

# **First United Methodist Church of Troy**

## **Safe Sanctuary Policy for the Protection of Children, Youth and Vulnerable Persons**

**Effective: 5/23/18**



## **I. PREFACE**

We believe that the children of the world are the most precious resource of our churches and our nations. We have adopted this policy describing the training, certification and operating guidelines for staff and volunteers of the Church to provide safeguards to protect children, youth and vulnerable persons from safety and health issues as well as physical, mental and/or sexual abuse. Our church embraces its calling to provide functions, activities, programs and events (herein referred to as activities) which are spiritually and developmentally appropriate, safe and free from abuse or neglect. The First United Methodist Church of Troy (FUMC of Troy, TFUMC or the Church) will not tolerate and prohibits abuse and bullying at the activities of FUMC of Troy or on its property. Retaliation or false accusation against a target, witness, or another person with reliable information about these matters is prohibited. Any person who may pose a threat to children, youth or vulnerable persons will be prohibited from working in any ministry involving children, youth or vulnerable persons.

## **II. GOAL**

The First United Methodist Church of Troy strives to provide a safe environment free of behavior that constitutes person abuse, harassment or neglect.

## **III. DEFINITION OF TERMS**

- A. Abuse: Abuse means harm or threatened harm to an individual's health or welfare through non-accidental physical abuse, sexual abuse, sexual exploitation, maltreatment, and/or sexual harassment.
- B. Adult: An adult is considered anyone 18 years of age or older
- C. Bullying: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm someone either directly or indirectly or substantially interfering with the activities of the FUMC of Troy
- D. Certification and Protection Policy Training: This is the required training and certification for all staff members (employee or volunteer) who will work with children, youth or vulnerable persons at church settings (functions, activities or events).
- E. Certified: Any individual who has been approved as a care provider by the First UMC of Troy Church Council under the certification or re-certification procedure is considered certified. (Certified, Certified care provider and care provider shall have the same meaning in this Policy.)

- F. Child: A child is a person 6 or less years of age.
- G. Employee: An employee is anyone who receives compensation from the First UMC of Troy requiring a 1099 form.
- H. Leader: The individual in charge of a particular activity.
- I. Negligence: Negligence is the failure to act, as a reasonably prudent person would do in the same or similar circumstance. It shall include failing to prevent an act of abuse or omission of an act that would ensure the health, welfare and safety of a child, youth, or vulnerable person.
- J. Participants: Participants are children, youth or vulnerable persons, as well as all others, who are registered, enrolled, attending or otherwise participating in an activity sponsored by the Church.
- K. Person responsible for the health or welfare of a child, youth or vulnerable person: A person responsible for the health or welfare of a child, youth or vulnerable person is the individual's parent or legal guardian.
- L. Physical abuse: Physical abuse is any non-accidental act or failure to act that results in bodily harm or mental injury to a person. Physical abuse may result from punishment to a person that is overly punitive or inappropriate to the individual's age or condition.
- M. Premises Monitor: A designated adult certified care provider who makes unannounced periodic visits to the classrooms during a Church related activity.
- N. Sexual abuse: Sexual abuse is any conduct of a sexual nature which violates or attempts to violate the free choice and consent of another person, and includes any criminal sexual act defined by any federal, state, or municipal law.
- O. Sexual harassment: Sexual harassment is any sexually related behavior that is unwelcome, offensive or which fails to respect the rights of others. Sexual harassment includes any unwelcome advance, a request for a sexual favor and any other verbal, nonverbal or physical contact of a nature that creates an intimidating, hostile, or offensive environment.
- P. Staff persons: Staff persons are defined as persons who provide leadership and/or care for church sponsored activities whether they are volunteers or employees.
- Q. Volunteer: A volunteer includes youth leaders, Sunday school teachers, assistant teacher aides and substitutes, all nursery attendants, those persons who regularly or occasionally have contact with children, youth or vulnerable persons as chaperones, and those who are involved with overnight activities and one-on-one mentoring situations.
- R. Vulnerable person: A vulnerable person is an individual who because of age, developmental disability, mental illness or physical handicap requires supervision or personal care or lacks the personal and social skills required to live independently.
- S. Youth: A youth is a person more than 6 years of age and less than 18 years of age.

#### **IV. CERTIFICATION**

In an effort to assure the safety of children, youth and vulnerable persons, all persons working directly with, accompanying or supervising children, youth or vulnerable persons at any activity shall be certified as care providers to do so according to the requirements of Addendum 1 or Addendum 2. Applicants must have been associated with the ministry of Troy First for at least six months before becoming a certified care provider except for new employees, who must complete the required training and file the certification documents within 90 days of employment unless waived by the Church Council.

Certification or re-certification may be granted by the Church Council, at its discretion, when all required forms have been submitted, screening procedures, including ICHAT criminal records search with the Michigan State Police, and required training have been successfully completed and documented and the individual has been recommended by the Staff Parish Relations Committee (SPRC). Certification or re-certification is valid for three years from the month it is granted.

If the individual is not re-certified within six months following the expiration of the original certification, the individual must follow the certification guidelines. The SPRC shall be responsible for maintaining a current list of all volunteers and employees who have received care provider certification or re-certification.

