

**North Hills Church**

**KIDSTUFF CHILD SAFETY POLICY**

Approved As Of: 2024



**NORTH HILLS  
CHURCH**



# NORTH HILLS CHURCH

## **Isolated Interactions**

While on campus, staff members and volunteers will not be in secluded or isolated one-on-one interactions with any child including in a Kidstuff classroom. If a situation arises in which a child must speak with an adult privately, this will occur in either an open area, an office with a door open, or with a closed door that has a window and also includes one other adult. Additionally, in these instances some other leader will be informed of that meeting so that they can view or interrupt this meeting at any time.

## **Safe Interactions**

Physical contact such as brief hugs and high fives are fine. There should be no piggy back rides or sitting on shoulders. If a particular student seems to be intent on always hanging on you or clinging to you, find ways to avoid those situations, including direct instructions that such behavior is not allowed. Students should not be allowed to sit in your lap. Student name tags that are placed on a student's chest should only be removed by the parent or the student.

## **Bathroom Use**

When taking one child to the bathroom, do not enter the bathroom with the child alone - another adult or child must be present. When taking your entire class to the restrooms, it is fine to use the large restrooms and enter as needed for crowd control. One male worker and all boys or one female worker and all girls should enter the restroom together and then leave together. A children's worker should never be in the restroom with a child alone. If you need additional assistance with taking children to the restroom, see the Program Facilitator, and they will help.

## **Food & Snacks**

Do not use gum or sweets for snacks or prizes (unless a special occasion/party is approved).

## **Decorating/Furniture**

Do not hang anything on the walls or add any furniture to the classroom. All requests for hanging something or for additional furniture should be directed to the Director of Children's Ministry.

Unplug all extension cords after use.



### **Check-in/Check-out Procedures**

Check-in/Check-out procedures are an extremely important aspect of how we serve families. Parents should never have to worry about whether we are overseeing their children at all times or to whom we will release them.

The following procedures must be followed at all times with all people—no exceptions. If someone demands any sort of exception, he or she must talk with the Director of Children’s Ministry.

All children must be signed in at the designated area, which includes parent names, allergy information, phone number, and security number. If a parent needs to be contacted, the Program Facilitator will do so by texting the parents. Children must wear the sticker printed at check in stations until the end of class. Be sure to place the extra sticker in the class roster book provided in each classroom.

A pick up tag matching the child’s number is required for pick up. North Hills Church strongly encourages parents to pick up their own children. Parents may give their pick up tag to someone else to check out their child. In both instances, parents assume responsibility for their child after they are checked out.

### **Taking Your Class Outside**

When taking your class outside (that is not a scheduled activity on the calendar), take a radio with you to inform a safety team member that you are going outside and where you will be located. In case of an emergency, use the radio to contact the safety team. Radios are located in the Kidstuff teacher workroom by the copier.

### **Accident Reports**

Teachers should complete an Accident Report for any injuries that occur while the child is involved in an NHC children’s class or activity. Give completed forms to the Director of Children’s Ministry. Teachers must also speak personally with a parent of the injured child to inform him/her of the situation.

### **Child Abuse/Neglect**

Any children’s worker who suspects a child is suffering from neglect or physical/sexual abuse must report that information to the Director of Children’s Ministry. For more information on North Hills Church’s Child Safety Process, please read our child safety policy [here](#).