

JARVIS MEMORIAL UNITED METHODIST CHURCH

Safe Sanctuary Policy

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Safe Sanctuaries Statement of Purpose and Commitment

The 1996 General Conference of The United Methodist Church adopted a resolution

aimed at reducing the risk of child abuse in the church. The Safe Sanctuaries program has been created as a guideline for churches to follow to keep our children, students, vulnerable adults and leaders safe.

Jarvis Memorial United Methodist Church is committed to providing a safe and nurturing church home, in which our children, students and adults can experience God's love and grow in their Christian faith. As members of the Body of Christ we all share in this responsibility and we further commit to demonstrate 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, *United Methodist Hymnal*, p. 44). To this end, anyone who is concerned about the physical or emotional safety of a child or student in our congregation, or any student who believes they have been harmed, is encouraged to report the incident so that we may fulfill our commitment to maintaining a Safe Sanctuary.

Psalm 27: 4-5

"The one thing I ask of the Lord
the thing I seek most
Is to live in the house of the Lord all the days of my life,
delighting in the Lord's perfections
and meditating in his Temple.
For he will conceal me there when troubles come;
he will hide me in his sanctuary.
He will place me out of reach on a high rock."

Statement of Safe Sanctuary Terminology

Before we progress through the training the Family Ministries team has discovered the importance of clarifying terminology that you will hear us use throughout this document. Clarity of the terms used will serve as a point of reference of what types of workers serve here at Jarvis Memorial UMC.

Family Ministries Team: The term “Family Ministries” describes all ministries within Jarvis Memorial UMC that work with babies, children, youth and young adults.

Paid: The term “Paid Leader” describes all individuals who are hired/paid by the church and have been given the responsibility of managing, leading or directly working with children/youth. All paid leaders are background checked and required to participate and sign off on Safe Sanctuary guidelines.

Volunteer Leader: The term “Volunteer Leader” describes individuals who are given the responsibility of managing or directly working with children/youth. This however, does not describe their role as a teacher. These individuals have been background checked, Safe Sanctuary trained and are (21) twenty one years or older.

Volunteer Helper: The term “Volunteer Helper” describes individuals who work or help alongside a Volunteer Leader and have not been given the authority to volunteer alone. These individuals are volunteers who are working on completing Safe Sanctuary training and may not have been background checked at this point in time.

Complementary Worker: The term “Complementary Worker” describes individuals who provide services to Jarvis Memorial UMC but are not regular, established JMUMC employees. These individuals must either (1) work where there is no direct contact with children, or (2) submit for a background check.

Standard Procedures for Operating Safely

The procedures that we have adopted to insure that our children and students are safe include but are not limited to the following:

- A minimum of one adult who has been Safe Sanctuary trained and background checked in the room at all times. One adult cannot ever be left alone with two or less children or students. In the event only one adult can be secured, the door shall remain open at all times and there will be a leader assigned to roam, if there is not a window in the door.
- Students or youth may be assigned to assist with children's ministry programs; these students are subject to the "five-years-older rule" and are expected to participate in a training.
- During all Family Ministry programming, a drop-in policy has been established. Leaders understand that coordinators circulate to ensure policies are followed.
- Restroom Policies:
 - Only paid nursery staff and/or parents of children in our care are allowed to change diapers. All other diapering needs should be directed to the changing stations in restrooms outside the nursery.
 - Only paid nursery staff, "Volunteer Leaders" and/or parents of children in our care can take children into restrooms to assist with toilet needs. ▪ Children are monitored from outside the restroom at all times.
 - Students are expected to go and come from restrooms on their own. ▪ If parents wish to change their children, he or she needs to do so in the restroom changing facilities.
 - Adults responsible for special needs children and students and/or vulnerable adults should work with Family Ministries staff to create an individual Safe Sanctuaries plan.
- Concern/Incident Report Forms are available in church office, in Family Ministry areas and may be requested from ministry leaders.

