

# Safe Sanctuaries Policy

Kent United Methodist Church

2016 Revision

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## **KENT UNITED METHODIST CHURCH - SAFE SANCTUARIES POLICY**

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This Policy is established by the Safe Church Committee. It has been approved by the Trustees, the Staff Parish Relations Committee (SPRC) and the Administrative Council (AdCouncil) of the Kent United Methodist Church (KUMC or the church). Safe behavior described in this document is not dependent on the medium whether online, in person, or in social media. Regardless of the context, the same practices should be used for everyone's safety. The Safe Sanctuaries Committee will review the Policy at least once every two years and revise it, when necessary, with the approval of the Trustees, SPRC and the AdCouncil. This Policy does not imply or express a legal contract with any person, nor is it a legally enforceable or binding promise or representation.

### **PURPOSE**

The purpose of this Policy is to provide procedures and practices supporting, to the best of our ability, Kent United Methodist Church's commitment to the physical and emotional safety and spiritual growth of all of our children, youth, vulnerable adults, and those who work with them.

### **A HIGHER STANDARD**

As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, every volunteer and staff must avoid even the appearance of inappropriate behavior. All workers, both paid and volunteer, must diligently avoid any contact that appears wrong to a reasonable observer, even if no misconduct takes place.

### **APPLICATION**

This Policy applies to all volunteers and paid staff, whether lay or clergy, who have supervisory contact with children, youth or vulnerable adults who participate in any church activity or event, both on-campus and off-campus. The policy also applies to all church-sponsored organizations.

### **WAIVER OF POLICY**

This policy strives to promote a safe environment while maintaining the practical flexibility necessary for maximum effective ministry. To that end, portions of this policy may be waived for exceptional circumstances when deemed appropriate by the Policy Administrator in consultation with the program staff person in charge. Such waiver shall be documented using the "Policy Waiver Form" available in the church office and affected parties shall be notified of this waiver prior to its implementation.

## Section 1: DEFINITIONS

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- Children – Persons from birth through 6th Grade
- Middle School Youth – Persons in Grades 7 and 8
- High School Youth – Persons in Grades 9 to 12

**Note - During the summer the grade level of the child is defined as the grade just completed.**

**During the summer 6<sup>th</sup> graders are included in Youth Ministry activities.**

- Vulnerable Adult – any person 18 years or older whose physical, mental or emotional state diminishes their ability to act in their own best interest in a given situation.
- Minor – Person under 18 years old.
- Adult – Person 18 years or older.
- Leader – person in a position of authority over children, youth, or vulnerable adults. Under no circumstance will a person younger than 13 be a “Leader”.
- Event – Any activity, meeting or gathering, whether on campus or off campus, sponsored or sanctioned by Kent UMC
- Event Coordinator/Leader – the staff person or volunteer in charge of the event.
- Designated Safety Officer (DSO) – Person who has successfully completed Designated Safety Officer Training. Must be at least 21 years old.
- Policy Administrator – person within KUMC tasked with overseeing implementation and compliance with this Safe Sanctuaries Policy.
- Staff – A paid employee of KUMC
- Staff Safety Officer – KUMC staff member assigned to support and guide the Policy Administrator and KUMC regarding the Policy
- Support Staff – KUMC Administrative staff
- Primary Volunteer – A volunteer who has regular contact with children, youth, or vulnerable adults. This includes volunteers working in higher risk categories such as largely unsupervised activities, off-campus activities, overnight activities, driving for KUMC, etc.
- Secondary Volunteer – A volunteer who has occasional contact with children, youth, or vulnerable adults, but never in a small group or one-on-one setting. This includes VBS volunteers and volunteers less than 18 years of age working with participants.
- Volunteer – any unpaid person involved in a KUMC activity who is entrusted with the care and supervision of children, youth, and/or vulnerable adults. This includes all drivers.
- On Campus – Events held in the KUMC buildings and adjacent property
- Off Campus – Events NOT held in the KUMC buildings and adjacent property
- First Aid Provider – an Adult Leader with training in First Aid and CPR for Infants through Adults. Must show proof of training from the American Red Cross or the American Heart Association.

## **Section 2: RESPONSIBILITIES OF SAFE SANCTUARIES PERSONNEL**

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### **Safe Sanctuaries Committee**

1. Assures that the Policy remains current, including a formal review every other year.
2. Shall include the Staff Safety Officer, the Policy Administrator, and a representative from Trustees and SPRC.
3. Is an open committee.

