



Pikes Peak United Methodist Church Safe Sanctuary Training Manual

**Updated September 2014

** Reviewed October 2016

Pikes Peak United Methodist Church
Safe Sanctuary Training for Children, Youth and Vulnerable
Adults
(Based on Rocky Mountain conference UMC Ethical Education
Standards)

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Section One

Safe Sanctuary: Purpose

Pike's Peak United Methodist Church is committed to providing a safe environment – a Safe Sanctuary- for all who participate in the ministries of our faith community.

The Safe Sanctuary Mandate is why you are here today. The Ministries of the Rocky Mountain Conference must create and maintain an environment which promotes an individual's FAITH, LOVE and HOPE.

How do we promote FAITH in a safe sanctuary? — We do this through education- Sunday School, VBS, Children's Church/Worship, Bible Studies, etc... Individuals are learning the stories and lessons of Scripture, and how they apply to their lives. We are planting seeds of faith.

How do we encourage LOVE in our safe church sanctuary? —We do this through service to others. We encourage intergenerational connections, participation in mission projects, etc...

And how do we promote HOPE in a safe sanctuary? — We do this through developing positive relationships with their church family, and through interaction with ministry leaders who are positive role models.

Overview:

It is through a strong, Safe Sanctuary policy that we strive to...

- **Honor those who have entrusted their loved ones to our care by providing safe, loving, and nurturing environments.**
- **Establish "Due Diligence" in that we have done all we could within reason to keep individuals safe in our church and at church-related functions outside of the building. This, in effect, will help to protect all who work with children, youth, and vulnerable adults from false allegations.**
- **Protect those entrusted to our care by screening and training staff and volunteers.**

Definitions:

Child: A person enrolled in school from Preschool through Grade 5 or an infant/toddler. (usually birth through age 10)

Youth: A person enrolled in school from Grade 6 through Grade 12 (usually 11 through 18)

Vulnerable Adult: A person 18 or older who requires special care or protection. In some cases, this distinction may apply to special needs children and youth.

Spiritual Leader: A person representing the church in a leadership role.

Ministry: A broad strategy to usher in the Reign of God on earth, usually shaped by a committee or team.

Program: A regularly recurring expression of a ministry. (Sunday School, United Methodist Youth Fellowship, etc...)

Event: A one-time expression of a program or ministry (Children's Christmas Program, Mission trips, etc...)

Group: An activity station or a breakout station for a ministry, program, or event contained in a specific room or space.

Common Space: Those portions of an event that are open to the public and are not contained or directed by specific leaders.

Open Door: Parents, ministers, staff, and other appropriate adults are free to attend, drop-in, or observe the activity, and visual and physical access is not obstructed in any way.

Sexual Abuse: Sexual contact, both physical and emotional, between a child and an adult (or a more powerful child) including sexualized comments or behaviors, fondling, intercourse, incest, and exploitation of the child through pornography or prostitution.

Physical Abuse: Bodily harm as defined by state law.

Ritual Abuse: A form of physical, sexual, or psychological violence inflicted in a stylized manner by someone in a position of responsibility.

Emotional Abuse: Violence, cruelty, or threat of bodily harm whether spoken or unspoken.

Peer on Peer Abuse: Any harassment, intimidation, threat, or action, whether physical or emotional, whether electronic or in real-time, that diminishes another.

M.A.N.E.- Mistreatment, Abuse, Neglect, Exploitation: Investigations involving vulnerable adults

Abuse is by and large INTENTIONAL misconduct towards an individual

Neglect is by and large negligent or thoughtless words and conduct, regardless of intention.

Both “abuse” and “neglect” include situations that may be justifiably perceived as such.

Why the Need for a Safe Sanctuary Program?

- Stewardship- We give our time, our energy, and our very selves to God as acts of worship and gratitude. The Safe Sanctuary helps to protect us as we work in our various programs at PPUMC
- Safety and Wellbeing of the Vulnerable
- Statistics — National and Church/Religious

IN THE US:

A report of child abuse is made every 10 seconds

More than 4 children die every day as a result of child abuse

Approximately 70% of the children killed were under four years of age.

Approximately 80% of all child abuse is perpetrated by parents.

Over 3 ½ million reports of abuse were made in 2012

*ACCORDING TO THE US DEPARTMENT OF HEALTH & HUMAN SERVICES
2012 CHILD MALTREATMENT REPORT*

Adult Protective Services investigated nearly 500,000 reports of elder abuse in the United States in 2012 according to the National Center of the Prevention of Elder Abuse.

IN COLORADO: COLORADO:

A child is abused or neglected every 44 minutes

More than 40,000 children were investigated for child abuse or neglect.

Over 10,000 children were confirmed victims of child abuse or neglect.

Between the years of 2007-2013, 202 children died from abuse.

