

**Community United Methodist Church**  
**Child Abuse Prevention Policy and Procedures**

**I. Purpose**

1. Community United Methodist Church seeks to establish reasonable procedures to reduce the risk of physical, emotional and sexual abuse of children as they participate in church ministries and to protect staff and volunteers from false allegations of misconduct.
2. To help Community United Methodist Church reduce its legal risk and liability exposure.

**II. Biblical Foundation**

Community United Methodist Church seeks to express God's love of children and to provide for their personal wholeness. This caring community seeks to prevent child abuse in any form to our children and youth and to be in ministry to families where abuse may occur. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

Jesus teaches us explicitly that children have the right and the keys to the Kingdom of God. He demonstrated this through blessing and touch. Our goal in response to this Biblical mandate is to maintain a safe, secure and loving place where children and youth may grow, and place where caregivers, teachers and leaders (both paid and volunteer) minister appropriately to their needs.

See: Matthew 19:13-15; Luke 18:15-17

**III. Virginia's Child Abuse Law**

Section 63.1-248.3, Virginia Revised Code, states that "Any person licensed to practice medicine or any of the healing arts, any hospital resident or intern, any person employed in the nursing profession, any persons employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten or nursery school, any person providing full-time or part-time child care for pay on a regular planned basis...and any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected **shall** report the matter to his or her supervisor immediately and then to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred, or to the Department of Social Services toll-free child abuse and neglect hotline."

**IV. DEFINITION OF CHILD ABUSE IN VIRGINIA STATUES:** [Section 63.2 - 100](#) of the Code of Virginia, in part, defines an abused child as one who is less than eighteen years of age.

**A.** Whose parent or other person responsible for his or her care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions; including but not limited to, a child who is with his or her parent or other person responsible for his or her care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such a substance by that child's parent or other person responsible for his or her care, where such manufacture or attempted manufacture or unlawful sale would constitute a felony violation.

**B.** Whose parent or other person responsible for his or her care neglects or refuses to provide care necessary for his or her health. However, no child who is good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child.

**C.** Whose parent or other person responsible for his or her care abandons such child.

**D.** Whose parent or other person responsible for his or her care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law.

**E.** Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis: or

**F.** Whose parent or other person responsible for his or her care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same building with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his or her care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender.

## **V. Types of Child Abuse**

### **A. Definition**

Child abuse refers to an act committed by a parent, care giver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental, and which harms or threatens to harm a child's physical or mental health

or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

## **B. Types of Abuse.**

### **1. Physical Abuse**

Physical Abuse is a physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation; bone fracture; brain damage, skull fracture, subdural hematoma; burns, scalding; cuts, bruises, welts, abrasions; internal injuries, poisoning; sprains, dislocations; gunshot, stabbing wounds.

### **2. Physical Neglect**

Physical Neglect is the failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a onetime critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food and malnutrition.

### **3. Sexual Abuse**

Sexual abuse includes any act defined in the code of Virginia, which is committed or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy and other sexual abuse.

### **4. Medical Neglect**

Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical, mental or dental care for a condition, which if untreated could result in illness or developmental delays.

### **5. Failure to Thrive**

A syndrome of infancy or early childhood, which is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.

### **6. Mental Abuse/Neglect**

A pattern of acts or omissions by the caretaker, which result in harm to a child's psychological or emotional health or development.

## **7. Educational Neglect**

The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.

## **8. Bizarre Discipline**

Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or devices to modify the child's behavior.

## **VI. Reducing the Risk of Child Abuse**

In an effort to create the safest possible environment within Community UMC, several abuse prevention measures will be utilized. These measures include screening of paid and volunteer workers for past child abuse or neglect convictions.

To protect the identity of our youth and children *absolutely* no pictures will be taken of the children without direct permission from the parents or guardians, granted only to the group leaders of a sanctioned activity.

### **1. CUMC Volunteer Rule**

Community UMC will not use anyone as a volunteer worker for children or youth in the church unless he or she has been active in the church for at least 6 months and has been "interviewed" by the Pastors, Child Care Coordinator or Program Director of the church.

