

Safety



Ages: Birth to 18 years

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Safety and Security Materials Assembled by
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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.

Room:

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. Preschool windows have safety glass and are in good repair. Cords of window shades are out of reach of children.
7. Room temperatures are kept at a comfortable setting (72-74 degrees F°). All heating and cooling units are inspected annually and are out of children's reach.
8. Unnecessary clutter is unattractive and unsafe. Remove items which are not used in the age-appropriate teaching activities.

Doors:

1. Preschool doors meet the fire code requirements of your area.
2. Doors have a small window in the door or beside the door to allow visibility to person checking on the room.

Equipment:

1. All equipment is designed for the age-group using the room.
2. Cribs and mattresses in rooms for babies and ones meet national safety standards.
3. Crib rails are always raised to the highest setting when a child is in the crib.
4. Rails may be partially lowered when a teacher is changing a diaper.
5. Small items which could cause choking are not used in preschool rooms.
6. Trash containers are kept out of reach of preschoolers.
7. 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.



Safe Environments for Children's Ministry

Room Monitoring:

1. Preschoolers may be left in preschool rooms only when designated adults are present.
2. Keep an appropriate ratio of teachers to children, with always at least two adults in each preschool room.
3. Enlist the preschool division director or other designated leader to be available to monitor activity in the hallways in the preschool area.
4. Keep an information card on each child, including names of the child's parents and any allergies which the child may have.
5. All preschool teachers follow your church's security policies.

Restroom Use:

1. Restrooms are adjoining or near the preschool room if at all possible.
2. When a teacher must assist a child, the restroom door should be left partially open.
3. Remove locks from restroom doors to prevent young children from locking the door when alone in the restroom.

Poisonous Substances:

1. Keep all potentially poisonous substances out of preschool rooms.
2. Be aware of plants which could be poisonous if touched or ingested.
3. Avoid having cleaning products stored in preschool rooms.

If the sanctuary and adult education space is not nearby, develop a plan for quickly reaching parents when needed.

Emergency Procedures:

1. 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.
2. Designate an emergency exit crib in which babies can be placed and rolled to safety by the teachers.
3. Provide other disaster plans, such as instructions to follow in case of a tornado, earthquake, or hostage situation.
4. Inform parents of your emergency procedures, to avoid confusion if such an emergency should occur.



Safe Environments for Children's Ministry

Emergency Procedures (*continue*)

5. Provide training in infant/child CPR for preschool teachers.
6. In the event of injury, the teacher will:
 - Send for help
 - Notify parents
 - Avoid moving the child
 - Remain calm and keep the child comforted until help arrives
7. 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, 1-800-638-2772 www.cpsc.gov/cpsc/pub/prerel/prht-mi/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., 100 E. 31st Street, Box 8595, Minneapolis, MN 55408-0595

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 Rd, 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

Safety Checklist

- _____ Enlist at least two teacher for every room.
- _____ Provide 25 to 35 square feet of space for every child and teacher in attendance.
- _____ Remove any unnecessary furnishings or supplies.
- _____ Check the floor for small objects that could choke a child.
- _____ Use a disinfecting solution made of 1/4 cup bleach to 1 gallon of water to clean toys, wash teacher's hands, and wipe off preschool furnishings and equipment. If a baby puts a toy in her/his mouth, clean the toy, rinse it, and allow it to air-dry before giving it to another child. Discard stuffed animals or other toys that cannot be sanitized.
- _____ Cover all electrical outlets.
- _____ Place cleaning supplies and plastic bags out of the reach of children.
- _____ Make sure dangling cords are out of children's reach.
- _____ Check all toys and furnishings for rough, sharp edges, or splintering.



Safety Devices at Church

Telephone

PRESCHOOL AND CHILDREN'S departments need a **TELEPHONE** nearby. The division should have an accessible telephone with appropriate numbers posted clearly and conveniently. **All teachers (including extended teaching care) should know the location of the phone and how to access an outside line (cell phone may be used).**

If all preschool and children's department are not located in the same general area, it may be necessary to consider an additional phone so that all departments will have quick access to a phone.

Secure Doors

Sometimes a little extra resistance when opening a department door may be enough to discourage an uninvited person from "wandering" into a preschool room. A simple hook and eye may offer such a resistance and still be opened, if needed, with extra pressure. Check local fire codes before considering this kind of door fixture.

Security Checks

Some churches already have someone (a church member) who walks about the church buildings during church services to check for strangers or others in the hallways. Request that this person checks the preschool and children's areas several times during Vacation Bible School and other times of ministry.