*ACCORDING TO THE LATEST STATISTICS FROM THE COLORADO
DEPARTMENT OF HUMAN SERVICES*

Church/Religious Statistics-Although there are no definitive statistics demonstrating the rate of child abuse in a church setting, information from various Christian organizations confirm that, over the past decade, the pace of child abuse allegations against American churches has increased exponentially. According to surveys taken by Christian Ministry Resources (CMR), a tax and legal advice publisher serving 1,000 denominations nationwide, allegations are reported on the average of 70 per week. These statistics have been maintained by CMR since 1993. CMR statistics have confirmed the following:

- Most of the alleged abusers are not clergy or staff, but volunteers.
- Most church-abuse cases involve a single victim.
- 21% of the lawsuits filed in 2000 resulted in out-of-court settlement

False Accusations

Although it is difficult to track the number of complaints that are dismissed or dropped as a result of false reporting, statistics demonstrate that false complaints make up anywhere from 2-5% of all child abuse allegations. Volunteers, who work in a position of trust, need to be protected against false accusations.

Outmoded Doctrine of Charitable Immunity

The Doctrine of Charitable immunity protected charitable organizations, including churches, from tort liability, by not allowing injured parties to recover damages from volunteers and other employees of those organizations.

In the 1940's, State Court decisions and state legislation began allowing the recovery of damages from the organization itself. By 1992, almost every state had abolished or eroded all or parts of the charitable immunity doctrine. This occurred because Courts began to universally conclude that charitable organizations had control over the activities of their employees and volunteers much the same way private entities might; thus, they should be able to take precautions to guard against injuries caused by tort activities.

Due Diligence

The insurance company that protects our church is Church Mutual Insurance. The company provides guidance for us to keep our children safe through training videos, brochures, and websites we can go to, to get answers to important questions. But as an insurance company, it has certain "expectations" from the church. **The**

expectations are met when we show "due diligence" in that we have done all we can within reason to keep children, youth and vulnerable adults safe in our church as well as church related functions outside the building.

By consistently following our church safe sanctuary policy, coupled with following the Laws of the State of Colorado for keeping children, youth, and vulnerable adults safe, and abiding by the Child Abuse Prevention Policy of the General Conference of the United Methodist Church, we are doing all we can to uphold "Due Diligence" in the eyes of Church Mutual Insurance. It is critical that all persons volunteering in a position of trust with children be properly documented and trained.

CHILD ABUSE PREVENTION POLICY FOR THE UNITED METHODIST CHURCH

Introduction

The General Conference of the United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, ***"Whoever welcomes [a] child welcomes me."*** (Matthew 18:5).

Children are our present and our future, our hope, our teachers, our inspiration.

They are full participants in the life of the church and in the realm of God. Jesus also said, ***"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).

Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical, emotional and sexual exploitation and abuse".

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse ("ritual abuse" refers to abusive acts committed as part of ceremonies .or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma. Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders.

Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse. God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From The Book of Resolutions of The United Methodist Church-2000, pp. 180-181. Copyright © 2000 by The United Methodist Publishing House. Used by permission.)

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with

children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will, educate all of our workers With children and youth regarding the use of all appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected incident .of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children, youth, and vulnerable adults this congregation is committed to demonstrating the love of Jesus Christ so that each individual 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).

Section Two

Signs of Abuse:

CHILD NEGLECT IS THE MOST PREVALENT FORM OF CHILD MALTREATMENT IN THE UNITED STATES. ACCORDING TO THE NATIONAL CHILD ABUSE AND NEGLECT DATA SYSTEM (NCANDS) OF THE APPROXIMATELY 899,000 CHILDREN IN THE UNITED STATES WHO ARE VICTIMS OF ABUSE AND NEGLECT IN 2005, 62.8% (564,765 CHILDREN) SUFFERED FROM NEGLECT ALONE, INCLUDING MEDICAL NEGLECT. CHILD NEGLECT IS DEFINED AS "TYPE OF MALTREATMENT THAT REFERS TO THE FAILURE BY THE CAREGIVER TO PROVIDE NEEDED, AGE-APPROPRIATE CARE ALTHOUGH FINANCIALLY ABLE TO DO SO OFFERED FINANCIAL OR OTHER MEANS TO DO SO. NEGLECT IS USUALLY TYPIFIED BY AN ONGOING PATTERN OF INADEQUATE CARE AND IS READILY OBSERVED BY INDIVIDUALS IN CLOSE CONTACT WITH THE CHILD (DOCTORS, NURSES, RELATIVES, AND NEIGHBORS).

The Kempe Center Foundation for the Prevention and Treatment of Child Abuse and Neglect (www.kempe.org)

Keeping individuals safe in the church, not only requires proper training and screening of those persons working with children, youth, and vulnerable adults in a position of trust within the church, but that eyes and ears are open for those who come into the church who have been abused or neglected outside of the church setting.

