



KNOWING JESUS & MAKING HIM KNOWN

Banner: Safety Team Plan 2019
Approved 9/22/2019



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Banner Emergency Response Policy & Plan:

The main medical emergencies are heart attack/chest pain, falls, fractures, bleeding, head injuries, and fainting.

There are two scenarios in which we will work; 1) during Sunday morning worship services and all church events, i.e. Christmas musical, etc..., 2) days and times other than Sunday mornings or special events.

Medical Emergencies on Sunday Mornings

- Keep calm
- Keep voices low and try to disrupt service as little as possible.
- Safety Team Approach – • Contact the on duty medical responder (medical response volunteer)
- The medical responder will determine if 911 needs to be called.
- If the medical responder cannot be located, Call 911
- Once a medical responder is on the scene, they will be in charge of the situation.
- Medical responder will determine if patient can be moved to better location

Safety Team #1

- Stays with ill/injured person
(When handling blood, always use rubber gloves which can be found in the first aid kits)
- Check for pulse and breathing
- Start CPR if necessary
- Assist Medical Response Volunteer once they arrive

Safety Team #2

- Go get Medical Response Volunteer
 - Calls 911 (if necessary)
- Banner of Christ Church 1111 68th St. Byron Center, MI 49315
- Instruct ambulance to use appropriate door
(A- Kitchen, B- Main Entrance, C- Cafe Door, D- Kid's Hallway)
 - Retrieve first aid kit (under A.E.D in hall across from Nursery)
 - Retrieve Defibrillator along with first aid kit if the person is unconscious and/or not breathing
 - Retrieve blanket, wheelchair or stretcher (if needed)
 - Meet paramedics at the door
 - Fill out the medical emergency report



Banner Kids!

Banner Kids! leadership will contact Banner Safety for medical help with any incident beyond washing with soap and water, bandaids and ice packs.

Medical Emergency During the Week

- Keep calm
- Get other people to help (office personnel, teachers, custodians, etc...)
- If a medical responder is not available, Call 911 (if necessary) Banner of Christ Church 1111 68th St. Byron Center, MI 49315. Instruct ambulance to use appropriate door (A- Kitchen, B- Main Entrance, C- Cafe Door, D- Kid's Hallway)
- Send someone to meet paramedics at door and take them to patient
- Check for pulse and breathing
(When handling blood, always use rubber gloves which can be found in the first aid kits)
- Start CPR if necessary
- Retrieve first aid kit (under A.E.D in hall across from Nursery)
- Retrieve blanket, wheelchair or stretcher (if needed)
- Fill out the medical emergency report

General Guidelines for Medical Conditions

Heart Attack

- Do CPR if necessary
- Apply A.E.D and follow prompts provided
- In case of chest pain or pressure on chest, keep them sitting up or in a slightly reclined position (propped up by several pillows).
- Loosen tie or tight fitting collar
- Cover with blanket

Fainting

- Will probably be pale, very weak pulse, moist, and may be going into shock.
- Cover with Blanket
- Keep flat and covered

Falls

- If the fall injured the back or neck, do NOT move.
- Only move if the fall only injured part of the arm. Get proper assistance if you attempt to move the patient.



- Keep the patient quiet and still

Bleeding

- Always wear protective gear, i.e. gloves, goggles
- Control bleeding by putting pressure on wound with gloves on and use a cloth or gauze.
- Elevate wound above patients heart so that the bleeding slows down.
- Apply tourniquet if medical responder deems necessary
- Bandage the wound. Send to hospital if necessary



BANNER MEDICAL EMERGENCY REPORT

Date: _____

Victim: Staff Regular Attender Guest

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____

Time of Incident: _____ Type of Incident: _____

Location on property: _____

Description of Incident:

Injuries Sustained:

Usher or Teacher: _____

Medical Treatment Required: Yes No If Yes, Where Treated

Admitted: Yes No

Other Remarks:

Safety Member Assisting: _____

Medical Volunteer: _____

Report Taken by: _____ Date: _____

Were Police On Site? Yes No Which Agency? _____

Officer Name and Phone: _____

Copy of Report Given to Police? Yes No If Yes: Date _____ Given to:



FIRE

In the event that you discover a small fire, you may be able to extinguish it yourself. However, small fires can become big fires quickly so call 911 for the fire department just in case. Many fires can be extinguished by excluding oxygen. This can be accomplished by covering it with material or an object that will not catch fire quickly. The use of a fire extinguisher will help if you have been trained in its use. **DO NOT** put yourself between the fire and a means of escape.

