

Frankfort First United Methodist Church

SAFE SANCTUARIES
Reducing the Risk of Abuse in the Church

Includes the Mandatory Standards for Local Churches in the Kentucky Annual Conference

PREAMBLE

God has called us to make our ministries safe, protecting our children, youth and vulnerable adults from abuse and exploitation. God has also called us to create communities of faith where children, youth and vulnerable adults can be safe and grow strong.

Jesus taught that *“Whoever welcomes one such child in my name welcomes me,” (Mark 9:37 NRSV)* and *“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 NRSV).*

The Social Principles of the United Methodist Church state that *“...children must be protected from economic, physical, and sexual exploitation and abuse.”*

At each child’s baptism, we affirm our responsibility to their safety by our congregational response, pledging:

“With God’s help, we will so order our lives after the example of Christ, that this child, surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (From The Book of Worship, Baptismal Covenant, Congregational Pledge II)

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children, youth and vulnerable adults, as well as those who are committed to ministering to them as volunteers and employees. Every 15 seconds, a child is abused or neglected. Often, abuse occurs in places where children and youth feel safe – homes, schools, camps, and even churches. In over three quarters of reported cases, the victim was related to or acquainted with the abuser. In light of this, the Kentucky Annual Conference of the United Methodist Church and Frankfort First United Methodist Church has seen fit to outline policy and procedures that can 1) prevent such abuse from happening in our church; 2) be a place where children can feel safe in disclosing abuse; 3) protect the loyal volunteers and employees that minister to our children, youth and vulnerable adults and 4) allow those known sexual offenders who choose to worship at Frankfort First United Methodist Church to do so in a manner that protects our children, youth and vulnerable adults while at the same time protects and safely integrates those known sexual offenders into our congregation.

Building on the Safe Sanctuaries policies established by the Kentucky Conference, Frankfort First United Methodist Church has incorporated within its Safe Sanctuaries policies additional measures to further protect children, youth and vulnerable adults and those known sexual offenders worshipping as a part of our congregation.

This policy sets forth the requirements in the areas of;

- 1) Screening,

- 2) Supervision,
- 3) Reporting,
- 4) Response Plan, and
- 5) Protection and Integration of Known Sexual Offenders.

DEFINITIONS:

“Abuse” means harm or a threat of physical or emotional harm to a child or vulnerable adult or by a parent, guardian, or other person. Abuse includes: (a) the infliction of physical or emotional injury by other than accidental means; (b) the creation of a risk, or allowing the creation of risk, to a child by other than accidental means; (c) committing or allowing to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child.

“Child” or “children” or “youth” means any person who has not reached his/her eighteenth birthday.

“Exploitation” means obtaining or using another person's resources, including but not limited to funds, assets, or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resources.

“Sexual abuse” includes, but is not necessarily limited to, any contacts or interactions in which the parent, guardian, or other person uses or allows, permits, or encourages the use of the child for the purposes of the sexual stimulation of the perpetrator or another person.

“Sexual exploitation” includes, but is not limited to, a situation in which a parent, guardian, or other person allows, permits, or encourages the child to engage in an act which constitutes prostitution under Kentucky law; or a parent, guardian, or other person having custodial control or supervision of a child or responsible for his/her welfare, allows, permits, or encourages the child to engage in an act of obscene or pornographic photographing, filming, or depicting of a child as provided for under Kentucky law.

“Supervision” means to oversee or direct a ministry or activity.

“Vulnerable Adult” means a person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from neglect, exploitation, or a hazardous or abusive situation without assistance from others.

“Known Sexual Offender” means a person known to the Church who has been convicted of a sexual offense against a child, youth, or adult or who, through their own confession, has admitted to committing a sexual offense against a child, youth or adult, including but not limited to those persons who are going through the legal process, but have not been legally charged or convicted of committing a sexual offense.

SCREENING PROCEDURES:

Careful screening is one way to prevent the abuse and exploitation of children, youth and vulnerable adults. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children, youth and vulnerable adults.

