

A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric layers of different shades of blue. Two thin, light blue lines intersect at the top left and extend diagonally across the page, framing the circles.

Safe Sanctuaries Policies

First Farragut United Methodist Church

First Farragut

UNITED METHODIST CHURCH

Contents

Staff	3
Safe Sanctuaries Protection Policy.....	4
Policies and Procedures	5
Reporting Procedures	9
Emergency Procedures.....	10
Medical Procedures	11
Level 1 Screening Form	12
Level 2 Screening Report.....	13
Student Helper Covenant	14
Information & Medical Release (Birth – 5 th Grade).....	15
Medical Incident Report.....	16

First Farragut UNITED METHODIST CHURCH

Staff

John Brewster, Lead Pastor

Stefani Hudson, Administrative Assistant

Tonya Alsobrooks, Director of Inviting Ministries

Gray Wilder-Kirby, Director of Children's Ministries

Meg Jones, Director of Youth Ministries

Susan Seratt, Financial Administrator

Andrea Warnick, Worship Coordinator

Jayne Lyttle, Contemporary Worship Leader

John Morris, Director of Choirs

Dave Morgan, Accompanist

Sonya Armiger, TAKE-OFF

Safe Sanctuaries Protection Policy

Introduction

The General Conference of the United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child abuse in the church. The adopted resolution calls all churches to welcome children and also to make our churches safe places for children to grow and learn. Jesus said, “whoever welcomes a child welcomes me.” Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The United Methodist Church states the “children must be protected...” God calls us to make our churches safe places, protecting children and other vulnerable persons from 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, we adopt this policy for the prevention of abuse in our church.

Purpose

First Farragut United Methodist Church’s purpose for establishing this Child Abuse Prevention Policy and Procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth to all of our children and youth.

Statement of Covenant

Children are our present and our future, our hope, our teacher, our inspiration. They are full participants in the life of the Church and in the realm of God. Therefore, 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 and youth, as well as, all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will educate all volunteers in regard to policies, procedures and methods; and we will have a clearly defined procedure for reporting suspected incidents of abuse as defined by state law.

In Conclusion

In all our ministries, this congregation is committed to demonstrating the love of Jesus Christ so that each child is surrounded by steadfast love. The creation of a safe and secure environment is of utmost importance. Our policies not only protect the children and youth of our church, but also protect staff and volunteers who work with our children and youth, as well as protecting our church.

Definitions

<u>Children and Youth-</u>	Persons in age from birth through 17. 18 year olds are considered adults.
<u>Child Abuse or Neglect-</u>	<p>At a minimum, any recent act or failure in resulting imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse or exploitation by a parent or caretaker who is responsible for the child/youth's welfare. (The <i>minimum</i> definition given in the Child Abuse Prevention and Treatment Act.)</p> <ol style="list-style-type: none">1) <u>Sexual Abuse-</u> Rape; or the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit act.2) <u>Physical Abuse-</u> Non-accidental physical injury or pattern of injury to the child or any action that results in a physical impairment of the child.3) <u>Emotional Abuse-</u> Expressing attitudes or behaviors toward a child can create serious injury or psychological damage to the emotional stability of the child.4) <u>Neglect-</u> Any serious disregard for a juvenile's supervision, care, or discipline on the part of the parent, guardian, custodian or caretaker.
<u>Staff Member-</u>	Any paid adult, working in a supervisory capacity with children/youth.
<u>Volunteer-</u>	Any unpaid adult or youth, working with children/youth.
<u>Church-Sponsored Activities-</u>	Any activity within a ministry conducted under auspices and/or endorsed by FFUMC that primarily involves children or youth 17 years old and younger.
<u>Outside Groups-</u>	Any group whose activity primarily involving children or youth 17 years old and younger that does not fall under the responsibility of a FFUMC age-level director and/or coordinator.

Policies and Procedures

The following are the minimum standards for our children and youth ministries.

Six Month Hospitality Policy: All children and youth workers must demonstrate an active relationship with this church for at least six (6) months before being allowed to supervise children or youth.

Clearance Levels: Volunteers will be designated to one of two clearance levels.

Level 1- those who will not serve in direct contact or one-on-one with children or youth. (Examples: parent volunteers, parent chaperones, student helpers) A Level 1 screening form must be completed and approval by a ministry staff person must be given, which could include an interview.

Level 2- those who will have direct contact with children or youth. (Examples: Sunday School teachers, Children's Church workers, Youth Counselors, etc) A Level 2 screening form must be completed, a criminal background check completed, references check completed and approval by a ministry staff person must be given, which could include an interview.

FFUMC Employees: This church will screen all employees, including clergy, who work with youth or children. Screening of employees will include the following:

An employment application

A personal interview

Reference checks (personal and professional)

A criminal records check

Documentation: All documentation will be kept in confidence. All files will be kept in a locked filing cabinet. No one will have access to the files without proper authorization. Authorization can only be obtained by the ministry staff.

Two Adult Rule: There will be two adults in each classroom. If this is not possible, there will be a roaming worker in the area to move among the classrooms for assistance.

