

SAFE SANCTUARY POLICY

Code of Conduct for Protection of Children, Youth and Vulnerable Adults

REYNOLDSBURG UNITED METHODIST CHURCH

**1636 GRAHAM ROAD
REYNOLDSBURG, OH 43068**

Approved by the Church Board

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. The adopted resolution includes the following statements:

Jesus said, "Whoever welcomes [a] child ... welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones ... it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical, emotional and sexual exploitation and abuse" (§ 162C).

God calls us to make our churches safe places, protecting children and other vulnerable persons. God calls us to create communities of faith where children and adults grow safe and strong. [From *The Book of Resolutions of The United Methodist Church-2000*, pp. 180-181. Copyright © 2000 by The United Methodist Publishing House. Used by permission.]

Thus, in covenant with other United Methodist congregations, we adopt this policy for the protection and safety of children, youth and vulnerable adults in our church.

Purpose

Our purpose for establishing this Safe Sanctuary Policy is to demonstrate our commitment to the physical safety and spiritual growth of all our children, youth and vulnerable adults.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct our ministries in ways that assure the safety and spiritual growth of all our children, youth and vulnerable adults, as well as all of the workers serving them. We will follow reasonable measures in the selection and recruitment of workers; we will educate all persons working with children, youth and vulnerable adults regarding the use of all appropriate policies and methods (including first aid policies and methods

of discipline); we will implement approved operational procedures in all programs and events; 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 inquiries if an incident occurs.

This policy represents the minimum necessary precautions for protecting our children, youth and vulnerable adults. Individual ministries may establish more stringent requirements subject to the review of the Safe Sanctuary Review Board. If an ongoing variance from this policy is necessary to achieve ministry goals, the ministry leader should complete the "Request for Variance from Safe Sanctuary Policy" form (See Appendix G) and submit to the Safe Sanctuary Review Board for approval. The Safe Sanctuary Review Board will also hear appeals by individuals or groups adversely impacted by the application of this policy or the adoption of more stringent requirements by an individual ministry..

Definitions

The following terms are defined for the specific purpose of this document.

1. "Abuse" is a harmful act against any child, youth or vulnerable adult that presents itself in the following forms or types:
 - Verbal Abuse – Any verbal act that humiliates, degrades or threatens any child, youth or vulnerable adult.
 - Physical Abuse – Any act or failure to act that endangers a person's physical and/or mental health. In the case of child, youth or vulnerable adult physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or vulnerable adult.
 - Sexual Abuse – The sexual exploitation or use of minors or vulnerable adults for satisfaction of sexual drives. This includes, but is not limited to: a) incest, b) rape, c) prostitution, d) romantic involvement with any participant, e) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child, youth or vulnerable adult in church sponsored activities, f) sexualized behavior that communicates sexual interest and/or content. Examples of sexualized behavior include, but are not limited to: "displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse" (Resolution 36, *The Book of Resolutions 2004*).
 - Ritual Abuse - Any act of physical, sexual, psychological violence or manipulation inflicted on a child, youth or vulnerable adult intentionally and in a stylized way, by someone or multiple people who appeal to a higher authority or power to justify the abuse.
 - Electronic Abuse – Any act utilizing electronic means that could be construed as verbal, physical, sexual, or ritual abuse. This would include but not be limited to telephone, e-mail, blogging, texting, etc.
2. "Adult" means an individual 18 years of age or older who engages in supervisory responsibility.
3. "Adult Monitor" is an adult who frequently moves in and out of rooms or activity areas adding additional supervision as needed.
4. "Child" or "Children" means any person(s) who is not yet **begun 5th grade**.
5. "Safe Sanctuaries" is the name commonly given by United Methodist Annual Conferences and local churches to their individual efforts to make conference, district, and local church programs welcoming and safe for children, youth and vulnerable adults.
6. "Staff" means any employee of the church. This does not include persons who are serving as independent contractors for the church.

7. "Servants" means an adult who assists in conducting children, youth or vulnerable adult activities. Servants under the age of 18 are classified as "student servants" in Operational Procedure 5. e.
8. "Vulnerable adult" means any persons 18 years of age or older identified by themselves, a caregiver, or a staff person as being unable to take care of themselves, or unable to protect themselves against significant harm or exploitation due to diagnosed diminished physical, mental or emotional capacities.
9. "We" or "Us" means the Reynoldsburg United Methodist Church.
10. "Youth" means a person who **has begun their 5th grade school year**, but has not yet reached **June 1st of the year** in which they finished 12th grade. A "youth" may therefore be an individual who is 18 years old or older but still in high school. The term "youth" refers to persons who are strictly participants, holding no supervisory responsibility, in a church sponsored activity.

Hiring, Selection and Screening

Careful screening is one way to help ensure the protection and safety of children, youth and vulnerable adults.

1. Three Month Rule

No one will be considered for any position involving contact with children, youth or vulnerable adults until he or she has demonstrated an active relationship with Reynoldsburg United Methodist Church for a minimum of three (3) months. Any exception to this requirement must be approved by the Ministers of Children and/or Youth.

2. Written Application

All persons –volunteers – seeking to serve with children or vulnerable adults must complete and sign a written application, a copy of which is attached as "Appendix A". For those seeking to serve with youth, a Leader Covenant, which is attached as "Appendix G" must be completed.

3. Criminal Background Check

A background check, including a National Criminal Database and Sex Offender searches, is required for all new hire staff and Servants who are entrusted with the care and supervision of children, youth, or vulnerable adults. A background check will also be required for any servant in a youth activity who is age 18 or over. Before a background check is run, prospective applicants will be asked to sign an authorization form allowing us to run the check. If an individual declines to sign the authorization form, the individual will be unable to participate or serve with children, youth, or vulnerable adults. Background checks will be completed by the Reynoldsburg United Methodist Church.