### **2. Staff and Volunteer Screening**

Before beginning service, each employed or volunteer children's teacher, child care worker, or youth worker will be asked to sign a statement indicating that he/she has never been convicted of child abuse or neglect. Anyone who has had a child abuse conviction or founded disposition of child abuse or neglect, as well as anyone refusing to sign the statement, will not be permitted to work with children. In addition, applicants for paid staff or volunteer positions will undergo a criminal record check with the Virginia State Police, and a child abuse/neglect record check with the Virginia Department of Social Services.

Persons with substance abuse convictions or any other prior convictions not including violent crimes or child abuse will be reviewed on a case by case basis. The final decision will be left to the discretion of Community United Methodist Church leadership. Within three months of the adoption of this policy, all existing leaders and workers with children and youth will comply with this paragraph in order to continue in their positions. The senior pastor or his or her appointee will maintain these records in a safe and confidential file at Community United

Methodist Church. The criminal record checks will be updated within every three years.

### **3. Staff Training**

Before beginning service, all paid staff and volunteers will be required to read the church's child protection policy and sign a form indicating that they have read and that they understand the policy and agree to abide by it. Anyone failing to do so will not be permitted to serve until the policy has been read and the form signed. Staff and volunteers will be required to complete a training session offered by the church annually on child protection.

Leaders of community groups of children or youth who use the church facility will be required to read the policy and sign the acknowledgment form. Church facilities will not be available to groups whose leaders refuse to read and sign the policy.

### **4. Two Adult Rule**

For any church sponsored activity or any activity involving the use of the church building, teachers and assistants will be assigned in teams of two or more unrelated adults. (Unrelated is defined as persons related by law or blood) Church childcare for children up to age seven (7) shall include at least one adult leader per group of children and one additional adult or youth assistant, at least age 16. For Sunday school and Vacation Bible School, groups of children, third grade and younger may have a team of one adult and one assistant age 13 and over. Fourth and fifth grade supervision may consist of one adult and a youth 16 years or older. Other church sponsored or community groups of children or youth who meet at the church will have two or more leaders present. If the group stays overnight at the church, or if a church sponsored group leaves the premises and plans to stay overnight somewhere else, two or more unrelated leaders must be present and must include at least one male and one female, if the group is of mixed gender, and be at least 23 years of age. As an alternative to the unrelated rule, a floater may be assigned to give brief observations of child care rooms and classrooms.

### **Staffing Ratios**

When staffing Nursery, Sunday School and Youth Rooms an additional adult will be needed for every: Infants under 12 months 1:3, 12 months - 24 months 1:4, 2 years - 3 years 1:6, and 3 years and up 1:8

### **Youth Fellowship workers**

For every eight youth present, there is to be one adult (age 23 and older) present. There are never to be fewer than two unrelated adults (age 23 and older) present

for any youth fellowship event. If the group is of mixed gender and staying overnight, the adults present should include at least one male and one female, age 23 and older.

Young adult volunteers under the age of 23 are invited to be present as mentors for the youth, but cannot serve as the responsible adult at any event.

If volunteers wish to be present to work with and serve as mentors for youth ministry, it is essential that they consistently act in a professional way. All youth ministry volunteers are instructed that it is against policy to date and/or have other inappropriate relationships with youth. All youth ministry volunteers are instructed that if they wish to serve in youth ministry, that they are to maintain additional and proper boundaries with the youth. Thus, no inappropriate communication and/or contact are to occur. This includes **inappropriate** physical contact, face-to-face conversation, phone use, texting, email, social networking, and social activities, and anything else deemed inappropriate on a case-by-case basis. Anyone in violation of this policy will be prohibited from any and all future youth ministry events.

All adult volunteers are required to attend volunteer training so that all involved in youth ministry will be able to work together to effectively foster discipleship and spiritual growth in our youth ministry program.

## **5. Open Classrooms**

Classrooms or childcare rooms will not be locked and may be visited without prior notice by church staff, parents, or other volunteer church workers.

## **6. Counseling Situations**

For programs such as approved counseling/support groups, two adults must be present with a group of children.

## **7. Supervision**

Unsupervised children or youth should NOT be in the church building or on the church grounds. It will be expected that all children/youth are attending the church for a specific program. Persons responsible for any activities/classes inside or outside of the church will arrive early enough and remain long enough to make every effort to insure that all children are properly supervised. For all classes/programs for children younger than 1st grade, a procedure will exist that clearly identifies the child with the child's parent or guardian.

