

Safe-Church Policy

**St. John United Methodist Church
Revised December 2018**

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Introduction

St. John United Methodist Church has a history of concern for the welfare of our children and youth and have had a safe-church (formerly called “Safe Sanctuaries”) policy in place for a number of years. The General Conference of the United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of **Child, Youth, and Vulnerable Adult** (CYVA) abuse in the church. The General Conference’s adopted resolution includes the following statement:

Jesus said, “Whoever welcomes [a] child...welcomes me.” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea.” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that “...children must be protected from economic, physical and sexual exploitation, and abuse.”

God calls us to make our churches safe places, protecting children, youth, and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

Thus, in covenant with all United Methodist congregations and by the direction of the General Conference, we adopt this policy for the prevention of abuse and promotion of safety for all members of our church.

Purpose

Our congregation’s purpose for establishing this Child, Youth, and Vulnerable Adult (CYVA) Safe-Church Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the emotional, mental, physical, and spiritual safety (hereafter referred to as safety) of all of our CYVA and those who serve them.

A Higher Standard

As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, every paid and volunteer worker (hereafter referred to as worker) at St. John United Methodist Church must avoid even the appearance of inappropriate behavior or of unsafe environments. All workers must diligently seek to create and maintain safe environments. All workers must be mindful of their interactions with CYVA in order to avoid any conduct that appears wrong to a reasonable observer, even if no misconduct takes place.

Statement of Covenant

As a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our Children, Youth, and Vulnerable Adults (CYVA), as well as the workers with them. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with CYVA, regarding the use of all appropriate policies and methods (including first aid and addressing inappropriate behavior); we will educate our vulnerable populations and make available information for our church members. We have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and the designated spokesperson will be prepared to respond to media inquiries if an incident occurs.

Supervision of the Safe-Church Policy

The Church Council, with the recommendation from the Staff Parish Relations Committee (SPRC) and Pastors will appoint one staff person to supervise the Safe-Church Policy. This person is designated as the Safe-Church Policy Coordinator (SCPC).

This policy shall govern all church activities that involve custody of children and teens through Grade 12 (and the summer following their graduation) or any vulnerable adults.

Annual Review of Safe-Church Policy

Each program staff person and the **Safe Church Policy Coordinator(SCPC)** will review compliance with this policy and potential risks annually. A brief written or verbal report will be delivered annually to the Staff-Parish Relations Committee (SPRC). Upon review of the report, the SPRC will recommend any changes to the Church Council for approval. The annual report shall include:

1. A brief summary of the program, including any abuse/neglect reports, and the subsequent response by the program staff person. Any violations that suggest policy changes are needed should be identified.
2. The SCPC will summarize any reports received from program staff persons and submit an overall report annually to the Charge Conference.

Waiver of Policies

Church policies may be waived occasionally for exceptional circumstances. The goal of St. John United Methodist Church is to promote safety while maintaining practical flexibility in children's and youth ministry. In the event that a program staff member needs an exception to the policy, they must consult with the Safe-Church Policy Coordinator (SCPC) when possible. If a volunteer worker needs an exception to the policy, they must consult with the program staff person in charge of the program/event or the SCPC. All exceptions must be documented in writing and provided to the SCPC.

Modification of Policy

This policy may be modified or withdrawn by the Church Council at any time with the recommendation of the Staff-Parish Relations Committee (SPRC). These policies are not intended to create an implied or express contract with any person. They are not intended to create a legally enforceable or binding promise or representation.

Activities Covered by These Policies

All activities of St. John United Methodist Church that require church workers (volunteer or paid staff) acting within the scope of their duties to have custody of CYVA persons shall follow these policies. Outside groups that use our church facilities (i.e., Boy Scouts, Girl Scouts, sports groups, etc.) will be required to comply with this policy and submit a signed compliance statement. Violations of the Safe-Church policy may result in termination of facility usage.

Safe-Church Procedures

Screening and Hiring of Employees and Volunteers

All employees or volunteers 16 years old and older will be screened prior to beginning their work with children, youth, or vulnerable adults. The screening will include a national background check in accordance with current Alaska United Methodist Conference policy. All employees and volunteers will be re-checked every two years.

Employee & Volunteer Background Findings/Results

If a background check shows that an applicant was convicted of child abuse, child neglect, child molestation, incest, or some other crime against a CYVA, the applicant will be denied to be a worker with children, youth or vulnerable adults.

St. John reserves the right to refuse employment or volunteer status to any person whose past convictions of any kind are in conflict with Christian values. Any applicant who is refused employment or volunteer status based upon the findings of a background check will be provided with a copy of the report.

