not been a member for six months, then a Ministerial Staff member can approve them in order to serve with children or youth.

A. Approval Process

- i. Prior to being considered, volunteers and staff for service in programs for minors are required to complete the forms listed below:
 - a. *Child/Youth Protection Information Form*
 - b. *Acknowledgment of receipt and reading of "Child and Youth Safety Policy"*
 - c. *Church History and Children's Work Form*
- ii. Completed forms and reference reports will be turned in to the Ministerial Staff member at SRBC for reference checks that shall be conducted with the assistance the Church Administrator's Office.
- iii. Completed forms and reference reports shall be treated as confidential by staff and securely stored in the church office.
- iv. A criminal background check will be completed on any person seeking to volunteer for service in programs for children and may be repeated every three years.
- v. Persons having a criminal history of any of the following types will not be allowed to serve with children and youth at SRBC.
 - a. *Abuse of any kind (e.g. physical, emotional, sexual, neglectful)*
 - b. *Viewing, possessing, or distributing child pornography of any kind*
 - c. *Violent offenses of any kind*
 - d. *Persons with drug-related convictions within five years immediately prior to application shall not be allowed to volunteer.*
 - e. *Persons having a criminal history of DUI, DWI, or Reckless driving within the five years immediately prior to application shall not be allowed to act as drivers for children and youth at SRBC.*
- vi. Ministerial Staff in charge of the area where the volunteer is applying to work will approve or disapprove applicants as volunteers.

4. SUPERVISION

Supervision of children and youth will be conducted by childcare workers and volunteers according to guidelines that encourage mutual accountability and shared responsibility. Adhering to the adage "safety in numbers" will protect our children, our volunteers, our staff, and our church.

A. Reasonable Supervision Ratios

- i. A reasonable ratio of supervising adults will be maintained whenever SRBC undertakes the supervision of minor, such that a minimum of two unrelated adults shall be present with minors at all times when SRBC undertakes supervision.

- a. *No person under the age of 18 shall be considered as one of two adults, but may be present to supervise along with the presence of two other unrelated adults.*
- ii. Reasonable exceptions to the supervision ratio of two unrelated adults with minors are recognized as follows:
 - a. *Parents/guardians may grant temporary oral or written consent for one adult to be present to supervise a child alone for a specified time or limited purpose.*
- iii. SRBC staff members, childcare workers, occasional volunteers, or volunteers will make visits to classes or other program areas from time to time where minors are being supervised.
- iv. Minors should not be left alone without adult supervision while attending a children's or youth activity. When minors are not expressly under the care of the church, then parents/guardians are responsible for overseeing and defining for minors the limits and/or boundaries of ingress, egress, and any other movement within the bounds of the church building or campus.
- v. Youth may walk between gathering, meeting, and worship spaces in the church building with general adult supervision during church-wide events and at other times of church operations or activities.
- vi. No staff or other adult will meet with a minor in private without obtaining parental permission. If a child needs to be removed from an environment for behavior or illness/injury reasons, ministers and other adults should use the two-adult rule or be in an open area in the possible line of sight of another adult in order to comply with this guideline.
- vii. When meeting with minors alone, adults should use rooms with windows either to the exterior or interior of the building, and shall otherwise comply with the two-adult rule and parental permission guideline.
- viii. Registration materials for activities off-site from SRBC where children are not under supervision of their parents or guardians shall require signed written permission forms that include pertinent health information in order to participate.
- ix. Staff or volunteers may seek out emergency volunteers when sufficient volunteers and/or occasional volunteers are not available, and when emergency circumstances exist such that it is reasonably necessary to seek additional help for the immediate safety and protection of minors. Screening requirements are waived for emergency volunteers due to the limited nature of their service, and reasonable efforts should be made by approved volunteers to maintain the two-adult rule or be in an open area in the line of sight of another adult to the extent it is reasonably possible in the event of an emergency. Two emergency volunteers will not appease the two adult rule. An emergency volunteer must be paired with a volunteer or staff member who has gone through the proper screening requirements.

- x. On rare occasions, last-minute illnesses may require volunteers or staff to be shuffled from service areas where children and youth are supervised in order to assure proper supervision and compliance with supervision ratio guidelines.
 - a. *When people or schedules are shuffled, make every reasonable effort to comply with the two-adult supervision rule while seeking additional help, so that children are not left alone with one adult while parents, volunteers, occasional volunteers, or staff are shuffled between service areas.*

B. Prohibited Acts

The following acts are prohibited by this policy and will not be tolerated or accepted during any SRBC activity or program. Any observations or personal knowledge of such acts shall be immediately reported to the appropriate ministerial staff after the safety of the child or youth involved has been assured, and the observations and personal knowledge shall be documented by the observer and appropriate ministerial staff immediately following its occurrence.

