Kids Ministry Lost Security Tag Policy

Purpose

Our goal is to make sure we uphold the integrity of security and safety within Kids Ministries to the highest level. We want to create an environment where adults feel confident in dropping off and picking up their kids and kids feel safe to be in the space.

Lost Security Tag Policy

1. If a kid loses their name tag you can simply reprint that kid's tag.
2. In the event a grown-up loses their security tag the following policy should be executed;
   a. Situation A: Adult has identification
      i. Kids staff will verify information in MyEBC and look for any pick-up restrictions.
      ii. Staff must collect adult's driver's license or identification card with photo and match the information to the information in MyEBC.
      iii. Staff must fill out the Liability Release Form. The kids' names must be written out and the form completed fully.
      iv. The completed Liability Release Form acts as the replacement for the security tag.
      v. Scan the Liability Release form into the appropriate folder on the O:/ drive and shred the paper copy. (O:/ drive folder Location: Incidents (O:) > Lost Tags > [select appropriate campus folder], use the following naming system: FirstNameLastNameLRMM.DD.YY
   b. Situation B: Adult does not have identification
      i. Kids staff will verify information in MyEBC and look for any pick-up restrictions.
      ii. Kids staff will ask for identification and if adult does not have identification, a second staff member must be present to complete check out process. Staff members must enter adult's information into MyEBC.
      iii. The adult who is picking up must recite kids' names, address, and birthdates.
      iv. Staff must fill out the Liability Release Form. The kids' names must written out and the form completed fully.
      v. The completed Liability Release Form acts as the replacement for the security tag.
      vi. Scan the Liability Release form into the appropriate folder on the O:/ drive and shred the paper copy. (O:/ drive folder Location: Incidents (O:) > Lost Tags > [select appropriate campus folder], use the following naming system: FirstNameLastNameLRMM.DD.YY

If the situation escalates beyond what you feel comfortable handling, invite the uniformed police officers into the discussion.