



Steps to Take to Protect

Mississippi's Children

Dear Pastor, Minister of Childhood Education and Preschool/Children's Director:

There is no more important person in the church than the child. The Bible is filled with instructions to train up a child in the way he should go. We know that the ministry of our local Baptist churches will significantly help fulfill that scripture. As parents and as concerned Christians, we certainly want our children to be encouraged and instructed in the things of God. Jesus Himself said, "suffer the little children to come unto me, for such is my kingdom". With that high priority placed by our Savior on children, we certainly should do no less.

As churches, we are being confronted with issues now which require that we be informed about matters which will protect the children from physical or emotional harm. By law, courts are requiring churches to deal with legal matters and safety issues that will assist them to insure that the churches will not be liable for neglect and will better insure the churches of protecting the child in every possible manner.

We are sending you a folder that contains very relevant material in regard to many policies that you may wish to consider enacting in your local congregation. Ultimately, many of these decisions may need church action. All in all, we desire to help you be informed about all matters concerning legal liabilities as well as to inform you of proactive safety precautions which your church may desire to adopt.

Please feel free to make copies of these inserts and distribute them to your preschool and children's staff and teachers.

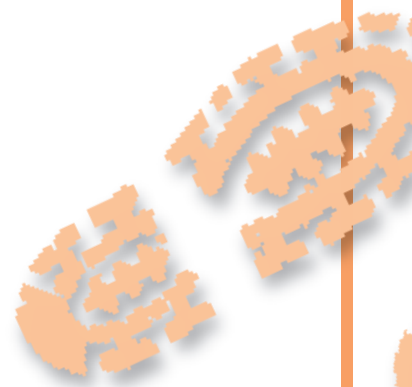
Thank you for caring for preschoolers and children. God has given us the privilege and responsibility to teach them diligently, welcome them, and to insure they believe in Him. A responsibility, "yes", but even more a privilege, a blessing, and a joy for those adults who respond to the call to touch the lives of children.

God's continued blessings on you as you work with children.

In His Service,

Angie Boydston

Mississippi Baptist Convention Board P.O. Box 530 Jackson, Mississippi 39205-0530
1-800-748-1651 www.mbcab.org



Developing Policies for Your Church

Guidelines Designed to Assist Your Church in Protecting Children

During the past decade churches have been sued for injuries to children, negligence in preventing infectious diseases, and improper selection and supervision of workers. Courts have ruled that churches are not "issuers" of the safety of children and are not automatically legally liable when a child suffers injury at church. However, the courts have found churches liable and awarded damages when church workers have been negligent. **Negligence means a breach of duty or failure to exercise reasonable care.**

Throughout the years, churches have responded to preschoolers and children with a "higher standard of care." They have been diligent in providing a loving and teaching atmosphere for children. Today's churches, however, must define and document their "higher standard of care" for children. In order to meet our legal duty in the legalistic climate, **well-formulated and implemented policies are needed.**

The need for policies is not dependent on the size of the congregation. Pedophiles and other known offenders of children are beginning to prey on smaller churches. To protect against being found negligent, policies approved by the church body are necessary for the large and small church. Whether the charges or accusations are true or not, a church can be found to be negligent if policies have not been formulated, approved by the church body, and then implemented. Often insurance companies require church approved policies in order to continue church coverage. Legally, we are responsible for answering, **"What did you or your staff do to prevent this tragedy from occurring?"**

How Does A Church Begin Developing Policies?

- STEP 1. **Contact** churches that have policies in place and ask for a copy (or copies) of church preschool and children policies.
- STEP 2. **Research** recommended standards of care (state childcare services; laws applying to employed teachers; and fire, electrical, and building codes).
- STEP 3. **Consult** with your insurance agent.
- STEP 4. **Meet** with your leadership (or preschool/children's committees) to study the policies and the research you have compiled.
- STEP 5. From your research **formulate** policies that meet your church's needs.

