

Ramona AWANA Safety & Security

Ramona AWANA's main concern is Kid safety and security. We create an atmosphere that is fun and exciting where kids can come to learn how to live like Jesus but we want this to be done in a safe and secure environment. Sadly, we live in a time where there are many threats both real and imaginary therefore we do our best to be proactive in safe guarding our kids by:

Providing Safe Teachers: Every adult volunteer is screened and interviewed by the Ramona AWANA leadership. As an organization we even purchase criminal background checks, through the State of California, for all volunteers, especially those that work with children. No one is ever allowed to be alone with a child. This is a rule with no exceptions. Especially in counseling situations with children we make sure a parent or other adult is present. Our volunteers report in for quarterly meetings and safety is always a topic for review. Ramona always strives to be the best at what we do.

Preventing Accidents: Kids always find ways to hurt themselves. Accidents are the most common safety danger for children at play. Often they are minor, but we should be concerned that every ministry setting is a safe place to learn and play. In class we try to keep our class sizes low by splitting up kids according to their grade level and provide the right student to teacher and helper ratio. This helps avoid accidents in the classroom. Games are planned appropriately according to space and kids are always supervised by adults on the play equipment. All injuries are reported to parents through our "Ouch Reports." The "Ouch Report" names the child, the adult supervisor, the time and date of the injury, description of treatment administered, the injury or behavior needing to be addressed and a signature from the Child's Club Director so the parent knows it has been reported. Parents are also given a follow up call.

Awareness of Food Allergies: This is an increasing concern. Many food allergies are life threatening if not treated properly in a timely manner. Kids love snacks and treats, therefore we always need to be aware of the dangers of food allergies. If a child has allergies it is noted on the Ramona AWANA registration and printed on the back of the child's identification name tag along with the known treatment to administer in case of an incident. We do our best to avoid the most common nut allergy reactions from snacks and work with parents to make sure we can accommodate others.

Prevention of Kidnapping: This is any parent's worst nightmare. While it may be rare, Ramona AWANA has established safe guards to prevent kidnapping of a child during club times. Our check-in system allows parents to designate approved adults to pick up a child during and at the end of club. Each child fifth grade and below on check-in is issued a name tag with the designated adults for the child's pick up. Before allowing a child to enter any car at close of club the back of the name tag will be checked by a leader for the approved adult. If the adult does not appear on the name tag the child will not be released into the custody of the adult. All name tags will be surrendered to the checking leader upon release of the child. All name tags are accounted for once all the children have departed. If a name tag is missing the parent will be contacted to assure that the child is accounted for. If the parent does not have the child the authorities will be immediately notified.

Prevention of Sexual Abuse: Sexual abuse is devastating to a child, especially when the abuser uses religious authority to accomplish their crime. Ramona AWANA desires to eliminate even the slightest bit of question about our volunteers. Every volunteer in children's ministry goes through an application and reference process. All adults 18 years or older goes through a background check through the State of California to ensure they have no registered offenses.

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Volunteers are never permitted to be alone with a child and are always paired with a helper. The doors and windows are never locked during club hours.

Prevention of Bullying: Bullying by adults or other children is not tolerated. Ramona AWANA follows the AWANA 3 count policy, If bullying is witnessed by a leader a behavior talk is immediately exercised with the individual to stop the behavior or further consequences will occur, count 1. If a second bullying is witnessed by the same individual that night the individual is removed from play and the leader and director have a behavior talk with the individual and consequences are administered, count 2. If a third incident occurs with the same individual that night, the individual is removed from play and the AWANA Ministry Director along with the Club Director will call the parent or guardian to come and pick up the child. The child will be counseled in the parents presence that we love him or her, that we want him or her to be there but unless the behavior stops he or she will not be allowed to return. This includes followup phone calls to all family's involved. In cases where a parent notifies Ramona AWANA of a bullying incident that happened without the leadership's knowledge, all parties involved will be contacted and a behavior modification solution will be set in play.

Providing Safe Buildings and environments: Our classrooms are all in high traffic areas and have windows that make sure the students are visible at all times. The furniture is all age appropriate and is cleaned regularly to help prevent the spreading of germs. Televisions are properly mounted on the walls or secured by straps on the rolling carts.

a) **Building Access:** While our classrooms are located in a high traffic area we control all of the entry and exit points. Badged adult volunteers perform check-in for each child fifth grade and below issuing a name tag with the designated adults for the child's pick up. No child is allowed to leave the club area without surrendering the name tag to a check-out leader. Before allowing a child to enter any car at close of club the back of the name tag will be checked by a leader for the approved adult. If the adult does not appear on the name tag back the child will not be released into the custody of the adult. All name tags will be surrendered to the checking leader upon release of the child. All name tags are accounted for once all the children have departed. If a name tag is missing the parent will be contacted to assure that the child is accounted for. If the parent does not have the child the authorities will be immediately notified. Without a badge an adult is not allowed to enter the club area.

b) **Fire Escape plans:** All buildings used by Ramona AWANA clubs are built to fire safety codes. All rooms have clearly marked fire escape routes and fire extinguishers. All volunteers are trained which exit routes to take and to meet in a predefined safe area near the playground or flat parking lot area depending on the location of the fire or the emergency at hand.