

I HAVE READ AND UNDERSTAND THIS POLICY.

Printed Name _____ Signature _____ Date _____

Waynesville United Methodist Church Safe Sanctuary Policy and Procedures Revised: 1-11-12

Policy Statement

Jesus, "Let the little children come to me, and do not stop them, for it is to such as these that the kingdom of heaven belongs." Matthew 19:14

Waynesville United Methodist (WUMC) is aware that the 1996 General Conference and the 1999 Missouri-East Conference of the United Methodist Church adopted resolutions aimed at reducing the risk of child abuse in the church. This plan is our response to those resolutions.

This child abuse prevention policy and the following procedures shall be the operations policies of the WUMC and shall be displayed in a prominent location and available for all to review within the church building.

The staff Parish Relations Committee shall be responsible for monitoring compliance with this policy and the following procedures.

Waynesville United Methodist Church will provide:

1. Reasonable safety and accountability measures for the selection and recruitment of those working with children and youth.
2. Education for those working with children and youth regarding the church's policy and procedures and the reporting requirements when child abuse or violations of this policy occur.
3. Sufficient liability insurance coverage.
4. Suitable accountability structures to ensure safe environments for children and youth activities.
5. A plan for communicating with family members of those who may have been victimized.
6. Appropriate responses for media and church body.

Volunteer Worker Screening Procedures

1. Prior to consideration for any position, all candidates that may be working with children or youth must complete and return an initial "Work Application" form provided by the church/
2. Applications submitted for leadership in Boy Scouts will be considered equivalent to the applications maintained in this procedural manual and must meet the same performance standards as set forth in the Safe Sanctuary policy. All applications will be kept on file in the church office.
3. This "Work Application" will be carefully reviewed by a coordinator, supervisor, or other designated person and forwarded to the Lead Pastor for final evaluation.
4. If the applicant is selected for consideration, references will be checked to confirm the work application information.
5. All applicants will be required to complete the Safe Sanctuaries process prior to working with children and youth. A criminal background check will be performed during the process.
6. Any information indicating that an applicant may pose a threat to others or has prior history of

physical or sexual abuse directed against another person will disqualify the applicant for a position within the church

Children's Ministry Employee Screening and Hiring Procedures

All staff must adhere to the Waynesville United Methodist Safe Sanctuary Procedures along with the training provided by Missouri Conference Safe Sanctuary certification process.

All nursery staff must be at least 16 years of age. However, only one staff worker between the ages of 16-17 may work in the nursery at a time. As with adults all youth workers must complete **Safe Sanctuary Certification**. They must be included as a child in the adult/child ratios since they are still considered children.

Process for Safe Sanctuary Certification Verification:

1. Go to <http://www.moumethodist.org>
2. Click onto the **Safe Sanctuary** link located halfway down the quick links section on the left hand side of the moumethodist web page.
3. Go to line 3 and select *conference certification*
4. Insert the name of the individual along with their church.

Interview Questions

1. Why are you applying for this position?
2. What kind of experience do you have with child care?
3. How do you think children at the various age groups should be disciplined?
4. What can you bring to our nursery that would be an asset?
5. What types of activities would you do with the children as infants, toddlers, preschoolers?
6. What do you think is most important in taking care of infants?
7. If two children were disagreeing over something and became physical what would you do and how would you deal with the situation?
8. How would you try to calm an infant if they were crying but they were not hungry, wet or sick?
9. What steps would you take if a child verbally or physically assaulted you?
10. Are you opposed to teaching the children basic Christianity?
11. What types of stimulation do you think are important for babies, toddlers, preschoolers?
12. How do you think a typical 1 -2 hour session would be scheduled in the infant, toddler, or preschool rooms?
13. What steps would you take to assist a parent in ensuring their child's well-being in the nursery?
14. What would you do if a person other than the parent who signed their child in came to pick up the child?
15. What if you knew that person was related to the child? (NOTE to all STAFF – we do not always know family circumstances. Permission must always be given by parent who signed child in prior to releasing a child to the care of the individual!)
16. If you had to deal with an unhappy parent what would you do to make them happy?
17. How would you help new parents of infants feel that you are providing the best care to their baby?
18. How do you feel that you communicate with parents?
19. Do you think that babies should be on a schedule? (The answer should be "No" for the younger ones, they should make their own schedule for the older infants it should go by the parents request).
20. What is your opinion about food allergies? (NOTE: If they scoff at them please don't hire them.)

Probationary Period

All new volunteers and employees will serve a probationary period of six months.

