

Instruction Sheet

Cross Lanes United Methodist Church is proud to present this Safe Sanctuaries Covenant. It is our privilege to often have children, youth and vulnerable adults in our care, and we want to make sure we are attentive to their needs. While the entire Cross Lanes UMC family is responsible for creating a welcoming environment, we ask you (as a person who regularly volunteers with children, youth, and/or vulnerable adults) to participate in the covenant in a particular way—by reading it, signing it, and taking part in a background check.

As you work through the packet please take note of what you keep for your own records and what you need to hand back to Pastor Krysta. For your convenience here is a check list:

YOURS TO KEEP (Left side of folder)

- Safe Sanctuaries Policy (pgs. 1-11)
- Discipline Procedures (pg. 12)
- Participation Covenant (pg. 13)
- Incident Report (pgs. 18-19)
- West Virginia Mandatory Reporting Requirements (pgs. 20-21)
- Cross Lanes Photography Release Form (pg. 22)

RETURN TO PASTOR KRYSTA (Right side of folder)

- Covenant Response (pg. 14)
- Safe Sanctuaries Policy Renewal Form (if you have previously volunteered and have a current background check)

OR

- Authorization for Background Check (printed on blue paper, fill out if not previously done or if done more than 5 years ago)
 - Please note that each background check costs \$13.50 and will be billed to Cross Lanes United Methodist Church.
 - If you wish to pay for your own background check, please write a check to Cross Lanes United Methodist Church and mark in the memo “background check”. Turn check in to church office.

SAFE SANCTUARIES

Reducing the Risk of Misconduct in the Church

Cross Lanes United Methodist Church

Cross Lanes, West Virginia

OUR POLICY FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS
Edited November 2019

PREAMBLE

When the disciples tried to keep the children away from Jesus, he was quick to respond, “Let the children come to me.” Jesus taught that children were to be included and provided for within the community of faith. Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow and thrive. As Christians, we must take our responsibilities to our children very seriously. We fail in our responsibilities if we neglect to take adequate precautions against misconduct in our churches.

We also recognize the responsibility to care for youth and vulnerable adults. As a Christian community we gather in the hopes of creating space for all people to be with God, and as such we strive toward the safety and care for all those who need an advocate. Therefore, we covenant to be watchful, attentive, caring and graceful in our work with children, youth and vulnerable adults. In support of this covenant, we have written this policy to diminish, where possible, the possibilities for misconduct.

We believe our efforts to diminish the possibilities for misconduct help us to grow toward more perfect love of God and neighbor, for we believe the words of 1 John 4:18, “There is no fear in love. But perfect love casts out fear...” In all our ministries with children, youth and vulnerable adults Cross Lanes United Methodist Church is committed to demonstrating the love of Jesus Christ in which there is no fear. Our goal is to create a compassionate community so that each person will be “surrounded by steadfast love...established in faith, and confirmed and strengthened in the way that leads to life eternal.” (Baptismal Covenant II, United Methodist Hymn, p.44).

For this purpose we present this policy—to uphold the dignity of children, youth and vulnerable adults, and to provide parameters of accountability and safety to our paid and volunteer staff.

Presented herein is our plan which includes, what we believe to be, all the areas of the issue: **Screening, Supervision, Reporting Procedures and a Response Plan.**

These delineated policies are the minimum necessary precautions for protecting children. Cross Lanes United Methodist Church will endeavor to monitor updates and recommendations by The United Methodist Church and may modify these procedures. This policy shall be reviewed and updated periodically by the Safe Sanctuary Team.

This policy was approved, by the Church Council of Cross Lanes United Methodist Church Administrative Council on _____.

