

Security Policies and Procedures
Lakeside Baptist Church
Updated January 2017

General Security Policies:

*The policies and procedures enumerated in this document shall apply to all church-sponsored classes and activities, Lakeside Preschool, Mom's Morning Out, and any other groups which hold or sponsor activities on the church premises.

*These policies may be revised by the recommendation of the committee related to the particular area addressed (i.e., Children, Youth, Property, Landscape, etc) and the approval of the Diaconate. The congregation will be notified of any revisions in *The Link* and the church website.

*Training in basic first aid/CPR is required for ministerial staff, preschool staff, nursery staff and coordinators, Sunday School coordinators and Sunday night activity leaders and is strongly recommended for Sunday School teachers, Extended Session volunteers, Nursery volunteers, Ushers, Deacons, and members of the Youth and Children's Committees. Training regarding these Safety and Security Policies, the use of the panic button system and other related issues is required for all of staff and volunteers listed above. Training will be offered at least annually so that new staff and volunteers can be trained. Continuing staff and volunteers will be asked to attend the training at least every three years in order to be reminded of the procedures and up-dated on any revisions or additions.

*All employees and volunteers must sign an acknowledgment that they have received, read and intend to follow these policies and procedures.

*Blank checks, cash, credit information, personnel information, results of background checks and other sensitive or confidential information will be kept locked inside the vault.

*Spare keys to the church buildings will be locked in the vault. The Administrative Assistant will keep a log of names of those who check out keys as well as dates they are checked in and out.

*The Landscape and Property Committees shall perform an annual safety review of areas of the church grounds related to their committee's work. This review should include exterior lighting, safety rails near steps, locks on exterior doors and windows, the proximity and size of shrubs near

buildings and exterior doors, and any other safety or security issues related to the building and grounds.

*The Counting Committee for the weekly offering shall consist of at least two ushers who are assigned to serve during that month. Following worship, two or more ushers shall take the offering into the Godwin Library to count and record the week's offerings. After the offering is counted, it should be placed in a locked bank bag and dropped in the night deposit at the designated financial institution. To ensure safety, the person designated to drop off the bank bag should be accompanied by another person when walking from the church building to their car.

Emergency Response:

*For any emergency requiring the response of authorities such as police, fire or rescue, panic buttons are located in each building, and portable panic buttons can be obtained from the church office. Panic buttons should only be depressed in the case of a true emergency as police will respond each time a button is pushed.

*Stationary panic buttons are mounted on the wall and can be found in:

- *The Preschool Building, inside the Nursery door
- *The Education Building, outside the Men's Restroom
- *The kitchen, beside the monitor just inside the back door
- *The Office Suite, in the entry way by the Sanctuary door
- *The Music Suite, over the water fountain in the hallway
- *The Youth Building, across the hall from the Sunday School Office

*A portable panic button is kept inside the audio booth at the back of the Sanctuary.

*Pushing a stationary panic button will alert authorities to respond to the building in which the alarm was pushed. Pushing a portable panic button will call authorities to the campus but will not let them know the location of the emergency.

*Should there be an intruder or some other kind of security threat or emergency during a worship service, the Audio Booth Volunteer or one of the Ushers should push the panic button immediately. The Usher Captain or someone he designates should go to the Preschool Building to alert those there to the situation and make sure the building is secure. If it is safe to do so, other Ushers should act as quickly as possible to escort the intruder from the Sanctuary until authorities arrive.

*Should such a security emergency occur during Sunday School, on a Sunday evening, on a weekday morning, or any other time children's classes are in session, all children should be gathered into a single location in the building in which they are located and accounted for. If the emergency is occurring outside the building in which the class is located, all exterior doors should immediately be locked and children moved away from any doors or windows. Once all children are safe and proper authorities are contacted, parents should be notified of the situation.

*Battery-operated smoke and carbon monoxide detectors are located in each building and will be kept in working order by the Property Committee and/or custodial staff.

*Should there be a fire, everyone in the building should be notified as quickly as possible to exit the building. Children and youth should be escorted from the building and gathered in the grassy area adjacent to the parking lot so that they can be accounted for. If it is safe to do so, someone should push a panic button on the way out of the building. If it is not safe to reach a panic button, an adult should call 911 from a cell phone as soon as possible from outside the building.

*If the fire is small enough to be contained quickly, children and youth should be removed from the building by an adult while another adult locates a fire extinguisher to attempt to put out the fire. Fire extinguishers are mounted on the wall unless otherwise indicated and are located:

- *In the Preschool Lobby
- *In the Education Building at the end of the hall by the Hayworth Class
- *In the Education Building by the Women's Restroom
- *In Robbins Hall near the stage
- *In the kitchen by the back door
- *In the Office Suite at the bottom of the stairs
- *In the Office Suite kitchenette
- *In the south side of the Chancel area of the Sanctuary
- *In the Choir Room
- *In the Youth Building, in the hall between the handbell room and the children's classroom

*Should there be a medical emergency requiring an ambulance, an adult should call 911 or push a panic button immediately. If a pulse cannot be found on the victim, the portable defibrillator located in the copy room in the Office Suite should be also be used as quickly as possible. Easy-to-follow instructions are given with the defibrillator.

