

NEWARK UNITED METHODIST CHURCH
Newark, Delaware

SAFE SANCTUARIES POLICY

Approved by NUMC Church Council _May 21, 2018'

- I. **Policy Statement:** Newark United Methodist Church (NUMC) will strive to provide a safe, healthy environment for children, youth, and vulnerable adults to reach their fullest potential as followers of God through Jesus Christ. All will be treated with courtesy, respect, and Christian concern while attending programs and activities at our church. In all our programs for children, youth, and vulnerable adults, their emotional, physical and spiritual well-being will be our concern. We will use the tools of screening, education, supervision, and careful program design to assist the adult program leaders of our church in providing a safe environment for all. At the same time, it is of equal importance that we strive to protect all the loyal volunteers and employees that minister to our children, our youth, and our vulnerable adults.
- II. **Definitions:**
- A. **Child or children or youth:** any person who has not reached his/her eighteenth birthday.
- B. **Mental Abuse:** An act or failure to act that results in a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment that: renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic, or in reasonable fear that the child's life or safety is threatened; or seriously interferes with the person's ability to accomplish age-appropriate developmental and social tasks.
- C. **Persons who work with children or youth:** Any person who works with young people under the age of eighteen (18) in any regular capacity such as Sunday School teacher, youth group leader, choir director, regular driver, regular food servers, and general helpers on a schedule that repeats such as weekly, monthly, quarterly, or who participates on-site or provides transportation for an overnight or longer program.
- D. **Physical Abuse:** A recent act (within the past two years) or failure to act, which causes a non-accidental, serious physical injury that causes the child severe pain or significantly impairs the child's functioning, either temporarily or permanently.
- E. **Serious Physical Neglect:** A prolonged or repeated lack of supervision or the failure to provide the essentials of life including adequate medical care, which endangers a child's life or development or impairs the child's functioning. Other essentials include food, shelter, clothing, dental care, personal care, protection from physical injury and supervision.
- F. **Sexual Abuse:** An act or failure to act that results in the employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist any other person to engage

in any sexually explicit conduct or any simulation of any explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer images or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of sexual exploitation of children.

- G. Supervision: to oversee or direct a ministry or activity.
- H. Vulnerable Adult: A person eighteen (18) years of age or older who, because of a cognitive or physical disability, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from abuse or neglect without assistance from others.
- I. Mandated Reporters: The following adults are required to make a report of suspected child abuse, if the person has reasonable cause to suspect that a child is a victim of child abuse:
 - a. Clergy and/or spiritual leader of NUMC.
 - b. An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
 - c. An individual supervised or managed by a person listed above.
- J. Categories of Caregivers:
 - a. Children and Youth Leaders are adults who are eighteen (18) years or older and who are at least five (5) years older than the youth they lead. They may be volunteers or paid staff persons whose responsibilities involve either of the following:
 - i. Direct contact with children or youth on an ongoing basis by way of teaching and/or leading Sunday School or Confirmation Class, Youth Group, Youth Activities including those off campus, Youth Mission Trips, or serving as a youth counselor or children's or youth choir director.
 - ii. Supervision of other caregiver volunteers.
 - b. Children and Youth Assistants are adults age eighteen (18) and older and who are at least five (5) years older than the youth they assist. Children and Youth Assistants may work in direct contact with children or youth on a short-term or occasional basis when properly supervised by a Children or Youth Leader. They may also work in children's and youth programs in capacities that do not involve direct contact.
 - c. Chaperones are adults who are twenty-one (21) years or older and at least five (5) years older than the children or youth they lead, who attend day or overnight trips with children or youth.

NOTE: Children and Youth Leaders, Children and Youth Assistants, and Chaperones must: 1) meet the personnel screening criteria outlined below, and 2) shall demonstrate an active relationship with NUMC or one of NUMC's Children and Youth Leaders for at least six (6) months prior to working with children or youth. (In the case of new staff hires, references deemed adequate by the hiring supervisor will replace the six-month waiting period.)