#### **V. CARE PROVIDER RULES, PROCEDURES AND SUPERVISION FOR CHURCH SPONSORED ACTIVITIES**

##### **A. General Statement**

**It is the responsibility of the leader of the church sponsored activity to ensure standards set forth in this Policy are being met. Proper supervision of care providers is necessary to avoid creating the opportunity for either actual or accusations of abuse or neglect to occur. Proper supervision includes providing care providers with a copy of this Policy. Supervision during the care provider's performance of their responsibilities shall give special attention to high-risk settings such as nurseries, restrooms and overnights.**

## **B. General Rules and Procedures**

### **1. Permission to Participate**

**Children, youth and vulnerable persons shall have parental or guardian permission for involvement in any off-premise Church related activity. Whenever practical, this permission should be in writing using the Youth Medical Release and Permission Form**

**(See SSP Addendum 3).**

### **2. Adequate staffing**

**a. All church-related activities involving children, youth and vulnerable persons shall be staffed to meet the standards of this Policy.**

**b. Providing staffing shall be the responsibility of the leader of the activity. The portion of the activity which involves certified care providers, shall be cancelled when staffing required by this Policy is not provided.**

**c. All certified care providers under the age of 18 shall be at least four years older than those they are caring for.**

## **C. Two-Care Provider Rules**

**1. At least two certified care providers, one of which must be an adult, shall be present at each Church related activity involving children, youth or vulnerable persons. Note: Two unrelated adult certified care providers is preferred for children under 5 years old.**

**2. The two-care provider rule in the preceding paragraph may be waived in the following situations (Note: When the two-care provider rule is waived, the frequency of observations by the premises monitor shall be increased.):**

**a. The certified care provider is an adult and there are at least three children present who are at least 5 years of age.**

**b. Cabin or tent sleeping during a function, event or activity in which there is only one adult care provider of the same gender as the children, youth or vulnerable persons present.**

**c. One adult care provider remains while the other care provider temporarily leaves the area or room for a medical, family, or other reasonable necessity, i.e., escorting a child, youth, or vulnerable person to the rest room.**

- d. One adult care provider remains when the other care provider must leave for an unexpected medical, family, or other reasonable necessity.**
- e. A care provider is transporting a child, youth or vulnerable person to or from a church related activity. The permission form must be completed for each child, youth or vulnerable person.**
- f. Where an adult has a legitimate reason for one-on-one interaction with a child, youth or vulnerable person, the employee or volunteer is to obtain the consent of the child's, youth's or vulnerable person's parent or guardian before this interaction. Consent should be in writing whenever practical. Legitimate reasons include spiritual counseling and emergency situations. The interaction shall take place in a public, visible location and should be limited in duration (30 minutes) and frequency (3-4 sessions).**

#### **D. Nursery and Toddler Procedures:**

- 1. No one other than those receiving care in the nursery or toddler rooms, their parents or guardians, certified care providers, or children or youth of the care providers, shall remain in the rooms.**
- 2. There must be a sign-in and sign-out procedure in place. Each child should wear a nametag. Children should remain in their room for the safety of all involved. The care providers must have a method of contacting the parent or guardian during the activity.**
- 3. Each child must be released to the respective parent or guardian or other person authorized in writing.**

#### **4. Nursery and Toddler Sanitation Procedures**

- a. Wash hands often and wear disposable gloves when appropriate, such as caring for a child that in any way involves body fluids.**
- b. Cover and disinfect diaper-changing area and cribs.**
- c. Place wet or soiled diapers in plastic bags and dispose of them in covered waste containers.**
- d. Leave the Nursery and Toddler areas clean for the next service, including toys furniture and equipment.**
- e. Keep toys clean. When a child puts a toy in their mouth, it should be set aside to be washed and disinfected.**

**E. Restroom Procedures**

1. Supervision shall be provided to individuals, pairs or groups of children, youth and vulnerable persons to, in, and from the restroom.

2. It is recommended that only females assist small children in the restroom.

**F. Peanut, Gluten Free and Allergy Sensitive Procedures**

**Note:** The First United Methodist Church of Troy is not a peanut or allergy free facility. Care should be taken whenever possible to avoid or minimize the risk of impacting someone's sensitivities.

It is recommended that only peanut-free snacks be served to children, youth and vulnerable persons.

(A similar procedure should be utilized when gluten free and/or allergy sensitivities are a concern.)

**Peanut-free safe snack ideas:**

**Cheez-Its**

**Vanilla wafers**

**Animal Crackers (Ernie brand)**

**Pretzels (Rolled Gold)**

**Raisins**

**Fruit snacks**

**Graham crackers**

**Fruit roll-ups**

**Fruit or vegetable (no dip)**

**Cheerios**

**G. Overnight Procedures**

1. All overnight activities require the approval of the Pastor.

2. Only in exceptional circumstances with advance notice and written approval in advance by the Chairperson of SPRC may an adult without care provider training and certification be present on any overnight with children, youth or vulnerable persons. (Except as noted herein.) However, staff not directly involved with the program, devotional leaders, event speakers, musicians or other specialists providing services such as food or entertainment may be present, but may not be alone with children, youth or vulnerable persons until they have completed the required certification. Parents, legal guardians and special needs care givers may be present with their children or care recipient, but may not be alone with other children, youth or vulnerable persons until they are certified.

