

Safe Church Key Points

The following are key points of Sunnyvale Presbyterian Church's Safe Church Policies. The full policy document can be found at: <https://sunnyvalepres.com/safe-church/>. It is the responsibility of the entire Sunnyvale Presbyterian Church community to keep our children safe.

- ❑ **Safe Church Clearance.** Adults and youth working with minors and all staff and officers must be Safe Church cleared, involving background checks and training, before starting their roles or positions.
- ❑ **Non-cleared individuals.** Those who are not cleared may not be involved in activities with minors. With the approval of the program director, they can occasionally be guests (e.g., guest speaker or a parent observing a program), if at least two Safe Church-cleared adults are present.
- ❑ **Two-adult rule.** There must always be at least two Safe-Church-approved, unrelated adults present in programs and activities with minors, including for online programs. Cleared youth workers or volunteers (age 14 or over) count as adults if supervised by a Safe Church-cleared adult.
- ❑ **Exceptions to two-adult rule.** Exceptions are rare but can include the following.
 - ❑ **Bathroom procedures.** An adult may need to leave an activity to take a child to the bathroom, in which case they should take two or more children or another adult (if available). See policy document for specific procedures for bathroom visits for children of different ages.
 - ❑ **Brief moments with only one adult.** If an adult is alone with minors, they should stay in a visible location (e.g., with open door) and contact a supervisor or Safe Church Oversight Team member if the situation lasts for more than a couple minutes.
 - ❑ **Only approved one-on-one encounters with minors.** Staff and volunteers should not be alone (in person or online) with minors unless approved by the program leader. Anyone who is alone with a minor, whether approved in advance or not, should contact a program leader or Safe Church Oversight Team member to inform them of the location and beginning and end of the encounter. This includes being in a car with a minor.
 - ❑ **Private music lessons.** Lessons occur in visible locations (with window or open door) and are monitored by The Music School staff.
- ❑ **Interactions with minors.** Respect, bodily autonomy, safety, and appropriate boundaries are the guiding principles for contact with minors. The policy document outlines appropriate and inappropriate physical contact for children of different ages. Generally, staff and volunteers should not be contacting minors outside of programs, including through social media.
- ❑ **Reporting.** Report any suspicious, careless, or problematic behavior or violations of the Safe Church policies to a program director, Safe Church Oversight Team, or pastor. If actual abuse is suspected, you are strongly encouraged to also report it to the police or Child Protective Services (833-722-5437) and are required to do so if you are a mandated reporter. Contact the church office (408-739-1842) to get staff contact information or email the Safe Church Oversight Team (safechurch@sunnyvalepres.com).