III. Screening and Selection of Staff and Volunteers

Careful screening is an effective way to help protect children and youth. It can be time consuming and at times incur cost, but is an essential step in ensuring that the most reliable, committed, and experienced staff and volunteers are in place for every program that involves children and youth.

All Children and Youth Leaders, Assistants, and Chaperones must meet the following mandatory personnel screening criteria:

- A. **Application:** All prospective workers with children and youth shall complete a written application that must be submitted to the NUMC staff person responsible for the program for approval. References will be checked by NUMC staff. (See Appendix A.)
- B. **Background Checks:** A Criminal Background Check shall be obtained for all prospective staff and volunteer workers with children and youth.
 - a. A positive background check must be on file before any employee or Caregiver volunteer may be alone with children, youth, or vulnerable adults.
 - b. A new background check must be obtained every five (5) years.
 - c. The NUMC Business Manager is responsible for 1) establishing a process and an agency to complete the background checks and 2) requesting background checks.
 - d. The Newark Methodist Preschool Director will complete a more comprehensive level of background checks for the Preschool staff as required by the State of Delaware Department of Services for Children, Youth and Their Families, Office of Childcare Licensing, which include:
 - i. FBI and State Bureau of Identification fingerprint checks.
 - ii. A search of the National Crime Information Center's National Sex Offender Registry.
 - iii. A search of the following registries, repositories, or databases in the state where the child care person resides, and in each state in which the resided during the past five (5) years:
 - 1. State criminal and sex offender registry or repository; and
 - 2. State child abuse and neglect registry and database.
- C. **Records on File:** All applications, background checks, clearances, and covenants will be kept in a locked file or closet for all volunteers and staff.
 - a. All files shall be maintained for three (3) years after service ends.
 - b. The NUMC Business Manager is responsible for maintaining the Records on File.
- D. **Denial of Employment or Volunteer Service:** Based on the results of the background check obtained from section B above, the grounds for denying employment or volunteer service shall be, but not limited to:

- a. No applicant may be hired or used in volunteer service who is named in the criminal background check as the perpetrator of child abuse or neglect.
- E. Other Notifications: Every employee and volunteer must give written notification of any new arrest, conviction, or substantiated child abuse within 72 hours of the following:
 - a. Being arrested for or convicted of an offense that would be grounds for Denial of Employment or Volunteer Service.
 - b. Being named as a perpetrator in a founded or indicated report.

If the person responsible for employment decisions or the administrator of a program has reason to believe that either a. or b. above is true, and has not received written notification from the employee or volunteer, they shall immediately require the individual to provide new background check clearances.

IV. Education and Training

All persons who have direct contact with children, youth, or vulnerable adults shall participate in an initial Safe Sanctuaries orientation training and then in an annual review.

This training shall include an explanation of the Safe Sanctuaries program, which includes:

- A. The need for Safe Sanctuaries policies and procedures
- B. An overview of the NUMC Safe Sanctuaries Policy and procedures
- C. Supervision requirements
- D. Appropriate discipline practices
- E. Recognizing signs of child abuse
- F. Reporting procedures
- G. Appropriate interpersonal boundaries.

The initial training shall occur prior to the caregiver employee or volunteer having direct contact with children, youth, and vulnerable adults.

The annual review shall include a review of the Safe Sanctuaries Policy, procedures for supervision, and current information on how to identify and report child abuse. The annual review will be confirmed with the signing of an annual renewal of the Children's and Youth Ministry Volunteer Participation Covenant form. (See Appendix F.)

A Parent and Family Education program describing this policy will be held annually and may be carried out through an in-person or on-line process.

The Minister of Spiritual Formation is responsible for the training of caregiver volunteers and families.

V. Children and Youth Supervision Requirements

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children and youth and to protect staff persons and volunteers from unfounded accusations.

