*Edit this page to fit your ministry setting. Then remove this note.*

**WHAT TO DO-UNIDENTIFIED ADULT**

1. **Permanent nametags:**

Permanent nametags are to be worn by all regular ministry partners and staff. This helps parents identify the regular staff.

1. **Temporary nametags:**

Substitute ministry partners or any visitors in the room should wear temporary nametags. This includes parents who stay with their child for the day or visitors observing the classroom. All adults in the room must have a nametag unless they are parents who are picking up or dropping off their children.

1. **Unidentified adult:**

When an adult in the room does not have a nametag, a coach, shepherd or staff member needs to approach the adult and ask information or offer assistance. If that person wants to stay to observe or assist in any way, they will be asked to wear a temporary nametag. These nametags are conveniently located in the coaches’ supplies.

1. **Unusual behavior:**

If an adult displays any unusual behavior, is incoherent or belligerent, the coach should immediately call for support and backup. It would be *best* if this individual were a male. This might be the director, an usher, a maintenance person or another staff person. If a walkie-talkie is not available, then send another adult to bring support or backup. In the meantime, keep the adult separated from the children and remain calm.

1. **Threatening behavior:**

If threatening or hostile behavior seems to be escalating and it cannot be diffused, send someone to call 911 immediately.