Who Can Volunteer as a Leader or Supervisor?

The "Four-Years-Older Rule" - All leaders/supervisors must be at least four years older than the oldest possible child/youth participant under their care. No one under the age of 18 will be allowed to be a supervisor or leader of children/youth with the exception of childcare. Child care workers must be at least 13 years old and must be at least 4 years older than the oldest possible child being cared for, unless parents have been notified and agreed. Child care workers who are minors will be supervised at all times by an adult over the age of 18.

Training Requirements / Resources:

In order to ensure that all staff and volunteers are fully trained and prepared to implement the Safe Church policy, the church will provide the following training:

1. A Safe Church training will be offered annually (or more frequently as needed). All workers with CYVA whether full-time, part-time, lay, clergy, paid or volunteer will be required to attend the training every two years. Training will include: church policies for the prevention of abuse, procedures to be used in all ministries with CYVA in order to prevent abuse, appropriate steps to report an incident, details of state laws regarding child abuse, location of emergency equipment (first aid kits, fire alarms, fire extinguishers, etc.) and an overview of basic emergency procedures. A training roster of attendees will be kept by the Safe-Church Policy Coordinator (SCPC) and checked ahead of annual trainings to ensure workers are retrained every two years.
 - a. Exception: Employees and volunteers who begin in between training dates will receive a complete copy of the safe church policy, along with any other necessary materials, and will receive a follow-up questionnaire to confirm the materials have been read.
2. Touching/Boundary/Safety training - St. John will provide an annual Touching/Boundary /Safety training for children and youth provided by the Safe-Church Policy Coordinator (SCPC) or appropriate program staff members. Families will be notified in advance, have the option to sit in for the training or to “opt out” and receive at-home training materials to be used at their discretion.
3. First Aid/CPR/AED - Given the required presence of workers appropriately trained in First Aid/CPR/AED use for childcare as well as events with CYVA, St. John will either provide an annual training for workers or reimburse workers for necessary First Aid/CPR/AED training.
4. The Safe Church policy will be available in its complete form on the church website.

Protocols for all events

In all cases, whether inside or outdoors, the church will provide appropriate equipment and supervision to ensure safety for CYVAs. The church will be adequately insured for the full scope of its ministry to and with children and youth.

A blanket consent and release of liability form -Appendix A- will be made available for parents/caregivers to sign covering an entire program year (beginning September 1 each year and ending on August 31 the following year). A similar release of liability form -Appendix B- will be used for adult volunteers, with the same time boundaries.

Before a Special Event (events that differ from the normal meeting time/location of ongoing groups):

1. Advance Notice to Parents/Caregivers — parents/caregivers will be given advance notice and full information regarding event(s) in which their child/youth will be participating. Parents/caregivers may receive permission slips (Appendix C) that need to be signed for their child/youth to participate in special events (i.e. overnight events).
2. It is often necessary for children or youth to be transported in a car with a single adult to offsite events. When only one adult is present in a vehicle, it is required that more than one child/youth

be present in the vehicle (i.e. an adult will never be alone in a vehicle with only one CYVA). As this is an exception to the stated “two adult rule” (see below), parents need to provide written permission for this to occur.

- a. Whenever possible, adults should ride in the front seat(s) of the vehicle and children and youth in the back seats. This provides an additional level of separation, especially in the case when there is only one adult in a vehicle.
3. All childcare arrangements shall be made through church staff.
4. All leaders (staff and volunteer) must be aware of emergency procedures/supplies at event locations, including the location of first aid kits, fire extinguishers, and emergency exits.
5. The event leader must ensure the event is held in either public spaces or in rooms with windows in the door. Each room where a meeting or event involving CYVA is to be held will include a door with window in it or half a door. Windows shall remain uncovered while children/youth are present. The only exceptions to this rule are for overnight accommodations or in the event of a lockdown procedure.

Transportation to an off-premises event:

In addition to the “Two-Adult Rule” (with exceptions as noted below), the following rules regarding transportation of CYVA must be abided by:

1. Drivers shall be 18 or older. If there are passengers in a vehicle drivers shall be at least 23 years old.¹
2. All drivers must possess a valid U.S. driver’s license, appropriate insurance, and drive a legally licensed and insured vehicle.
3. All CYVA passengers must have a signed permission form to ride in a vehicle driven by anyone other than their parent or legal guardian. (i.e. Appendix A, as noted above).
 - a. If a signed permission slip cannot be obtained, an electronic message from the parent or legal guardian may be substituted provided a permanent copy is kept. (i.e. an email or a screenshot of a text message forwarded to the appropriate staff member and/or the SCPC so that a second staff member retains a copy).

