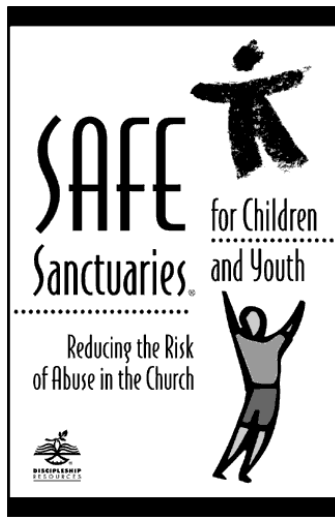


# Safe Sanctuaries



Policies and Procedures  
For Children and Youth at  
Shady Grove  
United Methodist Church

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## **Shady Grove United Methodist Church Safe Ministry with Children and Youth Policy**

### **Introduction**

The General Conference of the United Methodist Church in April 1996 adopted a resolution aimed at reducing the risk of child sexual abuse in the church. Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of child abuse at Shady Grove United Methodist Church.

### **Purpose**

Shady Grove United Methodist Church's purpose for establishing this Safe Ministry with Children and Youth policy and duly-adopted procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

### **Statement of Covenant and Policy**

As a Christian community of faith and a United Methodist congregation, Shady Grove United Methodist Church pledges to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our children and youth as well as all the workers with children and youth. Shady Grove United Methodist Church will follow reasonable procedures in all programs and events; will educate all who work with children and youth regarding the use of appropriate policies, procedures and methods; will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law and will be prepared to respond to media inquiries if an incident should occur. It is the policy of Shady Grove United Methodist Church to provide all children and youth a safe and secure atmosphere to encourage the spiritual growth of children, youth and those adults who are called to work with children and youth.

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ, so that each child and youth will be "surrounded by steadfast love,... established in the faith, and confirmed and strengthened in the way that leads to life eternal" (Baptismal Covenant 2, United Methodist Hymnal, 44).

### **Working Definitions to be Applied to this Document**

- **Child Abuse:** A non-accidental injury or pattern of injuries to a child. Child abuse includes non-accidental

- **Physical Abuse:** Examples of physical abuse include, but are not limited to: beating, harmful restraint, use of a weapon or instrument, or actions that result or could result in serious physical injury.

- **Sexual Abuse:** Any sexual behavior imposed on a juvenile.

- **Emotional Abuse:** Expressing attitudes or behaviors toward a child that create serious emotional or psychological damage.

- **Child Neglect:** Any serious disregard for a juvenile's supervision, care, or discipline.

- **Child:** Any person in the sixth grade and below. Generally, this includes those persons from birth through twelve years of age.

- **Youth:** Any persons in the seventh through twelfth grades. Generally, this includes those persons ages twelve through eighteen.

- **Adult:** Any persons nineteen years old and older.

- To be considered a "lead adult" in ministry with children, a person must be eighteen years of age or older.

- To be considered a "lead adult" in ministry with youth, a person must be twenty one years of age or older.

**Procedures for the Hiring, Recruiting, and Screening of Paid Staff at  
Shady Grove United Methodist Church**

- Paid Staff refers to all salaried staff employed part-time or full-time by Shady Grove United Methodist Church.
  
- The following is required in the hiring and screening process for all paid staff:
  - a personal interview
  - a criminal background check
  - a reference check
  - an updated ministry description
  - All information concerning paid staff, including the criminal background check, will be accessible to the Senior Pastor and the chair of the Pastor-Parish Relations Committee. The executive director and director of the preschool shall have access to information regarding employees of the Shady Grove Preschool. The director of Christian Education shall have access to information regarding paid nursery workers. The persons having access to this information shall maintain its confidentiality.
  
- The Pastor-Parish Relations Committee will oversee this process for all paid staff.
  
- Staff shall have training that will includes instruction in policies on sexual harassment, Safe Sanctuaries, CPR/First Aid, signs of abuse and the procedures for reporting suspected abuse.

## **Procedures for the Screening and Placement of Volunteers at Shady Grove United Methodist Church**

- All volunteers desiring to work with children or youth will complete the Volunteer Covenant Statement.
  - All volunteers are required to complete national background as well as provide a list of personal and employee references. Updated background checks will be made every seven years.
  - All volunteer information will be kept in a locked file accessible only to the Senior Pastor, the Coordinator of Christian Education.
- All volunteer annual orientations will include information that covers the church's policies on safe ministry with children and youth.
- This orientation will also make volunteers aware of the Mandatory Reporting Statute of North Carolina concerning Child Abuse. North Carolina law requires everyone to report suspected child abuse or neglect. "Any person or institution who has cause to suspect that any juvenile is abused, neglected or dependent, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the Departments of Social Services in the county where the juvenile resides or is found." (N.C.G.S. § 7A-543)
- Volunteer Covenant Forms will be filled out one time. The volunteer agrees in the covenant to inform a Church Pastor or the Coordinator of Christian Education if any of the information changes.