3. No males shall sleep in the same sleeping area as unrelated female persons.

4. No females shall sleep in the same sleeping area as unrelated male persons.

5. Leadership and supervision for overnight events must be provided for all participants. Male participants shall be supervised by a male leader. Female participants shall be supervised by a female leader.

#### **H. Ratios of Care Providers to Participants**

1. The two-care provider rule is always recommended (Note exceptions in V C 2). In situations where there may be one teacher in a classroom, there should be a window in the door and a premises monitor to look into the classrooms periodically.

2. These ratios are recommended:

For infants one and under: 1 Care Provider to 1 Infant

For 2 year olds: 1 Care Provider for 2, 2 year olds

For 3 year olds: 1 Care Provider for 3, 3 year olds

For 4 year olds: 1 Care Provider for 4, 4 year olds

For 5-8 year olds 1 Care Provider for 5, 5-8 year olds

For 6-10 year olds 1 Care Provider for 6, 6-10 year olds

For 11-13 year olds 1 Care Provider for 7, 11-13 year olds

For 14– 17 year olds 1 Care Provider for 8, 14-17 year olds

3. It is recommended that two adults should be involved with restroom breaks for children, youth or vulnerable persons when the restrooms are not physically located inside the classroom.

4. Events may involve the participation of uncertified adults, such as SOS, Mission Possible, Vacation Bible School, etc. All uncertified persons at an event shall be considered participants.

5. Uncertified trained care providers who must accompany a participant in order to care for their needs shall provide care only for the individual they accompany. They shall be supervised by certified staff for the activity.



## **I. Acceptable Touching and Verbal Comments**

**The matter of acceptable touching of children, youth or vulnerable persons needs to be handled with a great deal of thought and caution. Clear, sensible judgment must be followed. For instance:**

- 1. A child, youth or vulnerable person should only be hugged in the presence of others, preferably adults.**
- 2. A sideways hug only should be considered. High fives are encouraged!**
- 3. Hugging should never be considered appropriate if it is unwanted or attempts are made to thwart it.**
- 4. When working with teenage youth, hugging and kissing between employees or volunteers and youth should not occur. Exceptions for hugging may occur on special occasions or events and while in the presence of other youth and adults.**
- 5. Verbal comments must be delivered carefully. A thank you or congratulations and praise should be polite, never intentionally relating the idea of improper affection.**

## **J. Discipline Procedures:**

**Care providers should follow the five step process outlined below. Care Providers should contact the leader if a child, youth or vulnerable person is not responding to requests to change inappropriate behavior. The leader will find the individual's parent or guardian and give them details of incident.**

### **Five Step Process**

- |                         |   |
|-------------------------|---|
| <b>1. Preventative</b>  | <b>Remove child from the situation.</b>   |
| <b>2. Supportive</b>    | <b>Explain calmly to child that you accept them but not their behavior.</b>   |
| <b>3. Corrective</b>    | <b>State the change that you expect of him/her clearly.</b>   |
| <b>4. Consequential</b> | <b>State consequence and give them their choice.</b>  |
| <b>5. Amending</b>      | <b>Help him/her know they are forgiven for what they have done and you'll work with them for total forgiveness.</b> |

## **K. Transportation Procedures**

**This section addresses only transportation directly related to a church-related activity.**

- 1. All settings requiring transportation require the approval of the Youth Director or the Pastor.**
- 2. The certification process requires a criminal records check. The criminal records check includes any motor vehicle driving issues. Therefore anyone who is certified is eligible to transport children, youth and/or vulnerable persons to and from church sponsored activities.**
- 3. State laws must be observed, including those regarding seat belts, children in the front seat and car seats.**
- 4. All drivers must have valid driver's licenses and auto insurance and be a minimum of 21 years of age.**
- 5. All drivers will be responsible for making sure permission forms have been completed for every child, youth or vulnerable persons they transport.**
- 6. Special provisions should be made when drivers will be awake all night at lock-ins, retreats, or other events so that they are not driving when over tired.**
- 7. Participants will be released from a function, activity or event only to those 21 years old or older or as otherwise indicated by parents or guardians.**

## **L. Leader Responsibilities**

- 1. Secure a safe and appropriate location that is conducive to the health and welfare of the participants and appropriate for the objectives of the activity.**
- 2. Provide adequate care providers of children, youth and vulnerable persons by confirming the number of certified care providers needed for your event.**
- 3. Ascertain the certification status and suitability of care providers for your particular setting.**
- 4. Know the procedures that are to be followed in case of an incident of suspected abuse or neglect.**
- 5. If needed, submit the names of possible staff to the TFUMC Office Manager to determine if they are certified to work with children, youth and vulnerable persons.**
- 6. Establish and communicate to all staff expectations and procedures for your activity, for instance, procedures regarding medications, medical situations (universal precautions) and emergencies and how they will be handled during your event.**

**7. Establish a sign-in and sign-out procedure, assuring that participants are released only to those designated by a parent/guardian.**

**8. All activities should be visited by the leader. Visits to the activity should be random. This should include periodic visits to inspect areas that are isolated from view.**

#### **M. CPR/FIRST AID Training and Procedures**

**1. First UMC of Troy will strive to have at least one employee or volunteer with CPR/First Aid training at each church sponsored activity.**

**2. Children and youth with open skin lesions or other open wounds should not be admitted unless the wound is suitably bandaged.**

