



# Kids Ministry Secured Area Policy

## Purpose

We will uphold the integrity of security and safety within all secured spaces by monitoring our Kids spaces with background checked adults, keeping spaces secured and locked during services, and by actively limiting kids' exposure to adults who have not undergone a professional background check.

## Secured Area Policy

Kids spaces should be secured areas that are supervised by a volunteer or staff person. All adult volunteers must be background checked to be in secured areas during service times. All staff and approved volunteers are expected to wear visible nametags while serving. Secured areas should be designated by proper signage.

During services, secured areas should be locked or a volunteer should be stationed at the entry/exit point. This includes hallways, ministry areas and classrooms for Kid-O-Deo and Elevate.

All adults are required to show a security tag before being granted access to a secured area. An individual that is not clearly identified as a background-checked volunteer or designated as an escorted visitor should never be in secured spaces.

The following are scenarios for an individual attempting to access a secured area without a tag:

1. **ADULT WITH LOST SECURITY TAG:** Direct them to the kids check-in station to begin the lost security tag process (see lost security tag policy).
2. **VISITOR:** Ensure that the individual has a visitor name tag on and has a staff person or a background-checked volunteer hosting them at all times. Never leave a visitor alone in a secured space.
3. **ADULT WITH NO KIDS IN SERVICE:** A tag or background checked name badge is required for entry into secured space. A few tips for approaching an adult without visible identification:
  - Greet the individual and ask them how you can help them.
  - Explain that if they are visiting, they must wear a visitor identification tag and be hosted throughout their stay.
  - See assistance from a staff person in removing any individual who will not cooperate.

All staff and volunteers are responsible for ensuring the safety and security of our kids.