

**Church School Safety Procedures**  
**Nassau Presbyterian Church**  
**2017-2018**

As per Nassau's child protection policy, two unrelated adult teachers are in each classroom on a given Sunday morning. The best transition of responsibility involves a parent/guardian accompanying a child to their classroom and checking him/her in with their teacher. Pick up after church school, second grade and under, also takes place at the classroom, with the parent/guardian checking out his/her child.

In all circumstances, teachers always take attendance at beginning of class.

**Transitions to/from the classrooms:**

- Parents/Guardians are requested to accompany the child/ren to their designated teacher or classrooms, from the Sanctuary or elsewhere.
- Transition to church school:  
After Time with Children in worship, one teacher per grade raises class sign and leads children and parents to respective classroom. Parents (or other adult) are encouraged to accompany children in second grade and lower to classes. Parents of older children are encouraged to accompany their children to and from church school until familiarity and routine is established.
- Dismissal from church school:  
All children grade two and under will be picked up and signed out from their classroom by a parent/guardian, not a sibling. Children grade three and older may be dismissed from their classroom to reconnect with their families elsewhere. Parents/guardian should alert teachers if a different pick-up arrangement will occur.

**General Emergency**

- Emergency alert via text sent to church school teachers, C&FM members and church staff.
- During any type of emergency, all teachers that have cellular phone should carry them. In addition, all teachers must carry attendance sheets and family contact information found in each classes attendance folder.
- In any type of evacuation or emergency procedure, always use the stairs (never the elevator).

**Missing Child**

1. Contact a Nassau staff member in charge of program. On Sunday mornings, the Deacon at the front desk will be able to guide you to best staff person. This will most often be the Director of Children's Ministry.
2. Staff person will meet with parent or teacher and gather description of missing child and last place child was seen.
3. If parent is unaware child is missing, parent will be notified.
4. Emergency alert will be sent via text to church school teachers, C&FM members and church staff.
5. Staff person will coordinate search using ushers and other volunteers.
6. One volunteer will be designated to stay with parent during search period.
7. Volunteers will immediately be posted at exits.
8. On Sunday mornings, search will begin on lower level and third floor. Classrooms will be checked first, then bathrooms and storage areas.
9. If indoor search is unsuccessful, proceed outside and conduct a cursory search of exterior grounds.
10. If child is not found within 15 minutes, the police will be notified.
11. When child is found all searchers will be notified.

**Fire alarm and evacuation**

- C&FM members will go to nursery and age two classroom to aid teachers in evacuating youngest children.
- Teachers direct students to form a line at the door. Take a head count before leaving the room. Younger classes are encouraged to use “walking rope” to organize children.
- If you have a cell phone, take it with you.
- Take the attendance folder and a pen with you so that you can take attendance once outside. One teacher leads the line to lawn on Princeton University campus, the other walks at the end of the line. No stopping to gather coats.
- Take attendance once you are gathered on the lawn. Parents are not permitted to sign out their children until you have taken attendance outside.
- Designated staff carry class lists with teacher phone numbers, student/family directory/alphabetical rosters and teacher information by classroom.

**Lockdown**

- *Secure classrooms with interior locks.\**
- Remain in locked classrooms. Cover door windows if able. Move away from the door. Do not evacuate. Do not respond to fire alarms or anyone knocking on the door. Remain silent and calm until “All Clear”.

**Shelter In Place**

- Assemble in the Assembly Room or designated safe area using the stairs (not the elevator).
- Teachers and Staff carry class and attendance lists and Church School binder.

*\*Work in progress. Property committee is researching best method for locking classroom doors from inside.*