**3. Open wounds suffered during church sponsored activities must be immediately bandaged. If a care provider treats a wound, the care provider must wear protective gloves. If a care provider cleans up any mess containing body fluids, the care provider must wear protective gloves.**

**4. In the event of serious injury:**

**a. First, call 911 if necessary.**

**b. Second, assess the situation, including searching for a medical-alert bracelet or necklace, and attend the wound / injury.**

**c. Third, contact the parent or guardian.**

**d. Fourth, contact the Pastor.**

**e. Fill out an incident report.**

#### **N. ILLNESS PROCEDURE**

**1. If a child exhibits any of the following symptoms, the parent or guardian is expected to keep him/her home:**

**a. Diarrhea (more than six times in the last 24 hours)**

**b. Vomiting (two or more episodes in the last 24 hours)**

**c. Temperature above 101 degrees**

**d. Contagious infection, rash, or rash accompanied by fever or behavioral change**

**e. Runny nose with cloudy or green mucus**

**2. Here are some of the illnesses common to children, and the contagious periods for each. The parent or guardian is expected to keep their child at home during these times:**

- a. Ear infections. While ear infections are not contagious, the upper respiratory infections that cause the ear infections are. In addition, at the early stage of an ear infection, children are often uncomfortable and cannot be cared for adequately with other children around.**
- b. Strep throat. Once a child has had 24 hours of antibiotics, he or she is not contagious.**
- c. Chicken pox. This is very contagious as long as the pox are open and weeping. When the pox are scabbed and dry the child can return to the classroom.**
- d. Pinkeye. This is a very contagious disease. Most children need 24 hours after treatment has been initiated before returning to the classroom.**
- e. Impetigo. Children need to be on antibiotics 24-48 hours before returning to the classroom.**

#### **O. Unsupervised Children**

**A child should not be allowed unsupervised anywhere in the church, on the church grounds or at any activity. Parents or guardians visiting or working at the church should not leave their child of any age alone.**

#### **P. Windows in Doors**

**Doors of classrooms, offices and all other rooms used for children, youth and vulnerable persons should have windows in them or be left open.**

#### **Q. Staff Safe Sanctuary Accountability Policy**

**The following Safe Sanctuary accountability and oversight shall be continued:**

- 1. The Chairperson of the SPRC and the SPRC members provide this of the Pastor.**
- 2. The Pastor provides this for each member of the staff. In addition, an SPRC member is a liaison to each employee.**
- 3. The Sunday School Superintendent provides this for all classroom volunteers for infants through 5th grade. This individual is a volunteer reporting to the Education Committee and must be a certified care provider.**
- 4. The Youth Director is an employee and provides this for all Jr. High and Sr. High youth volunteers.**

## **VI. Reporting Suspected Abuse or Neglect Involving Children, Youth or Vulnerable Persons**

### **A. Persons Required to Report**

1. All care providers and staff who have reasonable cause to suspect inappropriate behavior, suspicious behavior, abuse or neglect of a child, youth, or vulnerable person shall discretely report immediately, verbally or in writing, the suspected item to the leader, the Pastor or the Chairperson of the SPRC including all known and suspected cases of abuse or neglect which (1) occur on the church premises, (2) occur at a church-related activity or (3) are disclosed during a church-related activity. All other persons may report known and suspected cases of abuse or neglect in accordance with this Policy and the laws of the State of Michigan.

2. If any child, youth or vulnerable person arrives at a church-related activity and exhibits signs of abuse or neglect, the leader shall evaluate the situation and in consultation with the Pastor or the Chairperson of the SPRC shall implement this Policy's reporting procedure. (Note: the 1975 Michigan Act No. 238 requires certain persons to report suspected child abuse or neglect. The Church and its members at large, exclusive of those persons indicated in 1975 Michigan Act No.238, have not been included among those that must report suspected child abuse or neglect. However, the Church or any of its members may report under Michigan Law. Certain persons required to report may still be required to report, regardless of status as a member of a church congregation.)

3. The reporting requirements in this Policy are the minimum requirements. This Policy does not preclude anyone from reporting a known or suspected case of abuse or neglect to others for the protection of children, youth and vulnerable persons. Unless such protection requires otherwise, however, confidentiality of the information reported or received shall be respected to protect the rights and interest of the victim, the alleged perpetrator and their families.

### **B. Reporting Procedures (Also see SSP Addendum 4 – Incident Immediate Response and Report and 48-Hour Written Report)**

1. All care providers and staff who have reasonable cause to suspect (MCL § 722.623 (1)) inappropriate behavior, suspicious behavior, abuse or neglect of a child, youth, or vulnerable person shall discretely report immediately, verbally or in writing, the suspected item to the leader, the Pastor or the Chairperson of the SPRC.

