



Religious Education Guidelines for a Secure Campus

Best Practices and Recommendations

- Be familiar with and share with volunteers and staff the location of emergency exits, fire extinguishers, defibrillators, first aid kit, land line telephone, etc.
- Monitor the entrance to the building throughout the duration of the program.
- Review with volunteers and staff procedures for possible health emergencies or accidents that result in injury of a child or teen during the program.
- Ensure that staff is provided with the means to document any reported incidents or illnesses and such documentation is retained by the D.R.E.
- Have a strategy in place for key staff to have cell phones on hand and a point of contact named and available should a teacher need to be relieved from the classroom, or if there is an emergency, to avoid leaving the class unattended.
- Establish a clear procedure for parents to follow in the drop off and pick up of their child(ren). For example: Children PreK-2nd grade are dropped off and picked up at their classroom by parent/guardian.
- Review parking lot traffic and issues of congestion. Create a plan for drop off and pick up that will ensure safety for all.
- Establish a procedure for parents to check out a child early from the program such as a sign out sheet.
- Ensure that attendance is taken in each class for each session. Arrange to have attendance sheets turned in weekly/monthly to monitor attendance.
- Ensure that any volunteer or paid staff has submitted to Diocesan requirements of attending Safe Environment Training and submitting an application for review of any criminal history.
- A Religious Education Registration Packet should include the following sections for each child registered: Medical Information (such as medications, food allergies), Special Learning Needs (such as ADD, Autism, etc.), Waiver and Release of Liability, and at least two emergency contact names and numbers.
- Discipline guidelines and behavioral expectations should be provided to students and families prior to the start of classes to support any class or student changes if warranted.
- If medical information such as a diagnosis or special needs accommodation is provided to staff, seek to clarify and define these needs prior to the start of religious education classes.

The Offices of Religious Education and Child and Family Resources are available to support you and your staff in serving any special needs children or adults.

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