

Church Safety and Security Series — SAFETY IN THE CLASSROOM

This Church Safety and Security series focuses on practical information and tools that will help local church leaders and servant volunteers to keep the children in their care safe and secure.

Safety in the Classroom is a Must!

We want parents to know that our servant volunteers are taking good care of their kids and that we have good practices in place to make sure this is happening. We also want to keep our kids healthy and we want to create an environment that fosters positive learning.



Safety begins with the Check In/Check Out system that churches use when children and their families arrive. Check In/Check out system includes:

A **CHILD INFORMATION SHEET** is completed whenever a new child comes into our church and should be updated regularly as needed and made available to classroom teachers and servant volunteers.

A **NAME TAG** will be placed on each child and accompanying documentation (companion label, tag, pager, etc.) will be given to parents/guardians to be used for pick up.

Leaders and servant volunteers should also keep a **manual list or computer print out of all the children checked in** so that this information is portable and taken with the classroom teacher in the event of an emergency.

Exploring the Classroom

CLEANING PROCEDURES

HANDWASHING



- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel.

Use an all-purpose cleaner on surfaces first to remove grime. Then, disinfect surfaces that come in contact with bodily fluids—diaper changing area, bathrooms, mouthed toys, tables and any other surfaces/objects that might be contaminated.

Bleach solutions are one alternative for disinfecting. The new bleaches have different concentrations, so look for a scent free bleach that is EPA registered. Follow the manufacturer's instructions for diluting, or visit <https://articles.extension.org/pages/25414/disinfect-child-care-surfaces-with-a-bleach-and-water-solution>.

Many daycares and churches are using alternatives that are considered to have a less harmful effect on human health and the environment. Here are guidelines from the CT Department of Public Health when considering Green Cleaning Products.

READ THE LABELS on ALL Products

- ◆ Look for Signal Words: Poison (most dangerous), Danger, Warning, Caution (least dangerous)
- ◆ Check the ingredients: Look for products with less toxic ingredients such as plant-based ingredients, no ammonia, no bleach, no fragrance, and with a more neutral pH (7)
- ◆ Look for the EPA Registration number on sanitizers and disinfectants
- ◆ Look for products that are certified by an independent third party: Green Seal, Eco-Logo, Safer Choice/Design for the Environment



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DIAPERING PROCEDURES

- ◆ Put on disposable gloves.
- ◆ Place waxed paper on top of clean diaper and slide both under child.
- ◆ Clean the child's diaper area and roll soiled/wet diaper and used moist towelettes into waxed paper.
- ◆ Fasten clean diaper securely.
- ◆ Dispose of soiled items. You can seal soiled items inside glove by placing waxed paper and diaper in palm of one hand. With other hand, pull disposable glove over diaper. Place glove with diaper in gloved hand. Pull other glove over other end of diaper.
- ◆ Wash your hands as well as the child's hands.
- ◆ Clean and disinfect the diaper area.

BATHROOM GUIDELINES

- ◆ No adult should be in a bathroom when a child is.
- ◆ If the child is three years old or under, a female adult volunteer can help a child if needed.
- ◆ The bathroom door should be partially open with another volunteer nearby.



FOOD ALLERGIES

It is important to have food allergy guidelines. 8% of kids have food allergies and the most prevalent among preschool and elementary children are peanuts and dairy.

Food Guidelines:

- ◆ Our church preschool area is a peanut-free zone.
- ◆ Snack time takes place at the table. *This prevents possible cross contamination with toys & equipment in the room.*
- ◆ Our hand washing guidelines include volunteers and kids washing hands before & after snack time.
- ◆ We offer snacks during class time. These will include: _____*. We ask that if your child has food allergies, you provide a snack in a container clearly labelled with your child's name.

Remember:

- ◆ Simple snacks are best: cheerios, graham crackers, etc.
- ◆ Be aware that children "share" snacks.
- ◆ Avoid serving snacks that you know a child cannot have.
- ◆ Be sure that workers know the possible problem ingredients in a snack - such as dairy.

Welcoming children with allergies:

- ◆ Your Child Information Sheets are crucial in gathering information on food allergies, sensitivities and other special needs. Update as needed.
- ◆ Provide a way to clearly identify a child who has allergies. This might be an allergy alert sticker or a piece of masking tape with the information written on it in sharpie.

WELLNESS GUIDELINES

Child Wellness Guidelines help to ensure that parents as well as servant volunteers know and understand the importance of keeping our children healthy. We do this by providing an environment that is free of germs and sickness. Here are some sample guidelines.

General Guidelines:

For the comfort of your child & the wellness of all in our classrooms, please do not bring your child to class if he/she has any of the following symptoms:

- ◆ Fever in the previous 24 hours
- ◆ Vomiting or diarrhea
- ◆ Any symptom of a childhood disease such as chicken pox or whooping cough
- ◆ Common cold, from onset through one week
- ◆ Sore throat or ear infection (should be off medication)
- ◆ Any unexplained or contagious rash
- ◆ Head Lice
- ◆ Pinkeye or other eye infection

For further information review the guidelines for daycare settings established by the American Academy of Pediatrics.