In response to the initiative set forth by the 1996 General Conference of the church, we have taken the following steps to insure that our children and student, workers and church are safe:

- All persons working with children and students are given information about our policies and procedures during their training process.
- The Jarvis Memorial UMC Safe Sanctuaries policies are available in the church office upon request.
- Leaders (including paid and non-paid staff) are asked to sign the 'Leader Consent Form' stating they will adhere to the policy.
- Coordinators are in regular relationship with "Volunteer Leaders" in order to ensure that policies are followed.
- Anyone wishing to be a "Volunteer Leader" in an area that directly relates to children and students must consent to a background check.
- Completed background forms are to be returned to your coordinator who in turn will give the information to Office Admin who will process the request. Results are kept confidential and locked. Only Office Admin will view the report. The 'Background Check Authorization' form is shredded to protect confidentiality and the 'Safe Sanctuaries Leader Consent' form is kept on file.
- Safe Sanctuary Training & Background Checks are good for a (3) three year cycle and must be renewed after expiration.

Guidelines for Trips and Off Site Programming

The following additional guidelines address issues of safety that may arise when

children and students participate in off-campus trips and programs.

Transportation

- An adult can transport 3 or more children in a vehicle. If an emergency situation arises where a student needs transportation and only one adult is available (e.g., utilizing two adults would compromise the supervision of remaining student), then every effort will be made to relieve the emergency situation.
- All drivers transporting a child/youth on a personal vehicle during an activity must have a valid driver's license, proof of insurance (including the coverage limits of such insurance - 100/300/100) and must be (21) twenty one years or older.

Lodging & Activities

- All off site events and trips require written permission forms, unless a child's parent/guardian is present.
- At no time will a student and an adult leader stay in a room by themselves unless they are related. Students and adults will not sleep in the same bed with whom they are unrelated.
- Adults and students will be split by gender for overnight accommodations. Males and females may not share the same sleeping areas.
- When large common sleeping areas are used adults remain in the immediate vicinity sleeping near the exits.
- All participants should have privacy for showering/bathing. If there is a common shower, arrangements should be made to schedule showers separately for student and adults.
- In independent activities (e.g., skiing, beach), students must stay in groups, checking in with an adult supervisor in a public place at designated times.

Procedural Guidelines For Handling Concern or Reported Allegations Of Abuse

1. Any allegation of abuse of a minor by a leader (paid or unpaid) must be immediately reported to a member of the Family Ministries Team and then, subsequently, to the Lead Pastor

immediately upon initial receipt of an allegation. Such notification shall be by personal statement, phone call, text, email or whatever form of communication is quickest in the circumstance the person making the report find him/herself. If such an allegation is reported to a staff member, said staff person still is to turn report immediately into the Lead Pastor. If the allegation is against the Lead Pastor the report shall be made to the Chairperson of the Staff Parish Relations Committee and the following procedures followed absents the Lead Pastor from each process.

2. Upon receipt of such allegation, the Lead Pastor, the Admin Council Chair, and the Chairperson of the SPRC will immediately determine whether the allegation in question is a reportable incident within the guidelines set forth by applicable N.C. statutes and the Pitt County Department of Human Services. If so, the allegation will actually be reported to the appropriate authorities by the Admin Council Chairperson or SPRC Chair and the Lead Pastor as soon as possible.
3. The allegation in question shall be then reported, within 24 hours of receipt, to all clergy, as well as, to the Chairperson of the SPRC and the Chair of the Administrative Council, as well as, to the appropriate member(s) of the Family Ministries Team, to the extent that they are not the initial recipient of such an allegation or the subject of same.
4. The Lead Pastor shall immediately notify the District Superintendent of the allegation and will work with the DS. If the allegation is against a clergy person, the DS will determine if the allegation is a chargeable offense under The Book of Discipline. If the allegation is against the Lead Pastor, The SPRC Chair will contact the DS.
5. If the allegation in question is not a reportable incident, the Lead Pastor, the Council Chair, the SPRC Chair along with the appropriate pastor and/or staff member(s) described in paragraph who above, will nonetheless immediately determine how best to further investigate the allegation in question, and/or address the same with the accused, the minor, and the minors parent(s) or legal guardian(s).
6. Any concern or allegation of abuse regarding a minor who is affiliated with Jarvis Memorial UMC that is directly observed or reported requires immediate report to the civil authorities per The Book of Discipline. Therefore, any report or allegation or observation of abuse made to any pastor or staff member must therefore be immediately reported to the Lead Pastor. The Lead Pastor and said pastor or staff person will immediately contact the appropriate authorities.

