EMERGENCY RESPONSE PROCEDURES

FIRE AND TORNADO

In Case of Fire/Evacuation

1. Each staff person will gather children in line, and if possible, make a quick count. If there are not enough adults to carry babies from the nursery, staff should put babies in small cribs and push or pull to designated exit. Check restrooms.

2. Leave the room together, take the class roster and close the door behind you.

3. Exit the building at the door designated on the evacuation procedure map located in each room.

4. Go at least 50 feet from the building before stopping (this means going past the driveway into the parking lot in most cases).

5. Recount your children, check the class roster and have class remain together.

6. Return into the building ONLY after the all clear announcement is given by the ushers.

7. Do not release children to parents until after the all clear is given.

In Case of Tornado

1. If a tornado has been sighted, ushers will inform teachers in all classrooms to implement emergency procedures.

2. Children are to be taken to a room with no windows or the hallway unless they are already in a room with no windows.

3. Each department will have directions on where they are to go in case of tornado posted in their classrooms.

4. When children are in their designated area, they should be instructed to lie on the floor with knees pulled under them, head down, placing hands and arms over their head to protect it. They are to remain in this position until the all clear is given.
Reporting Suspected Child Abuse

DEFINITIONS OF CHILD ABUSE
(As defined by “The National Committee for Prevention of Child Abuse”)

Physical Abuse
Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

Neglect
The failure to provide a child with basic needs including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

Sexual Abuse
The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of a need for power or for economic reasons.

Emotional Maltreatment
A pattern of behavior that attacks a child’s emotional development and a sense of self-worth, such as constant criticism, belittling, insulting, manipulation; also, providing no love, support, or guidance.

HOW TO REPORT SUSPECTED CHILD ABUSE
1. Familiarize yourself with the definitions and descriptions of child abuse listed above.
2. If you suspect that a child involved in any of the programs of Grace Brethren Church has been abused, the following steps are to be followed:
   • Report the suspected abuse to your Department Coordinator, the Director of Children’s Ministries, or a pastor.
   • Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional.
   • Do not discuss the suspected abuse with the other workers, parents, etc. All information regarding the child should be kept confidential with your ministry supervisor and the proper authorities.
3. You may be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where possible. This report is to be completed within twenty-four hours and given to your ministry supervisor.
4. After the suspected child abuse case has been reported by a worker, proper steps will be taken to report the suspected abuse to the designated reporting agency.
Discipline Guidelines

Our church is committed to teaching children in an atmosphere of love and acceptance. We want each child to experience God's love through the loving example set by his or her teacher. However, we also want the children to learn respect for their teachers, respect for other children, and the necessity for obeying rules. The manner in which discipline is handled will depend on the age of the child. However, discipline at church should never include yelling at or spanking a child.

Preschool Children

Preschool children are very literal minded and do not understand abstract concepts. The teacher needs to be sure each child understands which behaviors are acceptable and which are not acceptable. Preschoolers may need to be frequently reminded of what is expected. When negative behaviors are displayed, gently remind the child of how we act when we are at church. If the behavior persists, it may be necessary to remove the child from the group for a brief "time out." It will probably be sufficient to have the child sit on a chair for five (5) minutes while the rest of the group continues their activity. However, if the child is totally disrupting the class, he or she should be removed from the room for a short period of time.

If a child is disruptive on a continual basis, the matter should be discussed with the Department Coordinator in order to determine the appropriate course of action. The Department Coordinator will consult with the Director of Children's Ministries as needed.

Children in Grades 1 - 6

When an elementary school aged child displays negative behaviors, inform the child that the behavior is unacceptable through eye contact, a shake of the hand, a gentle touch on the shoulder, or verbally. If the behavior persists, it may be necessary to remove the child from the group or room for a brief period of time.

To help elementary children understand what behaviors are acceptable at church, the teacher may choose to post a list of rules in the classroom (see example below). If a list is posted, it should be short and the teachers should carefully review the rules with the children to assure that each rule is fully understood.

When a rule is broken, the teacher should remind the child through one of the ways listed above that a rule has been broken. If the unacceptable behavior continues, the teacher should counsel with the child individually at an appropriate time. If the problem still persists, the teacher should discuss the situation with the Department Coordinator in order to determine the proper course of action. The Department Coordinator will consult with the Director of Children’s Ministries as needed.

Suggested Rules

1. Show respect to teacher and classmates.
2. Follow along in the lesson.
3. Respect neighbors' belongings.
4. Take turns when talking.
5. Keep hands and feet to yourself.