Safety First

Begin now completing these statements:



1. The nearest fire extinguishers to my department are located _____

2. I know all of the preschooler's (those I teach) parents and others who are authorized to come for the children. Yes _____ No _____
3. In case of poisoning at church, I would phone _____
4. I can locate a parent or guardian of each child I teach very quickly. Yes _____ No _____
5. The first aid kit is located _____
6. In the event we needed to evacuate our department room, we would go _____

7. If I needed to know if a child was allergic to the tasting activity I had planned, I would _____

8. Foods I would not give to preschoolers because of strangulation danger include

Preschool Safety Guidelines

Preschool teachers have many important responsibilities. One of those is to provide a safe environment in which preschoolers may learn. The preschool room must be both safe and clean, in addition to providing a positive learning environment. This article will focus on the safety aspect.

It is possible that the room in which you teach is used by several organizations. You may wish to involve people from each of these organizations in a "safety check" of the room or of the entire preschool area, including the playground. This important action should be taken on a regular basis. Following are some questions and/or suggestions about making your preschool room or area safer for preschoolers.

Security

- Do you have a system of child identification so a child may be picked up by an approved person? These systems have been simplified and are easy to use.
- Do you keep information cards available for parents or guardians to leave emergency information (including allergies) on each child?

First Aid and Emergencies

- Is a first aid kit available to the preschool area?
- Is a telephone in or near the preschool area?
- Are emergency telephone numbers (police, fire, hospital, poison control) posted nearby? A list of medical personnel with the church who may be called in an emergency is helpful.
- List teachers who have been trained in first aid and CPR.
- Are fire escape routes posted in each room in the preschool division?
- Have preschool workers been instructed in the use of fire extinguishers and evacuation procedures for fires, tornadoes, or other disasters?

The Room

- Is the room too cluttered? Are there too many tables and chairs?
- Avoid rocking chairs in rooms where younger preschoolers are on the floor.
- Crib slates should be no more than 2 3/8 inches apart with mattress fitting snugly.

Preschool Safety Guidelines

The Room *(continued)*

- Caution workers never to leave a side of the crib down if a child is in the crib.
- Place safety covers on all electrical outlets not in use.
- Toys should be in good repair or should be removed from the room. Check for sharp edges, missing or loose wheels, cracks in plastic, and splinters in wooden toys.
- Avoid stuffed animals and other stuffed toys, especially animals with beads or button eyes.
- See that all first aid, and cleaning supplies, sharp objects, and other teacher tools are out of reach of young children.
- Check all activity area materials in rooms for middle and older preschoolers. Remove cracked plastic pans, plates, and so forth; provide blunt tip scissors; check wooden blocks and puzzles for splinters.
- Toys for younger preschoolers should be large enough to be safe from swallowing and have no sharp edges or loose parts.
- Avoid bringing coffee and other hot drinks into rooms with preschoolers.
- Heating bottles in a microwave oven is a dangerous practice. This liquid will heat from the inside and a baby can be badly burned. Consider using a slow cooker which can warm more than one bottle at a time.
- There should be at least two teachers in a room with preschoolers at all times.
- It is advisable to set an age limit on person allowed to pick up a preschooler (even if the child is a brother or sister).

Resources or Storage Room

- See that the door is locked except when in use.
- Request that children not be allowed in the resource room.
- Keep out of reach disinfecting solutions, cleaning materials, soaps, and so forth.
- Keep out of reach sharp objects, such as pencils, pens, scissors, knives, and staples.

Restroom

- Check the temperature of the hot water and adjust to avoid burns.
- If a rest room is on the hall, a teacher should accompany preschoolers. More than one child at a time may be taken so the task can be accomplished in a few trips.
- Avoid storing items in bathrooms connected to preschool rooms. Store cleaning and disinfecting materials in another place or on a high shelf.

Preschool Safety Guidelines

Playground

- Playground equipment should be six feet away from fences and buildings.
- Gates should have a safety latch.
- Keep fence in good repair.
- Check daily removing poisonous plants, litter, insect nests, hives, or beds.
- Check playground equipment for sharp edges, missing or loose parts, or deteriorated, splintered wood.
- Cover sand bed when not in use.
- Place shock and water absorbent material under equipment and extending six feet beyond.
- At least two teachers should be on the playground with a group of children.
- If there are "blind" spots on the playground, ask one teacher to stand where the space can be seen.
- Take the children to and from the playground in an orderly manner. A safe method is to have one teacher lead the way and one walk behind the group.

