



Child Safety Standards

Adequate Supervision

- At least two leaders must be present in a room with a child or group of children at all times. Please do not drop off your children until two leaders are present.
- Each classroom is equipped with a walkie talkie allowing team members to get assistance without leaving the room.
- The Director of the Day and Security Team Member randomly check all classrooms throughout the services.

Drop Off and Pick Up Procedures

- Parents must check in their children and acquire a name tag and guardian tag for them. Team members note any allergies or special instructions that have been indicated on the child's name tag.
- During Pick Up, children will not be released to anyone other than a parent, guardian or individual with the correct guardian tag.
- If you lose your guardian tag, you will need to see the Director of the Day and present another form of ID before picking up your child.

Evacuation and Lockdown Procedures

- During an evacuation, Community Kids team members will escort the children to the nearest exit and gather outside at Emergency Assembly Area B (past the playground, by Christ the King Church).
- Infants and Ones leaders will load babies into evacuation wagons and cribs. Ages 2-K will use walking ropes supplied in each classroom.
- Parents should not attempt to pick up their children inside, but should proceed through the nearest exit to the Emergency Assembly Area. Once it is confirmed that all children have evacuated, parents can pick up their children with a Guardian Tag as usual. Please note that attempts to pick up children before they have exited the building will hinder our ability to evacuate children as quickly and efficiently as possible.
- In the case of an outside threat, leaders are prepared to lockdown children in their classrooms until the threat has been resolved.



Diaper Changing and Bathroom Policies

- Leaders follow our posted diaper changing procedures for each diaper change. If you prefer to be paged to change your child, please indicate that on their name tag.
- Parents are encouraged to take children to the bathroom before church.
- Two's and Three's classrooms share a bathroom. Only female leaders will assist a child in the bathroom and the top half of the bathroom door will be kept open when a child needs assistance.
- Age 4-Kindergarten classrooms travel as a group to the bathroom. Bathroom doors are propped open and leaders wait outside unless assistance is needed. If a child needs to use the bathroom before/after these times a team member may accompany them and at least one other child to the bathroom.
- Bathroom doors are also propped open when 1st-4th Graders are inside. Leaders wait for them outside the bathrooms.

Cell Phone Use and Appropriate Touch

- Using cell phones for personal use or to take pictures of the children is not permitted.
- It is never appropriate for leaders to wrestle, play rough or tickle a child in any way. Correction with any sort of negative physical touch is prohibited.

Mandated Reporting

- All adult leaders in Community Kids are mandated reporters. This means that if they have a reasonable suspicion that a child has been abused, they are required to immediately report it to Childline. Community Kids periodically holds Mandated Reporter trainings and has an online training course on identifying and reporting abuse available for team members.

Screening and Training of Leaders

- All adult team members have been attending CFC for at least 6 months and have obtained the required PA Criminal and Child Abuse Clearances.
- Potential volunteers also complete an application, provide references, are interviewed and attend an orientation.
- All team members have been trained on the Community Kids Policies and Procedures and are expected to uphold our standards for child safety.