



Health & Safety Policy and Procedures Union Church Sunday School, Hong Kong



The following policies and procedures are to safeguard the security of both the teacher / caregiver and those in his / her care.

Classroom Staff & Supervision Guidelines

- **Teaching Staff:** Each group of children in Union Church Sunday School (UCSS) is taught by a team of volunteer teachers, who are over the age of 18. However a member of the youth group may be an assistant teacher if approved by the Children's Ministry (CM) Director and if the lead teacher on the team is an adult.
- **Teaching Ratios:** If at all possible the classes should be no larger than 2 adults : 14 children. If this ratio is breached the CM Director and SSCo should be informed and additional volunteer helpers will be sought if available.
- **Teaching in Isolation:** Whenever possible, an adult should not be expected to care for, or teach, children in an isolated space by himself / herself. Should the need arise, the CM Director will give approval for the class and the teacher will be asked if he / she is willing to continue teaching.
- Every class (whenever possible) should be taught in a space which is visible from the outside.
- **We have an open door policy:** At any time a member of the UC ministry team may enter a classroom with no more than a knock on the door. Parents may also enter the room after a knock on the door and they are welcome to stay in a session with agreement from the teaching team.
- **Stranger Awareness:** All volunteers should be alert to safeguard against unwelcome visitors. Volunteers should introduce themselves to unknown adults and ask if they can be of help. If the adult is not present because of a child attending the UCSS, the adult will be politely asked to leave the room for grounds of security. If the person is uncooperative, please speak to CM Director or Sunday School Coordinator (SSCo) immediately.
- **Reference Checking:** All volunteers are required to complete a Volunteer Interview Form. These are handed to a UC Deacon and one reference is checked. All information is confidential and remains in the ownership of the designated UC Deacon.
- **Washroom Arrangements:** Parents are encouraged to take their children to the washrooms before UCSS starts
- Children in Love, Joy and Peace Classes are to be accompanied to the toilet. The designated adult stays outside of the cubicle. If assistance is required, the door should be left ajar at all times. Children in Patience and Kindness are to be accompanied by a peer or an adult. Children in Xtreme are allowed to go to the washroom alone. If at all possible UCSS would prefer children to be accompanied to the toilet by women teachers or female parent volunteers.
- **Touching Children:** Touching can be appropriate and inappropriate. When a reassuring hug is called for, give an open hug (standing to one side of a child). If it is thought that an action could be perceived as inappropriate, don't do it.
- **Receiving & Releasing Children:** Children in Love, Joy and Peace Classes are to be dropped off by a parent / care giver. They must only be dropped off if there a teacher / assistant present. The same children are to be picked up by the parent / care giver. Older children are only to be released if they know where they can find their 'responsible adult'. Children in Love and Creche will wear a name label with an immediate emergency contact phone number.

Child Security

- All volunteers working with children should wear name badges
- All children are to be registered and records are to be maintained by CM Director and SSCO.
- Attendance is to be taken every Sunday. New children must be registered using the initial yellow contact form.

Premises

- The Church Manager and CM staff are responsible for ensuring that the general environment is safe for children to play and learn. Stacks of chairs should be removed from the upper balcony; detergents locked away in bathrooms; electrical cables stored safely behind cupboards etc.
- Each team of teachers should make their own personal checks of the classroom environments to ensure that equipment and furniture provided is age appropriate and safe for the children attending the classes. Any concerns should be reported to CM Director or SSCO so that appropriate action can take place.

Health & Hygiene

- **Hand Washing:** If snack is being served, children should wash their hands. If a sink is not readily available, a hand sanitizer should be used as a suitable alternative.
- **Medication:** Medications are not to be administered by staff, unless in very particular circumstances. Written instructions for the teachers should be left with the CM Director and SSCO if required - eg: Epi-Pen or Puffer.
- **First Aid:** Volunteers should have a rudimentary understanding of First Aid. In all first aid situations, the CM Director or SSCO should be notified immediately and a decision will be made with regards to treatment. An Incident Form must be completed and handed to the CM Director or SSCO, and parents will be informed of incident as soon as is appropriate. First Aid kits are kept in the lower annex, upper annex and outside the Youth Lounge.

Emergencies

- Emergency Procedures and exit maps are to be posted in each teaching classroom.