### **Leadership Development Committee**

1. Recruits the Policy Administrator.

### **Policy Administrator**

1. May be laity or clergy, staff or volunteer.
2. Ensures the Policy is communicated to all applicable personnel.
3. Ensures screening requirements are met for all staff and volunteers per Chart A (Addendum A)
4. Ensures initial and bi-annual background checks are performed for all paid staff and volunteers.
5. Ensures that a list of approved staff and volunteers is available to persons responsible for recruiting volunteers.
6. Oversees the maintenance and retention of all records pertaining to the Safe Sanctuaries Policy. This may include screening, training, and incident reports.
7. Serves as the resource person on issues arising from implementation of this document. Must receive reports of Policy violations, incidents, or abuse, and see that all persons who need to know of such reports are informed.
8. Is a Designated Safety Officer.
9. Ensures that all staff and volunteers working with children, youth, or vulnerable adults receive effective training in the areas of the Safe Sanctuaries Policy that apply to them. See Chart B, Addendum B.

### **Staff Safety Officer**

1. Develops and leads the Safe Sanctuaries training for DSO's and Staff (not necessarily including first aid and CPR training)
2. Supports the Policy Administrator in communicating the Policy to all applicable personnel
3. Is a resource for the Policy Administrator and the church on things related to the Safe Sanctuaries Policy
4. Schedules the meetings of the Safe Church Committee

### **Staff Support**

1. Will support the Policy Administrator and Staff Safety Officer by running background checks and keeping records related to the implementation of the Policy, and other duties as assigned.
2. Will keep Policy copies and related forms up-to-date and available on the Safe Sanctuaries bulletin board.

### **Designated Safety Officer (DSO)**

1. Is required at any event where a vulnerable person is present without their parent or legal guardian.
2. Will be introduced at the Event and will explain their role to everyone attending the event.
3. Will be introduced quarterly to participants in weekly ongoing programs like Sunday School, Youth Group, Scouts and MDO.
4. Ensures that Leaders meet the age requirements set by this Policy.
5. Carefully documents all aspects of an incident or allegation of abuse occurring at Events under their watch on the Alleged Abuse/Incident Report Form. This report shall be forwarded immediately to the pastor, Policy Administrator, District Superintendent, and Conference Office, and to any other group who may need to know.
  - a. *NOTE: If a person reports being abused in a setting other than a KUMC sponsored event, the DSO may consult with the Policy Administrator to determine who should be informed. This may include Child Protective Services (CPS), law enforcement, etc. In the case of a minor, parents or legal guardians must be informed, unless doing so puts the minor at risk.*

## **Section 3: GENERAL REQUIREMENTS**

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### **Notification**

1. Parents/Legal Guardians shall be given a minimum of 24-hour notice and information regarding any church-related activities or meetings for their youth, children or vulnerable adults.

### **Forms**

The appropriate forms as prescribed throughout this Policy must be filled out, executed and filed before Leaders, Children, Youth or Vulnerable Adults may participate in KUMC-sponsored activities.

### **First Aid Kits**

1. A first aid kit shall be easily accessible at all on-campus events and accompany a First Aid Provider on all off-campus events.
2. First aid kits shall include, at a minimum: disposable gloves, assorted gauze and bandages, antiseptic/alcohol wipes, adhesive tape, antibiotic ointment, cold compress, soft splints, triangle bandages, scissors, thermometer, and a CPR barrier with instruction guide.

### **Firearms**

Possession of firearms is prohibited at all church events.

### **Insurance**

Kent United Methodist Church must be insured for abuse, risk, and facility hazards.

## **Section 4: SUPERVISION AND LEADERSHIP REQUIREMENTS**

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### **Personnel & Ratios**

1. A Designated Safety Officer (DSO) must be present at every church event in which there is a child, youth, or vulnerable adult participating without their parent/legal guardian.
2. All events with minors present shall have at least one Adult Leader at least four years older than the oldest minor.

#### **RATIOS:**

- a. One Leader for every four children ages 0-2.
  - b. One Leader for every six persons ages 3-14.
  - c. One Leader for every eight youth ages 15-17. (Participants in KUMC Youth Ministry events will be included in this category even if they are 18 or older.
  - d. Sunday School and Vacation Bible School may be held with a single Leader per group, provided that the interactions are conducted in a classroom with interior visibility or in open common areas AND there is at least one Adult Leader acting as a roamer.
3. Leaders must be at least four years older than the children or youth they are supervising
  4. When only two Leaders are required for supervision, the second Leader shall not be related (i.e. a spouse, parent, sibling, or child) to the first Leader.
  5. At least 50% of Leaders at an event, where persons younger than 15 years are present, shall be 21 or older.
  6. When a parent/legal guardian is supervising their child(ren), and ONLY their child(ren), Personnel and Ratios guidelines are not required to be followed.
  7. Staff-hired Childcare



- a. While KUMC provides screened childcare workers who are employed by the church for volunteers' children and church events, paid staff are allowed to secure their own childcare (not employed by the church) for their children for onsite care during their working hours.
- b. Whether volunteer or paid, child care providers secured by paid staff must complete a background check and if they are under 18, the provider's parents must sign a waiver releasing the church from liability in case they are hurt while providing care.
- c. The staff member is responsible to assure that the childcare activity is provided in a safe area that does not interfere with other activities and is away from the staff member's work space.