Policies to include:

- A greeting from the pastor
- Purpose for the policies
- General policies
- Age of children
- Availability of facilities
- Hours for church programs
- Guidelines for requesting and using the facility
- Parent policies
- Promotion
- Age divisions for departments
- Arrival and pick up procedures
- Infectious disease guidelines
- Medication statements
- Food and feeding guidelines
- Teacher/Worker policies
- Arrival time
- Pupil-teacher ratio
- Number of workers on duty in the rooms and on the playground

- Training of teachers
- Screening procedures
- Background check guidelines
- Playground policies
- Safety policies
- Security policies
- Infectious disease policies

Addressing infectious diseases enables teachers and parents to feel comfortable knowing your church is knowledgeable and prepared to love and care for all children. For information on infectious diseases contact your local health department, National Center for Infectious Diseases and the Center for Disease Control and Prevention. Current policies used in licensed daycare facilities and schools may be obtained from the Department of Human Services. Policies regarding communicable disease (tuberculosis, AIDS, and hepatitis B) may be obtained from the National Center of Infectious Diseases and the Center for Disease Control and Prevention. Since medical records are to be kept confidential, consult legal counsel in writing Infectious Disease policies.

Safety and security policies are necessary for the protection and safety of children and their families. Developing policies on the use of security cards helps teachers feel comfortable in returning children to the appropriate parent. The security guidelines encourage parents to relax during worship and Bible Study, knowing their child is safe and comfortable in his/her room. Safety policies assure parents and teachers of the safety for everyone involved in children's ministry.

What Does Your Church Do Once The Policies Are Formulated?

When the preschool and/or children's committee(s) feel comfortable with the policies, **invite parents to review the policies**. Distribute the policies a week or two prior to a parent meeting. During the meeting give parents time to ask questions and discuss the contents of the policies. Explain the intended purpose and reasons for policies in your church. Parents can offer valuable feedback and assist in clarifying policies for other parents. Their review and approval encourages and supports teachers when implementing policies.

Once the committee and the parents feel comfortable with the policies, **arrange for these policies to be approved by the church during a business meeting**. This step may seem unnecessary but church approved policies become church policy. This allows the enforcer of the policies to refer to the policies as church approved policy when confronted or in an adverse situation. Insurance companies readily accept church approved policy as opposed to policies set by a preschool committee or department. **Policies should be strictly abided by at all times. If a church has policies in place, but disregards these policies, the church can be found negligent.**

'Richard Hanunar, presenter of the Baptist Sunday School Board seminar, "Legal Issues in the Church," held on April 26, 1994, in Nashville, TN

'Kenneth Snyder, "Legal liability in Daycare and Nursery School Facilities," Church Administration (Nashville, TN; Convention Press, March 1993).

Written by Glenne Whisenhunt, First Baptist Church, Noble, OK

Edited by Sheri Babb, Preschool Children's Specialist, BGCO

Security Policies

Seeing the need for a safe and secure learning environment is a priority in preschool ministry.

All churches, regardless of size, need clear policies related to security. The teachers who receive boys and girls are very often not the teachers who release them. Consequently, some teachers may be unfamiliar with the preschoolers' parents. Advantages of security measures include added protection for the preschoolers, some degree of legal protection for the individual and the church, and increased parent and leader confidence.

Establishing security procedures will help ensure that preschoolers entrusted to us are cared for in a safe and secure manner.

Steps taken may include the following:

- using a Sign-In/Out sheet when parents bring and pick up their preschooler
- identification system for releasing preschoolers to authorized adults only
- only preschoolers and teachers in the classroom
- requiring preschool room doors be closed at all times and that a window be in each door.
- providing a minimum of two teachers in each room at all times
- asking preschool teachers to wear name badges
- providing a name label for each child and their belongings
- telephone access
- limiting access to preschool area
- using security patrols or guards

When adopting security procedures, a church must determine what will fit its needs.

Communicating the safety benefits of security procedures helps enhance the understanding of the need. Churches entrusted with the care of preschoolers are held to a "higher standard of care." An intentional plan of carefully formulated and implemented policies provides dual protection. Preschoolers will be provided with a safe and secure environment while teachers will less likely be falsely accused.