A procedure is in place for signing in/out Nursery and Preschool classes (both Sunday morning and weekday/night). This procedure is in place for the protection of our children from unauthorized pickup and to allow a time of communication between parent and caregiver. The sign-in sheet will include mention of allergies,

and the parent or guardian's location in the church. A cell phone number will be provided for contact if needed. In addition, upon the child's first visit to the Nursery or Preschool classes, an information sheet must be completed by the parent/guardian. All diaper changes in the Nursery will be performed by identified staff. Diapers cannot be changed by parents inside the Nursery. Diaper stations are available in the Men's and Women's Restroom.

Addendum: If you do not have a child, you may not come into the Nursery.

Addendum: Nursery Policies for CUMC (page 16) February 2018

Addendum: Night Care Policies for CUMC (page 17) February 2018

## **8. Transportation**

Youth will be transported to and from Youth Fellowship events by parent/guardians, or may drive themselves if permission is granted by a parent. During youth fellowship, youth may not leave without the express permission of a parent/guardian- if this policy is violated parent/guardian will be notified upon their departure.

Regarding youth trips- All CUMC child policies apply to transportation. Drivers and passengers must comply with all applicable laws. Youth will not be allowed to drive themselves or others. All drivers must be age 25 or older.

Regarding youth workers- A minimum of two unrelated adults will be required in a personal vehicle to transport youth when using church supplied transportation, such as a rental van.

## **9. Classroom Discipline:**

All leaders and workers with children and youth will use the following discipline measures. If a child is behaving inappropriately, the leader or worker will tell the child specifically what he or she is doing that is not acceptable and state what the expected behavior is. For example, "We do not throw blocks. We use blocks for building." If this measure is not effective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other children. If the child's disruptive behavior continues after these steps have been taken, the child may be taken to the Children's Ministry leadership or the primary leader for the activity and left in his or her supervision. No physical punishment or verbal abuse (such as ridicule) is to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parent or guardian as soon as possible. An incident report should be filled out by the leader and signed by a parent or guardian. This report should then be given to the overall child or youth leader onsite to be filed.

## **10. One-on-One Mentoring or Consultation**

All one-on-one mentoring or consultation between an adult and a child will be conducted in a room or area that is in plain view of another unrelated adult.

## **11. Child Care Usage**

Child Care can be provided for any CUMC sponsored event that would take place within the church building or at local venues such as local restaurants, houses, etc. All events requiring child care must be approved by the Child Care Coordinator, forms must be received one month in advance and if approved, the group will receive a conformation from the Child Care Coordinator. If this privilege is abused individual groups will no longer be allowed to schedule child care for future events.

## **VII. PROCEDURES FOR REPORTING INAPPROPRIATE BEHAVIOUR OR ABUSE OR BEHAVIOR GIVING RISE TO A SUSPICION OF ABUSE OR NEGLECT**

Generally, those who observe others' inappropriate behavior are frequently very troubled by what they have seen and often have questions regarding the appropriate course of action to take. These procedures are designed to:

1. Provide reassurance to those who have observed such behavior by setting forth the appropriate actions to be taken;
2. Establish courses of action that are in accordance with the Statutes of the Commonwealth of Virginia; and
3. Ensure that these actions are consistent with the notification requirements promulgated by the 1992 General conference of the United Methodist Church and the Virginia Annual Conference Policy on Sexual Misconduct.

### **A. Statutory Obligation to Report.**

In Virginia “teachers or other persons employed in a public or private school, kindergarten, or nursery school are required to report immediately a suspected instance of child abuse or neglect. The report should be made to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services toll-free child abuse and neglect hotline.” In addition, although not required by law, anyone else who knows or reasonably suspects an instance of child abuse or neglect should report such suspected child abuse, neglect or exploitation immediately. All reports of child abuse are confidential. The person making such a report cannot be held liable for making the report, unless it is proven that the person acted in bad faith or with malicious intent. In an emergency the first call is to 911.

## **B. Reasonable Suspicion.**

Teachers and other persons employed in a public or private school, kindergarten, or nursery school, persons providing full-time or part-time child care for pay on a regularly planned basis or any person associated with or employed by and private organization responsible for the care, custody, or control of children are required to report any behavior when, in his or her professional or official capacity, a reporter has reason to suspect that a child is abused or neglected.