- A. Oversight for Caregivers. Caregivers must be under the oversight of a clearly designated individual (typically a NUMC staff member), and be accountable to that individual for

- compliance with this policy and any other written safety guidelines and procedures that apply. All Caregivers will know to whom they are accountable.
- B. Two Adult Rule. Regardless of the size of the children's or youth group, there will always be a minimum of two adults present. This may include the presence of an adult "roamer" who moves in and out of rooms/ministry activities.
 - C. Staying on Site. Children and youth are not permitted to leave the church property or program by themselves or with anyone except a parent or guardian (or an individual designated by a parent or guardian in advance) or a Children and Youth Leader.
 - a. In the event that a child or youth leaves the church property or program under conditions other than those above, or is dropped off but never attends the program, parents/guardians will be notified immediately. Children and Youth Leaders (e.g. Sunday School teachers) and Children and Youth Assistants will share such information with the Minister of Spiritual Formation in order to communicate that information to parents/guardians.
 - D. Counseling. Occasionally, Children and Youth Leaders or other Caregivers may encounter a needed counseling situation. Certain guidelines should be followed for the safety of the children and youth and protection of the counselors:
 - a. Children and Youth Leaders and other Caregivers must not be alone with the person being counseled. To achieve this, the Children and Youth Leader or Caregiver should require the child or youth to have a peer with them, meet in a public place, or have another adult present.
 - b. The meeting room must comply with the Open Door Policy.
 - c. Counseling sessions are limited to two or three sessions and then a referral must be made to a professional with expertise in the needs of the child or youth.
 - E. Direct Supervision. No child or youth will be left unsupervised while participating in a ministry activity/event.
 - F. Open Door Policy. All ministry activities should occur in open view. Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a 1/2-door configuration, or an open door.
 - G. Parent/Guardian Notification. Advanced notice will be given to parents or guardians regarding complete information of events for children, youth, and/or vulnerable adults, including the 1) requirement for parent permissions and 2) notification if a staff member or volunteer will be alone with a child, youth, or vulnerable adult, such as on the last leg of a transportation route.
 - H. Bathroom Procedures:
 - a. If an adult accompanies a child, youth, or vulnerable adult to the bathroom, the bathroom door must be left slightly open. All children under eight (8) should be accompanied to the bathroom and if possible, at least three people should take a trip to bathroom at one time; either two unrelated adults and one child or one adult and two children, youth, or vulnerable adults.
 - I. Transportation Rule.
 - a. The parent/guardian of each participant of a children's or youth program must complete and sign a written consent form before any NUMC staff or Caregiver

volunteer transports the child or youth during an outing away from church property.

- b. Drivers for church activities must present a valid driver's license and proof of insurance for the vehicle they are driving. Drivers must be 23 or older and must be at least five (5) years older than the children or youth being transported.
- c. All children and youth must have and use proper safety restraints.

J. Outings Away From Church Property and Overnight Events at the Church:

- a. All children and youth participating in activities away from church property must have written consent by a parent/guardian, including a medical release clause.
- b. Chaperones must remain on site at all times during an overnight activity. The Children and Youth Leaders for the overnight activity are responsible for selecting, orienting, and supervising Chaperones that participate in the activity.
- c. Children and youth will not be allowed to leave the location of the overnight event with anyone except a parent/guardian without the permission of the parent/guardian in advance.
- d. Sleeping arrangements are required to be gender separated. Female staff and/or volunteers will supervise female children or youth in their sleeping quarters and male staff and/or volunteers will supervise male children or youth. With the exception of a parent/child combination, a Caregiver and a child/youth/vulnerable adult will not occupy the same bed or sleeping bag.

VI. Visiting Youth

When a group of out-of-town children or youth is housed in NUMC members' homes, the following conditions will apply:

- Children and youth will be hosted only in groups of two or more.
- Hosts will have been associated with NUMC for at least six (6) months.
- Hosts who have the Criminal Background Check completed are preferred.

VII. Mandated State Reporting Requirements

Delaware Code Title 16, Chapter 903 requires that healthcare professionals, mental health professionals, social work professionals, education/child care professionals, law enforcement professionals, and any other persons are mandated to report, when they know, or in good faith, suspect, child abuse, neglect, or dependency.