## **Procedures for Safe Ministry with Children and Youth at Shady Grove United Methodist Church**

1. All prospective volunteers will complete a volunteer covenant agreement.
2. All prospective volunteers will be will complete a national criminal background check.
3. Any adult who has been convicted of any crime involving a child or youth will not be permitted to work with children or youth.
4. Whenever practical, a minimum of two adults should be present during any children or youth activity. We will strive not to have a teacher working alone with any children.
  - a) When this is not possible it is imperative that the one adult and children or youth remain in a public area where they can be observed by others.
  - b) If a volunteer is alone in a classroom with children or youth, the door to the room should remain open. There should always be open-door counseling with children and youth.
  - c) Windows in doors and walls will remain uncovered for the protection of the children, youth, and volunteers. All rooms will have a window in the door that gives visibility to all areas of the room.
  - d) Another adult (e.g., Sunday School Coordinator, Nursery Coordinator, Coordinator of Christian Education, or Youth Coordinator) will be in the hallways whenever teachers are teaching children or youth. This person will act as a visible presence in support of teachers, as well as a deterrent of any potentially harmful situations for our children and youth.
5. No volunteers under the age of eighteen (18) will be allowed to work with children or youth without the direct supervision of a "lead adult." We recognize that putting children in charge of children invites disaster.
  - a) To be considered the "lead adult" a person must be age eighteen (18) when working with children in a supervisory role.
  - b) To be considered the "lead adult" a person must be age twenty-one (21) or 5 years older than youth when working with youth.
6. Children and youth shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.
7. Children 4th grade and younger must be with a parent or teacher at all times. Children of this age should be released only to a parent or guardian. No children will be released to a sibling or older child. We will release children to siblings who drive with written permission of parents or guardian.
8. On Sundays and other times, children ages two and under must be signed in and out of rooms following the nursery guidelines.
9. Parents or guardians are asked to monitor the whereabouts of their children at all times.

10. Staff and volunteers should be at least 5 years old than the oldest child/youth being supervised in a group.

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11. Pastoral Counseling sessions should take place where other people are nearby even though not within hearing distance.

12. All Volunteer staff are encouraged to take first aid and CPR that will be offered annually. There should be one adult present at every church activity that is certified in basic first aid and CPR. The Lay Leaders of various programs should be trained. (preteen lay leader, children's lay leader, nursery coordinator). First Aid Kits will be kept in the preschool office, the kitchen, and in the each vehicle.

13. All playground equipment, nursery, classroom equipment and equipment in the youth room need to meet adequate safety standards.

14. A volunteer must be an active participant of Shady Grove UMC for at least six months before they are eligible to serve in the children's or youth ministries.

15. There is an open-door policy for all parents and guardians. They are allowed to enter and observe our program at anytime. Parents that attend Shady Grove ministries should check-in with director and wear a visitor badge.

16 All volunteers for children and youth will fill out a report if a child is injured or has an accident while on Church grounds or during a trip where the children/youth is in the care of Shady Grove UMC.

17. Parents will be informed if child is injured or has an accident while in the care of Shady Grove United Methodist Church.

18 The identity of children and youth will be concealed whenever possible to maintain a safe ministry environment. Email addresses will remain private. pictures will not be posted with names of children or youth without written permission from parents.

### **Procedures for Transportation of Children and Youth**

1. Children and youth shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.

2. No youth or child below under the age of thirteen will travel in the front seat.

3. It is preferred that there be at least two adults in a vehicle transporting children or youth. However, no unrelated adult driver is to transport any youth or child alone without the written or electronic permission of the parents or guardians involved. If possible, there will always be more than one youth or child in the vehicle.

4. All riders and drivers must wear seatbelts.

5. Vehicles should be driven with headlights on for safety.

6. Drivers must be at least twenty-one years of age. As a general rule, the driver most comfortable with the vehicle should drive.

