

## **Immanuel Presbyterian Church Nursery Child Safety Policy**

### **Two Person Rule**

1. Except when otherwise permitted in these policies, at least two Nursery Staff/Volunteers, with at least one being an adult, shall be present in the nursery at each church function, activity, event, or program involving children.
2. During Sunday morning services or whenever both Infant and Toddler Nurseries are open, at least two (2) Nursery Staff/Volunteers, with at least one being an adult, shall be present *in each nursery*. If for some reason there must be only one Childcare Provider in one of the nurseries, the adjoining door must remain open until the Childcare Provider returns.
3. The rules in the preceding paragraphs shall be temporarily waived in the following situations:
  - a) One (1) Nursery Staff remains while the other Nursery Staff temporarily leaves the area or room for some medical, family, or other reasonable necessity; i.e., escorting a child to the drinking fountain;
  - b) One (1) adult Nursery Staff remains when the other Nursery Staff has to leave for some unexpected medical, family, or other reasonable necessity;
  - c) A Nursery Staff is taking a child to or from a church-related function, activity, event, or program;
  - d) A Nursery Staff temporarily remains with a child while waiting for others to arrive at, or while the child is briefly waiting to leave, a church-related function, activity, event, or program.

### **Nursery Rules and Procedures**

1. All paid Nursery Staff must maintain current CPR training with a copy of their card on file with the CE Director. The status of each nursery staff member's CPR certification will be addressed during their annual reviews.
2. All Nursery Staff/volunteers must participate in or attend an Immanuel annual orientation and be up to date with our childcare policies and procedures.
3. All Nursery Staff/volunteers must annually sign an acknowledgement that they understand the information presented to them in current training and revisions of the IPC Nursery Guidelines and Information for Parents, IPC Nursery

Child Safety Policy, and The Presbytery De Cristo Policy and Procedure on Sexual Misconduct. The CE Director, in conjunction with the Nursery Director, must maintain and keep on file these signed forms for each Nursery Staff/volunteer.

4. Never verbally or physically discipline children and report to the CE Director any problems or accidents involving the children or their parents in a timely manner.
5. Only Nursery Staff and volunteers shall remain in the nursery during church services and regular operating hours with the occasional exception of children of Nursery Staff.
6. The minimum age for volunteers in the Toddler Nursery is a freshman in high school. The minimum age for volunteers in the Infant Nursery is 16.
7. At least two (2) Nursery Staff/volunteers must be in the room when anyone is changing a child's diaper.
8. A nursery identification procedure shall be used to be sure a child is released only to a properly identified and pre-authorized person.
9. During non-family functions such as committee meetings or Bible Studies, older children may be allowed in the nursery for childcare.
10. For non-family events (Bible Studies, committee meetings, special church events, etc.) the committee representing the particular event is responsible for contacting the Nursery Director and Office Administrator with a request for childcare no less than one week before the scheduled event. The Nursery Director will then ensure the proper number of childcare providers will be present. The funding for childcare for this event will typically come from that committee's budget.