Paid and volunteer workers should place a report even if they lack certainty that an individual has been abused. Neither the law nor The United Methodist Church require an individual to know, with certainty, or to confirm that an individual has been abused prior to notifying appropriate officials. Moreover, investigating whether suspected abuse is, in fact, based upon actual abuse is a matter to be resolved by local and state professionals.

Virginia statutes simply require individuals to report their own suspicions. Such suspicions can be very well founded (based upon behavior that would lead any reasonable person to suspect child abuse) even though ultimately local or state professionals determine that no child abuse has occurred. Moreover, as stated above, Virginia law protects those that report suspicious behavior that is found not to be associated with or to involve child abuse. An individual who reports suspected child abuse, or participates in a judicial proceeding resulting from such a report is, under Virginia law, immune from any civil or criminal liability in connection with the report. The only requirement for such immunity is that the individual reporting or participating in the judicial proceeding cannot be proven to “have acted in bad faith or with malicious intent”. In other words, workers cannot be held liable for notifying officials regarding suspected abuse that the individual reporting the behavior honestly suspects might be abuse.

## **C. Reporting Procedures**

### **1. Inappropriate Behavior.**

Certain adult behavior, while inappropriate, does not lead a reasonable person to suspect that a child has been or is currently being abused; and, therefore, does not require notification of local or state or church officials. Nevertheless, such behavior must be addressed in a timely manner in order to protect children and youth.

Any inappropriate language or conduct between a staff member or volunteer worker and a child or youth should be discussed with the appropriate staff member who is responsible for administration and/or coordination of the activity in which the individual is participating.

Inappropriate conduct includes, but is not limited to, any action that violates: (1) Virginia law, (2) this or any other written policy of the church, or (3) any written policy of the General Conference of the United Methodist Church or the Virginia Annual Conference of the United Methodist Church. If either the observer or the individual to whom such behavior was reported, upon reflection, determines that the behavior was not only inappropriate, but also give rise to a suspicion of child or youth abuse, the procedures for reporting such behavior to church and state officials shall be followed.

Any reported behavior that is of a very serious nature, although not giving rise to a suspicion of child abuse, shall be brought to the attention of the church staff member in charge of the event who shall participate in all meetings with the individual involved in the misconduct. When appropriate, prompt warnings shall be issued and remedial actions shall be taken.

## **2. Suspicion of Abuse.**

If the staff member to whom suspicion of abuse is reported believes that the child or youth is a victim and in danger of continuing abuse, immediate steps must be taken to protect the health, welfare and well-being of the individual.

## **3. Contacting State and Church Officials.**

After contacting state and county officials, church officials should be contacted.

- a. Immediately notify the appropriate church staff member (paid or volunteer) responsible for coordinating the activity concerned.
- b. Immediately begin to document in writing the relevant factors and observations. If the church staff member (paid or volunteer) responsible for coordinating the activity concerned is unavailable, the church office should be contacted. All staff members and volunteer workers will be given the name of the church staff member or volunteer worker responsible for the activity in which they are involved and to whom they would make such a report.
- c. The church staff member or volunteer worker to whom suspicion of abuse is reported shall contact the Senior Pastor immediately upon determining that a reportable incident has occurred or immediately after a report to state officials. Additional contacts will be made by the Senior Pastor or his/her appointee as appropriate.
- d. If the incident or behavior to be reported involves any of the persons to whom the report would ordinarily be made in accordance with this section, the individual observing the suspicious behavior shall report the incident to the District Superintendent (703-820-7200) and to the Staff Parish lead if this involves staff and to the Church Council Chairperson for everyone else. Following notification of the appropriate persons, the church staff person responsible for the activity or the senior

pastor or a designated authority shall notify the parents or guardians of the child or youth. The parent will be asked to sign an incident report and will keep the original copy of that report. If the parent is the suspected abuser, Child Protective Services will make contact with the parent if appropriate.

#### **4. Notification of State and County Officials regarding Child of Youth Abuse**

Reports to the Virginia Department of Social Services can be made by calling either the:

- In-State Hot Line 800-552-7096
- Out-of-State Hot Line 800-786-8536
- Hearing Impaired 800-828-1120

State and local officials will require the following information:

- Name and address of the child or youth.
- Age of the child or youth.
- Name and address of the parent or caregiver.
- Name of the one who suspects the child or youth is being abused or neglected.
- Any other helpful information.