Using a Sign-In/Out sheet is an important step in a church's security plan. Upon arrival preschoolers are registered at the door using a Sign-In sheet. Parents are to indicate where they can be located in case of an emergency. A Sign-In/Out sheet is instrumental in determining which preschoolers attend which sessions, what room they are in, who is teaching and where parents can be located. Teachers are also encouraged to sign in/out. Releasing preschoolers to the authorized adult requires that some type of identification system be in place. This is one of the most important steps in a security plan. When a preschooler is brought to their classroom, the parent or adult guardian is given some form of identification that they keep and then show when they come to pick up the preschooler at the end of the session. The identification system indicates that they are the only person who can take the child from the room and helps ensure that the preschooler is released only to the authorized adult. There are several types of identification systems: card, ticket, or tag. Each system works on the same basic premise. The identification name, number, symbol, etc. will match the child being picked up. The child can only be released to the person who has the matching identification system. Pagers are another form of identification that serves two purposes: parents can be reached in case of emergencies and they return the pager when picking up their child. The identification system should be followed at all times when there are preschoolers in the church's care.*

Involving the church body in implementing security procedures is a positive step. Once procedures have been decided upon they should be put in writing and presented to the church for approval. Church approval will add credibility to the security plan and support for those who will be responsible to follow it. When appropriate procedures are consistently followed for all preschool programs, your church is in the best position to protect preschoolers and safeguard teachers.

Training of all preschool leaders and parents of preschoolers is a must in implementing any security procedure. The procedures must be well understood by everyone who uses the preschool facilities. With a security plan in place, the church and the teachers remain accountable to the parent and release preschoolers only when procedures are followed.

Yes, we are to trust God to care for us all. Yet, surely He expects us to be responsible in meeting the special security needs of preschoolers, who must depend upon adults for their safety. **May we seek God's guidance and trust Him to provide wisdom as we teach preschoolers in a safe and secure environment.**

Childhood Illnesses and Prevention Policies

Germes are all around us and often infect young children.

Protecting these youngsters from germs and illness is not always possible, but it is our responsibility to help children avoid these illnesses as much as possible. Keeping ill children away from other children is part of that responsibility. A child should remain at home for 24 hours after having a fever, vomiting or diarrhea and a sore throat, eye infection or skin rash that has not been treated.

The parent should be contacted and asked to pick up their child if any of the following symptoms occur:

- Armpit or fever-strip temperature of 100 (children younger than 3 months with 100.4 need to be seen by a doctor)
- Vomiting
- Diarrhea
- Unexplained rash on skin
- Green mucus discharge from nose
- Nits in the hair
- Red eyes with a mucus discharge

If a child contracts a childhood disease following a session in a preschool department, the church should be notified.

UNIVERSAL PRECAUTIONS

Universal:

Universal means taking the right precautions all the time; not taking risks.

Precautions:

Precautions means planning for the right equipment to be on hand and having a set of safety rules to follow.

Equipment:

Bleach solution of 1/4 cup to 1 gallon of hot water (mix daily), mops, buckets, liquid soap (keep locked up), paper towels and a foot-peddled trash receptacle with lid

Rules:

- **What?** Hand washing
- **When?** Upon Arrival
 - Before feeding food or bottles
 - Before and after toileting and diapering
 - After cleaning vomit, spit-up, blood, runny noses, soiled clothing
- **How?** Place hands under warm, running water.
 - Use liquid soap and lather
 - Create friction by rubbing vigorously between fingers, around and under nails and on the back of hands and around wrists for at least 20 seconds
 - Rinse hands with warm running water
 - Dry thoroughly with a paper towel
 - Use the paper towel to turn off the faucet (original germs are on the faucet)
 - Place towel in a foot-peddled trash receptacle
- **Why?** Viruses are removed when proper hand washing procedures occur.

Cleaning Spills:

- **What?** Diarrhea, vomit, spit-up, or blood
- **How?** Using latex gloves, pour bleach solution around edge of the "spill"; clean from the outside to the inside. Disinfect mops, buckets with bleach solution.