Student Helpers: Student helpers will be allowed with proper authorization by a ministry staff person. Student screening forms, the student helper covenant, as well as training sessions must be completed.

Bathroom Procedures: Every effort will be made to avoid a situation where one adult and one child are alone in the bathroom at any given time. The adult, however, will accompany the child to the bathroom, check to make sure no one else is in the bathroom, and then wait outside the door for the child.

Diaper Changing: Diapering should always be done on the changing tables. Only paid childcare staff change diapers or assist with clothing. For safety reasons, NEVER LEAVE A CHILD UNATTENDED ON THE CHANGING TABLE.

Windows and Halls: Our classrooms have windows in them, so that passers can observe inside. Halls are monitored during class time.

Release of Children: Children in the infant through 5th grade classes will only be released to the properly identified and authorized adult.

Parental Supervision and Participation: Parents should not leave their children unattended at any time in the church. Parents are deeply encouraged to attend, participate or observe activities in which their children are engaged.

Employee and Volunteer Training: We will train all employees and volunteers to make sure they understand these policies and procedures. We understand the importance of knowing the nature of child abuse and neglect, as well as, knowing the reporting procedures according to the state of Tennessee, the Holston Conference and First Farragut United Methodist Church.

Special Events

Child & Youth Safety Procedure:

Special Events-

- 1) Parents and/or guardians will be notified at least one week prior to any off site activities in which the child would leave the church property.
- 2) "Parental Consent" and "Emergency Procedure Forms" must be completed, signed, and filed.
- 3) Forms must be kept in the leader's possession during all trips and events.
- 4) In the event of an overnight trip, special accommodations must be made. The trip information form must be filed and kept on file in the church office and approved by designated staff.
- 5) All trips must be supervised by a designated program director, which may be either a staff member or volunteer serving as director of the event.

Transportation-

- 1) All drivers transporting a child/youth during an activity must have a valid driver's license and current automobile insurance.
- 2) Two unrelated staff members or volunteers should be in the front seats of each rented or person vehicle use to transport children/youth. Youth (ages 11-17) may be transported within the Knoxville area by one adult.
- 3) Children under 8 years of age or less than 80lbs must be properly secured in a car seat, as mandated by TN state regulations.

Child & Youth Safety Guidelines:

- 1) In the event of an overnight trip, special accommodations must be made.
 - a. Hotel & Dorm Rooms: In this setting youth will be assigned to gender-specific rooms and supervising adults assigned to separate rooms. When possible, there will be one adult room between two youth rooms. Whenever possible, the rooms will open to the interior of the building rather than to the outside.
 - b. Camp Settings: If the camp has large sleeping quarters with a large number of beds, children/youth will share the same rooms with same-gender adults. When this occurs, there must be more than one unrelated adult in the room/cabin. At no time should one adult be left alone with one youth in the lodging facility.
- 2) Outside Groups: Each outside group, including those using FFUMC facilities, will be known to the church by completion of the Trustees' Building Use Application Form, which will be kept on file in the church office.

Reporting Procedures

According to the Laws of the State of Tennessee, all reports of suspected child abuse must be made to child protective services, social services or law enforcement officials. The United Methodist Church takes seriously any allegation of sexual misconduct or abuse or harassment. Therefore, according to the Holston Conference, the reporting procedure is as follows:

Immediately contact child protection services: 877-542-2873

or

Local Law Enforcement: 911

Lead Pastor: 865-209-5158

District Superintendent: 690-4080

Resident Bishop: 865-690-4080

If the alleged abuse occurred on church property by church volunteers or staff, the accused person shall immediately be removed from contact with children or youth until the incident report has been resolved. The removal of the accused person should be handled in a discreet and appropriate manner. All allegations will be taken seriously.

Emergency Procedures

Fire Alarm:

- Read and understand the evacuation route for your classroom.
- Do not leave the building until instructed to do so- if you see fire or smell smoke, go ahead and evacuate.
- Before leaving the building, make sure you count the number of students in your care- take your attendance book/sheet with you.
- Once evacuated, take your group to the designated area to wait for further instructions.
- Please stay with your group at all times. Do not leave to go get your own children, obtain first aid or for any other reason. First aid will be brought to you if needed.
- Release children to their parent/guardian only after you have been given the okay to do so. Do not dismiss any child to go on their own. Do not release a child to a parent/guardian during the evacuation process. Remind parents of the necessity to follow procedures to ensure the safety of all involved. Ask the parent to follow you to the designated area for accountability from staff before releasing them.

Tornado:

The children's area of the building is the safest place during a tornado. Gather your children together (with your attendance book/sheet) and proceed to the commons area of the children's wing in the lower level of the building. Have the children in your group sit close together and try to keep everyone calm. Some children are very frightened of storms, so try to comfort each child as best you can. Stay there until directions are given by a staff member.

Earthquake:

- Direct students to "drop and cover" and stay as far away from windows as possible until earthquake stops.
- This can be quite a frightening experience, so try to remain calm and continue to comfort your group.
- Do not evacuate unless instructed to do so by a staff member.