1. All staff and volunteers who have regular and direct contact with children, youth and vulnerable adults shall be required to fill out a Staff and Volunteer **Worker's** Background Screening and Disclosure Form that shall include but is not limited to:
 - a. Standard contact information
 - b. Experience/qualifications for the position
 - c. Voluntary disclosure of past criminal history, including any criminal charges and/or convictions and any conditions of probation and/or parole.
 - d. Waiver of confidentiality allowing the church to secure the background checks and references necessary.
 - e. Listing of 2 non-relative references. This list shall have complete contact information for all references. This portion of the application process is considered incomplete if full contact information for the references is not provided.
2. Background screening:
 - a. Kentucky state background check and the Kentucky Child Abuse and Neglect Check
 - b. In addition, a National background check shall be completed if the person has ever lived outside the state of Kentucky and/or currently lives within 50 miles of another state.

Any background check that returns with a criminal history report will be reviewed by the Safe Sanctuary Team for a decision about participation in activities and service.

Anyone who is being charged with abuse to a child, youth or adult will not have contact with children or youth until the issue is resolved.

Anyone who has confessed to a previous crime against a child, youth or adult but not been convicted or never had the case go to trial will not have contact with children or youth.

Note: Clergy serving in the Kentucky Annual Conference will undergo a background screening upon entrance into the conference and once during each quadrennium when they participate in a mandatory boundaries/safe sanctuaries

training sponsored by the conference. This documentation will be kept in the personnel files of the conference.

3. Persons who have a break in volunteer or paid service of one or more years shall resubmit the Background Screening Form. It is recommended that background checks be repeated at least every three years for all staff and volunteers.
4. It is important that all records be kept in a locked cabinet. There should be a system in place that gives those who need these records easy access and a safe place to be stored when they are not needed. It is recommended that these records be kept by the church in perpetuity.
5. Persons shall demonstrate an active relationship with the local church for at least one year before being allowed to be in a supervisory role in activities for children, youth or vulnerable adults. In the case of new staff hires, references deemed adequate by the hiring supervisor will replace the one year waiting period.
6. Persons shall demonstrate an active relationship with the local church for at least six months before being allowed to volunteer in activities for children, youth or vulnerable adults.

SUPERVISION:

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children, youth or vulnerable adults, and to protect staff persons and volunteers from unfounded accusations.

1. **Training** is a requirement for all staff and volunteers working with children, youth and vulnerable adults. An initial educational component of the Safe Sanctuaries programs and policies is required prior to any adult participating in activities for children/youth/vulnerable adults. Thereafter, the minimum training would include documentation of an annual review of the Frankfort First United Methodist Church Safe Sanctuaries policies. Training is mandatory for anyone with ongoing participation and direct contact with children/youth/ vulnerable adults and is encouraged for all adults in the church.
2. **Minimum supervisory standards will include the “two adult rule”.** The two adult rule requires that, regardless of the size of the group, there will always be two unrelated adults present. This may include the presence of an adult ‘roamer’ who moves in and out of rooms/ ministry activities.
3. **No child, youth or vulnerable adult will be left unsupervised** while attending a ministry activity/event.
4. **All ministry activities should occur in open view.** Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a ½ door configuration or an open door.
5. Registration materials, which include a brief description of the activity, should be collected for every ministry event.
6. Ministry events involving transportation shall require written/ signed permission from parents/ guardians.
7. No person shall supervise an age group unless he/she is AT LEAST 18 years of age or older and is AT LEAST 4 years older than the children/youth being supervised.

REPORTING:

Reporting is required by any staff or a volunteer that personally witnesses an incident of abuse or exploitation, when an allegation of an event of abuse or exploitation is made to staff or a volunteer by a third party and/or when a child or vulnerable adult discloses abuse or exploitation to staff or a volunteer. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

1. The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported or disclosed, or who suspects abuse is required to report the incident/suspected abuse **immediately** to the person in charge of the ministry/activity. Upon receiving such information, the person in charge of the ministry/activity shall assist the staff person or volunteer who observed or suspects abuse in **immediately** calling the Kentucky Cabinet for Health and Family Services (CHFS) at (800) 752-6200, the local CHFS office or the Kentucky State Police. The Pastor in charge and immediate staff supervisor are to be informed immediately before or subsequent to the making of a report.
2. The person in charge of the ministry/activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information **to contact the alleged victim's parents/guardians** such as the name of the alleged victim and his/her address and family information.
3. If the accused is the appointed clergy, supply pastor or a member of his/her family, the allegations shall be immediately reported to the District Superintendent. The District Superintendent shall immediately report to the proper authorities as set forth in paragraph 1 above. The District Superintendent will take responsibility and act according to established rules of The Book of Discipline with respect to claims against a pastor. If the District Superintendent is not available, the incident should be reported to the **Bishop's office in Crestwood.**
4. All clergy are included in mandatory reporting as required by The Book of Discipline and Kentucky state law.

