



Abuse Prevention, Response & Appropriate Behavior Policies

1. The following safeguards are in place during UPC sponsored events to prevent the opportunity for abuse and to protect you:
 - a. The two-leader rule: At least two adult volunteers must be present at all times during any church-sponsored activity that involves children. A child must never be alone, or alone with an adult.
 - b. One-on-one conversations with kids must be done in a public place. (ie: Not behind closed doors)
 - c. For children needing assistance in the bathroom, let another leader know where you are going and wait outside the bathroom door. For restrooms in public spaces, clear the bathroom first, then allow the child to enter while you wait outside.
2. Please be aware of guidelines when with children, especially regarding physical contact. Innocent behavior can be misinterpreted. A few examples of appropriate interactions include:
 - a. Short side hugs, handshakes, high fives, pats on the back, holding hands while walking young children, sitting beside children (children ages 4+ must not sit in laps), holding hands for prayer.
 - b. Positive reinforcement, verbal praise, redirecting inappropriate, disruptive behavior by providing healthy behavioral choices, appropriate jokes and age-appropriate humor, conversations in an appropriate manner addressing real life challenges.
 - c. Maintaining professional relationships with children, youth, their families, and with adults.
 - d. Following appropriate instructions of a minor or vulnerable adult's parent/guardian and informing them of activities.
 - e. Acquiring, when needed, appropriate signed permission forms for events.
3. Dress modestly and appropriately for the event. For further clarification, ask a staff member.
4. Do not post any pictures of children on any social or electronic media without parent's approval.

Whenever an incident of abuse is suspected, the following is necessary

1. Any suspected incident of child abuse occurring within the Children's Ministries Department of University Presbyterian Church will be reported as outlined in the document titled "Procedure for Handling Suspected Child Abuse". Any department staff or volunteer suspected of abuse will be relieved of their involvement in CM programs until and unless the Department of Child and Protective Services agrees there is no evidence of abuse and Executive Pastor agrees to reinstate that staff member or volunteer.
2. When anyone working with children at UPC believes there is reasonable suspicion of child abuse having occurred outside of UPC, (notation of a bruise without appropriate explanation, spontaneous report of abuse from a child, consistent hunger, inappropriate clothing for the weather to cover body, reports that no caregiver is at home, etc.) the person must immediately contact a CM staff member, who will take appropriate action.



Health & Safety

Each room will have a walkie talkie. Keep it on channel 2.

In case of minor accidents contact CM staff to assist.

In case of a security concern contact the security officer.

For extreme emergencies CALL 9-911 from the closest phone or use your cell phone. Then notify the Front Desk (Welcome Kiosk, dial '0') and the CM staff that you have called 911.

Incident Reports: Whenever an accident occurs, immediately fill out an Injury/Incident Report Form, located in the classrooms, CM office, and/or 3rd floor supply room. Staff members are available to help. Turn in the report to a CM staff member after you have talked with the parent and gotten their signature.

Maintenance: For custodial assistance, let CM staff, coordinators, or the Kiosk know.

First aid kit locations

- CM office
- Front Desk (Welcome Kiosk)
- 2nd floor drop off area outside rooms 235 ABC
- 3rd floor supply room – room 322
- Band-Aids are in your group bags

Allergy safeguards

- Children with allergies should have a printed description on their nametags.
- If parents or staff share allergy information with you, follow the instructions provided. Allergies may lead to serious or life-threatening reactions in some children.
- EpiPen's must be administered by a child's parent. If they are unable to do so, they must provide written or verbal permission to a CM staff person or volunteer to administer the drug.

Be careful of purses and valuables

- Lock all valuables before leaving the room or carry purses/valuables with you.



Emergency Exit Plans

The main thing to know in case of a fire is to grab your attendance book or roster, and file all of the kids out of the building to the alley in between UPC's North Parking Lot and the Palmer House.

Babies/Nursery (ages 0-12 months)

1. Place babies in one of the portable cribs, located in the corner room in 245A. If there are too many babies for the crib, some caregivers may need to carry a baby. (The cribs provide a safe place for the babies until their parents arrive.).
2. Count the babies.
3. Take attendance book.
4. Roll or carry the crib out of the building following your evacuation route (highlighted on the map) to the alley next to UPC's North Parking Lot (2-3 leaders will need to lift the crib down the stairs).
5. At least one leader needs to search the room for children before they leave, and close the door.
6. If possible, one leader should grab diaper bags on the way out.
7. GO TO THE ALLEY NEXT TO UPC'S NORTH PARKING LOT.
8. Once you're at your meeting place:
 - Count the babies.
 - Have parents present their pick-up label and place it next to the child's name in the attendance book.

Toddler and preschool areas (up to Kindergarten)

1. Line children up on a rope, provided in the classroom. Make sure each child is holding onto the rope or a leader's hand.
2. Count the children before you leave the room.
3. Take attendance books.
4. There should be one leader at the beginning and at the end of the line (if there are more leaders they should be dispersed throughout the line).
5. Follow your evacuation route to your meeting place highlighted on the map next to your door to the alley next to UPC's North Parking Lot.
6. At least one leader needs to search the room for children before leaving and closing the door.
7. GO TO THE ALLEY NEXT TO UPC'S NORTH PARKING LOT.
8. Once you are at your meeting place:
 - Count the children.
 - Have parents sign for their children on the sign-in sheet as they arrive to pick them up.



Emergency Plans

Elementary area (grades 1-5)

1. Please line up and count all the children in your group.
2. Take the roster with you.
3. Assign one adult to lead children out. Other leaders should be dispersed between children and at the end of the line.
4. GO TO THE ALLEY NEXT TO UPC'S NORTH PARKING LOT.
5. Once you are at the meeting place:
 - Count the children again.
 - Be sure to release children only to their parents.
 - Have parents present the pick-up tag as they arrive to pick them up.

Lock-Down Procedure:

1. You will hear about a lock-down either in person or over the walkie talkies. Immediately shut the doors to your rooms. If you are in a room with a half-door, shut the outer doors to the lobby area too. (Doors should already be locked.)
2. Move the children away from the doors and windows, have them get behind tables or shelves, or sit on the ground.
3. Have them get quiet and turn the lights off.
4. Remain calm, and wait for the all-clear.