



The First United Methodist Church Lancaster, Ohio

SAFE SANCTUARIES POLICY and PROCEDURES

Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The 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, emotional and sexual exploitation and abuse” (para. 163C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse [“ritual abuse” refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be] occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children 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. (From *the Book of Resolutions of The United Methodist Church—2000*, pp. 180-181.)

Purpose

During the 2014 West Ohio Annual Conference, members passed a rule requiring each local congregation to establish a Safe Sanctuaries® policy and to update these annually. Our congregation’s purpose for establishing this Safe Sanctuaries policy and accompanying procedures is to demonstrate our strong and unwavering commitment to the physical and mental safety and spiritual growth of all of our children and youth, and for the protection of our staff and volunteers.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to engage in 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 those who work with them. We will follow reasonable safety measures in the selection and recruitment of staff and volunteers; we will implement prudent operational procedures in all programs and events; we will educate all of our staff and volunteers working with children and youth regarding the use of appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and our Senior Pastor will be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love...established in the faith, and confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, *United Methodist Hymnal*, p. 44).

Glossary of Terms

“Abuse” means harm or a threat of physical or emotional harm to a child or vulnerable adult by a parent, guardian, or other person. Abuse includes: (a) the infliction of physical or emotional injury by other than accidental means; (b) the creation of a risk, or allowing the creation of risk, to a child by other than accidental means; (c) committing or allowing to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child.

“Adult” is someone over the age 18.

“Assistant Leader” means an adult, young adult or teen who is unpaid and supports staff and leaders with conducting children’s or youth ministry activities and student supervision. Assistant leaders are under the direction of paid staff.

“Bullying” means unwanted aggressive behavior between children with a real or perceived power imbalance and is repeated or has the potential to be repeated.

“Child” or **“children”** or **“student”** means any person who has not reached his/her eighteenth birthday.

“Church-sponsored events” refers to activities planned by church staff and volunteers for spiritual growth and/or caring, fun connection that occur either on-site or off-site that are not repetitive in nature throughout the year

“Church-sponsored programs” refers to activities planned by church staff and volunteers for spiritual growth and/or caring, fun connection that occur either on-site or off-site that tend to be repetitive in nature throughout the year, for example: Sunday School

“Cyber-bullying” means bullying using electronic technology, for example; rumors or embarrassing images sent through texts, emails, or social media posts or the creation of fake electronic profiles

“EPC Form” is the enrollment form that shall be completed by a parent or guardian for each student which will include the child’s and parent/guardian’ contact information, emergency medical information for the child and photography and communication releases. EPC forms are completed at the first activity for the year that the student attends and are redone annually.

“Exploitation” means obtaining or using another person’s resources, including but not limited to funds, assets or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resources.

“Grade-school age” means ages 5 to 12 or considered in school grades kindergarten through 5th grade.

“High-school age” means children age 15-18 years of age or in grades 9-12.

“Junior High or Middle School age” mean children in grades 6-8 or approximately 12-14 years old.

“Leader” means an adult or young adult who is unpaid and is charged with conducting children’s or youth ministry activities and student supervision under the direction of paid staff.

“Program year” begins September and concludes at the end of August

“Social Media” is forms of electronic communication (as web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content such as videos or pictures

“Supervision” means to oversee or direct a ministry or activity.

“Vulnerable Adult” means a person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from neglect, exploitation, or a hazardous or abusive situation without assistance from others.

“Young Adult” means those aged 18 to 22 years.

“Youth” or “teen” means a child between the ages of 12 and 18.

For the Protection of All

All staff, leaders and assistant leaders over the age of 18 working primarily and directly with children under the age of eighteen or vulnerable adults will undergo a background check. This report may include driving history, including traffic citations; social security number verification; present and former addresses, criminal and civil history/records; and the state and national sex offender records. (Appendix A) Background checks will be repeated every three years and will be stored in a secure location in the Discipleship and Outreach Director's office and the Youth Director and Business Office will have access to them. Staff members' background checks shall be secured in the Business Office in their personnel files.

First United Methodist Church reserves the right to turn away any person for paid or volunteer service without explanation.

All volunteers and staff working primarily and directly with children under the age of eighteen or vulnerable adults will also complete an application (Appendix B) to serve which will include contact information, any training or education that may apply to the ministry area, experience in the ministry area, relationship with the church and at least two personal references from non-relatives.

It is the practice of First United Methodist Church to assign first year volunteers as assistants. After a minimum of one year of service with the church, volunteers then may be assigned to lead roles.

Education and Training

At least once during the program year, the Safe Sanctuaries Policy and Procedures will be evaluated by staff, the Children's Discipleship Team and volunteer youth leaders. Revisions will be submitted to the Trustees for approval.