*****DO NOT ATTEMPT TO FIGHT A SPREADING FIRE ALONE*****

1. **DO NOT PANIC.** Remain calm.
2. If the fire cannot be extinguished, go to the nearest safety area designated by your floor plan. Isolate fire by closing all doors behind you as you exit. The ultimate authority in a fire rests with the efforts of the fire department.
3. Immediately pull fire alarm. Call 911. Give the general area of the fire. **DO NOT** assume someone else will or has reported the fire.
4. If Sunday during worship, notify the Pastor or worship leader if the alarm is false or if they are to evacuate the building
5. Pastor/Safety Team/Children's Directors call on Children's Safety Volunteers to assist children and direct people to proper fire exits indicated on church map pages located in every classroom and sanctuary entrance. Meeting Place: by basketball hoops on west side of the parking lot away from the building.
6. If caught in smoke, take short breaths through your nose. Crawl to escape – the air is better near the floor.
7. Fire extinguishers are provided at several locations. (See church map for locations.)

TO OPERATE FIRE EXTINGUISHER

- Hold Upright
- Pull Pin (ring)
- Direct discharge at base of flame
- Press lever

****Children's Safety Volunteers=** a small group of adults who are willing sit close to doors near nursery during services and one adult Sunday School class in best location to assist teachers in times of emergency when children need to be moved for evacuation or shelter. Volunteers will be trained in how to help twice a year going over which classrooms will need assistance and where shelter or appropriate exits and meeting places are and then doing a walk-through of those procedures.



TORNADO

Definitions/Explanations

A tornado is a wind spout spawned by severe thunderstorms. Winds may approach 300 miles per hour. Their usual direction of travel is from southwest to northeast. The weather service uses a two-stage system to alert people to a tornado danger:

WATCH: Atmospheric conditions are conducive for tornadoes, although none have been sighted.

WARNING: A tornado has been spotted, visually or on radar.

In the event of a tornado warning issued by the National Weather Service, the following procedure should be followed:

- The Head of the Safety Team will monitor the weather conditions. He/she will communicate the need to take cover.
- If a tornado threat is present, all occupants should proceed to the hall around the sanctuary between sanctuary wall and classrooms. All classroom doors need to be closed. Avoid open hall areas by glass doors in entrance areas.
- Children/Youth will be directed to bathrooms. If additional space is needed the storage closet is an internal room but has many hazards and should only be used as a last resort.
- Everyone should stay clear of windows and exterior doors.
- Upon arriving in the designated areas, if possible, everyone is to crouch on their elbows and knees. Always have people put their hands over the back of their heads and keep heads down.
- Individuals should leave vehicles and seek shelter in a building.
- Any outdoor activities should be ceased, and everyone moved inside.
- No one should be forced to stay. They may leave at their own discretion



Violent Incident

Violent incidents, including acts of terrorism, assaults, and anti-religious aggression, can occur at any time and with little warning.

***Report any emergency situations to law enforcement authorities immediately by dialing 911. ***

Remain calm and give the following information:

- What is happening - Location of the incident - Who is involved
- Your name and address (1111 68th St. Byron Center, MI 49315)
- Number of aggressors involved and their last known location
- Type of weapons involved, if any

*** Make every attempt to secure yourselves and others in a safe location. ***

*** When necessary ensure all members are evacuated immediately. ***

*** DO NOT break up fights. Stay safe and be a witness to the fight waiting for the authorities to arrive.***

Safety Team Response

- Follow L.E.A.P.S protocol
- Keep distance of at least 6 ft for safety and proper reaction time
- If possible persuade individual to step outside and lockdown the church (no one in or out until police have deemed it safe)
- If needed start evacuation enlisting the Children's Safety Volunteers
- When the Security of people or property under our jurisdiction is in jeopardy we must act.
- The action taken must be in the best interests of everyone involved where the law is the governing authority.



