

North Hills Church

WORLDVIEW CHILD SAFETY POLICY

Approved As Of: 2024



**NORTH HILLS
CHURCH**



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No 1-on-1

No World View worker may ever be alone in a classroom with one child under any circumstances. Do not begin receiving children until at least two workers are present. If a worker is unexpectedly absent, see the Hall Leader for additional help before accepting students.

Isolated Interactions

While on campus, staff members and volunteers will not be in secluded or isolated one-on-one interactions with any child. 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.

Physical Contact

Physical contact such as brief hugs and high fives are fine. 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.

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 upstairs 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 Hall Leader and they will be happy to help.

Food & Snacks

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



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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. Any questions should be directed to the Director of Children's Ministry.

All children must be signed in on the check-in system. If a parent needs to be contacted, the Hall Leader will do so by texting the parents. Children must wear the sticker printed at check in stations until the end of class.

Children in nursery through 4th grade will follow check-in / check-out procedures. 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 (and it is not a scheduled activity on the calendar), use the radio to inform a Safety Team member that you are going outside and where you will be located. Keep the radio on your person. Radios are located on the Hall Leader table in the open area outside your classroom.

In case of an emergency, use the radio to contact the Safety Team.

Accident Reports

Leaders 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 or the World View Assistant. For more information on North Hills Church's Child Safety Process, please read our child safety policy [here](#).