### **Leaders' Behavior Guidelines**

1. Leaders must reflect the highest standard of Christian maturity, foster trust, and be above reproach at all times.
2. Drinking of alcohol, abuse of prescription drugs, or use of illegal drugs or other substances, including legal tobacco and marijuana products by Leaders or participants at any church –related activity or event is strictly prohibited. A minor in violation will have their parent/guardian informed immediately and be immediately removed from the event. An adult in violation will be immediately removed from the event. A Leader in violation will be immediately suspended from further work with children, youth and vulnerable adults and be removed from the event.
3. All laws and regulations applicable to the location of the event shall be followed.
4. Leaders should never engage in sexually suggestive behavior or inappropriate touching.
5. Any sexual or sexually suggestive behavior by a Leader toward any fellow worker or event participant at a church event where an imbalance of power exists between the acting Leader and the other person constitutes an abuse of power. Consent is not a defense to an abuse of power. Sexual harassment is any unwanted sexual advance, physical or verbal demand, or sexually suggestive behavior which is perceived as demeaning, intimidating or coercive. Prohibited behavior includes unsolicited and unwelcome contact that has sexual or coercive overtones, including:
  - a. Sexually suggestive or coercive communication of any kind such as obscene letters, notes or invitations, comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
  - b. Any bullying or intimidation act whether it is physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
  - c. Any visual contact, such as leering or staring at another's body, sexually suggestive gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines; or verbal threats, name- calling, or any unwanted gesture.
6. The following guidelines for touching are to be carefully followed by anyone working with youth, children, and vulnerable adults.

- a. Touching should always be initiated by the youth, child, or vulnerable adult, except when necessary to protect them from harming themselves or someone else. The Leader should respond to the child's need for comfort and encouragement or protection and not be based on their own emotional needs.
  - b. Touching between a Leader and a youth/child/vulnerable adult shall only occur in the presence of other Leaders, except when necessary to protect them from harming themselves or someone else.
  - c. A person's preference not to be touched should be respected by Leaders and others. This includes youth to youth, child to child and vulnerable adult to vulnerable adult, and Leader to Leader.
7. Anytime a Leader thinks that their own or another Leader's behavior, either touching or verbal towards a youth, child or vulnerable adult, may have been perceived as inappropriate, that Leader shall report the behavior to the DSO or the Policy Administrator.
8. All Leaders shall avoid being alone, one-on-one, with children, youth, and vulnerable adults unless parent/guardian permission has been given in writing previously. Interaction with children, youth, or vulnerable adults shall be conducted within the sight/supervision of at least one other Leader. In cases where it is impossible to avoid direct, one-on-one interactions, the following guidelines shall be observed:
- a. If a Leader is alone with children, youth, or vulnerable adults, two or more children, youth, or vulnerable adults shall be present with the Leader.
  - b. When private consultation is needed between a youth/child/vulnerable adult and a Leader, another Leader shall be informed of the activity and of the location in which the activity is taking place. The monitoring Leader shall strive to ensure that the consultation takes place in a public space within sight of others but not necessarily within hearing range.
- Leaders shall respect the privacy of children, youth, and vulnerable adults when changing clothing or showering to the extent safety allows. Leaders will not be nude in front of children/youth/vulnerable adults. :

### **Best Practices Using Social Media (from PNWAC Social Media Guidelines)**

1. When using social media, observe Wesley's General rules and the great commandments:
  - a. Do no harm
  - b. Do good
  - c. Attend to the ordinances of God
  - d. Love the Lord your God with all your heart, mind, strength, soul
  - e. Love your neighbor as yourself
2. Claim, maintain and monitor your faith community's social media profiles and websites. Take care to keep them current.
3. If you are not sure about appropriate use of social media, ask for help.

4. Be respectful, collegial, and intentional of other's privacy, including the announcing of prayer concerns and where location services are concerned.
5. Be professional and maintain the integrity of pastoral leadership through social media.
6. Protect the safety of congregants, minors, vulnerable adults, and yourself.
7. Be friendly and fair – allow others to friend you, instead of vice versa.
8. When posting photos, allow others to identify themselves.
9. Take care to adhere to Safe Sanctuaries guidelines, adapting them to social media practices.
10. Remember your Christian witness and allow your use of social media to proclaim the Gospel of Jesus Christ.

