

V. (a) NURSERY AND CHILDREN'S CHURCH SAFETY/EMERGENCY AND SECURITY HANDBOOK

The Nursery and Children's Church attendant(s) and/or volunteers will be required to wear a name badge at all times.

Every child participating in the Nursery program must be signed in on the designated sign-in sheet provided on the wall next to the nursery room door. The same parent that signs in their child must also be the parent that signs their child out, unless that parent has authorized someone else on the sign-in sheet to pick up the child. Neither the paid attendant nor church volunteers will release any child to a parent other than the parent that originally signed that child in upon their arrival or his/her authorized designee.

An identification process will be established for children attending Children's Church

Changing diapers is done with at least one other person in the room other than the attendant. In the event that a volunteer is not available, the attendant should locate an usher to stand in the room until the diaper change is completed. No child is ever to be left unattended on a changing table.

Should the Nursery attendant or church volunteer find it necessary to change a soiled diaper, they will be required to place the diaper in a bag prior to disposal along with a Blood borne Pathogens tag (printed on red paper). Gloves will also be provided should the attendant/volunteer wish to use them.

When taking children to the restroom and child is a different gender than the attendant or volunteer, the worker stays at the rest room door until the child is finished. Children are provided as much privacy as possible and may only be assisted when absolutely necessary. The restroom door will remain slightly open when a child is using the facility.

In the event of an emergency that deems it necessary for the children to exit the Nursery, the attendant (with assistance from an usher) will guide the children and exit the nursery through the Narthex. They will proceed out to the far end of the parking lot/side yard where their parents should come to pick them up. Children attending Children's Church will follow the same evacuation procedure found in the Sunday School Handbook.

Any snacks brought into the Nursery/Children's Church or provided by the attendant(s) will be peanut free.

The current and any future paid Nursery attendants working for Gloria Dei Lutheran Church will have passed the necessary background checks and be certified in child and infant CPR.

In the event that the Nursery attendant or Children's Church Director suspects abuse to any child participating in the Nursery or Children's Church program, the following steps are in place:

- Report incident to the Nursery Director or AIM
- The Nursery Director or AIM discusses situation with the Senior Pastor

- The Senior Pastor will follow through with the appropriate steps/actions

The ushers will periodically inspect the Nursery during each worship service.