- i. Any sexual abuse, insinuation of abuse, or evidence of abusive conduct towards a minor
 - a. *Sexual abuse that involves touching includes but is not limited to fondling, oral, genital and anal penetration, intercourse, and forcible rape.*
 - b. *Sexual abuse that does not involve touching includes but is not limited to verbal comments; pornographic video; obscene phone calls, emails or text messages; exhibition and/or allowing children to witness sexual activity.*
- ii. Sexual advances or sexual activity of any kind between an adult and a minor (including verbal or nonverbal graphic representations of sex or sexual activity; verbal, nonverbal or oral requests for sexual activity, and/or physical sexual acts)
- iii. Sexual advances or sexual activity of any kind between a youth and a child (including verbal or nonverbal graphic representations of sex or sexual activity; verbal, nonverbal or oral requests for sexual activity, and/or physical sexual acts)
- iv. Sexual advances or sexual activity of any kind between a child and another child (including verbal or nonverbal graphic representations of sex or sexual activity; verbal, nonverbal or oral requests for sexual activity, and/or physical sexual acts)
- v. Nonconsensual sexual advances between a minor and a minor (including verbal or nonverbal graphic representations of sex or sexual activity; verbal, nonverbal or oral requests for sexual activity, and/or physical sexual acts)

- vi. Physically abusive behavior or bodily injury to a minor
- vii. Physical neglect of a minor
- viii. Inflicting mental or emotional abuse of a minor
- ix. Any kind of verbal or electronic communication with sexual connotations, overtones, or innuendo directed to a minor by an adult or directed to a child by a youth
- x. Possessing obscene or pornographic materials at any function of SRBC. Please note that sex education materials are not regarded as obscene or pornographic materials
- xi. Possessing or being under the influence of illegal drugs while leading or participating in a function for minors
- xii. Consuming, possessing or being under the influence of alcohol while leading or participating in a function for minors
- xiii. Possessing any gun, firearm, or other explosive device while leading or participating in a function for minors, with the exception of a trained law enforcement officer.

C. Bathroom Procedures for Elementary Age Children

- i. If bathrooms are down the hall, a teacher should walk the child to the bathrooms.
- ii. Teachers are to stay outside the door.
- iii. If a teacher needs to go into the restroom with a child to assist at any time, the door is to remain open so others can monitor.
- iv. Before returning to the classroom teachers should remind children to wash hands.

D. Bathroom Procedures for Kindergarten and Under

- i. Most preschool classrooms have bathrooms connected to the classroom.
- ii. For children old enough to use a bathroom on their own, a teacher will be just outside the door to help if needed.
- iii. If a teacher needs to go into the bathroom with a child to assist in dressing or cleaning a child, the door from the bathroom to the classroom needs to remain open so that other classroom teachers can monitor bathroom activity.
- iv. Before re-entering the classroom, children should wash their hands, along with any adult who had to go into the bathroom to assist with dressing or cleaning a child.

5. TRAINING

All ministerial staff, church staff, interns, associates, residents, childcare workers, and volunteers in programs involving children are required to review this policy.

A. Training Opportunities and Tools

- i. Staff members and the Youth and/or Children’s Committee will periodically initiate training opportunities.
- ii. Every volunteer is on notice that, as a person in authority, it is his/her responsibility to avoid sexual contact with minors in his/her care, even if such minors attempt to initiate the contact.
- iii. Any volunteer who is unsure about what acts of physical affection are appropriate to a minor’s age should immediately ask an SRBC staff member charged with responsibility for children and/or youth programs for clarity before proceeding with supervision of children and/or youth.
- iv. Training will include a discussion of the process for reporting abuse.
- v. The chart below will be reviewed as a guide for thinking about and being aware of appropriate forms of affection between supervising adults/youth and minors.

Positive/Appropriate Forms of Affection	Inappropriate Forms of Affection
<ul style="list-style-type: none"> + Brief hugs + Pats on shoulder/back + Handshakes + High-fives + Verbal Praise + Arms around shoulders + Holding hands while walking with small children + Sitting beside small children + Kneeling/Bending down for hugs with small children + Holding hands during prayer 	<ul style="list-style-type: none"> Ø Inappropriate or lengthy embraces Ø Kisses on the mouth Ø Touching bottoms, chests or genital areas other than for appropriate diapering/toileting of infants/ toddlers Ø Showing affection in isolated areas such as closets, staff-only areas, bathrooms. Ø Occupying a bed with a child or youth Ø Wrestling with children or youth Ø Any type of massage given to or by a child to or by an adult Ø Comments or compliments related to physique or body development Ø Any unwanted or uninvited contact—physical, verbal, written, or electronic

6. REPORTING PROCEDURES

During supervision of preschoolers, children, and youth includes the responsibility to report inappropriate behavior to one of the ministerial staff members.

A. Inappropriate Behavior

- i. Inappropriate behavior includes any and all “Prohibited Acts” (see pages 9-10) in this policy.
- ii. Any person supervising minors at SRBC who is not willing or able to follow these reporting procedures should immediately resign from supervision responsibilities.

