

Glasford United Methodist Church

Safe Sanctuary Policy

God calls us to make our ministries safe, protecting children and other vulnerable persons from child sexual abuse and exploitation. God calls us to create communities of faith where children and adults can be safe and grow strong. We recognize that our children are all children and youth under the age of 18. Our Christian faith calls us to offer both hospitality and protection to our children, as well as to those who are committed to engaging in ministry with our children as volunteers and employees. Jesus said, "If any of you put a stumbling block before one of these little ones...it would be better for if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6 NRSV)

The social principals of the United Methodist Church state that "...children must be protected from economic, physical, and sexual exploitation and abuse." Building on our theological and spiritual foundation, we must act in ways that secure for children and youth a safe place in our ministries. It is also our responsibility to assure that those who make the commitment to work with our children and youth, as volunteers or employees, are protected from the possibility of false allegations.

Although we hope and pray that child sexual abuse does not occur in our church, we must put into place sufficient mechanisms to reduce the risk of abuse of children, youth, and those who work with them. For that purpose, our church shall implement the following procedures in our programs and events.

Worker- an employee who is paid to work with children/youth during regularly scheduled events/programs (Sunday school, nursery, VBS, all youth activities/outings)

Volunteer- someone who works with children/youth during regularly scheduled events/programs (Sunday school, nursery, VBS, all youth activities/outings)

Helper- someone who occasionally works with children/youth during regularly scheduled programs/events or special events (Sunday school, nursery, VBS, all youth activities/outings, Easter Egg Hunt)

Recruiting/Screening Workers

All persons employed to serve in a supervisory capacity for children/youth shall:

- Be at least 18 years of age or 5 years older than oldest participant
- Complete an application, criminal background check, reference check (three non-related)
- Initial interview by SPRC
- Attend mandatory Safe Sanctuaries training
 - Initial training upon commencing any children or youth ministry
 - Must repeat a refresher session every 5 years

All volunteers serving in a supervisory capacity for children/youth shall:

- Must be a member, or visitor of regular attendance, for at least **six months** before able to volunteer with children or youth
- Be at least 18 years of age and at least 5 years older than oldest participant in event/program
- Complete application, criminal background check (at the staff's discernment), and reference check (three non-related)
- If needed, be interviewed by Pastor and his/her designees/interview panel
- Attend mandatory Safe Sanctuaries training

All helpers serving children/youth:

- Must be a member, or visitor of regular attendance
- Complete a Safe Sanctuaries volunteer application including one non-related reference
- Receive on the spot training from appropriate supervisor/volunteer
- Complete application, criminal background checks (at the SPPRC's or Pastors discernment), and reference check (one non-related)

In the event that a substitute worker needs to be brought in under last minute circumstances, that person must:

- Be at least 18 years of age and at least 5 years older than oldest participant in event/program
- Complete application and reference check (three non-related)
- If needed, be interviewed by the Pastor and his/her designees/interview panel
- Attend mandatory Safe Sanctuaries training

Regular Operations for Programs and Events

All church programs and events must be governed by these guidelines:

- Children and youth must be in designated approved areas with appropriate supervision or be supervised by parents.
- Sunday school classes will be supervised starting **10 minutes** before classes begin. Children may not be dropped off earlier because they will not be supervised.
- Two unrelated supervisors, or one supervisor and one volunteer, must be present at all times. *If there is only one supervisor, or two related supervisors present, the door must remain open, and a floater must be on duty.*
- There should be 2 mandatory adults with groups at all times. When necessary, the number of additional volunteers required for each event will be determined by the number and age of the participants and the nature of the activities.
 - elementary (1/5 ratio) with a minimum of 2 adults
 - junior high (1/8 ratio) with a minimum of 2 adults
 - high school (1/10 ratio) with a minimum of 2 adults

- Unauthorized visitors (those who are not participating in the event) will not be allowed to remain with the group
- Participants will not be allowed to leave the designated meeting area without permission/supervision
- If a child or youth leaves an event without written parental permission, the parent must be notified immediately
- During ministry events, one-on-one activities shall not be conducted “behind closed doors” or in isolated areas away from trained supervisory persons. They must be in populated areas, or take place in a room with at least one window/or open door
- All ministry events will be carried out in appropriate locations with adequate equipment and trained supervisors/volunteers present
- If the role being filled by a substitute is a supervisory role, the person filling that role must be Safe Sanctuaries certified. If someone cannot be found who is Safe Sanctuaries certified the class must join another class where there is a Safe Sanctuaries certified supervisor/volunteer.

