

Safe Sanctuaries Policy

Christ United Methodist Church



Christ United Methodist Church

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Providing Safe Sanctuaries

to insure that all children, youth, and adults entering the doors of our church enter a safe environment where they can sense the love of God, grow in their faith, and feel comfortable and safe in all settings...

“People were also bringing babies to Jesus for him to place his hands on them. When the disciples saw this, they rebuked them. But Jesus called the children to him and said, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.’”

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SAFE SANCTUARIES POLICY

Christ United Methodist Church
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INTRODUCTION

As Christians we are in a covenant relationship with God and with the whole community of faith. We must live just and generous lives, following the great commandments set forth by Jesus Christ. Jesus plainly taught that children were to be included and provided for within the community of faith. (Luke 18:15-17 & Matthew 18:5-6).

The General Conference of The United Methodist Church has mandated that all United Methodist churches establish a policy that is aimed at reducing the risk of abuse - physical, mental, or emotional.

Safe Sanctuaries at Christ United Methodist Church (UMC) means providing every means to insure that all children, youth, and adults entering the doors of our church enter a safe environment where they can sense the love of God, grow in their faith, and feel comfortable and safe in all settings... Worship, Sunday School classrooms, VBS, Children's Church, special activities & services, nursery, choir practices, field trips, youth events, youth sports ministry, etc.; and in other community organizations, etc. who meet in our facilities.

Our congregation, in all of our ministries with children, youth, and adults, is committed to demonstrating the love of Jesus Christ so that each person 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, UM Hymnal, 44)

PURPOSE

- To provide policy and procedures specifically designed to protect children (birth - 4th grade), youth (grades 5 - 12), and adults, church staff, and volunteers associated with the ministries of the church.
- To establish appropriate ways of responding to alleged, reported, or suspected incidents of abuse
- To be in a compassionate ministry with all affected persons - the alleged victim, the alleged victim's family, the accused, the accused's family, and the church family, for all cases of reported abuse, whether substantiated or not.

PREVENTION

Safe Sanctuaries Policy Requirements for Employees and Volunteers

	Group 1	Group 2	Group 3	Group 4
Who	1. Employees 2. Good Shepherds 3. Regular Volunteers who may be alone with children or youth	1. Occasional volunteers who are not scheduled to be alone with children or youth 2. Building Supervisors	1. Parents/Guardians attending functions with their child(ren) 2. Church members assisting in large-group settings who will not be working alone with children 3. Unplanned guests or assistants in large-group settings who will not be alone with children	Occasional volunteers from other churches
Application Form Required	Employee or Volunteer Application (which includes references)	Volunteer Application (which includes references)	None	Pastor Recommendation
Person must have been a member or active participant of Christ UMC for at least 6 months ¹	Yes	No	No	No
² LexisNexis Criminal Background Check Required	Yes	No	No	No
Read, Sign, & Agree to Follow Safe Sanctuaries Policy (SSP)	Yes	Yes	No	Yes
Training on SSP Required within 30 days of start date	Yes	Recommended	No	No
SSP Training Completion Form signed	Yes	If training completed	No	No

¹ If a volunteer has not been actively involved at Christ UMC for at least 6 months, volunteer must have written recommendation from volunteer's previous pastor, and Christ UMC pastor must confirm pastoral reference via telephone.

² Background check must be renewed every 3 years. If an employee or volunteer has had a BCI & FBI background check within the past three years and a copy of the official report is given to the church, a LexisNexis background check will not be required.

Criminal Background Checks

1. Information of when and where background checks may be done will be given to each staff member and volunteers needing a background check. Christ UMC will pay the fees for the background check. Any contributions will be gratefully accepted to defray the cost.
2. All information gathered from background checks will be retained in a locked file in a secure location.
3. If a person is found to have been involved in any activity in which he/she has abused or exploited children or youth, he/she will not be hired or serve as a volunteer in any church sponsored activity or program for minors. Any conviction of a crime against children or youth shall disqualify the person.
4. Adult volunteers who have not continued to be members of our church community and/or worked with children/youth (or been a Good Shepherd) for 24 months shall need to redo the application, background check, and fingerprinting process.
5. A complete up-to-date list of all volunteers will be maintained by the Secretary.
6. Employees and volunteers of Christ UMC will cooperate with additional background checks or requirements of Christ UMC Preschool, if required.

Training

Training for the Safe Sanctuaries Policy will include how to recognize child abuse, learning how to report/complete forms, how to respond to potential child abuse, etc. Persons required to have the training must renew their training at least every 3 years. Training will be handled by the Preschool Director. Several dates for the training will be offered. New employees will take part in training within 30 days of employment. Volunteers will take part on as needed basis.