## **Section 5: CHURCH-SPONSORED OFF-SITE AND/OR OVERNIGHT EVENTS**

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### **General Requirements and Expectations for Participants**

#### **1. Registration & Consent Forms**

- a. Parents/Legal Guardians must complete a Registration & a Consent Form before their child, youth, or vulnerable adult may participate in a church event where the Parent/Legal Guardian will not be present. This does not include on-site, drop-in programs such as Sunday School and Youth Group.
- b. Parents/Legal guardians may fill out one blanket Consent Form annually covering participation in most children's, youth, or vulnerable adults' activities.
- c. A copy of the Registration and Consent forms shall accompany the Event Coordinator/Leader and shall include a waiver of liability. The originals shall be kept on file in the church office.
- d. The form shall include an option to give permission for using images and video of the participant and an option to give permission for direct electronic communication between the participant and ministry staff and volunteers.

#### **2. Discretionary Mobility**

- a. Children, youth, or vulnerable adults are expected to stay for the entirety of any off-site or overnight event, or event where there has been registration/sign-up. Special circumstances may be considered in advance at the discretion of the Event Leader.

### **Requirements and Expectations for Specific Types of Events**

#### **1. Off-Site Events**

- a. Require a minimum of one First Aid Provider who is responsible for administering first aid, dispensing medicine as needed, and determining whether additional medical attention is necessary. This person will keep a written log of all treatments administered and is responsible for reporting all safety-related incidents to the Policy Administrator or Pastor.
- b. Driving Requirements
  1. A moving violation within the last three years automatically disqualifies an applicant from driving for KUMC. Those who receive a moving violation after qualifying as a driver are obligated to remove themselves from the pool of qualified drivers.
  2. Only those who are 18 or older may drive on event business or during an event. Drivers must be at least 23 to take passengers.
  3. Drivers shall possess a valid driver's license and appropriate insurance.
  4. The driver's record shall conform to any standards that are required by the church's insurance company and provide the Policy Administrator with written proof thereof.

5. Children, Youth, and Vulnerable Adults may only ride to or from any off-site church event with their parent or guardian unless permission to ride with another driver is on file.
6. Youth (under 18 or participating in KUMC Youth Ministry events) are discouraged from driving to off-site events. If a youth needs to drive to an event due to extenuating circumstances, **permission may be given** at the Event Leader's discretion, **and** the Event Leader may hold the keys for the automobile during the event.
7. Vehicles that are used for and during events shall meet all legal requirements.
8. Drivers and passengers shall follow all applicable laws.

## 2. Overnight Events

- a. Require a minimum of one First Aid Provider who is responsible for administering first aid, dispensing medicine as needed, and determining whether additional medical attention is necessary. This person will keep a written log of all treatments administered and is responsible for reporting all safety-related incidents to the Policy Administrator or Pastor.
- b. Require a Consent Form with emergency contact information be signed prior to the event.
- c. Require a minimum of eight consecutive hours of sleep scheduled per night, unless otherwise advertised in advance by the Event Leader. These hours begin with lights out and quiet time and end at least one half hour prior to breakfast.
- d. Require participants to sign and abide by a Covenant defining appropriate behavior.
- e. Require at least one adult of the same gender in the sleeping quarters. Require that boys and girls sleep in separate rooms unless there is no other option such as the result of a shortage of chaperones, space limitations, or the nature of the situation.
- f. Require that if boys and girls must sleep in the same room and there is a divider available, it shall be used to separate the genders. If there is no divider available, boys and girls shall be at least six feet apart from each other.

## 3. Events Involving Special Skills or Risk Factors

- a. Activities with greater than average risk factors, such as, but not limited to river rafting, rock climbing, and challenge course, require the presence of a trained and/or certified guide or instructor. Participation in these activities shall also be properly insured with a certificate of liability. If the activity is contracted to an outside party, then the contractor shall also be properly insured with a certificate of liability insurance providing a minimum of one million dollars liability coverage limits.
- b. All activities involving a swimming pool or naturally occurring body of water will require the presence of a certified lifeguard. The lifeguard will orient the participants to the safety rules of the activity. Aquatic activities that are not at a facility with lifeguard(s) on duty also require a lookout. A lookout is someone who watches to make sure that there are no signs of distress or inappropriate behavior in the water. Lookouts shall be at least 18 years old. There shall be a

- minimum of one certified lifeguard and one lookout per 25 youth/children involved in a water activity, OR one certified lifeguard and one lookout for 45 participants (mixed youth and adults) OR two lifeguards and one lookout for 60 participants, etc. All participants (including adults) must wear a lifejacket if they will be in/on open water.
- c. No person under the age of 18 is permitted to use chain saws, log splitters, or solid blade weed cutters.
  - d. Children under 12 years old are not permitted to use any power tools.
  - e. Youth, ages 12-17, may use power tools with written parental permission.
  - f. If any equipment is used that requires instruction or training, written instructions will be made available along with hands-on training.

