

Health and Safety Policies and Procedures St. John's Shaughnessy Sunday School

The following policies and procedures are to guard the security of both the teacher/caregiver and those in his/her care.

A. Classroom Staff & Supervision Guidelines

- Every group of children is taught by a team of teachers, consisting of at least two people over the age of 18. However, a member of the youth group may be an assistant teacher if approved by the director and if the lead teacher on the team is an adult. No one is ever to teach or care for children in an isolated space by himself/herself.
- We have an open door policy. This means that at any time a member of the ministry team may enter a classroom with no more than a knock on the door. Parents also may enter a room after a knock on the door.
- Every class is to be taught in a space which is visible from outside the classroom. It is the hope of the ministry team that windows can be installed in each of the six doors of the three classrooms in the lower hall.
- All volunteers should be alert to safeguard against unwelcome visitors. Introduce yourself to any person whose presence is not accounted for and ask if you can help. If the person is not present because of a related child in our care or on the Sunday School team, inform them graciously that for reasons of security we ask all other adults to vacate the building during the Sunday School hour. If the person is uncooperative, please speak with Ruth Flannigan immediately.
- Children in grade 1 and under are to be accompanied to the toilet upstairs and in a group. The adult remains outside of the cubicle. If any assistance is required by a child, the toilet for disabled persons should be used and the door left ajar at all times. Children in grade 2 and upwards may go to the toilet with either an adult or a peer from the class. They should not be sent to the washroom alone. **Only women teachers or parent volunteers are to assist both boys and girls in the washroom.**
- Parents are encouraged to take their children to the washroom before class.
- Touching: There is appropriate and inappropriate touching. Touching out of sight of others is not permissible. If you think it inappropriate, don't touch. When a hug is called for, give an open hug (standing beside the child while reaching one arm around his/her shoulder).
- Receiving and releasing of children: Preschool children (3-5 years of age) are to be dropped off by a parent/caregiver. Only drop off a child if the teacher is present. Children ages 3 to grade 2 are to be picked up by a parent/caregiver. Older children are to be released only if they know where they can find their parents.
- Every person on a teaching team is interviewed by the Director of Children's Ministry. If that person has been a member of St. John's for more than a year, references are sought from someone on the pastoral team. If not, references are sought from the person's previous church. The volunteer is also asked to give a reference from their place of employment or from another organization with which he/she volunteers. As from the fall of 2008, volunteers will also be given a police check.

B. Child Security

- All volunteers working with children should wear name tags.
 - All children are to be registered and records are to be maintained.
 - Attendance is to be taken every Sunday. New children must be registered. Volunteers are to sign their names on the Sundays they teach.
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C. Health and Hygiene

- Sick children: A child who is ill and could therefore expose other children and workers to illness should not be received into the classroom. Some signs of illness include unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth and throat. Any child with a known communicable disease should not be received into the classroom.
- Hands should be washed before snack time. If a sink is not readily available, hand sanitizer lotions can be used in class.
- Medications are not to be administered by volunteers or kept in the classroom except for in the case of an epi-pen or puffer. Parents are to leave written instructions for teachers concerning these items.
- Teachers should have a rudimentary understanding of first aid. In all first aid situations, either the children's minister or assistant children's minister should be notified at once. She will determine whether a parent needs to be called and, even in the case of a band-aid, will write a note on the attendance sheet for the class as well as informing the parents.
- A First-Aid kit is kept in the supply room.

D. Emergencies

- Emergency procedures and exit maps are to be posted in each classroom.