



Williamson's Chapel United Methodist Church

"A church at the crossroads reaching out to the world"

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Safe Sanctuary Policy

Adopted 11/07/2004 Administrative Board

In accordance with the policies and procedures of The United Methodist Church, the Williamson's Chapel United Methodist Church adopts the policies and procedures detailed below. These procedures are intended to provide a safe environment for youth and children as well as protect adults from unfounded allegations of misconduct. The church is to be a safe place for all ages. This policy is designed to assist in providing such a safe sanctuary. This policy is designed for persons age 0-18 (collectively "Children" or singly, "Child"). Adults are defined as persons age 19 and older.

1. All church staff and volunteers who work with Children must be trained on the church's Safe Sanctuary Policy. All documentation will be kept on file.
2. The church will order a criminal background check on any staff in any position. All documentation related to such check will be kept on file.
3. The church has the right to do criminal background and reference checks on any volunteers. All volunteers must give permission to allow the church to conduct these checks before their service may be given. All documentation will be kept on file. All volunteers will be checked initially and randomly thereafter.
4. Training for staff and volunteers on recognizing and reporting potential cases of abuse will occur on a regular basis.
5. If abuse is suspected, it is to be immediately reported to the staff member in charge and the Senior Pastor is to be informed by the staff member immediately. In an event of suspected abuse, the Senior Pastor or the Senior Pastor's designee is to be the church's media spokesperson. The Senior Pastor will report all suspected cases of abuse to the appropriate authorities.
6. The church will operate on a two-adult rule. A minimum of two adults should be assigned to all activities involving Children. The two adults should be unrelated when possible.
7. If any group of Children is meeting in a room without windows, the door must remain ajar at all times. A roving volunteer is also recommended.
8. There will be a "five year" rule. This states that Children are not to have primary supervision for those less than five years younger than themselves. For example, the oldest child a 16 year old

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can supervise is age 11. No one under the age of 18 may have primary supervision responsibilities without an assigned responsible adult on site.

9. All staff will be required to have CPR and First Aid training. It is highly recommended that volunteers also receive this training.

10. The general guidelines for leader/Child ratios are as follows:

Age	Classes	Trips	Over-nights
0-9	1:20	1:10	1:6
10-18	1:30	1:15	1:6

11. Children and youth programs are to operate on a buddy system. The buddy system will consist of a minimum of 2 with a preferred minimum of 4+ during all activities away from the Church property.

12. If behavior becomes an issue, then the leaders involved have the right to contact a parent and have the child picked up immediately.

13. No leader or volunteer is to discipline a Child verbally or otherwise without the presence of another adult. No form of physical discipline is permitted.

14. Once on the church property, Children will not be permitted to leave the church property, even with parental consent, until the event is concluded unless escorted by parents or by an activity leader. For example, Children may not leave the church property to go to Wendy's, All-Mart, etc. during an event. This places the staff and volunteer leaders in a perilous situation. Staff and volunteer leaders cannot adequately and should not be expected to supervise under these conditions.

15. Permission forms must be completed for a Child to have any prescription medications. An adult will serve as the custodian of prescribed medications with the exception of inhalers.

16. Parents will be provided detailed information on procedures and policies for all activities.

17. It is encouraged that a parent or guardian accompanies any Child needing assistance in the restroom. When this is not possible, an adult must check the bathroom before the Child is permitted to enter to ensure it is safe and the door to the restroom should be kept open or ajar with as much privacy as possible provided for the Child.

18. Only leaders or other qualified individuals may drive. All drivers must have a valid driver's license and proof of insurance. No one under the age of 24 will be allowed to transport Children who are not siblings on church activities. The number of persons per vehicle must not exceed the number of seatbelts in the vehicle and seatbelts must be worn by all occupants.

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19. At least one designated leader must have access to and be accessible by a cell phone (if at all possible) during all church activities.
20. Written permission and medical treatment consent forms must be completed by a Child's parent or guardian prior to any overnight trips. The two-adult leadership rule must be followed throughout the trip, with any exceptions clearly disclosed to and approved in writing by the parent or guardian.
21. Due to food allergies, we ask that you not bring in any food from home.

(1 Corinthians 4:2 NIV) Now it is required that those who have been given a trust must prove faithful.

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