## **Section 6: RESPONSES TO INCIDENTS AND UNACCEPTABLE BEHAVIORS**

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### **When Serious Concerns Arise**

1. The flow chart in Addendum E simplifies the guidelines “a-g” below on how to handle a serious complaint that isn’t about abuse, but is about behavior that hinders the mission or is simply inappropriate.
  - a. The Event Coordinator, Leader or Designated Safety Officer shall encourage the person raising the concern to talk directly with the person whose behavior is considered detrimental.
  - b. If the person raising the concern is unwilling or unable to talk directly on their own with the person in question or if the initial conversation is unproductive, then the Event Coordinator, Leader or Designated Safety Officer shall meet with the two individuals to seek resolution.
  - c. If a mutually agreed-upon resolution is not possible, then the Event Coordinator/Leader/DSO shall have the authority to prescribe a resolution.
  - d. If the person who is perceived to be hindering the mission is the Event Coordinator/Leader/DSO then the person who is raising the concern may report to the Policy Administrator, pastor, Staff Parish Relations Committee, or person assigned to oversee this Leader.
  - e. Anonymous complaints or evaluations shall be considered unverifiable, and therefore will have no foundation for being officially addressed.
  - f. Persons whose repeated negative behavior hinders the mission and goals of the ministry may face reconsideration of their participation in leadership by the person or group to whom they are accountable.
  - g. The church is obligated to inform the PNW Annual Conference of all persons whose behavior is deemed inappropriate for working with children, youth, or vulnerable adults.

The church or Conference is not obligated to report the reason for placement on the list with anyone other than the accused.

### Illegal Behavior

1. Any volunteer or hired staff person accused of felonious activity during a church event shall be immediately relieved of duty related to any church-sponsored event. They shall be isolated from further contact with participants and others who may be negatively impacted by their presence until the review process is completed.
2. If the felonious activity was not committed during a church-related event, then the Policy Administrator along with the pastor or Event Leader shall have discretion as to whether immediate or remedial action is required.
3. The individual accused of felonious activity may not return to duties until the Policy Administrator has completed a review.

### Violent Intruder Response Guidelines

1. The Basics
  - a. If the Active Shooter is OUTSIDE, stay inside.
  - b. If the Active Shooter is INSIDE, get outside.
    - o **RENDEVOUS POINTS** – Baseball Field and Basketball Courts. People leaving the building will meet up in these two places, depending on which is safest for them to get to.
  - c. Do not congregate in large groups. Large groups make attractive targets.
  - d. Put as much space between you and the Active Shooter as possible
  - e. Put as many barriers between you and the Active Shooter as possible
  - f. If you are trapped in close range of the shooter, put as much noise and confusion in front of the shooter as possible
  - g. Leaders in classrooms make the decision on how to evacuate if evacuation is possible; most times the windows to the outside may be the best option.
  - h. If you have an assigned role\* during an Active Shooter incident, perform this role as soon as possible, leaving other jobs to be done by others.
  - i. A decision on whether or not to try to overwhelm the shooter is made on-the-spot by the people directly involved in taking the action. This decision is completely up to these persons and cannot be second-guessed or predetermined.
2. Roles during an Active Shooter Incident (Multiple people are strategically assigned to each role. They are notified by the Safe Sanctuaries Committee and offered annual training.)
  - a. **Reporters – call 911**
    - o Call 911 immediately to get the police on the way as quickly as possible.
    - o Practice Reporting this way:

**Land-line:**

*“There is an active shooting at Kent United Methodist Church at 11010 Se 248<sup>th</sup> St.”*

**Cell Phone:**

*"I need Kent Police at 11010 Se 248<sup>th</sup> St.", wait for transfer, "There is an active shooting at Kent United Methodist Church at 11010 Se 248<sup>th</sup> St."*

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**Give location:** inside/outside

South/north/east/west side of the church

(Do not use names of area ei: Fellowship hall, Narthex, The quad...)

**Describe the shooter:** male/female and how many

Clothing description, height, weight

Type of gun (handgun, rifle, shotgun)

Stay on line, if possible, to continue to give updates to 911.

**b. Runners – Alert others in the building to the danger**

- Run through the building, Paul-Revere-style, banging on doors and alerting people about what's happening
  - BE SPECIFIC and CLEAR in what you say. For example, say, "Shooter in the building! Get out now!!" and say WHERE in the building the shooter is as best as is known.
  - Unless otherwise noted, Runners become evacuators once they have gotten the word out to everyone

**c. Evacuators – assist people to get out when appropriate**

- Encourage people to leave by the closest exit (window or door)
- In the case that classrooms are evacuated through the windows, assistance may be needed from the outside

**Suspicious Person(s) or Activities at an Event**

1. Report any suspicious person(s) to the Designated Safety Officer (DSO) or Event Leader if no DSO is present.



2. The DSO or Leader and another adult will make contact with the unrecognized party, as safety allows
3. Based on this contact, the DSO or Leader will take appropriate action.