THE VALUE OF MINISTRY IS ENHANCED even further when we provide (to the best of our abilities) safe learning environments for our children. **Play it safe...**regularly check your department or division area to make it a safe and happy place for preschoolers.



Safety Walk

Include all teachers of preschoolers in a **SAFETY WALK**. On your safety walk, include the following:

1. In rooms for babies, check to see that the door is wide enough for a crib to exit. If not, provide at least one port-a-crib for use in emergencies.
2. Look from ceiling to floor in search of possible hazards. Make corrections as needed.
3. Clear unnecessary equipment, supplies, trash, and clutter out of each room, hallway, closet, cabinet, and stairwell.
4. Look for protruding nails (or other sharp objects), sharp corners, broken tile, damaged carpeting, leaky ceiling, unsafe structure, and other hazardous areas of items. Repair or replace each item.
5. Remove small toys or other small objects (such as thumb tacks or paper clips) from all preschool rooms. Anything that can fit into a 35mm file canister can choke a preschooler.
6. If lead paint has been used, remove it and re-paint with lead-free latex or other durable paint.
7. Check to be sure that windows are secure and safe.
8. See that doors and hallways are unobstructed and easily negotiated.
9. Check stairwells for loose railings, chipped stairs, or other hazards. Make necessary repairs immediately.
10. Clean all closets, cabinets, and other storage spaces so that they are free of clutter and fire hazards.
11. Cover all electrical outlets with safety covers.
12. Plan an exit route from the room in case of fire or other emergency. Post an exit diagram in each room.
13. Look for areas of mold, mildew, or dampness. Clean and dry these areas. (Allergens lurk in dampness.)
14. Remove all drapes and curtains because they harbor allergens. If necessary to control light, put blinds on the windows.
15. Include outdoor play areas in your safety walk.

After the safety walk, make recommendations for correcting each potential hazard. Follow up to see that corrections are made.

Food Safety and Poison Control

Poisonous and Toxic materials

- List of poisonous plants (from local county agent or Poison Control Center) is posted in each room.
- Art materials are checked for toxic and harmful ingredients. Powdered substances are not used. Glitter is avoided.
- Teachers remove all medications from their purses. Medications are kept in located area away from children.
- Teachers do not administer any medications (including non-prescription items) to children. Cleaning items are stored in a locked closet away from the preschool and children's areas.

Foods

- Parents are consulted **before** giving any child any food. Communicate with parents about the snack that will be served each day.
- Information sheet on each child is kept and checked for allergies to foods and other materials.
- Preschoolers remain seated while eating foods and drinking drinks.
- Foods to avoid are seeds, nuts, beans, raw carrots, celery, peanuts, raisins, whole grapes, popcorn, apples with peelings and peanut butter.
- Teachers are careful to give a baby's bottle only to him/her and that children do not exchange foods they have eaten from.
- Teachers, preschoolers, and children wash their hands before and after eating.

Poisonous Plants and Flowers

One of the primary ways infants and toddlers examine new materials is with their mouths. Every toddler will at some point put a book, a piece of a puzzle, or the corner of a cardboard block into his/her mouth. Understanding that this is a common practice for all infants and toddlers (some more than others), use caution when choosing plants and flowers with young children. **This list is not exhaustive.** If you have any doubt, contact your local county extension agent or the *National Poison Control Center* for further help. Never assume a plant or flower is safe. Check each one!

Plant	Toxic Part	Plant	Toxic Part
Azalea	ALL PARTS	Lantana	ALL PARTS
Bird of Paradise	Green seed pods	Larkspur	ALL PARTS
Burning Bush	Leaves	Lily-of-the-Valley	ALL PARTS
Caladium	ALL PARTS	Mistletoe	Berries
Castor Bean	Seed	Mock Orange	Fruit
Chinaberry	Berries	Morning Glory	Seed
Columbine	Berry	Mountain Laurel	ALL PARTS
Cyclamen	Tuber	Mushrooms, poisonous	ALL PARTS
Daffodil	Bulb	Narcissus	Bulb
Delphinium	ALL PARTS	Oleander	Leaves
Dieffenbachia	ALL PARTS	Philodendron	ALL PARTS
Elephant Ear	ALL PARTS	Pinks	Seed
English Ivy	Leaves	Poinsettia	ALL PARTS
Four O'clock	Root, seed	Potato	Seed, sprouts
Foxglove	ALL PARTS	Rhododendron	ALL PARTS
Hens & Chickens	ALL PARTS	Rhubarb	Leaves
Holly	Berries	Scotch Broom	Seed
Hyacinth	Bulb, leaves, flower	Spider Lily	Bulb
Hydrangea	Leaves, buds	Sweet Pea	Stem
Iris	Root	Yew	Bark, Needles, Seeds
Jerusalem Cherry	ALL PARTS		

Caution: Small Objects may be Hazards to Children Under the Age of Six

How many times have you seen these words on the box of a toy you just bought? Have you ever noticed this same warning on the bag that toys from fast-food restaurants come in?

