

Safety and Security Checkup

Put a one (1) by each item where you are compliant and then total all the responses. A scoring analysis is located at the bottom of the checklist.

Score

Security System

_____	Registration Process	Do you use a registration form that provides for sign-in and sign-out in your preschool ministries?
_____	Positive ID for Child/Parent	Do you use name badge/claim check, numbered stickers, pagers or some other form of making positive ID for parents leaving preschoolers during church activities?
_____	Record of Parent	Do you record and/or maintain a record of where a parent can be found in the event of an emergency while they are on church campus?
_____	Printed Policies	Does the church have a printed policy concerning dropping off and picking up of preschoolers?

Playground Safety

_____	Equipment in Good Repair	Is the playground equipment in good repair and free of sharp edges, broken parts and toxic substances? Is the fixed equipment structurally sound?
_____	Proper playground surface under and around equipment	Does each piece of stationary equipment in the playground have 8-12" of non-compacted materials to protect children when they fall?
_____	Secure Location	Is your playground secured by walls or fence and/or is it out of traffic patterns of people or cars?
_____	Emergency Phone	Do workers have access to a phone? Are emergency phone numbers posted?
_____	First Aid Kit	Do you have a First Aid Kit? Do workers know where it is kept? Is there a person assigned the responsibility for keeping it supplied?

Classroom Safety

_____	Fire Extinguisher	Is there a fire extinguisher accessible to workers and do they know where it is located?
_____	Emergency Phone	Do workers have access to a phone? Are emergency phone numbers posted?
_____	Fire Evacuation Plan	Does the church have a fire evacuation plan? Is the evacuation route posted in each room? Are emergency exits clearly marked? Are any passageways blocked? Has the church conducted a fire drill?
_____	Equipment/Furniture	Is the equipment and furniture in each room in good repair and free of sharp edges, broken parts and toxic substances? Is the equipment structurally sound?
_____	Age-Appropriate Furnishings	Is the classroom set up with age-appropriate furnishings?
_____	Access to Harmful Objects or Materials	Are waste containers out of reach of preschoolers? Are cleaning supplies out of reach of children/preschoolers? Do electrical outlets in preschool rooms have safety covers? Is the water temperature in preschool and children's room within safety guidelines? Are diaper bags out of reach of preschoolers?
_____	First Aid Kit	Do you have a First Aid Kit? Do workers know where it is kept? Is there a person assigned the responsibility for keeping it supplied?
_____	Medication Policy	Are there written policies concerning the use of medication while children are participating in church activities?
_____	Poison Safety Information	Is there a poison control safety display area where workers could secure help in the event of an accidental poisoning?

Trips away from Church Premises

_____	Medical Release and Permission Slip	Does the church use permission slips and medical release forms for all activities away from the church or apart from regular church activities?
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Hygiene Practices

<input type="checkbox"/> Cleaning Procedures	Are workers trained in how to maintain clean preschool rooms, toys and beds?
<input type="checkbox"/> Sheets Cleaned	Are sheets and other bedding removed and washed after each child uses the bed?
<input type="checkbox"/> Rubber Gloves	Are workers protecting themselves and other preschoolers by using latex gloves when changing diapers?
<input type="checkbox"/> Changing Procedure	Are workers trained in the proper way to change diapers while minimizing the chances of spreading germs? Does the changing area provide a safe place for the child to be changed?

Worker Screening

<input type="checkbox"/> Volunteer Applications	Have all workers completed applications for the volunteer ministry they are leading?
<input type="checkbox"/> Background Checks	Does the church conduct background checks on prospective volunteers and paid ministry leaders?
<input type="checkbox"/> Reference Checks	Does the church conduct reference checks on prospective volunteer and paid ministry leaders?
<input type="checkbox"/> Interview	Is every prospective volunteer and paid ministry leader interviewed prior to placement in a ministry?

Worker Supervision

<input type="checkbox"/> Two-Adult Rule	Does every teaching unit have at least two adults?
<input type="checkbox"/> Bathroom Procedures	Does your preschool and children's areas have written bathroom procedures to protect workers and children?
<input type="checkbox"/> Greeter/Security Monitor	Does each classroom area have a greeter to assist guests and prevent unwanted intrusions in the classroom area?
<input type="checkbox"/> Windows in Doors	Does the church have security windows in each classroom door, enabling activities in the room to be monitored for safety?
<input type="checkbox"/> Church Activities	Are all church, department and class-sponsored activities placed on the church calendar?

Incident Reporting Procedures

<input type="checkbox"/> Abuse	Is there a written abuse reporting process and are workers trained in how to report?
<input type="checkbox"/> Illness	Is there a written illness reporting process and are workers trained in how to contact parents and isolate the child until he/she is picked up?
<input type="checkbox"/> Accident	Is there a written accident reporting process and are workers trained in how to report?
<input type="checkbox"/> Total	

Scoring: 18 or less – Poor 19-25 – Fair 26-32 – Good 33-36 – Excellent

Supplemental Handouts and References

The following handouts are available through the Childhood Specialist of the Healthy Church Group, California Southern Baptist Convention. Permission is granted to duplicate these handouts as needed for leadership training in California Southern Baptist Churches.

- ◆ *Essentials for Excellence*, LifeWay
- ◆ Developing Infectious Disease Policies
- ◆ Hygiene Practices for Preschool Teachers
- ◆ Security Badge System
- ◆ Legal Issues Confronting Preschool Ministry
- ◆ Security System: A Top Priority for Your Preschool Ministry
- ◆ Preschool Security Registration Form
- ◆ Developing Policies
- ◆ Preschool Safety Guidelines
- ◆ Playground Safety Checklist
- ◆ Child Information Sheet

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A Cooperative Program Ministry

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