### **Incidents Involving Physical Injury**

1. If an injury requires medical attention, the Event Coordinator/Leader will use all means possible to contact the parent, guardian or emergency contact while ensuring the child/youth/vulnerable adult receives the proper care.
2. Witnesses to the incident will share this information with the DSO or First Aid provider (if present) or Event Leader.
3. The First Aid staff or DSO (if present) or Event Leader will carefully document all aspects of the incident using the Incident Report Form, report the incident to the key Leaders of the event or Staff, as appropriate, and notify the parents of those involved in the incident if this is deemed necessary by the First Aid staff or Event Leader. The incident will be recorded in the log and the Incident Report forwarded immediately to the Policy Administrator.
4. The Policy Administrator shall make contacts as needed with the Conference insurance company and the pastor of the church. The Policy Administrator shall also determine whether there is need for an investigation or additional follow-up.

## **Allegations of Abuse**

1. Treat all allegations of abuse with utmost seriousness and confidentiality.
2. Secure the safety of the victim before confronting the accused.
3. Allegations of abuse shall be immediately reported to the DSO or Event Leader, to the Policy Administrator or Pastor, and to the appropriate legal authorities.
4. The Policy Administrator must document all aspects of the incident using the Alleged Abuse Report Form and immediately forward it to the pastor.
5. The person who first hears the allegation of abuse must report the allegation to Child Protective Services (CPS) or to the appropriate law enforcement agency, in partnership with the Policy Administrator.
6. The Policy Administrator will notify the parents of those directly involved, when and if he/she determines it is safe to do so.
7. Any volunteer or hired staff person accused of abuse shall be immediately relieved of duties related to this or any other church event involving children, youth, or vulnerable adults. They shall also be isolated from further contact with participants, guests and others who may be negatively impacted by their presence until the review process is completed. The individual accused of abuse may not return to these types of duties until the Policy Administrator has completed a review. This applies whether or not the alleged act of abuse occurred during a church-related event.
8. The Review Process:
  - a. Whether or not the alleged act occurred during a church-related event, the Leader and Policy Administrator shall jointly review the incident to determine whether any additional actions are required. They shall also report the incident to appropriate parties (i.e., civil authorities, the Conference insurance company, the pastor, etc.). All information concerning the incident shall be held in strict confidence by all parties involved.
  - b. If the incident is put under investigation by appropriate civil authorities, the investigation will be monitored by the Policy Administrator and church officials until there is an outcome. All investigating will be the responsibility of civil authorities.
  - c. If there is no civil investigation or once the investigation by civil authorities is completed:
    - i. The Policy Administrator and/or Staff Safety Office and Pastor shall jointly review the incident to determine whether any further actions are needed.
    - ii. The Policy Administrator will contact the accused and inform the accused of the nature of the process. The purpose of this meeting is not to interrogate the accused but to discuss the accusation. During meetings with the accused, one other mutually agreed-upon witness shall be present (e.g., a local pastor, district superintendent, the other coordinator, etc.).

9. After conducting a thorough review, the Policy Administrator shall report the findings to the accused. If it is determined that the person has committed an act of abuse the goal of this process is to establish a future covenant with the offender that:
  - a. Regulates his or her behavior at all levels of involvement with the church;
  - b. Regulates his or her participation in church-related youth/children/vulnerable adult events and will include both an agreed-upon record of what offending actions were committed and agreed-upon solutions about what should be done in the future;
  - c. Clearly states that failure to abide by its provisions will result in permanent removal from working with youth, children, or vulnerable adults in the church.If no covenant is established:
  - a. The accused may choose one mediator and the coordinator may choose another mediator. These two mediators will then choose a third mediator, and these three people, combined with the accused and the coordinator will come to a decision. The mutually-agreed upon mediator will serve as the facilitator for this group.
  - b. The accused shall be prohibited from working with children, youth, or vulnerable adults in the church until mediation is complete.
10. File all incident documentation in the Policy Administrator's secured files.
11. Maintain a list of those who may not participate in related events involving children, youth, or vulnerable adults along with the Background Checks at the church and Conference offices. This list ~~is~~ will be used to screen those who request to work with children, youth, or vulnerable adults. The church or Conference is not obligated to report the reason for placement on the list with anyone other than the accused.
12. Persons under any form of removal due to a violation of this Safe Church policy will be permanently removed from working with youth, children or vulnerable adults at all United Methodist Church events if they fail to report their removal when applying to work with youth, children, or vulnerable adults at any local church.