Table of Content

| | |
|--|-------------------|
| <u>Safe Sanctuary Policy</u> | |
| Preamble | Page 1 |
| Definitions | Page 3-4 |
| Screening Procedures | Page 5-6 |
| Supervision | Page 6-9 |
| Reporting | Page 9-10 |
| Response Plan | Page 10-11 |
| Conclusion | Page 11 |
| <u>Other Resources</u> | |
| Discipline Procedures | Page 12 |
| Participation Covenant | Page 13 |
| Covenant Response | Page 14 |
| Safe Sanctuaries Policy and Procedures Renewal Form | Page 15 |
| Authorization (Volunteer) for Background Check | Page 16-17 |
| Incident Report (blank) | Page 18-19 |
| West Virginia Mandatory Reporting Requirements | Page 20-21 |
| Cross Lanes Photography Release Form (blank) | Page 22 |

DEFINITIONS:

A. People Groups

- a. **“Adult”** means a person 18 years of age or older.
- b. **“Parent”** means a custodial parent or legal guardian.
- c. **“Child”** means any person under the age of 18.
- d. **“Youth”** means all persons from approximately 11-18 years of age (generally persons in the sixth grade through the twelfth grade, taking into account the grouping of youth in the public schools)”
- e. **“Vulnerable adults”** for the purposes of this policy will be adults whose mental or physical condition makes them susceptible to abuse.

*For the purposes of this document there need be no distinction between “child” and “youth”.

B. Staff and Volunteers

- a. **“Ministry Team Leader”** means any person who supervises a church-sponsored activity. This person has regular and direct contact with children, must be 21 years or older and is counted in the 2-adult rule.
- b. **“Appointed Staff”** refers to the ministers—Senior and Associate Pastors—who are appointed to Cross Lanes United Methodist Church by the West Virginia Annual Conference.
- c. **“Church Staff”** refers to any person hired, employed and paid by Cross Lanes United Methodist Church, including but not limited to: The Director of Christian Children’s Ministry, Administrative Assistant, and Preschool Teachers.
- d. **“Volunteer”** means any adult, who assists in conducting church-sponsored activities under the supervision of a staff person and/or Ministry Team Leader, has regular and direct contact with children, is 18 years or older, and is counted in the 2-adult rule.
- e. **“Helper”** means anyone who aids in ministry and is not counted in the 2-adult rule including a youth ages 11 - 17.

***Mandatory Reporting:** All persons who act in the role as staff, ministry team leader, volunteer or helper are required to report child abuse and other misconduct to the police first and to the Senior Pastor directly after. The appointed Pastors are the only people who may represent Cross Lanes United Methodist Church in the media, in a case of public news.

C. Abuse

Abuse is a broad term encompassing a variety of acts perpetrated against a child/youth/vulnerable adult by an adult or significantly older or more powerful youth or child that results in intentional harm to the child/youth/vulnerable adult, or that negligently endangers a child’s/youth’s/ vulnerable adult’s health, safety or welfare. The child/youth/vulnerable adult victim is never capable of consenting to abusive behavior, either legally or morally. In all circumstances, abuse is morally wrong and the victim shares no responsibility for the abuse. Persons having greater power or authority than the child/youth/vulnerable adult victim, and who misuse that power or authority to harm the child/youth/vulnerable adult physically, sexually, emotionally, or spiritually, perpetrate abuse.

The code of Maryland and West Virginia Code provide legal definitions of acts

constituting criminal child abuse.¹ While we find these definitions informative, we believe the Church must hold itself to a higher standard. Our church must be the safest and holiest of places for all of God's children/youth and vulnerable adults if we are to succeed in our efforts to live and serve as the Body of Christ in the world.

While it would be impossible to form an exhaustive list of actions constituting abuse and misconduct, the following definitions and examples serve as a guideline for the purposes of this policy:

- a. **Physical Abuse**—Abuse in which a person deliberately and intentionally causes bodily harm to a child/youth/vulnerable adult. Examples may include violent battery with a weapon (knife, belt, strap, paddle, etc.), burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non-accidental injuries to a child's/youth's/vulnerable adult's body.
- b. **Emotional Abuse**—Abuse in which a person exposes a child/youth/vulnerable adult to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child/youth/vulnerable adult of worthlessness, badness, and being not only unloved but undeserving of love and care. Children/youth/vulnerable adult exposed to emotional abuse may experience being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid, or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove, and it is devastating to the victim.
- c. **Neglect**—Abuse in which a person endangers a child/youth/vulnerable adult's health, safety, or welfare through negligence. Neglect may include withholding meals, clothing, medical care, education, and even affection and affirmation of the child/youth's self-worth. This is perhaps the most common form of abuse.
- d. **Sexual Abuse**—Child sexual abuse is a criminal act perpetrated by an adult (or an older and more powerful youth) that exploits and harms children/youth by exposing them to or involving them in sexual behavior for which they are unprepared, to which they cannot consent (either morally or legally), and from which they are unable to protect themselves. The child/youth victim is never capable of consenting to abusive behavior, and cannot be blamed for the abuse regardless of the child's/youth's conduct. Examples of sexual abuse may include fondling, intercourse, incest, and the exploitation of the child/youth for the purpose of or exposure of the child/youth to pornography or prostitution.
- e. **Hazing/Initiations/Bullying**—Abuse that occurs when the child/youth/vulnerable adult is subjected to ridicule, harassment, or other emotional or physical harm as part of a rite of passage, initiation, punishment, or for the enjoyment of the participants or other bystanders. This type of abuse may be perpetrated by adults or by older or more powerful children or youth. While this type of abuse may not always constitute a crime, it serves no purpose in the Body of Christ and is not acceptable in our church.

D. Throughout the Policy:

- a. **“Church sponsored activities”** means any activity or program in which children, youth, or vulnerable adults are under supervision of staff persons or volunteers.
- b. **“We”, “Us”, “Our” and “Our Church”** means the Cross Lanes United Methodist Church of Cross Lanes, West Virginia.

¹ W.Va. Code, §§49-1-3 and 61-8D-1 through 61-8D-6; Maryland Code, §§3-601 through 3-607, 11-203 and 11-209

SCREENING PROCEDURES:

Careful **screening** is one way to prevent the abuse of children and vulnerable adults. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children and vulnerable adults.

- 1. All Staff who have regular and direct contact with children and vulnerable adults shall be required to fill out an Application to Work/Volunteer with Children, Youth or Vulnerable Adults that shall include but is not limited to:**
 - a. Standard contact information**
 - b. Experience and qualifications for the position**
 - c. Voluntary disclosure of past criminal history and allegations of criminal history**
 - d. Waiver of confidentiality allowing the church or non- church organization to secure the background checks necessary for the position being applied for**
 - e. Listing of three (3) non-related references. This list shall have complete contact information for all references. This portion of the application process is considered incomplete if full contact information for the references is not provided.**
 - f. A completed Background Check dated less than one year prior to the application to be completed by ScreeningONE, a volunteer and employment screening company.**
 - All completed background checks will be kept in a locked file in the Senior Pastor's office and will only be viewed by the Appointed Staff—Senior and Associate pastors.**
 - Persons who have a break in service of one or more years shall submit to screening procedures. Cross Lanes United Methodist Church reserves the option to repeat background checks on persons who have had five (5) or more years of service.**
 - g. For Cross Lanes UMC ministries with children, youth or vulnerable adults, persons shall demonstrate an active relationship with Cross Lanes UMC for at least six months before being allowed to be in a volunteer or Ministry Team Leader in church-sponsored activity. In the case of new staff hires, references deemed adequate by the hiring supervisor will replace the six-month waiting period.**
- 2. All forms and reference reports shall be kept in a secure location as a part of an applicant's confidential personnel file which the Pastor(s) or his/her designee shall maintain. Detailed notes, on a designated form, shall be used for all reference checks, and shall be included in the personnel file. All applications and related forms must be completed prior to being allowed to supervise or assist in any activities with children, youth or vulnerable adults.**
- 3. Upon written request of the Appointed Staff, any non-church sponsored program, conducted at Cross Lanes UMC, shall provide copies of all documents demonstrating adherence to the intent of this policy.**
- 4. The appointed staff is responsible for reviewing this policy with each applicant during an interview prior to service.**

5. **The Senior or Associate Pastor(s), the Director of Children’s Ministry, and/or the Staff Parish Relations Committee reserve the right to withhold approval of volunteer status on a case by case basis.**
6. **If approval is withheld from a volunteer candidate, written notice will be sent by the Pastor(s) in conjunction with the Staff/Parish Relations Committee.**

SUPERVISION:

Supervision procedures are designed to reduce the possibility of misconduct to the children or vulnerable adults and to protect staff persons, volunteers, and helpers from unwarranted accusations. Again, these are MINIMUM standards and each church-sponsored activity may adopt more stringent requirements as necessary.