The Delaware Department of Family Services provides the following procedural information for the mandated reporting process (See Appendix B for more information.):

In brief, reasonable cause to suspect abuse can occur under any of the following circumstances when the reporter:

- Sees signs of abuse or actually witnesses the abuse
- Is told of an allegation of an event of abuse
- Is told by a child or vulnerable adult that they have been abused
- Suspects inappropriate conduct, relationships, or abuse

More specifically reporting is mandated when:

1. The mandated reporter comes into contact with the child, youth, or vulnerable adult that exhibits signs of abuse in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
2. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
4. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Note 1: It is not necessary for a mandated reporter to identify the alleged perpetrator to have reasonable cause to make a report of suspected child abuse.

Note 2: It is not necessary for a mandated reporter to observe the child in order for the mandated reporter to have reasonable cause to make a report of suspected child abuse.

Failure of a mandated reporter to file a report of suspected child abuse may result in criminal penalties.

Reports of suspected child abuse are made to the Delaware Child Abuse and Neglect Hotline (24-Hour service) at 1-800-292-9582.

The mandated reporter shall enjoy civil and criminal immunity. The mandated reporter is also entitled to an action against the employer if the reporter is terminated for making the report.

Persons other than a mandated reporter (permissive reporters) may make a report of child abuse, provided it is made in good faith and the reporter has reasonable cause to suspect a child is a victim of child abuse.

VIII. Church Policy and Procedure for Reporting

To be in compliance with the Delaware State mandated reporting requirements, NUMC adopts the following reporting policy:

- A. All mandated reporters shall immediately make a verbal report to the Delaware Child Abuse and Neglect Hotline any time they have reasonable cause to suspect.
- B. Immediately after making the report to the Hotline, the mandated reporter shall inform the Minister of Spiritual Formation and the Senior Pastor that a report has been filed.
- C. The Senior Pastor will then be responsible in facilitating the cooperation of the NUMC leadership and membership in the investigation of the report by the State authorities.

- D. The mandated reporter is then required to provide a written report within 48 hours of the oral report to the State using the Division of Family Services' CHILD ABUSE/NEGLECT MANDATORY REPORTING FORM. (See Appendix C for form.) The reporter must also provide a copy of this report to the Senior Pastor.
- E. The Senior Pastor is required to report the incident to the District Superintendent if the alleged perpetrator is a staff person or Caregiver volunteer of NUMC or if the alleged incident happened at a NUMC event. The Trustees will inform the NUMC insurance carrier.
- F. In the event that a member of the clergy becomes aware of suspected child abuse as a result of confidential communication, which is protected under Delaware Rule 505: Religious Privilege, the Peninsula-Delaware Conference legal counsel is to be immediately consulted.

IX. Pastoral Responses For Reports of Allegations of Abuse:

Any allegation of abuse requires a process to address responding to the victim, the alleged perpetrator, and the press. The response must be quick, compassionate and unified. All allegations will be taken seriously. In all cases of reported or observed abuse, there shall be cooperation with all official investigating agencies.

A. Response to victim of abuse:

- a. All allegations shall be taken seriously and there shall be a "reaching out" to the victim and the victim's family. Pastoral resources shall be extended, and the Conference CARE Team may be contacted to assist by providing their service. The care and safety of the victim shall be considered the first priority. Response to the victim and the victim's family shall be done in a positive and supportive manner.
- b. The parents/guardians of the victim shall be notified and steps shall be taken to assure the safety and well being of the child, youth, or vulnerable adult until the parents/guardians can be engaged. **NOTE:** If one or both of the parents is the alleged abuser, the direction of the child welfare authorities shall be followed concerning notification of other caregivers for the child, youth, or vulnerable adult.

B. Response to alleged perpetrator of abuse:

- a. The alleged perpetrator shall immediately, yet with dignity and respect for their sacred worth, be removed from further involvement with children, youth, or vulnerable adults and be advised that there has been an allegation of abuse. Details of the allegations of the abuse shall not be discussed with the alleged perpetrator at the time of removal. In any removal of a NUMC staff member or Caregiver volunteer from any activity/ministry, care shall be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either State or church authorities, or both.
- b. When it has been alleged that a member of the NUMC staff or a Caregiver volunteer has committed an act of abuse, the staff member or Caregiver volunteer shall be required to refrain from all ministry activities/events with children, youth and vulnerable adults until the incident has been fully resolved by the appropriate State authorities and/or in accordance with Book of Discipline.