Children suffering from abuse or neglect often will not tell anyone about it, therefore, it is important to be able to recognize just what defines abuse and neglect and the possible signs to watch for.

Most Common Types of Abuse and the signs to watch for:

Physical: Bodily harm as defined by the state laws

Possible Signs of Physical Abuse:

- Hostile and aggressive behavior toward others
- Fearfulness of parents and/or other adults
- Destructive behavior toward self, others, and/or property
- Inexplicable fractures or bruises inappropriate for child's developmental stage.
- Burns, facial injuries, pattern of repetitious bruises

Emotional: Spoken or unspoken violence or emotional cruelty

Possible Signs of Emotional Abuse:

- Exhibits severe depression and/or withdrawal
- Exhibits severe lack of self-esteem
- Failure to thrive
- Threatens or attempts suicide
- Speech and/or eating disorders
- Goes to extreme to seek adult approval
- Extreme passive/aggressive behavior patterns

Sexual Abuse: Sexual contact between child and adult (or more powerful child) including fondling, intercourse, incest and exploitation of the child through pornography or prostitution.

Possible Signs of Sexual Abuse:

- Unusually advanced sexual knowledge and/or behavior for child's age and developmental stage.
- Depression-cries often for no apparent reason
- Promiscuous behavior
- Runs away from home and refuses to return
- Difficulty walking or sitting
- Bruised/bleeding in vaginal or anal areas
- Exhibits frequent headaches, stomachaches, extreme fatigue
- Sexually transmitted diseases

Ritual Abuse: A form of physical, sexual or psychological violence inflicted on a child in a stylized manner by someone in a position of responsibility.

Possible Signs of Ritual Abuse:

- Disruptions of memory or consciousness
- Unexplained mistrust and mood swings
- Flashbacks
- Eating disorders
- Fear of the dark, especially at sundown or a full moon
- Agitation or despair that seems to occur in cycles
- Fear of ministers, priests, or others wearing robes or uniforms
- Nightmares or sleep disorders
- Any of the symptoms of sexual abuse

In addition to these indicators, children who have been abused at church may exhibit some of the following:

- Unusual nervousness or anxiety about being left in the nursery or Sunday school class
- Reluctance to participate in church activities that were previously enthusiastically approached
- Comments such as "I don't want to be alone with _____" in reference to a childcare worker or Sunday School teacher (or youth volunteer).
- Unexplained hostility toward a childcare worker or teacher.

Possible Signs of Neglect:

- Failure to Thrive
- Pattern of inappropriate dress for climate
- Beggars or steals food/ chronic hunger
- Depression
- Untreated medical conditions
- Poor hygiene

Additional examples of neglect include: failure to supervise, failure to provide medicines when needed, and failure to provide education.

"Abuse" is by and large intentional misconduct. "Neglect" on the other hand, is by and large negligent conduct, regardless of intention. If either is suspected by persons in a position of trust, it should be reported immediately to the mandatory reporters in the church

Let me emphasize (1) the fact that "failure to report" child abuse can have serious consequences and (2) "reporters" should NEVER interview the child as to the details of the reported abuse. This should be left to the professionals responding to the report.

Reporting Requirements for the state of Colorado – See Appendix – Mandatory Reporting of Child Abuse and Neglect (Last Updated November 2012)

**COLORADO: -
Colo.Rev.Stat. §§ 19-3-301 et seq. 315**

Colorado's Child Protection Act is found at Colorado Revised Statutes, §§19-3-301 to 315. The portions of the statute dealing with reporters read as follows:
"[A]ny person specified in subsection (2) of this section who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency." C.R.S. §19-3-304(1)

"In addition to those persons specifically required by this section to report known or suspected child abuse or neglect and circumstances or conditions which might reasonably result in abuse or neglect, any other person may report known or suspected child abuse or neglect and circumstances or conditions which might reasonably result in child abuse or neglect to the local law enforcement agency or the county department." C. R.S. §19-3-305(3)

1. Who has the duty to report?

In Colorado, mandatory reporters are identified by occupational category. §19-3-304(1) The persons "specified in subsection (2)" consist of a list of over 30 occupational categories, ranging from health care providers through public safety personnel and licensed therapists of all kinds to employees of public and private schools.