1. **Training is a requirement for all Staff persons, Ministry Team Leaders and Volunteers working with children and vulnerable adults in church activities. An educational component of the Safe Sanctuaries Program will be part of the Application Packet. The Minimum training should include:**
 - The definitions and recognition of abuse
 - Cross Lanes United Methodist Church’s policy and procedures and its purpose as protection for children and vulnerable adults and for those working with them
 - The policy/procedures on reporting abuse and appropriate forms
 - The meaning and importance of confidentiality
 - The maintenance of a positive learning environment, including appropriate discipline and ability-level characteristics
 - Appropriate behavior for teachers, leaders, volunteers and staff
2. **At least two unrelated adults (in which unrelated adult means they do not share a household) should be present for each function and in each classroom or other enclosed area during any activity involving children, youth or vulnerable adults. When two adult workers are not available at all times in a room during church sponsored programs involving children, youth, or vulnerable adults, the interior door shall remain open unless there is an interior window allowing unobstructed visibility into the room. Every effort should be made to ensure that at no time will a child, youth or vulnerable adult be alone with an unrelated adult.**
3. **Parents, volunteers, or staff of Cross Lanes United Methodist Church may visit and observe any part of a church-sponsored activity at any time.**
4. **The volunteers who will be present and assume primary responsibility for a church sponsored program involving children, youth or vulnerable adults, shall be at least 18 years old. We recommend that they be Safe Sanctuaries trained and have a completed background check through the church and on file. During any activities on the premises involving children, youth or vulnerable adults, adult workers must be present, and must be at least 18 years old. In cases where the activity is specifically for youth, there must be a four year age difference in the oldest youth participant and the**

youngest eligible volunteer. For church-sponsored programs involving youth, the adult worker who will be present and assume primary responsibility shall be at least 21 years old.

- 5. All adult workers are recommended to attend a Safe Sanctuaries orientation, agree to a background check, and have completed Safe Sanctuaries covenant on file in the church office prior to their program involvement. It is further recommended that all volunteers participate in a Safe Sanctuaries workshop or online training at least once each year.**
- 6. Each volunteer will be asked to submit to a new background check periodically within a period not to exceed ten years. The Pastor(s) or the Staff/Parish Relations Committee reserves the right to ask staff and volunteers to submit to a background check at any time.**
- 7. All volunteers will receive a copy of the policies and procedures associated with Safe Sanctuaries as defined by Cross Lanes United Methodist Church and the WV United Methodist Conference whenever the policies and procedures are changed and/or edited.**
- 8. To ensure children's safety, parents are expected to accompany preschool and elementary aged children into the building and to release them into the care of the adult leader of the program or activity. Children up to grade 5 will only be released from the event or classroom to a parent, guardian, or responsible relative with the parent's expressed permission. Children will not be released from a classroom or event to wait for transportation or to find a parent.**
- 9. Children/youth who participate in certain off-site (more than 50 miles one-way) or overnight activities are required to have a completed Emergency Medical Treatment Authorization on file plus a parental permission slip for the specific event. All forms will be retained by the person responsible for the event for the duration of the event and by Cross Lanes United Methodist Church for at least a year following the event.**
- 10. At least two screened and trained adults must provide oversight for any off-site activity, and if the event is co-ed there will be at least one adult of each sex present.**
- 11. Volunteers who regularly transport children, youth or vulnerable adults shall have a valid driver's license, current proof of insurance and must agree to a background check. Under no circumstances will one child be alone in a vehicle with an unrelated adult. Two unrelated adults must be in each vehicle for off-site activities involving elementary age or younger children. When it is not possible for two unrelated adults to be in each vehicle, vehicles will stay in a caravan.**
- 12. Discipline administered by an adult volunteer or staff person to persons under their care will be in accordance with the policy sheet "*Discipline Procedures for Children's Ministries*". There will be no use of corporal punishment, or techniques intended to humiliate or frighten any child.**