The reporter may choose to remain anonymous. If the reporter gives his or her name, it will remain confidential unless otherwise ordered by a court. Following notification, the matter will be transferred to the appropriate local Child Protective Services (CPS) unit.

### **VIII. OTHER REQUIRED PROCEDURES**

#### **A. Documentation.**

All conversations and actions shall be documented in writing. The initial incident will be reported using an Incident Report. One copy of the Incident Report will be turned in to the staff supervisor and one copy will go to the parents.

#### **B. Discussions and Publicity.**

Discussion concerning the reported incident or behavior will not be held except:

1. Between the individual reporting the behavior and the individual to whom the behavior was reported except as otherwise noted in this policy.
2. Appropriate supervisory authorities. The parents or guardians of the involved individual unless the parents or others in the home are suspected of abusing the individual.

3. State or local officials. In addition, these guidelines will be observed:

1. No media shall be contacted and no statements shall be generated by anyone other than the District Superintendent.
2. Every effort will be made to protect the identity of the child or youth who is suspected to have been abused.
3. Every effort will be made to protect the identity of those accused of the suspicious behavior or incident.
4. Every effort will be made to protect the identity of those reporting the suspicious behavior or incident.

**C. Confrontation of accused.**

No one shall confront the accused with the allegations unless and until advised by state or local authorities and/or the senior pastor. The accused shall be temporarily relieved of duties pending the completion of an investigation by the Church and/or state and local officials. While the investigation is ongoing the accused, if salaried by the church, shall remain on the payroll, but duty assignments should prohibit contact with children and youth. Reassignment of responsibility falls within the purview of the Staff Parish Relations committee.

**D. Care for Victim(s).**

The church shall extend whatever care and resources are deemed necessary to comfort both the victim(s) of the abuse and their families and the accused and his or her family.

1. The senior pastor or his or her appointee should extend whatever care and resources are necessary to those impacted by the allegation, but under no circumstances should a pastor, staff church leader or church member investigate the allegation. In providing care to the principals (the alleged victim and the accused) and their families, the senior pastor or church leader or his or her appointee should under no circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate the investigation. Do not assign blame or take any steps that involve establishing or refuting the allegation.
2. It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.
3. Observe confidentiality for both the alleged victim and the accused.
4. There shall be a single spokesperson for the church in any contact with the media, the District Superintendent.

**E. Insurance Carrier.**

The allegations will be reported to the church insurance carrier following notification of legal authorities and church officials.

**VIII. POLICY REVIEW**

The Child and Youth Protection Policy of Community United Methodist Church shall be reviewed and, as necessary, revised annually by the Church Council. The Church Council shall be responsible for the administration and interpretations of this policy. A verification follow-up report will be made each year at the Charge Conference to ensure the integrity of the policy.

The Child Abuse Prevention Policy and Procedures of Community United Methodist Church shall be reviewed annually by the church staff and approved by the church trustees.

**IX. CUMC SAFE SANCTUARIES DOCUMENTS**

- A. Application for child/youth positions (page 10)**
- B. Safe Sanctuaries Worship and Attendance Covenant (pages 11 - 12)**
- C. Letter Re: Safe Sanctuaries Worship and Attendance Covenant from CUMC Church Council, chair (page 13)**
- D. Letter to child predator - previously charged (pages 14 - 15)**

**A.**

**Community United Methodist Church**

1072 Old Kempsville Road

Virginia Beach, Virginia 23464

Please answer the following, sign, date, detach and return this portion to indicate you have read, understand and accept the Child Abuse Prevention Policy and Procedures of Community United Methodist Church.

Name \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

City State ZIP \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_ Email \_\_\_\_\_ Current

Occupation \_\_\_\_\_ Churches you have regularly attended

during the past five years: (include city/state)

\_\_\_\_\_

\_\_\_\_\_ Previous non-church work involving children and/or youth:

\_\_\_\_\_ Previous church work involving children and/or youth:

\_\_\_\_\_ Personal References (Not former employees or relatives):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I have read and understand the Child Abuse Prevention Policy and Procedures of Community United Methodist Church. I agree to abide by those policies and procedures. I have no convictions for child abuse, or a disposition of child abuse or neglect. I authorize and release any references which I might provide to Community United Methodist Church to provide the Church any information (including opinions) that they may have regarding my work with children and/or youth.