During the Event

The “Two-Adult Rule” — no fewer than two adults (unrelated to one another) will be present at all times during any church-sponsored program, event, or ministry involving CYVA. One of the two adults must have been a part of the life of St. John United Methodist Church for at least one year and will have actively participated in the life of the church (allowing for the development of a relationship with church staff and the church community). Momentary one-on-one supervision of CYVA is acceptable under circumstances that require addressing health and safety concerns of CYVA.

An exception to the two-adult rule may be made in the course of childcare when only one adult needs to be in the room with a qualifying youth worker.

¹ Based on guidelines provided by the Pacific Northwest Conference of the United Methodist Church, [“Safe Sanctuaries Guidelines,”](#) revised 5/27/2013.

Supervision ratio standards for children and youth (based on daytime supervision guidelines from the American Camping Association):

Children, ages 0 thru Pre-school	2 workers for the first 8 children (1 for every next 4)
Children, K thru Grade 5	2 workers for the first 12 children (1 for every next 6)
Youth, Grades 6 thru 8	2 workers for the first 14 youth (1 for every next 7)
Youth, Grades 9 thru 12	2 workers for the first 16 youth (1 for every next 8)

First Aid/CPR/AED requirements:

It is required that when St. John is providing childcare for children through grade 3 and/or 8 years old and under, that there be one adult per room (if the children are divided into separate rooms) who is certified in First Aid/CPR/AED use for infants and children. For any off-site events involving CYVAs a minimum of one First Aid/CPR/AED trained adult is required. Exceptions include if the location of the event provides such supervision (i.e. a public swimming pool) or if there is reasonable access to emergency services (i.e. youth are at an event within the municipality of Anchorage). These exceptions do not apply to any overnight events.

Additional Overnight Event Considerations

The above standards are mandatory for all overnights, off-premises activities, or group gatherings. Additionally the following must be observed for overnight events:

4. St. John recognizes all persons as being of sacred worth and respects the rights of all participants to self-identify their place in situations that require gender-binary separation (i.e. sleeping arrangements, bathrooms). Staff/volunteers are authorized to make special arrangements for LGBTQ+ participants to ensure both safety and comfort.
5. All individuals shall have their own, separate sleeping space (bunk, mattress, floor space, etc.).
6. Mixed-gender sleeping arrangements is not permitted unless no other viable option exists as a result of shortages of chaperones or because of the configuration of the space.
 - a. If mixed sleeping accommodations are necessary, a divider shall be used to separate genders if available. If there is not a divider available, individuals of different genders must be at least three feet apart.²
7. There shall be at least one adult of the same gender in the sleeping quarters, two adults if fewer than three CYVAs are present.

Guidelines for Staff/Volunteers Interacting with CYVA

The safety and well-being of the CYVA and those who serve them are the highest priorities in all church events. In order to create and maintain safe, nurturing environments for all participants the following guidelines shall be implemented:

1. If a CYVA initiates a hug, the church worker/volunteer may return the hug by touching ONLY the head and shoulders of the CYVA and/or a side-on hug of the shoulders. If a CYVA initiates or

² Based on guidelines provided by the Pacific Northwest Conference of the United Methodist Church, "[Safe Sanctuaries Guidelines](#)," revised 5/27/2013.

attempts to initiate other forms of physical affection such as kissing or other inappropriate touching, the church worker/volunteer will separate themselves from the CYVA immediately and inform the SCPC. Physical affection initiated on the part of the church worker/volunteer is generally inappropriate.

Exceptions: There will be instances when physical contact between a CYVA and a church worker/volunteer is appropriate and necessary. Instances may include but are not limited to: holding a hand in prayer, providing emotional comfort, assisting a CYVA with putting on a smock/apron for cooking or painting, assisting a CYVA with an injury, interceding with a CYVA in order to prevent harm to themselves or others, or a childcare worker changing a diaper. In any instance where physical contact must be initiated by the church worker/volunteer, the worker must ask the consent of the CYVA first (example: “may I give you a hug?”) and must verbally inform the CYVA of all contact. If the CYVA is non-verbal, the worker will state aloud all forms of physical contact. This informs other workers and decreases the likelihood of actions being misconstrued.