Clergypersons are mandatory reporters. A "clergy member" is defined as: "a priest, rabbi, duly ordained, commissioned or licensed minister of a church, member of a religious order, or recognized leader of any religious body." §19-3-304 Persons who do not fit within these occupational categories, while not mandatory reporters, may nonetheless report abuse or neglect and still enjoy the statutory immunity. §19-3-305(3 Points to note on the duty to report

- Mandatory Reporters need not be engaged in their occupation at the time their duty to report is triggered. For example, a clergyperson may be "off-duty", at the mall, on vacation, at school, or even retired from active ministry, and still the duty to report exists. The duty to report does not end on the way out of the sanctuary or church office door. By virtue of occupation alone, the duty is 24/7/365, regardless of where in Colorado the clergyperson happens to be.
- Second, policies and procedures of the local church or conference cannot interfere with this duty. The duty is owed to the State for the benefit of the child in question. Take, for example, a local church "Safe Sanctuary" policy that requires church Sunday School teachers to report suspected child abuse or neglect to the PPR/SPR committee which, in turn, decides whether to report the incident to the appropriate local agency. If the Sunday School teacher is a mandatory reporter by virtue of her/his "day job" (e.g., a public school teacher), then the Sunday School teacher has not necessarily satisfied the statutory duty to report by complying with the "Safe Sanctuary" policy. The mandatory reporter must report directly to the appropriate local agency, or ensure that a report is made through someone else. The local church can add an internal reporting duty to the external duty of the mandatory reporter, or integrate its policies and procedures to be consistent with the duty of mandatory reporters, but neither the church nor the conference can replace, complicate, dilute or otherwise interfere with the duty of the mandatory reporter to make sure that the report is filed with the appropriate agency.

2. What triggers the duty to report? What is "abuse" or "neglect"?

The duty to report is triggered when a mandatory reporter either (1) knows; or (2) suspects; or (3) observes that a child is being subjected to abuse or neglect. The duty does not require actual knowledge, but may be based upon a reasonable

suspicion that abuse or neglect has occurred. The duty does not require actual observation of acts of abuse or neglect, but may be based on observations of the apparent effects of abuse or neglect. Information forming the basis for knowledge or suspicion may come from any source, including the child, the suspected perpetrator, other persons, documents, emails, websites, public records and so forth.

The definitions of "abuse" and "neglect" are written broadly and effectively set minimum living and thriving standards for children in Colorado. §.19-1-103(1)(a) In all cases, the question is whether the conditions or circumstances of the child's life threaten the health or welfare of the child. A "child" is a person under 18 years of age. §19-1-103(18)

The definitions of "abuse" and "neglect" include the following:

- a. Unexplained bruises, burns, bleeding, broken bones.
- b. Unexplained malnutrition or failure to thrive.
- c. Cases where a parent/guardian/custodian fails or refuses to provide adequate food, clothing, shelter, medical care or supervision of a child.
- d. Cases where a child is subjected to "emotional abuse", defined to mean "an identifiable and substantial impairment of the child's intellectual or psychological functioning or development".
- e. Cases where the child lacks "proper parental care".
- f. Cases where the child's environment is injurious to the child's welfare.
- g. Cases where the child is subjected to unlawful sexual behavior. Such behavior includes sexual assault, unlawful sexual contact, enticement of a child, incest, sexual exploitation of a child, and sexual assault on a child by one in a position of trust.
- h. The use or manufacture of unlawful controlled substances in the presence of a child, or on the premises where a child is found.

(For complete list of definitions, go to C.R.S. §19-1-103.)

Investigators of reports are instructed to take into account "accepted child-rearing practices of the culture in which the child participates", including accepted work-related practices of agricultural communities. Additionally, the statute provides an exception for acts "that could be construed to be a reasonable exercise of parental discipline". §19-1-103(1)(b)

3. Status of clergy confidences or confessions.

What if the source of knowledge or suspicion of child abuse or neglect is acquired during a confidential communication with a clergy member?

Prior to the 2004 General Conference, United Methodist Church law had long protected clergy confidences and confessions from any disclosure. The clergy or confessional confidence was "inviolable", even with respect to confessions of child abuse. See, Judicial Council Decision No. 936 (10/25/2002) (Striking down policy of Kansas East Annual Conference which would have required pastors to report information of child abuse acquired from a confession). In that case, the Council held that "church law does not except confessions of child abuse from this absolute duty of confidentiality. The Judicial Council interprets church law. It has no authority to make law. That is the purview of the General Conference:" JCD 936

Church law changed in 2004. The 2004 General Conference amended the clergy or confessional confidence to create exceptions for child abuse and neglect, and for

mandatory reporting required by civil law. In this regard, the Book of Discipline now provides:

"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." 2008 BOD 7341.5 (To same effect, 2004 BOD ¶.341.5)

Colorado law has also long protected communications made in a clergy-confidant or clergy-penitent relationship. Under Colorado law, neither the clergyperson nor the confidant can be compelled by law to disclose the contents of the communication without the consent of each other; nor, generally, can a unilateral disclosure by one of parties be used against the other party. §13-90-107(c) The protection afforded by this law is similar to the attorney-client privilege, and is sometimes called the clergy-penitent or clergy-confidant privilege.