Banner Incident Report

Date of incident _____

Date report filed _____

Person filing report _____

Instructions:

As close as possible to the time the incident occurred, a copy of this report must be filled out by the person responsible for the area of ministry where the incident occurred. Other eyewitnesses to the incident (preferably adults) may also fill out additional copies of this form.

Where the incident occurred (location)

Describe the incident

Names of other witnesses

Cause of incident (in your opinion)

Individuals who were injured and a description of the injuries

Describe action taken on behalf of injured

Names of others involved in the incident



Name of the adult in charge at time of incident

Your involvement in the incident

Additional comments



ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- GET OUT of building if possible
- As a last resort, barricade yourself in room/closet and be prepared to fight the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.
- **Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- **Hide out.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view



- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
- **If the active shooter is nearby:**
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
- **If evacuation and hiding out are not possible:**
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen
- **Take action against the active shooter.**
 - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
- **How to react when law enforcement arrives:**
 - Remain calm and follow officers' instructions
 - Put down any items in your hands (i.e., bags, jackets)
 - Immediately raise hands and spread fingers
 - Keep hands visible at all times
 - Avoid making quick movements toward officers such as holding on to them for safety
 - Avoid pointing, screaming and/or yelling
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- **Information to provide to law enforcement or 911 operator:**
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location



***Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. ***

The parsonage is the safe meeting place for those able to escape the building

SIMPLIFIED ACTION PLAN

1. Get out
2. Hide/Barricade
3. FIGHT!

BOMB THREATS

A Bomb Threat will probably be made by an anonymous caller over the telephone. Copies of the “Bomb Threat Checklist” contained in this section should be distributed to, and discussed with, staff members likely to receive such calls. Obtaining as much information as possible from the caller is important in the evaluation of the threat and the action to be taken.

Most Bomb Threats are just threats; however, the safety of the building occupants should always be the prime consideration in evaluating any Bomb Threat.

Person in Receipt of Bomb Threat

It is essential that the person in receipt of a bomb threat call not risk breaking the telephone connection by attempting to transfer the call to another party. In case a bomb threat is phoned into your office, attempt to obtain and record as much pertinent information as possible:



BOMB THREAT REPORT

Date: _____

Time: _____

Instructions: Be calm, be courteous, listen, and do not interrupt the caller. Notify another nearby employee by prearranged signal while the caller is on the line.

Exact Words of Person Placing Call:

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of an explosive is in it?
4. What does it look like?
5. Why did you place the bomb?
6. What will cause it to explode?
7. Did you place the bomb?
8. What is your name?
9. What is your address?

Try to Determine the Following (Circle all appropriate items):

Caller's Identity: Male _____ Female _____ Adult _____ Juvenile _____ Age: _____ years

Voice: Loud _____ Soft _____ High Pitch _____ Deep Pitch _____ Raspy _____ Pleasant _____

Intoxicated _____ Other _____

Accent: Local _____ Not Local _____ Foreign _____

Speech: Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____ Nasal _____

Slurred _____ Lisp _____

Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____

Other: _____

Manner: Calm _____ Angry _____ Rational _____ Irrational _____ Coherent _____ Incoherent

_____ Deliberate _____ Emotional _____ Righteous _____ Laughing _____ Intoxicated _____

Other: _____

Background Noise: Office Machines _____ Factory Machines _____ Bedlam _____

Trains _____ Animals _____ Music _____ Quiet _____ Voices _____ Mixed _____ Airplanes

_____ Street Traffic _____ Party Atmosphere _____



After the end of threatening call, place a call to the police department at 911. State the situation. They will dispatch a unit to handle the situation. Please follow immediately with a call to the Executive Administrator.

The person receiving the call should complete the “Bomb Threat Report” form above as soon as possible to give to the Executive Administrator and police.

