

SAMPLE

BASIC PROCEDURES FOR SAFE MINISTRY WITH CHILDREN AND YOUTH

Fingerprinting and Background Checks

A consent form and letter stating the possibility that fingerprinting and background checks may be required will be signed by all volunteer and paid workers with children and youth. Any background information will be kept in a locked file in the church to protect confidentiality. Those workers who have fingerprint and background checks on file at their places of employment may be required to have documentation of such on file at the church.

The Two Adult Rule

Our goal is that no fewer than two adults will be present at all times during any church-sponsored program, event, or ministry involving children or youth to prevent "unsupervised access" to children or youth. Unsupervised access will be defined as meaning that no other person 18 years or older is present in the same room with the children and/or if outdoors, no other person 18 years or older is within a 30 yard radius of the child or has visual contact with the child.

In the event that the above criterion is not possible, groups may meet with one adult per group with classroom doors closed, as long as there is visual access through a window and an adult is roaming, checking periodically in each classroom.

First Aid/CPR Training/Emergency Phone Numbers

A list of people who have been trained in CPR and first Aid will be compiled and posted in the sanctuary, fellowship room, kitchen and classrooms. If requested, training will be offered periodically for those staff and volunteers who wish to be proficient in these areas.

The first aid kit is located in the kitchen. Emergency phone numbers are listed beside the telephones in the kitchen and church office.

Workers Under the Age of 18

Youth under the age of 18 should not be put in positions where they are in charge of where there is unsupervised access to children. They will be welcomed and nurtured as volunteers to help the adults.

Youth are permitted to assist an adult with children who are at least five years younger than they are.

Open Door Counseling

Any counseling sessions or visits with children or youth should be done with the door open for the entire session. Ideally sessions should be scheduled at times when other people are nearby.

Workers' Eligibility

Workers will be eligible to volunteers their services after attending Perry United Methodist Church for six months.

Orientation with Workers

Orientation and review of policies will be held with workers as needed.

Parental/Guardian Permission

Parents/guardians should always be given advance notice and full information regarding events (other than Sunday School) in which their children will be participating. At these events an effort will be made to have parents/guardians/transporters sign in and out for the children for which they are responsible. Permission slips for trips involving road travel or overnight must be signed and notarized.

Parent and Family Education

The Safe Sanctuaries policy will be announced during worship. Copies will be made available for parents, workers and all others interested.

Responding to Allegations

In the case of allegation concerning child abuse in the church, one person will be designated as spokesperson. All members should refer inquiries to the spokesperson. The spokesperson should refer to pp. 38-40 in the *Safe Sanctuaries* book for suggestions in responding.

Forms

Attached is the form which will be used for volunteers as they offer their services for children and/or youth ministry.

Also attached is the form for reporting accidents.

Also attached is the consent form which all workers with children and youth must sign.