The Colorado Child Protection Act recognizes the protected nature of clergy-confidant communications. The duty of mandatory reporting does not apply to a clergyperson. "who acquires reasonable cause to know or suspect [abuse or neglect] during a communication [protected by the clergy-confidant privilege]." §.1 9-3-304(2)(cia) Where, however, the clergyperson also acquires information of reasonable cause from other sources, the mandatory reporting duty continues to apply.

4. Statutory immunity from liability for reporting.

Both mandatory and permissive reporters enjoy immunity from civil or criminal liability in making or providing reports of child abuse or neglect; provided that they participate "in good faith" in the making of the report. §19-3-309 The "good faith" of the reporter is presumed, meaning that the person challenging whether the report was made in good faith bears the burden of proving that the reporter did not act in good faith.

5. Failure to report.

A "willful" refusal by a mandatory reporter to make a report of child abuse or neglect is a Class 3 misdemeanor punishable by a minimum \$50 fine to a maximum of 6 months imprisonment and a \$750 fine. §19-3-305(4)

A person acts "willfully" when the person is aware that her/his conduct is of such a nature as to constitute a refusal to make a mandatory report. §18-1-501(6)

6. False reports.

A person who "knowingly" makes a false report of abuse or neglect to a county department or local law enforcement agency commits a Class 3 misdemeanor punishable within the same range as a failure to report.

A person acts "knowingly" when the person is aware that her/his report is false. §18-1-501(6)

7. Faith healers.

The statute makes an exception for faith healers, as follows:

"No child who in lieu of medical treatment is under treatment solely by spiritual means through prayer in accordance with a recognized method of religious healing shall, for that reason alone, be considered to have been neglected or dependent . . . However, the religious rights of a parent, guardian, or legal custodian shall not limit access of a child to medical care in a life-threatening situation or when the condition will result in serious disability." §19-3-1-3(1)

Report of Suspected Incident of Abuse

Name of worker (paid or volunteer) observing or receiving disclosure of abuse:

Other potential witnesses:

*Please include ministry title, address, and phone number.

Victim's name: _____

Address: _____

Male or Female: _____ Age: _____ Date of Birth: _____ Race: _____

Victim's family members:

Date/address of initial conversation with/report from victim: _____

Basic information for what is suspected and observed (nature of injuries). Please try to give the extent of the individual's injuries including any known previous case of suspected abuse or neglect of the individual or other members of the same family. Do not interview the child/victim!

Name of person accused of the abuse: _____

Address: _____

Date of Birth: _____

Relationship of accused to victim (paid staff, volunteer, family member, other):

Reported to the mandatory reporter (Name: _____)

Date/Time: _____

Call to victim's parents/guardian

Date/Time _____ Spoke with: _____

Summary of conversation:

Call to County Social Services

Date/Time: _____ Spoke with: _____

Summary of Conversation:

Call to the Local Police Department

Date/Time: _____ Spoke with: _____

Summary of conversation:

Telephone number of police contact: _____

Print Name of Person making the report:

Signature, address, and occupation of person making this report: _____

Date: _____

Media Spokesperson:

In the event that the media would like to address an incident that may or may not have taken place at a ministry site, the lead pastor, clergy person in charge, or his/her designee should be appointed media spokesperson. The spokesperson should not feel pressured to comment but should weigh carefully what is said, balancing openness with concern for victim(s), perpetrator(s), and due process of law.

The media spokesperson should also coordinate any media communication with the District Superintendent, legal advisor, and possibly with the insurance carrier.

Section Three

Who can volunteer to work with children, youth, vulnerable adults in a position of trust?

Persons who volunteer to work with children, youth, and vulnerable adults in a position of trust for the Nursery, Sunday School, Youth, and Music ministry must be a regular church attendee for a minimum of 6 months and each new volunteer and or childcare worker (paid or unpaid) will need to have the following documents on file and approved by the Director of Christian Education:

- Authorization/permission to conduct a background check
- Clearance from the NCIC (National register) and State Bureau of Investigations *It is recommended that disclosure of all states where applicant has lived in last 10-15 years be made available.
- Job Application and Description
- Reference follow up form
- Covenant stating participation in Safe Sanctuary training
- 1-9 (for paid workers)
- W-4 sent to finance (for paid workers also)

Background Checks

Background checks will be conducted through Choice Point (or comparable company) a company that works with Church Mutual Insurance. The Church Council approved a package that covers the NCIC, National Sex Offender listing, and the Colorado Bureau of Investigations. The check is required to be updated regularly. The authorization to conduct a background check does not require a Notarization.