B. Reporting Process

- i. The person who observes alleged abuse or to whom such alleged abuse is reported is required to report the incident immediately to the ministerial staff person in charge and to the child’s parents/legal guardians.
- ii. The Ministerial Staff person in charge of the activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
- iii. The Abuse Incident Report Form should be utilized to document the incident.
- iv. The Ministerial Staff person should call the appropriate authorities within 24 hours.

Division of Family and Children Services
178 Sams Street
Decatur, GA 30030
404-370-5000 (Open Monday – Friday 8am-5pm)
OR
Stone Mountain Police Department
770-879-4980

- v. The Ministerial Staff person should document the following:
 - a. *The name of the person observing or reporting the allegation of abuse, including the date, time, and place and any action taken by this person*
 - b. *The alleged victim’s name, age, and date of birth*
 - c. *Any witness statement(s) regarding the allegations*
 - d. *The name of the respondent (accused), including the date, time, and place of any applicable conversation or any statement made by the respondent*
 - e. *Any action taken, e.g., suspension of the respondent*

- f. *Date and time of call to the appropriate agency, including the name of the agency worker spoken to, the content of the conversation, and any case number assigned by the agency*
 - g. *The date and time of any call to law enforcement, including the name of any officer spoken to, the content of any conversation, and any case/report number assigned by law enforcement*
 - h. *The date and time of any other contacts made regarding the incident including names and contents of conversations*
 - i. *A ministerial staff member may speak with an alleged victim with a second adult present (preferably a ministerial staff member) and should use open-ended questions in order to ascertain whether reportable allegations of abuse exists.*
 - j. *Where an alleged victim voluntarily reports allegations of abuse to a staff member, the staff member should only use open-ended questions to ascertain the factual basis of the allegations.*
 - k. *Where an alleged victim voluntarily reports an abuse to a volunteer, the volunteer should immediately refer the matter to a staff member in order to initiate the reporting process.*
- vi. If the above occurred on church property by church volunteers or staff, such persons shall immediately be removed from contact with minors and refrain from all children's activities until the reported incident has been resolved. This should be handled in a reasonably discreet manner that is respectful of reporting and investigative processes, as well as the dignity of the volunteer or staff person being removed from contact pending further action or resolution.

7. RESPONSE PLAN

A response plan will be developed upon first suspicion of abuse in connection with an SRBC-sponsored program or activity.

A. Agreement on a Reasonable Plan

- i. Upon the first suspicion that a minor had been abused in connection with an SRBC-sponsored program or activity, the Ministerial Staff member with immediate charge over the activity or program shall report to supervisory ministerial staff (to the extent such staff are not accused in the matter) and shall agree on a reasonable plan to comply with reporting procedures and take whatever actions are reasonably required under the circumstances.
- ii. At a minimum, the response plan must include the suspension supervision of minors or participation in activities involving minors by any person accused of abusing a minor.

- iii. If the allegation is against an employee of the church, the Chair of Personnel will be contacted immediately and shall be included in the implementation of the response plan.
- iv. Any person convicted of child abuse under the law will be immediately discharged from responsibility, employment, or any other position at the church as part of the response plan regardless of alleged innocence or adjudication.
- v. SRBC reserves the right to dismiss or discharge any person from working with minors as part of a response plan at any time and for any reason, regardless of charge or conviction.

8. SEXUAL OFFENDERS IN THE CONGREGATION

If an individual who has been convicted or charged with a sexual offense comes forward and asks to join the community of faith or is discovered or made known, a team appointed by the appropriate Ministerial Staff member will consult with a child safety expert in order to determine the safety plan.

- A. Under no circumstances will the church aid in the violation of the law. Ministerial Staff will meet with any probation officer or treatment personnel to determine the legality of the individual's participation in a church where children are present.
- B. Ministerial Staff will conduct a thorough review of the court records of any individual requesting to join the body or any person within the body discovered or made known to be have been convicted or charged .
- C. If the Ministerial Staff allows the offender to join the body and attend services, there will be at least one adult supervising the offender at all times.
- D. Under no circumstances will an individual be allowed to join the church body if the offender's victim attends as well. If deemed appropriate, the ministerial staff will provide the offender assistance with finding another faith body and will work to properly inform said faith body as to the information known about the offender.
- E. Before the offender is allowed to join or participate, the church body will be made aware of the nature of the offender's circumstances.

ACKNOWLEDGEMENT OF RECEIPT AND READING OF
CHILD AND YOUTH PROTECTION POLICY

I, _____, have received a copy of the Smoke Rise Baptist Church *Child and Youth Protection Policy* and acknowledge that I have read and understand all the contents of this policy.

Signature

Date

PRINT NAME: _____

SMOKE RISE BAPTIST CHURCH
CHILD/YOUTH PROTECTION INFORMATION FORM

This form is to be completed for any person(s) involving the supervision or care of minors. Its purpose is to help the Church provide a safe and secure environment for those children and youth who participate in Church programs. This application will be reviewed in confidence as required and outlined in the Child Protection Policy.

