

Safe and Secure Plan

For

First Baptist Church
7300 Gary Street
Springfield, Virginia 22150
(703) 451-1500

Updated April 20, 2006

Children and Youth Protection Policy and Procedures

I. Purpose

We believe that our Children and Youth Ministries are vital to the life and growth of FBCS. We love our children/youth and love and appreciate our workers, both paid and volunteers. We also recognize the responsibility to exercise reasonable care to protect them against hurt and abuse that might occur while they are in the Church's care. To that effect, this plan is presented to ensue the best environment for our children/youth, workers, and our church family. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 9:14.

II. Definitions

- A. Child/Children – Any person birth through sixth grade.
- B. Youth – Any person in the 7th through 12 grades.
- C. Physical Abuse – Deliberately inflicting bodily harm constitutes physical abuse. It includes violence against the child/youth either with or without the use of some implement.
- D. Sexual Abuse – Anytime a child/youth is deliberately used for sexual stimulation by an adult or older child/youth, sexual abuse has occurred.

III. Organization

- A. Committee on Child and Youth Protection Policy and Procedures – A committee shall be elected to carry out the provisions of this document. This committee shall meet as necessary and report to the Church Council. Duties shall include the following:
 - 1. Prepare and present a plan to the Church that protects children/youth against hurt and abuse while they are in the Church's care.
 - 2. Recommend changes as required to this plan or the implementation of this plan to the Church Council.
 - 3. The Committee shall be responsible for training all persons, both current and future, who work with children/youth. This training shall educate teachers and workers on how to perform their responsibilities so as to minimize opportunities that may harm children/youth.

- B. Volunteers and Paid Staff – All persons who work with children/youth shall be screened before beginning their position with the children/youth activity. Paid staff serving in positions having contact with children/youth shall undergo a background check. Persons who have been affiliated with our church for five years or more need not provide references on their application. Those persons that are not qualified to work with children may be redirected to other church activities.

IV. Reporting Abuse

All allegations of abuse will be treated seriously. Should there be allegations of physical and/or sexual abuse at activities sponsored by First Baptist Church, Springfield, the following procedures will be followed to the extent possible:

- A. Teacher/Worker – Immediately notify the Director of the Department of allegations of physical and/or sexual abuse. (If the Director is not available, a Staff Minister will be notified.)
- B. Director of the Department – Immediately notify a Staff Minister of allegations that have been reported.
- C. Staff Minister – Immediately notify the following:
 - 1. Pastor
 - 2. Parents (hereafter referred to collectively as parent/guardian) of the victim and the parents of the alleged perpetrators, if a minor (under the age of eighteen years), and if the parents do not have previous knowledge
 - 3. Church Council
 - 4. Church’s Insurance Committee (Trustees)
 - 5. State of Virginia – Within seventy hours of first suspicion of child abuse or neglect, a report will be made as required in Virginia Code 63. 1-248.3 B (See Appendix B)
- D. Church
 - 1. Pray for the Church and all persons affected by the allegations.

2. Show care and support to prevent further hurt. Pastoral support will be extended to those as needed. Care and safety of the victim is the first priority. Situations should not be prejudged.

V. **Reducing the Risk of Abuse**

In an effort to create a safe environment at First Baptist Church, Springfield, several abuse prevention measures will be utilized. These measures include screening of paid and volunteer workers, use of the two-adult rule, standards for appropriate classroom discipline, and provisions for training on abuse issues as established by the Committee on Child and Youth Protection Policy and Procedures.

A. Six-Month Rule

All who work with children/youth in the Church must be a church member for at least six (6) months or are specifically approved by the Church Council.

B. Staff Screening

Each employee or volunteer worker will be asked to complete and sign an application form. This application will ask for the following: photo identification, general information, prior church membership, prior church volunteer work, and any other relevant questions pertaining to child abuse. Anyone refusing to complete and sign this application will not be permitted to work with children/youth.

C. Staff Training

All paid and volunteer workers will be required to read the Safe and Secure Plan and sign an application indicating that they have read and understand the policy and agree to abide by it. If the worker does not sign the application, that person will not be permitted to work with children/youth. New workers will also be required to attend one training session related to the Safe and Secure Plan before working. These training sessions will be provided by the Committee on Child and Youth Protection Policy and Procedures and held at various times throughout the year. Workers in all programs which deal with children/youth are required to attend this training.