Hosting Outside Agencies

When the Christ UMC is used to host an outside program or agency on a regular basis (i.e., Brownies, Girl Scouts, Boy Scouts, 4-H, sporting activities), it is the primary responsibility of that agency to train and authorize its leaders and provide information as to their credibility at our request. Any leaders assigned as part of a chartered organization must become part of the entire Safe Sanctuaries Policy. All information gathered will be retained in a locked file in a secure location. All leaders must be given a copy of our Safe Sanctuaries Policy, and it is our expectation that the leaders are knowledgeable of and follow the guidelines of the policy and work in concert with that policy. All leaders must also fill out the "Non CUMC Group Form" and have it on file at the church. Any incident involving a leader must be reported to Christ UMC. If a person is found to have been involved in or convicted of a crime against children or youth, they will no longer be permitted to meet at Christ UMC.

Volunteers from Other Churches

Volunteers from other churches involved in an occasional event hosted by CUMC must have a written recommendation from the pastor of their church and have on file the signed form indicating the policy has been read and is understood.

Six-Month Rule

In order to volunteer with our Christ UMC children's or youth ministries, a person must have been a member or an active participant at Christ UMC for at least 6 months. If a person has been a member or active participant for less than 6 months and wishes to volunteer with Christ UMC children's or youth ministries, CUMC must have the written recommendation of his/her previous pastor, and the CUMC Pastor must have a conversation with that previous pastor via telephone to confirm that personal reference.

Parents/Guardians of involved youth who do not attend Christ UMC may participate for a probationary period of 6 months. He/She must complete the Volunteer/Staff Application, attend a training session, be made familiar with the entire Safe Sanctuaries Policy, and have a criminal background check and fingerprinting. He/She will be supervised by and serve with 2 other checked adults during the probationary time.

Age Requirements for Young Adult Leaders

Young adults who wish to be youth leaders must be at least 18 years of age, have graduated from high school, be 5 years older than the youth with whom he/she is working.

Young adults who are less than 5 years older than the youth with whom he/she is working, but who wish to be youth volunteers must be 18 years of age, have graduated from high school, and be under the direct supervision of the Youth Director.

Two-Adult Rule

Whenever possible, 2 adults should be assigned to all child/youth activities. If it is not possible to have 2 adults in a room with children/youth, then 1 adult Good Shepherd needs to be assigned to roam that area throughout the activity or 2 adults must be within view of each other (as in a large room or a room divided by a movable wall) at all times.

- a. Youth small groups will be permitted to have only one adult, helping to keep the integrity and purpose of the small group, but the adult leader of each must have had a background check and fingerprinting.
- b. Youth Sunday School Classes (Jr. & Sr. High) may have one adult in classroom - but that adult must have had a background check and fingerprinting.
- c. If there are not 2 adults in a room with children/youth, and there is no window in the door, the door must remain open at all times. If possible doors should always remain open. Windows in doors must stay uncovered. A larger window in the door or half door is recommended for the 4-5 year olds classroom since it may be more difficult to keep the door open with this age group.
- d. If only one adult is available at specific times in Sunday School classes from Toddlers through 6th grade, then the adult with the class must have had a background check and fingerprinting, and the Good Shepherd for that time period must be notified that only 1 adult is present in that room.
- e. Nursery on Sunday mornings and at special services will follow the two-person rule whenever possible, and all adult caregivers must have a background check and fingerprinting. Youth helpers who have completed the Red Cross Babysitting Class (or similar certified class) may assist in the nursery at any service, but must be in the room with the specified adult, not alone with the children. If there is a time when only one adult is present in the Nursery – the half-doors are to be left open in both the Nursery and Toddler rooms and the Good Shepherd must be notified.
- f. Small Group Babysitting may be provided by sitters who are under 21 years old, but those who are ages 15-17 must be trained through the Red Cross Babysitting Class (or have verification of a

similar certified class) or be 16 years old or older. If the sitters are less than 18 years old, there must be 2 present at all times, in addition to at least 1 adult who has had a background check.

