

Dealing with Problems (or Emergencies) in the Classroom

No matter what, you will occasionally run into problems (or even emergencies) in your classroom. These may range from simple issues (like not having the materials for an art project) to more serious situations (like storm warnings.) The important thing is to **know what to do**.

NOTE: As always, if there is imminent danger to a person or persons in your classroom, take quick action to prevent injury or loss of life. If indicated, leave the classroom and get everyone to a safe location. Notify appropriate authorities or call emergency services, as necessary.

Remember to routinely review the emergency procedures at your church. Know what to do and where to go in case of Fire/ Tornado/ or other Emergency. (*The time to look at the Policy and Procedures Notebook is on a nice, quiet day at home, NOT during an actual emergency!*) ☺

- Stay calm.
 - No matter what happens, remember to stay calm. (*Especially when children are involved.*) If you panic, the children may panic as well. If you get overly upset, the children will mirror your agitation, and it will be harder for you to help them.
 - Remember - your behavior is key in helping to solve the problem, no matter how big or little the problem may be.
- Assess the situation.
 - Is this something that **MUST** be addressed right now?
 - If so, deal with it in an appropriate manner
 - If not, perhaps you could take care of it better after class
 - Does someone else need to be notified about the problem?
 - If so, determine who that person is and notify them
 - It may be that someone else, with more authority than you, needs to make the decision about what to do in this particular situation
- Talk with others.
 - Sometimes you encounter a routine problem in class and you don't really know what to do about it. In these cases, it is always best to talk to someone else.
 - Know who you are supposed to talk to if problems arise in your classroom
 - Most churches already have a "chain of command" for Sunday School
 - Usually there is someone over your class, or even over all of the classes
 - Find out who these persons are. Get to know them, so that when you have a problem you will be able to locate them and talk about it.
 - Remember, most problems have happened before, so someone will probably have some good advice for you!
- Take action as necessary.
- Keep records, receipts, and any other paperwork, especially if you have to pay for something in order to fix a problem or to provide for a need in your classroom.