Annually prior to the beginning of the Sunday School season (September through May), all staff, leaders and assistant leaders working with children shall attend training to review the Safe Sanctuaries Policy & Procedures, learn how to identify and report abuses and receive First Aid and CPR training if needed. All training participants shall sign the Children & Youth Ministry Adult Leader Covenant (Appendix C). The Discipleship & Outreach Director and the Youth Director shall keep signed leader and assistant leader covenants securely filed in the Discipleship & Outreach Director's office. Staff members' covenants shall be secured in the Business Office in their personnel files.

Volunteers not primarily or directly working with children shall receive the Safe Sanctuaries Policy and Procedures at orientation.

The Safe Sanctuary Policy and Procedures will be made available in the Church Parlor, in the Discipleship & Outreach Director's office, in the Youth office, and on the church's website.

Enrollment Forms

Parents/guardians of students or vulnerable adults participating in church sponsored programs and events shall complete an EPC (registration) form annually indicating allergies and health issues/special needs. Permission for photography will be included on these forms, as well as consent to contact the student by phone, email and text. (Appendices D & E) EPC Forms shall be completed at the beginning of the program year or at the first event a student attends. All EPC Forms will be held confidentially under the supervision of the Youth Director or Discipleship & Outreach Director. The Youth Director or Discipleship & Outreach Director will instruct approved leaders where this information may be obtained in the event of emergency or need. At the end of the program year, all EPC Forms will be destroyed.

All church-sponsored events will require separate permission forms for each individual activity which may also include health information and transportation arrangements.

All children in 8th grade or younger will be signed in on the appropriate sign-in sheets or registered on class attendance sheets for all programs and events by a parent/guardian. This will create a record of children in attendance in case of emergency. A pager system is available in the nursery for parents who want immediate notification of their child's welfare.

Parents/guardians needing childcare during other church events where the church provides childcare are required to complete the Program Childcare Sign-in Sheet (appendix F) at each event regardless of previous registration in Sunday nursery/classes.

Health Information

A completed health form and health insurance information shall be required for participation in all off-site or overnight youth events including, but not limited to, retreats and mission trips. Any medications needed by students while away will be given to the leader prior to any off-site trips or overnight events, be in original containers, and be accompanied by clearly written instructions from a parent/guardian or physician regarding dosage and timing of administration.

All health records shall be held confidentially under the supervision of the Youth Director or Discipleship & Outreach Director. The Youth Director or Discipleship & Outreach Director will instruct approved leaders where this information may be obtained in the event of emergency or need. A copy of this information will be taken with the youth on off-site trips in the care of the Youth Director/approved leaders. The Discipleship & Outreach Director and the Business Office will have access to the originals.

Photographing Children

Parents/Guardians may give permission, or deny permission, for their children to be photographed or videotaped. Photographs and videos taken during Sunday School classes, worship services, children's and youth ministry events including Vacation Bible School and mission trips may be used in future publications, on our website, posters, other media and in memory albums of the First United Methodist Church, Lancaster, Ohio. For those giving permission, only group photos and no identifying names shall be displayed on the church website or in social media posts. "Tagging" participants in photos on social media is discouraged. This permission can be revoked at any time by the parent/guardian. Parents/Guardians are not required to give permission for their children to be photographed or videotaped in order to participate in programs. (Appendices D & E)

Communications

When staff, leaders and assistant leaders communicate with students about church activities via email, text, and other social media, leaders will include the Youth Director and/or Discipleship & Outreach Director and make efforts to include parents/guardians in the conversations. When students need to be contacted by phone, staff, leaders or assistant leaders shall only call home telephone numbers or parents' mobile telephones. All written correspondence will be addressed to students and their parents/guardians. The communication practice is included on the registration forms (Appendices D & E) for Parents/Guardians to acknowledge the practice for those communications.

Staff, leaders and assistant leaders shall not request or initiate contacts with students on social media.

Security & Supervision

Staff and volunteer leaders shall at all times protect the students and vulnerable adults in their care. Students and vulnerable adults are under the church's care from arrival to until departure home from First UMC facilities including field trips and overnight trips.

It is the Discipleship & Outreach Director's and Youth Director's responsibility to ensure that at least two unrelated adults are supervising children in the church's care at all times. A minimum of two unrelated leaders/assistant leaders/staff are required regardless of the number of students for any program or event. In the instance that a second adult cannot be in the room, a roaming adult shall be made available. At least one paid staff member will be present at all children's programs/events.