- g. If a child needs to talk privately with someone, an employed ministerial staff of Christ UMC may serve as a confidential advisor. The door will be kept open of the room where they meet, and if at all possible, another adult will be present in the building. If the child indicates he/she may harm himself or others, the ministerial staff will contact (or help the child contact) the parents and/or proper authorities, as needed.
- h. At such times when circumstances dictate that a meeting with a child or youth is most effective on a one-on-one basis, a church staff person or volunteer may meet individually the child or youth. The adult must have had a background check and fingerprinting. It is important to protect and help the child or youth, protect the staff member/volunteer, and maintain a relationship with the child or youth and family.
1. Previous written consent: Parents of the child or youth will have the opportunity to give consent for church staff/volunteers to speak individually with their child or youth.
 2. Location: One-on-one meetings should ideally occur in a public place with another adult present. If the meeting is held at the church, and there is no window in the door to the room, the door must remain open at all times. If possible doors should always remain open. Windows in doors must stay uncovered. Another adult must be present in the building.
 3. Notification to parents: Appropriate protocol will be followed involving the parent or legal guardian. The Pastor will be consulted to determine the point at which the parents or legal guardians should be notified.
- i. Dismissal from Group Events: It may be inevitable that one child or youth's transportation from an event arrives after all other children/youth have departed. In this situation a child or youth may be in the individual presence of an adult. Because this may be unavoidable, the adult is responsible for exercising his/her best judgment for the child or youth's well being. The person waiting with the child/youth is to be a person who has had a background check and fingerprinting except in case of an unusual situation or emergency arises. If the parent/guardian does not arrive in an appropriate amount of time, follow these steps in order until resolved:
1. Call the parent's or guardian's home phone number.
 2. Call the parent's or guardian's cell phone number if available.
 3. Call the Emergency Contact.
 4. Wait at the church with the youth/child either outside or by the front glass doors until the parent/guardian or Emergency Contact arrives.
- j. In emergency situations not covered elsewhere in this policy: When one person is transporting a youth/child, the youth/child is to be seated in the rear seat. The person transporting is to be a person who has had a background check and fingerprinting. Before leaving to take youth/child home the person driving is to call the home to let parents or guardians know that they are headed there and tell the approximate arrival time. If there is no answer at the home, take the following steps in order until resolved:
1. Call the parent's or guardian's cell phone number if available.
 2. Call the Emergency Contact and take the youth/child there. Leave a note for the parents/guardians on the glass front doors of the church.
 3. Wait at the church with the youth/child either outside or by the front glass doors until the parent/guardian or Emergency Contact arrives.

Overnight Events

Two or more adults must be present for overnight events and events away from Christ UMC facilities. If an overnight event involves both boys and girls, a male adult and female adult must be present.

Transportation

1. An authorized driver must be at least 25 years old, and his/her vehicle must be covered by adequate insurance.
2. Any adult who transports children and/or adults with special needs must be a safe driver and have proper credentials in his/her state of residence (including no DUI's or excessive number of speeding tickets).
3. Each passenger must have a seat belt; use of them must be enforced.
4. When traveling in a group, at least one person in each car must have a cell phone. This is to communicate with each other in case of emergency or in case someone gets lost. The driver of the vehicle shall NOT use the phone while driving.
5. When transporting children and/or adults with special needs, the driver or drivers must take a copy of the signed permission slips for each person in his/her vehicle.
6. If only one adult is driving a child/children or adults with special needs, they should all meet at the church, travel together, and return to the church—where they will be picked up by parents or guardians.
7. There should be enough space for the passengers to be reasonably comfortable and for all the luggage and equipment.
8. The driver of each vehicle should take a map and/or good directions.

Parental Permission

Written parental permission is required for scheduled off-church property activities, retreats, overnights, etc. Children in a sitter's care are never to be taken out of the church building without the parent's permission.

A CUMC Information/Permission Form is to be completed and kept on file for 1 year for a child when that child is to be off CUMC property. All children attending Vacation Bible School will need a CUMC Information/Permission Form. The original copy will be kept in the church office; a copy will be in a traveling file box in the office; and a third copy of youth forms will be kept in the office of the Youth Director.

Displays of Affection

Displays of affection (hugs, etc.) show our love and concern; however, should only be done in public areas with other adults present.

Dealing with an Unruly Child

Certain standards of behavior must be observed for the protection of person and property. Corporal punishment, physical or verbal, is strictly forbidden. Suggestions for handling a child who is unwilling or incapable of following the rules are:

- a. Redirection---attempt to redirect the child into an acceptable form of behavior (i.e. "Let's read a story," "I need a helper," "Please come and sit beside me.")