D. Two-Adult Rule

Programs that involve children/youth should always include adequate supervisory personnel. Teachers will be assigned in teams of two or more to every class of children/youth. Concerted efforts will be made to recruit sufficient number of volunteer teachers to permit such teaming. All church-sponsored or community groups of children/youth who meet at the church should have at least two leaders present. Youth, who have completed the appropriate training, may be allowed to work with an

adult teacher in lieu of a second adult, when working with children 6th grade and under.

A. Overnight and Off-Premises Rule

Children/youth will have written parental permission for church-sponsored programs or activities when they are taken off the church premises and stay overnight (See Appendix D).

B. Classroom Discipline

All teachers and workers will use the following disciplinary measures. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what is the expected behavior, e.g., “We do not throw the blocks. We use blocks for building.” If this measure is not effective, the child may be guided to another activity. If inappropriate behavior continues, the child may be moved away from other students. If the child’s disruptive behavior continues after these steps have been taken, at the option of the teacher/worker, the child shall be taken to the Director of the Department or the Sunday School and left under the supervision of the Director or adult person in charge. If removal from the room becomes necessary, the situation will be discussed with the child’s parents or guardian as soon as possible. The child’s parents may be brought to the classroom and discipline turned over to the parent.

C. Open Classroom

Classroom or child care rooms may be visited without prior notice by church staff, parents, or other church workers, e.g., Sunday School Director. All preschool classrooms shall have visible access through a window or doorway. Periodic observations of child care rooms and classrooms of children are to be conducted by the Minister of Education, Minister of Youth, Sunday School Director or Program Director during Sunday School and/or during other activities and meetings.

D. Security

There will be a security system in each nursery preschool classroom for registering and picking up children. This system will identify each child with his or her parent or guardian. Only parents or a designated representative may retrieve preschoolers from the classroom. No children will be released to minors. The Church Day School has a separate security policy.

E. Youth Standards of Conduct

Youth who participate in church activities shall agree to conduct themselves in accordance with the Christian standards outlined in Appendix C, Youth Standards of Conduct. The Minister of Students will ensure that youth follow these standards and conduct themselves accordingly while participating in church activities.

E. General Hygiene and Good Housekeeping Procedures and Policies

The general hygiene and good housekeeping procedures and practices outlined in Appendix E through I that are attached:

- Appendix E – General Hygiene Procedures
- Appendix F – Infectious Disease Procedures
- Appendix G – Diaper Changing Procedures
- Appendix H – Room Cleaning Procedures
- Appendix I – Blood and Vomit Spill Clean-Up Procedures
- Appendix J -- Fire Drill Procedures

Supporting Documents

Training Manual: *Reducing the Risk of Child Sexual Abuse in Your Church*, Richard A. Hammer, Steven W. Klipowicz and James F. Cobble, Jr.

Attachments:

- Appendix A – Application Form (volunteer and paid) First Baptist Church, Springfield, VA
- Appendix B – Virginia Code
- Appendix C – Youth Standards of Conduct
- Appendix D – Permission Form
- Appendix E – General Hygiene Procedures
- Appendix F – Infectious Disease Procedures
- Appendix G – Diaper Changing Procedures
- Appendix H – Room Cleaning Procedures
- Appendix I – Blood and Vomit Clean-up Procedures
- Appendix J - Fire Drill Procedures

CONFIDENTIAL
APPENDIX A
APPLICATION FORM
(VOLUNTEER AND PAID)
FIRST BAPTIST CHURCH, SPRINGFIELD, VA

This application will be completed by all persons who will work with children under the age of eighteen years old. The information obtained on this form is being used to provide a safe and secure environment for our children. Information on this application is for internal use by this Church.

(This form will be secured in a locked container by the Church.)

1. Name: Date:
 Address:
 City,
 State,
 Zip Code:
 Home Telephone:
2. Position applying for:
3. Occupation, current employer, telephone, and business address:

Time at this employment: Yrs. Mo.

4. List (Name and address) of other churches you have attended regularly in the past five years:

5. List the Name/Address/Telephone number of three personal references who are not relatives:

6. Describe your background work with programs, Groups, and/or age groups requested.
(Include information about church-related, volunteer, and paid experience you may have had.)