- 13. In order to provide activities that are meaningful in a wholesome, orderly environment it is important for activities to be limited to the age group for which they are intended.**
- 14. When volunteers or staff are required to change diapers, they shall do so in an open area.**
- 15. When a child is being supervised in the restroom, the restroom door should be left open, even if just slightly. If a "potty" accident occurs which requires the assistance of an adult, a second adult must be nearby during the clean-up and a parent should be informed.**
- 16. In sensitive areas such as bathrooms, showers and changing rooms, no leader will ever be the only adult in such area when children or vulnerable adults are present.**
- 17. No cell phones or other recording technology are to be in use, specifically camera and video components, in sensitive areas such as bathrooms, showers, or changing rooms.**
- 18. All ministry team leaders and volunteers shall sign a participation covenant. This covenant can be in the form of clear, posted or printed rules that are explained to the participants at the outset of the program.**

Social Media

In addition to our face-to-face church sponsored activities, church-related virtual communication shall be held to a standard befitting the Body of Christ. The social media policy herein will be upheld with the same diligence as the parts of the policy related to face-to-face interaction.

We understand that communication is fluid and changes over time. Our goal is to encourage healthy and safe communication in all forms. Communicating via phone, text, or online should always be done responsibly and with careful consideration of the Cross Lanes United Methodist Church's goal to encourage and empower children and vulnerable adults. Therefore, we have outlined policies related to the most frequently used forms of communication.

However, we understand that online platforms often emerge quickly. Therefore, we recognize that social media is any form of online publication or presence that allows interactive communication such as social networks, blogs, photo sharing on any platform, wikis, online forums and video sharing tools. Today there are many forms of communication which include but are not limited to Facebook, Twitter, Instagram, Snapchat, Google+, YouTube, Vine, Pinterest, and Tik Tok.

We seek to communicate in a way that builds community; this means that we practice transparency and openness on all communicative platforms. Healthy communications include at least the following guidelines:

1. Adults may not send friend requests on Facebook (FB) to any student or request to follow a student on Instagram. On any platform requiring connection permission, adults may not initiate the connection. Students may make these requests of adults, and adults may accept.
2. Adults who are involved with Cross Lanes United Methodist Church's work with

children or vulnerable adults may not post content online viewable by students that is in any way questionable in nature (includes drinking, smoking, use of illicit drugs, innuendo, etc.)

3. The Cross Lanes United Methodist Church Facebook page will be monitored by staff.
4. Adults may not tag students in pictures of church-sponsored events beyond those posted on the Cross Lanes United Methodist Church Facebook page, tagging may also not occur which includes open Facebook pages/accounts, twitter, instagram and other social media sites.

Private messaging on social media, email, texting, and phone calls

In compliance with the Child Protection Standards of the West Virginia Annual Conference, adults will practice the “two deep” rule with all messaging and phone contact. (“Two deep” refers to the presence of two adults in interactions with students.)

1. Adults and students may not exchange one-on-one messages on any social media. If an adult sends a message to a student, another adult (parent or adult involved with the church-sponsored event) must be included. If a student sends a private message to one adult, and no other adult is included as a recipient of that message, the adult must add a second adult on the message. This policy also applies to emails and texts.
 - a. If a pastoral care exchange requires privacy, the exchange must take place on a platform in which all messages can be recalled and reviewed if necessary.
2. We discourage private phone calls between adults and students, but we recognize that there may be certain cases, such as emergencies, in which a student and adult must have one-on-one contact by phone.
 - a. If such a phone call is warranted, the volunteer or staff person is encouraged to conduct the phone call in front of another person, and/or ask the student to conduct the phone call in front of another person.

REPORTING:

Once an incident of abuse occurs or allegation of an incident is made, it is crucial that it be dealt with speedily and in a clearly outlined manner.