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All clergy of The United Methodist Church are charged to maintain all confidences inviolate, including confessional confidences, except in the cases of suspected child abuse or neglect or in cases where mandatory reporting is required by civil law.

5. After the person in charge of the ministry/activity has reported the suspected abuse to the proper authorities, the appointed clergy/supply pastors are to report the incident immediately to the District Superintendent. If the District

Superintendent is unavailable, the incident should be reported to the Bishop's office.

6. The person in charge of the ministry/event must keep a written report of the steps taken by the Church in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.

RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse there shall be cooperation with all official investigating agencies.

1. All media requests for statements should be directed to the Pastor in charge who shall be in contact with his/her District Superintendent. A spirit of **cooperation in helping the media find the “official spokesperson”** is often helpful.
2. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children or vulnerable adults and advise the accused there has been an allegation of abuse. Details of the allegations of the abuse should not be discussed with the accused at the time of removal. In any removal of a staff member or volunteer from any activity/ministry, care should be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by both state and church authorities.
3. When it has been alleged that a member of the church staff or a volunteer, has committed an act of abuse or exploitation, the staff member or volunteer shall be required to refrain from all ministry activities/events with children, youth and vulnerable adults until the incident has been fully resolved by the appropriate state authorities and in accordance with Book of Discipline.
4. Notify in person the parents of the victim and take whatever steps are necessary to assure the safety and well being of the child, youth or vulnerable adult. **NOTE:** If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.
5. Take all allegations seriously and reach out to the victim and the **victim’s** family. Show care and support to help prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the **first** priority. Respond in a positive and supportive manner to the victim and the **victim’s family**.
6. The church should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

PROTECTION AND INTEGRATION OF KNOWN SEXUAL OFFENDERS:

Covenant of Participation

First United Methodist Church, here after referred to as the Church, affirms the dignity and worth of all persons. We are committed to being a religious community, open to those who wish to worship with us, especially in times of serious personal troubles. However, based on your background and personal history, we have concerns about your contact with children, youth and vulnerable adults in our congregation. Although we welcome you to our congregation and our membership, your participation in events involving the children/ youth of the Church and those considered vulnerable adults, will be limited to ensure the safety of these persons and to reduce risks to you. The following guidelines have been established to that end.

The congregation welcomes your participation in Church activities, but affirms that you must act within the guidelines set forth herein:

1. You shall comply fully with all restrictions and requirements placed upon you as a result of any legal actions – past, present and future.
2. You shall not be alone at any time with any child, youth or vulnerable adult.
3. You shall participate in professional counseling throughout the duration of your involvement with the Church.
4. You shall be a member of an accountability group, made up of at least two members of the congregation (one of which shall be the same sex as you), the senior pastor of the Church, and you. This group will be assigned to you for the entirety of your involvement with the Church.
 - a. The accountability group will establish a schedule for partnering with you whenever you are planning to be on church property or participate in a church sponsored event. This schedule will be kept on record with the Safe Sanctuaries Team and will be posted in the office of the church.
 - b. One member of your accountability group will be with you at all times when you are on church property or at a church sponsored event. The accountability group member who is scheduled to partner with you will remain beside you, in close proximity to you at all times, when you are on church property or participating in a church sponsored event.
 - c. The accountability group will meet together with you, at least once a month, to offer support, discuss issues you may be having and to pray with you. If the need to meet more frequently occurs, the frequency will be determined by the accountability group in response to your needs.

- d. The accountability group will report quarterly to the Safe Sanctuaries Team, your probation/parole officer and your professional counselor.
 - e. You shall take the most direct, visible route to your destination with your accountability partner.
 - f. If restroom facilities are needed while on church grounds, the restroom in the workroom area of the Todd House should be used. One member of your accountability group will check the restroom facility before you enter to insure it is vacant. You will be permitted to enter and the accountability team member will insure no one else enters while you occupy the restroom. The team member will then accompany you back to your seat or off Church property.
5. At no time, even with a member of your accountability group, are you to be in the Lighthouse or on the first floor of the Wesley Center beyond the foyer area.
 6. You are welcome to attend, accompanied by a member of your accountability **group, any public worship service; Tuesday morning men's prayer group; the** adult Sunday school class of your choice and any other public worship service not designated for children, youth or vulnerable adults only. You may also attend those worship services not predominately led and directed by children or youth, as approved by your accountability group.
 7. Any church sponsored activity held off-site from the church campus shall be approved by the Safe Sanctuaries Team prior to participation.
 8. Upon arrival at Church, you shall report to the Church office in the Todd House where you will sign in and wait for a member of your accountability group to escort you to your destination. Once your worship experience or your business is complete, you shall return to the Church office to sign out before leaving the Church property. The accountability group member escorting you will initial both signing in and out. If the church office is locked and no member of your accountability group is available to meet with you, you are to immediately leave the Church property.
 9. At no time shall you hold a position of authority with the Church or serve as a representative of the Church.
 10. At no time will your name be allowed to appear in the Church newsletter, the weekly bulletin or in any item of print associated with the Church, excluding the weekly prayer concern list and the Church directory.