Reducing Infection Risk for children and Adults:

- **What?** Infection means viruses such as colds or flu; hepatitis B or HIV spread through blood; bacteria such as strep spread through urine, feces, mucus and saliva
- How?** Killing bacteria and viruses with bleach solution
Keeping a bag of latex gloves and wipe-up supplies at hand (in your pocket)
Removing gloves:
Pull from the top downward, leaving the glove inside out.
Place the removed glove in the palm of the other glove.
Pull from the top turning inside out with first glove inside the other glove. Germs stay inside the gloves.

Confidentiality of Medical Information

If information regarding a child who has an immunodeficiency, whatever the cause, is available to the Minister of Childhood Education, the minister will make this information available only to those caregivers who need to know in order to protect the child against other infections. Parents of children enrolled in preschool activities shall not be privy to any confidential medical information.

Some signs and Symptoms in childhood illnesses:

- Chickenpox:** Fever; cold symptoms; tiredness, itchy rash with red, raised blisters
- Conjunctivitis or Pink Eye:** Redness of eye, swelling of eyelid; mucus drainage from the eye; itching and watering of the eye
- Fifth Disease:** Bright red rash on cheeks; lacy looking rash on arms and trunk
- Head Lice:** Itching scalp, nits in hair
- Influenza:** Headache, runny nose; sore throat; cough; loss of appetite; fever; aches; chills; tiredness
- Impetigo:** Small honey-colored, crusted sores
- Measles:** Cold; sore throat; dry hacking cough; high fever; red rash beginning on the face and moving down the body
- Meningitis:** Severe headache; sensitivity to light; stiff neck; nausea and vomiting; lethargy and irritability
- Mumps:** Swollen glands in back part of cheek; sore throat; swollen lymph nodes; cold symptoms; fever
- Pinworms:** Intense itching in anal area that may wake child at night
- Rheumatic Fever:** Arthritis, heart rhythm problems; rash; fever; bizarre motions
- Scarlet Fever or Scarletina:** Sore throat; bright red rash beginning on trunk and spreading over entire body; fever; dry, flaky skin; red and swollen tongue
- Sore Throat:** Dry, scratchy throat; painful and difficult swallowing
- Tonsillitis:** Sore throat; pain in swallowing; drooling in infants; refusing to eat; chills; fever; aches; headache; ear ache; swollen neck glands; bad breath; cough

Bibliography

- AGH Associates, Inc. Health – *Following the Right Steps*. (Hampton, NH. 1993)
- Eisenberg, Arlene, Heidi E. Murkoff & Sandee E. Hathaway. *What to Expect, The Toddler Years* (New York, New York, Workman Publishing Company 1994)
- Kelly, M.C., M.S.; Gregg Albers, M.C.; Sarah J. West & David L. Baker, M.A., *Family Health & Medical Guide*. (Dallas, London, Vancouver, Melbourne Word Publishing 1996)
- Schiff, M.D. & Steven P. Shelov, M.D., *American Academy of Pediatrics Guide to Your Child's Symptoms*. Villard Books (New York, New York, Random House 1997)
- Shelov, M.D. & Robert E. Hannemann, M.D., *Caring for Your Baby and Young Child, Birth to Age 5*. (New York, New York, Bantam Books 1994)

Hygiene Practices and Policies

A child's feeling of protection comes from a healthy environment.

Teaching and ministering to preschoolers and children includes providing clean and orderly environments where the child can explore, create, learn, and play. Promoting good hygiene procedures is essential in order to provide protection from exposure to, and the spread of infectious diseases. Being aware of cleaning procedures and hygiene practices and policies protects and insures the health, safety, and emotional well being of preschoolers, children, their families and the church.

Because preschool and children's rooms are used frequently and by different groups, the following hygiene standards are recommended. These standards insure that the toys and equipment in every room are ready for use at any time. Teachers and children are protected from disease and injury, and the church is protected in the event of an injury, accident, or spread of infectious diseases.