- 1. The Ministry Team Leader, Volunteer, Helper, or Staff Person, who observes alleged abuse or to whom such alleged abuse is reported is required to report the incident as soon as possible to the person in charge of the church-sponsored activity.**
- 2. The person in charge of the church-sponsored activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information. That information shall include the names and personal information of the alleged victim and witnesses, and general information concerning the nature of the abuse. The person in charge of the church-sponsored activity should not interview or question the alleged abuser, but should document the incident or disclosure. If an incident report is needed, blank forms can be found in the church office. Appointed Staff will work with the reporter to make sure that necessary information is recorded.**
- 3. Upon receiving such information, the person in charge of the church-sponsored activity will:**
 - Immediately separate the alleged perpetrator from contact with children and vulnerable adults. Be careful this is a precaution and not a presumption of guilt.
 - Immediately notify the proper authorities by calling 911 or Metro Police at 304-

348-8111.

- Contact appointed staff for advice and support in following reporting procedures.
 - Contact the guardians of the alleged victims if children, or next of kin if vulnerable adults.
 - If the accused is a clergy member of the annual conference, local pastor, or diaconal minister, appropriate provisions of *The Book of Discipline of The United Methodist Church* must be followed. In this case, contact your district superintendent, Joe Hill, at 304-840-1923.
 - Establish and maintain written reports (as described in the step 2).
 - Do not answer calls or questions from the media.
4. **Any person who is the object of the report will be contacted by the Appointed Staff and directed to refrain from all church-sponsored activities until the incident report is resolved.**
 5. **In any removal of a person from any church-sponsored activity, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.**
 6. **All files related to sexual misconduct including but not limited to: background checks and incident reports will be kept in a locked cabinet in the Senior Pastor's office.**

RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in a church-sponsored activity, the entire staff of that activity shall be at the service of all official investigating agencies. In cases in which medical care may be needed, protecting the safety and health of the child or vulnerable adult will be of first priority. Proper response could include, but is not limited to, contacting emergency services or transporting the child or vulnerable adult to a medical facility.

1. **Our Appointed Staff is/ are the only person/s authorized to make statements to representatives of the media. All requests for statements should be directed to the Pastor.**
2. **Training in how to handle media requests should be a regular part of staff training. A spirit of cooperation in helping the media find the "official spokesperson" is often helpful.**
3. **In response to all allegations of abuse the mandatory reporter should contact police first and pastor immediately after.**
4. **In the event that the allegation concerns activities or persons outside any relationship to Cross Lanes UMC related event or activity, then procedures according to West Virginia Code shall be followed. An example would be a child confiding in his Sunday School teacher that he had been abused by an adult in his neighborhood. In any case, an adult to whom abuse has been reported has the moral, if not legal, obligation to report the alleged incident directly to police who will guide the reporter on next steps.**

5. **When an allegation has been made, the custodial parent or guardian will be notified immediately by the Pastor or the Child Protection Coordinator and a face-to-face meeting will be scheduled.**
6. **In either case, pastoral support will be available to all persons involved with the incident as indicated.**
7. **Under House Bill 2939 of the West Virginia Legislature, effective February 24, 2015, all clergy, counselors, volunteers, coaches, medical professionals and peace officers are “mandatory reporters”. All church staff and volunteers are therefore, “mandatory reporters”. If church staff or volunteers have reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than forty-eight hours after suspecting this abuse or neglect, report the circumstances or cause a report to be made first to the Senior Pastor who will then contact the State Police and the Department of Health and Human Resources respectively.**

CONCLUSION:

Cross Lanes United Methodist Church is committed to providing a safe and secure environment for all children, youth, and vulnerable adults as well as volunteers and staff. We hope that our commitment to love, peace and justice is reflected in our policy and we covenant to return to the policy as needed to advance our advocacy of the children, youth and vulnerable adults in our care.

This policy was edited in June 2019 and approved by the task force on Safe Sanctuaries and the Cross Lanes Administrative Council.

REFERENCES:

¹ Joy Thornburg Melton, *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* (Nashville, TN: Discipleship Resources, 1998) Rev. Melton is an ordained deacon the North Carolina Conference of the United Methodist Church who is both a Christian educator and a lawyer. Discipleship Resources. P.O. Box 840 Nashville, TN 37202-0840, www.discipleshipresources.org. Also available from Cokesbury Bookstores, www.cokesbury.com.

