

**North Hills Church**  
**TREEHOUSE 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**

Treehouse students may be released to use the bathroom without a worker accompanying him or her. A worker may never be in the restroom alone with a student. You may enter the bathroom with a group of students or wait outside the restroom if one student is in the restroom.

## **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.



# NORTH HILLS CHURCH

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

No Treehouse worker may open Treehouse to students alone. Don't allow children in classrooms until at least two workers are present. In addition, do not open a classroom until at least two workers are present. If a worker is unexpectedly absent, see the Program Facilitator for additional help in order to open classroom.

Students check-in downstairs in the designated area. Be sure any child coming to your classroom has a sticker from check-in. Place the sticker in the class roster book provided in your classroom.

Please release students at the end of class. Have them discard their stickers in the trash and go through the door at the bottom of the stairs into the Kidstuff hallway. Please send one volunteer to accompany students downstairs. No students should remain upstairs. Discard the stickers from the class roster book after the students leave.

Parents do not need to be present for students to check-in or 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](#).