*For less serious injuries, first aid kits are located in each building:

- *In the Nursery
- *In the Preschool Lobby
- *In Godwin Library
- *In the kitchen
- *In the Office Suite kitchenette
- *In the Sunday School office in the Youth Building

*Except in the case of the use of an EpiPen or Benadryl for a severe allergic reaction, medications shall not be administered to children by church staff or volunteers. Parents whose children are known to have severe or life-threatening food, insect or other environmental allergies should indicate these allergies on the signed Medical Release form, inform staff or volunteers of these allergies and provide an EpiPen or other treatment while the child is in attendance at church functions. EpiPens and Benadryl are also available in the case of a severe or life-threatening allergic reaction and can be found in the church kitchen (on the top shelf of the cabinet by the telephone), in the nursery (on the top shelf of the cabinet over the sink), and in Room 5 of the Preschool Building (on the top shelf of the cabinet over the sink). These cabinets will remain locked with a child-proof lock at all times.

*Youth ages 12 and older may be offered over-the-counter pain oral medications such as Tylenol or Advil or topical medications such as anti-bacterial cream as indicated on the label in circumstances where parents have signed a consent form and no allergies have been reported (such as Gatekeepers Workcamp, over-night trips, etc.). These medications will be stored out of reach of younger children, either in a locked cabinet or storage box or at least five feet off the floor.

*The phone numbers for the Poison Control Hotline will be posted at all telephones.

*Should a weather emergency such as a tornado or severe storm occur, an adult should gather children and youth in a room without exterior doors or windows. Others in the building should be notified so that they may also get to safety. Safe rooms are located:

- | | |
|----------------------------|--|
| Preschool Building: | Bathrooms or hallway |
| Education Building: | Bathrooms, hallway, large storage room at end of hallway, kitchenette in Parlor, storage closets in Robbins Hall |
| Sanctuary/Office Building: | Hallway, stairwell, kitchenette, vault, handicap-accessible bathroom |

Youth/Music Building: Bathrooms, Sunday School office, small hallway between handbell room and children's classroom

Ages 2-3 years 1:10 ratio Max group size of 20
Age 4 years 1:15 ratio Max group size of 25

Policies Related to Youth and Children:

*No volunteer will be allowed to work with children or youth in any capacity until they have been a member or regular attender for a minimum of six months. All workers and volunteers will submit a written application, provide references and consent to a criminal background check.

*It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some educational classes may have only one adult teacher or two related adults during the class session. In these instances, the classroom area should remain visible by leaving curtain, blinds and/or doors to the room open. Except during a counseling situation where the parent is aware of the meeting, at no time should an adult meet alone with a child in a room where the door is closed unless the door has a clear glass panel, or in an area where they cannot be seen.

*All staff and primary volunteer workers must be 18 years of age or older. Persons at least 14 years of age may assist adults, but may not take the place of adult workers. Teens between 14 and 18 years of age may only work with younger children under the direct supervision of an approved adult worker.

*All programs shall observe the adult to child ratios required by licensed facilities in the state of North Carolina:

For special services and events, weddings and funerals, Mom's Morning Out (during summer months or holidays with the Lakeside Preschool is not in session), or any other event where only one adult is present, we will observe the limit for a home child care setting which allows up to five preschoolers and up to three grade school children.

During Sunday School and worship, on Sunday evenings, weekdays when the Preschool is in session, or other times when other classes and teachers are present, we will observe the ratios set out for daycare centers in the state:

Ages 0-12 months 1:5 ratio Max group size of 10
Ages 12-24 months 1:6 ratio Max group size of 12

*Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should not be dropped off:

- Fever over 101 degrees, diarrhea or vomiting in the last 24 hours
- Green or yellow runny nose
- Eye or skin infections, rashes or sores
- Other symptoms of communicable or infectious disease

*Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the children be picked up.

Church Premises and Facilities:

Staff, Volunteers and Supervision Policies:

*All volunteers will be asked to review these security policies, provide references and give authorization for the church to conduct a background check. Any reports or information related to these checks will be kept strictly confidential and locked in a secure location in the church office.

*All volunteers will be properly informed about the use of security cameras, panic buttons and the telephone system.

*Children and youth should not be left unsupervised in the buildings or on the grounds or playground. Every effort should be made to have at least two adults present at the church during any activities involving children and youth.

*No child should be allowed to leave the church property or a church event without a parent, guardian or grandparent unless written permission to do so has been provided by a parent.