2. Workers are also responsible for protecting CYVA from unwanted contact from other CYVA in their care. Should one CYVA be creating an unsafe environment for another CYVA through unwanted physical contact, bullying, or harassment, it is within the purview of the worker to separate the CYVA from other participants (such as seating in a separate area of the room) and explain to the CYVA why their actions are inappropriate. If the CYVA continues to act unsafely then the worker shall inform the SCPC who will determine the appropriate course of action.
3. If a worker witnesses inappropriate actions or inappropriate language on the part of another worker, the witness should inform the program staff person in charge or the SCPC immediately and file a report if necessary. The SCPC may then meet with the worker and determine the appropriate course of action. Appropriate courses of action include but are not limited to: additional training, removal from volunteer responsibilities, involving law enforcement and Alaska Department of Health and Social Services.

Reporting Abuse and Neglect

Staff and volunteers at St. John United Methodist Church, through interactions with CYVA, may find themselves in a position to witness or to discover incidents of actual or suspected abuse and/or neglect. The Office of Children’s Services (OCS) and Adult Protective Services (APS) of the Alaska Department of Health and Social Services are the agencies charged by law to investigate abuse or neglect allegations, in concert with law enforcement agencies, if necessary. Suspicions of abuse or neglect of CYVA MUST be reported to a supervisor or program staff person or clergy. If you encounter situations that lead you to suspect that abuse or neglect may have occurred, report it immediately. DO NOT investigate on your own (this includes asking probing questions); leave that to the professionals who are trained and authorized to conduct such investigations (i.e., OCS or APS).

At St. John United Methodist Church, the program staff (clergy and lay staff who supervise ministry areas at St. John, i.e. pastors, youth and children ministers) are the persons to whom reports should be made. These persons shall report allegations or statements immediately to OCS or APS, or law enforcement agencies, as appropriate.

Leaders, teachers, workers, and other volunteers with CYVA are to use the “Abuse/Neglect Reporting Form” (see Appendix E) to report any abuse or neglect situations that are suspected or reported. Leaders are to give as much information as is made available, but MUST NOT pursue or investigate on their own. A person may request that in reporting to OCS or APS their identity remain confidential, although OCS or APS may want to speak directly to the reporter for confirmation or any additional detail. In any event, OCS or APS does not give your name to the family. Workers are asked to give this written reporting form immediately to one of the program staff who will contact the appropriate agency as soon as feasible.

Reports made under these procedures will be kept confidential by all parties and will not be released to any party other than proper law enforcement authorities. Records will be maintained in locked, confidential files. Pastors, church staff, the District Superintendent, and the Bishop will maintain confidentiality of records.

Responding to Allegations of Abuse

1. All workers with CYVA will be provided with the State requirements for reporting abuse (see Appendix F). They need to be fully aware of their responsibilities.
2. The church’s obligations to respond to allegations of abuse go beyond the State’s requirements. As Christians, we must also be prepared to respond to others:
 - a. Faithful response to the victim — take the allegations very seriously, respect victim’s privacy, provide sympathetic concern, do not blame victims, absolutely no implication that the victim was in any way responsible for causing the abuse.
 - b. Faithful response to the Annual Conference — notify Alaska United Methodist Conference authorities (Risk Management Officer, District Superintendent, Bishop) as soon as allegations are received and reported to OCS/APS and keep them aware of the congregation’s actions.
 - c. Faithful response to the media —The SCPC and/or Lead Pastor generally shall be designated as spokespeople in advance, although another person may be designated instead. In the event of an incident it is preferable for there to be just one spokesperson. This should be a person who can speak calmly and thoughtfully in the glare of publicity; the person should answer questions honestly without adding extra or unnecessary information. They should be given permission to answer questions by saying, “I or we don’t know at this time.” NO ONE but the spokesperson or Lead Pastor is authorized to speak on behalf of the congregation. Spokesperson must be prepared to state the:
 - i. The church’s policy for the prevention of CYVA abuse.
 - ii. The church’s concern for the safety of the victim and all CYVA, and
 - iii. The procedures the church has followed to reduce the risk of abuse.
 - iv. The spokesperson will have a prepared statement or written notes and not speak extemporaneously. The spokesperson will never make any statement indicating that the church does not take the allegation seriously or in any way blame the victim.

- d. Faithful response to the accused abuser — acknowledge that the person is of sacred worth. Remove *accused* abuser from position as a worker with CYVA until allegations are fully investigated and resolved.
3. When an allegation of abuse by a St. John worker occurs:
 - a. The SCPC will explain the process to be used to the victim.
 - b. The parents/guardians of the victim will be notified immediately when appropriate. Any necessary steps will be taken to assure the CYVA's safety until the parents arrive. The safety of the victim is the church's primary concern.
 - c. An accused abuser is not to be confronted with anger or hostility. They shall be treated with dignity, but immediately removed from further involvement with children or youth until such a time that an investigation is complete and if they have been cleared of charges.
 - d. The proper law enforcement agency, the Office of Children's Services (OCS) or Adult Protective Services (APS) will be notified as soon as possible.
 - e. St. John employees and volunteers will not attempt any further investigations as this may interfere with official investigations.
 - f. The SCPC will notify the Conference Superintendent and office of the Bishop, as well as any other necessary Alaska Conference officers (such as the Chancellor).
 - g. A written record of the steps taken by the church in response will be kept
 - h. The designated spokesperson(s) will make any necessary statements or responses to the media.
 - i. When deemed necessary, a brief and honest statement can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.