Criminal background checks will not be required for adults serving in ministries who are not entrusted with the direct care and supervision of children, youth, and vulnerable adults, but may have incidental contact with them. (For example, adult mission trips, adult work camps, contract laborers on church property, and other such events where adults may encounter children at a job site but they are not entrusted with their care or supervision.)

What constitutes a disqualifying offense that will keep an individual from serving with children, youth, or vulnerable adults will be determined by the Site Leader on a case-by-case basis in light of all the surrounding circumstances.

Criminal background checks will be updated at least every five years for general staff and every two years for any staff or servant having direct care or supervision of children, youth or vulnerable adults. If a staff member or servant has not been in an active relationship with the church for one or more years, a new criminal background check will be conducted.

4. Reference Checks

Before an applicant is permitted to serve with children, youth, or vulnerable adults, some or all of the applicant's references will be contacted.

5. Personal Interview

Based on a review of the application, background and reference checks, a face-to-face interview may be scheduled with the applicant and the specific ministry leader and/or the responsible staff person to discuss the applicant's suitability for the position. If applicants are not selected for a position they will be notified by the ministry leader.

6. Maintenance of Records

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location. Paper Documentation will be maintained by the Ministers of children and/or Youth while electronic archives will be maintained by the Office Manager. Access to this information will be logged and restricted. These materials will be archived, unless otherwise required by law to be destroyed.

Education and Training

One of the best protections an organization can have against abuse is to set clear conduct standards for all staff and servants. These standards can then be reinforced through training programs tailored to specific audiences. It is extremely important that everyone in the church understand the importance of this policy and the basic provisions that demonstrate our commitment to protecting the safety of our children, youth, and vulnerable adults. This includes training for those staff and servants supervising activities; age and ability appropriate training for children, youth, and vulnerable adults; general education for all other members of the congregation and church attendees; and notification to the community that our church has adopted and embraced a Safe Sanctuary policy.

1. Supervisor Training

Training is a requirement for all staff and servants serving with children, youth, or vulnerable adults in church activities. An educational component of the Safe Sanctuaries Program will be

part of the Application Packet and Interview. Thereafter, the minimum training would be an orientation that includes information regarding this Policy, procedures for supervision, as well as information on how to identify and report abuse.

Training will be conducted at least annually for all staff and volunteers working with children, youth, or vulnerable adults in church activities. This may be completed in a video format.

2. Children, Youth and Vulnerable Adult Training

Age and ability specific training will be provided to all children, youth, and vulnerable adults so that they can understand the concept of abuse and have the ability and knowledge (where such capacity exists) to understand what is and is not appropriate behavior, and how to report violations of this policy.

3. Congregation Education

The entire congregation of The Reynoldsburg United Methodist Church should be made aware of the importance of this program and should understand the obligations of the church in protecting and supporting the healthy development of our children, youth, and vulnerable adults. The program should be advocated from the pulpit, published in the chosen format of mass communication, and **included in all new member training classes.**

4. First Aid and CPR

First aid and cardiopulmonary resuscitation (CPR) training is required for all staff members assigned to serve with children, youth, or vulnerable adults. It is strongly encouraged that all servants be certified in the administration of first aid and CPR. Certification classes will be offered free of charge at the church for staff and servants.

Operational Procedures

Operational procedures are designed to provide for the protection and safety of our children, youth, or vulnerable adults and to protect staff persons and servants from unwarranted accusations.

1. Supervisory Responsibility

The Reynoldsburg United Methodist Church assumes responsibility for supervision of children, youth, and vulnerable adults from check-in through check-out, of designated programming times. Check-in will be permitted at least 10 minutes before a scheduled event and check-out should be concluded within 10 minutes after a scheduled event. We are not responsible for children, youth, or vulnerable adults at times when no ministry offerings are scheduled for these individuals. We are also not responsible for youth when youth choose not to participate in the youth ministry offerings which are scheduled. In such cases, the parents of the youth will be contacted to pick up their youth. (See Operational Procedure 9 for specific check-in and check-out procedures.)

*Children not in programming are expected to be supervised by a parent or other responsible adult.

Attendance must be taken for each activity. Attendance records must be kept for each activity for Church Conference reports at the end of the year.

2. Physical Contact

Appropriate physical touch is an important part of showing love and support to children, youth, and vulnerable adults. Nothing in the Safe Sanctuary Policy should be construed as stopping an adult from hugging an individual to show care or approval for something well done or to comfort one who has faced a disappointment or injury. Other appropriate physical touching includes pats on the shoulder or back, handshakes, "high-fives" or hand slapping, holding hands while walking with small children, and holding hands during prayer.

Inappropriate touch will not be tolerated. Inappropriate touching includes those items listed in the definition of abuse above, but also would include, but are not limited to, inappropriate or lengthy embraces, kissing on the mouth, holding minors over five years old on the lap, tickling, and any form of unwanted affection.

3. Administration of Discipline

Staff and servants are prohibited from using physical punishment in any way for behavior management of children, youth, and vulnerable adults. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others. Staff and servants are prohibited from using harsh language, degrading punishment or behaviors, or mechanical restraint such as rope or tape for behavior management. Staff and servants are prohibited from participating in or allowing others to conduct any hazing or ritual abuse activities relating to children's or youth ministry.

4. Prohibited Behavior

Staff and servants are prohibited from the use, possession, distribution, or being under the influence of alcohol or illegal drugs, or the misuse of legal drugs, while participating in or assisting with programs or activities specifically for children, youth, or vulnerable adults. Staff and servants who use tobacco must do so only when not supervising children, youth, or vulnerable adults. This should be accomplished discreetly outside of the facility and well away from participants.