**Procedures for Overnight Trips with Children or Youth**

1. The lodging situations on overnight trips will be assessed on each trip to determine the best sleeping arrangements for those in attendance.
2. No unrelated adult will share a bed with a child or youth.
3. The group leader will strive to have all of the rooms together in a block when possible.
4. Whenever practical, one unrelated adult should not spend the night alone with one child or youth. An exception would include sickness, emergency, etc.
5. As a part of the participant covenant, parents or guardians will agree to pick up their children or youth in the case of inappropriate behavior.
6. There should be two adults with children or youth in cabin, tent, hotel or other similar situation.

**Shady Grove UMC Field Trip Permission Form**  
**SHADY GROVE UMC CHILDREN/YOUTH MEDICAL**  
**AUTHORIZATION AND RELEASE FORM**

**EFFECTIVE DATE: August 1, 2005 through September 31, 2006**

**YOUTH NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_ **PLACE OF BIRTH** \_\_\_\_\_

I give my permission for my child, \_\_\_\_\_ to participate in the Shady Grove Student Ministries programs and events during the coming year. I hereby release Shady Grove United Methodist Church, its staff and sponsors, from responsibility and liability for any injury or illness that my student may sustain during activities. In the event of an emergency, I authorize an adult leader of the activity, as agent for me; to consent to any treatment needed by a physician, surgeon, or dentist licensed to practice under the laws of the state where the services are needed. I expect to be contacted as soon as possible. It is my responsibility to update the information below with any changes.

**SIGNATURE OF PARENT OR GUARDIAN** \_\_\_\_\_

**PRINTED PARENT NAME** \_\_\_\_\_

**INSURANCE COMPANY** \_\_\_\_\_

**POLICY NUMBER** \_\_\_\_\_

**MEMBER'S NAME** \_\_\_\_\_

**ALLERGIES** \_\_\_\_\_

**MEDICATIONS BEING TAKEN**

\_\_\_\_\_

**EMERGENCY CONTACT #1**

\_\_\_\_\_ Phone \_\_\_\_\_

### **Shady Grove United Methodist Church Policy on Discipline**

Shady Grove UMC policy on discipline centers on giving positive reinforcement and isolating children for a short period of time. If this proves ineffective with a particular child, the teacher may send the child for a talk with the Coordinator. A child is usually given a second chance to improve his or her behavior before the parent is called. This information will be directly shared with the child. Shady Grove does not allow physical discipline of children, under any circumstances. This is grounds for immediate termination of a staff paid/volunteer member. When positive reinforcement, isolation time-outs, and visiting the Coordinator prove ineffective for behavior modification, parents will be consulted, and as a last resort, the parent may be asked to withdraw the child. Important note: According to North Carolina Laws, a teacher accused of striking a child may be charged with felonious assault on a minor under age 12.

### **Sunday School/Nursery Check-In Check-Out Procedures**

Infant- Two Year Old

1. Check-in/Check-out Procedures: All parents of children in the infant and toddler-two nurseries and Sunday schools will be given a pager. Children in the three-and-four year old Sunday Schools and nursery will be given pagers as requested or needed. This should be automatic for any visitor.

- A. Please sign your child in each Sunday and fill in the check-in sheet.
  - B. Obtain a security tag or pager, write your child's name and the number from your security tag/pager on his/her name-tag. Take the security tag/pager with you and use this to pick-up your child.
  - C. If someone other than you will be picking up your child, please let the nursery volunteer know this before you leave. Remember to give the security tag/pager to the person picking up your child.
  - D. If you are using a pager, remember to turn this in at the time you pick-up your child.
  - E. For all nurseries please wait at the nursery station to both drop-off and pick-up your child. Do not go into the room. Hand your pager to the volunteer.
2. Please have your child's diaper bag labeled on the outside with his/her name. Also label any bottles or sippy cups. If your child is being toilet-trained, please alert the nursery volunteers. Remember that children who are being toilet trained are not as likely to ask or go to the bathroom with adults they do not know. If this is the case, we ask that you take your child to the bathroom before dropping your child off in the nursery.

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3. All children from infancy until they are 3-4 years of age will have bouts of separation anxiety. This is a normal part of their development. If, after 15 minutes, the nursery volunteers have been unsuccessful in calming your child, we will page you to return to the nursery to comfort your child.

In addition to being in the best interest of your child, it also ensures that the volunteers can meet the needs of the other children in the nursery.

4. If your child has any special needs or concerns, please alert the nursery staff. They are here to make the nursery experience a pleasant one. The more knowledge they have about your child the better they can meet his/her needs.