Process of Notification

Please see Appendix E for reporting form to be used in notifying pastors or program staff in charge of alleged abuse, neglect, or other harm to a CYVA. Do not take notes while the person is speaking with you, but do write down the important information as soon as possible and inform responsible party.

APPENDIX A

St. John United Methodist Church Children and Youth Participation Permission and Liability Release Form.³

I hereby grant my child (*full name*), _____, permission to attend and participate in all activities, field trips, and ventures offered by and/or through St. John United Methodist Church, (hereinafter referred to as "SJUMC") beginning on **September 1, 2018**, and continuing in full force and effect until **August 31, 2019** or this Release is revoked by me in writing and said writing is delivered to SJUMC. I agree that the attendance of my child at any SJUMC activity constitutes my agreement with and acceptance to the terms of this Release. I agree to remain on St. John premises while my child (6th grade and under) is attending any children's ministry event, unless exceptions are made and documented with the Director of Children's Ministry prior to the activity.

I agree that my child's picture or likeness may be included in any photographs or videos taken at any such event and used by St. John for any purpose in any medium.

I agree that my child may ride in vehicles driven by staff or volunteers approved by St. John to offsite church related events within the municipality of Anchorage, including but not limited to, volunteer/service activities, youth group activities, overnight retreats, sporting events, etc. I accept full responsibility for my child's actions, and I hereby indemnify and hold harmless SJUMC, its approved ministries, agents, employees and assigns, against any and all loss or damage arising from any and all accidents or injuries caused by my child, whether accidentally or willfully, to: (i) property owned by SJUMC; (ii) property of those acting as employees, agents or assigns (including, without limitation, volunteers and event staff), of SJUMC; and (iii) personal injuries or death suffered by any employee, agent, volunteer or staff member of SJUMC.

I further accept full responsibility for my child's safety and I hereby release, hold harmless, and agree to indemnify and defend SJUMC, its agents employees and assigns, including, without limitation, volunteers and event staff, from and against any and all injuries, damages, claims, and liabilities arising out of, relating to or resulting from my child's participation in any SJUMC-approved or sponsored activity, except to the extent wholly caused by the gross negligence or intentional misconduct of any such volunteer(s) or staff.

In the event of injury to or illness of my child while engaged in a SJUMC-approved or sponsored event, I hereby expressly grant to SJUMC, its agents, employees and assigns, permission to seek such medical care (including emergency treatment) as any of such persons in good faith believe is needed, and I hereby agree to indemnify and hold harmless SJUMC, from all expenses incurred in obtaining medical treatment for my child.

³ Adapted from the North Alabama Conference of the United Methodist Church, 2017.

Without limiting the foregoing release, under no circumstances shall St. John be liable for any injuries, damages, claims, and liabilities beyond the extent to which the same are covered by insurance.

Parent/guardian signature _____ Date _____

Printed name: _____

Primary phone: _____ Secondary Phone: _____

Other Parent/Guardian or Emergency Contact Name: _____

Primary phone: _____ Secondary Phone: _____

Child's Physician: _____

Name of Health Insurance Company: _____

Health Insurance Group Number: _____

Policy Number: _____

Full name of insured: _____

Allergies: (food, environmental, etc.) _____

Additional pertinent information (including information about your child's medications):

APPENDIX B

St. John United Methodist Church Adult Volunteer/Participant Liability Release Form.⁴

I (full name), _____, agree with and accept the terms of this Release for all activities, trips, and ventures offered by and/or through St. John United Methodist Church, (hereinafter referred to as "SJUMC") beginning on **September 1, 2018**, and continuing in full force and effect until **August 31, 2019** or this Release is revoked by me in writing and said writing is delivered to SJUMC.

I agree that my picture or likeness may be included in any photographs or videos taken at any such event and used by St. John for any purpose in any medium.

I accept full responsibility for my actions, and I hereby indemnify and hold harmless SJUMC, its approved ministries, agents, employees and assigns, against any and all loss or damage arising from any and all accidents or injuries I may cause, whether accidentally or willfully, to: (i) property owned by SJUMC; (ii) property of those acting as employees, agents or assigns (including, without limitation, volunteers and event staff), of SJUMC; and (iii) personal injuries or death suffered by any employee, agent, volunteer or staff member of SJUMC.