Red Flags

If a "red flag" should appear on background check or application information, the resulting consequences would depend on for what purpose the screening is being conducted. For example, if a driving record were flagged, the person of concern would still be able to work with children, but not drive them to functions. If there is any hint of past inappropriate behavior toward a child, or inappropriate sexual behavior, or records of abuse of any kind, the person will be asked to step down. When a red flag appears, the decision as to what to do with the information, falls into the hands of the Pastor and Safe Sanctuary Committee.

A "person of concern" would be defined as anybody who would:

- Approach anyone on the committee or staff and share his or her story/issues.
- A "Red-Flag" appears on a background check
- The Committee or Pastor is made aware of the "person of concern" through community sources.

It is expected that anyone with a "background of concern" have a detailed conversation with the Pastor(s) describing the issues surrounding the concern. The fact that the person is having the conversation implies that he or she is in a position of seeking grace and wholeness in connection with their involvement in the body of Christ, the church.

Following the initial conversation with the person of concern, the Pastor(s) will call a meeting of the Safe Sanctuary to share the details of the conversation and to develop the appropriate response that balances the modeling of the grace of Jesus Christ with the safety of all in the congregation (which includes the person of concern).

Assuming the person of concern is a criminal offender (on parole, serving probation, or has a history of such) or is in the process of working through a criminal proceeding, The committee and pastor will determine the appropriate level of engagement with civil authorities (probation or parole officers, criminal records, mental health professionals, etc.)

Once parole/probation restrictions related to participation in church have been identified, inform the individual that it is possible for him/her to participate in the congregation on very specific conditions that are documented and signed by the individual and the Safe Sanctuary Committee. This document will be referred to as the "Covenant Agreement" between the person of concern and Pikes Peak United Methodist Church.

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AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, _____ hereby authorize Pikes Peak United Methodist Church to request the police/sheriff's department, or another company, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police/sheriff's department, or other company, from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant: _____ Date: _____

Print applicant's full name: _____

Print all other names that have been used by applicant (if any): _____

Date of birth: _____ Place of birth: _____

Social Security number: _____

Driver's license number: _____ State issuing license: _____

License expiration date: _____

Request sent to: _____

Name: _____ Phone: _____

Address: _____

List each address at which you have resided in the last five years:

Address: _____

Address: _____

Address: _____

Applicant's Current Name: _____ Phone: _____

Address: _____

Section Four

Implementation of the Safe Sanctuary program for all nursery workers, Sunday school teachers, youth group volunteers, and individuals working with vulnerable adults:

Two Adult Rule: Two adults trained in Safe Sanctuary policies will be present in every program, event, or group whenever Safe Sanctuary is in effect. At least one of these adults must be a church member.

In some cases, “two adults” may mean one adult and one youth five years older than the oldest child in the group. In unavoidable circumstances where two adults are not available, the program, event, or group must be conducted with an “open door” policy.

Volunteers: Volunteers participating in a program, event, or group where Safe Sanctuary is in effect and counted for the Two-Adult Rule must meet the following criteria:

- Participate in Pikes Peak United Methodist Church for at least six months.
- Complete Volunteer application form
- Complete Background Check and Reference Check (Adults)
- Complete Reference Check (Youth)
- Attend Safe Sanctuary Training every year.
- Be at least 5 years older than the oldest child or youth in the group.

Persons not meeting the above criteria may participate or assist in a program, event or group, but may not be counted for the Two-Adult Rule.

Transportation: Persons driving vehicles during church programs and events where Safe Sanctuary is in effect must meet the following criteria:

- Meet all criteria for “Volunteers”
- Give copies of driver’s license and insurance information
- Agree to a driving records check
- Be at least 25 years of age

Except in cases of extreme need, drivers will refrain from using personal electronic devices while driving.

No fewer than three persons will be transported in any vehicle. For age-level ministries the following criteria apply:

- When youth are being transported: One or two adults in each vehicle, unrelated to each other.
- When children are being transported: Two adults in each vehicle, unrelated to each other.

Records: A file containing all documentation related to Safe Sanctuary will be maintained for every volunteer and staff person at Pikes Peak United Methodist Church. These files will be kept secure in a locked cabinet and room. . Files will be maintained for a five-year period after a volunteer ceases to be active at Pikes Peak United Methodist Church.

Safe Sanctuary training may be conducted in a group setting or a one-on-one setting.