1. General Procedures and Practices in Rooms

- Both preschool and children's teachers, paid or volunteer, are required to attend an orientation and receive instructions in proper handwashing, uses of gloves, and diapering techniques applicable to their age group.
- Teachers will be instructed as how to respond to emergency injuries and illnesses as well as how to clean and disinfect materials, toys, equipment, and rooms.
- All teachers will wash their hands using the "Handwashing Procedures" (in this document) when they enter a classroom.
- Teachers of infants and one-year-olds will wear smocks while teaching.
- Bleach water solution (recipe in this document) will be prepared for disinfecting cribs, toys, and equipment during a session and at the end of each session.
- Bleach solution will be used to disinfect cribs, eating tables, areas where food is handled, toileting areas, toys, and teaching materials.
- All rooms are kept orderly and clean, disinfecting as needed throughout older age group rooms.

Recipe for Bleach Water Disinfecting Solution

1/4 cup bleach	OR	1 tablespoon bleach
1 gallon of cool water		1 quart cool water

PREPARE the bleach water solution out of the presence of children. Add the household bleach (5.25% sodium hypochlorite) to the water. Mix fresh for each session. Change the solution at least once during a two-hour session. **NOTICE:** One of the most commonly used solutions for disinfecting in the childcare setting is the homemade solution of household bleach and water. It is easy to mix, nontoxic, safe (if handled properly) and kills most infectious agents. **CAUTION:** Keep bleach solution and bleach out of the reach of children. Mix bleach solution with tap water outside the room and away from the children. Discard any unused bleach solution at the end of each session. Store bleach in a locked closet away from the children's area.

Suggested Cleaning Procedures for Cribs, Equipment and Teaching Materials

- Avoid the use of stuffed animals and fabric toys as they cannot be cleaned after a child mouths one.
- After removing sheet, clean crib rails and crib mattress by washing in warm soapy

water, rinsing in clear water, and disinfecting with bleach solution. Dry chrome crib rails with disposable towel to prevent rusting. Let mattress air dry.

- Throughout the session disinfect eating areas, toilet seats, and toileting areas (using same method as described above) after each individual use.
- Designate one crib for each individual baby during a session.
- After each session, clean toys and teaching materials in babies through three-year-old rooms, scrubbing materials in soapy water, rinsing in clear water, disinfecting in bleach solution, and leaving to air-dry.
- Clean and disinfect mouthed toys and materials after each child's use. Wash in soapy water, rinse in clear water, and dip in bleach solution. Leave to air dry.
- Disinfect plastic dolls after each session. Dolls with hair should not be used, as the hair cannot withstand the disinfecting solution.
- Wash homeliving dress-up clothes, doll clothes or other fabric items regularly.
- Avoid the use of hats, caps, and headscarves unless they can be disinfected after each individual use.

Diapering and Toileting

- Check diapers at 30-minute intervals.
- Change babies in their own cribs.
- Change older babies and twos on a vinyl mat on the floor in a designated area of the room.
- Disinfect the mat with bleach solution after each use.
- All teachers are required to wear latex gloves when changing diapers or assisting with toileting needs.
- Teachers should wash their hands after removing gloves.
- Clean restroom surfaces (faucet handles and toilet seats) with bleach and water solution or a chlorine-containing scouring powder or other nontoxic bathroom surface cleaner/disinfectant several times a day if possible, but at least once a day and when soiled.

Diapering and Toileting Procedures

A. Diapering Procedures

1. Collect a sheet of waxed paper, premoistened disposable towelettes (check for allergies), clean diaper, disposable latex gloves (approved for medical use), trash disposal bag (small paper or heavy-duty plastic zip-lock bag), child's personal towelettes, ointment (if provided by parents and with parent's authorization), and a wash cloth for washing child's hands.
2. Place waxed paper on top of the clean diaper and slide it under the child.
3. Put on disposable latex gloves.
4. Unfasten, remove, and roll soiled/wet diaper in waxed paper.
5. Clean child's diaper area with premoistened towelette and put used towelette in waxed paper.
6. Fasten clean diaper securely.
7. Remove gloves trying to enclose wrapped soiled/wet diaper and used towelette. Hold diaper in right hand. Pull the top of the right-handed glove down over the diaper so that the glove covers most of the diaper. Hold the partly concealed diaper in the left hand. Pull the top of the left-handed glove down over the diaper concealing the remainder of the diaper.
8. Drop the enclosed soiled/wet diaper in the paper disposal bag and dispose of it in a covered trash container that has been lined with a plastic trash bag.
9. Wash the baby's hands with the wash cloth. Assist older preschoolers with handwashing.
10. Invite the child to return to the activity area.
11. Disinfect the diapering area with bleach solution.
12. Wash your hands following the "Handwashing Procedures" (see this document).