Staff and servants shall not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to children or youth, nor will they permit them to possess such items while participating in church activities.

No person shall possess, use or store a dangerous weapon on church premises or while participating in any church sponsored activities. Exceptions will be made for weapons under the control of law enforcement or military personnel in the course of their duties, and for church sanctioned functions or activities (i.e., kitchen knives, trap shooting, archery, etc.).

5. Appropriate Supervision

It is our goal that a minimum of two adult servants be in attendance at all times when children, youth, or vulnerable adults are being supervised during our programs and activities. There will, however, be occasions when this is not possible.

In the absence of two adults serving in supervisory roles, these other safety initiatives can be utilized based on activity and age group to provide appropriate supervision:

a. Public Place

All activities are conducted in a public place where other adults are present.

b. Line of Sight

Activities should be conducted in rooms with unobstructed glass windows, a dutch door with the top half remaining open, or with the door to the room remaining completely open. In an outdoor setting, such as a playground, any one-on-one interaction between adults and children, youth, or vulnerable adults should be conducted with the line of sight of others.

c. Rule of Threes

Each activity or group is comprised of at least three people, at least one of whom must be an adult.

d. Adult Monitor

An adult monitor is an adult who frequently moves in and out of rooms or activity areas adding additional supervision as needed. The adult monitor will randomly observe the activity (at least once during a one-hour period).

e. Student Servants

There may be times when it is necessary or desirable for youth (paid or unpaid) who are themselves under age 18 to assist in caring for or instructing children during programs or activities. The following guidelines apply to such servants:

- Paid Student Servants must be at least age 16
- Student Servants must be in the 5th grade or above
- Student Servants will be screened as specified above (Students under age 18 are exempt from the criminal background check)
- Student Servants must be under the supervision of an adult and must never be left alone with children.
- Student Servants are expected to follow this policy and all other church policies

f. Express Parental Permission

Parents may expressly provide permission for their child or youth to be alone with another specifically named adult. This may be done in writing or communicated verbally to at least two adults.

g. Residential Supervision

For the safety of both children, youth, and vulnerable adult participants AND staff and servants, when an event is held off church property, in a non-public setting (i.e. personal residence) the adult leaders must be unrelated. If it is such that the 2 leaders are related (in marriage, as siblings, or other familial relationships) a third unrelated leader must be present.

6. Minimum Supervisory Requirements

Our intent is to provide guidance based on age group and activity which bolsters the safety of our children, youth, and vulnerable adults, and provides protection to staff and servants against baseless claims. In the absence of two adults being present at the activity, the following safeguards will be acceptable with one adult present and:

- a. Counseling and Private Conversations with Any Minor**
 - 1. Public Place or;
 - 2. Line of Sight and Adult Monitor or;
 - 3. Express Parental Permission

- b. Children's Ministries On-Site**
 - 1. Public Place or;
 - 2. Line of Sight and Student Servant or;
 - 3. Line of Sight and Adult Monitor

- c. Youth Ministries On-Site**
 - 1. Public Place or;
 - 2. Line of Sight and Adult Monitor or;
 - 3. Line of Sight and Rule of Threes

- d. Children and Youth Ministries Off-Site Day Trips**
 Minimum supervisory ratio of 1 adult to every 6 children and 1 adult to every 8 youth, and:
 - 1. Public Place or;
 - 2. Line of Sight and Rule of Threes or;
 - 3. As permitted in Operational Procedure 7.

- e. Children and Youth Ministries Off-Site Overnight Trips**
 Minimum supervisory ratio of 2 adults for every 10 children/youth. When both males and females are participating, there must be at least one male and one female adult supervising, and:
 - 1. Public Place or;
 - 2. Line of Sight and Rule of Threes or;
 - 3. As permitted in Operational Procedure 7.

- f. Vulnerable Adult Ministries**
 - 1. Public Place or;
 - 2. Line of Sight and Adult Monitor or;
 - 3. Line of Sight and Rule of Threes

- g. Transportation To and From Offsite Events**
 - 1. Rule of Threes or;
 - 2. Express Parental Permission

- h. Residential Setting (example: personal residences)**
 - 1. **Two unrelated adults**
 - 2. **Married couples must have a third, unrelated adult present**

7. Organized Youth Activities

No child or vulnerable adult will be left unsupervised while participating in any designated Children's programming activities. There are valid situations where youth may be permitted to be unsupervised for short time periods (i.e., amusement park trips, youth band practice, recreation activities, etc.). These situations must be expressly approved by the on-site ministry leader. Recognizing that there is safety in numbers, when youth are participating in any activity

not under the direct supervision of an adult, all unsupervised youth should travel in groups of no less than three youth for help and protection. In such situations, youth should notify an adult leader before leaving the larger group and reasonable check-in periods should be established throughout the day.

Organized youth activity participation is limited to “youth” as defined in this policy. There may be circumstances where it is appropriate and/or desirable to have adults aged 18-23 attend as participants in youth activities. These exceptions must be approved by the ministry leader. It must be understood that these adults are attending as participants and not as leaders, supervisors, counselors, junior counselors, etc.

8. Five Year Separation

No individual shall supervise an age group unless he/she is five (5) years older than the oldest child or youth being supervised. This requirement does not apply to vulnerable adults. The five year separation requirement may be waived by the Executive Pastor based upon the recommendation of the ministry leader.

9. Check-in/Check-out Procedure

Check-in and check-out is required for children through the 4th grade. Procedures for children must include that the computer check in system is utilized and all required fields filled out, to include parent name and contact info and emergency contact information, as well as any medical or allergy information.