Acceptable student/adult ratios are:

2:1 for children who are not yet able to walk (infants & toddlers)

4:1 for children ages 18 months to 36 months

7:1 for children ages 3 to 5 years

10:1 for children over the age of 5

With children ages twelve and under acceptable supervision may also be one approved adult leader or staff and an approved teen assistant leader. For youth, acceptable supervision may also be one approved adult leader or staff and one young adult assistant leader. If proper supervision is not available, then the program or event will be canceled.

Two approved teen leaders may be used for supervision of children for childcare purposes only for church-sponsored events where parents are meeting at the same facility. When two teens are providers of childcare, one teen should be at least 16 years old.

Whenever possible for all youth classroom and youth activities, the adult leadership team will consist of at least one male AND one female approved leader or assistant leader or paid staff. Under NO circumstances will there be one adult and one student alone together. A ratio of 1 adult per 10 students with a minimum of two adults is required regardless of the number students for any activity.

There shall be an age gap of four (4) years between the youngest adult leader or assistant leader and the oldest youth at all events. Young adult, age 18-22, shall be utilized as assistants and not as leaders. Youth staff members must be at least 23 years of age.

Whenever possible, all classrooms shall have a door with a window in it or a half door. Classrooms without windows shall leave doors open.

When the students participate in activities, retreats or mission trips, male and female students will have separate sleeping accommodations and there will be leaders of both genders at these events. Adult to student ratios stated above will be maintained in sleeping areas with female staff/leaders in the girls sleeping facilities and male staff/leaders in the boys sleeping facilities.

For outside events, staff, leaders and assistant leaders must keep school-age children in their line of sight.

For field trips, staff, leaders and assistant leaders must maintain appropriate supervision ratios including when breaking into smaller groups for touring and transportation.

Accidents

Accidents are the most common safety danger for children; therefore, all ministry areas will be maintained within acceptable safety requirements. This includes emergency exits, fire monitoring systems when feasible, fire extinguishers, and multiple ingress and egress.

All persons working with children and youth are encouraged to receive first aid and CPR training. The paid staff shall be required to have training in first aid and CPR if required by the Performance Results Description. The Discipleship & Outreach Director will inform staff, leaders and assistant leaders when training opportunities are available. All staff, leaders and assistant leaders will be familiar with where central first aid kits are kept.

Safe and age appropriate furniture and equipment shall be used in classrooms and areas where children are involved. Staff, leaders and assistant leaders shall exhibit and teach good stewardship and care of these resources. Craft materials and supplies shall be age-appropriate.

Safety plugs shall be in all electrical outlets where age dictates necessity.

First priority for supply storage will be rooms other than program/event areas. To have supplies close at hand, closets or cabinets will be used. Shelves and cabinets in program areas will be secured so that bumps against the cabinet will not result in it falling on anyone. No items will be stored on top of shelves or cabinets in program areas. TV's will be secured to TV carts or mounted to walls.

Food and drinks will not be offered during Christian Education programming (Sunday School). All other programs for children under age 12 will include parents and guardians so that they can supervise their own children. At Vacation Bible School (VBS), parents will be asked to provide their children with snacks meeting their special dietary needs. For youth programming and events, youth leaders shall be aware of students' dietary needs and serve appropriate snacks sensitive to potential allergens.

Open flames/use of candles shall only be used for teaching moments or times of worship after being approved by the Discipleship & Outreach Director. In the event of an accident, an adult shall put out the fire if able. The staff member in the area shall complete an incident report and file accordingly (Appendix G). If no staff member is present during the accident, a leader or assistant leader will inform the staff member on duty of the accident immediately. If the fire is not controllable, staff, leaders or assistant leaders in the area will evacuate the area and notify the fire department. If the event is in the church, the staff member on duty will notify all others in the building to evacuate while the leader or assistant leader stays with the children in the evacuation area.

When an accident involving a child results in an injury, or which has the potential to result in a serious injury, the witnessing leader shall notify the staff member on duty to complete the Incident Report Form (Appendix G) and give the completed form to the Discipleship & Outreach Director or Youth Director. The completed form will be forwarded to the Business Office for follow-up. Staff, leaders or assistant leaders will NOT transport students to the emergency room. If emergency treatment is required, parents and/or medics will be called. In the event of a minor injury, parents will be notified of the accident when picking up the child.

Interactions

The most common threat for abuse is one child abusing another child. Students will not be left unattended and there will be adequate adult supervision at all church-sponsored events whether on church grounds or at other facilities.