### **Responding to Allegations of Abuse**

If the alleged perpetrator is a volunteer...

1. The reporter should immediately complete the Report of Suspected Incident of Child Abuse form and inform the appropriate staff person responsible for the area of ministry in which the situation took place (Youth Coordinator, Coordinator of Christian Education) or the Senior Pastor. The person receiving this form is responsible for initiating the process set forth below.

2. Notify the Senior Pastor of the situation, if he or she has not already been informed.

3. The Senior Pastor will then investigate the allegations contained in the report and respond accordingly.

a) Follow-up must be done promptly and discreetly

b) The Senior Pastor must report his or her decision on the situation to the person making the initial report.

c) When dealing with allegations that, upon investigation, appear to be true, it is strongly recommended that the Senior Pastor notify the Department of Social Services (DSS).

d) If the Senior Pastor decides not to report the incident to the DSS, the Senior Pastor should make the initial reporter aware that the initial reporter may report the alleged incident to the DSS if the initial reporter feels it is necessary to do so.

4. If the Senior Pastor decides that the DSS should be contacted, the Senior Pastor should call the DSS and give a full statement based on the information he or she has collected.

a) When making this report, the initial reporter should be present with the Senior Pastor. The Senior Pastor should identify himself/herself to the DSS so that the Senior Pastor may gain information about the progress of any DSS investigation. If a person makes an anonymous report, he or she loses

all rights to further information.

5. Regardless of whether the DSS is notified, the Senior Pastor should contact the chair of the Pastor-Parish Relations Committee, a lawyer for counsel.

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6. Regardless of whether the DSS is notified, the Senior Pastor and/or the Chair of the Staff-Parish Committee should contact the District Superintendent

7. If the incident occurred on church property, during a church-sponsored activity, or involved a staff member, the church's insurance carrier should be notified.

8. A media spokesperson should be appointed. This spokesperson shall be the only person to give statements to the media.

a) The church staff should be informed of who the media spokesperson is.

b) If staff receive inquiries from the media they should direct all questions to the media spokesperson. Staff should not respond by saying "No comment" or making any other statement about the situation other than, "You will need to talk to (name of media spokesperson)."

9. Any person named as an alleged offender in a Report of Suspected Incident of Child Abuse form shall immediately be required to cease any contact with children or youth through Shady Grove United Methodist Church activities. The alleged offender may resume activities with youth and children at such time as the District Superintendent, Senior Pastor and Staff-Parish Committee has deemed it appropriate.

10. Our ministry, after abuse, must be aimed at assuring justice for all and healing for those who are suffering.

11. The Senior Pastor and/or age-appropriate ministry coordinator should keep a written record of the steps taken by the church in response to the allegations that have been made, including accurate dates and times these steps were taken. If the alleged perpetrator is a staff person...

1. The reporter should follow all of the above steps, but should not report the incident to the staff person who is the alleged perpetrator. Instead, the Senior Pastor or another staff person should be informed.

2. If the Senior Pastor is the alleged perpetrator, the Chair of the Staff-Parish Committee should assume the duties of the Senior Pastor in the above steps.

Report of Suspected Incident of Child Abuse

Individual Making Report:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_

Alleged Victim:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Age/Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Alleged Perpetrator:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_

Age/Grade: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Relationship to Victim: \_\_\_\_\_

Describe your concerns and grounds for concern in as much detail as possible, including

names, times, and dates where applicable and known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Reported to Staff person: (Name) \_\_\_\_\_

Date/Time: \_\_\_\_\_

• Reported to Senior Pastor: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Summary of Investigation of Allegation: \_\_\_\_\_

\_\_\_\_\_

• Follow-up with Initial Reporter, Date/Time: \_\_\_\_\_

• Call to Department of Social Services, Date/Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Report Given: \_\_\_\_\_

\_\_\_\_\_

• Call to Chair of Staff-Parish, Date/Time: \_\_\_\_\_

• Call to Chair of Church Council, Date/Time: \_\_\_\_\_

• Call to lawyer, Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

\_\_\_\_\_

• Call to District Superintendent, Date/Time: \_\_\_\_\_

• Call to Insurance Carrier, Date/Time: \_\_\_\_\_

Spoke with:

\_\_\_\_\_

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Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

X \_\_\_\_\_ Signature Date \_\_\_\_\_

Volunteer Children's/Youth Ministry

Confidential

Authorization and Request For Criminal Records Check

I \_\_\_\_\_ hereby authorize Shady Grove United Methodist Church to request Group's Church Volunteer Central in conjunction with Kroll's national background company to release 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 sheriff's department from all liability that may result from any such disclosure made in response to this request.