7. List other organizations that you are currently active in:

8. Questions Related to past incidents:

Circle your answers

- a. Have you ever been convicted of any criminal offense? YES NO
- b. Within the past 5 years, have you abused alcohol or drugs, including prescription or other type medication? YES NO

9. Please explain fully any YES answers to the above questions. In addition to the above, is there any fact or circumstances involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (Explain)

10. Children and youth workers are sometimes called to provide motor vehicle transportation for children and youth. To insure children and youth are entrusted only to safe drivers, FBCS asks that the following questions be answered. (Applicant may not be prevented from working with children and youth on the basis of their answers, but applicants without a valid drivers license or with unsafe driving records will not be allowed to transport FBCS children and youth).

a. Do you have a valid driver's license? Yes _____ No _____ If yes, please list drivers license number _____ and State issued _____

b. Have you ever been convicted of a traffic offense? (You may exclude minor traffic violations for which a fine of \$100 or less was imposed unless alcohol or drug related). Yes _____ No _____. If yes, please describe all convictions for the past five years:

11. This information that I have provided may be verified by contacting persons or organizations that may have information concerning me.

12. I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand that it may be cause for dismissal.

13. My signature below indicates that I have read and understand this Safe and Secure Plan

Applicant's Signature: _____ Date: _____

STAFF MINISTER'S USE ONLY:

Photo ID Checked: YES: _____ NO: _____

Staff Minister's Signature: _____

Date: _____

APPENDIX B
SAFE AND SECURE PLAN
FIRST BAPTIST CHURCH of SPRINGFIELD

63 1-248.2. (For effective date - See note)

Definitions: as used in this chapter unless the context requires a different meaning-"Abused or neglected child" means any child less than eighteen (18) years of age:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions.
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. Whose parents or other person responsible for his care abandons such child;
4. Whose parents or other person responsible for his care commits or allow to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law; or
5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis.

"Complaint" means any information or allegation of abuse or neglect made orally or in writing other than the reports referred to below.

"Department" means the State Department of Social Services.

"Local department" means the department of public welfare or social services of any county, or city in this Commonwealth

"Prevention" means efforts that (i) promote health and competence in people and(ii)create, promote and strengthen environments that nurture people in their development,

"Report" means an official document on which information is given concerning abuse and neglect and which is required to be made by persons designated herein and by local departments in those situations in which investigation of a complaint from the general public reveals suspected abuse or neglect.

"The court" means the juvenile and domestic relations district court of the county or city.

Nothing in this section shall relieve any person specified in § 63.1-248.2 from making reports required in that section, regardless of the identity of the person suspected to have caused such abuse or neglect. (1975, c. 341; 1981, c. 123; 1986 c. 308; 1990 c. 760; 1995, C. 520.)

611-243.4. (For affective date - See note) Complaints by others of certain injuries to children. - Any person who suspects that a child is an abused or

neglected child may make a complaint concerning such child, except as hereinafter provided, to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline. If an employee of the local department is suspected of abusing or neglecting a child, the complaint shall be made to the juvenile and domestic relations district court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge of the juvenile and domestic relations district court shall assign the report to a local department of social services that is not the employer of the suspected employee for investigation; or, if the judge believes that no local department of social services in a reasonable geographic distance can be impartial in investigating the reported case, the judge shall assign the report to a local social services department that is not the employer of the suspected employee for investigation. The judge may consult with the State Department of Social Services in selecting a local department to conduct the investigation. Such a complaint may be oral or in writing and shall disclose all information which is the basis for the suspicion of abuse or neglect of the child. (197~, c. 341; 1976, c. 348; 1994, a. 840.)

63.1-248.5:1M1. Knowingly making false reports; penalties. -

A. Any person fourteen years of age or older who makes or causes to be made a report of child abuse or neglect pursuant to this chapter which he knows to be false shall be guilty of a Class 4 misdemeanor. Any person fourteen years of age or older who has been previously convicted under this subsection and who is subsequently convicted of making a false report of child abuse or neglect under this subsection shall be guilty of a Class 2 misdemeanor.

B. The child protective services records regarding the person who was alleged to have committed abuse or neglect which result from a report for which a conviction is obtained under this section shall be purged immediately by any custodian of such records upon presentation to the custodian of a certified copy of such conviction.

If an employee of the local department is suspected of abusing or neglecting a child, the complaint shall be made to the family court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge of the family district court shall assign the report to a local department of social services that is not the employer of the suspected employee for investigation; or, if the judge believes that no local department of social services in a reasonable geographic distance can be impartial in investigating the reported case, the judge shall assign the report the court service unit of his court for investigation. The Judge may consult with the State Department of Social Services in selecting a local department to conduct the investigation. Such a complaint may be oral or in writing and shall disclose all information which is the basis for the suspicion of abuse or neglect of the child. (1975, c. 341; 1976 c. 348;

53.1-248.5. Immunity of person making report, etc., from liability.