I further accept full responsibility for my safety and I hereby release, hold harmless, and agree to indemnify and defend SJUMC, its agents employees and assigns, including, without limitation, volunteers and event staff, from and against any and all injuries, damages, claims, and liabilities arising out of, relating to or resulting from my participation in any SJUMC-approved or sponsored activity, except to the extent wholly caused by the gross negligence or intentional misconduct of any such volunteer(s) or staff.

In the event of my injury or illness while engaged in a SJUMC-approved or sponsored event, I hereby expressly grant to SJUMC, its agents, employees and assigns, permission to seek such medical care (including emergency treatment) as any of such persons in good faith believe is needed, and I hereby agree to indemnify and hold harmless SJUMC, from all expenses incurred in obtaining medical treatment for myself.

Without limiting the foregoing release, under no circumstances shall St. John be liable for any injuries, damages, claims, and liabilities beyond the extent to which the same are covered by insurance.

Signature _____ Date _____

Printed name: _____

CONTINUED ON REVERSE SIDE

CONTACT NUMBERS AND OTHER INFORMATION

⁴ Adapted from the North Alabama Conference of the United Methodist Church, 2017.

Child's Name: _____ . School Grade: _____

Date of Birth: ____ / ____ / _____ Gender: _____

Primary phone: _____ Secondary Phone: _____

Emergency Contact Name: _____

Relationship: _____

Primary phone: _____ Secondary Phone: _____

Primary Care Physician: _____

Name of Health Insurance Company: _____

Health Insurance Group Number: _____

Policy Number: _____

Full name of insured (*if different*): _____

Allergies: (food, environmental, etc.) _____

Additional pertinent information (including information about your medications):

Sibling's Names & Ages: _____

APPENDIX C

St. John United Methodist Church Parent Permission & Notification Form — Single Use

Parent or Guardian: Retain a copy for you reference. Please return the completed copy to the church. This form is to notify you of an activity your child may participate in that is held at a different time/place from the regular scheduled meeting, involves travel, a controversial topic, or unusual circumstances requiring an adaptation of St. John United Methodist Church's Safe-Church Policy. Parent or guardian signature indicates permission is given for the activity/event indicated and that the whereabouts of your child is noted by parent or guardian.

SJUMC is planning an event/activity (specify):

Date: _____ Time: _____ Location: _____

EACH CHILD or YOUTH MEMBER WILL NEED:

Expense: _____ Other equipment and/or clothing: _____

SPECIAL INFORMATION (why notification is needed):

ARRANGEMENTS:

Departure time: _____ Place: _____

Return time: _____ Place: _____

Mode of transportation: _____

ADULTS ACCOMPANYING YOUTH/CHILDREN:

Name: _____ Home and/or cell Phone: _____

Name: _____ Home and/or cell Phone: _____

IN CASE OF EMERGENCY, SIGNIFICANT DELAY, OR REVISION OF PLANS, the leader (or designated contact person) will notify parents.

Contact person is: _____ Phone : _____

PERMISSION TO PARTICIPATE

I (name) _____ give my child (name) _____
permission to participate in the above named event or activity.

If reasonable accommodations/allergy notification are needed, please indicate here:

During the activity, I may be reached at phone _____ or phone _____

If I (we) cannot be reached in the event of an emergency, the following person is authorized to act on my (our) behalf:

Name _____ Phone _____ Address _____

Relationship to youth/child _____

Parent/guardian signature _____ Date _____

APPENDIX D

General Guidelines – St. John Safe Church Policy For Outside Use Groups

- Outside groups are required to abide by St. John’s Safe Church Policy OR provide a copy of their individual group safety policy prior to use of our building. Any outside group policy is required to meet or exceed St. John’s Safe Church policy, which includes, among other things, the following:
- Groups are provided with a copy of our (more detailed) Safe Church Policy.
- All groups are to follow the Two-Adult Rule. Two adults are required to be in a room with a child, youth, or vulnerable adult (CYVA) at all times.
- At least one adult must be certified in CPR/1st Aid/AED use and must be present at all times.
- Doors are to remain open unless there are uncovered windows on the doors.
- If the event is overnight, there is to be at least one adult of the same gender in sleeping quarters, two adults if fewer than CYVAs are present.
- Sleeping arrangements are to be separated by gender, and individuals can self-identify in this case, in use of restrooms, or any other situation that requires gender-binary separation.
- Groups are required to abide by the “four years older” rule – supervising adults must be at least four years older than the oldest child or youth.
- If safety policy is violated in any capacity, written documentation is provided to the leader of the outside group.