Do Not Touch Suspicious Objects!!

SEARCH: Searchers (staff) should look for anything that doesn't belong or looks out of place. Items such as briefcases, thermoses, purses, paper bags, cardboard cartons, shoe boxes and similar items should be noted and evaluated.

Preventive Measures: Instruct staff to be alert to suspicious behavior, and suspicious looking objects.

Persons name who filled out this report: _____

What phone number (line) did the call come in on? _____



Special notes/training for SAFETY TEAM

First and foremost the Safety Team should be familiar with and ready to put into action ALL policies and plans in the Banner Emergency Response Plan. Additional training and details are provided below.

Nehemiah 4:9, ***“So we prayed to our God and stationed a guard because of them day and night.”***

Psalm 127:1, ***“Unless the Lord builds a house, its builders labor over it in vain; unless the Lord watches over a city, the watchman stays alert in vain.”***

Sunday Team Protocol:

1. Volunteers will be assigned as groups of 2-3
2. Arrive 30 minutes before Service and check in with Pastor to identify who is on team that day and receive radios
3. Establish with partners who will take which area to patrol
4. Identify which Medical Response Volunteer is available/assigned that day and quickly review/assign medical response responsibilities for the team
5. Pray for the safety of Banner and wisdom and discernment to handle any incidents or emergencies that might happen today
6. Follow Patrol Guidelines below during Service and Sunday School
7. Stay alert and active until 30 minutes after Service/Sunday School- return radios to office and inform Pastor of any incidents or concerns
8. Fill out/provide for others proper medical or incident reports if/when necessary

Patrol Areas

- Main foyer
- Hallways and Cafe area



Patrol Guidelines

Connect with Banner Kids Leadership so they know who to contact in case of emergency that day.

To Do:

- Area #1 Lock Door A (kitchen) and the two octogenarian doors that lead from the main foyer to the hallways. Area #2 Lock Doors C & D (cafe entrance and kid's hall door) 10 minutes after service has begun
- Check children's hall, classrooms and bathrooms after service has started but before kids are dismissed from service for Kid's City. Kids hall bathroom main doors are to remain open at all times
- Check your areas parking lot x times
- Walk your area x times
- Maintain radio contact and inform team of checks that are completed and any incidents or concerns
- Be prepared to put Emergency Response procedures in place if needed

Remember

- Banner Kids! will come to you for any medical needs beyond soap and water, Band-Aids and ice packs. KNOW WHO YOUR MEDICAL RESPONDER IS
- Fire meeting place is basketball hoops in west parking lot
- The parsonage is the safe meeting place for those able to escape the building in an active shooter/violent intruder situation

Missing Child Situation

If it is discovered that a child is not in the area that he or she is supposed to be in, Banner Kids! leadership will:

- Quickly check the area that the child was last seen and any obvious areas the child may have gone
- Note the time the child was last seen and immediately contact Banner Safety Team (Safety Team will inform Pastor)
- Banner Safety Team will secure all exits
- Parents should be notified as soon as possible
- Contact local police providing description of child and last area and time seen as soon as possible
- Continue to search until authorities arrive and take over
- Fill out a Banner Incident Report



Diffusing violent situations

L.E.A.P.S., Five Tools for Persuasion

- Listen
 - Being open and unbiased.
 - Hearing literally.
 - Interpreting the data.
 - Acting on the data
- Empathize
 - You don't have to agree; just try to understand where the person is coming from.
 - If a person believes in you, in your service to them, in your desire to help often times that is enough to generate voluntary compliance.
 - If you can show someone that what you are doing is ultimately going to benefit them there is a good chance that you can
- Ask
 - Who, what, when, where, why, and how?
 - This allows your subject to choose his answer and lets them feel in control.
 - Opinion seeking
 - How do you think this should be handled? This is very powerful type of question because it allows you're subject to state his opinion.
 - Direct. Yes or No?
 - These can be useful in their own right but too many in a row can be counterproductive.
- Paraphrase
 - When your subject explains his problem repeat the problem back, even if you don't understand it.
 - Even if you don't care about your subject's problem you should still appear to care by explaining the problem back to them.
- Summarize
 - Be brief.
 - Be concise.
 - Be inarguable

*****The LEAPS module is designed to ensure we understand the issue or problem, that the other person also understands we understand, and that we both depart knowing what will occur after we part company. LEAPS contain the necessary information to project we are both listening and empathizing with their difficulty. People will often work with us if they truly believe we are working on their problem.*****

Things to Never Say...