11. As part of our church family and in an attempt to provide the safest environment possible, you shall inform your accountability group and the Safe Sanctuaries Team if you become aware of other sex offender(s) who are attending our church.
12. Terms of this covenant will be reviewed with your probation/parole officer, sex offender treatment provider and any other person involved in your after-care or treatment prior to your involvement with the Church.
13. The covenant must be signed by a representative of your accountability group, your probation/parole officer, sex offender treatment provider and any other person involved in your after-care or treatment prior to your involvement with the Church.
14. This covenant will remain on file with the Church and will be readily available to members of the Church. It will be shared directly with all persons involved directly with children, youth and vulnerable adults working with the Church.

By signing this covenant, I agree that if at any time, any item of this covenant is suspected of being broken, I will meet with the Safe Sanctuaries Team. I agree that all findings of the Safe Sanctuaries Team are final. I agree that if the Safe Sanctuaries Team finds that any item of this covenant at any time was broken, I will immediately discontinue attendance at all church functions. I understand and agree that all church members will be made aware of the violation. I agree that all violations will be shared with my accountability group, my probation/parole officer, sex offender treatment provider and any other person involved in my after-care or treatment. Any violation that occurs that is illegal in nature will be reported immediately to the appropriate authorities.

Signature

Date

Accountability Group Rep. Signature

Date

Senior Pastor Signature

Date

Probation/Parole Officer Signature

Date

Professional Counselor Signature

Date

Staff and Volunteer Worker's Background Screening and Disclosure Form

First United Methodist Church
Frankfort, Kentucky

(This document will be seen only by those with authority and kept in a locked file)

Name:

Address:

Email address:

Home Phone:

Work phone:

Cell Phone:

Place of employment:

Emergency Contact:

Are you a member of the church?

If so, how long:

If not a member, how long have you been actively involved in the church?

List your interest, experience, training, education and gifts for this position:

Have you ever been charged, indicted or convicted of any crime? If yes, please explain and if applicable, include any conditions of your probation or parole.

List at least two (2) persons who have observed your work related to this position and include their contact information:

1.) Name:

Address:

Phone Number:

2.)Name:

Address:

Phone Number:

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to adhere to the procedures and policies of First United Methodist Church, including the Safe Sanctuaries Policy. By signing below, I permit the church to secure the background checks and references necessary for my participation as a staff member of FUMC or a volunteer working with children, youth or vulnerable adults at FUMC.

Applicant's Signature: _____ Date: _____

USER AGREEMENT

First United Methodist Church
Frankfort, Kentucky

PURPOSE: This Agreement gives permission to groups, organizations and individuals (“User”) not directly overseen by *[name of local church]* to use specified facilities owned by *[name of local church]*. Users of the facilities with the permission of *[name of local church]* do so with the full knowledge that losses or liabilities incurred by the User are not covered by the local church.

This Agreement is entered into on this day of the year _____, by and between *[name of local church]*:

A United Methodist Church, and *(name of User)* _____

(address of User) _____

(phone no. of User) _____.

WHEREAS *[name of local church]* is the owner of building located at the address printed above; AND WHEREAS the User desires to use said facilities on the terms and conditions set forth. NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

- 1. *[name of local church]* will make available to the User (description of facilities)
- 2. User agrees to indemnify and hold *[name of local church]* harmless from any and all liability including attorney’s fees arising out of User’s use of the above premises or the building of which the facilities are a part, or the parking facilities on or adjacent thereto.
- 3. The User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of *[name of local church]* to insure the User’s use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
- 4. The User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in the locale of *[name of local church]*, and will not engage in any activities in violation of such laws, ordinances rules and regulations.
- 5. If any of the User’s activities at *[name of local church]*, will place children or youth under age 18 by persons in the care of persons other than their own parents or guardians, the User must either: (a) comply with *[name of local church]*’s Safe Sanctuaries Policy for the prevention of child abuse (*attached*), or (b) supply a copy of its own child abuse prevention policy which is substantially similar in practice and effect to *[name of local church]*’s Safe Sanctuaries Policy, and certify compliance by signing below.