Any person making a report pursuant to § 63.1-248.3, a complaint pursuant to § 631-248-4, or who takes a child, into custody pursuant to § 631-248.9, or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless

it is proven that such person acted in bad faith or with malicious intent.
(1975,c.341;1988,c.686.)

Law Review. For survey of Virginia law on domestic relations for the year
1974-1975, see 61 Va. L. Rev. 1732 (1975).

APPENDIX C
FIRST BAPTIST CHURCH
SPRINGFIELD, VA
YOUTH STANDARDS OF CONDUCT

To Parents, Youth, and Adult Youth Workers:

Because we wish to provide for the care and safety of our children and youth as they participate in Church activities, we, the Youth Committee of the First Baptist Church, Springfield, VA, have adopted the following:

1. Arrival and Departure from Event - Youth who participate in a Church activity will remain on the premises of the designated location for the duration of that activity, leaving only with parental permission or by direction of Adult Youth workers in charge of the event. When one activity follows another such as choir, snack supper and youth fellowship, this is considered a continuous event and the same policy applies. Deviation from this policy requires that:

A. Parents will inform Adult Youth Worker prior to an event.

B. Parents will inform the Adult Youth Worker that their Child will arrive late or depart the event early.

C. Adult youth workers inform parents if unplanned deviations are observed.

2. Standards for Youth Conduct - Youth are expected to adhere to the following standards at Church activities:

- Respect others when they are talking or in charge.
- Respect and treat each other as you wish to be treated.
- Respect Church property.
- Help with setting and cleaning up after youth activities.
- When attending an activity, remain on Church property or where the activity is being conducted until the activity is completed.
- If you attend Church and then plan to attend youth activities that follow Church, you will remain on Church property until released by the Adult Youth Worker.
- Public display of intimacy is inappropriate.
- Language and dress should reflect Christian values.
- Use of tobacco products, alcohol, and drags is prohibited at all times.

3. Violations - Report violations of these Standards to the Minister of Youth immediately,

By signing below, I acknowledge the existence and importance of the Youth Standards of Conduct and pledge my support and cooperation in its implementation.

_____/_____/_____
(Parent's Signature) (Youth's Signature) (Staff Worker's Signature)

Date _____

APPENDIX D
PERMISSION FORM

ADULT LEADER'S NAME _____

CHILD'S NAME: _____

ACTIVITY: _____

On _____ your child will be going to _____

Please sign this form and return it so that your child can participate in this activity.

CONSENT FOR Activity

I certify that I am the parent or guardian of the above named child, and I hereby give my permission for this child to participate in this activity sponsored or conducted by First Baptist Church, Springfield, VA. I will not hold the First Baptist Church, its employees or chaperones liable for any injury sustained by this child while participating in this activity unless such injury is the direct result of negligence on their part.

Date _____

Signature of Parent or Guardian _____

APPENDIX E
GENERAL HYGIENE PROCEDURES

Our purpose in teaching preschoolers is to help them gain valuable foundational attitudes and information about God, Jesus, Bible, and other important areas. Perhaps our most effective way of teaching is through our personal relationship with the child. This means touching the child and helping him with things he cannot do for himself such as changing diapers, wiping noses, caring for scratches, bites, etc. The following guidelines should be helpful to you personally and to children in your department as you attempt to be as sanitary as possible.