- b. Quiet Time---Place the child in a chair and explain that we do not allow this kind of behavior, and they should sit and think about the right kind of behavior. (1 minute for each year of age.)
- c. Proximity---Stand or sit near the child.
- d. In cases of smaller children, ask the parents to sit in the class for a week or two.
- e. Contact parents---If the previous suggestions have not worked with the child and the unacceptable behavior continues, the parents should be paged or the child should be taken to the parents. If you have a child who continually has a problem behaving in the room, have the parents take a beeper from the nursery with them so they can be paged if the child needs to be removed. Discuss the behavior with the parents, but do not attempt to give your opinion of why their child misbehaves or how you think they should handle the child. ONLY tell the parents what happened (e.g. Johnny was hitting today) and ask them how they would prefer you handle the behavior.
- f. Always recognize positive behavior and be sure to share this with the parents.

Check-In and Dismissal Policy for Nursery and Sunday School (age: birth through grade 4)

Parents of children in the nursery or Sunday school, birth through grade 4, are asked to sign children in when dropping them off, and sign them out when picking them up. If anyone other than the parent is to pick up a child that arrangement must be made with the teacher or care provider ahead of time. Parents or the designated person are expected to be prompt in picking up their children. When signing-in children, parents should note on the registration sheet emergency contact information and any food allergies the children have.

Good Shepherd

A Good Shepherd will be present 8:30 A.M. to 12:00 P.M. on Sundays to regularly check halls, monitor classrooms, assist persons seeking direction, and help children and youth to find their appropriate classrooms, restrooms, etc. Children and youth will be encouraged to participate in their classrooms rather than remaining in the hallways.

Annual Review

The Staff-Parish Relations Committee of Christ UMC will annually review this policy and update and revise it as deemed necessary.

REPORTING INJURIES/ACCIDENTS

An incident/injury report will be completed if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump to the head; the child has to be transported by the emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

In case of severe injury, call 911, and contact parents immediately. All injury and accident reports must be kept for a period of 3 years.

- a. Injuries or accidents should be reported to the Pastor, Youth Director, Preschool Director, or person in charge.
- b. Incident Forms will be made available in each of the Sunday School rooms, the Nursery, Fellowship Hall, and Family Life Center.

FORMS & INFORMATION

An example of each form associated with this Safe Sanctuaries Policy is attached at the end of this packet. The church office has sufficient quantities of all forms and checklists for employees and volunteers.

RESPONSE TEAM

The Pastor will be responsible for making decisions as needed to assist in child, youth, and adult abuse situations. The Pastor will form a Response Team of the necessary following persons: Pastor, Chairman of the Staff/Parish Relations Committee, an attorney (if needed), and the appropriate age-level coordinator (Children's Coordinator, Nursery Coordinator, Youth Director/Youth Coordinator).

SAFE SANCTUARIES POLICY

RESPONSE TEAM TASKS

If the “prevention” portion of our Policy is followed, many potential instances of child, youth and adult abuse will be eliminated. However, some instances might occur. We must respond expeditiously and with compassion and care to the victim and the victim’s family/guardian(s), to the local church community, to the larger community, and to the alleged offender in these cases. The primary objectives of this “response” are the prevention of any further abuse by the alleged offender and personal and communal healing. Each case of child, youth and adult abuse is unique, thus some flexibility in applying the policy is allowed to those responsible for implementing it (Pastor and the Safe Sanctuaries Team when deemed necessary by the Pastor), especially when incidents are reported many years after they occurred.

Whenever abuse occurs, the victim and victim’s family/guardian(s) experience trauma and anger. It is essential that effective, immediate and compassionate care be provided to these individuals as the procedures below are completed. Responsibility for this care will fall to those on the local level, especially the victim’s Pastor (and if needed the Safe Sanctuaries Team). Care should be taken to consult with the civil agency or agencies that are investigating and responding to the reported incident.

Ohio Revised Code

The Ohio Revised Code (Section 2151.42) requires that any individual, acting in an official or professional capacity, report immediately any suspected or actual act of child abuse, perpetrated by any person, to the county children’s service board or agency or police officer; anyone else may report suspected or actual child abuse. All pastors, employees, and volunteers of Christ UMC are to be familiar with this section of the Ohio Revised Code.

Those obligated to report to the civil authorities will do so without delay.

Section 2151.42 provides that anyone participating in good faith in making such a report shall be immune from civil or criminal liability. On the other hand, failure to report, when someone is required to do so can result in a misdemeanor charge. The person making the report and other appropriate personnel in the church will cooperate with the civil authorities while retaining the right to seek guidance and legal counsel from officials of Christ United Methodist Church.