Operational Procedures for Children and Youth

While working with persons under the age of 18 on church property we require:

- Two unrelated supervisors or one unrelated supervisor and one volunteer/helper present during each activity.
- Windows in doors or open doors of rooms used by children or youth.
- All nursery, preschool, and school age children up through third grade must be picked up from the same room by a parent.
- All K-5th grade children must remain with designated adult unless written permission is provided from parents.

While working with persons under the age of 18 in offsite programs away from church property:

- Written parent permission with contact information for all participants including medical information shall be provided.
- Adequate ratios for supervision of children and youth.
 - infants and toddlers (1/4 ratio) with a minimum of 2 adults
 - preschool and elementary (1/5 ratio) with a minimum of 2 adults
 - junior high (1/8 ratio) with a minimum of 2 adults
 - high school (1/10 ratio) with a minimum of 2 adults
- Gender ratio of supervisors/volunteers in line with gender ratio of children to youth.
- Provided detailed trip information for parents prior to departure
- No adult shares a bed with a child or youth when sleeping away from home.

Standards for diapering/restroom activity when assisting children ages toddler through 1st grade:

- Diaper changing occurs in an open area with two supervisors, or a supervisor and volunteer present. Disposable gloves should be worn for all diaper changing and/or clean-up of bodily fluids.
- Leave main restroom door open a minimum of 8” when supervising preschoolers.
- If “potty accidents” in restroom occur and supervisor/volunteer assists with clean-up:
 1. open restroom door completely
 2. ask volunteer to collect children and take them back to classroom
 3. volunteer returns to help with clean-up
 4. if parent is available, allow them to take over

Youth Ministry Protection Procedures

These procedures cover the activities of the Youth Ministry at Glasford United Methodist Church. Children are placed in the Youth Ministry at the end of the summer following his/her completion of 5th grade. They remain in the Youth Ministry through the end of the summer following his/her high school graduation.

I. Supervision

For the purposes of supervising youth, an adult is defined as anyone who is at least 21 years of age.

A. Youth to Adults Ratios

1. For all activities, a minimum of two unrelated adults present at all times.
 - infants and toddlers (1/4 ratio) with a minimum of 2 adults
 - preschool and elementary (1/5 ratio) with a minimum of 2 adults
 - junior high (1/8 ratio) with a minimum of 2 adults
 - high school (1/10 ratio) with a minimum of 2 adults

B. Responsibility of Youth Ministry Workers/Volunteers

1. The Youth Ministry assumes responsibility for supervision of youth from 15 minutes prior to a scheduled event until 15 minutes after a scheduled event.
2. The Youth Ministry is not responsible for youth at times when no youth event is scheduled or when a youth has chosen not to participate in a scheduled youth event.

II. Guidelines for Counseling Youth

A. Same-sex counseling is encouraged. However, ministry priorities and immediate circumstances may make same-sex counseling unfeasible. When such occasions occur, the youth worker/volunteer should seek to abide by the two-adult rule. If the two-adult rule is not feasible, the youth worker/volunteer should abide by the open-door policy.

B. If counseling in an Informal setting - In a situation where the two-adult rule is not feasible, a youth worker/volunteer is expected to move both him/her and the youth he/she is

counseling near the rest of the group. The youth worker/volunteer is to immediately inform the Youth Minister of the situation.

C. If counseling in a Formal setting - In a situation where the two-adult rule is not feasible, a youth worker/volunteer is expected to abide by the open-door policy. The youth worker/volunteer is to immediately inform the Youth Director and Pastor of the situation.

III. Relationship Boundaries

A. The Youth Ministry has an interest in helping the youth and Youth Ministry workers/volunteers maintain appropriate boundaries. Youth workers/volunteers need to clearly communicate to the youth at all times, "I am your friend, but I am not your peer." Also, Youth workers/volunteers are encouraged, as a matter of practice, to be the last to hug and the first to let go. As a matter of practice, there shall be no inappropriate touching of students. Inappropriate touching includes: excessive rubbing, prolonged hugging, touching of private parts (or areas close to private parts), and anything that might make someone uncomfortable.