Procedural Guidelines For Distributing and Handling Concern/Incident Report Forms

1. Distribution: Concern forms will be available to all Jarvis Memorial UMC leaders (paid and unpaid), church members, parents, students and/or visitors in a variety of ways, including but not limited to:

- in Family Ministries areas
- Available in church office

2. Handling of Concern/Incident Reports

All concern/incident reports received by anyone affiliated with Jarvis Memorial UMC shall be immediately directed to the appropriate persons as set forth in the guidelines established in the Safe Sanctuaries Manual.

Access to such reports during the implementation of the procedures listed in these guidelines shall be strictly limited to the designated persons.

Following completion of such procedures, all such reports shall be stored in a segregated file cabinet or storage compartment, kept locked at all times, and made available for subsequent review only by clergy or paid staff who are directly responsible for making employment and/or leader selection decisions.

3. Handling of General Concern Reports. All reports received by anyone affiliated with Jarvis Memorial UMC that relate only to general concerns shall be immediately directed to coordinators and pastors.
4. Acknowledgement of Receipt. Upon receipt of the Concern/Incident Report Form, the Lead Pastor or other appropriate personnel will acknowledge the receipt of the form to the submitter of said form.

Background Check Authorization

Ministry Leader/Ministry Area

Print Full Name:

Social Security Number: Date of Birth:

Former Name(s) and Dates Used:

Driver's License & State Issued:

Current Address Since:

(Mo/Yr) (Street) (City) (Zip/State)

Have you ever been charged, convicted or pled guilty to a crime, either a misdemeanor or a felony including but not limited to drug related charges, child abuse, and/or other crimes of violence, theft, or motor vehicle violation?)

Yes ___ No ___ If yes, please explain:

The information contained in this form is correct to the best of my knowledge. I hereby authorize **Jarvis Memorial United Methodist Church** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background,; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Jarvis Memorial United Methodist Church** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release **Jarvis Memorial United Methodist Church**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature:	Date:
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Concern/Incident Report Form

Submitted by:	Date:
Program/Event Involved:	
Leader(s) Paid or Unpaid Involved:	

General Concern/Incident:	
Other Affiliates of Jarvis Memorial United Methodist Church Involved in the Incident (and Contact Information if available):	
Contact Information for Follow Up Cell Phone No. Email Address: Mailing Address:	
Signature:	

Once complete, please submit form at Jarvis Memorial UMC church office;
or mail to Jarvis Memorial UMC
510 S Washington St
Greenville, NC 27858

For immediate attention, please mark your envelope "High Priority -- Attn: Lead Pastor/Personal and Confidential."

For office use only

Reviewed by:	Date Reviewed:
Follow Up Action Taken? Yes No	Date of Follow Up
If yes, describe. If no, why not necessary?	

(detach, complete and turn into staff)

I, _____, (printed name) commit myself to serve God and others by participating as a member of the **Jarvis Memorial United Methodist Church** Family Ministries Team. As a member of the team, I join with other leaders who are committed to excellence in all we do for our community of faith.

Yes, I have received, read and understand the **Jarvis Memorial United Methodist Church** Safe Sanctuaries policies and understand that I consent to a background check before working with children or youth.

Signature Date