- Come here!
- You wouldn't understand.
- Because those are the rules.



- It's none of your business.
- What do you want me to do about it?
- Calm Down.
- What's your problem?
- You never or you always.
- I'm not going to say this again.
- I'm doing this for your own good.
- Why don't you be reasonable?

******In LEAPS we list the five basic types of questions and the two strategies to employ for keeping the other person calm and compliant. It is important for not only generating voluntary compliance at the time we interact with the difficult person but for gaining future compliance if we meet again.******

When Words Fail...

- When the Security of people or property under our jurisdiction is in jeopardy we must act.
- The action taken must be in the best interests of everyone involved where the law is the governing authority.

TORNADO

In the event of a tornado watch or warning is issued by the National Weather Service, the following procedure should be followed:

- The Safety Team will monitor the weather conditions. They will communicate the need to take cover.
- If a tornado threat is present, all occupants should proceed to the hall around the sanctuary between sanctuary wall and classrooms. All classroom doors need to be closed. Avoid open hall areas by glass doors in entrance areas. If additional space is needed the storage closet is an internal room but has many hazards and should only be used as a last resort.
- Children/Youth are to be directed to bathrooms.
- Call on Children's Safety Volunteers to assist children
- Everyone should stay clear of windows and exterior doors.
- Upon arriving in the designated areas, if possible everyone is to crouch on their elbows and knees. If they need to remain standing for space, have people put their hands over the back of their heads and keep heads down.
- Individuals should leave vehicles and seek shelter in a building.
- Any outdoor activities should be ceased and everyone moved inside.
- No one should be forced to stay. They are free to go at their own discretion



Fire

DO NOT ATTEMPT TO FIGHT A SPREADING FIRE ALONE:

- Immediately pull fire alarm. Call 911. Give the general area of the fire. DO NOT assume someone else will or has reported the fire.
- Notify the Pastor or worship leader if the alarm is false or if they are to evacuate the building
- Call on Children's Safety Volunteers to assist children and direct people to proper fire exits indicated on church map pages located in every classroom and sanctuary entrance. Meeting Place: by basketball hoops on west side of the parking lot away from the building.

TO OPERATE FIRE EXTINGUISHER

- Hold Upright
- Pull Pin (ring)
- Direct discharge at base of flame
- Press lever

Children's Safety Volunteers

Children's Safety Volunteers are a small group of adults who are willing sit close to doors near nursery during services and one adult Sunday School class in best location to assist teachers in times of emergency when children need to be moved for evacuation or shelter. Volunteers will be trained in how to help twice a year going over which classrooms will need assistance and where shelter or appropriate exits and meeting places are and then doing a walk-through of those procedures.

Children's Safety Worship Service Volunteers:

-
-
-
-

Children's Safety Sunday School Volunteer Class:

-
-
-
-



Medical Response Volunteers:

-
-
-
-



INCIDENT REPORT

Date: _____

Victim: Staff Regular Attender Guest

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____

Time of Incident: _____ Type of Incident: _____

Location on property: _____

Description of Incident:

Injuries Sustained:

Usher or Teacher: _____

Medical Treatment Required: Yes No If Yes, Where Treated _____

Admitted: Yes No

Other Remarks:

Safety Member Assisting: _____

Medical Volunteer: _____

Report Taken by: _____ Date: _____

Were Police On Site? Yes No Which Agency? _____

Officer Name and Phone: _____

Copy of Report Given to Police? Yes No If Yes: Date _____ Given to:



BOMB THREAT REPORT

Date: _____

Time: _____

Instructions: Be calm, be courteous, listen, and do not interrupt the caller. Notify another nearby employee by prearranged signal while the caller is on the line.