10. Restroom Guidelines

Children five years of age and younger should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available, staff and servants must follow these guidelines:

- a. Avoid being alone with a child in a bathroom
- b. Never go into a bathroom stall with a child and shut the door.
- c. No persons under the age of 18 shall help children in the bathroom unless the child is their own sibling.

If a classroom bathroom is not available for preschoolers, kindergarteners, and children with special needs, an adult should escort a group of children to the hallway bathroom. It should be the practice to always go as a group. Avoid taking a child to the bathroom alone. If this is not reasonable or appropriate, and only one child must go, an adult should escort the child to the hallway bathroom and check the bathroom to make sure that the restroom is clear before allowing a child to enter. Ask adults who are entering the restroom to please wait until the child is finished. The adult should then remain outside the bathroom door and escort the child back to the classroom. The adult should open the bathroom door and call the child's name if he/she is taking longer than seems necessary. If a child requires assistance, the adult should prop open the bathroom door and leave the stall door open as he/she assists the child.

First through 4th grade children will utilize hallway bathrooms following the escorting guidelines listed above. Youth will utilize hallway bathrooms with the teacher or other ministry leader's permission.

When only one adult is supervising an activity, the adult monitor must be contacted to handle either the restroom duties or supervise the classroom until the other adult returns.

11. Overnight Accommodations

At events that require overnight accommodations, participants will be supervised by adults. The on-site ministry leader should ensure that adequate monitoring occurs throughout the night. Males and females (both participant and adult) should sleep in separate rooms at all events and have separate access to bathroom facilities. Staff and servants are prohibited from sharing a bed or other sleeping space (i.e. sleeping bag) with a child, youth, or vulnerable adult. Married couples may share sleeping space separate from the larger group if it is not a hindrance to the overnight event and approved by the ministry leader.

Where adults and children or youth are sharing sleeping facilities, the adults should sleep at one end of the room and the children/youth at the other end. If the facilities dictate, it is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement, gymnasium or camp lodge. In such situations, males should be on one side of the facility and females on the other, separated by the adults. When participants share a room with leaders, leaders shall sleep in separate beds from participants. **In dorm/hotel type housing situations, adult leaders will be housed in a central location and all children/youth will be made aware of rooms/how to find them in case of emergency or needs during the night.** In no case should any one leader be alone with any one child, youth, or vulnerable adult in a sleeping room.

Adults should not dress, undress, bathe, or shower in the presence of children or youth. Occasionally, shower facilities may be in an open locker room. In such situations schedules should be staggered if possible to comply with this policy, but in any case common sense and modesty should dictate our actions.

12. Transportation Policy

Whenever there is a possibility that a servant or staff worker will be transporting children without a second adult present at all times, or where only one youth will be transported by only one adult, the leader must receive permission from a parent or guardian of each child or youth transported and must make specific arrangements for the transportation. This permission may be given in writing or communicated verbally to at least two adults. The leader must let the parents know when he or she and the child or youth will be leaving, how they will be traveling, when they expect to arrive at their destination, and when they will return.

All drivers transporting children, youth, or vulnerable adults who are not members of their family must have a current criminal background check. Additionally, the driver must have completed the driver information form that we will provide. A copy of this form is shown in Appendix B. Drivers must be at least 21 years of age, have a valid driver's license, have current license plates, have proof of auto liability insurance, and have and require the use of seatbelts and/or child car seats as appropriate for all occupants.

13. Participation Covenant

Parents and guardians, and all participants who can understand a covenant shall sign a participation covenant at the outset of the program wherein each person states their understanding of the rules and their agreement to follow the rules. Adult staff and servants will have a covenant that includes a reminder of the Safe Sanctuaries policy. Appendix G provides templates for use by ministries serving children, youth, and vulnerable adults outlining the minimum requirements. Additional covenants may be necessary to meet the needs of each affected ministry.

14. Registration and Permission Forms

Registration materials for activities in which children are outside of the direct supervision of their parents/guardians shall require signed written permission forms, which include pertinent health information, in order to participate. The permission form will also outline the nature of the adult supervision which will be provided. A copy of the permission form is contained in Appendix G and such forms will be updated annually or as changes are made.

15. Hosting Other Groups On-Site

There are occasions where other groups of children, youth, or vulnerable adults use our facilities for organized activities. When such requests are made, the Executive Pastor or his designee will ask for a copy of any abuse prevention policies in place for that organization and will review the policy. If there is no policy or the policy is deemed deficient by the Executive Pastor or his designee, the outside group will be asked as a condition of usage to comply with the Reynoldsburg United Methodist Church Safe Sanctuary Policy.

16. Accidents or Illness

If a child, youth, or vulnerable adult becomes ill or is injured during a sponsored activity, the on-site ministry leader should be notified promptly. In the event of a serious accident or illness, 911 should be called immediately. The parents or guardian should also be notified immediately. The health release form should be readily available for emergency workers. If the injured party is not released to their parent or guardian, an adult should accompany the child, youth, or vulnerable adult to the hospital as permitted by the emergency workers. Provisions must be made to ensure adequate supervision remains at the ministry activity.

Staff and servants may administer basic first aid only. This does not include providing aspirin or other over-the-counter or prescription medications without express parental permission. This may be done in writing or communicated verbally to at least two adults. (See Appendix D)

Any accident that occurs while a registered participant is attending a sponsored activity must be reported to the Pastor or Director in charge of that activity using the "Incident/Accident Report" shown in Appendix E. The original accident/illness report should be forwarded to the Executive Pastor. A copy of the completed report will be kept on file by the Pastor or Director responsible for the ministry.