- College Students: For college students, the need to maintain the distinction between friends and peers is especially important. To that end, college student volunteers are only invited to lead middle school youth. However, when college students do volunteer to work with high school students, they will not have authority over those students, but will be invited to lead by example.
- Young Adults: Young adults (defined as individuals out of college or over the age of 21) must also be aware of the distinction between peers and friends.
- Parental Adults: When parents of youth become youth workers/volunteers, it can be an especially tricky situation. Parents must be able to distinguish when their role as a parent comes first and when their role as a youth worker/volunteer comes first. During youth activities, if a parent is unsure of his/her role, they must assume the youth worker/volunteer role as their primary role.

B. The nature of these relationships does not change with the graduation of a youth from high school or from the program. The Youth Ministry has an interest in the spiritual development of our youth after they leave high school, as well as an interest in the health of their relationships. We encourage Youth workers/volunteers to think in terms of three important thresholds:

- High School Graduation: Youth may have changed since graduation, but our program does not change.
- Throughout College: Youth are still considered to be part of the ministry. The same remains as stated above, our program does not change.

- College Graduation: It is not until alumni of Glasford United Methodist Church's Youth Program are out of college (or some equivalent) that the Youth Division workers/volunteers are fully free to relate to them apart from the roles/identities which initially defined their relationship.

Transportation Procedures

The following procedures are for providing transportation for the Children and Youth Ministry to and from **activities sponsored by and/or supervised by Glasford United Methodist Church**. These procedures relate to transportation provided by the church, parents of youth, and youth workers/volunteers to and from "**official youth and children's activities**" not on the church property. These procedures do not apply to groups of youth who make plans before or after church gatherings. Those would be **not** considered "official youth activities."

A. Vehicle Requirements – These vehicle requirements pertain to vehicles owned by Glasford United Methodist Church, those provided by parents of participating youth or children, those provided by youth or children's workers/volunteers and any external commercial vehicles provided for transportation of the youth or children.

1. All vehicles should be in good working order, have a current & valid license plate and have appropriate passenger restraints. The passenger restraints **must** be used while transporting children and youth.
2. All vehicles must have insurance coverage as required by Illinois law. Proof of insurance must be on file in the church office.
3. All vehicles will be multi-passenger vehicles (at least three or more passengers) - no motorcycles, scooters, or mopeds will be allowed. No vehicle will be allowed to carry more than the passenger capacity specified by the vehicle manufacturer. Each passenger must have a restraint.

B. Qualification of Drivers:

1. All drivers must be a Youth Division worker/volunteer/helper, a parent of a participating youth or a licensed commercial driver. All drivers must be pre-approved by the appropriate administrator.
2. All drivers must have a current & valid driver's license with the classification of the vehicle being driven and be at least 21 years of age. A copy of the driver's license should be on file in the church office.
3. All drivers are subject to a motor vehicle records check.

4. Under extenuating circumstances when additional drivers are needed, if they are under the age of 21, that younger driver or any passengers must have written permission from parents.

C. General Rules:

1. Unless otherwise approved by the church administrator and the parents/guardians, all transportation subject to these procedures will begin and terminate on the church property.
2. All drivers will obey all traffic laws. Failure to do so may disqualify them from driving for church related activities.
3. For all church functions, a signed Parent's Permission Form and Emergency Medical Form must be obtained for each participating youth/child prior to being allowed in any vehicle. If the youth does not have a completed permission form, he/she will not be permitted to participate in the transportation arranged by the church. The permission forms are to be collected and checked by the youth/children's director prior to leaving the church. Each driver will have a folder containing the medical form for each youth in his/her vehicle. There will also be a list left at the church (for major trips) detailing the names of each youth/children/adult in each vehicle. *Upon returning to the church, the forms will be given to the youth/children's director or Pastor.*
4. Youth must ride to and from an event in the same vehicle.
5. If there is only one adult driver in the vehicle, there must be more than one youth (not related to driver) in the vehicle at all times.
6. No adult driver is to transport any **one youth alone** to or from any official youth event without written permission from the youth's parents.
7. At the conclusion of all on- or off-site activities, and before leaving the facility, supervising adults should make sure ALL children or youth have been claimed by the appropriate person.

V. Procedures for Overnight Activities

These procedures cover activities which require an overnight stay and are sponsored by and/or supervised by Glasford United Methodist Church. This includes, but is not limited to camping, lock-ins, hotels/motels and overnight stays in a personal dwelling.