Choking on balloons, certain foods, and small toys is the number one cause of accidental death of children.

Here are some simple things you can do to help prevent the children in your department from choking.

Balloons

According to the *Consumer Products Safety Commission*, **BALLOONS** account for **43 PERCENT** of **CHILDREN'S DEATHS** related to children's products.

Bright and colorful balloons are fun to watch or hold. But when a latex or rubber balloon pops or hasn't been blown up it can be deadly. Some children might chew on balloons because they find the color, smell, and texture of balloons interesting to taste. **ONE TINY PIECE** inhaled by a child could cause the child to choke. Once a piece of balloon is in the windpipe it is very hard to get out. The Heimlich maneuver may not work.

Many children's hospitals have banned rubber and latex balloons from their hospital because balloons are dangerous. Local florists and hospital staffs know that these types of balloons will be removed before the arrangements are delivered. Mylar balloons (the silvery metal kind) are still permitted.

Caution: Small Objects may be Hazards to Children Under the Age of Six

Balloons *(continued)*

To Protect Children:

- √ Do not let preschool children blow up a balloon.
- √ Do not let children put a balloon in their mouth.
- √ Always supervise children when they play with balloons. Better yet, never use balloons around children.

Food

Preschoolers, ages four and under, can choke on certain food. **Avoid using nuts, popcorn, or hard candy in Sunday School.** These foods, along with hot dogs and grapes, represent real dangers to young children. However, grapes can be made safe by cutting them into small pieces, not just in half.

Toys

The *U.S. Consumer Products Safety Council* sets the age guidelines on toys for safety reasons. When purchasing new toys **PAY CLOSE ATTENTION** to the recommended age on the box. If church members donate toys, check for the age level on the toy or check the age level on a similar toy at local toy store. Beware of using toys that are above the age level of your department since the toy may have small parts or pieces that could cause your child to choke. Play it safe!

Vehicle Requirements

Whenever transportation is provided by paid staff or volunteers, all requirements regarding transportation must be met. Any vehicle used to transport children shall comply with the following requirements:

1. A vehicle shall not be used to transport children in excess of the maximum seating capacity. The maximum seating capacity of the vehicle is based on the manufacturer's suggested seating capacity or on a minimum of 13 inches of seating per child.
2. All passengers shall be able to sit comfortably in a stationary padded seat with a back that is properly anchored to the vehicle.
3. Vehicles used to transport children shall be maintained in a clean, safe operating condition, free of hazardous objects or other nonessential items that could injure children if thrown about as a result of a collision.
4. Children shall not be transported in vehicles or parts of vehicles which were not designed for the purpose of transporting people, such as truck beds, campers, and trailers.
5. When transporting children, vehicles shall be visibly marked with the name of the facility or sponsoring organization, with the exception of public transportation.
6. Each vehicle operated by a center for transportation shall have door locks. The driver shall be responsible for keeping the doors locked when the vehicle is moving.
7. The transporting vehicle shall be covered by medical and liability insurance as required by state laws.
8. A vehicle used to transport children shall have an operable heater, that is capable of maintaining a temperature of 50 degrees Fahrenheit inside the vehicle and an appropriate ventilation system.
9. A first aid kit and fire extinguisher shall be taken on each field trip.

Requirements vary from state to state. Please consult the ***Department of Human Services Minimum Standards for Day Cares***—for a list of requirements pertaining to your state.

Driver Qualifications

Whenever transportation, including field trips, is provided by paid staff or volunteers, all requirements regarding transportation must be met.

All drivers, including volunteers, shall:

- 1. Be at least 18 years old and have an operator's license of the type appropriate for the vehicle that is valid in the driver's state of residence.**
- 2. Have no conviction of driving offense within the last three years.**

Requirements vary from state to state. Please consult the *Department of Human Services Minimum Standards for Day Cares*—for a list of requirements for your state.