**2. Immediately, the leader, the Pastor or the Chairperson of the SPRC shall make by telephone, or otherwise, an oral report to the Michigan Department of Human Services. (MCL § 722.623(1)). This oral report shall be made in conjunction with the person who made the observations or received the disclosure. The following information will be required in the oral report:**

- a. Name, age and gender of the alleged victim and other family members.**
- b. Address, phone number and/or directions to the alleged victim's home.**
- c. Parent's place(s) of employment.**
- d. Description of the suspected abuse or neglect and information that might establish the cause of or manner in which the abuse or neglect occurred.**
- e. Current condition of the alleged victim.**

**3. The oral report shall be documented in writing with the Incident Immediate Response and Report and within 48 hours using the 48-Hour Written Report by the Leader, the Pastor or the Chairperson of the SPRC. The format for this written report should include the information indicated in Addendum 7. Copies of these written reports shall be made available to the Pastor, the Chairperson of the SPRC and the District Superintendent.**

**4. Within 72 hours, the leader, the Pastor or the Chairperson of the SPRC along with the person initiating the report, shall submit a completed State of Michigan "Report of Known or Suspected Child Abuse or Neglect" to the Michigan Department of Human Services in accordance with the directions given at the time of the oral report.**

**5. Any child, youth or vulnerable person who feels they have been or may have been abused or neglected, is encouraged to immediately report such abuse or neglect to the person(s) in charge of the activity in which they are participating, the Leader, the Pastor, some other person they trust, the police, or other public service or protective agencies.**

**6. Notification of a parent or legal guardian of the alleged victim of abuse or neglect, which occurred prior to the church-related activity, shall be determined by the Department of Human Services. When it is determined that a parent or legal guardian shall be notified, the leader shall call the parent or legal guardian informing him or her of what has been observed, and what steps have been taken in response to those observations. Unless otherwise instructed by the Department of Human**

Services, the leader shall follow the parent's or guardian's wishes regarding the continued participation of the involved child, youth or vulnerable person.

7. Matters of known or suspected abuse or neglect are to be treated with due respect, sincerity and confidentiality, except as required by law or as disclosed to individuals under this policy with a need to know such information.

8. The person designated by the Bishop's office shall be the only individual authorized to communicate on behalf of the Detroit Conference with the authorities and media after the initial report is made.

9. Persons who are the object of a report shall refrain from further activities with children, youth or vulnerable persons until otherwise instructed by the leader.

10. The advice of the District Superintendent, the Bishop's office, legal counsel and/or the church's insurance carrier will be sought as needed.

### **C. Bullying reporting procedure**

Those with knowledge of bullying in violation of this Policy are encouraged to report the facts to the leader, the Pastor or the Chairperson of SPRC and all follow the detailed procedure and reporting of SSP Addendum 4 – Incident Immediate Response and Report and 48-Hour Written Report.

## **VII. MONITORING OF THE PROGRAM**

The Church Council must approve any update to the Safe Sanctuary Policy. Establishing and maintaining the program as set forth in this Policy will be the responsibility of the Chairperson of the SPRC. Review of the program and the Policy should be done as needed to determine if the established goal is being met and if safeguards must be modified to meet changing laws, program shortcomings, or other requirements, but at least annually.

## **VIII. CONCLUSION** (Also see Safe Sanctuary Policy Q&A)

While the vast majority of those who work with our programs are of the highest moral character and are deeply committed to the needs of those to whom they minister, the realities of a society where awareness of the potential for abuse or neglect has been heightened makes a

consistent Policy with required training, certification, rules and procedures necessary. We understand that those with clean backgrounds and records might find this Policy burdensome or offensive.

Yet, if we are to take seriously our responsibility for children, youth and vulnerable adults, all employees and volunteers must be treated in the same manner. We take seriously the need to be careful and thorough in our process. Further, we live in a litigious society, where the potential exposure of the church and its volunteers and employees mandates the need for a church-wide policy that is clear and consistently enforced. We thank you for your understanding and cooperation as we endeavor to make our programs safe and secure for all who participate.

# SSP ADDENDUMS

<b>Addendum 1 – Safe Sanctuary Certification Procedure and Application for Certification or Re-Certification*</b>	<b>Pages 17 – 22</b>
<b>Addendum 2 - Safe Sanctuary Certification Procedure for School Teachers*</b>	<b>Page 23</b>
<b>Addendum 3 – Child &amp; Youth Medical Release and Permission Form</b>	<b>Page 24</b>
<b>Addendum 4 - Incident Immediate Response and Report and 48-Hour Written Report</b>	<b>Pages 25 – 28</b>
<b>Safe Sanctuary Policy Questions and Answers</b>	<b>Pages 29 – 30</b>

## **Addendum 1 - Safe Sanctuary Certification Procedure**



**(Use this page and the Form for Reference Check for only a new certification. These are not required for re-certification.)**

An individual may be given the opportunity to become a certified care provider by FUMC of Troy under the following procedure utilizing the on-line training program offered by the Boy Scouts of America (BSA):

The individual:

- Agrees to take the 30 minute on-line Youth Protection Training program offered by the Boy Scouts of America and submits the completion certificate
- Agrees to review the TFUMC Policy.
- Signs a statement to the following:
  - Reviewed the Safety video
  - Reviewed the TFUMC Safe Sanctuary Policy, does not have any questions on it and agrees to comply with it.