Exact Words of Person Placing Call:

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of an explosive is in it?
4. What does it look like?
5. Why did you place the bomb?
6. What will cause it to explode?
7. Did you place the bomb?
8. What is your name?
9. What is your address?

Try to Determine the Following (Circle all appropriate items):

Caller's Identity: Male _____ Female _____ Adult _____ Juvenile _____ Age: _____ years
Voice: Loud _____ Soft _____ High Pitch _____ Deep Pitch _____ Raspy _____ Pleasant _____
Intoxicated _____ Other _____
Accent: Local _____ Not Local _____ Foreign _____
Speech: Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____ Nasal _____
Slurred _____ Lisp _____
Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____
Other: _____
Manner: Calm _____ Angry _____ Rational _____ Irrational _____ Coherent _____ Incoherent
_____ Deliberate _____ Emotional _____ Righteous _____ Laughing _____ Intoxicated _____
Other: _____
Background Noise: Office Machines _____ Factory Machines _____ Bedlam _____



Trains _____ Animals _____ Music _____ Quiet _____ Voices _____ Mixed _____ Airplanes
_____ Street Traffic _____ Party Atmosphere _____

After the end of threatening call, place a call to the police department at 911. State the situation. They will dispatch a unit to handle the situation. Please follow immediately with a call to the Executive Administrator.

The person receiving the call should complete the “Bomb Threat Report” form above as soon as possible to give to the Executive Administrator and police.

Do Not Touch Suspicious Objects!!

SEARCH: Searchers (staff) should look for anything that doesn’t belong or looks out of place. Items such as briefcases, thermoses, purses, paper bags, cardboard cartons, shoe boxes and similar items should be noted and evaluated.

Preventive Measures: Instruct staff to be alert to suspicious behavior, and suspicious looking objects.

Persons name who filled out this report: _____

What phone number (line) did the call come in on? _____



Banner Kids! Safety Guidelines

We love our Banner Kids! volunteers, you are a gift that God has entrusted to us and we appreciate you! Without our volunteers there would be no Banner Kids! Program. Children are being reached with God's love and the Gospel of Christ each week through you.

Benefits and Blessings

As you worship the Lord through serving in Banner Kids!, we believe that you will:

- Grow spiritually as you prepare each week
- Feel the personal satisfaction of knowing you have done your best to share the love of Christ with children.
- Experience the joy of seeing children come to faith in Jesus Christ and grow in their relationship with Him
- Meet new people, make new friends, and enjoy fellowship with other believers who are serving in Banner Kids!

Volunteer Placement

We sincerely want each volunteer to connect with their church by serving in an area where they can use their God given talents, abilities, strengths and spiritual gifts. We are continually working to refine the ways in which we place a volunteer into an appropriate ministry position. If you are interested in serving in a different ministry area (inside or outside of Banner Kids!) please contact Pastor or a ministry leader. We would be more than happy to assist you in exploring a new area of ministry.

Also, we recognize that there may be times when a volunteer needs a break from ministry for a time of refreshment or renewal or to care for personal or family situations. Please contact your ministry leader as soon as possible if you find yourself in this situation. We want to support you in whatever your needs may be.



Volunteer Qualifications

Mark 10:4, “For even the Son of Man did not come to be served, but to serve, and to give His life—a ransom for many.”

Working in Nursery-2nd Grade volunteers must be 6th Grade & up

Working with 3rd - 5th Grade volunteers must be 6th Grade & up

Core Volunteer:

- Core children’s workers have primary responsibility or authority over children. These volunteers have been at Banner Church for 6 months or longer, are 18 years or older, have been vetted, and trained.

Non-Core Volunteer:

- Serves under the authority of a Core Volunteer. Non Core Volunteers are allowed to accompany/assist a Core Volunteer with Children’s Team/Elder/Education Supervisor approval.