---

Signature of Applicant

Date

Print Applicant's Full Name:

---

Print all other names that have been used by applicant:

---

Date of birth

---

Social Security Number:

---

Driver's license number

---

License expiration date

---

Personal References for Volunteers of Shady Grove Children's and Youth Ministry

Please write down the name and numbers and address of three personal references for you as well as the last employer name, address, and phone numbers.

1.  
Name \_\_\_\_\_

Address \_\_\_\_\_

Numbers \_\_\_\_\_

2.  
Name \_\_\_\_\_

Address \_\_\_\_\_

Numbers \_\_\_\_\_

3.  
Name \_\_\_\_\_

Address \_\_\_\_\_

Numbers \_\_\_\_\_

Last Employer:

Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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**Shady Grove United Methodist Church  
Accident/Injury Report**

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Nature and circumstances of injury

Place of accident or injury

Play equipment or other items involved

Action taken

Parent contacted \_\_\_\_\_ Time \_\_\_\_\_

Witnesses \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

Director's signature \_\_\_\_\_ Date \_\_\_\_\_

## **Recognizing Sexual Abuse in Children:**

Mandatory Reporting Statute of North Carolina concerning Child Abuse.  
North Carolina law requires everyone to report suspected child abuse or neglect. “Any person or institution who has cause to suspect that any juvenile is abused, neglected or dependent, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the Departments of Social Services in the county where the juvenile resides or is found.” (N.C.G.S. 7A-543)

- Often there are no physical signs, and behavioral indicators can be subtle or attributed to other things.
- Sexual abuse covered by both civil and criminal code comprises a range of inappropriate sexual behaviors a caregiver may perpetrate on a child including:
  1. Exposing a child to pornography
  2. Touching offenses
  3. Sexual exploitation
  4. Sexual intercourse
- The range of behavioral indicators of child sexual abuse can include:
  1. Expressions of age-inappropriate knowledge of sex
  2. Sexually explicit drawings
  3. Highly sexualized play
  4. Low self-image, low self confidence
  5. Shame, guilt, or anxiety
  6. Expressions of unexplained fear of a person or place
  7. Avoiding or attempting to avoid a familiar adult
  8. Withdrawal
  9. Nightmares
  10. A child does not seem to understand that the overt display of sexual behaviors is uncommon.
  11. A child’s statement

One of the strongest indicators of sexual abuse is a child’s report. When a child says that he or she has been sexually abused, take the statement seriously. Resolve doubt in the favor of the child, and err on the side of protection.

### **Volunteer Covenant Statement**

The congregation of Shady Grove 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 statement 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.

- A. No adult who has been convicted of child abuse (including sexual abuse, physical abuse, or emotional abuse) shall be permitted to work with children or youth in any church-sponsored activity.
- B. Adult volunteers with children and youth shall, wherever possible, observe the "two adult rule" so that no adult is alone with children or youth.
- C. Adult volunteers with children and youth shall receive written information and instruction concerning church policy and state laws regarding child abuse.
- D. Adult volunteers shall immediately report to a Church Pastor or the Coordinator of Christian Education any behavior that seems abusive or inappropriate.

Please answer the following questions and X your response:

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?  
I do \_\_\_\_\_ I do not \_\_\_\_\_ Need to discuss \_\_\_\_\_
2. As a volunteer in this congregation, do you agree to stay informed of church policy and state laws regarding child abuse by attending scheduled training sessions and carefully reading all policies and letters on the subject sent to you by the church?  
I do \_\_\_\_\_ I do not \_\_\_\_\_ Need to discuss \_\_\_\_\_
3. As a volunteer in this congregation, do you agree to promptly report any suspected abusive or inappropriate behavior to a Church Pastor or the Coordinator of Christian Education?  
I do \_\_\_\_\_ I do not \_\_\_\_\_ Need to discuss \_\_\_\_\_
4. 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, and theft, but NOT including speeding tickets and other traffic violations)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

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If yes, will you discuss this matter with an appointed Church Pastor or Coordinator of Christian Education before accepting a volunteer assignment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If any of this information changes, I will report it promptly to a Church Pastor or the Coordinator of Christian Education.

Yes \_\_\_\_\_ No \_\_\_\_\_ Need to discuss \_\_\_\_\_

x \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Print Full Name

