Safety and Security Checklist for My Church

	Yes	No	???	
1.	☐	☐	☐	Printed copies of church-approved policies are available and consistently followed by teachers and parents.
2.	☐	☐	☐	Classrooms have easy access to running water for teachers to use in washing hands.
3.	☐	☐	☐	Toys and equipment in rooms for babies through twos are washed in soapy water, rinsed, and disinfected with a diluted solution of household bleach.
4.	☐	☐	☐	The bleach dilution for disinfecting toys and other surfaces is 1 (one) tablespoon of bleach per 1 (one) quart of water mixed fresh daily.
5.	☐	☐	☐	Teachers use latex disposable gloves when changing diapers.
6.	☐	☐	☐	The church follows a policy regarding how to respond when sick children are present at church.
7.	☐	☐	☐	Teachers have access to information sheets parents complete on their children (providing family and health information).
8.	☐	☐	☐	Teachers inspect toys, teaching materials, furnishings, and the playground and remove broken, inappropriate, or unsafe items.
9.	☐	☐	☐	Signs are posted outside classrooms informing parents of food activities and requesting allergy alerts.
10.	☐	☐	☐	Only safe pets and plants are used in classrooms.
11.	☐	☐	☐	Teachers have access to a well-stocked first aid kit.
12.	☐	☐	☐	Individuals with first aid training are always available when children are present at church.
13.	☐	☐	☐	Teachers fill out an Incident Report when any accident or injury takes place, including biting.
14.	☐	☐	☐	Teachers have easy access to a telephone and numbers for emergency assistance, including the Poison Control Center.
15.	☐	☐	☐	The church has a disaster preparedness plan, and teachers are trained to respond. Teachers know (1) the escape procedure and route to exit the building and (2) the safe locations within the building.
16.	☐	☐	☐	Teachers follow the church policy regarding safety of children on the playground and on field trips.
17.	☐	☐	☐	Teachers follow church-approved security procedures for the arrival and departure times of children from their rooms.
18.	☐	☐	☐	Safeguards against child abuse include screening and supervising teachers, providing windows in classroom doors, placing a minimum of two unrelated adults in rooms, and enlisting teachers 18 years old or older.

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