Signature \_\_\_\_\_ Date of policy review \_\_\_\_\_

## **B**

### **Safe Sanctuaries Worship and Attendance Covenant**

**Between \_\_\_\_\_ and Community United Methodist Church**

In keeping with the United Methodist Church's commitment to provide a safe place for all persons - especially children and vulnerable adults --- as outlined in the Community UMC Child Abuse Prevention Policy and Procedures

I, \_\_\_\_\_, understand this Covenant and will comply with the following mandates:

1) First, I share the Community UMC's mission to provide a safe and healthy environment for all persons, myself and others. I understand that the mandates in this Covenant are for my protection, well-being and peace of mind, as well as that of others.

2) Beginning immediately, I agree that my presence in Community UMC will be limited to the sanctuary area, and that my attendance will be limited to worship services only. Attending worship means that I may enter the sanctuary no earlier than 20 minutes before worship service is scheduled to begin and must leave no later than 20 minutes after worship ends. At a later time, Community UMC may allow me to attend

other activities beyond worship. If that is permitted, my attendance at those activities will be subject to all of the other mandates in this Covenant.

3) I will restrict my contact to people who are eighteen years of age or older, will not talk to, and will not have any contact with any children or vulnerable adults associated with the congregation, either in person or by an electronic means (including via email, text, or phone).

4) I will never be alone in the building. I will be accompanied by a designated adult chaperone at all times, including all of my restroom visits. There are (3) people who are available and have agreed to serve as my chaperone. Their names and telephone numbers are listed at the end of this Covenant. I will contact one of them prior to attending Community UMC. One of my chaperones must meet me before entering the church and must be present with me at all times while I am in the church. This includes accompanying me to the restroom.

5) I will not enter any space in Community UMC that is dedicated to children or youth ministries. Those spaces include, but are not limited to, areas where the following occur: Sunday school, nursery care, children's music rehearsals, and wherever children or youth congregate.

6) Until permitted by Community UMC, I will not serve on any committees. I will not hold any leadership or teaching positions.

7) I agree that the Pastor or his/her designee may contact my probation officer and other individuals in order to obtain information about me, and to solicit any input on how to minister to me and the congregation.

By signing this Covenant, I agree that any individual may share any information about me with the Pastor or his/her designee, and I release all persons from any liability as a result of their releasing information about me. This authorization and release specifically includes information, written or verbal, associated with my medical, psychological and psychiatric treatment that otherwise might be protected from disclosure by federal or state law.

8) I agree to meet and consult with the Pastor or representative of the Church Leadership Team upon his/her request for the purpose of providing assistance to me or for the protection and security of the congregation and the community. I agree that it is necessary for the staff and members of the congregation to be advised of my status and mandates agreed upon.

9) I agree that if I fail to comply with the mandates in this Covenant, I may be barred from Community UMC, including being prohibited from attending worship services. I also understand that this Covenant may be modified at any time and agree that the mandates imposed in this Covenant.

**I UNDERSTAND AND AGREE TO ABIDE BY THE MANDATES IN THIS SAFE SANCTUARIES  
WORSHIP AND ATTENDANCE COVENANT.**

**Signature:**

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**Date:**

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**IN COVENANT RELATIONSHIP:**

**Pastor's Name:**

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**Date:**

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**Leadership Team Member:**

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**Date:**

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**DESIGNATED ADULT CHAPERONES**

**Name:**

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**Address:**

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**Phone:**

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**Name:**

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Phone:

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Date:

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Name:

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Address:

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**Re: Safe Sanctuaries Worship and Attendance Covenant**

Dear \_\_\_\_\_

It has come to our attention that you have been convicted of a serious crime against a child or children, or vulnerable adult. Given the disposition of the criminal charge, and in keeping with Community UMC's commitment to provide a safe place for all persons, and especially children and other vulnerable persons - as stated in our Child Abuse Prevention Policy and Procedures and our Safe Sanctuaries Policy - we have established mandatory guidelines for your participation in activities at the Community United Methodist Church.

Our mandates are explained in the enclosed Safe Sanctuaries Worship and Attendance Covenant. We are hopeful that you will agree to the terms of the Covenant and that you will abide by them and continue to worship with us.