Exploitation, abuse and bullying among students will not be tolerated. This includes sexual, physical, emotional and verbal abuse. Students who bully or abuse others will be removed from the activity immediately. The Youth Director and/or Discipleship & Outreach Director and Senior Pastor will be notified immediately. In the event the Senior Pastor is unavailable it will be brought to the attention of the Associate Minister and the Senior Pastor will be informed as soon as possible. Discussion with the individuals involved will be held away from the group with the Discipleship & Outreach Director, Youth Director and Senior Pastor. Parents will be notified within 24 hours of the event. If the situation warrants, staff will call parents to pick up the child and/or involve the police.

Appropriate physical contact shall be limited to side hugs, touches on the shoulders, fist bumps, and high fives between leaders, assistants and students. Handholding is acceptable with students and vulnerable adults when appropriate. Leaders will try to deter children from any other types of physical contact. When conversations need to be held with children about appropriate/inappropriate physical contact, the Discipleship & Outreach Director or Youth Director will include the children involved and the leader or assistant leader who witnessed the public display of affection. Parents may be notified especially in instances of repeated unacceptable displays occur. Youth shall annually complete a Youth Covenant which shall include acceptance of this policy (Appendix H).

When any children ask to use the restroom, one child will be permitted to go at a time or the group will take a break and an approved leader or assistant leader will monitor the break from outside the restroom at the door.

Counseling Children or Youth

Counseling must be limited to two or three sessions and conducted in a room where the door remains open for the entire session.

Whenever a child or youth seeks counseling from an approved leader, the leader must first consult the Youth Director or Discipleship Director to determine if he/she is qualified to address the need effectively. When possible the Discipleship & Outreach Director or Youth Director will be involved in the counseling. The senior pastor will be notified that a student is being counseled. If the problem has not been resolved after three sessions, the child or youth must be referred to a professional counselor.

Parents will be notified of the child's desire for counseling if staff determines the student is in immediate danger whether by others (besides the parents) or his/her own actions.

Transportation

Any event requiring transportation provided by leaders or staff requires written/signed permission from parents/guardians.

Youth leaders will not provide rides to or from youth events without the written consent of the student's parents/guardians. Written consent may be provided covering a program year and must specify which type of events and which approved adult leaders have permission to provide transportation. The Youth Director must have consent forms on file. Consent forms are valid for one program year only. In an instance where a youth does not have written permission for transportation to an event, the Youth Director will contact other student's parents to provide transportation. In the event a youth's transportation plans change after arriving at the event, the Youth Director or leader will contact the parent to make acceptable arrangements.

If a student has not been picked up at the end of an event, two approved adult volunteers/staff shall wait with the child. All parent/guardian contact numbers will be called until a parent is reached after waiting 15 minutes for a ride home. If after 30 minutes has passed and the child still has not been picked up by a parent/guardian or someone approved by the parents/guardians, the police will be called to assist. After the second same instance with the same child's family occurs, the Youth Director or Discipleship & Outreach Director will work with the parents/guardians to make compliant transportation arrangements for future programs or events.

Youth will be transported to off-site events in the church vans, or properly maintained personal vehicles of approved volunteer drivers/youth volunteers. Leaders driving personal vehicles must submit proof of insurance and a valid driver's license prior to each event for which they provide transportation. Properly functioning seatbelts must be worn by everyone. Youth shall not drive personal vehicles to any off-site events. All youth staff and Leaders who may drive the church van shall be properly trained and certified (per Transportation Policy).

Arrangements for driver training may be made with the Business Office. Driving training records are kept in the Business Office. Two approved adult staff/Leaders must be in each vehicle for transportation.

Off-site events for grade-school age students will include parents who will provide their own transportation.

Response Plan / Reporting Abuse

All persons have an obligation to report cases of physical or sexual abuse by an adult against a child to the proper authorities. Reports can be made confidentially to the Public Children Services Agency (PCSA) at (740) 653-4060.

Volunteers shall notify staff immediately if abuse of a child is personally witnessed. The volunteer will assist staff in completing a Report of Suspected Incident of Abuse (Appendix I).

For responding to Adult on Youth abuse, staff shall follow Appendix J for responding to and reporting incidents.

For responding to Youth on Youth abuse, staff shall follow Appendix K for responding to and reporting incidents.

Servant Leader Application

Applicant General Information

Today's Date: _____

Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Mobile) _____ (Work) _____

Emergency contact: _____ Relationship: _____ Phone: _____

E-mail: _____

Occupation: _____ Employer: _____

May we contact you at work? Yes No Phone: _____

Marital Status: Single Married Divorced Widowed

Spouse's Name: _____

Name(s) and ages of children (at home):

Ministry Information

How long have you been attending Church Name here? ____ Years ____ Months

Have you completed membership class?