² Ibid.

Cross Lanes United Methodist Church

Discipline Procedures for Children's Ministries

Cross Lanes United Methodist Church's Children's Ministries takes a positive approach to discipline based on the Christian principle, "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." (Matt. 7:12)

Classroom teachers/leaders can facilitate the development of responsibility, self-regulation and self-control in children by:

- Setting clear, consistent and fair limits for classroom behavior.
- Encouraging appropriate behavior, patiently reminding children of rules and their rationale as needed.
- Using children's mistakes as learning opportunities.
- Anticipating and eliminating potential problems.
- Redirecting children to a more acceptable behavior or activity.
- Deflecting problems before they become conflicts
- Modeling appropriate and acceptable behavior.
- Listening and acknowledging the feelings and frustrations of children with respect.

There will be no use of corporal punishment, or techniques intended to humiliate or frighten any child.

Time-outs are discouraged because children need to learn to work out their problems, not be isolated from them.

Food or beverage is never withheld as a discipline device.

If discipline issues become common for a child, the volunteer should request a conference with the parent and the program staff responsible for the particular ministry.

Cross Lanes United Methodist Church

Participation Covenant Statement for Persons Working with Children, Youth and Vulnerable Adults

The congregation of Cross Lanes United Methodist Church is committed to providing a safe and secure environment for all children, youth, and vulnerable adults, as well as the 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.

- 1.** No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) will be allowed to volunteer to work with children, youth or vulnerable adults in any church-sponsored activity.
- 2.** Volunteers who may have questions or concerns regarding their ability or suitability for a particular area of ministry (including physical limitations, temperament, or a personal history of abuse) are encouraged to discuss these concerns with the Pastor or the Director of Children's Ministry.
- 3.** All adult volunteers involved with children, youth or vulnerable adults of our church are expected to be regular participants of Cross LanesUMC during their ministry.
- 4.** Adult volunteers with children, youth and vulnerable adults shall observe all church policies regarding children's, youth and adult ministries.
- 5.** Adult volunteers with children, youth and vulnerable adults shall have a completed Volunteer Application and background check, attend a Safe Sanctuaries training and other regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
- 6.** Adult volunteers shall immediately report any behavior that seems abusive or inappropriate to the Pastor, the Director of Children's Ministry or the Child Protection Coordinator.

Covenant Response

Please answer each of the following questions:

As a volunteer in this congregation, do you:

Agree to complete the application form, background check and to participate in training and education events provided by the church related to your volunteer assignment?

Yes No

Agree to promptly report abusive or inappropriate behavior to the Pastor, the Director of Children's Ministry or the Child Protection Coordinator?

Yes No

Agree to observe and abide by all church policies regarding working in ministries with children, youth and vulnerable adults?

Yes No

Agree to inform the minister of this congregation if you have ever been convicted of child abuse?

Yes No

Have you ever been convicted of abuse, neglect or other sexual abuse of child, vulnerable adult, or elder?

Yes No

Have you ever been removed from a registry as a health care provider, such as a certified nursing assistant? (This includes removal that did not result in a conviction.)

Yes No

I have read this **Participation Covenant**, and agree to observe and abide by the policies set forth above.

Signature of Applicant

Date

Print full name

| |
|--|
| After the volunteer has signed this document, make a copy of both sides, give one copy to the volunteer and place the original in their Safe Sanctuaries file. |
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Safe Sanctuaries Policy and Procedures Renewal Form

With this signature I agree that I have:

- Read over the policy as edited and accept the policy and procedures as stated on this day.
- I have previously (within the last five years) received a background check at Cross Lanes United Methodist Church (background checks from other organizations are not accepted)
- Have signed and returned my covenant response

Signature

Date

AUTHORIZATION - VOLUNTEER

I _____ in connection with my application as a volunteer for _____ (“Company”) hereby authorize Screening One (“ScreeningOne”) to perform a background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Company, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested by Company and ScreeningOne.
5. I further release all of the above, including Company and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

Your signature _____ Date _____

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH IS OPTIONAL, BUT ENSURES ACCURACY AND AVOIDS DELAY.