If you object to this inquiry, you may not be involved with the supervision or care of minors at Smoke Rise Baptist Church. Thank you for your cooperation.

I. Personal Information

Date: _____

Name: _____ SSN: _____
(for background-check purposes only)

Birthdate: _____

Current Street Address (P.O. Box is NOT sufficient):

City: _____ State: _____ Zip: _____

Number of years at your current address: _____

Day Phone: _____ Evening Phone _____

Immediate Previous Address:

City: _____ State: _____ Zip: _____

Number of years at immediate previous address: _____

NOTE: If the above addresses include less than 7 years of residency total, please include additional addresses on the back of this form and note the number of years at all listed addresses.

Please complete Section II below: Church History and Children's Work

CHILD PROTECTION INFORMATION FORM, PAGE 1
Confidential (Church Admin Staff Use Only)

II. Church History and Children's Work

1.) Are you a member of Smoke Rise Baptist Church, Stone Mountain, Georgia?

Yes _____ since _____ No _____

2.) Please list the names and addresses of other churches you have attended regularly during the past five years:

Church Name/Address _____

Dates Attended: _____

Church Name/Address _____

Dates Attended: _____

Church Name/Address _____

Dates Attended: _____

3.) List any gifts, callings, training, education, or other factors that have prepared you for children's work:

4.) Please check ALL the areas of service that interest or apply to you:

___ Nursery (Birth to Age 2)

___ Preschool (Age 3 to Age 5)

___ Children (Grade K to Grade 5)

___ Youth (Grade 6 to Grade 12)

___ Sunday School

___ Recreation

___ Vacation Bible School

___ Special Programs

___ Other: _____

CHILD PROTECTION INFORMATION FORM, PAGE 2
Confidential (Church Admin Staff Use Only)

PRIVACY POLICY

1. SOCIAL MEDIA

- A. Participation in church events assumes permission of photos posted on social media. If for any reason a person cannot have their image posted on social media, they should fill out the appropriate form with a member of the ministry staff.
- B. No person under the age of 18 will be named by an adult on social media.
- C. No tagging parents or listing names.

2. MEDICAL INFORMATION

- A. All medical information shared with SRBC will be available to staff and volunteers only.
- B. SRBC will not share information about a minor's medical conditions or medical history with other minors or parents unless approved by the parent/guardian.

MISSING MINOR GUIDELINES

1. WHEN MISSING MINOR COMES TO YOUR ATTENTION

- A. Make a reasonable search of the immediate area and any last known place of the minor.
- B. If unable to locate minor with immediate search above, make a reasonable effort to enlist the help of others, including the safety officer if on duty, to have all major entrances and exits to the church checked and monitored while broadening the scope of search.
- C. If minor cannot be located:
 - i. Contact the parent or guardian
 - ii. After a reasonable amount of time elapsed and search efforts, contact the local authorities to report missing minor
 - iii. Continue to enlist the help to monitor points of ingress and egress in and out of the church building until the authorities arrive

TRANSPORTATION GUIDELINES

1. TRANSPORT OF MINOR WITH CONSENT

- A. An adult may transport a minor with written or verbal consent of a parent following the current SRBC insurance guidelines where applicable.

2. TRANSPORT OF MINORS WITH SECOND ADULT

- A. An adult should transport minors with a second adult present
- B. An adult may transport a minor without a second adult with direct verbal or written consent from a parent or guardian.

3. SAFE-DRIVING BACKGROUND CHECK

- A. An adult driver must be able to pass a background check as part of volunteer screening and may be excluded from driving minors based on unsafe driving in the volunteer background check and screening.

4. AGE OF DRIVERS (25 YEARS OR OLDER)

- A. Drivers must be 25 years or older to drive a church vehicle
- B. Drivers must be 21 years or older to drive minors in a private vehicle.
- C. Any one under the age of 21 cannot drive minors in an official capacity for Smoke Rise Baptist Church

