

# SAFETY MONITOR

## ROLE, TIME COMMITMENT, RESPONSIBILITIES AND REQUIRMENTS

The role of a Safety Monitor is to help us provide a safe environment for our children while classes are in session. Classes are held in three separate buildings and on two levels of the main school. Three volunteers, minimum of two are needed for each Sunday Session and one for Tuesday.

### TIME COMMITMENT:

- A one year commitment to attend all 13 scheduled classes for Session A or B or choose the dates you can commit to
- Tuesday Session has 23 scheduled classes that can be rotated by several volunteers
- Arrive 15minutes before the session begins. (If possible)
- Leave when the building empties (not responsible to stay for catechists and their children)

### RESPONSIBILITIES:

- Upon arrival put on your Safety Monitor Name Tag
- Sign in (Safety Monitor Manual)
- **Front Desk Monitor** will sit at the desk at all times, monitor all who enter and leave the building and be the keeper of the following
  - Medical Release Forms Binder (in case of an emergency) and responsible to call 911 and request a paramedic if necessary
  - Early Sign Out Book
  - Safety Monitor Manual containing all policies and procedures
  - First Aid Kit
  - Program Session Book: floor plan, class lists, room assignments
- **Hall Monitors** will assist the children to class, patrol their assigned floor and assist when needed
- If there is an emergency, one of the hall monitors will wait by the door and assist the EMT
- All Safety Monitors will assist if there is an emergency where we need to evacuate the building or have a Lock-Down
- Assist parents when picking up children
- Retrieve children from class for early pick up

### REQUIRMENTS:

Anyone over 18 who works or volunteers with children is required by the diocese to:

- \*Register online for a State & Federal Background check and make an appointment to be fingerprinted. Once you we receive your Clearance Letter you can begin
- If we do not get your Clearance Letter in time, you will be required to do a temporary Quick Point background check (24hr. return) so that you can begin
- \*Register online and attend one Virtus: Protecting God's Children Awareness Session
- \*Read, sign and abide by the Diocesan Code of Conduct, Living With Integrity
- Read and abide by Parish Policies and Procedures for Safety Monitors

**\*Forms and links are available on our website under Forms and Links**