17. Emergency Preparedness

The ministry leader is responsible for training staff and servants in their responsibilities in case of emergency, and in the location and use of emergency materials (fire extinguishers, etc.). A plan for emergency evacuation of participants must be developed as part of the church emergency response plan. Emergency dismissal procedures must be developed. All regularly scheduled activities for children, youth, and vulnerable adults will conduct two fire training sessions annually.

18. Parents/Guardians Welcome

Parents or Guardians are welcome to drop in unannounced during any activity that involves children, youth, or vulnerable adults. Pastors and other staff members may also visit classrooms unannounced.

19. Accountability

Both staff members and servants are expected to understand and comply with this policy. Violations of this policy should be reported to the on-site ministry leader, the staff member responsible for the activity, the Pastor/Director responsible for that ministry, or the Executive Pastor. The individual reporting the violation and the identity of the victim may remain anonymous. The Executive Pastor will receive a report of all violations of this policy and will regularly review and maintain these records.

Staff members who violate the policy will be subject to disciplinary action up to and including termination of employment. Servants who violate this policy will be coached and counseled by the appropriate staff member. Repeated violations will result in the removal of the servant from his or her assignment.

20. Responsibilities of the Safe Sanctuary Review Board

The Executive Pastor or his designee will review this Safe Sanctuary Policy at least annually and make any necessary modifications or revisions. The Executive Pastor or his designee will also review and approve check-in and check-out procedures for all children, youth, and vulnerable adult ministries. The Executive Pastor or his designee will also receive all reports of violations of the Safe Sanctuary Policy along with corrective actions taken. The reports may be redacted by the Executive Pastor and the ministry leader to conceal the identity of alleged victims and abusers. The Executive Pastor and the ministry leader will report to the church board regarding compliance with the policy and the propriety and consistency of the actions recommended.

Reporting and Response

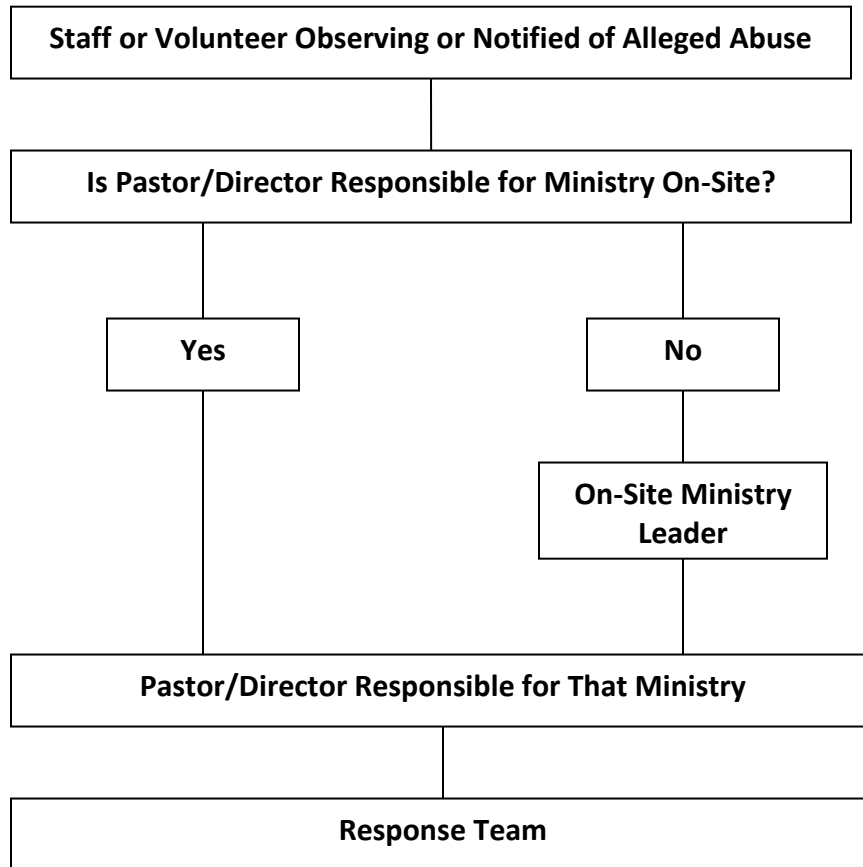
Once an allegation of abuse is made, it will be dealt with promptly and in a clearly outlined manner. A quick, compassionate, confidential, and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously and properly investigated. In all cases of reported or observed abuse in an activity involving children, youth, or vulnerable adults, the entire staff of that activity shall cooperate with all official investigating agencies and appropriate conference officials.

1. Fact Gathering and Reporting

The staff person or servant who observes alleged abuse or to whom such alleged abuse is reported shall report the incident immediately to the Pastor/Director responsible for that activity if they are on-site. If the Pastor/Director is not on-site, the incident should be reported to the person in charge of the ministry activity. In the event the alleged abuser is the Pastor/Director or the person in charge of the ministry activity, the report should be made to the next higher level of authority.

The Pastor, Director or person in charge of the ministry activity shall provide immediate care to ensure the safety and well-being of the victim. Further, the Pastor, Director or person in charge of the activity will obtain necessary information such as the name of the alleged victim, his or her address and family contact information, the nature of the allegation, and the name of the alleged perpetrator. This information will be kept in strict confidence and maintained in a secure location. If the Pastor/Director is not on-site, the person in charge of the activity will contact the Pastor/Director responsible for that ministry.

The reporting process is diagrammed on the following page:



2. Removal of Alleged Abuser and Alleged Victim

The person suspected of abuse (respondent) shall, for the safety and well-being of all involved, be removed with dignity from further contact with children, youth, or vulnerable adults until an appropriate investigation has taken place. In the event that the respondent is a staff person in charge of the activity, the Executive Pastor will place the staff person on leave of absence during the investigation, will ensure the safety of the activity participants and leaders, and will provide for the further administration or cancellation of the event.