**The church's obligation to respond to allegations of abuse exceeds the State's requirements. As Christians, we must also be prepared to:**

- **Faithfully respond to the victim** — take the allegations very seriously, respect victim's privacy, provide sympathetic concern, refrain from blaming the victim, avoid implying that the victim was in any way responsible for causing the abuse.
- **Faithfully respond to the Annual Conference** — notify PNW Conference authorities (District Superintendent, Bishop) as soon as allegations are received; keep them aware of congregation's actions; notify insurance agent.
- **Faithfully respond to the media** — one person must be designated as Spokesperson in advance and have a well-thought out, previously written response.
- **Faithfully respond to the accused/abuser**— acknowledges that the person is of sacred worth.

**Crisis Communication**

This set of requirements applies to all written and spoken external communication including, but not limited to, interviews with the news media and press, press releases, and electronic communication (including social media).

1. The Pastor or his/her designee shall inform the District Superintendent and of all investigations or allegations of abuse.
2. A Spokesperson for the church, the default being the Lead Pastor, shall be named
3. The Spokesperson shall be a person who can speak calmly and thoughtfully in the glare of publicity; the person shall answer questions honestly without adding extra or unnecessary information. They shall be given permission to answer questions by saying, "I or we don't know at this time." NO ONE but the Spokesperson is authorized to speak on behalf of the congregation. Spokesperson must be prepared to state the church's Policy for the prevention of abuse, the church's concern for the safety of the victim and all persons, and the procedures the church has followed to reduce the risk of abuse.
4. The Spokesperson shall create a well-thought out response that is kept on file with the pastor, program staff persons, the official designated spokesperson, Policy Administrator, and an alternative chosen by the AdCouncil.
5. The Spokesperson shall speak from a prepared statement or written notes and not speak extemporaneously. The spokesperson shall never make any statement indicating that the church does not take the allegation seriously or in any way blame the victim.

**SECTION 7: ADDENDUMS**

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**Addendum A: CHART A: REQUIREMENTS FOR SCREENING STAFF AND VOLUNTEERS**

Staff and volunteers shall be screened using the following criteria: The screening process must be completed before paid staff or volunteers work with children, youth and vulnerable adults.

	<b>STAFF</b>	<b>PRIMARY VOLUNTEER</b>	<b>SECONDARY VOLUNTEER</b>
<b>Employee/Volunteer Application</b>	Yes	Yes	No
<b>Interview</b>	By SPRC	Yes	Optional
<b>References</b>	3	Optional	Optional
<b>Employment History</b>	Yes	Optional	Optional
<b>National Background Check</b>	Yes	Yes	No
<b>State Background check</b>	Optional	Optional	Yes
<b>6 month waiting period</b>	No	Yes	No

- a. A criminal conviction for a sexual offense disqualifies an applicant from working with children, youth, or vulnerable adults. Other automatic disqualifiers include convictions for incest, rape, assaults involving minors, murder, kidnapping, child pornography, domestic violence to the other parent, physical abuse and distribution of illegal drugs. A staff or volunteer who suffered abuse as a child and who wants to work with youth/children should consult with the KUMC Lead Pastor before applying.
- b. A moving violation within the last three years disqualifies an applicant from driving youth/children.

**Addendum B: CHART B: TRAINING REQUIRED BASED ON MINISTRY ROLE**

		Training Topic				
		DSO Training	Safe Sanctuaries Policy Knowledge	Abuse Prevention	Abuse Reporting	First Aid & CPR
<b>Ministry Role</b>	Designated Safety Officer (DSO)	Yes	Comprehensive	Yes	Yes	Yes
	Staff*	Optional	General, plus thorough knowledge of specifics that apply to their ministry	Yes	Yes	Yes
	Primary Volunteer	Optional	Specific	Yes	Yes	Optional
	Driver	Optional	Specific to Driving	Yes	Yes	Optional
	Secondary Volunteer	Optional	Very specific to the scope of their volunteer role	Very specific	Optional	Optional

\*Only Staff who may possibly have regular contact with children, youth, or vulnerable adults are required to have this training.

**Other appropriate and beneficial training topics include:**

- Appropriate boundary guidelines
- Types of abuse, the relationship between imbalances of power and abuse
- Causes and indicators of abuse
- Reporting procedures
- What to do when you suspect or discover child abuse
- Understanding the victim and the abuser
- Working with abuse victims
- PNW Annual Conference Safe Sanctuaries Policy
- Media reporting policies- How to interact with the media

### **Addendum C: Forms**

The following forms are attached separately, and available on the Safe Sanctuaries bulletin board and in the church office.