C. Response to the media:

- a. The Conference Bishop shall designate a single spokesperson for contact with the public/media. All media requests for statements shall be directed to that spokesperson.

D. Registered sex offenders:

- a. In the case of any registered sex offenders who are participating in the life of NUMC, a covenant between the person and the Senior Pastor will be made. (See Appendix D for covenant framework.)

X. Enforcement

Any NUMC staff member or Caregiver volunteer who directs a children's, youth, or vulnerable adult ministry/program is responsible for enforcement of this policy within the program he or she directs. Overall enforcement will be the responsibility of the Senior Pastor, under the auspices of the Church Council.

An NUMC Safe Sanctuaries Team will be comprised of:

- Senior Pastor
- Minister of Spiritual Formation
- Newark Methodist Preschool Director
- NUMC Business Director
- Representative from the NUMC Staff Parish Relations Committee
- Representative from the NUMC Board of Trustees

and will provide guidance and support in the development and execution of the NUMC Safe Sanctuaries Policy and procedures.

The NUMC Safe Sanctuaries Team is responsible for addressing to any questions or concerns about the NUMC Safe Sanctuaries Policy and its administration. (See Appendix G.)

Note: The Newark Methodist Preschool will take responsibility for ensuring all Preschool staff and volunteers are in compliance with the Newark United Methodist Church and Peninsula-Delaware Annual Conference Safe Sanctuaries Policies.

XI. Compliance and Auditing

Compliance with this policy will be audited annually by the NUMC Safe Sanctuaries Team and shall be a matter of record at each annual Charge Conference through the preparation and submission of the Peninsula-Delaware Annual Conference Safe Sanctuaries Local Church/Charge Self-Assessment and Statement of Compliance. (See Appendix E.)

APPENDIX A
SAFE SANCTUARIES POLICY

Newark United Methodist Church
Children and Youth Programs
Volunteer Application

NUMC's goal is to ensure the safety of all children, youth, and vulnerable adults while they are under the supervision of the church. All persons volunteering with the church are required to complete NUMC's Safe Sanctuaries Policy training and this application. The information obtained on this form is for internal use only. Please answer each question below. Your responses will be treated with confidentiality.

Full Legal Name (Last, First, MI):

Home Address (number, street, city, state):

Date of Birth (MM/DD/YYYY): _____ / _____ / _____

Phone: H (____) - _____ - _____ C (____) - _____ - _____

Email Address: _____

Have you ever been convicted of a criminal offense? ____ Yes ____ No

If yes, please provide details: _____

Is there anything involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children, youth, or vulnerable adults? ____ Yes ____ No

If yes, please provide details: _____

Why do you want to serve in this age group?

What qualities and experience do you have that would help you in your work with children or youth?

List two adult references, other than family members, who are familiar with your character as it relates to working with children, youth, or vulnerable adults. Please let them know we will be contacting them.

Reference 1:

Name: _____

Phone Number(s): _____

Email: _____

Reference 2:

Name: _____

Phone Number(s): _____

Email: _____

Note: Please provide a copy of your driver's license as part of the application.

In signing and submitting this application, I agree to be guided by the Safe Sanctuaries Policy of Newark United Methodist Church, and I affirm the information I have given to be true and complete. I authorize the church to investigate my past and present volunteer and law enforcement records including a Criminal Background Check. I further agree to provide the church written notice of any new arrest, conviction, or substantiated child abuse case within 72 hours of the finding.

Signature of Applicant: _____ Date: _____

Approved by: _____ Date: _____

Title: _____

APPENDIX B
NEWARK UNITED METHODIST CHURCH
SAFE SANCTUARIES POLICY

Information on Reporting Child Abuse and Neglect

(From State of Delaware Department of Services for Children, Youth, and their Families)

What Information Do I Need to Make a Report?