The alleged victim of abuse should also be removed from the ministry activity and taken to a safe place.

3. Notification of Authorities

If the allegations fall within the list of child abuse offenses found in the Ohio Revised Code which requires mandatory reporting, the staff member shall make a report to the proper authorities. The person in charge of the activity will cooperate fully with the investigation. The parents of the child or youth, or the guardian of the vulnerable adult, shall be contacted and informed of the alleged incident and appropriately assisted by the staff person in charge of the activity.

4. Response Team

A response team shall be formed and will be assigned to take any further actions that are necessary or required. The Response Team shall follow the advice of legal counsel and the District Superintendent (or the Superintendent's representative).

The Response Team shall be made up of the Senior Pastor, the Executive Pastor, the Church Board Chairperson, and a mental health professional. If the alleged abuser is a clergy or member of the staff, the Staff Parish Relations Committee Chairperson will also serve on the Response Team.

The Response Team shall appoint one member of the team to serve as sole media spokesperson. Until such time as a media spokesperson has been named, all media requests for statements should be directed to the Senior Pastor. The Response Team shall determine the appropriate means of communicating with the congregation.

5. Non-Church Related Abuse Report

If the allegation concerns activities or persons outside any supervisory relationship to a church related event or activity, the staff person or servant who receives the report will notify the Pastor/Director responsible for that ministry if they are on-site. If the Pastor/Director is not on-site, the incident should be reported to the person in charge of the ministry activity. If the allegations fall within the list of child abuse offenses found in the Ohio Revised Code which requires mandatory reporting, the Pastor, Director, or staff person in charge of the activity will make the initial contact with the appropriate authorities in a timely manner. If the Pastor/Director is not on-site, the person in charge of the activity will notify the Pastor/Director responsible for that ministry. The Pastor/Director responsible for that ministry will determine if any further action needs to be taken by church personnel.

6. Documentation

The Pastor, Director, or person in charge of the activity who received the initial report will carefully and contemporaneously document all information received and all actions taken in follow-up of the allegation and provide the information to the Response Team.

Conclusion

The objective of this policy is not to hinder our experience and interaction with children, youth, and vulnerable adults, but to enhance it and to create a safer environment for all. This is an always evolving policy and not necessarily an exhaustive list. There will always be situations where it may seem like it is not possible to operate within this policy. This is when we need to look to creative solutions and use good judgment to provide a safe, loving, and caring environment for our children, youth, and vulnerable adults.

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

Appendix A
Servant Leader: Application

PERSONAL INFORMATION

date of application: _____

Name: _____

Cell Phone: _____

Address: _____

Phone Carrier: _____

Email Address: _____

Birthdate: _____ / _____ / _____
 month day year

Marital Status: _____ single _____ married

Spouse's name? _____

T-shirt size S M L XL
(CIRCLE) 2X 3X 4X

if a high school student,
parent's / guardian's name? _____

Occupation: _____

Place of Employment: _____

Emergency Contact Name: _____

Phone Number: _____

CHURCH INFORMATION

Do you call our church home? ___ yes ___ no

If not, what church do you call home? _____

How long have you been attending our church? _____ Are you a member of our church? ___ yes ___ no

MINISTRY INFORMATION

Please list all areas of previous experience in ministry or other church involvement, along with dates:

In what area(s) of ministry are you hoping to serve and why do you feel called to such?

If serving directly with children or students, why do you feel led to be a role model in their lives?

FAITH JOURNEY INFORMATION

Briefly describe when and how you accepted Jesus Christ as your personal Savior:

Appendix A

Please share any recent (last three years) experiences that have contributed to your spiritual growth:

REFERENCES

Please list friends, ministry mates, or business associates (not relatives) who know you well that the church may contact:

| Name | Email | Phone |
|------|-------|-------|
|------|-------|-------|

| Name | Email | Phone |
|------|-------|-------|
|------|-------|-------|

CONSENT & CONFIDENTIALITY

I give Reynoldsburg United Methodist Church the right to contact all references and to secure additional information about me. I hereby release from liability the representatives seeking such information and all other persons, corporations, or organizations for furnishing such information. I also understand Reynoldsburg United Methodist Church may request a review of policy / criminal records concerning me and, as with this application, all reasonable efforts will be made to maintain strict confidentiality.

Signature: _____ Date: _____

Thank you for your interest in serving as a leader with our children & youth. We appreciate your willingness to take the time to complete the application process and look forward to sitting down with you to talk more about possible serving opportunities!

**Reynoldsburg United Methodist Church
Children, Youth and Vulnerable Adult
Driver Information Form**

Driver Information:

Driver Name: _____

Alternate Driver Name: _____

Primary Vehicle Information:

Year, Make and Model: _____

License Plate: _____ Registration Expires: _____

Secondary Vehicle Information:

Year, Make and Model: _____

License Plate: _____ Registration Expires: _____

Insurance Information:

Insurance Company: _____ Agent Name: _____

Policy Number: _____ Expiration Date: _____

I certify that the information provided above is true and correct to the best of my knowledge. I understand that as a driver transporting children, youth or vulnerable adults I must be twenty-one (21) years of age or older, hold a valid driver's license, and have the state minimum required insurance coverage in effect on any vehicle used for transportation in this ministry. I also agree to obey all traffic laws and require all vehicle occupants to use seat belts or state approved child car seats or booster seats as required by law.