B. Toileting Procedures

1. Assist young preschoolers with toileting if needed.
2. Use gloves when assisting a child.
3. Remove your gloves and assist the child in washing his hands.
4. Wash your hands using "Handwashing Procedures" (this document) after assisting a child.
5. Instruct or assist older preschoolers and children in proper handwashing after they use the toilet.

III. Handwashing

- Handwashing is important in preventing the spread of infection and should be routinely practiced by teachers and taught to children 18 months and older.
- Teachers and children should wash their hands after using the toilet, after wiping their eyes or nose, before and after cleaning or touching an open wound, and before serving food.

Handwashing Procedures

- Use antibacterial soap and warm running water (if available) when washing hands. If running water is not available, provide pans of soapy and rinse water and a pan of bleach solution in the room. Rub hands vigorously for 10 to 15 seconds.
- Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails. Rinse soap from hands.
- Disinfect hands in bleach solution.
- Dry hands with a disposable paper towel.
- Turn water faucet off with a disposable towel (instead of using bare hands) then dispose of towel in trash.

Sources:

Center for Disease Control and Prevention, National Center for Infectious Diseases, *The ABC's of Safe and Health Child Care* (<http://www.cdc.gov/hip/abs/practi9.htm>)

Child Abuse Policies

“It is estimated that one out of three girls and one out of five boys will experience some form of sexual abuse by age eighteen. What this means for churches is that none can expect to remain unaffected by the problem.”

Churches today are writing policies for the prevention of child abuse. Procedures are written for the protection of children, staff members, child care employees, adult volunteers and the church family.

I. Adoption of policy

1. Appoint a committee expressly for the purpose of policy development. The committee members should be comprised of several disciplines (law, counseling, medicine, religion and education, etc.) and represent a broad spectrum of church membership..
2. Create a perception that the church is acting proactively to prevent a future problem, and not in response to past occurrences. Ask for input from everyone. Let the entire church know that a policy is being developed.
3. The final policy should attempt to be comprehensive, should be in writing, should be adopted as an official policy of the church in a church business meeting, and should be available for review at all times.

II. Worker Enlistment

- Every applicant for any paid position shall complete an employment application and a consent form for a background check.
- All prospective volunteer children's teachers shall complete a questionnaire, and a consent form for a background check. No person shall be accepted for volunteer service before the church has received and studied the completed questionnaire.
- The prospective volunteer shall be a committed Christian, at least 18 years old, a church member for six or more months, good physical, mental, and emotional health, and a pleasant manner with children.
- At least two adult workers shall be present at all activities involving children. At no time shall only one worker be allowed to be alone with one child. Also needed is a small window in classroom doors, and protective procedures for changing diapers and assisting in rest rooms. Supervision of teachers should be ongoing, with designated staff members or division directors available to teachers, as needed.
- No adult or youth with known prior incidents of sexual misconduct with minors shall be permitted to serve in any capacity involving custody or supervision of children.

III. Worker Training

Each new worker should be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse.

IV. Worker Supervision

Church staff should supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.

V. Reporting Sexual Abuse

In the case of an actual allegation, it is imperative that the church report sexual abuse. *The Church Law & Tax Report-Reducing the Risk of Child Sexual Abuse in Your Church* suggests several guidelines:

1. Document all your efforts at handling the incident.
2. Report the incident immediately to your church's insurance company, attorney, and appropriate church staff.
3. Contact the proper civil authorities.
4. Notify the parents.
5. Do not confront the accused until the safety of the child is secured.