We trust that you understand our reasons for presenting this covenant relationship. We want to protect all children and vulnerable persons. We also want to protect you and avoid any circumstances where further accusations against you could occur.

By taking these steps, we are hopeful that the Pastor, church staff and members of the congregation will be able to provide you with meaningful spiritual care. We recognize that everyone is in need of the mercy and grace that God offers.

Please know that this congregation will be praying for you. We look forward to what God will do in your life, and in the lives of the other members of this congregation, as we continue to seek God's direction.

In Covenant Relationship, \_\_\_\_\_

CUMC Church Leadership Team

D

Date \_\_\_\_\_

Dear \_\_\_\_\_,

It has come to our attention that you have been charged with serious crimes against a child. The disposition of these charges warrant that we take measures to protect our young people, avoid any circumstances from which further accusations could occur, and eliminate concern among the congregation.

By taking the steps outlined below, we are hopeful that the pastor, the staff, and the congregation can be of assistance to you. We recognize that all of us need of the mercy and grace God offers to each of those He created and whom He loves.

In order to address the needs and concerns of the congregation, it is necessary to provide mandatory guidelines for your participation in activities at the Community United Methodist Church. The desire is to make them workable for you and at the same time meet the concerns of the congregation. We are hopeful you will agree to these terms and abide by them. If you will not, then stronger measures will be required. The activities by which you are asked to agree and abide are as follows:

1. Anytime you are on the campus of CUMC, you must be accompanied by a “buddy”. There will be at least three people who will be available to act as a “buddy”. The names and telephone numbers of those who have agreed to act as a buddy are listed at the bottom of this letter. You should make contact with one of them prior to coming to the campus on each occasion. One of these buddies must meet you prior to entering the building and be in your company at all times while you are on the campus of the church. This includes accompanying you to the restroom. The buddy will accompany you to your car at the time you leave the CUMC campus.
2. You should restrict any conversation to people who are eighteen years or older.
3. You cannot serve in any positions of leadership or teaching until further notice.
4. Beginning immediately you should, for the present, restrict your time on the campus to the \_\_\_\_\_ service only. After a few weeks we can determine whether attendance at other activities is warranted. If attendance at other activities is permitted, that attendance will be subject to all of the mandatory guidelines contained in this letter.
5. You agree to allow the pastor or his/her designee to contact any probation officer and other individuals in order to obtain information about you, and to solicit any input on how to minister to you and the congregation. By signing this letter, you agree that any individual may share any information about you with the Pastor or his/her designee, and you release all persons from any liability as a result of their releasing

information about you. This authorization and release specifically includes information, written or verbal, associated with your medical, psychological and psychiatric treatment that otherwise might be protected from disclosure by federal or state law.

6. You agree to meet and consult with the Pastor upon his/her request for the purpose of providing assistance to you or for the protection and security of the congregation and the community.

7. You understand and agree that it is necessary for the staff and members of the congregation to be advised of your status and the guidelines agreed upon.

We trust you understand the reasons for these requirements. Please know that we and the staff of this congregation shall be praying for you. We look forward to what God will do in your life and in the lives of members of this congregation as we confront this situation and seek God's direction.

Sincerely,

Pastor

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Lay Leader (or other Official)

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The buddies to be called any time you plan to come to the campus of the church are:

1) \_\_\_\_\_

Tel no. \_\_\_\_\_

2) \_\_\_\_\_

Tel no. \_\_\_\_\_

3) \_\_\_\_\_

Tel no. \_\_\_\_\_

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE MANDATORY GUIDELINES CONTAINED IN THE LETTER.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDENDUM  
2018**