Yes Date Completed: _____ No

Have you taken membership? Yes Date Joined: _____ No

Please list and date the ministries you have served in here at First UMC:

In what other ministry/church experiences outside First UMC have you been involved?

In what area of ministry would you like to serve?

What do you believe are your spiritual gifts and/or talents and strengths?

Education and Training

Please list any degrees, classes or training you have completed which focused on children or youth ministry, mentoring or counseling.

Personal Information

Thank you for taking the time to share about yourself. This information will be confidential and only shared with the ministry staff.

Please write a brief history about how and when you became a Christian.

How would you best describe your walk with the Lord right now?

What accountability do you have regarding your relationship with God? (ex. share group, class, Bible study)

References

Please list three professional references who can attest to your skills and spiritual journey:

Reference #1

Name: _____

Email: _____

Address: _____

Phone: _____

Reference #2

Name: _____

Email: _____

Address: _____

Phone: _____

Reference #3

Name: _____

Email: _____

Address: _____

Phone: _____

First United Methodist Church

Children & Youth Ministry Adult Leader Covenant

I, _____, accept/make this covenant during the _____ school year:

- I will serve in the capacity of _____ for the whole _____ school year.
- I will meet at least once with the Discipleship & Outreach Director or Youth Director during the _____ school year.
- I will have read and will remain current with the FUMC Safe Sanctuary Policy.
- I will share with the Discipleship & Outreach Director, Youth Director or Pastors immediately following an accusation of abuse, self-harm, or suicidal intentions.
- I will not come to any FUMC church-sponsored activities under the influence of alcohol or drugs, nor will I bring or provide any drugs, illegal substances, contraband, weapons, cigarettes or pornography to participants at FUMC church-sponsored activities.
- I will not threaten anyone, act violently or inappropriately, or use profane language.
- I will be respectful of all staff, adults, and students, remembering that the goal is healthy conversations and experiences.
- I will strive to be a strong example of Christian virtue.
- I will do my best to help inspire and challenge the participants to grow in their relationship with Jesus Christ.
- I will pray daily for our students, servant volunteers, and Lancaster FUMC staff.
- I will attempt to worship with the FUMC family weekly.
- I will continue to grow my faith through participation in workshops, small groups, Christian education, etc.
- I will arrive on time and come with an open mind and heart.
- I will joyfully prepare for each leadership opportunity in advance and have the gathering space prepared; and I will remain in that space until the end of the gathering (all students have a ride home or have left) unless I have notified the leader in advance and worked out another option to maintain a safe adult/student ratio.

If for any reason, I cannot or do not uphold this covenant, I accept that I may be asked to resign as an Adult Leader in the Children or Youth Ministry of First United Methodist Church during the _____ school year.

Volunteer's Signature

Date

Discipleship & Outreach or Youth Director's Signature

Date



Children's Ministries

First United Methodist Church, Lancaster, Ohio

Program Registration / E.P.C. Form

one per child

Child's Name: _____ Child's Phone: (____) ____ - _____

DOB: ____ / ____ / ____ 2014-2015 Grade Level: _____ Sex: M / F School: _____

Address: _____

Parent / Guardian Names: _____

Telephone: H (____) ____ - _____ C (____) ____ - _____ C (____) ____ - _____ O (____) ____ - _____

E-mail: _____

Emergency Medical

In case of an emergency, I consent to any dental or medical treatment and hospital care under the general or special supervision and upon the advice of or to be rendered by a licensed physician and surgeon. I agree to pay all charges for the dental, medical, or hospital care or treatment.

As parent or legal guardian of my child (named above), I am responsible for the health care decisions of my child and am authorized to consent to the services to be rendered. I represent that my consent to and agreement to pay for the dental, medical, or hospital care or treatment to be rendered to my child is legally sufficient and that no consent from any other person is required by law.

Allergies: _____

Illnesses: _____

Medications: _____

Photo Release

Photographs and videos taken during Sunday school classes, Confirmation classes, worship services, and children's ministry events may be used in future publications, or website, posters, social media, and other media and memory albums at the First United Methodist Church, Lancaster, Ohio.

Initial One:

_____ I give permission to utilize photos and videos of my child (listed above).

_____ I do not give permission to utilize photos and videos of my child (listed above).

Communication

Communications that occur within the Children's ministry program between leaders and families are mailings, emails, phone calls, Celly text messages, standard text messages, and through social media such as the church website and Facebook pages. Communications will be between leaders and parents ONLY! When necessary, the Discipleship Director will be included in the conversation.

