

KUMC
Safe Sanctuary
Policies and Procedures

Purpose

Our congregation's purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

This Child Abuse Prevention Policy and accompanying procedures are to be administered by a Safe Sanctuary Chair and Committee as a member of the Administrative Board.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

General

"Two Adult Rule"

KUMC adopts this rule. Simply stated, the "Two-Adult Rule" requires no fewer than two adults present at all times during any church-sponsored program, event, or ministry involving children. Risk will be reduced even more if the two adults are not related. The nursery is always attended by at least two adults. A Sunday school class for children is always led by at least two adults. A Bible study group for youth is always taught by at least two adults. The youth fellowship group is always staffed with at least two adult counselors/leaders.

First Aid / CPR Training

KUMC will provide the opportunity for first aid and CPR training on an annual basis for all church workers with children and youth as a basic step to assure the safety of our children. It is hoped that first aid or CPR would never be needed in the church. Nevertheless, ministries with children and youth inevitably involve activities that can result in bumps, bruises, and scrapes. Having workers who are prepared to deal with these competently goes a long way toward building the confidence of the children and the parents involved in the ministry of the church.

KUMC
Safe Sanctuary
Policies and Procedures

The "Age" Rule *

KUMC implements this rule toward reducing the risks of injuries to its children and youth. KUMC will allow junior- and senior-high aged volunteers to help an adult in the church nursery and children's classrooms. An adult must be present at all times, however. People under the age of eighteen cannot be expected to have developed the maturity and judgment that is needed to be fully responsible for younger children. Putting children in charge of children invites disaster.

* KUMC realizes the effectiveness of "college-aged" young adults being involved with the youth ministry. KUMC encourages young adults to be actively involved with the children and youth programs in support-role positions.

Open Door Counseling

At any counseling sessions with children or youth, the door of the room used will remain open for the entire session. Ideally, the session will be conducted at a time when others are nearby, even if they are not within listening distance. Counseling sessions conducted behind closed doors are a breeding ground for false allegations of abuse. Closed doors also make it too easy for the child abuser to have the privacy and isolation he or she needs.

Windows in All Classroom Doors

Each room set aside for children and youth should have a door with a window in it or a half door. A window in every door removes the opportunity for secrecy and isolation, conditions every child abuser seeks. A half door offers protection against children wandering outside the classroom and allows for full visual access. Many pastors are adding a window in their study or office door to set a good example for the church and to protect themselves against false allegations of misconduct.

KUMC
Safe Sanctuary
Policies and Procedures

Advance Notice to Parents

KUMC adopts this rule for ministry with children and youth. Always give the parents advance notice and full information regarding the event(s) in which their children will be participating. (i.e. Resurrection, Ichthus, Mission trip, etc.)

Providing parents with advance notice and full information about activities must be a guiding principle in this church's ministries with children and youth. Advance information encourages parents to support the ministry by scheduling their child's participation. It could also possibly lead to parents participating in the ministry as volunteer leaders. Advance information can help parents and children decide whether the content and substance of the event are suitable for their participation. Most importantly, advance information demonstrates that the church takes its ministries seriously enough to plan thoroughly and to provide for the safest possible experiences.

Participation Covenant for All Leaders

A written covenant of participation will be provided to all leaders in children's and youth ministries. The covenant is a statement in which the leaders agree to:

- (1) take part in the ministry.
- (2) give their best efforts to the ministry.
- (3) respect the other leaders and participants.
- (4) treat the others as well as they would wish to be treated.

The covenants are also important reminders for leaders that abusive behavior toward the children and/or youth will not be tolerated.

KUMC
Safe Sanctuary
Policies and Procedures

Annual Orientation for Workers

All KUMC workers with children and youth, whether the workers are paid, volunteer, part-time, full-time, clergy, or lay, will be required to attend an orientation session in which they are informed of:

- (1) the church's policies for the prevention of child abuse,
- (2) procedures to be used in all ministries with children and youth,
- (3) appropriate steps to report an incident of child abuse,
- (4) details of the state laws regarding child abuse.

At this orientation the workers are given an opportunity to renew their covenant to abide by and cooperate with the church's policies and procedures. The church will have an updated record that it has informed all of its workers about its policies. Workers who do not attend should be contacted and asked to renew the covenant.