1. Registration & Consent Forms
2. Volunteer Application
3. State and National Background Check Forms
4. Driver Application
5. First Aid Log page
6. Policy Waiver Form
7. Alleged Abuse Report Form
8. Incident Report Form

### **Addendum D: Mom's Day Out**

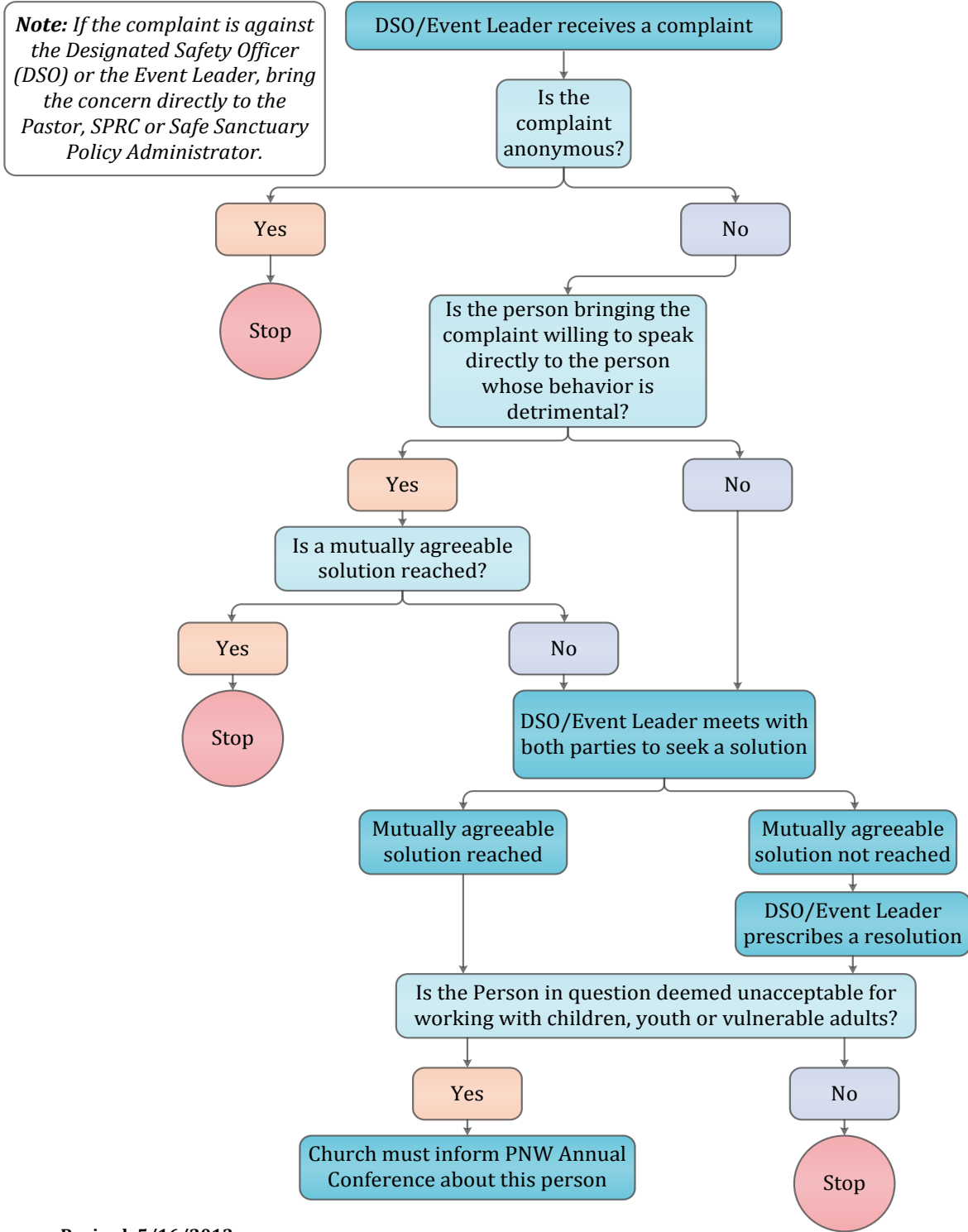
Mom's Day Out will abide by all aspects of the KUMC Safe Sanctuaries Policy with the following exceptions:

1. Adult/Child Supervision Ratios:
  - a. Nursery – 1:4 (6-18 months)
  - b. Level 1 – 1:8 (18 months-2 ½yrs)
  - c. Level 2 – 1:8 (2 ½-3 ½yrs)
  - d. Level 3 – 1:12 (3 ½-5yrs)
2. The Daily Director (roamer) and one Parent Helper will be onsite during care hours.

**Addendum E: Complaint Flow Chart**

**Addendum E**

**Safe Sanctuary Complaint Flow Chart**



Revised: 5/16/2013