



# Westwood Kids' Ministry Child Safeguarding Procedures

At Westwood, we take the protection of children very seriously. We have developed procedures to ensure that we keep kids safe as much as possible while they are in our care.

-Kids are admitted to our classes only when they have been checked in and received a name tag with a unique number to them/their family. The person who checks them in receives a pickup tag with this same number. Children are not dismissed unless it is to a person who has the pickup tag. Even if it is someone who the child knows, we will not release them to someone who doesn't have their pickup tag.

-Each of our volunteers has passed a background check and receives annual training regarding the safety of the children in our care. This includes:

- Never being alone with a child
- Not going into the bathroom with a child (our early childhood rooms have their own bathrooms which have split doors that remain open on the top)
- Adhering to appropriate touch guidelines: no tickling, front hugs, wrestling, hugging, hand holding, head rubbing, or lap sitting (we understand that kids in Pre-K and under may initiate lap sitting and have asked that our volunteers never allow this unless they are in view of the whole class)
- Submitting an "Ouch Report" in the event of an injury
- Absolutely no corporal punishment
- Reporting any suspicions of abuse or neglect

-Our security team monitors the hallways and classrooms of our children's area before, during, and after the services.

-Doors to classrooms remain locked when they are not in use.

-We have bathrooms that are designated for kids only.

We hope these procedures help you feel comfortable entrusting your child(ren) to us as you worship. If you have any questions or concerns, please contact our Director of Kids' Ministry Crystal Mazzuca: [cmazzuca@westwoodbaptist.com](mailto:cmazzuca@westwoodbaptist.com)