Guidelines For Volunteers with Children/Youth:

- Children under the age of four will be supervised while in the bathrooms and doors will remain open.
- Children second grade and younger will not be dismissed from a room without supervision.
- Keep doors and blinds open during class. If a door has to be closed so that little ones don't escape, a window must be in the door.
- Use Love and Logic discipline, positive reinforcement
- Immediately report people of suspicion or suspected child abuse or neglect to the mandatory reporter, and assist in writing up a report.
- Follow safe environment guidelines
- Always have written parent permission before taking children outside to play, or go on a field trip, or mission trip.
- Report in writing any accidents or unusual problems to the Director of Children's Ministry
- Abide by staff/volunteer/child ratios

Ages of Children	Ratio of Adults/children or youth
6 weeks-2yrs	2 to 5
2 yrs- 3 yrs	2 to 8
3yrs- 4yrs	2 to 10
4 yrs – 5 yrs	2 to 12
5 yrs and older	2 to 15

- Overnight events must be staffed with a minimum of four adults: two males and two females
- Obtain express, written consent from parents before taking children or youth off-site or showing a nationally distributed movie as part of an event.
- Be aware of bullying and other forms of peer-on-peer abuse.
- Be aware of food allergies
- Be aware of persistent behavior problems
- Refrain from using personal electronic devices to avoid distraction from primary responsibilities.
- Be welcoming, and offer hugs when they are requested, but be the first to end the hug. Refrain from initiating hugs.
- Be aware of colloquialisms, jokes, and life habits that may once have been acceptable or are acceptable to you that may be perceived as inappropriate or as a threat.
- Cyber Safety- Do not post photos on the website or online without the written consent of parents. Get parental permission to communicate with youth by email, cell phones, social networking sites, or text messaging. When sending messages use the BCC- Blind Carbon copy.

- Do everything “beyond reproach” and “above board.” Avoid the slightest hint of inappropriate behavior.
- Get help before you need help

Guidelines for Volunteers working with vulnerable adults:

- Be alert to signs of MANE- Mistreatment, Abuse, Neglect, and Exploitation. This can include unreasonable confinement or restraint, financial exploitation, caregiver neglect, and self-neglect.
- Maintain open doors and windows
- Report safety hazards, accidents, and unusual situations.
- Be aware of fire exits.
- Be aware of the condition of vulnerability by visiting with care givers and closely related persons. Find out who to contact in case of an emergency.

Section Five

Universal Precautions:

Universal precautions are hygiene procedures used for blood and body fluids. All blood/body fluid is to be treated as contaminated regardless of its source and contact should be avoided. Barriers such as gloves are to be used to reduce the risk of transmission of blood borne pathogens. First Aid kits are located in the Sunday school classrooms.

The following Universal Precautions procedures should be followed:

1. Encourage the injured person to attend to his/her injuries as much as possible providing paper towels, tissues, etc. if practicable.
2. If contact with blood/body fluids is unavoidable, put on the disposable latex or vinyl gloves BEFORE coming into contact with blood/body fluids.
3. Place any blood stained items into a plastic bag or trash cans with bags.
4. Remove gloves carefully, turning them inside out during removal, and place in a plastic bag.
5. Seal plastic bag and discard appropriately.
6. Wash hands thoroughly with soap and water.
7. Contact the custodial staff for cleaning & disinfecting all soiled surfaces.

In the event of a Fire:

Please exit the building immediately and proceed to the wooden fence (Emergency Gathering Site) along the east side of the parking lot. Children in Sunday School classes will be escorted out of the building by their teacher(s) and taken to the 'Emergency Gathering Site' where they can be picked up by their parent(s).

In the „event of an emergency, please exit the building immediately. Please do not move to other parts of the building to look for children, family members, friends, etc. Your children will be taken by their Teacher to the 'Emergency Gathering Site'.

Please do not attempt to leave the area in your vehicle. The Fire Department needs a clear path by which to move their emergency vehicles up to the building.

PARTICIPATION COVENANT STATEMENT

The congregation of Pikes Peak United Methodist Church is committed to providing a safe and secure environment for all children, youth, vulnerable adults and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) or other forms of abuse against a human being should volunteer to work with children, youth or vulnerable adults in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members or active participants of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children, youth and vulnerable adults shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children, youth or vulnerable adults? Yes No
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? Yes No
3. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment? Yes No

4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? Yes No

5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor?
 Yes No

6. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? Yes No

(Answering yes to this question does not automatically disqualify you from volunteering with children or youth.)

7. As a Volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of abuse?
 Yes No

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above.

Signature of Applicant: _____

Date: _____

Print full name: _____

ACCIDENT REPORT FORM

(Please print all information.)

Date of accident: _____ Time of accident: _____

Name of child/youth injured: _____ Age: _____

Address of child/youth: _____

Location of accident: _____

Parent or guardian: _____

Name of person(s) who witnessed the accident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe accident: _____

**Pikes Peak United Methodist Church
Permission Slip**

We are planning a trip to: _____

We will be traveling by: _____

Time/place of departure: _____

Time/place of return: _____

Leaders name/number: _____

Each child need \$ _____ tor expenses.

Other equipment needed: _____

In case of emergency, the leader will notify (name) _____
(phone) _____ who will then immediately notify the parents. If you
need to notify your child of an emergency this can also work in the reverse.