As our church continues to grow, our goal at Banner of Christ Church is to have all regularly serving volunteers ages 18 and over (core and non-core) vetted. Students, through age 17, are students and do not need to go through a vetting process to volunteer WITH a “Core Volunteer”. A vetted volunteer has completed an application, a criminal background check and any required training.

Youth Volunteer Guidelines

Psalm 127:3a – (Sons & Daughters) “are indeed a heritage from the Lord, children, a reward.”

Youth volunteers (under 18 years of age) are an important part of Banner Kids! to ensure that both youth volunteers and Banner Kids! children have a positive experience, youth volunteers need to demonstrate a level of emotional and spiritual maturity needed to meet the requirements of the volunteer position. The age guidelines above must also be met for a youth to serve in Children’s Ministry areas.



Safety and Security

Child Registration/Check-In

Every child, both visitors and regular attendees, participating in a Banner Kids! program should have a name tag. Any child (including early childhood) who does not have a name tag should be taken to the registration desk for assistance.

Check-Out

Only the authorized parent/guardian/person(s) listed on the registration is allowed to pick up the child. If someone comes to pick up a child and is not listed on the registration, contact a Ministry Team Leader to handle dismissal.

Large Events

Registration must be done upon arrival. Students who are left in Banner Kids! care are required to wear a descriptive nametag. Registration form will state whether child is required to get picked up by parent/another responsible adult or can be released on their own at the end of the event.

Staff Identification

Every volunteer and staff member working in Banner Kids! should be wearing a nametag or name-clip. This identifies approved volunteers that can work with children. Please leave your nametag in the designated area. If you lose your nametag, please see ministry leaders.

Ratios and Accountability

Two volunteers should be in the room when children are present. Volunteers should work with children in a lighted room where windows are not covered. Doors will stay unlocked at all times. If a volunteer needs to temporarily leave the room, the volunteer must promptly notify a children's team leader to take their place and monitor the class until they return.



Speaking with children one-on-one should be done in public settings where a volunteer is in sight of other people.

Guidelines for Physical Contact

Volunteers may not abuse children including, but not limited to:

- Physical abuse - strike, spank, slap, shake, set down hard
- Verbal/Mental abuse - humiliate, degrade, threaten, yell
- Sexual abuse - inappropriate touching, exposure, prolonged hugging, physical touch a child has requested to stop

Any inappropriate conduct or relationship between a volunteer and a child must be confronted immediately and reported to a Children's Ministry team leader.

Families Serving Together

We love and encourage our families to serve together! Related/married people can serve together, however, we do require at least one non-family member to be present when working with children under 10 years of age, unless they are serving in a camera-ready classroom setting, or must keep classroom door open. This provides the optimal level of accountability for our children and volunteers.

Restroom Procedures

The goal of Banner Kids! restroom policy is to protect children from anyone with wrong motives, prevent misbehavior, provide assistance when needed, and protect volunteers from false accusations. The best way to accomplish this is for volunteers to never be alone with children. One volunteer may take a child to the bathroom, but that volunteer must remain outside the restroom. If a child needs help in the restroom, a volunteer may assist a child if they request it. Doors must remain open at all times.



Reporting Abuse

Anyone who has reasonable grounds to believe a child has been or is being abused needs to report the possible abuse. The report should be made to your ministry leader and/or a staff member. All suspicions of abuse are confidential and should be confided only to the ministry leader and/or staff member. If a child comes to you with information regarding abuse, do not promise the child you will not tell anyone. Be sure to take his or her word seriously. Don't deny the problem. Stay calm and listen to the student. Give emotional support, reminding the student that he or she is not at fault and that he or she was right in telling you about the problem. When a ministry leader is informed of possible abuse, they are to go directly to the Pastor. He is a mandated reporter and will file a written report within 72 hours.

MDHHS-CPS-CIGroup@michigan.gov

Medical Conditions/Allergies

For children with serious medical conditions or allergies, parents are responsible for informing Banner Kids! leaders and providing written instructions to help take appropriate measures. First aid materials are kept in the teacher's workroom and in the church office. Washing with soap and water, covering with band-aids, and applying ice packs are the only first aid procedures allowed. Above that, contact the Banner Safety Team for medical assistance. When handling blood, always use rubber gloves which can be found in the first aid kits. The Banner Safety Team will report the incident to leadership.