- Demographics
- Describe the abuse or neglect or why the child is at risk of child abuse or neglect
- Known information about the parents and siblings
- Known information about the alleged child victim's physical health, mental health, educational issues or parents or siblings
- Is the alleged child victim in need of medical attention for injuries?
- Known information that could put the child's or worker's safety in peril such as the presences of alcohol, drugs, weapons, dangerous animal, or criminal behavior

Note: *More Information is Better than Less!*

What Happens When I Make a Report?

Division of Family Services (DFS) will do one of three things when a report is received:

1. Accept the report and investigate the allegations;
2. Refer the report to law enforcement for investigation; or
3. Document the report, but not investigate the allegations.

All reports to the Report Line are reviewed by a DFS supervisor as part of the decision making process. A case that is accepted for DFS Investigation will be transferred to an Investigation caseworker.

APPENDIX C
NEWARK UNITED METHODIST CHURCH
SAFE SANCTUARIES POLICY

Division of Family Services

CHILD ABUSE/NEGLECT MANDATORY REPORTING FORM

(Title 16, Delaware Code, Chapter 9, Subsections 901-914)

Website Address:

https://kids.delaware.gov/pdfsFillSave/fs_CAN_MandatoryForm_v2_FS.pdf

APPENDIX D
NEWARK UNITED METHODIST CHURCH
SAFE SANCTUARIES POLICY

SAMPLE Registered Sex Offender Covenant Framework

Protection and Integration of Known Sexual Offenders

Covenant of Participation

Wesley United Methodist Church, hereafter referred to as the church, affirms the dignity and worth of all people. We are committed to being a religious community, open to those who wish to worship with us, especially in times of serious personal troubles. However, based on your background and personal history, we have concerns about your contact with children, youth, and vulnerable adults in our congregation. Although we welcome you to our congregation and our membership, your participation in events involving the children/youth of the church and those considered vulnerable adults, will be limited to ensure the safety of these people and to reduce risks to you. The following guidelines have been established to that end.

The congregation welcomes your participation in church activities, but affirms that you must act within the guidelines set forth herein:

1. You shall comply fully with all restrictions and requirements placed upon you as a result of any legal actions – past, present, and future.
2. You shall not be alone at any time with any child, youth, or vulnerable adult.
3. You shall participate in professional counseling throughout the duration of your involvement with the church.
4. You shall be a member of an accountability group, made up of at least two members of the congregation (one of which shall be the same sex as you), the senior pastor of the church, and you. This group will be assigned to you for the entirety of your involvement with the church.
 1. The accountability group will establish a schedule for partnering with you whenever you are planning to be on church property or participate in a church-sponsored event. This schedule will be kept on record with the Safe Sanctuaries Team and will be posted in the office of the church.
 2. One member of your accountability group will be with you at all times when you are on church property or at a church-sponsored event. The accountability group member who is scheduled to partner with you will remain beside you, in close proximity to you, at all times, when you are on church property or participating in a church-sponsored event. The accountability group will meet together with you, at least once a month, to offer support, discuss issues you may be having, and to pray with you. If the need to meet more frequently occurs, the frequency will be determined by the accountability group in response to your needs.
4. The accountability group will report quarterly to the Safe Sanctuaries Team, your probation/parole officer, and your professional counselor.
5. You shall take the most direct, visible route to your destination with your accountability partner.
6. If restroom facilities are needed while on church grounds, the restroom in the workroom area of the Todd House should be used. One member of your accountability group will check the restroom facility before you enter to ensure it is vacant. You will be permitted to enter, and the

accountability team member will ensure no one else enters while you occupy the restroom. The team member will then accompany you back to your seat or off church property.