*All children and youth who take part in church activities should have a permission form with current insurance information and a parent's signature on file at the church office.

*Following Sunday School, the Sunday School coordinator or designated adult shall lock exterior doors in the Youth Building, Music Suite and Education Building. Once worship has begun, the nursery coordinator shall

lock the entrance to the Preschool Building, and it shall remain locked until worship ends.

*Parents will be asked to sign in all children under age 6 in the Preschool Building for Sunday School, Extended Session, the Nursery during the worship hour, and on Sunday evenings. Parents will be given a tag with a number which they will write next to the child's name in the sign-in book. When parents return to pick up their child, they should present the tag to the worker or volunteer caring for their child. All visitors, including parents, shall be required to sign in when visiting the Preschool Building.

*Children should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available, a worker should escort a group of children to the hallway bathroom. A worker should make every effort to avoid taking a child to the bathroom alone, and if this cannot be avoided, the worker should remain in the hallway while the child goes into the bathroom. Should the child need the assistance of the adult, the worker should prop open the bathroom door and leave the stall door open. Children age six and older may leave a classroom to go to the bathroom alone provided they remain in the same building and are instructed to return immediately to the classroom after using the bathroom. For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never in a closed bathroom stall with a child.

*Children age six and older are permitted to leave the area of a class or activity at the conclusion of the activity in order to return to their parents. Children under the age of six will be kept in the specified area by an adult worker or volunteer until the parent or guardian returns to pick them up. No child or youth shall be taken from or permitted to leave the church premises without a parent or adult designated by the parent without specific parental consent.

*Should any physical injury or any significant incident which endangers a child occur, the supervising adult should contact necessary medical personnel, a parent, and a church staff member as soon as possible. Once the child is safe and appropriate people have been informed, a witness to the incident or the supervising adult should fill out an Incident Report Form available at the church office. See also the "Emergency Response" section of these policies and procedures.

*Should an intruder be present or other security emergency occur, all children should be gathered into a single location in the building in which they are located and accounted for. If the emergency is occurring outside

the building in which the class is located, all exterior doors should immediately be locked and children moved away from any doors or windows. Once all children are safe and proper authorities are contacted, parents should be notified of the situation. See also the "Emergency Response" section of these policies and procedures.

Nursery:

*Each child in the nursery must be signed in by a parent in the Preschool Lobby. Parents will be given a tag with a number which they will write next to the child's name in the sign-in book. When parents return to pick up their child, they should present the tag to the worker or volunteer caring for their child. All visitors, including parents, shall be required to sign in when visiting the Preschool Building."

*When a visitor brings a child to the nursery for the first time, he or she will be asked to fill out an information sheet for the child, indicating allergies or other medical concerns, feeding schedule, and any other important information related to the child's care.

*Every effort should be made to have two adults in the nursery at all time. At no time should a child be left alone in the nursery.

*Paid nursery workers and volunteer nursery coordinators will wear a name tag or ID badge.

Church Van and Other Vehicles:

*All children and youth who ride the church van or personal vehicles during a church activity should have a permission form with current insurance information and a parent's signature on file at the church office.

*For in-town church activities, youth and children will be allowed to travel only in cars driven by a licensed driver age 21 or older or with a family member unless parents provide written permission for the child to ride with youth drivers. Driver permission forms are available at the church office.

*On out-of-town trips, only licensed drivers age 21 or older will be allowed to transport youth and children.

*All youth and children must be properly secured in an approved seat belt or child restraint whether traveling in the church van or personal vehicles.

*Adult volunteers should make every effort not to be alone in a vehicle with a youth or child to whom he or she is not related. Should this occur, the adult should inform the child's parent that he or she will be transporting the child.

*For any trips away from the church premises, whether in vehicles or on foot, any group of children, grades 5 and younger, should be accompanied by at least two adults. If in vehicles, both adults should be licensed drivers ages 21 and older. Any group of youth grades 6-12 can be chaperoned by a single adult as long as they are traveling in town. Any group traveling out of town must be accompanied by at least two adults who are licensed drivers ages 21 and older.

*On any overnight trip, a ratio of one adult to every six same-gender youth is required for barracks-style sleeping arrangements. If the group is staying in a hotel, one adult of the same gender is required for each room. At no time should an adult stay overnight with youth or children of the opposite gender unless they are immediate family members.

Physical Facilities:

*Every effort will be made to keep the church buildings and grounds free of hazards and dangerous materials. Staff and volunteers who frequently work in a given area will be responsible for reporting any potentially hazardous situations to the ministerial staff or chair of the Property Committee as soon as possible.

*Hazardous materials such as cleaning supplies, paints, motor fuels, medicines, tools, etc., shall be stored in locked closets or cabinets or out of reach of children, at least five feet from the floor.