Please initial signifying your understanding:

_____ Regardless of content, I request to be included / made aware of all communications with my child.

Signature of Parent / Guardian: _____

Printed Name of Parent or Guardian: _____ Date: _____



Program Registration / E.P.C. Form
(one per student)

Youth's Name: _____ Youth's Phone: (____) ____ - _____
DOB: ____ / ____ / ____ 2014-2015 Grade Level: _____ Sex: M / F School: _____
Address: _____
Parent / Guardian Names: _____
Telephone: H (____) ____ - ____ C (____) ____ - ____ C (____) ____ - ____ O (____) ____ - ____
E-mail: _____

Emergency Medical

In case of an emergency, I consent to any dental or medical treatment and hospital care under the general or special supervision and upon the advice of or to be rendered by a licensed physician and surgeon. I agree to pay all charges for the dental, medical, or hospital care or treatment.

As parent or legal guardian of my child (named above), I am responsible for the health care decisions of my child and am authorized to consent to the services to be rendered. I represent that my consent to and agreement to pay for the dental, medical, or hospital care or treatment to be rendered to my child is legally sufficient and that no consent from any other person is required by law.

Allergies: _____
Illnesses: _____
Medications: _____

Photo Release

Photographs and videos taken during Sunday school classes, Confirmation classes, worship services, youth ministry events may be used in future publications, or website, posters, social media, and other media and memory albums at the First United Methodist Church, Lancaster, Ohio.

Initial One:

_____ I give permission to utilize photos and videos of my child (listed above).
_____ I do not give permission to utilize photos and videos of my child (listed above).

Communication

Communications that occur within the youth ministry program between leaders and youth are mailings, phone calls, Celly text messages, standard texting, and social media. When communications with students occur, youth leaders will include the Youth Director and make efforts to include parents in the conversation.

Please initial signifying your understanding:

_____ Regardless of content, I request to be included / made aware of all communications with my child.

Signature of Parent / Guardian: _____

Printed name of Parent or Guardian: _____ **Date:** _____

Program Childcare Sign-in Sheet and Time Sheet						
Child's Name	Parent's Name	Pager # <small>(if used)</small>	Time IN	Time OUT	Special Instructions or allergies	Parent's pick-up signature
Date:		Time In for caregivers:		Caregiver:		
		Time Out for caregivers:				
Program:				Caregiver:		
Below for staff completion only.						
<p>Program Childcare Providers will be paid minimum wage on a sliding fee schedule for hours worked. Payment will be made at the end of the month by check from the Business Office.</p>						
<u>Sliding Pay Scale</u>		Total hours worked:				
0-7 minutes	0.00 hour	Current minimum wage:				
8-22 minutes	0.25 hour					
23-37 minutes	0.50 hour	Total pay for evening			Program Supervisor's	
38-52 minutes	0.75 hour				Approval:	
53-59 minutes	1.00 hour					

FIRST UNITED METHODIST CHURCH
LANCASTER, OHIO

INCIDENT REPORT FORM

Check one of the following: Employee Volunteer Member Other

Part 1: PERSONAL IDENTIFICATION		
Name:	Job Title (employees only)	Department/Supervisor
Address	Work Phone	Home Phone Cell Phone
Signature:	Date:	Reported to:
Part 2: INCIDENT DESCRIPTION		
Date of Incident:	Time of Incident	Location of Incident (Street Address/Building Name)
____/____/2____ AM/PM		
Resulted in injury/illness <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Injury/ illness, body part(s) involved. Attach extra paper if needed	
What task or activity were you doing when the incident occurred?		
Equipment, Tools Involved	Materials being handled	Unusual conditions?
Other Relevant Details		
Medical Care Needed? Describe <input type="checkbox"/> First Aid <input type="checkbox"/> Hospital/ER	Date of initial Medical Evaluation:	Other information:
CHURCH COMPLETES THE FOLLOWING: Name of Church Personnel Receiving Report/ Following Through on Incident		
Part 3: ADDITIONAL INCIDENT INFORMATION:		
Part 4: POSSIBLE CAUSAL FACTORS		
<i>Process/ environment related: Check all that apply</i> <input type="checkbox"/> Housekeeping <input type="checkbox"/> Repetitive Motion <input type="checkbox"/> Tool/Equipment Condition <input type="checkbox"/> Ventilation <input type="checkbox"/> Flooring/ ground <input type="checkbox"/> Lighting <input type="checkbox"/> Area set-up <input type="checkbox"/> Other:	<i>Personnel-related Check all that possibly apply</i> <input type="checkbox"/> Level of Assistance <input type="checkbox"/> Awkward Posture <input type="checkbox"/> Following of procedure/ instruction <input type="checkbox"/> Level of attention to task <input type="checkbox"/> Other:	<i>Possible Root Cause Check all that possibly apply</i> <input type="checkbox"/> Awareness of job hazards <input type="checkbox"/> Level of training <input type="checkbox"/> Level of Inspection/ maintenance <input type="checkbox"/> Level of communication <input type="checkbox"/> Level of resources available <input type="checkbox"/> Other:
Part 5: PLANNED FOLLOW-UP EFFORTS		
<i>Check all that apply:</i> <input type="checkbox"/> Evaluate Equipment/ facility condition <input type="checkbox"/> Provide initial/ refresher training <input type="checkbox"/> Post safety signage in area <input type="checkbox"/> Review formal work procedure	<i>Continued:</i> <input type="checkbox"/> Review inspection and/or Maintenance program <input type="checkbox"/> Assess newly identified hazard(s) <input type="checkbox"/> Review as job performance issue	<i>Continued:</i> <input type="checkbox"/> Other:
Follow-Up Action: Describe the planned action; as actions are completed, record completion date		
Description of Planned Action	Date Completed	Church Employee Initial
Part 6: File with Business Administrator	Signature	Date