NURSERY/PRESCHOOL GUIDELINES

1. GENERAL PARENT/GUARDIAN GUIDELINES

- A. Parents/guardians are asked not to enter Nursery or Preschool rooms during drop-off and pick-up.
- B. Bring a stocked diaper bag with a change of clothes until your children are WELL trained to use the toilet.
 - i. With little ones, diapers can leak.
 - ii. With twos and threes, accidents are more likely in the excitement of playing with friends and new toys.
 - iii. Wet or soiled clothes are uncomfortable for your child and unsanitary in a group setting.
- C. Label cups, bottles, pacifiers, and diaper bags with your child's name.
- D. In the Nursery area, you should register your child at the door using the sign-in sheet provided.
 - i. It is necessary for parents to provide information as to where they can be located.
 - ii. It is necessary for parents to inform staff and volunteers of special needs. We recognize parents/guardians as experts in meeting your child's special needs. Please share helpful information and techniques with us so that we can provide the best possible care.
- E. The Nursery uses a security tag system which is implemented at drop-off and pick-up. No child shall be released to any person except a parent unless notified.
- F. Electronic notification can be by pagers or cell phone.
 - i. Pagers are available at the Nursery Welcome Desk.
 - ii. Some parents/guardians choose to turn their cell phone on vibrate and also leave their cell phone number on the class sign-in sheet.
 - iii. Parents/guardians are responsible for choosing one of these two options, and are asked to carry vibrating devices (phones or pagers) where they can feel the vibrations in the event that staff or volunteers need to get in touch with you.
- G. With the exception of infants, parents/guardians are encouraged to refrain from visiting their child between Sunday School and the Worship Service, as this could be upsetting to the child.
- H. Children should be picked up immediately after the close of each church activity. Classes plan to remain open for only fifteen minutes for clean-up after activities close.

- I. Do not leave a child in any room unless a teacher is there to receive the child.
- J. Children will be cared for only when parents/guardians are attending church functions. Dropping children at functions for the sake of free child care is inappropriate.
- K. Active participant parents/guardians of every child, Kindergarten and younger, who receive care during the 11:00 worship hour are asked to serve during Extended Session (Sunday 10:45 a.m. – 12:15 p.m.) at least quarterly. Parents/guardians will serve with a staff member and will be provided with additional training information prior to service.
- L. Nursery rooms are kept clean, with toys and equipment sanitized regularly.
- M. No hot drinks are allowed into Nursery classrooms.
- N. Pick up children by the trunk of their body - never by their arms, legs or head.
- O. Accident Reports – Report any accidents, broken equipment or needs to the Nursery Director.
 - i. If a child is injured in ANY way, an Accident Report Form should be completed and signed by the parent at pickup.

2. MATERIALS

- A. Please assist the teachers by labeling all clothing, diaper bags, bottles, pacifiers, and anything that might be removed and left at church.
- B. We prefer that you bring disposable diapers. We understand that occasionally there are children who cannot tolerate them.
- C. Please leave toys at home. New toys from home can create a distraction and personal toys are often harder to share than toys from the classroom.

3. FEEDING

- A. The feeding of young children is a serious responsibility. Therefore, children should be fed before coming to the Nursery if possible.
- B. Babies can be fed bottles of breast milk, formula, milk, juice or water if provided. Please send plastic bottles.
- C. Breastfeeding mothers are welcome to come at any time. They can feed in the classrooms or in a private nursing room under the Chapel. Nursing mothers can be paged when their babies need them.
- D. Spoon feeding can be done on a limited basis if special needs occur. Please label all feeding items.

- E. Snack times during Sunday School and other Nursery hours allow all children to have apple juice, animal cracker cookies, Goldfish crackers or Cheerios.
- F. Any allergies, problems or peculiarities of feeding should be reported to the Nursery Director and to the classroom teachers.

4. BEHAVIOR ISSUES/DISCIPLINE

- A. Redirection and/or correction are to be attempted first. When these aren't successful, time out away from the group may be utilized.
- B. In some instances, removal from the classroom may be necessary. In this event get the Director or the appointed agent of the Director.
- C. Under no circumstances is a child to be spanked, slapped, pinched, shaken, or physically threatened any way.
 - i. If a child is exhibiting unsafe behavior to adults or other children in the room, the child may be removed by an adult. If there are not enough adults present at the time, the adult and child may be one on one during this time.
 - ii. As soon as the child and adult are both in a safe environment, the adult will notify the parent/guardian of that child that the adult was one on one with the child in order to create a safe environment for all involved.
 - iii. When it is determined by the adult to be safe, the child will re-enter the group environment with the other children.

5. DIAPER CHANGING PROCEDURES

- A. Place a clean paper sheet over the changing pad.
- B. Wear gloves.
- C. Clean the child carefully and thoroughly.
- D. Dispose of diaper appropriately in a designated waste basket, using a plastic bag if necessary.
- E. Dispose of the paper sheet and gloves in a waste basket.
- F. Wash your hands.
- G. At the end of the day, disinfect the changing pad. Do this earlier if the pad is exposed to any human waste during diaper changing.

6. EMERGENCY ASSISTANCE

- A. If a volunteer or parent should find themselves in need of additional help in a preschool to comply with supervision guidelines, please look for contact information for the program director posted by telephone number in each classroom at SRBC.