APPENDIX E ABUSE/NEGLECT REPORTING FORM

Reporting Contact Information: reportchildabuse.alaska.gov or 1-800-478-4444

Name of alleged victim _____

Age group: Children Youth Vulnerable Adult Sex _____

Date of Birth (dd/mm/yy) _____ Age _____

Parent(s) or Guardian _____

Address _____

City, State, Zip _____ Home phone _____

Siblings, or others in the home (give ages, if known) _____

Details of Incident (Describe marks or bruises if observed, or record conversation if the person themselves disclosed the suspected abuse or neglect. Use the back or additional sheets of paper if necessary.)

Date of incident _____

Name of person reporting: _____

Relationship to victim: _____

For Office Staff Only

Additional Notes (date and time report called into OCS, APS, law enforcement, etc.): _____

APPENDIX F

State of Alaska Definitions and Resources

Suspected Child Abuse can be reported at reportchildabuse.alaska.gov or 1-800-478-4444

Suspected Vulnerable Adult Abuse can be reported at 1-800-478-9996 or <http://dhss.alaska.gov/dsds/Pages/aps/apsreportinfo.aspx>

Definition of Child Abuse: <http://dhss.alaska.gov/ocs/Pages/publications/reportingchildabuse.aspx>

STATE LAW DEFINES child abuse or neglect to include the following actions by those responsible for a child's welfare:

- **Physical injury** that harms or threatens a child's health or welfare;
- **Failure to care for a child**, including neglect of the necessary physical (food, shelter, clothing, and medical attention), emotional, mental and social needs;
- **Sexual abuse**, including molestation or incest;
- **Sexual exploitation**, including permitting or encouraging prostitution;
- **Mental injury**--An injury to the emotional well-being, or intellectual or psychological capacity of a child, as evidenced by an observable and substantial impairment in the child's ability to function in a developmentally appropriate manner; *or*
- **Maltreatment**--A child has suffered substantial harm as a result of child abuse or neglect due to an act or omission not necessarily committed by the child's parent, custodian or guardian.

Adult Abuse Indicators: <http://dhss.alaska.gov/dsds/Pages/aps/default.aspx>

- **ABANDONMENT** is the desertion of a vulnerable adult by a caregiver.
ABUSE is the intentional, knowing, or reckless non-accidental, non-therapeutic infliction of pain, injury, mental or emotional distress, or fear, including coercion and intimidation, and sexual assault.
- **EXPLOITATION** is the unjust or improper use of another person or another person's resources for one's own profit or advantage, with or without the person's consent and includes acts by a person who stands in a position of trust or confidence with a vulnerable adult or who knows or should know that the vulnerable adult lacks the capacity to consent that involve obtaining profit or advantage through undue influence, deception, fraud, intimidation, or breach of fiduciary duty.
- **NEGLECT** is the intentional knowing or reckless failure by a caregiver to provide essential care or services or access to essential care or services to carry out a prescribed treatment plan necessary to maintain the physical and mental health of the vulnerable adult when the vulnerable adult is unable to provide or obtain the essential care or services or to carry out the prescribed treatment plan on the vulnerable adult's own behalf; in this paragraph, "essential care or services" includes food, clothing, shelter, medical care, and supervision.
- **SELF-NEGLECT** is the act or omission by a vulnerable adult that results, or could result, in the deprivation of essential services necessary to maintain minimal mental, emotional, or physical health and safety.
- **UNDUE INFLUENCE** means the use by a person who stands in a position of trust or confidence of the person's role, relationship, or authority to wrongfully exploit the trust, dependency, or fear of

a vulnerable adult to gain control over the decision making of the vulnerable adult, including decision making related to finances, property, residence, and health care.

APPENDIX F

St. John UMC Safe Church Policy Questionnaire

Please take the time to read through our Safe Church policy and return this questionnaire to the church office at your earliest convenience.

1. CYVA stands for:
 - a. Child, Youth, and Vulnerable Adults
 - b. Child, Youth, and Vicarious Answers
 - c. Children, Youth, and Various Ages
 - d. Children, Youth, and Vested Adults

2. True or False: If the Safe Church policy is violated under any circumstances, the program staff person in charge of the program/event has been notified and all exceptions need to be documented in writing and provided to the SCPC.
 - a. True
 - b. False

3. All employees or volunteers over 16 years old are background checked:
 - a. Every year
 - b. Every two years
 - c. If the SCPC decides it is needed
 - d. Under exceptional circumstances

4. The "Four-Years-Older-Rule"
 - a. Applies only to paid childcare staff
 - b. States that all leaders/supervisors must be at least four years older than the oldest possible child/youth participant under their care.
 - c. States that all pairings of youth/supervisors must be separated by at least four years.
 - d. States that once children are four years old, they stop eating goldfish in the toddler room.