RIOT Youth Ministry Covenant

I _____ agree to the following in order to
Student's Name (Print) participate in Lancaster First United
 Methodist Church's RIOT Youth Ministry (and/or Confirmation):

Youth Commitment

- ___ I will arrive on time and come with an open mind and heart.
- ___ I will be respectful of all staff, adult leaders and my peers.
- ___ I will be respectful of the property and pick up after myself.
- ___ I will follow directions and willingly participate in discussions and activities.
- ___ I will not come to the gatherings under the influence of alcohol or drugs.
- ___ I will not bring any drugs, illegal substances, contraband, weapons, cigarettes or pornography to the gatherings.
- ___ I will not threaten anyone, act violently or inappropriately or use profane language.
- ___ I will remain until the end of the gathering unless I have notified the leader in advance with a note from my parent / guardian.
- ___ I will act in a Christian manner at all times and respect the opinions of others.

If I violate any condition of this agreement, I understand that my parents / guardians will be contacted and potentially asked to pick me up immediately. I will not be readmitted into future gatherings until my parents / guardians, youth ministry leader and I meet to discuss my future participation.

Parent/Guardian Commitment

I, we _____, agree to the following conditions for our youth, _____
Parent/Guardian Name (Print) Student's Name (Print)
 to participate in Lancaster FUMC's RIOT Youth Ministry (and/or Confirmation):

- ___ I will discuss the above terms with my child.
- ___ I will get my child to the gatherings on time and pick them up from the gatherings on time.
- ___ I will support the efforts of the Youth Ministry Leaders and volunteer as I am able to.
- ___ I will pick my child up if called to do so immediately and agree to meet with the Youth Director at a later time to discuss my child's future participation.
- ___ If my child must leave early, I will ensure proper communications has occurred beforehand and come to the door of the meeting place to meet him/her.

Youth Director Commitment

I _____, commit to the following to insure meaningful youth ministry:
Youth Director's Name (Print)

- ___ I will pray for all the participants and volunteers each week.
- ___ I will joyfully prepare for each session in advance and have the gathering space prepared.
- ___ I will work diligently to plan meaningful, engaging interactive gatherings.
- ___ I will be respectful of all present.
- ___ I will strive to be a strong example of Christian virtue.
- ___ I will do my best to help inspire and challenge the participants to grow in their relationship with Jesus Christ.
- ___ I will continue to grow in my faith and experience thru ongoing formation, participation in workshops, talks, education etc.

 Participant's signature

 Parent's signature

 Youth Director's signature

 Date

First United Methodist Church
163 E. Wheeling Street, Lancaster, Ohio 43130
(740) 653-3330
Rev. Dr. Brian Jones, Senior Pastor

Report of Suspected Incident of Abuse

Complete report in ink or type.

Name of Worker (paid or unpaid) observing child abuse _____

Name or staff member receiving disclosure of child abuse _____

Victim's: Name _____ Victim's Age _____ Victim's Date of Birth _____

Date/location of initial conversation with/report from victim:

Victim's statement (*provide a detailed summary including date, time, and location of incident*)

Name of person accused of abuse: _____

Relationship of accused to the victim (paid staff, volunteer, family member, other): _____

Reported to the Pastor on (*Date/ Time*) : _____

Summary: _____

Call to victim's parent /guardian on (*Date/Time*): _____

Spoke with: _____

Summary: _____

Reported to Child Protective Services for Ohio Health and Family Services on

(Date/Time): _____

Mandatory Reporter Name: _____

Witness Name: _____

Spoke with: _____

Summary: _____

Call to local law enforcement agency on *(Date/Time):* _____

Spoke with: _____

Summary: _____

Other contacts:

(Date/Time): _____ Spoke with: _____

Summary: _____

(Date/Time): _____ Spoke with: _____

Summary: _____

(Date/Time): _____ Spoke with: _____

Summary: _____

Signature of Incident Reporter _____ Date _____

Steps to Report Abuse with an alleged ADULT perpetrator

Take All Allegations Seriously

Separate Victim and Alleged Perpetrator

When possible have staff members with each otherwise a volunteer leader may be with one. Maintain adequate supervision of remaining students.

