

## **Washroom Guidelines**

These guidelines are mandatory to ensure the safety of both children and workers.

1. Encourage parents to accompany their child to the washroom before signing in or let them know that they will be asked to return if their child needs assistance in using the facilities during class time.
2. In the event that a child needs to use the washroom. The leader is to be notified and a worker will be designated to contact the parent of the child. The same procedure as sign out must be applied so that any child who leaves the theater is documented and accounted for.
3. In the Gospel Project, if for some reason the parent cannot be reached, please get the leader or one of the workers to follow the above procedure for signing in/out. The leader/worker will contact the security person to make sure they are both in site of the child as they go to and from the bathroom. Have the child go to the family single bathroom, not the larger public washrooms. Then the leader/worker will remain outside the washroom with the security person; the child is to go into the bathroom by themselves. Notify the parent upon pickup and show them where you signed their child in and out, please get them to initial it.

## **Fire Emergency**

### **Nursery Evacuation**

As a matter of usual practice, collect all children's jackets and boots by the Nursery door so that they can be grabbed quickly in an emergency.

1. All workers and children in the Nursery will exit out the south double doors. The muster point is the white trailer located outside on the west side of the building.
2. All Nursery workers are to carry as many children as possible out the exit to the right as you leave the nursery. If more than one trip is necessary to evacuate all children, one adult will remain in the nursery until all children are evacuated and another one will remain with the first group of children evacuated.
3. The leader must take the roster with them to the muster point for a roll call.
4. The nursery leader is to remain outside with the children at the muster point while other workers return to the nursery as required.
5. Do a head count and ensure that all children are accounted for and remain with the group.
6. Do not allow parents to leave with any children unless documented/signed out and steps are taken to ensure the right child is returned to the right parent.
7. Do not go back into the building until it is safe to do so.

### **Gospel Project Evacuation**

As a matter of usual practice, collect all children's jackets and boots on the theatre seats nearest to their respective small group meeting area so that they can be grabbed quickly in an emergency.

1. All workers and children in the Gospel Project will exit out the emergency doors located at the bottom of the theatre except when in theatres 1-3. From Theatres 1-3 workers and children will be required to exit out the south double doors in the main hallway.
2. One leader (usually the Group Leader) will remain in the theatre until every child has exited.

3. The 3-4-year-old group will use the skipping rope(s) provided to gather the group so as to walk out in an orderly fashion without losing a little one in the crowd. (the skipping ropes are in a Ziploc bag with a FIRE Label kept inside the supplies bucket.)
4. The leader must take the roster with them to the muster point for a roll call.
5. The muster location is the white trailer located outside on the west side of the building.
6. Do a roll call and ensure that all children are accounted for and remain with the group.
7. Do not allow parents to leave with any children unless documented/signed out and steps are taken to ensure the right child is returned to the right parent.
8. Do not go back into the building until it is safe to do so.

## **Guidelines for Junior Helpers in Grace Kids**

We welcome Junior helpers in our children's ministries at Grace Fellowship. Junior helper being a young person between the ages of 8 and 17.

We also recognize that young people will require mentoring and guidance when caring for children and will benefit in spiritual and emotional development by having the experience of serving in church ministries. Consideration must be given to safeguarding both the helpers and our children from instances of abuse or other threat to safety and security of person.

Here are guidelines we try to follow for including Junior helpers in the various areas. If situations arise that lead to consideration of a variation on these guidelines, the Director of Grace Kids should be consulted prior to proceeding.

### **Nursery:**

Helpers will be allowed to serve alongside a parent in the Nursery and should be over and above the usual staff numbers. The Director should be notified when parents intend to use a child as an assistant so that they can be included in the scheduling process. Concerns about an individual helper should be brought to the Director.

### **Gospel Project:**

Helpers will be welcomed in Gospel Project to serve alongside an adult, not necessarily a parent. They will be over and above the usual staff numbers. The Director should be notified when junior helpers will be involved so that they can be included in the scheduling process. Concerns about an individual helper should be brought to the Director.

### **Child Check-in:**

Helpers are welcome between the ages of 10 and 17. They are to serve under the direction of the Child Check-in Leader. Any concerns to be brought to the director or discussed directly with the parent.