5. At no time, even with a member of your accountability group, are you to be in the Lighthouse or on the first floor of the Wesley Center beyond the foyer area.
6. You are welcome to attend, accompanied by a member of your accountability group, any public worship service; Tuesday morning men's prayer group; the adult Sunday school class of your choice; and any other public worship service not designated for children, youth, or vulnerable adults. You may also attend those worship services not predominately led and directed by children or youth, as approved by your accountability group.
7. Any church-sponsored activity held off-site from the church campus shall be approved by the Safe Sanctuaries Team prior to participation.
8. Upon arrival at church, you shall report to the church office in the Todd House where you will sign in and wait for a member of your accountability group to escort you to your destination. Once your worship experience or your business is complete, you shall return to the church office to sign out before leaving the church property. The accountability group member escorting you will initial both signing in and out. If the church office is locked and no member of your accountability group is available to meet with you, you are to immediately leave the church property.
9. At no time shall you hold a position of authority with the church or serve as a representative of the church.
10. At no time will your name be allowed to appear in the church newsletter, the weekly bulletin, or in any item of print associated with the church, excluding the weekly prayer concern list and the church directory.
11. Aspartofourchurchfamilyandinanattempttoprovidethesafestenvironmentpossible,you shall inform your accountability group and the Safe Sanctuaries Team if you become aware of other sex offender(s) who are attending our church.
12. Terms of this covenant will be reviewed with your probation/parole officer, sex offender treatment provider, and any other person involved in your after-care or treatment prior to your involvement with the church.
13. Thecovenantmustbesignedbyarepresentativeofyouraccountabilitygroup,your probation/parole officer, sex offender treatment provider, and any other person involved in your after-care or treatment prior to your involvement with the church.
14. This covenant will remain on file with the church and will be readily available to members of the church. It will be shared directly with all persons involved directly with children, youth, and vulnerable adults working with the church.

By signing this covenant, I agree that if at any time, any item of this covenant is suspected of being broken, I will meet with the Safe Sanctuaries Team. I agree that all findings of the Safe Sanctuaries Team are final. I agree that if the Safe Sanctuaries Team finds that any item of this covenant at any time was broken, I will immediately discontinue attendance at all church functions. I understand and agree that all church members will be made aware of the violation. I agree that all violations will be shared with my accountability group, my probation/parole officer, sex offender treatment provider, and any other person involved in my after-care or treatment. Any violation that occurs that is illegal in nature will be reported immediately to the appropriate authorities.

_____ Signature Date

_____ Accountability Group Rep. Signature Date

_____ Senior Pastor Signature Date

_____ Probation/Parole Officer Signature Date

APPENDIX E
NEWARK UNITED METHODIST CHURCH
SAFE SANCTUARIES POLICY

**Peninsula-Delaware Annual
 Conference Safe Sanctuaries**

Local Church/Charge Self-Assessment and Statement of Compliance

The Safe Sanctuaries Policy of the Peninsula-Delaware Conference (PDC) is seeks to ensure that each local church provides a safe and secure environment for all children, youth and adults who participate in its ministries and activities. This document serves two purposes:

1. It provides the local church with a clear and concise way to determine if it is in compliance with the PDC Safe Sanctuaries Policy.
2. It alerts the District Superintendent (DS) if there are areas of non-compliance and the date by which the non-compliance will be remedied.

Instructions:

- Indicate compliance status (Yes or No) for each of the operating guidelines.
- Indicate date by which non-compliance will be resolved for any section for which the answer is “No.”
- Ensure that certification section is signed by the Pastor and Chairperson of Trustees.
- Submit with Charge Conference Reports.

Operating Guideline	Compliance Status	Anticipated Compliance Date
A Safe Sanctuaries Policy has been adopted by the local church/charge (may be combined with Sexual Ethics Policy)		
A SAFE Team has been formed and has reviewed compliance with the Safe Sanctuaries Policy		
All volunteers and staff who work with children or youth have been trained annually in Safe Sanctuaries Policy and Operations		
All volunteers and staff who work with children or youth have been trained annually in First Aid and CPR		
The Trustees have completed an annual review of all church facilities accommodating children or youth including, but not limited to, Sunday School rooms & doors, age and activity appropriate equipment, first aid kits and fire extinguishers and 911 postings by telephones.		
The SAFE Team has verified adherence to the “Six-Month Membership” rule for volunteers working with children or youth.		