- A. Any overnight activity, whether on or off church property, must be approved by the appropriate administrator.
- B. A signed Parent's Permission Form will be required of each youth prior to

each activity. These will be collected and approved by the group leader prior to the activity. Following the activity, the forms will be given to the appropriate administrator.

C. All supervision policies apply to overnight activities.

D. Children will not be allowed away from the designated overnight area without prior written permission from the group leader and the youth's parent/guardian.

E. Members of the opposite sex will not be allowed to sleep in the same room unsupervised.

Training

Safe Sanctuary trainings must become a mandatory component for any director, worker, volunteer, or helper. Trainings will be as needed. If an applicant is unable to attend a scheduled training, the appropriate staff person may train the applicant individually prior to service. First aid and CPR training will be required for directors and workers, and offered to volunteers/helpers. Once you have been initially trained, volunteers/staff will need a refresher training once every 5 years.

- A. All workers/volunteers must receive training in these policies and procedures in both verbal and written form.
- B. These policies and procedures will be made known to the congregation and all new members as necessary.

Standards are in place to reduce the risk of child abuse and prevent the opportunity for false allegations against a worker. We promise at every baptism: "With God's help we will so order our lives after the example of Christ, that this child, surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal." (UM Hymnal p.44) We are working to keep that promise.

Reporting Incidents

All reporting of alleged incidents or actual incidents of child abuse must strictly follow Illinois law. A worker who has reasonable cause to suspect that child abuse has occurred should secure the safety of the child, if possible, and then immediately report the incident to the Director/Supervisor of the ministry event. It is never the responsibility of a worker with children or youth to investigate allegations of child abuse. The Director/Supervisor will then follow all appropriate procedures for reporting to the child's parents or guardian, local law enforcement or child protective service agencies, and authorities of the Annual Conference and/or District.

Should any adult in charge suspect abuse, or a child or youth report abuse by any member of the church staff, volunteer or employed staff, OR by any person present at a church-sponsored meeting or activity the following procedures shall apply for reporting the alleged abuse:

1. The adult in charge shall document the incident in writing. Documentation shall be signed and dated.
2. The incident shall be reported in the following chain of command
 - a. Senior pastor and ministry/event director.
 - i. The senior pastor shall then notify the Chairperson of SPR and the parents
 1. Depending on the severity there are 2 responses
 - a. Less severe – The senior pastor and the Chairperson of SPR shall interview all involved parties. They will then make the determination whether to report this further.
 - b. More severe – The senior pastor shall notify the District Superintendent, Illinois Department of Family and Children’s Services (DFCS), and the church attorney to file a report. The senior pastor shall then notify a pastoral care consultant to provide counseling if desired or offer appropriate referrals.
 - b. If the senior pastor is the accused party
 - i. Then notify the Chairperson of SPR who will then notify the parents and
 1. Depending on the severity there are 2 responses
 - a. Less severe – The Chairperson of SPR and a member of SPR shall interview all involved parties. They will then make the determination whether to report this further.
 - b. More severe – The Chairperson of SPR shall notify the District Superintendent, Illinois Department of Family and Children’s Services (DFCS), and the church attorney to file a report. Then notify a pastoral care consultant to provide counseling if desired or offer appropriate referrals.
 - c. If the parents are the accused then
 - i. The senior pastor shall then notify the District Superintendent, Illinois Department of Family and Children’s Services (DFCS), and the church attorney to file a report. The senior pastor shall then notify a pastoral care consultant to provide counseling if desired or offer appropriate referrals.

We take our policies to reduce risk of child abuse seriously and we are committed to their enforcement for the safety and security of all our children, youth, and those who work with them. All church programs and events are required to comply with these policies. Each program and event shall be subject to review by the Board of Trustees and/or Church Council of Glasford United Methodist Church.

Mandated Reporting:

All professional persons who work with children in the course of their profession duties (clergy, school teachers, health care professionals, nursery workers, children’s director, etc.) are required by Illinois State Law to be mandated reporters. For more information on what to report or how to report, please see the DCFS Mandated Reporting manual, which is online at <http://www.state.il.us/dcf/docs/MANDATED2002.pdf> and is also on file in the church office and in the office of the pastor.

Miscellaneous Rules/Information:

1. All door to rooms in the church will be required to have a window in them. These windows are to remain uncovered at all times. This is to protect both employees/worker/volunteers as well as our children and youth.

