



# Student Ministry Secured Area Policy

## Purpose

Our desire is to keep students as safe as possible and so we uphold the integrity of security and safety within all secured spaces by monitoring the space with background checked adults, keeping spaced secured during services, and by actively limiting students' exposure to adults who have not undergone a professional background check.

## Secured Area Policy

Student spaces should be secured areas that are supervised by a volunteer or staff person. All volunteers must be background checked to be in secured areas. All staff and approved volunteers are expected to wear visible nametags while serving.

During service, a volunteer should be stationed at the entry/exit point of secured areas. For Wednesday nights and special events this means no unauthorized adults are allowed past the lobby.

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

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

1. VISITOR: Ensure that the individual has a visitor name tag on and have properly checked in with a staff person or a background-checked volunteer.
2. ADULT WITH NO IDENTIFICATION 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 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 students.