Medical Procedures

Usually an injury can be treated with a little TLC, a cool cloth and a bandage, but being prepared for anything and everything is the key! There are first-aid kits located in the nursery, in the children's resource room, the youth area and the main church office. Treat any minor injury and remember to fill out an incident report. These duplicate reports are available from the nursery director, the children's director, the youth director and the main church office. Please let the child's parent know of the incident, what treatments were given and let them know that an incident report has been filed.

If a child needs more attention than we can provide, notify the parent immediately. No medication of any kind, over-the-counter or prescription, can be dispensed by anyone other than the child's parent or guardian.

Serious injuries should be handled with extreme caution and calmness.

- remain calm
- keep injured child as calm as possible
- remove other children from the situation
- have someone call 911
- alert a ministry staff person as soon as possible
- alert the child's parents/guardians as soon as possible
- if the child needs to be transported by ambulance and the parents/guardians have not arrived, accompany the child to the hospital and wait for the parents/guardians to arrive
- make sure all volunteers/staff involved in the emergency fill out an incident report

Level 1 Screening Form

Name:	Date of Birth:
Address:	
Home Phone:	Cell Phone:
Employer:	Position:
Previous Volunteer Experience:	
Why would you like to volunteer with children or youth ministries?	
Special Interests or Hobbies:	
Other information you wish to make known:	
Are you a member of FFUMC?	
Signature:	Date:

Level 2 Screening Report

Name:		Date of Birth:	
Address:			
Home Phone:		Cell Phone:	
Employer:		Position:	
Previous Volunteer Experience:			
Why would you like to volunteer with children or youth ministries?			
Special Interests or Hobbies:			
Are you a member of FFUMC?			
Please list all areas you are currently involved in at FFUMC, including Sunday School & Small Groups:			
Please list at least three references, one being from FFUMC:			
Name:		Phone:	Email:
Name:		Phone:	Email:
Name:		Phone:	Email:
Signature:		Date:	

Student Helper Covenant

A COMMITMENT BETWEEN MINISTRIES, STUDENT HELPERS AND THEIR PARENTS

- I understand that as a student helper, I am here to assist in children's ministries. I understand that much is expected of me.
- I understand that my attention must be on helping to serve the children and not on spending time with my fellow student helpers.
- I understand how important it is for me to call a member of the children's ministry team to let someone know if I will not be able to serve. I understand the importance of time in this manner because of the need to fill my spot for the allotted time.
- I understand that as I serve in the children's area, I am to treat others as I would want to be treated. This includes leaders, parents, children and other student helpers.
- I understand that the adults in the area are there to help me and I will ask for their help when I need it.
- I understand that leaders will give me training where needed and at an ongoing basis to help me improve my service. I understand that some of this training will be mandatory.
- I understand that if my actions become less than what is expected of me, I will be corrected. I may be given warnings, parental notification or if deemed necessary, dismissal from being a student helper.
- I understand the importance of my own relationship with Jesus Christ and of growing spiritually through Sunday School classes, Youth Group and small group activities.

I understand what is expected of me as I serve as a Student Helper. I will do my best to fulfill these expectations.

Signature of Student	Date
----------------------	------

I understand the commitment that FFUMC expects of my son/daughter and I accept the responsibility of keeping him/her accountable in fulfilling these responsibilities.

Signature of Parent/Guardian	Date
------------------------------	------

Information & Medical Release (Birth – 5th Grade)

Child's Name				Home Phone	
Address				Cell Phone	
City		State	Zip	Emergency Contact	
Birth Date	Age	School Grade		Emergency Phone	
Siblings also attending FFUMC				Parent(s)/Guardian(s)	

During 9am hour, are you normally: a) Worship Center b) Sunday School Class: c) Other:	During 10am hour, are you normally: a) Worship Center b) Sunday School Class: c) Other:	During 11am hour, are you normally: a) Worship Center b) Sunday School Class: c) Other:
-----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

3rd, 4th & 5th Graders: I agree to do, say & wear clothes that reflect my love of God, my family and my church.

Child's Signature: _____

To Whom It May Concern:

The undersigned does hereby give permission for my child, _____, to attend and participate in activities sponsored by First Farragut United Methodist Church, Knoxville, TN.

We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any X-ray examination, anesthetic, medical surgical or dental diagnosis or treatment, and hospital care, to be rendered to the minor under the general or special supervision and on the advise of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of the physician or said hospital.

The undersigned shall be liable and agreed(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to this authorization. Should it be necessary for our (my) child to return home due to medical reasons or otherwise, the undersigned shall assume all transportation costs.

The undersigned does also hereby give permission for our (my) child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by First Farragut United Methodist Church. The undersigned does hereby give permission for photographs of my child/children to be used in presentations or brochures for church functions and publications. _____

Hospital Insurance	YES	NO	Father	Date
Insurance Company			Mother	Date
Policy Number			Legal Guardian	Date
Subscriber			Children's Allergies	

Medical Incident Report

Date	Time
Child's Name	
Parent/Guardian Name	
Where Incident Occurred	
What Happened	
Witness(es)	
Treatment Given	
Why Emergency Personnel was Called	
Others Injured in the Incident	
Signature	Date