VBS Safety and Security Checklist

Perform a safety walk through all preschool and children's areas prior to VBS and be sure:

INSIDE

- ❑ First-aid kits stocked and readily available. All VBS volunteers know the location of first-aid kits.
- ❑ Emergency numbers clearly posted next to phones.
- ❑ Names of leaders certified in first-aid and CPR posted.
- ❑ Fire and emergency evacuation plans are posted in each room.
- ❑ Fire exits are clearly marked and easily accessible.
- ❑ Safety plugs are in exposed outlets.
- ❑ Tables and chairs have stable legs. Nails and screws are tight.
- ❑ Wooden blocks have smooth edges.
- ❑ Carpet does not have holes or frayed edges.
- ❑ Toys are free of loose parts or sharp edges and are age-appropriate.
- ❑ Disinfectant and cleaning supplies are carefully stored.
- ❑ Choking hazards are out of child's reach.
- ❑ Plants are nontoxic.

OUTSIDE

- ❑ Playground equipment does not have loose screws, exposed nails, cracked plastic, or broken metal.
- ❑ Ground covering under swings and other equipment is an adequate depth.
- ❑ Fence latches are in working order.
- ❑ Playgrounds are free of holes, broken tree limbs, protruding objects, and toxic plants.
- ❑ Passenger loading and unloading areas are clearly marked.
- ❑ Sufficient outdoor lighting for night VBS is provided.

Consider the following to strengthen security measures during VBS:

- ❑ Follow your church's policies and procedures regarding drop-off/pick-up and the security of children while at church.
- ❑ Conduct background checks on all volunteers. Personal references or other church references may also be obtained. Keep all documentation on file.
- ❑ Create and enforce a "Two-Person Rule" that requires at least two adults to be present with anyone under the age of 18 at all times.
- ❑ Post all schedules inside the room. This will allow teachers to help parents easily locate their children at any time during VBS.
- ❑ Maintain appropriate teacher/child ratios at all times.

BABIES–2s
- 1 teacher per 3 children (with a minimum of 2 teachers and a max of 9 children in each class)

3s–PRE-K
- 1 teacher per 4 children (with a minimum of 2 teachers and a max of 16 children in each class)

KINDERGARTEN
- 1 teacher per 5 children (with a minimum of 2 teachers and a max of 20 children in each class)

GRADES 1–6
- 1 teacher and 2 assistant teachers with a max of 25 children in each Bible study class
- 2 teachers for each rotation (for every 4 Bible study rooms)

- ❑ Release children and preschoolers only to those who brought them or are responsible for them. Require parents or legal guardians to list who is authorized to pick up the child on their registration information.
- ❑ Distribute cards or labels with preschoolers' names when they arrive. Release preschoolers only to the persons presenting the cards at the end of each day.
- ❑ Provide security wristbands or some sort of tag or card to ensure safe and appropriate release to parents. Matching numbers or photos will assist with identification of parents/guardians.
- ❑ Remain with all children until parents arrive.
- ❑ Enlist a security team to monitor the facility during VBS.