5. Training Requirements:
 - a. A Safe Church training will be offered annually and any paid or volunteer workers with CYVA will be required to attend every two years.
 - b. The SCPC will provide an annual Safety training for children, youth, their families and appropriate staff members.
 - c. Should a volunteer or staff member be unable to attend their training, receipt of this completed questionnaire will be accepted in lieu of their attendance.
 - d. All of the above

6. Before a Special Event:
 - a. Parents/caregivers do not have to be given advance notice of a special event
 - b. It is acceptable for one adult (driver) and one CYVA to be transported in a vehicle as long as the vehicle is moving.
 - c. The event leader is not responsible for ensuring the event is held in public spaces or in rooms with windows in the door.
 - d. The Two-Adult Rule still applies.

7. First Aid/CPR/AED Requirements
 - a. It is required for all church workers/volunteers to be CPR/1st Aid certified
 - b. It is required that when St. John is providing childcare for children through grade 3 and/or 8 years old and under, that there will be one adult per room who is certified in First Aid/CPR/AED use for infants and children.
 - c. Exceptions may not be made if the location of the event provides such supervision such as a public swimming pool or when there's reasonable access to emergency services
 - d. Exceptions can apply to overnight events.

8. The Two-Adult Rule states:
 - a. No fewer than two adults (unrelated to each other) will be present at all times during any church-sponsored program, event, or ministry involving CYVA.
 - b. Both adults must have been a part of the life of SJUMC for at least one year.
 - c. There are no exceptions made for youth childcare workers with a supervising adult.
 - d. Two-Adults must take turns driving the vehicle transporting a CYVA to any special event.

9. Overnight event considerations:
 - a. The SCPC designates sleeping arrangements and participants do not self-identify their place in situations that require gender-binary separation
 - b. Individuals do not get their own separate sleeping space
 - c. Mixed-gender sleeping arrangements are permitted as long as individuals of different genders are separated by a 10 foot pole.
 - d. There shall be at least one adult of the same gender in the sleeping quarters, two adults if fewer than three CYVAs are present*

10. If a CYVA initiates a hug:
 - a. The church worker/volunteer must refuse a hug.
 - b. The church worker/volunteer should suggest a high five instead.
 - c. The church worker/volunteer may return the hug by touching only the head and/or shoulders of the CYVA and/or a side hug of a shoulder.*

- d. The church worker/volunteer can reciprocate only in well-lit areas of the church.
11. Please check all that are true regarding physical contact between a CYVA and a church worker/volunteer:
- a. There are instances when physical contact between a CYVA and church worker/volunteer is necessary.
 - b. Examples of necessary physical contact include but are not limited to: holding a hand in prayer, providing emotional comfort, assisting a CYVA with putting on a smock/apron for cooking or painting, assisting a CYVA with an injury, interceding with a CYVA in order to prevent harm to themselves or others, or a childcare worker changing a diaper.
 - c. In any instance where physical contact must be initiated by the church worker/volunteer, the church worker/volunteer is not required to ask consent of the CYVA first.
 - d. If the CYVA is non-verbal, the worker will state aloud all forms of physical contact. (Example: "I am going to change your diaper now.")
 - e. Church workers/volunteers are not responsible for protecting a CYVA from unwanted contact from another CYVA in their care or church worker/volunteer
12. If a church worker/volunteer witnesses inappropriate actions or language on a part of another worker/volunteer, witness should inform:
- a. Nobody
 - b. Their coworkers/co-volunteers
 - c. Program staff person in charge or SCPC
 - d. The church workers/volunteer's parents
13. If a church worker/volunteer suspects neglect or abuse
- a. They should investigate themselves by asking the CYVA probing questions
 - b. They should confront the accused abuser
 - c. They should report it immediately to the appropriate program staff person or SCPC
 - d. They are required to give their name to OCS/ACS
14. If there are reports of abuse/neglect to the SCPC:
- a. The SCPC or appropriate program staff member files a report with OCS/ACS
 - b. The SCPC investigates
 - c. The SCPC enters into a time of prayer and discernment to determine next steps
 - d. Only the SCPC can treat the accused abuser with anger and hostility

15. True or False: The church's obligations do not go further than the State's requirements when responding to allegations of abuse.
- a. True
 - b. False