KUMC
Safe Sanctuary
Policies and Procedures

Parent and Family Education

KUMC has made a serious commitment to a comprehensive plan for the prevention of child abuse within its ministries, and it will provide information about the plan to the congregation and parents. A family education event, or a series of events, in which families are invited to learn the facts about child sexual abuse and about the components of the church's plan is highly effective in disseminating full information to the maximum number of people in a minimal amount of time. An event of this type could include:

- (1) a speaker from your local law enforcement agency.
- (2) a speaker from a local child protective services agency.
- (3) a doctor or counselor who is experienced in treating abused children.
- (4) an attorney experienced in advising churches about risk management or loss prevention.
- (5) a video about the incidence of child sexual abuse within churches.
- (6) printed information about your state's abuse statutes and abuse reporting requirements.
- (7) printed copies of your church's abuse prevention policies and procedures.
- (8) a time for worship and prayer.

An event can also include sessions for children so that they are informed about the behavior that is to be expected from other participants and for church leaders, about how to recognize and report possible abuse, and about how they can help prevent harm being done to anyone at the church.

This event will be provided regularly to accommodate new members and new parents.

This training and planning will be directed by the Safe Sanctuary Committee.

KUMC
Safe Sanctuary
Policies and Procedures

Appropriate Equipment and Supervision

KUMC ministries with children and youth are carried out in an endless variety of settings and locations: church sanctuaries, classrooms, camp cabins, playgrounds, retreat centers, tour buses, parks, and homes. Reports of child abuse indicate that abuse happens in an equally large variety of settings. Therefore, we will plan for the safety of the children and youth participants by arranging for the ministry to take place in an appropriate setting. For instance, if the purpose of the ministry is weekly Bible study, then an appropriate setting would be a classroom at the church. If the purpose of the ministry is for the youth choir to travel for two weeks performing a musical in a dozen different cities, then the settings may include a tour bus, a series of hotel rooms, and a series of church sanctuaries.

circumstances. Bible study done in an open-doored classroom and in the presence of no fewer than two adults has a very low probability of an incident happening. However, inadequate supervision of a youth choir at a hotel may increase the odds of an abuse incident. It is very important for those planning ministries with children and youth to think through, in advance, the advantages and disadvantages of the settings they are considering.

Ministries with children and youth often involve using special equipment, and workers should be well aware of how to safely operate whatever equipment is needed. If the ministry involves the use of the church playground, then the workers will know how each piece of play equipment is to be used.

Other outdoor ministries will involve the need for specialized knowledge. Swimming or rafting events need a supervisor with lifeguard skills. First aid and CPR skills are needed when the ministry involves camping, hiking, and service projects such as Habitat for Humanity or the Appalachian Service Project.

Adequate Insurance for the Scope of KUMC Ministries

The church will be adequately insured for the scope of its ministry. The Congregation, through its board of trustees, will carefully consider all ministries and work with insurance agents to secure adequate coverage for KUMC ministries.

KUMC
Safe Sanctuary
Policies and Procedures

Care and Supervision of Children and Youth

Recruiting and screening practices

All workers will be required to complete the appropriate application, reference, and background check consent forms. This is required of volunteers as well as paid employees. A pool of approved volunteer workers will be developed to pull from in those situations that arise where the regularly assigned worker is not available. (i.e. a sick Sunday School teacher).

Applications

See attached Application Forms. 1) Employment Application Form 2) Volunteer Applicatic

References

See attached Reference Form

Disclosure Forms

See Application Forms

Background checks / consent forms

Background checks will be accomplished using Trak-1 Technology (see attached brochure) as a pre-employment and volunteer screening service. A "National Criminal and Sexual Offender" plus a "Social Trace" will be conducted by Trak - 1. See attached Background Check Consent Form.

Background Check Review Policy

All background check inquiries will be received by KUMC legal council for initial review. If an applicant's background check is questionable ("flags"), Council will contact the KUMC Pastor for additional direction. The procedure the Pastor will follow will be: 1) to contact the individual to alert them to the fact that the background check has "flagged", 2) to inquire if the individual would be willing to have a conference regarding the background check, 3) to determine with the applicant if the "flag" is applicable to the job application , 4) to determine (if the "flag" is relevant) if applicant can/will serve in other areas of Church Ministry unrelated to children and youth. Pastor can request other members of the Safe Sanctuary Committee to be in attendance in meeting with applicant with applicant's approval. Efforts will be made to redirect all volunteers into another area of church work when the Volunteer is not able to work with children (as determined by the background check).

Participation Covenant Statement

See attached Participation Covenant Statement Form.