Signature _____ Date _____

Signature _____ Date _____

Reynoldsburg United Methodist Church Children, Youth and Vulnerable Adult Medical information and Release Form

Name of Participant/Volunteer _____
(Please Print)

Address _____

City _____ State _____ Zip _____

Email _____ Cell Phone _____

If a Minor, Mother's (or legal guardian) Name _____

Home Phone _____ Cell Phone _____

If a Minor, Father's (or legal guardian) Name _____

Home Phone _____ Cell Phone _____

Other Emergency Contact Name _____

Phone _____ Relationship _____

Family Doctor _____ Phone _____

Family Dentist _____ Phone _____

Health Insurance Company _____

Group Number _____ Policy Number _____ Phone _____

Personal Medical Information

Known Allergies _____

Other Medical History _____

Current Medications _____

Dietary Restrictions _____

Physical Restrictions _____

In the event that I am unable to be reached at the phone numbers above, I hereby authorize emergency medical treatment, surgery or dental care to be given to the above participant as considered advisable or necessary in the judgment of an emergency medical professional or attending physician.

Signature (Parent or Legal Guardian if Under 18) _____ Date _____

Reynoldsburg United Methodist Church Request for Administration of Medication

Regarding the administration of medicine, both over-the-counter and prescription, by staff and/or volunteers of Reynoldsburg United Methodist Church

- All medicines, both over-the-counter and prescription, and this completed form will be given to the designated health officer prior to departure on a trip/event.
- Devices such as inhalers and EpiPens and any other medicine that must be kept on the person will be permitted. Please see below for signature regarding such a circumstance.
- Prescriptions must be in the child's name, must not be expired and must have the pharmacy label with dosage and administration instructions.
- Over-the-counter medicine must be the appropriate product for the age of the child. For example, a bottle of regular ibuprofen has dosage instructions for those 12 years and older. Therefore, this medicine cannot be administered to anyone under 12 years old. Please bring the appropriate medicine for the age of the child.
- Parents/Guardians should know that the designated health officer might not have any medical training. They are simply the person responsible for the possession and distribution of medicine. Therefore, all directions related to the medicine and its purpose, the correct dosage and administration instructions should be clearly explained on this form.

Name of Child _____ Date of Birth _____

I give the staff and/or volunteers of Reynoldsburg United Methodist Church permission to administer to my child the medicine(s) listed on the reverse side of this form. I have provided all contact information to the leaders of this event in case of questions regarding these medicines or in case of an emergency.

(Parent/Guardian Signature) Date _____

Mother/Guardian Home Phone _____ Cell _____

Father/Guardian Home Phone _____ Cell _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Home Phone _____ Cell _____

My child must have the device/medicine indicated on the reverse side of this form on his/her person at all times. He/she has been instructed as to how to use it properly. He/she also understands that he/she is never to give it to and/or share the medicine with another person.

(Parent/Guardian Signature) Date _____

(OVER)

Appendix D

| Name and Purpose of Medicine | Dosage | Time of Administration | Date and Time of Each Administration (Health Officer Only) |
|-------------------------------------|---------------|-------------------------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Appendix E

**Reynoldsburg United Methodist Church
Incident / Accident Report**

Date of Incident/Accident: _____ Time: _____ am _____ pm

Address of Incident / Accident location: _____

Full name of Person involved in Incident / Accident:

Last First Middle Initial

Complete Address

Phone

Did Incident / Accident occur during a church sponsored event? Yes No

Name of church sponsored event: _____

Was person supervised during this event? Yes No

Name of supervisor: _____

Did Incident / Accident occur during normal hours of operation? Yes No

Description of exact location of Incident / Accident:

Description of Incident / Accident:

Was medical treatment required? Yes No

Description of medical treatment: _____

Did person leave Incident/Accident location under his/her own power? Yes No

If not, then how? _____

Name of reporting person: _____ Date of reporting: _____

Please print

Please complete all information and return to:
Director of Administration
Reynoldsburg United Methodist Church
1636 Graham Rd.
Reynoldsburg, OH 43068

**Reynoldsburg United Methodist Church
Incident / Accident Report**

Children/Youth Supplement:

Age of child/youth injured: _____

Was another child/youth involved? Yes No

Age of other child/youth: _____

Name of other child/youth: _____

How was the situation handled? (i.e. time-out, removal from scene, etc.)

Witnesses to incident:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Parent or guardian or blood relative notified

Please print:

Signature: _____ Date: _____

Request for Variance from Safe Sanctuary Policy

Name of Ministry:

Provision(s) for Which Variance is Requested:

Reason for Variance:

Ministry Leader Name: _____

Ministry Leader Signature: _____

Pastor/Director Responsible for Ministry: _____

Pastor/Director Signature: _____

Date Submitted: _____

Safe Sanctuary Review Board Action

Date Approved _____

Date Disapproved _____

(Safe Sanctuary Review Board Chair Signature)

Employee/Volunteer Covenant

I, _____, understand that I am representing our Lord Jesus Christ and Reynoldsburg United Methodist Church in all children's, youth and vulnerable adult activities. Therefore, for my own safety, the well-being of others, and mutual respect, I promise that:

1. I have received a copy of and have read, understand and will support and comply with the Reynoldsburg United Methodist Church Safe Sanctuary Policy.
2. I have received a copy of the Reynoldsburg United Methodist Church mission, vision, core process, foundational values, aspirational values and ministry values. I agree to conduct myself and lead others without contradicting these principles.
3. I agree to support the ministry I am serving by honoring time commitments I have made to this ministry and I will give notice if I will be absent.
4. I will complete any required education and training courses, including participation in Safe Sanctuary Policy training at least annually.
5. I will treat everyone with respect, patience, integrity, courtesy, dignity and consideration.
6. I will use positive reinforcement and communication rather than criticism or comparison when working with children, youth or vulnerable adults.
7. I will promptly report any abusive or inappropriate behavior to my supervisor, the Pastor or Director responsible for this ministry or other clergy as appropriate.