Reporting and Investigating – Church Authorities

1. Any pastor, employee, or volunteer, even if not obligated by state law to report to the civil authorities, who witnesses an act of child, youth or adult abuse perpetrated by another pastor, employee, or volunteer, or suspects that such an act has occurred or receives a report of such an act, must report the incident immediately to the Pastor (or to the District Superintendent of the Capital Area South District of the West Ohio Conference if the Pastor is suspected of being the abuser). The “Suspected/Witnessed Incident of Child Abuse” form is to be used to submit the report. If the Pastor is not available, the report is to be made to the chairperson of the Staff/Parish Relations Team.
2. Any other person who believes that a staff person or volunteer of the church has abused a child, youth or adult, is encouraged to report the incident to the Pastor or District Superintendent as noted above.
3. If the reported incident has not already been reported to the civil authorities, the Pastor, with the assistance of the Staff/Parish Relations Chairman and legal counsel in consultation with our insurance carrier, Church Mutual, is to determine whether the incident requires reporting in

accordance with Ohio law. If so, the Pastor will promptly report the incident to the appropriate civil authority and offer the full cooperation of the church. The Pastor will notify the person who made the initial report whether or not the incident has been reported to the civil authorities. The reporter, of course, retains the right to report the incident to the appropriate civil authority personally, if this has not already been done.

4. The Pastor will notify the District Superintendent, the Chancellor of the West Ohio Conference, the local church legal counsel, and the local church insurance administrator.
5. Whether or not the incident requires reporting to the civil authorities, the incident is to be investigated quickly by the Pastor or his/her delegate. This investigation is to be coordinated with any civil investigation and is to include, whenever possible, interviews with the alleged victim, the victim's parents/guardians, the person making the initial report, the accused person and any other person who may have knowledge of the alleged incident.
6. If it is concluded that the charges of child, youth, or adult abuse are unsubstantiated, the original copy of the investigation report is to be placed in a file that is secured in the Pastor's locked files. All other copies are to be destroyed. Should the Pastor learn later that the civil authorities have substantiated the charge or if new evidence is uncovered, then the case is to be reopened.
7. A report of the investigations is to be written by the Pastor and distributed to the District Superintendent.

Immediate Action Regarding Accused Person

1. When the accused is a staff member or employee, the Pastor or District Superintendent (if Pastor is suspected of being abuser) will direct that the person be placed on a temporary leave of absence from any official duties pending the final resolution of the matter. During such leave the employee is to receive the same salary and benefits that were provided prior to the reported incident. The future status of the accused person should be decided as soon as possible and not later than 10 days after the conclusion of any legal proceedings.
2. When accused is a volunteer, the Pastor will direct the person to cease their volunteer service immediately, pending the final resolution of the matter.
3. Unless the case is already well known, the Pastor will notify the local church community only that the accused person has taken a leave of absence for personal reasons and for an undetermined time. Care is to be taken to avoid defamation of the character of the accused person.
4. The accused person should seek his or her own legal counsel.

The Response Team and Substantiated Cases

The Response Team or any part thereof is to be convened only when the Pastor feels it is absolutely necessary.

1. A substantiated case is one in which there is clear and convincing evidence of an offense reportable to civil authorities.
2. The Pastor, when he/she feels it necessary, will convene the response team, or any part thereof, which is comprised of the Pastor and the Response Team, and a counselor or social worker (independently licensed) with experience in the treatment of child, youth & adult abuse and its related issues, and a District or Conference appointee (as deemed necessary). (Safe Sanctuaries Team includes: Pastor, Youth Coordinator, Staff/Parish Relations Team Chairperson, an

attorney, the Administrative Assistant, Children's Coordinator, Nursery Coordinator, member of the Staff/Parish Relations Team, and other persons as deemed necessary by the Pastor.)

3. When asked to convene, the Response Team must meet within one week after the investigation is completed.
4. The Staff/Parish Relations Chairman will serve as liaison to the Pastor and as official spokesperson for the Team.
5. The Team is to review the Pastor's investigation report, assess the nature of the case and agree upon a preliminary plan of action which would include, but is not limited to making contact with the victim and victim's parents/guardians, the leadership of the local church, and with the accused person. The efforts of the Team are to be coordinated with those of the civil authorities and the Chancellor of the West Ohio Conference. The Chancellor will apprise the Director of Communication of the relevant meeting. The Team is to develop a short-term response plan, which is to include, but is not limited to the following elements:
 - a. Needs of the victim and the victim's family
 - b. Needs of the local church
 - c. Needs of the civil authorities dealing with the case
 - d. Needs of the accused person
6. The Team is to report its plan for short-term response to the District Superintendent and Chancellor of the West Ohio Conference. The Team and the Chancellor then need to agree on its implementation. Responsibilities will be assigned and communicated.
7. The Team and the Chancellor are to confer regularly during the implementation of the short-term response plan, making adjustments to the plan as needed.
8. As the short-term response plan reaches full implementation, the Team will meet to review the case and to develop a plan for long-term response, as deemed necessary. The long-term plan is to include the same basic elements as the short-term response plan.

