

General Security – During services children are not allowed to wander around the church building or grounds. If you see a child who is “ditching” class or service please approach them or contact a leadership member. We will take the child to their appropriate class or to the sanctuary so they may sit with their parents.

IN THE EVENT OF SEVERE WEATHER, FIRE, OR A LOCKDOWN, please familiarize yourself with the emergency/evacuation plans hanging next to every classroom door, and follow the direction of the church staff & leadership. Keep kids close, calm, and accounted for at all times.

Accidents & Injuries – Typically an injury can be treated with a little loving attention, a cool cloth, and a Band-Aid. A First Aid kit is located on the bottom shelf of the changing table in the baby nursery, in the Pre-K cart and on the Elementary media cart. Please treat the injured child and talk with the parent(s) letting them know what happened and how the “ouch” was treated. Keep in mind we are not authorized to dispense any over-the-counter or prescription medication. In the event a child needs more attention than we can provide please inform their parent or a leadership member.

In the case of any minor injury, please take a minute to fill out an Accident/Injury Report. These forms can be found in the “ark” at info central in the lobby. Completing this form allows us to keep track of what happened, make sure we’ve covered all the necessary communication and follow-up with parents, and to keep record on file in the case of any future accusation or lawsuit.

IN THE CASE OF SERIOUS INJURY OR MEDICAL EMERGENCY (*involving broken bones, convulsions, fainting, unconsciousness, heavy bleeding, or any other serious bodily injury*) please proceed as follows:

1. Keep calm and keep the injured person and other children as calm as possible. Speak calmly to assure the child.
2. Do not move the injured child and do not leave them alone.
3. If possible, remove any other children from the area. Have them go with another adult to another room.
4. Send a fellow teacher or room helper to find a leadership member or security worker.
5. Leadership and/or security will contact the parent(s) and advise them of the child’s situation and procedure being followed.
6. If needed the team member will contact 911 and any medical personnel available at church. (*A list of licensed medical personnel at Journey, Journey address & contact information for 911 calls, & the location of AED is listed on the side of the CM mailboxes next to security.*)
7. The team member will refer to the parents for details on doctor or hospital preferences.
8. If the child is to be transported to a hospital and the parents cannot be located in time, a leadership member will accompany the child to the hospital.
9. The team member will follow up with the parents as needed.
10. All volunteers and leadership members involved in the emergency should write out a report of what happened immediately following the emergency.