

Security Procedures and Policies

Children's Ministry East Site

These procedures and policies are to keep children in both wings more secure during our Sunday morning services. We will do this by implementing new procedures with new volunteers and implementing new policies.

We will need four new volunteers every Sunday who will be willing to be "Door Holders".

This volunteer position will do two things.

1. It will monitor the people who go into the children's wings so that no one who should not be back there will not be able to go back there.
2. It will monitor the people who leave the children's wings, so that no children for whatever reason leave separate from the people who dropped them off.

This new procedure will require

1. All doors for the two wings will be closed at all times. Parents who have already gone through the checkpoints will be able to exit one door while parents who are going to drop off or pick up kids will have to be let in by door holder
2. All children's ministry volunteers to wear name lanyards whenever they are serving. This lanyard will be what gives them access to the areas. If they do not have a lanyard, the Door Holder will not let them into the wing.
3. All parents will have to show their pickup tag just to get into the wing. If they have their tag, the door holder will let them in, if they do not have their tag they will be turned away and will not be let in until they have found their tag or reprinted one.
4. From now on, only adult guardians of the child are allowed to pick up the child. Siblings will no longer be able to pick up.
5. All rooms, door holders and a Security Point Person will be equipped with walkie talkies to communicate in case of emergency or if a situation arises that needs taken care of.

The new procedure for child drop off:

1. Go to the check in station and print of tags for all children
2. Make sure to put tags on child
3. Each wing will have a sectioned off line to get into the wing where a Door Holder will be stationed.
4. In order to get in parent will need to show check in tag to the Door Holder to get into the wing.
5. Take children to appropriate room, drop off children (make sure they have their tags on and you keep your pick up tag.)
6. Exit the wing through the designated exit door

The new process for child pick up:

1. Go to the sectioned off line to get into the wing where you dropped off your children. There will be a Door Holder stationed there.
2. In order to get in parent will need to show check in tag to the Door Holder to get into the wing
3. Go to the appropriate room that your child is in, show your tag to the adult in the room in order to pick up your child. You will not be allowed to pick up your child if you do not have the right tag. Only adults will be allowed to pick up children.
4. Exit the wing through the designated exit door

New procedure for volunteers:

1. Before going to your room where you will be serving go to the Children's Check-In Station to get your Lanyard.
 - a. You will have to ask the Administrator at the desk for your tag, they will get it for you.
2. During your time of service, if any students need to leave the classroom for whatever reason they must be accompanied by an adult (over 18) of the same gender (if available). No student should ever leave their classroom unaccompanied.
3. During pick up time, you must check to make sure parents have their tags and they match with the child they are picking up.
 - a. Even if you personally know the parent and child, please check the tags. This is important in keeping consistency of security.
4. If a parent has somehow gotten to your classroom without a tag and wants to pick up a child, under no circumstances do you give that parent the child. Immediately contact the Security Point Person on duty and they will take care of the situation.
5. When finished serving, exit your area and return your lanyard to the administrator at the check in desk.

Door Holder Responsibilities:

1. Monitor the people entering the Children's Ministry Wing you are stationed at by:
 - a. Checking parents have tags
 - i. Adult Guardians must be the ones dropping off or picking kids, if you expect the person dropping off/ picking up is not the adult guardian (maybe its a middle school or high school sibling) make it clear that the parents must drop off and pick up all kids and ask them to go get their parent. If the problem continues, contact the Security Point Person
 - b. Checking Volunteers have lanyards
2. Monitor families leaving
 - a. When families leave they should have their children with them, we are less so worried about checking every family as they leave the area as we are concerned with making sure that at any point a student doesn't get out of their classroom without an adult leader or guardian and tries to get out of their wing.
3. Monitor potential threats

- a. This means keeping an eye on people lingering around the children's area who may look like they aren't supposed to be there and reporting any potential hazard to the Security Point Person on duty
4. Hype up the kids
 - a. We don't want children to be worried or afraid with these new procedures so keep a happy face on, hand out high fives and tell them you're glad they are there. If you are excited they will be excited!

Children's Check-In Administration Responsibilities:

1. Help families check their children in for service like normal
2. Hand out leader lanyards to all children's ministry volunteers
 - a. Leaders will have to get their lanyards at the check in station. It is up to you to hand these out so that random person doesn't get their hands on a lanyard to gain access to the wings
3. Monitor potential threats
 - a. This means keeping an eye on people lingering around the children's area who may look like they aren't supposed to be there and reporting any potential hazard to the Security Point Person on duty

Classroom Volunteer Responsibilities:

1. Always check tags to make sure parents have tags to pick up their child and that the codes match. If either of these is an issue please contact the Security Point Person on Duty and they will take care of the situation.
 - a. Adult Guardians must be the ones dropping off or picking kids, if you expect the person dropping off/ picking up is not the adult guardian (maybe its a middle school or high school sibling) make it clear that the parents must drop off and pick up all kids and ask them to go get their parent. If the problem continues, contact the Security Point Person
2. If a student needs to go out into the hallway or leave the wing for whatever reason during the service, an adult (over 18) or the same gender (if available) must go with the student.
 - a. In the older kid wing, if a child has to go to the bathroom as a leader you must first check that no one else is in the bathroom. If no one is in the bathroom, allow the student to go in and you stand at the doorway. (If someone goes into the bathroom while your student is in there go and stand at the sinks). If when you check the bathroom, there are other people in there stand at the sinks while child uses bathroom. Basically: If student is only one in the bathroom stand at the door, if other people are in there at the same time as the student, stand at the sinks.
3. Monitor potential threats
 - a. This means keeping an eye on people lingering around the children's area who may look like they aren't supposed to be there and reporting any potential hazard to the Security Point Person on duty

Security Point Person Responsibilities:

1. For the day it is this person's responsibility to make sure all security threats or issues are taken care of.
2. Keep walkie talkie on your person at all times so volunteers can get in contact with you if an issue arises
3. Communicate clearly and quickly with volunteers and anyone else who needs to know about situations.
 - a. If an emergency issue does arise contact the following people in this order
 - i. The authorities
 - ii. Zach Ziino (618-980-5210)
 - iii. Brian Gerig (260-403-4363)
 - iv. A member of Senior Staff (Chris, Paul, Elly)
 - v. Parents of students involved

Note about Kingdom Treasures:

1. Kingdom Treasures will have their own procedures and policies that are being worked on, in the meantime, Door Holders for the Roots/Kingdom Treasure Wing will have to be flexible.