Employee/Volunteer Name _____
(Please Print)

Signature _____ Date _____

Ministry Activity _____

Parent Consent and Covenant

As parent/legal guardian of _____, I give my permission for my son/daughter to participate in _____ from _____, 20__ through _____, 20___. I have read the covenant, which my son/daughter has signed, and I understand the responsibilities to which they have agreed. I have explained this covenant in terms that they understand and I will support him/her in fulfilling this covenant. If it becomes necessary to take disciplinary action with my son/daughter, I will be advised of the situation, and I agree to cooperate in resolving the problem as amicably as possible. I also acknowledge that if my son/daughter fails to comply with any of the promises made in the covenant that I will be financially responsible for any damages or injuries they may have caused. If the situation requires that my son/daughter be sent home from the event, I agree to be responsible for transporting my son/daughter from the event location to our home.

I consent to the use of any video images, photographs, audio recordings, or any other visual or audio reproduction that may be taken of my son/daughter during the activity/event to be used, distributed, or shown as Reynoldsburg United Methodist Church sees fit. (Please initial if you do not consent to the terms of this paragraph: _____)

I understand all reasonable safety precautions will be taken at all times by Reynoldsburg United Methodist Church and its agents during the events and activities. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold Reynoldsburg United Methodist Church, its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form.

Parent/Guardian Name _____ Signature _____ Date _____
(Please Print)

Emergency Phone Numbers _____

Appendix G

Youth Covenant

I, _____, understand that I am representing our Lord Jesus Christ and Reynoldsburg United Methodist Church in all youth activities. Therefore, for my own safety, the well-being of others, and mutual respect, I promise that:

1. I will not possess or use illegal drugs, alcohol or tobacco in any form.
2. I will use prescription or over-the-counter medications only with the permission of my parents or guardians and under the supervision of an adult leader.
3. I will not possess or use prohibited explosives, fireworks, or weapons
4. I will treat other people's property with respect and cause no form of vandalism or destruction to any private or church property.
5. I will treat adult leaders and other members of the youth group with respect.
6. I will cause no emotional or physical injury to myself or others.
7. I will respect others by avoiding inappropriate sexual activity, and will not engage in sexual misconduct, which includes but is not limited to inappropriate jokes, comments, or touching; viewing inappropriate materials; wearing clothing that is immodest, offensive, vulgar or inappropriate; or listening to music with offensive lyrics.
8. I will not participate in inappropriate forms of public displays of affection (PDA).
9. I will relinquish my cell phone or other electronic devices to the leaders if they request me to do so during youth events.
10. I will be responsible for my actions and will act in a Christian manner.

In addition to these promises, I agree to work in harmony with the leaders and members of the group by participating in activities, and I will respect the opinions of others and care for my peers as sisters and brothers in Christ. I agree to listen and adhere to all the instructions by the adult leaders.

If I am eighteen (18) years of age or older, I understand that I am attending this activity as a participant and have no authority over any other participants. I am not attending as a leader, supervisor, counselor, junior counselor, or in any other role which might imply supervisory authority.

I understand that if I fail to comply with any of the above promises I will be held personally responsible for any injuries or property damage that may result from my actions. Depending upon the nature and severity of the violation, I understand that I may be reprimanded, that my parents may be notified of my behavior, that I may be removed from the activity at my parent or guardian's expense, that I may be referred to local law enforcement, and that my future privilege to participate in Reynoldsburg United Methodist Church youth events may be jeopardized.

Youth Name _____ Youth Signature _____ Date _____
(Please Print)

Appendix G

Child Covenant

I, _____, understand that I am representing our Lord Jesus Christ and Reynoldsburg United Methodist Church in all activities. Therefore, for my own safety, the well-being of others, and mutual respect, I promise that:

1. I will not have or use drugs, alcohol or tobacco in any form.
2. I will not hit, kick, push, shove or punch anyone.
3. I will not have or use explosives, fireworks, or weapons
4. I will not damage church property or things belonging to others.
5. I will treat adult leaders and other members of the group with respect.
6. I will not yell, use disrespectful language or disrupt our group by being noisy or uncooperative.
7. I will not take things that belong to others.
8. I will participate in all planned activities and will not leave without permission of the teacher or leader.
9. I will tell an adult when someone is behaving inappropriately or is not being safe
10. I will give my cell phone or other electronic devices to the leaders if they ask me to do so.
11. I will be responsible for my actions and will act in a Christian manner.

I understand that if I break any of these promises that my parents may be notified and they may be asked to come pick me up. I understand that I may also not be allowed to participate in future Reynoldsburg United Methodist Church children’s activities.

Child Name _____ Child Signature _____ Date _____
(Please Print)

Liability Release & Authorization

I (We), being 18 years of age or older, do for ourselves (myself) and on behalf of my child – if child is not 18 years of age or older) do hereby release, forever discharge, and agree to hold harmless Reynoldsburg United Methodist Church and any agents thereof from any and all liability, claims, or demands for personal injury, sickness, or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child/participant that occur while said person is participating in any Reynoldsburg UMC program.

Further, authorization and permission is hereby given to said church to furnish necessary transportation, food, and lodging for this participant.

In the event of an emergency or non-emergency situation in which medical treatment is required as a result of participation with Reynoldsburg UMC programs, permission is granted to Reynoldsburg UMC, its agents, and volunteers for the treatment by competent medical personnel, including hospitalization.

Parent/Guardian signature

Date