On-Going Tasks

The District Superintendent, the Response, and the Pastor will bear the major responsibility for the church's response to incidents of child/youth/adult abuse. However, various offices of the District and the Conference can provide valuable assistance.

1. Personnel Management

The offices of the District Superintendent and the West Ohio Conference are to offer guidance to the Team in their response to incidents of child/youth/adult abuse.

2. Media Relations

Cases of abuse generate sensational attention in the media, which can be harmful to victims, local church communities, and the mission of the church. However, there is a benefit to providing an honest presentation of the church's attempt to provide a suitable response to incidents of abuse within the church. The Director of Communications for the West Ohio Conference is to serve as the official public spokesperson. All media inquiries are to be referred immediately to the Director before making any public statements or advising others to do so.

3. Legal Action

When incidents lead to legal action, the rightful claims of victims, the legal rights of the accused person, and the protection of Christ United Methodist Church must be carefully balanced. All employees are to cooperate with the civil authorities in investigations, always notifying the Pastor of any and all contacts with civil authorities. The Pastor bears exclusive responsibility (subject to the authority of the District Superintendent and the Bishop of the West Ohio Conference) for managing the response of the church to claims and civil actions. Further, he/she also is to advise the church staff and the Team in this regard, always with the assistance of qualified attorneys. Christ United Methodist Church will not provide legal counsel for the accused person. Incidents will be reported immediately to the liability insurance carrier for the church.

4. Records Retention

Once implementation of the response plan has begun, the Pastor will place the appropriate records in the secured files located in his/her office under the name of the accused person. The file will include the Pastor's investigation report and any other pertinent documents. Only the Pastor will have access to these files and only he/she, under advice of counsel, is to release information to a civil or legal authority.

Local Tasks

1. Leaders of the church, especially ordained ministers and professional staff, occupy a critical position in the response to instances of abuse. It is they who know the victims, their families/guardians and the local church communities. They can offer a particularly effective ministry of healing, both short-term and long-term. It is the task of pastors, directors, and administrators to see that the provisions of this policy, with regard to the response to abuse situations, are implemented fully and carefully. These persons should also listen well and provide concrete means for healing. They are to be especially attentive to the pastoral needs of the victims and their families.
2. At the same time, church leaders must recognize that their community is part of a larger church family. Thus, they must look to the Safe Sanctuaries Policy and appropriate officials at the District and Conference levels for guidance and direction and stand ready to provide requested information to these persons. Specifically, all contact made with the media is to be arranged and cleared through the West Ohio Conference Communication Director's Office.
3. In the end, a collaborative effort among church leaders, the Response Team and the District/Conference officials, and openness on the part of all involved, will lead to the most effective response to cases of abuse. Such a response will itself be a powerful means for preventing future cases of child, youth and adult abuse.

SUSPECTED/WITNESSED INCIDENT OF CHILD ABUSE REPORT

Date of Report		Location of Incident	
Alleged Victim's Name and Phone Number		Alleged Victim's Age / Date of Birth	
Parents/Guardians of Alleged Victim	Parents'/Guardians' Address	Date & Place of Initial Conversation with or Report from Alleged Victim	
Name of Person Accused & Description of Suspected Abuse			
Relationship (Paid staff, volunteer, family member, other) of Accused / Suspected to Alleged Victim			
Summary of Allegations (including Date, Time and Location)			
Date Reported to Senior Pastor:		Time:	
Notes of Conversation with Senior Pastor			
Has local law enforcement been notified? <i>Yes: ____; No: ____</i>		Date:	Time:
Law enforcement agency notified:			
Has local children and family services agency been notified? <i>Yes: ____; No: ____</i>		Date:	Time:
Name of the agency notified:			
If not reported to Senior Pastor, then other church authority that incident was reported to:			
Has the alleged victim's parent/guardian been notified? <i>Yes: ____; No: ____</i>		Date:	Time:
Name of the individual notified:	Relationship of that individual to the alleged victim:		
List any other person or agency notified:	Date:	Time:	
Name of the person or agency notified:	Phone:		
Relationship of that person or agency to the alleged victim:			
Were there any witnesses other than the alleged victim?			

