

Nursery/Childcare Safety Protocols and Procedures

Recommendations from Canon Pattie Ames

Last Revised: May 11, 2021

- Have a sign in and sign out sheet with name, cell phone number, and any special instructions for the child. Have simple labels available to label diaper bags, snacks etc.

(Covid issues – parents should provide snacks for their child and bring a bottle or sippy cup, pens for sign in/out can be in a cup and once used put in another cup or have pens with church info on them and they keep the pen)

- The adult dropping off the child receives a chip, card or some such thing and they must give it back when picking up the child. This is way to ensure the person who dropped off the child is the one who should be picking up the child.

A beeper system (like in restaurants) can be considered when feasible as a safety precaution and easy contact with parent or guardian

- All childcare workers must be up to date with Safeguarding God's Children training, if not, contact Pattie Ames. There must always be 2 non related adults working in the nursery or childcare
- There must be emergency procedures in place at your parish and childcare workers know what they are, what to do and who to contact

In case of fire

In case of illness

In case of threatening person or kidnapping

In case of need to shelter in place, active shooter

- In case of emergency or being threatened, call 911 ASAP! Childcare workers should have a cell phone or a phone must be in the childcare room.
- If there is a custody situation you are made aware of, make sure childcare workers know too (this is where the safety chip helps) This would also be important to share with SS teachers or youth leaders.
- Childcare workers, supervisor, formation leader and clergy should also check the Registered Sex Offender list by zip code to be aware of any offender in the area who could walk into the building

<https://sex-offender.vsp.virginia.gov/sor/executeZipSearch.html>