

# YOUTH SAFETY POLICY AND PROCEDURES

## CHURCH OF SAINT ANN FAITH DEVELOPMENT CENTER

### POLICY

It is the policy of the Church of Saint Ann to ensure the safety of our youth while they are participating in any events in the Faith Development Center. As a result, we ask that all involved with our youth and youth themselves abide by the following procedures.

### PROCEDURES (and Responsibilities)

1. **Youth should not be left alone or be allowed to roam the building without adult supervision.**
2. For events involving 20+ youth, an adult safety monitor will be placed at the entrance of the FDC.
3. For events involving 20+ youth that take place on the second floor of the FDC, an adult safety monitor will be stationed on the second floor in addition to first floor safety monitor.
4. Parents/Guardians/Designees
  - Park in the Church parking lot when dropping off or picking up youth.  
**Note: Parking or stopping in the fire zone area in front of the FDC is prohibited.**
  - Drop youth off no more than 10 minutes prior to event.
  - Escort youth to the event room if arriving 5 minutes or more after start time.
  - Sign and provide necessary notes to the Director for the following:
    1. If anyone other than a parent/guardian will be picking up your child/children.
    2. If child/children will be walking home.
  - Pick up child/children inside the FDC main lobby and ensure they are signed out before leaving the building.
  - Pick up child/children in the event room if leaving early.
5. Youth
  - Sign appropriate attendance log upon entering the event room.
  - Ensure that you have been signed out on the attendance log prior to leaving the building with your parent/guardian.
  - Licensed teenage drivers may sign themselves in and out of the building using the attendance log but must check in and out with a monitor or director when entering or leaving the building.
6. First Floor Monitor
  - Station self near the reception desk.
  - Ensure youth entering the building find their way safely to the event room.
  - Ensure youth roaming the first floor without an adult return safely to their event room.
  - Sign out youth on the attendance log once parent/guardian has entered the FDC main lobby to pick them up.
  - Ensure that the Director, another monitor or self remains with youth until all have been picked up.
  - Assist with emergencies as instructed
  - Check with Youth Director for more specific instructions
7. Second Floor Monitor
  - Station self outside activity room.
  - Ensure safety of youth leaving the event room.
  - Ensure safe and timely return of youth to the event room.
  - Escort youth to the reception area upon completion of an event with the attendance log and assist with sign out.
  - Ensure that the Director, another monitor or self remains with youth until all have been picked up.
  - Assist with emergencies as instructed
  - Check with Youth Director for more specific instructions
8. Director in Charge
  - Ensure monitors are available and are aware of responsibilities including any special circumstances (early departures, evacuation procedures, etc.).
  - Ensure that a monitor or self remains with youth until all have been picked up.
  - Notify appropriate individuals, as deemed necessary, if procedures and responsibilities are not being followed or adhered to.