**KUMC
Safe Sanctuary
Policies and Procedures**

Use of appropriate facilities for ministries with children and youth

TBD

Appropriate types of discipline for children and youth

TBD

Responding to allegations of abuse of children and youth

Reception of reports

TBD

Designated persons

TBD

Communication / media person

TBD

Documentation Policy

Response Policy

TBD

Education and training

Types of Child Abuse

TBD

Indicators of Child Abuse

TBD

**KUMC
Safe Sanctuary
Policies and Procedures**

Congregational Training

Parent meetings	TBD
Sunday School Classes	TBD
Youth Fellowship Orientation	TBD
Newsletter articles	TBD
Bulletin inserts	TBD
Video Presentations	TBD
Worship Service topic	TBD
Letters from the task force	TBD

Initial training of all current church workers

TBD

Periodic refresher training schedule

KUMC
Safe Sanctuary

PREVIOUS WORK EXPERIENCE: Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of the company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

PREVIOUS VOLUNTEER EXPERIENCE: Please list any relevant volunteer positions you have held, and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? No Yes

If yes, please explain:

KUMC
Safe Sanctuary
FORM FOR REFERENCE CHECK

Applicant Name: _____

Reference Name: _____

Reference Address: _____

Reference Phone: _____

1. What is your relationship to the applicant?

2. How long have you known the applicant?

3. How well do you know the applicant?

4. How would you describe the applicant?

5. How would you describe the applicant's ability to relate to youth?

6. How would you describe the applicant's ability to relate to adults?

7. How would you describe the applicant's leadership abilities?

8. Would you describe the applicant as someone who prefers team sports or individual competitions?

9. How would you feel about having the applicant as a volunteer worker with your youths?

10. Do you know of any characteristics that would negatively affect the applicant's ability to work with youth? If so, please describe them.

11. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

12. Please list any other comments you would like to make:

Reference Inquiry Completed By: _____

Signature

Date

KUMC
Safe Sanctuary
PARTICIPATION COVENANT STATEMENT

The congregation of Kodak United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

- 1.No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
- 2.Adult survivors of child abuse need the love and support of our congregation. Any adult supervisor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
- 3.All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
- 4.Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
- 5.Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
- 6.Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? Yes No
3. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment? Yes No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? Yes No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? Yes No
6. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? Yes No
(Answering yes to this question does not automatically disqualify you from volunteering with children or youth.)
7. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? Yes No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

Signature of Applicant Date

Print Full Name

KUMC
Safe Sanctuary
REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

1. Name of Worker (paid or volunteer) Observing or Receiving Disclosure of Child Abuse: _____

2. Victim's Name: _____
Victim's Age/Date of Birth: _____
3. Date/Place of Initial Conversation With/Report from Victim: _____

4. Victim's Statement (give your detailed summary here): _____

5. Name of Person Accused of Abuse: _____
Relationship of Accused to Victim (Paid Staff, Volunteer, Family Member, Other): _____

6. Reported to Pastor: _____
Date/Time: _____
Summary: _____
7. Call to Victim's Parent/Guardian: _____
Date/Time: _____
Spoke With: _____
Summary: _____
8. Call to Local Children and Family Service Agency: _____
Date/Time: _____
Spoke With: _____
Summary: _____

KUMC
Safe Sanctuary

9. Call to Local Law Enforcement Agency: _____

Date/Time: _____

Spoke With: _____

Summary: _____

10. Other Contacts: _____

Name: _____

Date/Time: _____

Summary: _____

Signature of Applicant

Date

KUMC
Safe Sanctuary
VOLUNTEER APPLICATION

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Occupation: _____

Employer: _____

Current Job Responsibilities and Schedule: _____

Previous Work Experience: _____

Previous Volunteer Experience: _____

Special Interests, Hobbies, and Skills: _____

How many hours per week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends

Can you make a one-year commitment to this volunteer role? Yes No

Do you have your own transportation? _____

Do you have a valid driver's license? _____

Do you have liability insurance (list policy and name of carrier)? _____

Why would you like to volunteer as a worker with children and/or youth?

What qualities do you have that would help you work with children and/or youth?

How were you parented as a child? _____

How do you discipline your own children? _____

KUMC
Safe Sanctuary

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? No Yes

If yes, please explain fully:

Have you ever been exposed to an incident of child abuse or neglect? No Yes

If yes, how did you feel about the incident? _____

Would you be available for periodic volunteer training sessions? Yes No

REFERENCES: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship to reference: _____

2. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship to reference: _____

3. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship to reference: _____

Signature of Applicant

Date