

SAFETY POLICY

INTRODUCTION

As members of Greenwood First Baptist Church, we are committed to our mission statement: "Seeking His Heart... Being His Hands. Living, Loving, and Serving in the name of Christ." We are called to follow Jesus' example of respect for the integrity and dignity of all persons. To follow the Lord's commandments is to pursue love, safety, peace, and security of all who come within reach of our ministries.

The Safety Policy of Greenwood First Baptist Church requires its members to provide sanctuary for persons of all ages who are entrusted to its care. It also protects those who have responsibilities as authorized ministers, employed staff and volunteer leaders and teachers.

What is safety? Safety means a person's spiritual, emotional and physical self is protected from injury. For example:

Spiritual Safety

- People have the freedom to express their faith appropriately
- People's beliefs are treated respectfully

Emotional safety

- Kindness and civility are the norm
- People refrain from personal attacks and gossip
- Confidentiality is honored

Physical safety

- Door key holders agree to abide by safe church policies
- Facilities are clean and well lit
- Exits are clearly marked and free of debris
- Fire alarms are kept in working order

SCOPE OF POLICIES AND PROCEDURES

The policies and procedures included in this document apply to all activities which take place within the building and properties of Greenwood First Baptist Church, as well as programs, activities, or events scheduled as part of the ministry of this church which take place elsewhere. The policies and procedures apply to all members, friends, volunteers, renters and employees of the church.

The scope of the Greenwood First Baptist Church Safety Policy is to include:

- a. Cheerful Cherubs Preschool, functions of GFBC to include Sunday school, worship service, Wednesday activities, and all functions sponsored by Greenwood First Baptist Church
- b. The health safety plan
- c. Procedures for securing and monitoring the interior and exterior property
- d. Procedures for training those members deemed responsible individuals (but not liable)
- e. Reassessing current safety policies thoughtfully and regularly

OUTSIDE GROUPS

All outside groups who rent or use the church facilities will receive a copy of the Safety Policy of Greenwood First Baptist Church. If groups agree to comply with its provisions as pertain to their use of the building, they will sign the *Greenwood First Baptist Church Building Use Contract*.

BUILDING SAFETY

It is the responsibility of Greenwood First Baptist Church to maintain physical safety of the church facilities.

In general, Greenwood First Baptist Church will:

- a. Maintain the building to preserve physical safety. [Responsible entity: custodial staff]
- b. Maintain the fire alarm system, fire extinguishers and first aid kits. [Responsible entity: service contracts and office staff]
- c. Create and post floor plans indicating emergency exits, fire extinguishers, first aid kits, fire pull stations, telephones and emergency phone numbers. [Responsible entity: Minister of Administration]
- d. Provide users of the building a mechanism to report any safety issues to the Property Committee via the church Ministry Assistant. [Responsible entity: Minister of Administration]
- e. Provide diapering stations that have flat, sturdy surfaces installed at adult height. The surface will be waterproof, free of cracks, tape and crevices. [Responsible entity: custodial staff]

CHEERFUL CHERUBS/ CHILDREN'S MINISTRY/STUDENT MINISTRY

Any individual with concerns of abuse or misconduct toward a child or youth should follow the Greenwood First Baptist Church Children and Youth Protection Policy.

1. Cheerful Cherubs states in its general guidelines, "The preschool will make every effort to protect the safety and health of the children." Additional guidelines include the following safety practices:
 - a. Doors are locked by 9:15 am and doorbell is used thereafter. [Responsible entity: Cheerful Cherubs Director]
 - b. All strangers or non-parents are sent to the front office entrance. [Responsible entity: Cheerful Cherubs Director, Cheerful Cherubs staff and custodial staff]
 - a.
 - c. Each Cheerful Cherubs teacher uses an access code to enter the building following recess. (Codes are changed periodically.) [Responsible entity: Minister of Administration]
 - d. Teachers supervise recess time in pairs. Should an accident occur, one will take care of child in need and one will remain on the playground with remaining students. [Responsible entity: Cheerful Cherubs Director and Cheerful Cherubs Staff]

- e. The first aid kit is centrally located in the downstairs kitchen area. [Responsible entity: Cheerful Cherubs Director]
- f. Tornado and fire maps are posted. Quarterly drills occur. [Responsible entity: Cheerful Cherubs Director]
- g. A car seat or booster seat is required of every child going on any Cheerful Cherubs field trip. Permission for field trips is given when parents complete the registration form for each trip. [Responsible entity: Cheerful Cherubs Director]
- h. Arrival and departure processes are explained during Orientation. [Responsible entity: Cheerful Cherubs Director]

2. Children's Ministry/Youth guidelines include the following practices:

- a. All Greenwood First Baptist Church children/youth Sunday school teachers, Wednesday night leaders, and volunteers are required to complete the Safe Sanctuary training program. [Responsible entity: Minister to Children, Associate Pastor for Students and Adult Spiritual Formation]
- b. Doors on the lower level of the church are locked at 11:15 am on Sunday mornings. [Responsible entity: custodial staff]
- c. Doors are locked during Children's Ministry events. [Responsible entity: Minister to Children]

3. Discipline

The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation. Cheerful Cherubs and Greenwood First Baptist Church believe discipline is a necessary part of learning and growing.

- a. Cheerful Cherubs teachers will handle discipline in a loving but firm manner with "time-out" used when necessary. Serious problems will be brought to the attention of parents.
- b. If a child or youth's behavior is disruptive, the teacher is instructed to address the issue with the child directly. Should the behavior be repeated, the teacher will contact the Director of Cheerful Cherubs/Minister to Children/Associate Pastor for Students and Adult Spiritual Formation, who will follow up with parents/guardians as necessary.
- c. If disruptive behavior occurs on a trip or at a meeting, the leader reserves the right to contact the parent/guardian and send the child/youth home at the parents'/guardians' expense.
- d. No child will be disciplined by the use of any form of humiliation, or by any other form of verbal, physical, psychological or emotional abuse. [Responsible entity: Director of Cheerful Cherubs/Minister to Children/Associate Pastor for Students and Adult Spiritual Formation]

HEALTH SAFETY

The Health Safety plan includes the following church-wide practices:

- a. A team of church members is trained to use the defibrillator. Defibrillator is located in the Missions Office. [Responsible entity: Health and Wellness Subcommittee]
- b. Each usher team must designate one usher to monitor the church and conduct a safety walk during the Sunday morning eleven o'clock service. A piece of this safety walk should be to recognize where/if health professionals are sitting in the sanctuary. Training for all ushers will be conducted once a year. [Responsible entity: Minister of Administration]
- c. The importance of hand washing before handling food and after any cleanup is emphasized. [Responsible entity: Wednesday Meal Team Leader]
- d. If there is a medical emergency, or incident with a child, the parents should be found immediately, the Minister to Children or Associate Pastor for Students and Adult Spiritual Formation contacted, or 9-1-1 called as warranted.