

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Childcare Safety	Policy #: 4.17
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 9/02/2015

4.17 Childcare Safety

The safety of any children left in the care of the Center while their parent is receiving healthcare is of paramount importance to the Center. (For purposes of this policy, the term “parent” is expanded to include any adult guardian or temporary guardian whom the child accompanies to the Center.) To that end, the following guidelines must be carefully adhered to:

- The ratio of children to caregiver is not to exceed 6:1.
- Volunteers and employees are prohibited from being alone with a child or youth or multiple children or youths where other adults cannot easily observe them.
- Children who need assistance in the bathroom must be accompanied by two volunteers or employees or have their parents contacted to help them.
- When supervising or assisting diapering infants or children, childcare volunteers or employees will remain in an area observable by other adults or work in pairs. It is always preferable, however, for the parent to diaper the child.
- Childcare volunteers and employees will complete a Childcare Volunteer Information Release in addition to standard applications.
- Prior to a volunteer or an employee having contact with children at the Center, a sexual offender registry check will be conducted in any state where the childcare volunteer or employee has resided during the past seven years.
- The Volunteer Director and Co-Team Leader for the Childcare Department will conduct an individual interview with the applicant.

- All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth. This information will be kept with their file.
- Infants and children can only be released to the person who checked them in.
- Volunteers and employees may not transport the children via motorized vehicles.
- Volunteers and employees will respond to children and youth with respect, consideration, and equal treatment, regardless of sex, race, religion, sexual orientation, culture, or socio-economic status.
- Volunteers and employees are prohibited from sexual contact with minors, possession of sexually oriented material on Center property, or sexual discussion in the presence of minors.
- Volunteers and employees are prohibited from using physical punishment in any way. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
- Volunteers and employees are prohibited from using harsh language, degrading punishment, or mechanical restraint.
- Volunteers and employees who suspect that a child has been subjected to acts of abuse should report the suspected abuse to the Executive Director or authorized designee.
- No food or drink, other than water, is to be given to children by the childcare volunteers or employees.

Volunteers or employees who fail to conform to this policy will be subject to discipline up to and including termination.