I, \_\_\_\_\_, certify that the above statements are correct and have completed the required documentation – the Certification Application including Church History & Prior Volunteer Work, and Authorizations, along with the BSA Youth Protection Training completion certificate. I have also given the Form for Reference Check to two unrelated references. Note: The Application will not be processed until the two reference forms have been received and these references have been contacted by the SPRC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The required documentation should be submitted to Terry Pritchett, SPRC directly or through the Church Office. The Pastor and Terry Pritchett, SPRC will perform the criminal records check and review the documentation. If the Pastor and Terry Pritchett, SPRC agree the individual should become a certified care provider by FUMC of Troy, Terry Pritchett, SPRC will submit the name to the SPRC for review and recommendation by the SPRC and then to the Church Council for review and approval to become a certified care provider at FUMC of Troy.

## **Boy Scouts of America – Youth Protection Training – 4/14/17**

**Website: my.scouting.org**

**Welcome screen: Select “Create Account”**

**Register with the website and set a Username and Password**

**my.Scouting Home Page – right side**

**“New to Scouting?”**

**“Click Here to Take Training”**

**My Training screen:**

**Click on “Youth Protection Training – Take Course”**

**The training video takes about 30 minutes**

**With periodic multiple choice questions.**

**At the end you will see a box to “Please Review the Youth Protection Letter” - You can skip this step**

**Try to scroll down to see if your “My Training” screen is below or**

**Click on the “YPT” top center to get back to the “My Training” screen.**

**If you can get back to the “My Training” screen, great.**

**If you can not get back to the “My Training” screen, log out or just close the BSA window.**

**Then log in again and repeat the following steps:**

**At the my.Scouting Home Page – right side**

**“New to Scouting?”**

**“Click Here to Take Training”**

**At the “My Training” screen, the “YPT Status” line should have a little printer icon on the right side. Click on this icon.**

**A PDF file should be downloaded to your computer and appear at the lower left of your screen. Open it to print it and / or save it to your computer.**

**Note: The center of the “My Training” screen should show the date you completed the training.**

**Give a copy of the Certificate to Terry Pritchett, SPRC or give it to the Church Office attention Terry Pritchett, SPRC.**

**Thank you for making the effort to take the BSA Youth Protection Training and also for pursuing Safe Sanctuary certification.**

**If you have any questions or difficulties with the training, please call:**

**Terry Pritchett, SPRC**

**586-212-7018**

**Please give this page to two unrelated references. After the form is completed, send it to the First United Methodist Church of Troy, Attention SPRC 6363 Livernois, Troy, Michigan 48098**

**Form for Reference Check**

References are required for each applicant prior to their new certification to work with children, youth, or vulnerable persons. The information that you share will be held in strict confidence. **Please send the completed reference to the address above. Thank you.**

Applicant's name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference address: \_\_\_\_\_

Reference phone and e-mail: \_\_\_\_\_

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, youth, or vulnerable persons?
6. How would you describe the applicant's ability to relate to adults?
7. How would you describe the applicant's leadership abilities?
8. Do you know of any characteristics that would negatively affect the applicant's ability to work with children, youth, or vulnerable persons?
9. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
10. Please list any other comments you would like to make:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We appreciate your time in answering these questions as we at the First United Methodist Church of Troy strive to do everything we can to protect our children, youth, and vulnerable persons. Thank you.

## Application for Certification or Re-Certification

To work with children, youth and/or vulnerable persons

This information form is to be completed by each person who wants to become certified or re-certified by the First United Methodist Church of Troy to work with children, youth, and/or vulnerable persons. This is not an employment application. This form will be used to help the FUMC of Troy provide a safe and secure environment for those children, youth and vulnerable persons who participate in functions, activities, programs and events of Troy First. **PLEASE PRINT CLEARLY**

Certification \_\_\_\_\_ Re-Certification \_\_\_\_\_ (Place X)  
First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_  
Email \_\_\_\_\_  
Name of employer (if employed) \_\_\_\_\_

Personal Disclosure Information (Please circle the appropriate response throughout):

1. Have you ever been treated for a psychiatric disorder? (Yes or No)
2. Have you ever had an addiction to drugs, alcohol or pornography; or has anyone ever suggested that you may have a problem with any of the above? (Yes or No)
3. Do you abuse alcohol or use illegal drugs? (Yes or No)
4. Have you ever been convicted of the possession, use or sale of drugs? (Yes or No)
5. Have you ever been charged or convicted of child neglect, abuse or molestation or committed such an act? (Yes or No)
6. Have you ever been convicted of or pleaded guilty or no contest to any criminal offence of any kind? (Yes or No)
7. Are you aware of any traits or tendencies you possess that could pose any threat to children, youth and vulnerable persons? (Traits or tendencies might include struggles with pornography, anger management, etc.) (Yes or No)
8. Is there any reason you should not be entrusted with the supervision, guidance and care of children, youth and vulnerable persons or is there any fact in your background that could compromise the integrity of the Church? (Yes or No)
9. Have you ever been exposed to an incident of child abuse or neglect? (Yes or No)
10. If you answered yes to any of the above questions, please explain here or on a separate sheet. \_\_\_\_\_

Name \_\_\_\_\_

**Church History and Prior Volunteer Work:**

1. What church do you regularly attend?

Church \_\_\_\_\_ City \_\_\_\_\_

2. How long have you been associated with Troy First and list the Church ministries that you currently participate in:

\_\_\_\_\_

3. Have you personally accepted Jesus Christ as your Lord and Savior and are you committed to having the character of Jesus live through you? (Yes or No)

4. Please list the names and addresses of each Church that you regularly attended during the last 5 years. \_\_\_\_\_

\_\_\_\_\_

5. Describe your previous Church work with children, youth and vulnerable persons, including name of church and dates.

\_\_\_\_\_

\_\_\_\_\_

6. Describe your previous non-church work with children, youth and vulnerable persons, including organization and dates.

\_\_\_\_\_

\_\_\_\_\_

7. List gifts, trainings, or other factors that have prepared you for work with children, youth or vulnerable persons.

\_\_\_\_\_

\_\_\_\_\_

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Print all other names that have been used by applicant (if any) \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

List each address at which you have resided for the last 15 years with dates.