1. Whenever a teacher will be having contact with a child's tears, urine, stool, or blood (i.e. changing diapers) single-use disposable gloves should be used.
2. Whether or not disposable gloves are worn, any potential contact with body fluids (nasal secretions, saliva, urine, etc.) should be followed by careful hand-washing and sanitation of potentially contaminated surfaces.
3. Wash hands with antiseptic soap before entering child care area. Put on a smock if desired. Antiseptic Solution - In addition to a soap and water solution, diluted bleach water is a good, inexpensive sanitizer. Recommended practices include: properly cleaning soiled surfaces with disinfectants, (1 tablespoon of bleach added to 1 quart of water, prepared daily; for blood spills a dilution of 1 part bleach to 10 parts of water is needed).
4. Wipe the children's noses regularly when needed. Use a new tissue for each child each time you do this. Disposable gloves are not required but may be used if desired. Wash hands immediately after and dispose of gloves if they are used.
5. As a rule of good hygiene, all open wounds should be covered by at least a Band-Aid. If a teacher has an open wound, the teacher should wear disposable gloves at all times.
6. Any surface (crib, swing, mattress, infant seat, toys, pacifiers, etc.) which has been potentially contaminated, must be disinfected with an antiseptic solution and air dried before another child can come into contact with it. A mouthed toy should be gathered when a child seems finished with it and before another child decides to mouth the toy. A basin labeled "dirty toys to be washed" should be kept on the shelf to hold contaminated toys until they can be washed and sanitized. Toys should be soaked in the antiseptic solution, rinsed, and air dried.
7. Report all accidents, injuries, or sickness to the parent or guardian.
8. Glove removal and hand washing procedures will be posted. (Gloves should be removed from the top, turning the gloves inside out as they are removed toward the Linger tips.

9. Caregivers who are not feeling well or running a temperature, are asked to secure a replacement or contact the Nurse, Preschool/Children Ministry Team Leader as soon as possible.
10. Whenever possible, soiled clothes should be placed in a plastic bag and returned to parents un-rinsed. If it is necessary to rinse the garment, use disposable gloves and extreme caution when handling feces or other bodily fluids.
11. Continue to teach good hygiene practices to the children.
12. There must be adequate disposal of soiled diapers by placing them in paper bags before placing them in the container.
13. Crib sheets need to be changed when each new child is brought into the nursery. Soiled sheets must be placed in containers with plastic liners for washing later.
14. Any bodily fluids (vomit, saliva, mucous, etc.) should be treated with the same caution.
15. PREVENTION IS CRITICAL - Please remember to wash hands properly and frequently and properly clean soiled surfaces with bleach solution.

APPENDIX F
INFECTIOUS DISEASE PROCEDURES

1. We believe the Bible, the authoritative Word of God, calls us to a personal relationship with Jesus Christ and to minister to all people, Christian and non-Christian. In carrying out this ministry, we are called to respond to the health care needs of children and their families, both physical and spiritual.
2. We define any infectious disease as: Any disease that spreads from one person to another person. This includes, but is not limited to, common childhood diseases such as chicken pox, measles, mumps, as well as more serious diseases such as hepatitis-B, HIV, and tuberculosis.
3. If a child is known to have an infectious disease, the parents or guardians are expected to inform the teacher. When it is known that a group of children has been exposed to a disease which is easily spread from person-to-person, parents of the children and the Director of the Department will be notified.
4. The Director of the Department is responsible for informing those adults caring for an infected child when allowed and deemed necessary for the protection of those involved. If the parents or guardian do not agree to disclose health information, the Minister of Discipleship will work with the family to see that home ministry is provided as resources allow.
5. At the discretion of the Minister of Discipleship, an ad hoc committee may be formed to review individual cases of infectious diseases. The committee may seek additional information from the child's parents if necessary.
6. When formed, the ad hoc committee shall act in an advisory capacity and as a resource to the Minister of Discipleship, with respect to the on-going care of and ministry to a child. The mission of any such ad hoc committee shall be:
 - A. Review specific cases
 - B. Make recommendations for additional precautions or staff requirements
 - C. Conduct periodic reviews of the status of the child and the involved classrooms
7. The child's parents or guardian will be expected to inform the Minister of Discipleship of any changes in the status of the child's health.
8. Children's ministry workers will be instructed in the universal precautions and procedures for general hygiene, plus any further precautions as advised by the medical community, and will be expected to follow them.