Last Name First Name Middle Name Social Security Number

DOB²: ____/____/____

Former Names Date of Name Change

Name on Drivers License Driver’s License or I.D. Number State of Issue

² Date of birth month and day is mandatory, year is optional. Date of birth information is helpful when checking public records to avoid false matches.

PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED
FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES

CURRENT:

FORMER:

FORMER:

FORMER:

FORMER:

FORMER:

FORMER:

May we contact your current employer? Yes____ No____

West Virginia Conference
Report of Suspected
Incident of Child/Youth Abuse
At Conference/District Sponsored Events

Event: Name, Location, Date, Leader, Sponsoring Agency

Name of person (paid or volunteer) observing or receiving disclosure of alleged abuse

Alleged victim's name and date of birth

Date/Location of initial conversation with or report from the alleged victim

Alleged victim's statement (please give your detailed summary)

Initial Actions Taken

Persons Notified (date, time, by whom, person contacted, notes)
Event Leader

Children Services

Law Enforcement

Parents

Conference Official

| West Virginia Mandatory Reporting Requirements | |
|---|---|
| <i>Who must report?</i> | <ul style="list-style-type: none"> • Any medical, dental or mental health professional; • Emergency medical services personnel; • Christian Science practitioner, religious healer; • School teacher or other school personnel; • Social service worker; • Child care or foster care worker; • Peace officer or law enforcement official, humane officer; • Member of the clergy; and • Circuit court judge, family court judge, employee of the Division of Juvenile Services or magistrate. • Any person required to report who is a member of the staff of a public or private institution, school, facility or agency must immediately notify the person in charge of such institution, school, facility or agency. • All Cross Lanes UMC Volunteers are included as teachers and volunteers of a private institution |
| <i>Standard of Knowledge</i> | Reasonable cause to suspect that a child is neglected or abused or observation of a child being subjected to conditions that are likely to result in abuse or neglect. |
| <i>Definition of Applicable Victim</i> | “Child” means any person under eighteen years of age, for other definitions of persons in our care see the definitions on page 2 of the policy |
| <i>Reports Made To</i> | Volunteers are to contact the person in charge of the institution. The person in charge of the institution, in this case the Appointed Staff, will contact the Department of Health and Human Services (1-800-352-6513). If the reporter believes a child suffered serious physical abuse or sexual abuse, he or she must also immediately report to the state police or a local law enforcement agency with jurisdiction to investigate. |
| <i>Contents of Report</i> | Those who suspect or witness abuse or neglect are to fill out an incident report, pages 15-16 of the policy. |
| <i>Timing/ Other Procedures</i> | Reports must be made immediately, or not more than 48 hours after suspecting abuse. The 48 hour period includes when a volunteer must report to the person in charge, and when the person in charge must report to the DHHR/State Police. |
| <i>Other</i> | <ul style="list-style-type: none"> • If a required reporter knowingly fails to report the abuse so or knowingly prevents another person acting reasonably from doing so, that person shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than 10 days or fined not more than \$100, or both. • The privileged quality of communications between husband and wife and between any professional person and his patient or his client, except that between attorney and client, is hereby abrogated in situations involving suspected or known child abuse or neglect. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • In addition to those persons obligated to report abuse, any other person may make a report if such person has reasonable cause to suspect that a child has been abused or neglected in a home or institution or observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect. |
| <p><i>Source/Applicable Statute(s)</i></p> | <p>W. Va. Code §§ 49-1-2, 49-6A-2, 49-6A-5, 49-6A-7, 49-6A-8 (2008). http://www.wvlegislature.gov/WVCODE/ChapterEntire.cfm?chap=49&art=2&section=803</p> |



Cross Lanes United Methodist Church

PHOTO RELEASE FORM

I hereby grant permission to *Cross Lanes United Methodist Church* to use photographs and/or video of me and/or my child in publications, news releases, online, and in other communications related to the mission of *Cross Lanes United Methodist Church*.

(Signature of Adult, or Guardian of Children under age 18)

Name _____

Name of Child _____

Address _____

Phone (day) _____ (evening) _____

Email Address (optional) _____