IN WITNESS WHEREOF, the undersigned parties have executed the Agreement as of the day and year first above written.

Signature of [name of local church]’s Rep. _____

(Signature of User’s Representative) _____

(Print name of Representative) _____

(Address of Representative) _____

(City, and Zip) _____

Representative’s phone #) _____

PROCEDURES OF OPERATION

First United Methodist Church
Frankfort, Kentucky

Paid Staff and Volunteers

Background Checks and Disclosure Forms

Staff and volunteers who have at least a one year ongoing relationship with FUMC, including those who have direct supervision of or transport children, youth or vulnerable adults and those who provide oversight of activities and facilities at FUMC, are not permitted to work in such activities until both the screening and disclosure form and the criminal background check have been submitted and returned to either the church administrative assistant or Minister of Christian Education. In case of delay of the return of the criminal background check, the staff or volunteer may be allowed to work, but shall not to be alone with any children, youth or vulnerable adult.

Either the church administrative assistant or the Minister of Christian Education will be responsible for distributing and collecting the screening and disclosure forms and the criminal background checks to staff and volunteers prior to activities beginning. Criminal background checks will be repeated every three years unless the staff or volunteer has a break in service of more than one year which shall result in the staff or volunteer being considered like a new hire or volunteer. Completed forms and background checks will be maintained in locked files **in the church office** and shall only be accessible by the **Senior Pastor, Youth Minister and Minister of Christian Education**. FUMC will pay for all criminal background checks.

Two Adult Rule

There shall always be two, unrelated adults present during any childcare or children, youth or vulnerable adult programming events. If this is not possible, blinds and doors are to be left open and all activities should take place in open spaces where other adults are likely to be present and the group is in clear sight of others.

If a helper, someone who does not meet the policies to be a staff or volunteer with children, youth or vulnerable adults, is recruited in an emergency situation where additional supervision is needed, the helper shall not be alone with or supervise any child, youth or vulnerable adult where a staff person or volunteer is not present.

Age Requirements

All staff and volunteers must be at least 18 years old and at least 4 years older than the youngest member of the group being served.

If a helper, someone who does not meet the policies to be a staff or volunteer with children, youth or vulnerable adults, is recruited in an emergency situation where additional supervision is needed, the helper shall not be alone with or supervise any child, youth or vulnerable adult where a staff person or volunteer is not present. Because recruiting a helper does not meet the requirements of the Two Adult Rule, blinds and doors are to be left open and all activities should take place in open spaces where other adults are present and the group is in clear sight of others.

Training

All new staff and volunteers are required to attend FUMC Safe Sanctuaries Training in the beginning of their service at the first available time such training is offered. At a minimum, training will be provided by FUMC once a year during the month of April. In rare situations where a new staff member or volunteer needs the training sooner than it is scheduled to be offered, special arrangements will be made for the training to be provided in a timelier manner. Although topics may change as needs arise, FUMC Safe Sanctuaries policies and procedures will be reviewed.

First Aid and CPR training is also mandatory for staff, including paid child care workers and is available to volunteers. FUMC will arrange and pay for initial training and will provide recertification training every three years for staff and nursery workers. Copies of First Aid and CPR certifications shall be submitted to the church administrative assistant or the Minister of Christian Education and will be stored in locked files in the church office and shall only be accessible by the Senior Pastor, Youth Minister and Minister of Christian Education.

Youth and Children

Sunday School

A volunteer teacher for children, youth or vulnerable adults must be active in the church for one year prior to their teaching a Sunday school class. According to Safe Sanctuaries Policies and Procedures, screening and disclosure forms, criminal background checks and Safe Sanctuaries training are required. The goal is to have at least two volunteers in each room. In situations where only one adult is available, parents will be informed. (Does this ever happen or is there always at least one other person in the room, even if they are under the age of 18??) At all times, blinds and classroom doors will remain open and groups are to always be visible.