APPENDIX G
DIAPER CHANGING PROCEDURES

1. There will be a designated diaper changing area in Bed Babies and Creeper rooms. A sign so stating should be hung over the diaper area stating "Diaper Changing Area." Two and three year-old children are to be taken to the Creeper room. Seek help from the desk worker if needed.
2. Check each child to see if his diaper is wet or soiled. DO NOT stick your finger in a child's diaper. Open the diaper at the tape or pinpoint or pull open at the waist and check visually.
3. When changing diapers, make sure all supplies needed for the diaper changing are in the diaper changing area. Check the child's diaper bag to see if the necessary supplies are present and bring the necessary material to the changing area before beginning to change the diaper.
4. DO NOT LEAVE THE CHILD UNSUPERVISED ON THE CHANGING TABLE.
5. When changing diapers, always use disposable gloves, using a clean pair for each diaper change.
6. Before changing diapers, place waxed or disposable paper under the child.
7. Place the dirty diaper in a plastic bag before throwing it in an appropriate trash container. Wet diapers may be thrown away without placing them in a plastic bag.
8. The soiled diaper container should be lined with a plastic bag and have a secure fitting top. The container should be kept in an out of the way place, if possible.
9. Place used paper and disposable gloves in the soiled diaper container. Remove disposable gloves last.
10. Wash hands with antiseptic soap and water AFTER EACH DIAPER CHANGE.
11. Clean the diaper changing area with an antiseptic solution (1 part bleach to 10 parts water). Use a paper towel rather than a sponge, then dispose of the paper towel appropriately. The diaper changing area must be cleaned after each use and at the end of the session.
12. If urine, stool, or blood comes into contact with linens or any part of the child's bed or mattress; remove linens and clean the affected area with an antiseptic solution while wearing gloves. Clean linen will be provided in the bed babies room for replacing before the child is returned to the bed.
13. Hand washing and diaper changing procedures will be posted in diaper changing areas and nursery hall bathrooms.

APPENDIX H
ROOM CLEANING PROCEDURES

1. As the child leaves, the bed must be stripped of used linens and other items.
2. EACH BED that is used should be cleaned thoroughly with an antiseptic solution (1 part bleach to 10 parts water.) This includes mattresses, all bed rails, and any items attached to the bed such as mobiles, mirrors, etc. (Wipe with paper towel and bleach solution in spray bottle.)
3. ALL TOYS are to be cleaned with an antiseptic solution and allowed to remain wet for 10 minutes, rinsed in clean water, and left to air dry. If a toy is obviously dirty, wash with soap and water and rinse with clean water before using an antiseptic solution.
4. Nursery swings, cradles, and other equipment should be cleaned and disinfected with an antiseptic solution (1 part bleach to 10 parts water) and left to air dry after each session. The diaper changing area should also be cleaned with an antiseptic solution after each diaper change and at the end of the session. All items should be left to air dry for at least an hour.

APPENDIX I
BLOOD and VOMIT SPILL CLEAN-UP PROCEDURES

A blood spill may occur when the skin or membranes are opened, such as a skinned or cut knee or a nosebleed. A child may vomit at any time. Extreme caution should always be exercised when there is potential contact with blood or vomit.

1. When tending to a blood spill or vomit, always wear disposable gloves, even if it is minor in nature. Gloves will be available in all Nursery rooms and first aid kit located at the Nursery Desk.
2. For bleeding, control the bleeding immediately (compress or direct pressure) using the first aid kit. Get assistance from the Nursery Desk.
3. If blood and vomit spills occur inside the building, clean up as soon as possible with soap and water and an antiseptic solution (1 part bleach to 10 parts water). If the blood or vomit spill occurs outside the building, flush the area thoroughly with water.
4. Dispose of any paper towels, sponges, cloths, etc. (from clean-up) in covered container. DO NOT reuse any material.
5. Put clean clothes on child if available. Put dirty clothes in a plastic bag for return to the parents. DO NOT RINSE, due to our limited facilities for handling blood or body fluids in a truly sanitary manner.
6. If adult smock gets soiled, remove it and place it in an appropriate container.
7. Remove and discard disposable gloves in covered container.
8. Wash hands with antiseptic soap and warm water.

APPENDIX J

FIRE DRILL PROCEDURES

FBCS will practice announced fire drills at least once a year.

For Nursery -

1. All available paid staff will immediately report to nursery area to assist in evacuating children.

For Nursery and All Other Classes -

2. Children will line up in classroom with one adult in front of children and one at the end of the line.

3. Map in each classroom will designate the closest exit and outside designation.

4. Teacher in front will count children, pick up class roster, then lead then out to the designated exit.

5. Teacher at the end of the line is responsible for closing windows and doors.

6. It is suggested that children, particularly preschoolers and other who might have difficulty staying in line walk close to the wall.

7. Escort children to designated area outside, teacher in front will then count the children again.

8. Each age Department Director, or other designated person, will check classrooms for which they are responsible. Then go outside and check with each teacher to make sure that all children are accounted for.

9. After given the "all clear" signal, return to classrooms.

10. In the care of fire, parents will be asked to exit from where they are and not to pick up their child. Once everyone has exited the building, the parents can pick up the children from the teacher.

For Sanctuary -

11. Ushers will be responsible for assisting worshipers exit from the sanctuary.