



# SAFETY GUIDELINES

1. An adult or teen working with children should NEVER be alone with a child.
2. Lanyards must be worn at all times by NCC Kids leaders to identify them as authorized leaders in the rooms. If a lanyard is forgotten, a temporary one must be obtained from the area coordinator/director.
3. The following applies to parents who wish to enter a classroom to help acclimate their child:
  - Only one parent per family at a time.
  - There must be an adult leader in the room at all times.
  - The parent may stay for a maximum of 10 minutes.
  - If the parent wishes to stay longer, he/she must return to the "Check-In Area" to get a guest badge and an adult leader must be in the room with the parent at all times.
4. All other classroom guests must fill out a "Classroom Guest" form with coordinator approval and receive a guest badge at the "Check-In Area." There must be an adult leader in the room with a guest at all times.

## RESTROOM SAFETY REMINDERS

In order to ensure the safety of the children and protect our leaders and church community from false accusations, the following guidelines have been set:

### NURSERY (BIRTH – 2 YEAR OLDS)

- a. Diapers are to be changed by females only.
- b. Diapers are to be changed in a public area in view of other leaders.

### PRESCHOOL (3 YEAR OLDS – PRE-K)

- a. Only females are to take children to the bathroom.
- b. Leave the bathroom door ajar and stand outside the door in view of other leaders.
- c. Minimal or no adult assistance.
- d. Only one child in the bathroom at a time.

### ELEMENTARY (GRADES K–6) CHILDREN USING COOK CENTER RESTROOMS

- a. All children must be accompanied to the restrooms by an adult leader (18 years or older).
- b. Adult male leaders may escort 2 or more boys to the restroom. Check first to see if anyone is in the restroom. Only after the restroom is completely vacated should the children enter. Remain outside the restroom with the door propped open. No adult assistance is needed.
- c. Adult female leaders may escort 2 or more girls to the restroom. Check first to see if anyone is in the restroom. Only after the restroom is completely vacated should the children enter. Remain outside the restroom with the door propped open. No adult assistance is needed.
- d. An adult leader should NEVER enter the restroom alone with the children, except for an emergency.
- e. Only one child per restroom stall.

*\*Situations may arise when these standards cannot be met. In such cases the adult in charge will use his/her best judgment in assigning appropriate supervision. When in question regarding the above guidelines, contact the coordinator or director of the area for clarification.*

[PLEASE TEAR OFF AND KEEP THIS COPY]