**NURSERY POLICIES FOR CUMC**

**ADOPTED FEBRUARY**

- 1) All nursery care provided for and during CUMC programming is to take place ON-SITE. \*CUMC is not responsible for any off-site nursery service.
- 2) Nursery care is provided for children from infancy through Kindergarten.
- 3) Before children arrive, nursery workers must put a fresh sheet on at least one crib.
- 4) All children must be signed into the nursery notebook by their parents. Parents will provide the following information: their location in the building, their cell phone number (for contact), and name(s) of person allowed to pick up the child from the nursery.
- 5) Children's bags and bottles must be labeled with the child's name. If not included, this will be done by a nursery worker.
- 6) The nursery door will remain closed during Sunday morning services.
- 7) In order to ensure the safety of our children, no parent(s) may enter the nursery beyond the interior gate.
- 8) Nursery workers are not to receive guests while working.
- 9) Children are strongly discouraged from bringing toys from home. Exceptions are a blanket or special "comfort" toy. Nursery workers will use their discretion if the item is to be used or placed in a child's bag.
- 10) Eating must be done at the table. No food or cups are allowed in the cribs or common areas.
- 11) Due to potential allergy concerns, children will only receive snacks provided by CUMC.
- 12) When a child is extremely upset (crying for continual 10 minutes) the parent will be contacted.
- 13) Each time a child's diaper is changed; the nursery worker will follow this diaper changing policy:

- a) Use a fresh pair of changing gloves
- b) Change the child's diaper and place diaper and gloves in the diaper pail
- c) Clean the changing surface with the sterilizing wipes provided
- d) Wash hands thoroughly
- e) Soiled diapers are to be placed in the diaper trash can. At the end of nursery service, trash (diapers, wipes etc.) must be collected and taken to the outside trash can.
- f) Soon after arrival, each child in diapers is to be checked and changed accordingly. Thereafter, the child is then checked hourly and diaper changed as needed.

14) There must be two nursery workers in the nursery at all times.

15) There should be NO pictures taken of children while in the nursery, nor should pictures be posted on a personal social media site. (\*Per CUMC Child Protection Policy)

16) Cell phone use is for emergencies or to contact parents within the building only.

17) After children leave, nursery workers must clean and sanitize all surfaces, place toys in the provided bags, and place bags in the designated office. If that location is unreachable the toys are to be placed in the conference room. Put supplies away, leaving the room clean for the next use.

18) Nursery workers may not come to work with their own children unless they have received prior permission from the Child Care Coordinator.

19) Changes in scheduling are to come from the Child Care Coordinator, NOT a fellow co-worker.

20) When leaving employment, nursery workers must return all keys directly to the office manager or the program director.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **ADDENDUM NIGHT CARE POLICIES FOR CUMC ADOPTED FEBRUARY 2018**

These policies are for the health and safety of our children and our workers.

1) All Night Care supervision provided for and/or during CUMC programming is to take place ON-SITE. \*CUMC is not responsible for any OFF-SITE Night Care service. \*

2) Night Care is provided for students from First to Sixth grade, (ages 6-12)

3) All students must be signed in by their parents in the provided notebook. Parents will provide the following information: their location while their children are in the Night Care Room; a cell phone number (for contact); the name(s) of person who may pick the student up.

4) The students will then hang up their bag and jacket.

5) Students' bags and jackets must be labeled with their name. If labels are missing, a Night Care worker will add them.

6) Night Care workers are NOT to receive guests while working.

7) Students are strongly discouraged from bringing toys to Night Care.

8) Eating must be done at the table. No food or drink is allowed in the common areas.

9) If a student becomes extremely upset, the parent will be contacted.

10) Students are expected to respect all property of CUMC, as well as the personal belongings of others. This includes not only toys but also furniture, equipment, and Night Care space. Students are expected to respect Night Care workers and are expected to stay in the designated areas provided.

11) There must be two Night Care workers in the room at all times.

12) Homework will take priority on the computers. If the computers are not needed for homework, then students may play provided games. Students will take turns using the computers for games.

13) Due to potential allergy concerns, students will only receive snacks provided by CUMC.

14) NO pictures should be taken of students while in the Night Care room, nor should pictures be posted on a personal social media site. (\*Per CUMC Child Protection Policy)

15) Cell Phone Use:

a) Workers: for emergencies or to contact a parent that is in the building

b) Students: cell phones must be kept in their bags; cell phones are NOT TO BE USED in Night Care

16) After students leave, Night Care workers must:

a) Clean and sanitize all surfaces

b) Place toys in the provided bags

c) Place the toys in the designated office or space

d) Put supplies away, leave the room clean and ready for the next use.

17) Night Care workers may not come to work with their own children unless they have received prior permission from the Child Care Coordinator.

18) Changes in scheduling are to come from the Child Care Coordinator, not a fellow coworker.

19) Night Care workers must turn in all keys when leaving employment. The keys are to be returned directly to the office manager or the program director.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_