Resource

Keeping Your Church Out of Court Mississippi Edition

Produced by: Church Administration-Pastoral Ministries and Church-Ministers Relations

Safety Policies

Safety in preschool rooms is important not only on Sundays but anytime preschoolers are at church.

Keep this safety checklist as a guide:

1. Preschool rooms are located on ground level.
2. Walls of preschool rooms are smooth surfaces, covered with non-toxic paint and free of any obstructions which could be hazardous to preschoolers.
3. Floors of preschool rooms are covered with tile and/or low-pile carpet in good condition to avoid loose or uneven edges. Floors are cleaned after each use.
4. Ceilings are in good repair, free of water-damage or loose pieces.
5. Electrical lighting is installed properly, with all bulbs and wiring enclosed in appropriate settings and out of reach of preschoolers.
6. Electrical outlets are child-proof or equipped with safety covers.
7. All equipment is designed for the age-group using the room.
 - All preschool equipment is free of sharp edges, broken parts, and chipped paint.
 - Cribs and mattresses in rooms for babies and ones meet national safety standards.
 - Crib rails are always raised to the highest setting when a child is in the crib. Rails may be partially lowered when a teacher is changing a diaper.
 - Small items which could cause choking are not used in preschool rooms.
 - Trash containers are kept out of reach of preschoolers.
8. Preschool windows have safety glass and are in good repair. Cords of window shades are out of reach of children.
9. Preschool doors meet the fire code requirements of your area. Doors have a small window in the door or beside the door to allow visibility to persons checking on the room.
10. Preschoolers may be left in preschool rooms only when designated adults are present. Keep an appropriate ratio of teachers to children, with always at least two adults in each preschool room.
11. Room temperatures are kept at a comfortable setting (72-74 degrees F.). All heating and cooling units are inspected annually and are out of reach of children.
12. If a water source is available in the preschool room, the thermostat is set to avoid hot temperatures, which could be harmful to young children.
13. Restrooms are adjoining or near the preschool room.
 - When a teacher must assist a child, the restroom door should be left partially open.
 - Remove locks from restroom doors to prevent young children from locking the door when alone in the restroom.
14. Remember unnecessary clutter is unattractive and unsafe. Remove items which are not used in the age-appropriate teaching activities.
15. Enlist the preschool division director or other designated leader to be available to monitor activity in the hallways in the preschool area. If the sanctuary and adult education space is not nearby, develop a plan for quickly reaching parents when needed.
16. All preschool teachers follow your church's security policies.
17. Keep all potentially poisonous substances out of preschool rooms.
 - Be aware of plants which could be poisonous if touched or ingested.
 - Avoid having cleaning products stored in preschool rooms.
18. Keep an information card on each child, including names of the child's parents and any allergies which the child may have.

Emergency Procedures

- Provide a telephone with emergency numbers posted in the preschool area.
Communicate the fire escape procedures to everyone working in the preschool area.
Display the fire escape route in each room.
- Designate an emergency exit crib in which babies can be placed and rolled to safety by the teachers.
- Provide other disaster plans, such as instructions to follow in case of a tornado, earthquake, or hostage situation.
- Inform parents of your emergency procedures, to avoid confusion if such an emergency should occur.
- Provide training in infant/child CPR for preschool teachers.
- In the event of injury, the teacher will:
 - 1) Send for help.
 - 2) Notify parents.
 - 3) Avoid moving the child.
 - 4) Remain calm and keep the child comforted until help arrives.
- All teachers will have access to injury documentation forms and will fill out information on each illness/injury to be kept on file.

What a wonderful privilege to be able to teach and care for preschoolers in a SAFE and loving environment!