ILLNESS AND MEDICATION GUIDELINES

1. WHEN NOT TO COME TO CHURCH

A. Children/youth/adults with the following symptoms should be kept home until the symptoms go away for a full 48 hours (without the aid of medication):

- i. Diarrhea (3 or more loose stools in a 24-hour period)
- ii. Vomiting
- iii. Fever greater than 100.4°F

B. Children/youth/adults should also stay home and away from other people if they have:

- i. Pink eye/Conjunctivitis until clear for a full 24 hours
- ii. If the infection is bacterial, stay home until on antibiotics for a full 24 hours
- iii. Strep Throat (until on antibiotics and fever-free for a full 24 hours)
- iv. A bad cough
- v. Rashes/sores
- vi. An itchy rash
- vii. Rash/draining sores that cannot be covered
- viii. Mouth sores with drooling
- ix. Head lice

C. Failure to comply with any of the above illness policies will result in the ill child/youth from being isolated from others and a parent/guardian being called. If your child/youth is sick with any of these symptoms, please contact your doctor. If your child/youth has been seen by a doctor and has been cleared to return to school, please tell your child's Sunday School teacher or nursery worker.

2. ADMISSION AND EXCLUSION PROCEDURES

A. When children arrive for their class, the teacher as part of his/her greeting, should evaluate the overall health of the child. Children arriving with symptoms that suggest possible illness should be referred to the Nursery Director or the proper ministerial staff for evaluation.

B. The Director/Minister, along with the parent, will determine if the child should be in contact with other children.

- C. If a child is admitted who is mildly ill, the parent should make sure to leave notice of their location during the hours the child is in attendance.
- D. If a child becomes ill at Church, the parents will be contacted as soon as possible. The parent and Director/Minister will determine if the child needs to go home in order to keep the child comfortable and the classroom safe.
- E. Childcare workers should not be with children if workers are known to be in a contagious stage of an illness, if they are physically unable to perform their job because of an illness or injury, or if their job is likely to aggravate the illness or injury.
 - i. If a worker becomes ill during the class time they will need to be replaced by another childcare worker. The worker needs to report to the Director/Minister before leaving.

3. MEDICATION

- A. If a minor is required to take medication while at Church, **the parent** will need to come to the classroom and **the parent must administer** the medication.
 - i. All medications should be kept with the parent, or labeled and stored in the refrigerator in the nursery kitchen.
- B. For a minor involved in an all-day or overnight activity where the parent is unavailable to administer necessary medication, the parent must fill out an “Administration of Medications Request” and must adhere to the following policies:
 - i. All medications (prescription and non-prescription) must be given to the adult in charge of the activity.
 - ii. All medications (prescription and non-prescription) must be accompanied by an “Administration of Medications Request.”
 - iii. All medications must be in their original containers.
 - iv. Prescription medications must be in the labeled prescription bottle.
 - v. All medications must be brought in by the parent or guardian.
 - vi. Any unused medications must be picked up by the parent or guardian, or they will be disposed of after the activity.
 - vii. Program staff must count and record the quantity of controlled substances received from the parent, in the presence of the parent. Once counted and recorded, the parent/guardian and the program staff member will sign the document and it will be kept on file while the child is being supervised.
 - viii. Unless otherwise agreed to with the parent, a program director, acting director, or ministerial staff should not administer medication to a nursery/preschool child.

- ix. When administered, the date, time, and signature of the person giving the medication are to be recorded.
 - x. Exceptions to this shall be PRN inhalers, nebulizers or epi-kits that your child has been trained to self-administer. In these instances, the ministerial staff member will record time, date, and signature of adult supervisor of self-administration or the adult responsible for minor who self-administered.
 - xi. Exception is also made for diabetes related testing and medication. Adults in charge of activity must be made aware if your child is carrying such an item and will provide proper supervision for self-administration.
- C. Administration of Medication Request forms and Health Care Plans must be kept on file while children or youth are carrying any of the above items or other medical items not listed herewith.
- D. If the child has not been trained to self-administer, the medication or blood glucose testing will be administered by the program director or acting director who has been trained.
- E. Administration of Medication Request forms and Health Care Plans must be kept on file.
- F. If any medication incidents occur, including but not limited to administering a wrong dose or adverse reaction, then:
- i. Appropriate medical intervention will be taken (if necessary).
 - ii. Parents will be notified.
 - iii. A medication incident report will be filled out.

4. FIRST AID SUPPLIES

- A. Kits can be found in the following places:
- i. Labeled classroom cabinets
 - ii. The Nursery Welcome Center bathroom
 - iii. The Directors' offices.
- B. Gloves should be worn when any bodily fluids are present.
- C. A mouth guard for CPR administration can be found in the first aid cabinet under the diaper changing station in the Nursery Welcome Center bathroom.
- D. A defibrillator machine is mounted to back side of the corner wall parallel to the church office.