Wednesday Night Activities

A volunteer leading Wednesday Night Activities for children, youth or vulnerable adults must be active in the church for one year. According to Safe Sanctuaries Policies and Procedures, screening and disclosure forms, criminal background checks and Safe Sanctuaries training are required. The goal is to have at least two volunteers in each room. In situations where only one adult is available, parents will be informed. (Does this ever happen or is there always at least one other person in the room, even if they are under the age of 18??) At all times, blinds and classroom doors will remain open and groups are to always be visible.

Youth Group

a. On Site at FUMC

A Youth Counselor is a volunteer, at least 18 years of age and 4 years older than the oldest member of the group being supervised; involved with FUMC for at least one year; has a screening and disclosure form and criminal background check both on file with the church; and has attended Safe Sanctuaries training.

The criterion of a Youth Counselor applies to any person working with children and youth at FUMC, including persons from other churches and anyone not affiliated with a specific church.

In situations when a helper is needed to provide additional supervision and support during an activity with the children and/or youth, the helper is to remain in sight of the Youth Minister and is to not be alone with or provide supervision to the children and/or youth. At no times shall a helper transport children or youth without written permission from parents.

At all times, activities with children and/or youth are to take place in areas that are open to the public and doors and blinds are to remain open at all times. At no time shall the Youth Minister or a Youth Counselor be alone with a child or youth, including but not limited to lessons of any sort, any meeting to discuss private matters or transportation. Such activities, which lend themselves to or will result in one on one interaction, require written consent from parents and shall be held in the Wesley Center, in plain sight of the public. This includes activities, when more than one child or youth is present and when no helper or Youth Counselor is available to assist the Youth Minister.

All activities with children and/or youth require that an attendance sheet be completed. The attendance sheet shall include the time, date and location of the activity; names of children and youth who participated; names of Youth Counselors and Helpers who attended; and documentation of requests from parents or guardians that will result in the Youth Minister or Youth Counselor being alone with the participant.

In addition to participation in Safe Sanctuaries training, Youth Counselors shall also receive training specific to working with children and youth. Topics to be include, but are not limited to:

- How to lead a small group discussion;
- Appropriate and inappropriate interactions with youth; and
- The role of the Youth Minister, including communication about youth activities and inappropriate or concerning youth behavior.

b. Off Site & Out of State

Safe Sanctuaries Policies and Procedures are to be followed even if an event or activity is being held away from FUMC.

When participating in activities off site or out of state, the Youth Minister and Youth Counselor(s) must maintain copies of the Parent Release and Health Insurance Form for every youth on the trip. The Youth Minister shall also maintain a listing of the adults on the trip, their emergency contact information, age, health insurance information and any medical confirmations they may have. The Youth Minister must also have on their person the insurance information for every vehicle used to transport youth on a youth trip away from the church.

On youth trips, separate housing must be provided for youth and adults. No adult leader will be allowed to stay in a room with a youth member unless the adult is the parent of the youth in their room. (Does it matter about the sex of the parent . . . a mom staying in a room with her son and three other boys?)

Two adults must stay at youth functions until every youth member has been picked up by a parent or guardian. Youth will not be permitted to be taken home by adult leader who is alone without prior documented permission from the parent.

Vulnerable Adults

Sunday School and Off Site Activities

Vulnerable Adults are taught by volunteers who are at least 18 years of age and 4 years older than the oldest member of the group being supervised; involved with FUMC for at least one year; has a screening and disclosure form and criminal background check both on file with the church; and has attended Safe Sanctuaries training. Sunday School classes shall take place in an accessible room. The group is to remain visible at all times in a room with the doors and blinds open at all times.

Any activity with vulnerable adults that takes place away from FUMC must have prior approval from the Senior Pastor or Director of Christian Education and be supervised by at least two volunteers.

Transportation

All FUMC drivers transporting vulnerable adults must have both the screening and disclosure form and criminal background check on file with the church and have attended the Safe Sanctuaries training prior to transporting any vulnerable adult, unless the group home or other institution is providing transportation for the member.

Outside Groups to FUMC

Use of Space at FUMC

Regular groups, such as outreach ministries of the church, and groups using church property on a limited basis will sign a consent form documenting that they agree to follow FUMC Safe Sanctuaries policies and procedures, especially groups that include children, youth and vulnerable adults. The church administrative assistant or the Events Coordinator for the Wesley Center is responsible for obtaining signed consent forms and providing groups with a copy of the Safe Sanctuary Policies and procedures.