Transportation Procedures

Whenever transportation, including field trips, is provided by paid staff or volunteers, all requirements regarding transportation must be met.

The following requirements pertaining to transportation procedure shall be met at all times:

- 1. A schedule showing accurate route and itinerary shall be planned and kept at the center to show approximately where the vehicle is at any given time.**
- 2. The driver shall be provided with:**
 - A. A copy of the scheduled route**
 - B. The name, address, and telephone number of the child care center**
 - C. Names of children being transported**
 - D. A method to contact the children's parents in case of an emergency**
- 3. Safe conduct to and from all vehicles and safe off-street loading spaces shall be provided so that the children are protected from backing vehicles, from walking between vehicles, and from all traffic hazards.**
- 4. Attendance shall be checked each time children board and exit the vehicle.**
- 5. Children shall not ride more than 60 minutes one way, except for field trips.**
- 6. Children shall remain seated while the vehicle is in motion, and no part of a child's body may extend from windows.**
- 7. Vehicles containing children should never be left unattended.**
- 8. The use of tobacco product on or around the vehicle is prohibited while children are being transported.**

Requirements vary from state to state. Please consult the *Department of Human Services Minimum Standards for Day Cares*—for a list of requirements for your state.

Passenger Restraints

Whenever transportation, including field trips, is provided by paid staff or volunteers, all requirements regarding transportation must be met.

Children who are being transported in a passenger car, van, bus, or truck shall be properly secured in a child passenger restraint system (car seat) or seat belt. However, buses with a capacity for 10 or more passengers that meet state and federal requirements for school buses are exempt from this requirement.

1. Children under the age of four shall be secured in a car seat.
2. The car seat shall be:
 - A. Federally approved
 - B. Installed according to the manufacturer's instructions
 - C. Appropriate to the height, weight, and physical condition of the child, according to the manufacturer's instructions
 - D. Properly maintained
3. Children under the age of four shall be properly secured in the rear seat of the vehicle.
4. Each seat belt shall be properly anchored to the vehicle and fit snugly across the child's hips.
5. All adult passengers, except those in a full-size school bus, and the driver shall be properly secured by seat belts, unless the driver or passenger has written verification from a doctor licensed in their state who says that he or she is unable to use a seat belt for medical reasons.

Requirements vary from state to state. Please consult the *Department of Human Services Minimum Standards for Day Cares*—for a list of requirements for your state.

Activity Safety Checklist

1. Has the activity ever presented problems for the church before? Have injuries ever been sustained by participants in past church activities of this type?
2. What is known of the risk potential of this activity? Does the church insurance carrier know whether churches around the country have experienced repeated problems with the activity?
3. Have 2 or 3 church leaders been asked their opinions of the activity? Do one or more of these leaders have concerns about the safety of the activity?
4. Has a local physician been consulted as to whether he or she has treated, or know of, injuries that are considered to be associated with this activity?
5. Has the church attorney been consulted for an opinion on the activity? Does the attorney know of court cases which have involved churches or other organizations as a result of engaging in the activity?
6. Do the organizers of the activity feel comfortable involving their own children in the activity? Are there individuals in the church who have participated in this activity before, and who can give an opinion of the risk involved?
7. After following the above steps as appropriate, does a consensus emerge that:
 - ◆ the activity is generally considered safe
 - ◆ the activity is generally considered dangerous
 - ◆ that no one has enough information to determine the potential risks of activity
8. What is the public perception of this activity? Is it an activity that most people would consider inherently dangerous?
9. Is there enough staffing available if the activity is held, so that adequate adult supervision is present at all times?
10. Are there adequate first aid supplies, as well as a written, concise, clear set of instructions written by a physician, to be followed by adult caregivers if needed in an emergency?
11. Is there some means set up ahead of time to summon doctors, ambulances, or other help if needed in the event of an accident or emergency during a church sponsored activity?

Too many "yes" answers to questions 1-9, and too many "no" answer to questions 10-11, mean that the activity should be re-considered as perhaps too dangerous to be held by the church.

First Aid Kit

These materials are basics. There may be additional supplies you wish to include. Store the kit in a cool dry place and **OUT OF THE REACH AND SIGHT OF CHILDREN**. Check supplies for expiration dates and replace as necessary.