5. MEDICAL EMERGENCY RESPONSE

- A. In the event of a medical emergency involving a minor, remain calm, assess the situation, and assure that an adult remains with the child for basic support.
 - i. Provide any basic or special care that may be required to assist the minor.
 - a. *Adults present with CPR certification or training should assist as necessary or appropriate after assessing the situation.*
 - b. *Be aware of the potential for head, neck, or back injuries that may occur as a result of an emergency involving a minor. Do not move a severely injured minor unless it is reasonably necessary to do so for their immediate safety.*
 - c. *Second adult shall guide other minors in the situation away from the emergency to another area with at least one other adult. At all times, there should be one adult with the minor in the emergency situation, and at least two adults with the children who have been removed from the area.*
 - d. *Be sure that a responsible adult remains near the minor to provide assurance and continued support for the duration of the emergency event.*
 - e. *Do not give medication to a minor unless you have prior approval or authorization according to known, individualized emergency needs of a minor.*
- B. Adults present with the minor should be sure that at least one adult stays at the scene and with the minor at all times to give basic or special support until medical or EMS personnel arrive.
- C. As soon as possible after knowledge and initial assessment of the emergency situation, call Emergency Medical Services (EMS) for assistance and transport of the minor if necessary.
- D. Contact the parent(s) or guardian(s) after assuring all basic steps above have been attended to as indicated above.
 - i. If the parent/guardian cannot be contacted, notify any known substitute of record and call any physician on record to report a transport to the hospital.
 - ii. A responsible adult should stay with the child, including through the hospital transport and assessment until a parent/guardian/responsible party arrives.
- E. Complete an incident report.

FIRE AND SMOKE EMERGENCY PROCEDURES

1. FIRE DRILLS

The Georgia state fire code requires that one fire drill per month must be conducted in schools. Schools may substitute a severe weather drill for February and November.

A. If you see smoke:

- i. Evaluate the situation
- ii. Call 911, if necessary.
- iii. Give your name, telephone number, and location within the building.
- iv. Describe the situation.
- v. Advise Staff of the situation immediately.

B. If you detect fire:

- i. Activate the manual fire alarm
- ii. Call 911 (move to a safe area before making this call).
- iii. Give your name, telephone number, and location.
- iv. Describe the situation.
- v. If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire. If the fire is not extinguished within five seconds with the use of an extinguisher, then isolate the fire by closing doors in the area before evacuating
- vi. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- vii. Advise the Staff immediately

C. If the Fire Warning Alarm Sounds

- i. Evacuate immediately, using the nearest exit. Walk quickly. Do not run. Note: Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.
- ii. For classrooms:
 - a. *Maps with evacuation routes are posted at the door of each classroom.*

- b. Children should immediately line up at the door.*
 - c. One teacher/volunteer at the front of the line, one teacher at the back of the line.*
 - d. Quickly take count and assess if all children are in line.*
 - e. Teacher/volunteer in rear of line should grab the roll sheet, close door, and turn off lights after exiting.*
 - f. Walk quickly in single file to the nearest exit.*
 - g. Go to predesignated area at least 75 feet away from building*
- iii. If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- iv. Feel all doors with the back of your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- v. Proceed to the ground level and ballfield.
- vi. Do not reenter the building until an “all clear” is issued by the Fire Department.

TORNADO EMERGENCY PROCEDURES

1. WHEN A TORNADO WARNING IS ISSUED:

- A. Lead all students to the designated safe places in a calm, orderly, and firm manner, keeping in mind that every second matters.
- B. Everyone should kneel facing the interior wall with head down and hands protecting the back of neck and head.

2. IF CLASS IS AWAY FROM DESIGNATED AREA:

- A. Seek shelter immediately at least 30 feet from windows on lowest floor possible.
- B. Large rooms with high walls are not safe shelters (e.g., gym, fellowship hall)

3. IF SEVERE WEATHER OCCURS AROUND DISMISSAL TIME:

- A. Advise parents of weather and the possibility that dismissal will be later than normal.
- B. Allow parents to seek shelter inside church if they have arrived early. Follow same safety procedures of seeking immediate shelter.

GENERAL EMERGENCY 911 AND LOCKDOWN

1. CALLING 911

- A. Any church phone can be used to dial 911. Pick up the receiver, dial 8 for an outside line, and dial 911.
- B. Our address is Smoke Rise Baptist Church, 5901 Hugh Howell Rd, Stone Mountain, GA 30087, just west of the intersection of Hugh Howell and Highway 78.
- C. For an emergency in the Nursery/Preschool or Children's Departments, Emergency Services Personnel should come to the east entrance of the building.
- D. For an emergency in the Youth Department, Emergency Services Personnel should come to the west entrance of the building.
- E. If possible, send someone outside to direct emergency personnel upon their arrival.
- F. After calling 911, contact parent(s)/guardian(s) if applicable and the Department Director on duty.

2. SOFT LOCKDOWN PROCEDURES

- A. No outside activities are permitted until the event is resolved.
- B. School goes on as usual.
- C. All outside doors are locked - with the exception of the front door, which is monitored.
- D. Ground floor windows shall be closed and locked.

3. HARD LOCKDOWN PROCEDURES

- A. All occupied rooms should be locked with lights out, blinds closed and students must be quiet and away from windows.
- B. If you are unable to get to a room which can be locked, barricade the entrance with heavy furniture; stay out of sight.
- C. Students should not be visible through any interior or exterior windows.
- D. Do not open doors until the announcement that the lockdown is complete has taken place.