*Electrical outlets which are not in use will be secured with an outlet cover. Electrical cords will be kept out of reach of children and secured as not to become a trip hazard. Electrical fans will be operated out of reach of children or covered with mesh covering while in operation.

*Toys that are provided by the church or preschool should be age-appropriate, clean and unbroken. Toys with small parts that may be choking hazards will not be used or stored in the nursery. Toys that are used or stored in the nursery should be plastic toys which can be sanitized. Toys will be sanitized at least every two weeks with disinfectant spray or bleach solution. Plush toys will not be stored in the nursery. Plush toys which are brought from home for nap time should be used only by the child who brought them and returned with the child each day.

*Diapering stations and equipment should be sanitized after each use with disinfectant spray or bleach solution. Soiled diapers should be disposed by tying in a plastic bag. Soiled clothing should be tied in a plastic bag and sent home with the child at the end of the day. The child and the staff or volunteer changing or assisting them should wash their hands thoroughly with soap and warm water after each diaper change or trip to the bathroom. Non-latex gloves will be provided at diapering stations for the use of staff and volunteers.

*Children and workers should wash hands thoroughly with soap and warm water before any food handling or preparation.

*Water heaters which supply the lavatories used by workers and children will be tempered between 80 and 110 degrees Fahrenheit. Water in excess of 120 degrees Fahrenheit should not be available in an area accessible to children.

*Any high chairs, booster seats, table tops or other surfaces on which children eat should be wiped clean and disinfected after each use.

*Any food provided by the church or brought from home should be properly labeled and dated. Once the original packaging is opened, food will be refrigerated or stored in clean, tightly sealed containers. Snacks served in the preschool area should not contain nuts or nut products. For children under the age of two, parents should bring snacks or bottles from home which are labeled with the child's name and the date. Snacks brought from home will not be shared with other children unless they are provided for the express purpose of serving them to the class or other children.

*Any bottles, sippy cups or other food containers or dishes which are brought from home should be sent home with the child each day. Any cups or dishes provided by the church should be washed properly in a dishwasher or in warm, soapy water each day.

*Playground equipment will be inspected at least annually by a member of the staff or Property Committee to ensure its safety and maintenance. Proper ground cover underneath playground equipment will be maintained.

*All children should be carefully supervised by an adult while playing on the playground. While children are in the playground area, gates should be kept closed and latched. Adult to child ratios appropriate for the classrooms are also required on the playground or other outdoor areas.

Lakeside Preschool:

*Staff and volunteers of the Lakeside Preschool will follow all other guidelines and policies set out in this document.

*Each child enrolled will have an Enrollment/Emergency Information card, which has been completed by a parent, on file with the Preschool Director. The card shall contain emergency contact phone numbers, relevant medical information, and a list of those approved to pick up the child. Only those listed on the card or for whom the Preschool Director has received written permission by the parent in advance shall be able to pick up a child. Anyone other than a parent who is picking up a child may be asked to show a photo i.d.

*All Preschool staff, volunteers and children will wash their hands thoroughly with soap and warm water when arriving each day, before eating and after each visit to the restroom.

*Ambulatory children are required to wear shoes at all times while in the care of Preschool staff and volunteers. Shoes should have closed toes and fit well so as not to present a trip hazard.

*Children may nap with lights either on or off. However, if an ambulatory child is awake and moving about, lights are required to be on, even if other children continue to nap.

*All children are required to have a complete change of clothing, appropriate to the season, including under garments, with them each day they attend the Preschool. Parents may leave a set of clothing in a zipper storage bag marked with the child's name or bring a set each day in a diaper bag or backpack marked with the child's name.

*The Preschool staff will conduct monthly fire and emergency drills and an annual tornado/hurricane drill with the children. Children will be informed of the location of exits, how to exit the building safely, and where to gather outside in case of a fire. They will also be informed of security procedures in case of an intruder or lock down.

Reporting of Allegations of Abuse or Neglect:

*Should a worker or volunteer become aware of suspected physical, emotional or sexual abuse or neglect of any child under his/her care, the suspicion or incident should be reported immediately to one of the

ministerial staff and/or the Chair of the Diaconate for further action, including reporting to authorities as may be mandated by state law.

*In the event that an incident of abuse or neglect is alleged to have occurred at the church or during a sponsored program or activity, the following procedure shall be followed:

1. The parent or guardian of the child will be notified unless they are the suspected abuser.
2. The alleged perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. The insurance company will be notified and an incident report completed.
4. The church will comply with the state requirements regarding mandatory reporting of abuse.
5. The church will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation by authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with the insurance company and an attorney.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from his or her position.
7. The Senior Minister or Chair of the Diaconate will be the spokesperson to the media concerning any such incidents or allegations, unless he or she is alleged to be involved. All other workers and volunteers should refrain from speaking to the media.
8. A pastoral visit will be arranged and appropriate referrals for counseling services provided if desired.