- Adhesive tape
- Assorted bandages and gauze (sterile)
- Antiseptic wipes
- Band aids
- Choke tube
- Cotton balls and Q-tips
- Disposable gloves
- Drinking cups (paper)
- Drinking water (1 gallon)
- Flashlight and extra batteries
- Instant cold pack
- Plastic bags (sealable for disposal of cloths/gauze used in handling blood)
- Soap (antibacterial)
- Stainless steel scissors
- Tweezers



Outdoor and Playground Safety

- _____ Parking lots and street entrances have appropriate traffic signs that are visible and readable. Adult safety patrol is available while children are coming and leaving.**
- _____ Entrance doors have controls to prevent fast closing.**
- _____ Mats and carpets are in good condition to prevent tripping and slipping.**
- _____ Entrance steps are checked for loose railings.**
- _____ Playgrounds use guidelines described in the Handbook for Playground Safety from U.S. Consumer Product Safety Commission, (www.cpsc.gov) for specifications on age appropriate equipment, fall surfaces, impact material, and other safety precautions.**
- _____ Equipment is checked frequently for loose parts, protruding bolts, sharp edges, corners, and splinter wood.**
- _____ Pupil/teacher ratio is maintained on the playground, and teachers space themselves so they can observe, interact, and guide children. Children are not allowed on the playground unless teachers or trained leaders are present.**
- _____ Rules for play on the playground are set and kept.**
- _____ Surfaces are checked daily for broken glass, sharp objects, poisonous plants and are kept free of fertilizers and weed killers.**
- _____ Tripping hazards (stumps, roots, cracked cement slab) are removed.**
- _____ High risk activities (rock climbing, rappelling) are avoided.**

Indoor and Room Safety

- ⇒ Church policy is adopted to require all employees and volunteers to be educated on:
 1. safety issues and concerns
 2. to exercise caution at all times
 3. trained on what is safe and unsafe
 4. report hazards
- ⇒ Emergency lighting operates properly and is tested frequently. Electrical, building, fire codes, and emergency evacuation plans are up-to-date.
- ⇒ Telephone with emergency numbers is located near preschool and children's areas.
- ⇒ Aisles and hallways are unobstructed and walking areas are well lit.
- ⇒ Stairways are free of clutter, storage, and slip hazards. Stairwells are checked for loose railings.
- ⇒ Doorways and rooms are uncluttered, and doors remain closed at all times.
- ⇒ Doors are secured. Hall monitors closely observe entrances to preschool and children's rooms. Security checks are conducted several times throughout the day.
- ⇒ Room contents are age-appropriate.
- ⇒ Rooms are checked for unsafe equipment:
 1. splintering chairs
 2. protruding nails
 3. damaged carpet
 4. dangling electrical cords
 5. exposed electrical outlets
 6. repairs are made immediately and unsafe items removed from the rooms
- ⇒ Preschool materials and toys are safe, nontoxic, and free of sharp edges, small parts, and openings or hinges.
- ⇒ Review the books *Teaching Preschoolers: Steps Toward Faith* and *Preschool Sunday School for a New Century*.

Indoor and Room Safety *(continued)*

- ⇒ **Make sure equipment is secured so that it cannot be pulled over, fall on, or harm a child in any way.**
- ⇒ **Check to see that materials are safe, used appropriately by the child and teacher, and guidelines for age usage as recommended on the boxes and labels are followed.**
- ⇒ **Require teachers to obtain approval from the director (who is educated on evaluating what is safe and unsafe) before changing activities, crafts, or substituting materials, supplies, and equipment.**



Are You Prepared?

- ✓ Evacuation route map is posted by the door of each room in the event of tornado, fire, or other emergency.
- ✓ Leaders are familiar with the evacuation routes for their room.
- ✓ Leaders are familiar with the locations of fire alarms and fire extinguishers.
- ✓ A plan to get all the children out safely and quickly is in place.
- ✓ Parents are aware of the designated area in which to pick up preschoolers and older children in the event of an emergency situation.
- ✓ Tornado and fire drills held at least once a year.
- ✓ Emergency lighting is in place and tested each month.
- ✓ Fire alarm is operational.
- ✓ Phone numbers for emergency services are located near phones.
- ✓ Leaders know the location of the first aid kits.
- ✓ At least two or three adults are trained in CPR and Pediatric CPR and list of these leaders is located in each room.
- ✓ Each child's family has completed an information form with emergency numbers.
- ✓ Phones are located in strategic locations in the preschool and children's area in the church.
- ✓ Emergency response team has been enlisted and are on site when children are at church. A team can consist of trained personnel in first aid, a nurse, or doctor.

If you feel unsure about whether or not you are prepared for an emergency or disaster, call your local Red Cross, fire department, or emergency management agency for help.