Original to Pastor, Copy to District Superintendent, Copy to Parent

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INCIDENT / INJURY REPORT

<input type="checkbox"/> Incident / Illness / Other <input type="checkbox"/> Serious Incident / Illness/ Injury <input type="checkbox"/> Minor Injury			
Where the incident occurred:			
Address	City	State	Zip Code
Full Name of Person Injured		Parent or Guardian (if injured person is a minor)	
Birthdate of Child (MM/DD/YYYY)		(Check One) <input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of Incident / Injury / Illness		Time of Incident / Injury / Illness	
Full name of person(s) responsible for child at time of incident / injury / illness		Witness	
Type of Injury:		Where did it happen? (Room, hall, playground, stairs, etc.)	
Type of Incident (Intruder, run away, illness, disciplinary action, etc.)		Body Part(s) Affected:	
What Resulted? (Circle all that apply) Returned to Normal Activity Washed/Soap Sent Home/Picked up Early Ice Emergency Services Called Band-Aid Emergency Services Transported Other (explain)		When did it happen? (Circle all that apply) Arrival/Departure Meals/Snack Classroom Activity Indoor Play Transition Between Activities Outdoor Play During Transportation Other (explain)	
Summary of incident / injury / illness:			
Was medical treatment required?		Treating Medical Personnel or Facility:	
If medical attention required, then describe injury:			

This Incident/Injury Report Form was prepared by:

Print Name: _____

Signature: _____ Date: _____

PASTORAL RECOMMENDATION

Christ United Methodist Church
700 S. Main Street, Baltimore, Ohio 43105
740-862-4343

CONFIDENTIAL

Name of Applicant Name of Pastoral Reference: _____

Church Name: _____

The applicant named is applying to be a volunteer with children, youth, or adults with special needs at Christ United Methodist Church. Please take a few moments to complete the following application. I know that these can be an inconvenience for you, but please help us assist in God's Kingdom work by honestly evaluating this applicant. Please return this application to Christ United Methodist Church at the address above in **full confidentiality**.

1. Is this person a member of your church?

2. Does this person attend your church regularly?

3. Is this person involved with any activities in your Church? If yes, please specify.

4. How long have you known this applicant?

5. Please comment on the applicant's spiritual life.

6. Is there anything else that you wish to tell us that would affect our decision regarding this applicant?

7. Can you think of any reason this applicant would not be appropriate with working with youth. If so please explain on back.

Signature of Pastoral Reference: _____ Date: _____

Position: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

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INFORMATION / PERMISSION FORM

Christ United Methodist Church

Child's Full Name		Date	
Address		Email	
City	Zip Code	Home Phone	Cell Phone

CONTACT INFORMATION (Please use the following contacts for any communication needed in regards to my child.)

Name/Relationship:	Phone: or
Name/Relationship:	Phone: or
Name/Relationship:	Phone: or

State any problematic condition of child's: Ears _____ Sinuses _____ Heart _____

Is child subject to: Fainting spells _____ Heart trouble _____ Food allergies _____
Epilepsy _____ Medication allergy _____ Asthma _____

Has child had appendix out? _____ Is child diabetic? _____

Does child have any handicaps that would greatly hinder him/her from entering into full program activities? _____

If yes, please explain. _____

Please list any restrictions and/or special medical attention needed (physical, psychological, etc):

Has child had a tetanus shot? _____ Date _____ Any special dietary needs?

MEDICAL RELEASE

In the event of reasonable attempts to contact parent(s)/guardian(s) listed on this form have been unsuccessful, I hereby give my consent for the transfer of the child to any reasonably accessible hospital. This authorization does not cover major surgery unless the medical opinions of two (2) other licensed physicians or dentists, concurring in the necessity for such surgery. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted: _____

Signature of parent/guardian: _____ **Date:** _____**PHOTOGRAPHY RELEASE**

As a parent or guardian, I give consent for my child's picture/name to be used in the newspaper, webpage, monthly newsletters, program presentations, and future publications.

Signature of parent/guardian: _____ **Date:** _____**TRANSPORTATION RELEASE**

I give permission for my child to ride with a church-screened adult driver to or from Christ United Methodist Church. I also give consent for my child to walk within the community when supervised by an authorized adult. I understand that reasonable precautions will be taken to safeguard my child at all times. Being the legal and acting guardian of the child, and acting for myself and on behalf of my child, I release and hold harmless the Church and its respective staff, employees, volunteers, agents, and representatives of any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the child and/or the undersigned resulting from any cause whatsoever occurring to the child and/or myself at any time while attending any activity, including travel to and from any activity, excepting only such injury or damage resulting from willful acts of these individuals.