\_\_\_\_\_

\_\_\_\_\_

## **Authorization – Personal Information and Criminal Records Check**

The information contained in this Volunteer Application is correct to the best of my knowledge. I understand this information may be checked by contacting anyone or any organization listed or that may have information about me. I authorize anyone contacted to give you any information, including opinions, regarding my character and fitness for work with children, youth and vulnerable persons. I authorize the release of the information in this document to any ministry in the Church. I release the Church, its employees, members and volunteers, and any reference or other person or organization that provides information about me from all liability for any damages which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization and my evaluation. I waive any right that I may have to inspect any information provided about me by any persons or organization identified by me in this document.

I, \_\_\_\_\_ hereby authorize the First United Methodist Church of Troy to request the State of Michigan or other agency to release information regarding any record or convictions contained in its files, or 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 all local, state, and national law enforcement agencies, from all liabilities that may result from any such disclosure made in response to this request.

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I agree to be bound to the Policies of the Church, and to refrain from unscriptural, immoral, illegal or unethical conduct in the performance of my work on behalf of the Church.

I agree to participate in training and education events provided by the Church related to my areas of work. I will immediately report inappropriate behavior, suspicious activity, observed abuse or allegations of abuse, to the event director.

I am returning my application including church history and prior volunteer work form to be certified or re-certified to work with children, youth and vulnerable persons at the First United Methodist Church of Troy.

I have read the latest Safe Sanctuary Policy and agree that I will be in compliance with this Policy.

I have carefully read this authorization. I understand its contents and I am signing it of my own free will.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
date

\_\_\_\_\_  
witness

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Return these pages to:

**First United Methodist Church of Troy  
Attention SPRC  
6363 Livernois  
Troy, Michigan 48098**

## Addendum 2

### Safe Sanctuary Certification Procedure for School Teachers

Since the employees of public schools in Michigan and some other educational institutions are finger printed, their organizations receive annual reports on criminal records checks, and the employees receive safe sanctuary training, the Church Council approved that employees of these institutions be given a choice of following the certification process described in Addendum 1 or given the opportunity to become certified under the following procedure (Note: The only difference is the training requirement of Addendum 1 is not required in Addendum 2):

The individual:

- Completes and submits the required documentation of Addendum 1
- Signs a statement to the following:
  - Employee of a public school system or other educational institution requiring the employee to be fingerprinted, the institution receives annual reports on criminal records checks and the employee has received safe sanctuary training.
  - Reviewed the Safe Sanctuary Policy, does not have any questions on it and agrees to comply with it.

I, \_\_\_\_\_, certify that the above statements are correct and have completed the required documentation – the Certification or Re-Certification Application including Church History & Prior Volunteer Work, and Authorizations, and the two completed Forms for Reference Check (new Certification only).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The required documentation should be submitted to Terry Pritchett, SPRC directly or through the Church Office. The Pastor and Terry Pritchett, SPRC will perform the criminal records check and review the documentation. If the Pastor and Terry Pritchett, SPRC agree the individual should become a certified care provider by FUMC of Troy, Terry Pritchett, SPRC will submit the name to the SPRC for review and recommendation by the SPRC and then to the Church Council for review and approval to become a certified care provider at FUMC of Troy.

# Addendum 3

## **FIRST UNITED METHODIST CHURCH OF TROY** **CHILD & YOUTH MEDICAL RELEASE AND PERMISSION FORM**

(Please type or print legibly in ink)

Youth Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Father \_\_\_\_\_ Mother \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Addresses \_\_\_\_\_  
Youth \_\_\_\_\_ Parent \_\_\_\_\_

Home Phone \_\_\_\_\_ Mom Cell Phone \_\_\_\_\_

Dad Cell Phone \_\_\_\_\_

Parent Work Phone \_\_\_\_\_  
Mom \_\_\_\_\_ Dad \_\_\_\_\_

Which phone number to call FIRST in an emergency \_\_\_\_\_

Medical Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Medical Conditions/Medications \_\_\_\_\_

Allergies? \_\_\_\_\_ Contact Lenses? Yes No

Emergency Contact (not parent) \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

I \_\_\_\_\_ (Parent or Guardian) give my permission for \_\_\_\_\_ (Youth)

To participate in \_\_\_\_\_ (Activity)

I, who by law may do so, authorize the administration of emergency medical treatment to she/he who is the subject of this form. I understand all reasonable safety precautions will be taken at all times by First United Methodist Church of Troy personnel. I understand that in the event medical intervention is needed, every attempt will be made to contact the parent(s) above immediately. I also release First United Methodist Church of Troy and the leaders and drivers of responsibility for accidents incurred while my child is attending this event. I further understand that while my youth is participating in this event he/she may be in a vehicle with only one adult.