******Report any unusual bruises, cuts, or burns to Banner Kids! leaders.******

Missing Child Situation

Taking head count of the children in your care is very important. Please count the children in your group upon leaving and returning any area in Banner Kids! areas. If it is discovered that a child is not in the area that he or she is supposed to be in:

- Quickly check the area that the child was last seen and any obvious areas the child may have gone
- Note the time the child was last seen and immediately contact a Children's Team leader and Banner Safety Team (Safety Team will inform Pastor)
- Banner Safety Team will secure all exits



- Parents should be notified as soon as possible
- Reassure other children in your care that everything will be ok
- Contact local police providing description of child and last area and time seen as soon as possible
- Fill out a Banner Incident Report

Dress Code

We want to be dressed so that the focus remains on Christ and what we are teaching. Guidelines are clothing should be modest and non-revealing (no tight fitting clothes, low cut necklines or backs). Undergarments must be worn and should not be visible. Clothing should always completely cover the torso (ie no bare midriffs). Excessively short shorts/skirts are not allowed.

General Discipline Guidelines

Every child that enters Banner Kids! should expect an environment where can he/she can feel loved, safe and accepted. Occasionally, behavior changes may arise. As a ministry, we desire to provide discipline in Banner Kids! that will help a child to obey the rules, develop character, and control their behavior so it can be a great environment for all children and volunteers. While each volunteer may have their own individual view on how children should be disciplined, we want kids in Banner Kids! to clearly and consistently understand their boundaries and what to expect when they are here. The goal of discipline is always twofold:

- To immediately stop inappropriate behavior (behavior that might hurt a person physically, emotionally, destroy property or disrupt a group)
- To challenge a child to develop Christ-like behavior.

Discipline should NEVER include any sort of physical touching (spanking, slapping, swatting, or pulling). Ridicule, sarcasm, threats or withholding any sort of care or activity from a child are not acceptable forms of discipline. Please use discernment and good judgement when disciplining your own child while in Banner Kids!. Keep in mind that other children and parents may not recognize that you are that child's parent and not the volunteer overseeing that child. Children and parents are looking to you for an example of Christ-like love and character.



Concealed Weapon Policy

No one should bring a firearm on the church property unless they are a law enforcement official acting in a legal capacity, or someone that has been approved by the Elder Board and Safety Team.

If approved authorized persons will NOT open carry. Persons will be authorized to conceal carry only.

To be approved by the Elder Board and Safety Team, a candidate must:

- Be a police officer, retired police officer, a reserve police officer, someone with military training, or someone that has a CPL that is asked by the Elder Board and Safety Team.
- To be approved one must satisfactorily complete the following:
 - Safety Team application
 - background check
 - reference checks
 - have regularly attended Banner of Christ for at least six months
 - Interview with the Elder Board and Safety Team Interviewers
 - Qualify on a firing range with at least two current carrying members of the Safety Team.

Michigan Law regarding concealed weapons in schools and churches

- Act 372 of 1927 Section 28.425
 - (1) Subject to subsection (5), an individual licensed under this act to carry a concealed pistol, or who is exempt from licensure under section 12a(1)(h), shall not carry a concealed pistol on the premises of any of the following:
 - (a) A school or school property except that a parent or legal guardian of a student of the school is not precluded from carrying a concealed pistol while in a vehicle on school property, if he or she is dropping the student off at the school or picking up the student from the school. As used in this section, "school" and "school property" mean those terms as defined in section 237a of the Michigan penal code, 1931 PA 328, MCL 750.237a.
 - (b) A public or private childcare center or day care center, public or private child caring institution, or public or private child placing agency.
 - (c) Any property or facility owned or operated by a church, synagogue, mosque, temple, or other place of worship, unless the presiding official or officials of the church, synagogue, mosque, temple, or other place of worship permit the carrying of concealed pistol on that property or facility.