Signature of parent/guardian: _____ **Date:** _____

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DISCLOSURE AND AUTHORIZATION

[IMPORTANT – PLEASE READ CAREFULLY
BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Christ United Methodist Church (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by LexisNexis Screening Solutions Inc, P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name _____ First _____ Middle _____

Signature: _____ Date: _____

Consumer Information:

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security* # _____ Date of Birth* _____

Present Address _____ Phone Number _____

City/State/Zip _____

Former Employer _____ Position _____ Dates of Employment _____

Will you be transporting children or youth in your vehicle? ____ Yes; ____ No

If yes, please also provide the following so we may request a report from the Bureau of Motor Vehicles:

Driver's License # ** _____ State of Driver's License** _____

* This information will be used for background screening purposes only and will not be used as hiring criteria.

** If you will be requesting driving records, we recommend that you have this form notarized.

Christ United Methodist Church will pay for the necessary background checks. However, if you would like to make a donation to the church to cover the expenses, please check here to be informed of the cost.

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VOLUNTEER APPLICATION

Christ United Methodist Church
700 S. Main Street, Baltimore, Ohio 43105
740-862-4343

Name: _____ Date of Birth: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____

E-Mail: _____

Occupation: _____

Employer: _____

List name & address of other churches you have attended regularly for the past five years:

Area(s) in which you want to volunteer: _____

Describe your background working with the program and/or age group requested. (Include any information about church-related, volunteer, and paid experience you may have.)

Areas in which you currently serve: _____

Have you ever been convicted of any criminal offense? Yes: ___; No: ___

Have you ever been charged with or convicted of child neglect or abuse? Yes: ___; No: ___

Have you ever had any complaints or allegations of misconduct involving children? Yes: ___; No: ___

Have you been convicted of the possession, use, or sale of drugs? Yes: ___; No: ___

Within the past 30 days have you abused alcohol or illegal drugs? Yes: ___; No: ___

If driving is involved; have you been convicted or pled guilty to a traffic offense within the last 5 years?
Yes: ___; No: ___; Driving not involved: ___.

Please explain fully yes answers to any of the above questions:

Have you been a member or actively participated at Christ UMC for at least 6 months?

Yes: ____; No: ____

If you will transport persons for Christ UMC, please provide your driver's license number: _____

In addition to the above, are there any facts or circumstances involving you or your background that would call into question your being entrusted with the supervision, guidance, or care of children or adults with special needs? (Explain using back of sheet).

The information that I have provided may be verified by contacting persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information and this release may be sent to any reference. I also agree to hold harmless Christ United Methodist Church, and the pastors, officers, employees, and volunteers thereof from any use of this application or information.

I waive any right that I may have to inspect references provided on my behalf. _____ *Please initial.*

I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

Signature: _____ Date: _____

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

1. Name: _____ Phone: _____

Address: _____

Relationship to reference: _____

2. Name: _____ Phone: _____

Address: _____

Relationship to reference: _____

3. Name: _____ Phone: _____

Address: _____

Relationship to reference: _____

VERIFICATION OF TRAINING

Christ United Methodist Church
700 S. Main Street, Baltimore, Ohio 43105
740-862-4343

The congregation of Christ United Methodist Church complies with all applicable laws and is committed to showing and sharing the love of God through Jesus Christ to all who come to our church, including children and adults with special needs. As a volunteer or an employee of Christ United Methodist Church, do you agree to the following?

Please initial each item after reading to indicate your agreement.

- _____ 1. I have received a copy of and I agree to observe and abide by all Christ United Methodist Church rules and policies in the Safe Sanctuaries Policy.
- _____ 2. I affirm that there is nothing about my physical or mental condition that would present a risk to others when fulfilling my role as a volunteer.
- _____ 3. I understand the purpose and importance of my assigned position and will cooperate fully with my supervisor and Christ United Methodist Church staff in carrying out my assigned responsibilities.
- _____ 4. I will conduct myself in a manner consistent with Christ United Methodist Church's mission to lovingly reach out and make disciples of Jesus Christ, at all times while performing the responsibilities of my position.
- _____ 5. I will promptly report abusive or inappropriate behavior that I have witnessed or that I suspect to the church leadership by completing the appropriate forms.
- _____ 6. I have watched the Safe Sanctuaries video and completed any training required of me.

I have read Christ United Methodist Church Safe Sanctuaries Policy and am fully aware of its contents, and willingly place my initials and signature on the lines provided, doing so freely and under no duress or coercion.

Signature: _____ Date: _____

Print Full Name: _____