The SAFE Team has verified that all staff and volunteers working with children or youth have completed a written application, personal reference form, driver license and criminal background check and participation covenant and that the confidentiality of these records are protected.

No individuals who have been convicted of any crime against a child or teenager have been accepted as a worker with children or youth.

**Basic Procedures for Safe Ministry
(as defined in Safe Sanctuaries for Youth)**

All staff and volunteers have been trained on *Appropriate Interpersonal Boundaries*

The *Two-Adult Rule* is observed at all times during church sponsored programs or events

No worker under the age of eighteen (18) serves in an adult capacity		
All rooms set aside for children or youth have a door with a window or a half-door		
Open-door counseling is required when working with youth and any counseling need by a youth or the youth's family is confidentially reported to the pastor		
Counseling sessions are limited to two or three sessions and referral to a professional with expertise in the needs of youth are made, when necessary		
<i>Advance notice to parents</i> with full information about the event is provided, including the requirement for parent permissions and notification if a staff member or volunteer will be alone with a child		
<i>Participation Covenants</i> for all participants and leaders are required to establish behavior standards		
<i>Parent and Family Education</i> of the local church's Safe Sanctuaries policies and procedures is held annually		
<i>Appropriate Equipment and Supervision</i> plans including, but not limited to, transportation considerations, sleeping arrangements, youth group websites for any activity taking place away from the church are reviewed by the SAFE team before presenting to children or youth		
<i>Bathroom procedures</i> for children and youth have been established and reviewed by the SAFE Team and are observed by all staff and volunteers who work with children or youth		
<i>Reporting procedures for Allegations of Abuse</i> have been established and reviewed by the SAFE Team.		
A <i>Covenant</i> that protects children, youth and other vulnerable persons has been established with any registered sex offender(s) who are participating in the life of the church.		

The undersigned certify that the above statements are true, to the best of their knowledge, and that they will exercise due diligence in ensuring compliance in the future.

Pastor

Chairperson of Trustees

Church/Charge

District

Date Submitted

APPENDIX F

NEWARK UNITED METHODIST CHURCH

SAFE SANCTUARIES POLICY

Children's and Youth Ministry Caregiver Volunteer Participation Covenant

NEWARK UNITED METHODIST CHURCH

Safe Sanctuaries Participation Covenant Statement

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

- No adult who has been convicted of child abuse (either sexual, physical, emotional, or ritual abuse or neglect) will be permitted to work or volunteer with either children or youth in any church-sponsored activity.
- All staff and adult volunteers involved with children or youth of our church will obtain their DE State Criminal Background Check and have them placed on file at the church.
- All adult volunteers involved with children or youth of our church will have attended NUMC for at least six months before being assigned to work with children or youth.
- All staff and adult volunteers with children and youth shall observe the "Two Adult Rule" at all times so that no adult is left alone with children or youth on a routine basis.
- All staff and adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep them informed of church policies and state laws regarding child abuse.
- All staff and adult volunteers shall immediately report to their supervisor or the nearest staff member any behavior that seems abusive or inappropriate.

Please answer the following questions:

1. As an employee/volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children, youth, and vulnerable adults? ___ Yes ___ No
2. As an employee/volunteer in this congregation, do you agree to obtain your state clearances and have them placed on file at the church? ___ Yes ___ No
3. As an employee/volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? ___ Yes ___ No

4. As an employee/volunteer in this congregation, do you agree to the six month rule of church attendance before beginning a volunteer assignment? ___ Yes ___ No
5. As a volunteer in this congregation, do you agree to observe the "Two Adult Rule" at all times? ___ Yes ___ No
6. As an employee/volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor or nearest staff member? ___ Yes ___ No
7. As an employee/volunteer in this congregation, do you agree to inform a minister of this church if you have ever been convicted of child abuse? ___ Yes ___ No

I have read the Safe Sanctuaries Participation Covenant Statement of Newark United Methodist Church, and I agree to observe and abide by the policies set forth within the Safe Sanctuaries Covenant Statement and policy of Newark United Methodist Church.

Signature of Participant _____ Date _____ Print Full Name _____

This is a confidential file