Photos of my child/youth may be posted on the internet

Photos of my child/youth MAY NOT be posted on the internet.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Addendum 4**

# **First United Methodist Church of Troy**

### **Incident Immediate Response and Report and 48-Hour Incident Written Report**

**Immediate Response: How to respond if anyone reports that they believe that there has been inappropriate situation regarding a child, youth or vulnerable person.**

**In all cases: Reassure the person reporting that you hear their concern and you will have someone contact them immediately. Avoid making additional comments. Keep this information strictly confidential.**

- If the victim has been injured, obtain immediate medical help
- Contact Leader and the Pastor. If they are not available contact the District Superintendent. These individuals will contact civil authorities, the media, the church's insurer and the church's legal counsel, if and when appropriate
- Call the parents/guardians of the victim.
- Protect the crime scene if the incident occurred on church property
- Keep the victim separate from other friends, potential witnesses and the accused. Have an adult stay with the victim, until the parents and a staff person have arrived.
- DO NOT QUESTION the victim beyond his/her initial report of the incident – it is important that the investigating officer hear the first story the victim tells.
- Complete the reporting required under the church's Policy on Reducing the Risk of Children, Youth and Vulnerable Person Abuse and Neglect and state law.
- Do not speak with the media or others except the Leader, the Pastor or the Chairperson of the Staff Parish Relations Committee. Tell the media; "I cannot comment on this matter."  
Do not confirm or deny an investigation is pending.



# First United Methodist Church of Troy

## 48 – HOUR INCIDENT WRITTEN REPORT

To be completed with:  
Pastor or Chairperson of SPRC

The following information was provided to:

\_\_\_\_\_  
(Name of Person/Position/Agency)

\_\_\_\_\_  
(Telephone Number/Address)

Name of Child, Youth or Vulnerable Person \_\_\_\_\_

Age \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Parent's or Guardian's Names  
\_\_\_\_\_

Address \_\_\_\_\_

Telephone Number/s \_\_\_\_\_

Employer \_\_\_\_\_

**48 – HOUR INCIDENT WRITTEN REPORT (continued)**

**PHYSICAL INDICATORS OBSERVED:**

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**BEHAVIORAL INDICATORS OBSERVED:**

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**Description of Suspected Abuse or Negligence:**

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Reporter's Name and Position \_\_\_\_\_

Signature \_\_\_\_\_

Date of Report \_\_\_\_\_

Date of Observation: \_\_\_\_\_

# First United Methodist Church of Troy

## Safe Sanctuary Policy - Questions and Answers

**1. Did anything happen here at church that provoked us to create this Safe Sanctuary Policy?** Nothing has happened. We are being pro-active to prevent anything from happening. We have had a policy in place since 2005, but felt it needed to be updated. We have many excellent practices but we need a policy and procedures to protect the church, our volunteers and most importantly our children, youth and vulnerable persons.

**2. Do other churches have a similar policy?** Yes. The United Methodist Detroit Conference, St. Paul UMC and many other United Methodist Churches have policies in place. We have modeled our policy off the Detroit Conference Policy and included more details from St. Paul's Policy and our 2005 Policy.

**3. Our church was enlarged and renovated a few years back, is this why we now need a Safe Sanctuary policy?** No, every church needs a written policy and we are following the Detroit Conference's model. The additional space does create challenges for supervision. As our programs continue to grow, we want to be able to assure families that safety continues to be our priority.

**4. How will this policy affect our current staffing?** We will need a few more volunteers to make sure we provide adequate care of our children. This protects the volunteers as well as the children.

**5. How do we know that this policy is complete and we haven't missed anything?** We have modeled our policy off the Detroit Conference Policy and included more details from St. Paul's Policy and our previous Policies. We plan to update this policy as we identify areas for improvement.

**6. What will this cost?** There is no additional cost since the certification process is being administered by the volunteers of the SPRC. The on-line youth protection training by the Boy Scouts of America, the safety tips video from Church Mutual Insurance Company and the ICHAT criminal records check system of the Michigan State Police are all provided free of charge.

**7. Who will have access to the personal information submitted on the application form and where will the records be kept?** The Lay Leader and the Pastor of the First United Methodist Church of Troy will receive the application form, review the information and perform the criminal records check. Based on their review, they will make a recommendation to SPRC. The applications are secured in the Pastor's office.

**8. Once this updated Policy is approved, what is the time frame for completing the forms and background checks?** The Safe Sanctuary Policy has been in place at Troy First UMC since 2005 and training and certification are an on-going process.

**9. What will be required of current volunteers? Is that different from new volunteers?** All volunteers and employees, whether current or new, who work directly with, accompany or supervise children, youth or vulnerable persons at any church activity shall be certified, or re-certified, as care providers. All uncertified persons at an event shall be considered participants.

**10. What about childcare for meetings and other programs?** Childcare will be provided for meetings and programs as needed. All childcare providers need to be certified. Ratios of care providers to participants are detailed in the Policy. Children need to be supervised on the church grounds at all times.

**11. Who is responsible for the Safe Sanctuary Policy?** The Church Council must approve any update to the Safe Sanctuary Policy. The implementation responsibility of this Policy rests with each care provider and leader of any setting and the ultimate implementation responsibility rests with the Chairperson of SPRC.