

Maintaining a Clean and Safe Classroom

Many churches have Policies and Procedures for Safety and Sanitation. If so, review these and follow them routinely. If there are none available, talk to your pastor about establishing some.

- SAFETY – The environment where class is held must be safe
 - (Especially with children) Use the highest safety standards available to make decisions on updating equipment, furnishings, fixtures, and toys in room
 - Do not ADD unnecessary danger
 - Be careful with games
 - Be careful with sanitation
 - Be careful with snacks (Watch for allergies – NO NUTS!)
 - Do not provide nuts to small children (danger of choking)
 - Be careful when planning outings of any kind
 - Background checks are a MUST on all adults who work with children
 - Review and follow your church's guidelines for releasing children to parents or other adults after class
 - If no guidelines exist, talk with your pastor about creating some
 - The classroom must be a friendly and safe place
 - There must be interpersonal safety among the students
 - Students must not feel threatened by teacher (staff) or other students
 - Do not allow fights, threats, insults, or other forms of verbal abuse
 - Do not pick on (or tease) people in class
 - Include everyone in games and activities, if at all possible
 - Encourage respect for everyone in classroom
 - Remember: *Do to others what you would have them do to you.*
- SANITATION – The environment where class is held must be clean.
 - (Especially with children) Use the highest sanitation standards available for equipment, furnishings, fixtures and toys in room.
 - Special attention for Nursery and Toddler rooms (toys, changing tables, etc)
 - Special attention for Restrooms (or Toilets)
 - Keeping common areas clean helps decrease the spread of diseases
 - Keeping areas free of dirt and dust will help children with allergies do better
 - Use a 10 Percent Bleach Solution to Disinfect Surfaces and Toys after use

- Viruses and bacteria can be killed by washing down surfaces with a 10% bleach solution. (9 parts water:1 part liquid bleach)
 - Example: 2 ¼ cups water and ¼ cup of liquid bleach.
 - Mix well and place in container to spray on surfaces, tables, and toys
 - Spray surfaces and then wipe down with a clean rag
 - **Don't get the bleach solution on fabrics, or it may discolor them!**