Supervision

1. Two adults, will be present during all children's activities. For large groups of children, the number of adult supervisors will be increased proportionally. Suggested ratios may be up to one (1) adult to 10 children or youth supervised, excluding nursery.
2. Those who work with children and youth shall be at least 5 years older than the children/youth supervised.
3. **Nursery:** All nursery staff must be at least 16 years of age. However, only one staff worker between the ages of 16-17 may work in the nursery at a time. As with adults all youth workers must complete Safe Sanctuary Certification. Due to their age, they **must** be included as a child in the adult/child ratios since they are still considered children.
4. Parents or guardians are responsible for their children or youth that are not in childcare or participating in a supervised activity.
5. Workers should arrive at least 30 minutes before any scheduled activity and should keep watch over those in their care until all have been picked up by authorized person(s). Children, regardless of age, must be registered by a parent or guardian.
6. A worker who is certified in First Aid and basic Cardiopulmonary Life Support for infants and Children will be available for church sponsored activities involving infants, children, and youth.
7. The parents of children and youth participating in church sponsored programs will be given advance notice of all expected activities for those programs. Parents will be provided with advance notice of variations in usual schedules and activities. Parents will be asked to complete permission forms for variations in usual schedules and activities. Parents will be asked to complete permission forms for planned travel to off-site activities that are part of regular programs.
8. Programs or events involving children that use the church facilities must comply with the church guidelines of supervision.

Work Restrictions

1. For children age 4-8, at least one adult should accompany children to the restroom and then wait outside until the child comes out.
2. Children 5 years of age or younger should be assisted as needed in the restroom by an authorized worker.
3. Workers should avoid the appearance of impropriety, such as setting older children on laps, kissing, or embracing, etc.
4. Workers should never touch a person's private areas except when necessary, as in the changing of a diaper. Gloves will be provided by the church and must be used by the care giver.
5. Workers are to release children only into the care of parents, guardians, or persons specifically authorized to pick up a child.

Check –In procedures for Nursery

1. **Assist** the parents in signing their children both in and out of the nursery. At the very least, no one should be able to drop their child off or pick them up without having them sign a sheet. **Let's make sure we use the sheets.** If the information is not already on there, **please include their cell phone number and have them put their cell phones to vibrate so that you can reach them in an emergency.**
2. Issue the parents a large, laminated card that they must return to get their child back. I would like to see these cards numbered 1-30 in a large font with directions to retain the card and turn it in to pick up their child. Place the corresponding number next to the child's name on the sign in/out sheet to ensure further security.
3. Staff, please talk to the parents when they drop off/pick up their children. Acknowledge their presence and

let them know you will take care of their children. If anything smile and introduce yourself and ask the parents what their names are. Have them fill out an information (D.O.B., allergies, etc.) sheet if they are new.

4. All Staff please wear name tags. Knowing the names of their children's caregivers is a huge comfort to parents.

5. No one on staff in the nursery is to bring in Laptops, computer games, MP3 players etc. while on duty. Let's give the children our undivided attention.

Discipline

1. Workers are never to spank, hit, shake, or otherwise physically discipline anyone.
2. Disciplinary problems must be discussed with the workers' supervisor and with a parent or guardian as appropriate.
3. Physical contact with a child must never be made with the intent of punishing or inflicting harm.

Injuries or Illness

1. Children or youth who are ill, with fever or having communicable disease which can be transmitted by cough or touch, will not be permitted to participate in any activity with the other children or youth.
2. A participant should be returned to their parent or guardian as soon as illness is discovered/ If this is not possible, the ill person should be isolated in a manner that will lessen exposure to other participants and will allow supervision to continue until the child or youth may be returned to his/her parent or guardian.
3. Approved substitutes will be contacted by the supervisor to take the place of a worker who is ill.
4. Reasonable steps should be taken to avoid contact with bodily fluids of an ill person through the use of gloves provided by the church for this purpose.
5. An adult worker who becomes aware of an injury to a worker or participant will take steps to ensure prompt medical attention is given the injured person. A "Notice of Incident/Injury" report form will be filed by the worker who is present at the time of injury, and will be on file in the church office.
6. Persons who have received an obviously minor injury should be given first aid as needed at the time of the injury. The person's parent or guardian should be noticed of the minor injury when he/she picks up the injured person.
7. Any injury which may require medical treatment beyond simple first aid should be given immediate attention, and the parent or guardian of the injured person should be immediately notified, along with the worker's supervisor. An Emergency Response should be initiated if warranted by the injury.

Record-Keeping

1. An attendance list should be kept by the event or program leader for all the church's functions involving children/youth. The date of the function, along with the names of all participants and coordinators should be recorded and submitted to the church office for processing and access.
2. A copy of a Medical Release and Health Form is maintained on file for all youth participating in Sunday School classes and for all those that attend functions sponsored by the WUMC. A copy of this form (see attachment) will accompany each youth when departing off the WUMC grounds for sponsored events.
3. A signed permission slip to attend Sunday School classes must also be maintained on file. This same form (see attachment) must also be completed for each sponsored function off the WMC grounds and
4. A written Notice of Injury report will be prepared by workers whenever an injury should occur during a church function involving children/youth. This Notice of Injury will be forwarded to a pastor promptly upon completion. (see attachment)