Care for Victim

If victim needs immediate medical attention, obtain appropriate medical assistance or call 911

Attend to Alleged Perpetrator

If the alleged perpetrator is on site and danger is perceived, alert local police authorities.

Notification

Staff Person or Volunteer

The staff person or volunteer must immediately report the incident to the Youth Director or Discipleship & Outreach Director.

Youth Director or Discipleship & Outreach Director Phone _____

Upon receiving this information, the Youth Director or Discipleship & Outreach Director shall immediately contact the Senior Pastor.

If the senior pastor is the alleged perpetrator, the church council leader shall be notified in the senior pastor's place.

Then the Youth Director or Discipleship & Outreach Director will begin reporting process.

Senior Pastor* Phone _____ / Church Council Leader Phone _____

The senior pastor (or church council leader) shall immediately report allegations to the District Superintendent of the district in which the church resides, the parent(s) of the victim, and then the alleged perpetrator.

District Superintendent* Phone _____

The district superintendent will immediately report the situation to the Assistant to the Bishop and Communications Director at the West Ohio Conference office, as outlined in the Crisis Communications Guidelines for the West Ohio Conference.

West Ohio Conference*

** The senior pastor in cooperation with the District Superintendent and West Ohio Conference Crisis Communication team will designate a spokesperson for media requests.*

Parent(s)

Notify the parent(s) of the victim.

Take necessary steps to assure the safety and wellbeing of the child or youth until the parent(s) arrive.

If one or both of the parents is the alleged perpetrator(s), follow the advice of the authorities concerning notification.

Alleged Perpetrator

Advise the alleged there has been an allegation of abuse. Allow the alleged perpetrator to document factual information about the incident on a separate piece of paper. Inform alleged that he/she is removed from further ministry involvement until the incident and/or any legal/civil charges have been resolved. Any documentation shall be given to the Discipleship & Outreach Director for separate and secure filing.

Do not share any details related to the incident.

Reporting

The Youth Director or Discipleship & Outreach Director prepares the Report of Suspected Abuse and contact Public Children Services Agency (PCSA) at (740) 653-4060.

When making the report by phone, it is advisable to have an objective witness that can verify the report was made (& by whom).

Documentation

The Youth Director or Discipleship & Outreach Director prepares the Report of Suspected Incident of Child Abuse.

Keep a written report of the steps taken by the church in response to the reported abuse.

The report should be brief and contain only factual information relevant to the situation. It should be written in ink or typed to prevent it from being changed.

Maintain all documents in a secure location in the Discipleship & Outreach Director's office.

Care & Healing

- Support the victim and his/her family and the alleged perpetrator and his/her family
- Extend pastoral resources
- Provide a supportive atmosphere to those affected so healing can occur
- Maintain confidentiality

Steps to Report Abuse with an alleged YOUTH perpetrator

Take All Allegations Seriously

Separate Victim and Alleged Perpetrator

When possible have staff members with each otherwise a volunteer leader may be with one. Maintain adequate supervision of remaining students.

Care for Victim

If victim needs immediate medical attention, obtain appropriate medical assistance. or call 911

Attend to Alleged Perpetrator

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Notification

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Youth Director or Discipleship & Outreach Director Phone _____

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If the senior pastor is the alleged perpetrator, the church council leader shall be notified in the senior pastor's place.

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West Ohio Conference*

** The senior pastor in cooperation with the District Superintendent and West Ohio Conference Crisis Communication team will designate a spokesperson for media requests.*

Parent(s)

Notify the parent(s)/guardian(s) of the victim and the alleged perpetrator.

Take necessary steps to assure the safety and wellbeing of the children or youth until the parent(s)/guardian(s) arrive.

Follow the advice of the authorities concerning notification of the alleged perpetrator's parent(s)/guardian(s).

Alleged Perpetrator

Advise the alleged there has been an allegation of abuse. Allow the alleged perpetrator to document factual information about the incident on a separate piece of paper. Inform alleged that he/she is removed from further ministry involvement until the incident and/or any legal/civil charges have been resolved. Any documentation shall be given to the Discipleship & Outreach Director for separate and secure filing.

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