2. Medication

- Medication will not be given out unless the child is staying over night
- If the child is staying overnight, a supervising adult will be in charge of administering medication. This will require a written consent from the parent with directions on how/when the medicine is to be given.
- Children will be asked to sign a sheet when medicine is given.

3. Emergency procedures for fire, tornado, earthquakes, and intruders will be taught at all Safe Sanctuary training. Also, instructions will be posted around the church as needed.

- Fire – exit according to the fire exit signs
- Tornado – head to fellowship hall in the basement.
- Earthquake – Safely exit the building and gather the children/youth/adults in the lot behind the city hall across the street.
- Intruder – If there is any this suspicious, call 911 immediately. Gather as many children as possible into a room and shut off the lights and close the door. Get into a corner on the same side of the room as the door. Contact the Sunday school superintendent or the Pastor if possible.

Glasford United Methodist Church
PARTICIPATION CONVENANT STATEMENT

The congregation of Glasford 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 Safe Sanctuary Policy reflects 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.

As a volunteer in this congregation, I have read the Safe Sanctuary Policy and attended the appropriate training. I agree to observe and abide by the Safe Sanctuary Policy of Glasford United Methodist Church.

Signature of Applicant

Date

Print full name

Glasford United Methodist Church
VOLUNTEER APPLICATION

Name: _____

Address: _____

Work/Day phone: _____ Evening phone: _____

E-Mail Address: _____

Occupation: _____

Employer: _____

Current job responsibilities and schedule: _____

Previous volunteer experience: _____

Special interests, hobbies & skills: _____

Are you a member of Glasford UMC? ____ YES ____ NO

If yes, what month/year did you join? _____

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

_____ Days _____ Evenings _____ Weekends

Please provide Driver's License # and State issued: _____

Can you make a one year commitment to this volunteer role? _____

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? _____

Have you ever been charged with, convicted of, or pled guilty to a crime, either misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, or theft)? ___ NO ___ YES

If yes, please explain:

Have you ever been exposed to an incident of child abuse or neglect? ___ NO ___ YES

References: Please provide 3 personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each.

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

GLASFORD UNITED METHODIST CHURCH
Request for Criminal Records Check

I, _____, hereby authorize Glasford United Methodist Church to request information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release the Police/Sheriff's Department and any company utilized to do the record checks from all liability that may result from any such disclosure made in response to this request.

date

signature

Applicant's Full Name: _____

Print all other names that have been used by the applicant (if any):

Date of Birth: _____ Place of Birth: _____ SS#: _____

Driver's License #: _____ State: _____ Exp. Date: _____

Social Security Number: _____ - _____ - _____

Current Address: _____

List each address at which you have resided in the last ten years:

1. _____

2. _____

3. _____

4. _____

Glasford United Methodist Church
CHILDREN AND YOUTH WORKERS REFERENCE FORM

Name of Applicant: _____

Reference or Church Contacted: _____

Date of Contact: _____

Person Contacting the Reference: _____

Method of Contact (phone, letter, personal conversation): _____

REFERENCE QUESTIONS

How do you know the applicant? For how long have you known him or her?

Would you recommend this applicant for a position of trust supervising youth and children?
Why or why not?

Ask any relevant questions that are appropriate to the situation, such as specific duties, length of employment, strengths, weaknesses when dealing with young people, etc.

Is there anything else we should know about this person before putting him or her in a position of trust with Youth and children?

Would you trust this applicant to be alone with your child?

Glasford United Methodist Church
REPORT OF SUSPECTED/ALLEGED INCIDENT OF
CHILD ABUSE

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

2. Victim's name: _____

3. Victim's age/date of birth: _____

Parents/Guardian: _____

4. Date/place of initial conversation with report from victim: _____

5. Give detailed summary of incident here: _____

6. Name of alleged person accused of abuse: _____
Relationship of accused to victim (paid staff, volunteers, family member, other)

7. Reported to Sr. Pastor/SPR: _____

Date/Time: _____

Summary: _____

8. Call to victim's parent/guardian: _____

Date/Time: _____

Spoke with: _____

Summary: _____

9. Call to local children & family service agency: _____

Date/Time: _____

Spoke with: _____

Summary: _____

10. Call to local law enforcement: _____

Date/Time: _____

Spoke with: _____

Summary: _____

11. Other contacts: _____

Name: _____

Date/Time: _____

Spoke with: _____

Summary: _____

12. Incident Investigation/Conclusion: _____

Signature

Date