Leader's Signature/Date: _____

(Tear off and parent keep for quick reference)

(Tear off and return to leader)

My child, _____, has permission to participate in

_____.

He/She is in good physical condition and is able to participate in this event.

Indicate any health conditions which might affect your child's participation:
(allergies, serious illness, operations, recent accidents):

During the activity, I may be reached at _____

Parent/Guardian Name/ relationship to child

: _____

Phone numbers (home) _____ (work) _____ (Cell) _____

Address: _____ City: _____ Zip _____

In the event that I can't be reached, please notify (name): _____

Phone: _____ Relationship to Child _____

Parent/Guardian Signature: _____ Date: _____

In the event of any serious injury or illness on the part of the child, the adult will make every effort to contact me. In the event I can't be reached, I authorize the adult to sign such waiver, as may be required, to provide emergency medical, surgical, or dental treatment should this become necessary.

Parent/Guardian Signature : _____

Date: _____
(To be given to the emergency contact person)

Child's Name: _____

Parent's Name/Phone: _____

Pikes Peak United Methodist Church
Health Form
(Over Night)

Health History: (Check those that apply)

Diseases:

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Measles |
| <input type="checkbox"/> German measles | <input type="checkbox"/> Mumps. |

Allergies

- | | |
|---|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Food |
| <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Insect Stings |
| <input type="checkbox"/> Medicine/Drugs | <input type="checkbox"/> Plants |
| <input type="checkbox"/> Pollen | <input type="checkbox"/> Other (Explain)_____ |

Chronic/Recurring Illness

- | | |
|---|--|
| <input type="checkbox"/> Ear Infections | <input type="checkbox"/> Heart Defect/ Disease |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Bleeding Disorders |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hypertension |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Musculoskeletal Disorders |
| <input type="checkbox"/> Other (Explain)_____ | |

Other diseases/disabilities_____

Other information for Dr. and/or Leaders:_____

Medically necessary dietary regimen to be followed (specify):

List of Medications/Doses:_____

Medical Insurance Name:_____

Group number:_____

:
Please attach a copy of the Insurance card (both sides).

Parent's Permission to medicate child

I, _____ give permission to _____

(adult leader) to administer over the counter medication to, _____

for fever relief, minor headaches, stomach upset, etc. at their discretion, following

the labels on the medication, with the following exceptions: _____

_____.

I, _____ give permission to _____

(adult leader) to administer the following prescription drugs to, _____

Please note any special instructions (time of day, dosage, self-medicate (inhaler for asthma, etc.)

Parent Signature/Date: _____

FORM FOR REFERENCE CHECK

Applicant name: _____

Reference name: _____

Reference address: _____

Reference phone: _____

1. What is your relationship to the applicant?
2. How long have you known the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant?
5. How would you describe the applicant's ability to relate to children and/or youth?
6. How would you describe the applicant's ability to relate to adults?
7. How would you describe the applicant's leadership abilities?
8. How would you feel about having the applicant as a volunteer worker with your child and/or youth?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.
10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
11. Please list any other comments you would like to make:

Reference inquiry completed by: _____

Signature: _____ Date: _____

Volunteer Application for Pikes Peak UMC

Name: _____ Birthday: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Work Phone: _____ Email: _____

Occupation: _____ Employer: _____

Current Job responsibilities and schedule: _____

Previous Work Experience: _____

Previous Volunteer Experience: _____

Special Interests, hobbies, skills: _____

How many hours per month are you available to volunteer: _____

When are you available? _____ Days _____ Evenings _____ Weekends

Do you have your own transportation? _____

Do you have a valid driver's license? _____

Are you willing to drive youth to special events? _____

Auto Insurance Policy # and name of carrier: _____

Why would you like to volunteer as a worker with Youth or children? _____

What qualities do you have that would help you work with Youth or children?

How were you parented as a child? _____

If you are the parent of teenagers, how do you discipline them? _____

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

No Yes

If yes, please fully explain: _____

Have you ever been exposed to an incident of abuse of a child or a teenager?

Yes No

If yes, how did you feel about the incident? _____

Would you be available for periodic volunteer training sessions?

Yes No

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

1. Name: _____ Cell/Home phone _____

Address: _____

Email: _____ Relationship to reference: _____

2. Name: _____ Cell/Home phone _____

Address: _____

Email: _____ Relationship to reference: _____

3. Name: _____ Cell/Home phone _____

Address: _____

Email: _____ Relationship to reference: _____

Applicant Signature: _____ Date: _____

File Checklist

Volunteer Application

Safe Sanctuary Training Covenant Agreement

Authorization and Request for Background Check

Reference(s) checked and form attached

Background Checks

For Mission trips/Youth

Motor Vehicle Check

Copy of License obtained

Copy of Insurance obtained