- E. If staff or students are outside at the time of a lockdown, they should move to a safe area away from the building and out of sight.
- F. If on the playground, you must take your class to the far end of the field and have the students get low to the ground.
- G. Remain in lockdown position until further advised.

FORMS

Social Media Photo Release

Throughout the year, Smoke Rise Baptist Church uses photographs and videos to promote various programs and activities within the church. These photos may be used on social media platforms or publications of the church.

We understand that many parents value the privacy of their children, so we would appreciate you filling out this form to let us know if you are comfortable with your child's photo or video being shared on our social media.

Please check the appropriate line:

_____ YES, I give permission for my child's photograph or video to be shared.

_____ NO, I do not give permission for my child's photograph or video to be shared by SRBC.

Signature of Legal Guardian

Date Signed

Student's First and Last Name

This form will be kept on file at Smoke Rise Baptist Church and will be considered valid until the signing of a more recent release form.

Report of Suspected/Alleged Incident of Child Abuse

Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

Victim's Name: _____ DOB: __/__/__

Date/Place of initial conversation with/report from victim: _____

Victim's Statement (your detailed summary):

Name of person accused of abuse: _____

Relationship of accused to victim: _____

Reported to Ministerial Staff:

Name of Ministerial staff: _____ Date: _____

Signature: _____ Date: _____

Incident Report Form

Date of Incident: _____ Time of Incident: _____

Name of Child/Student: _____

Location of Incident: _____

Name of adult(s) who witnessed the incident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Description of Incident:

Signature of Witness(es): _____ Date: _____

_____ Date: _____

_____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Administration of Medication Request

Name: _____ **Date of Birth:** __/__/____

For the safety of all people participating in activities or events sponsored by our church, all medications, both prescription and over-the-counter, must be accompanied by this form and brought to the appropriate ministerial staff member by an adult.

Name of Medication: _____

Amount to be given: _____

Time(s) to be given: _____

Possible Side Effects: _____

Special Instructions: _____

I, _____, grant permission to the staff or designated agent of the staff person to assist in administration of medication above for my child, _____, while under the care and supervision of the church.

I understand that the church representatives cannot assure that anything more than a reasonable effort will be made to assist the minor and I further agree to waive any claims of liability that may rise against any church personnel or representative relative to the administration of this medication to my child according to the instructions provided above.

Phone Numbers:

Home: _____ **Work:** _____ **Cell:** _____

Signature of Parent

Date

Controlled Substance Record

One sheet per child

Child's Name: _____ DOB: __/__/____

Medication: _____ Dosage: _____ Route: _____

Name of Health Care Provider Prescribing Medication: _____

Phone: _____

***All medication received must be counted and signed by staff member as well as guardian**

Number of pills received: _____

Date of reception: _____

Staff Signature: _____

Parent/Guardian Signature: _____

Medical Release Form

Parent/Legal Guardian's Name: _____

Address: _____

Phone #s: Home (_____) _____ - _____

Work (_____) _____ - _____

Cell (_____) _____ - _____

Other (_____) _____ - _____

Children's Names	List all Known Medical Conditions, Including Food Allergies and/or Drug Allergies. In Addition, Include Any and All Over-the-Counter and/or Prescription Drugs Taken Regularly.

In an emergency, please contact: _____

Relationship to child/children: _____

Phone #s: (_____) _____ - _____ (_____) _____ - _____

(_____) _____ - _____ (_____) _____ - _____

Or contact: _____

Relationship to child/children: _____

Phone #s: (_____) _____ - _____ (_____) _____ - _____

(_____) _____ - _____ (_____) _____ - _____

Physician's Name: _____

Address: _____

Phone #s: (_____) _____ - _____ (_____) _____ - _____

Dentist's Name: _____

Address: _____

Phone #s: (_____) _____ - _____ (_____) _____ - _____

Primary Insurance Company: _____
Phone #s: (_____) _____ - _____ (_____) _____ - _____
Billing Address: _____
Policy Holder's Name: _____
Address: _____
Relationship to child/children: _____
ID #: _____ Group/Policy #: _____

Secondary Insurance Company: _____
Phone #s: (_____) _____ - _____ (_____) _____ - _____
Billing Address: _____
Policy Holder's Name: _____
Address: _____
Relationship to child/children: _____
ID #: _____ Group/Policy #: _____

Statement of Consent: *(To be signed in the presence of a legalized notary public.)*

In the event of an emergency or non-emergency situation requiring medical treatment, I, _____, hereby grant permission for any and all medical and/or dental attention to be administered to my child/children, in the event of an accidental injury or illness, until such time as I can be contacted. This permission includes, but is not limited to, the administration of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of qualified medical personnel.

Signature: _____ Date: _____

Notarization:

On this _____ day of _____, _____, _____
(date) (month) (year) (name of parent)
personally appeared before me in _____ County (in the state of _____)

and, in my presence, signed this medical release form.

Name of Notary Official: _____
Signature: _____
Commission Expires: _____