



## **SAMPLE MONITORING PLAN FOR CHURCH NURSERY**

***Monitoring is absolutely essential for safe ministries.***

### **Personnel:**

- Only screened individuals may work in the nursery.
- No one under the age of 15 may be alone with children in the nursery.
- Nursery workers are not permitted to allow unscreened friends or family members to assist in the nursery without applying to be nursery workers.

### **Supervision:**

- Director of Religious Education (or equivalent) will conduct random spot visits to the nursery no less than once each week. Visits will be documented by date, time and the DRE's initials.
- Once each month, the DRE will spend at least 10 minutes observing program.
- Observations will be documented by DRE in notebook in the office.

### **Ratio:**

- One (1) adult worker per five (5) children.

### **Physical Environment:**

- No paper, foil or decorations may be placed over windows.
- Nursery room doors must remain open anytime there is only one adult in the nursery.

### **Bathroom Procedures:**

- Assisting younger children will be conducted by workers with one worker assisting and another standing in the door. When only one worker is present, the worker will be assisted by another staff person, the DRE or another screened parent/volunteer.
- Diapering will be conducted in the observable diapering area only.
- Children 4 and over will be walked to the bathroom at the beginning of the hour and the worker will stand in the door. Parents will be informed in writing that their children will not be assisted with toileting so they can properly prepare their children.

### **Reporting Concerns:**

- Concerns about the nursery program should be reported to the Rector (or equivalent) [insert contact information here].