Safety Addresses:

Handbook for Public Playground Safety and a toy list with recalls, updates and safety standards. Consumer Products Safety Commission, Washington, D.C. 20207, 1-800638-2772-www.cpsc.gov/cpscpub/prerel/prhtmi/96172.html

Safe toys (Send self addressed envelope for toy booklet) Toy Manufacturers of America, P.O. Box 866, Madison Square, Station, New York, NY 10159

Lead prevention brochures-Lead Free Kids, Inc., 110 E. 31st Street, Box 8595, Minneapolis, MN 55408-0595

An On-Line Handbook for Child Care Providers-*The ABC's of Safe and Healthy Child Care*, Department of Health and Human Services, U.S. Public Health Service Centers for Disease Control and Prevention, <http://www.cdc.gov/ncidoc/hip/abc/abc.htm>

Poison Information-National Poison Center Network, 125 DeSota Street, Pittsburg, PA 15213

Choke Tester-Department Safe Toys, P.O. Box 17, Long Beach, CA 90801

Child Medical Information Diaper Bag Tags-NLSS Specialties, P.O. Box 1897, 2111 Kennesaw Due West Road, Kennesaw, GA 30144

General safety information-American Academy of Pediatrics, Division of Publications, 141 North Point Blvd., P.O. box 927, Elk Grove Village, IL 60009-0927

Confidential Volunteer Application Form

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for boys and girls.

Personal

Name _____ Date _____

Present Address _____ SS## _____

City _____ State _____ Zip _____

Day Phone (_____) _____ Evening Phone (_____) _____

Occupation _____ Marital Status _____

On what date would you be available to begin? _____

What is your minimum length of commitment? _____

Do you have a current driver's license? ____ Yes ____ No If yes, please list your driver's license number: _____

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor? ____ Yes ____ No

If yes, please describe all convictions for the past five years:

Were you a victim of abuse or molestation while a minor? ____ Yes ____ No

(If you prefer, you may refuse to answer this question. Or you may discuss your answer in confidence with one of the ministers rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify you.)

Church Activity

When did you make your profession of faith in Christ? _____

When were you baptized? _____

Have you joined our church? _____

If no, of which church are you member? _____

List (name and address) other churches you have attended regularly during the past five years:

List previous church work involving children:

Church Name	Complete Address	Type of Work Performed	Dates
-------------	------------------	------------------------	-------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all previous nonchurch work involving children:

Organization

Address

Telephone Number(s)

List any gifts, callings, training, education, or other factors that have prepared you for teaching children:_____

Personal References (not former employers or relatives)

Organization

Address

Telephone Number(s)

Applicant's Statement

This information contained in this application is correct to the best of my knowledge. I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children. I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice. I waive any right I may have to inspect references provided on my behalf. Should my application be accepted, I agree to be bound by the bylaws and policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I further state that I have carefully read the foregoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature_____Date_____

Witness_____Date_____

(Disclaimer: This form is solely for illustrative purposes. State and local laws may vary. It is recommended that each church solicit the advice of an independent and qualified attorney. LifeWay Christian Resources nor the Southern Baptist Convention assumes any liability for reliance on this form.)

PERMISSION FOR RELEASE OF INFORMATION FROM CRIMINAL RECORDS

I hereby give my permission for the release to _____
of _____ information from law enforcement files concerning any past
history of sex offenses or offenses against children with which I may have been charged or
convicted.

I understand that the information to be released will concern only charges and/or convictions of carnal knowledge of a child under 14 years of age, sexual battery, seduction of a child under the age of 18, touching a child for lustful purposes, disseminating sexually oriented material to children, exploitation of children, carnal knowledge of a stepchild, adopted child or a child of a cohabiting partner, or unnatural intercourse. No information will be released on any criminal record I may have which does not relate to these particular crimes.

I understand that information will be released on any conviction, any pending charges, or any arrests if I have been arrested two or more times.

I understand that _____ has the right to require this record check as a condition of employment.

I understand that I will be sent a copy of any information released from your files pursuant to this permission form and that I have the right to challenge the accuracy and completeness of this information.

I understand that this information will be used only for employment purposes and will not be re-disseminated to other persons or used for any other purpose.

Name

Street or Box Number

City, State, and Zip Code

Witness to Signature

Social Security Number

Date

Date of Birth