Reporting and Documenting Incidents of Abuse

1. Workers and Supervisors who become aware of any suspected abuse of molestation connected with any church activity, on or offsite, involving children or youth must promptly inform the Lead Pastor or Associate Pastor(s) of such abuse or molestation. In the absence of the Lead Pastor or Associate Pastor(s) Pastor Parish Relations Committee Chairperson shall be notified.
2. The Supervisor or Event Leader who becomes aware of any suspected abuse or molestation connected with any church function involving children or youth must promptly complete a "Report of Suspected Incidence of Child Abuse" as appropriate.
3. Any Associate or Senior Pastor who becomes aware of any suspected abuse or molestation of participant connected with any church activity will contact immediately the participant's parent or guardian that suspected abuse or molestation may have occurred.
4. The child or youth will be placed in a secure area with the supervision of at least two adults not involved in the abuse incident until the child's parents or guardian arrive.
5. Local law enforcement will be contacted at 774-2414, Waynesville and the Missouri Division of Family Services at 774-6121 by the Senior Pastor, Associate Pastor or Staff Parish Relations Committee Chairperson. All reports of incidents of abuse must be reported within 24 hours of occurrence. Copies of all reports submitted to authorities will be maintained in the church office.
6. The area where the alleged abuse occurred will be secured until law enforcement official or investigators from the Missouri Department of Family Services have determined the area is no longer needed for the investigation of the abuse.
7. Upon notice of suspected abuse or molestation connected with any church activity involving children or youth, the church abuse hotline at 800-392-3728 and the Bishop of the Missouri United Methodist Church must be promptly notified by the Senior or Associate Pastor by calling the Bishop's Administrative Assistant at 877-736-1806. The insurance carrier must also be contacted at 800-325-8299, with this information.

Procedures During Internal Investigation

1. Workers must promptly notify their supervisor of any activities undertaken on their behalf or by others, which violates these procedures or the policy that they implement.
2. Any employee of the church who is the subject of an investigation or suspected child abuse or child molestation will be removed from his or her position with pay, pending completion of the investigation unless the employee has admitted to the abuse or molestation, in which case they will be terminated in accordance with the church's or the Annual Conference's employment practices.
3. Any volunteer worker who is the subject of an investigation of suspected child abuse or molestation will be removed from their position pending completion of the investigation.
4. Any person who is convicted of abuse or molestation in a trial court will be removed from working with children or youth within the church. The church will consult the legal counsel for advice if termination or employment is required.
5. Harassment of any reporting witness, victim or persons suspected of abuse will not be tolerated and will be reported as soon as discovered. A report of such contact or harassment will be forwarded to the appropriate authorities after consultation with legal counsel for the church.
6. Any supervisor or pastor who becomes aware of a violation of these procedures will take all necessary steps to ensure compliance with the procedures by all workers and will remove workers from their positions if such removal is warranted or if the workers pose a potential threat to others.

Dealing with Law Enforcement/Media

1. All pastors, employees, and volunteers will cooperate fully with any law enforcement, governmental, or church's insurance agency, that may be investigating allegations of abuse, molestation or injury in connection with church activities.
2. Legal counsel will be contacted for advice and guidance as soon as possible after the church receives notice of suspected abuse or molestation in connection with church activities. Decisions concerning the church's response of the allegations will be made in accordance with such advice.
3. The Senior Pastor, or in the absence of the Senior Pastor, the Associate Pastor(s) will be the spokesperson following notice of any abuse or molestation in connection with church activities. In their absence the Staff Parish Relations Committee chairperson will be the spokesperson. This spokesperson will be the only person to convey information concerning the situation and will convey such information as necessary under the circumstances. All employees, volunteers, and church members are requested to refer all questions from the media to this spokesperson.

Employee/Worker Review

1. All staff, employees, and volunteers must complete and submit a statement of compliance that assures that they are aware of and agree to comply with the procedures detailed in the Safe Sanctuaries policy statement. Compliance statements will be reviewed by SPRC. In even numbered years a review will take place of ALL volunteers, employees, supervisors, and leaders regardless when they were initially screened.
2. Should any employee's or volunteer's bi-annual review show that the worker has become unsuitable for working with children or youth they will be immediately removed from their position and will not be considered for other positions within the church working with children or youth.

Training Procedures

All employees and volunteers who work with children or youth must participate in a training program, provided by the church and scheduled by the SPRC utilizing a professional trainer skilled in this discipline. Training will address the prevention of child abuse and ways of dealing with the suspected child abuse or molestation situation. After the initial training program, the training shall be repeated every three years for all employees and volunteers who work with children or youth. Records of program completion will become a part of the file for employees, volunteers, and staff and maintained in the files by the Church Secretary.

Procedure Revisions

These procedures are the guide by which the church shall operate in the control of child abuse or molestation and will be reviewed at least annually by the Staff Parish Relations Committee with the Senior Pastor and can be modified in accordance with the needs of the church and the requirements of the Annual Conference. Any such modification shall be promptly conveyed to all affected workers with the church.

Non-Church Groups

Any non-church group(s) using the church facility or grounds must agree to follow all these procedures of the safe-guarding of children and youth within their care while their activities are being conducted at the Waynesville United Methodist Church.

The section above, entitled Annual Employee/Worker Review, paragraphs 1, 2 and 3 will be followed by all the non-church groups using WUMC facilities or grounds for their meetings or activities that include children or youth participants.

Programs or events involving children or youth that use church facilities and grounds but are not sponsored by the church will be

asked to sign a written covenant agreeing to uphold these policies and procedures on an annual basis.