

**Lyttleton Street
United Methodist Church**

**Safe Sanctuary
Policy & Procedure
Manual**

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Lyttleton Street United Methodist Church

Safe Sanctuary Mission

Lyttleton Street United Methodist Church is a spiritual community, which takes seriously its responsibility to provide a safe and nurturing environment for children, youth and vulnerable adults who participate in our ministries. In keeping with our covenant relationship with God, we honor our Lord and all who seek Him, by doing justice, loving kindness and walking humbly with Him. (Micah 6:8). All volunteers and employees who are in leadership roles in these ministries are living out the vows we take in baptism to nurture our children and youth in the Christian faith. Every church worker plays a key role in fostering the spiritual development of individuals and families in our church community.

The disturbing and traumatic rise of physical and sexual abuse of children, youth and vulnerable adults has claimed the attention of our nation and society. The following statements reflect the commitment of Lyttleton Street United Methodist Church to provide a safe environment for all children, youth and vulnerable adults and church workers who participate in church sponsored ministries.

In an effort to provide a safe community, this church requires all church employees and volunteers to commit themselves to the Safe Sanctuary Policy for the Protection of Children, Youth and Vulnerable Adults adopted by the Administrative Council of this Church. As members and participants in the programs and undertakings of this household of faith, we pledge to conduct ourselves in a manner consistent with the teachings of Christ and that we will guard our thoughts and tongues, will refrain from any behaviors which corrupt our witness for Christ, and that our actions and choices will reflect prudence, purity of heart, and an earnest love for the will of God.

Children and youth are defined as minors that are anyone under the age of 18. A vulnerable adult is an individual, age 18 or over, who, because of age, developmental disability, mental illness, or physical handicap requires supervision or personal care and lacks the personal and social skills required to live independently. Commitment to this policy will require church workers to provide personal information, review the church's Safe Sanctuary policy and understand that they will be under the supervision of their respective leaders.

The Safe Sanctuary Policy is a comprehensive effort for the benefit of the entire Lyttleton Street congregation and to all visitors and participants in our programs and events. Every staff member will be expected to conduct his/her duties with strict adherence to the guidelines outlined within this manual. The Manual will be maintained and updated by the designated member of the Education Committee, who will also be responsible for conducting periodic, random compliance audits. The Education Committee will also formally review this Manual once a year, to verify that all materials have been appropriately updated. While verification of training will be the responsibility of the Director of Youth & Children, the recruitment of trainers and the oversight of the training function will remain the responsibility of the Education Committee.

Definition: Abuse is defined as any misuse of power or authority that causes, or has potential to cause, emotional, physical, or verbal damage to a child, youth, or vulnerable adult.

The law recognizes that no minors can consent to sexual contact or physical abuse because of their age and vulnerability. The church affirms this position and will not tolerate any abuse.

This policy does not preclude the reporting of suspected abuse occurring outside the parameters of this policy.

Safe Sanctuary Committee

Each position listed below will be a standing appointment on the Safe Sanctuary Committee (*ex officio*):

Clergy/Staff

- Minister
- Associate Minister (if any)
- Director of Youth & Children
- Director of Music Ministries
- Nursery Coordinator

Committee Representatives

- Education Committee Designee
- Designee from Staff Parish Relations Committee
- Parent Representatives
- Youth Council Representative
- Music Ministry Representative
- Member at Large
- Professional Volunteer (lawyer, social worker, counselor, law enforcement professional or other member in relevant vocation)

The Committee will meet as needed to update members on policy or program changes and to verify that the Committee is fulfilling its obligations to the congregation. The Committee may be assembled for emergency purposes at anytime, but as soon as practicable, following any reportable incident and as often as necessary to revise procedures, provide instruction/assistance to clergy, staff or volunteers and to keep members of the congregation properly informed of LSUMC Safe Sanctuary Program and its ongoing administration. The Committee will also be responsible for coordinating the training for all staff and volunteer workers in these policies and procedures in either verbal or written form (See Section on Volunteer Training).

Hiring, Placement & Training of Compensated Workers & Volunteers

Employees of Lyttleton Street UMC

1. Prior employment
2. References and screening
3. Background Check for Criminal Record and Driving Record
4. Record Confidentiality

No applicant that is found to have been involved in any activity, in which the applicant abused, exploited, or neglected children or youth will be approved. Any conviction of a crime against children or youth shall disqualify any applicant. The SPRC reserves the right to also disqualify applicants that have been convicted of other violent offenses or have been convicted of behaviors which indicate that the applicant is ill-suited to work with children or youth (drug related convictions, DUI/DWI convictions within past five years, or other convictions for offenses such as rape, murder, assault, domestic violence, theft, etc...)

Volunteers: A volunteer refers to any person who engages in unpaid work at or in the name of LSUMC, including but not limited to teachers, guides, acolyte coordinators, childcare volunteers (including parents), children and youth group leaders and helpers, Vacation Bible School volunteers, and parent chaperones.

This policy requires that anyone working with children, youth or vulnerable adults must have a clear background check for criminal record. Also, anyone driving children, youth or vulnerable adults must have a clear driver's record. Background checks and driver's records will be checked every three years. Currently background checks are performed by a professional organization outside of the church.

II. Rules of Behavior – Nursery/Children’s Ministry

- A. *Two Adult Rule* -Whenever practicable, a minimum of two unrelated teachers shall be present during any children’s activity. We will strive to never have a teacher working alone with any children. When this is not practicable, we will ensure that an independent third party is in the hallways to act as a visible presence in support of all individuals involved.
- B. *Open-door-policy* - All children’s classrooms will have either a viewing window that will remain free of covering or a dutch door where the top door will remain open at all times. If the classroom does not have a dutch door or viewing window, the door must remain open at all times. The teachers/volunteers shall never be in a closed-door situation with any children.
- C. *Visible Presence*: A Sunday School coordinator, paid nursery worker, or staff person will be in the hallways whenever volunteer teachers are teaching children. This person will act as a visible presence in support of teachers, as well as a deterrent of any potentially harmful situations for our children.
- D. *Restroom Policies*: In situations where an escort is needed for a trip to the restroom, a teacher will stand outside the restroom and only assist the child if needed. Whenever a teacher is in the restroom with a child the door will remain open. The teacher shall never be in a closed door situation with a child. If a child soils themselves during Church or Sunday School (other than changing a diaper), every attempt will be made to locate a parent. If a parent is unable to be located, two adult volunteers will be present while cleaning up the child.
- E. *Discipline*: Corporal punishment, of any kind, is never appropriate. Teachers are asked to redirect a child who displays inappropriate behavior.
- F. *Staff and Administrators*: As appropriate, a staff member or administrator will supervise ongoing programs and may make unannounced visits into classrooms or other program sites.
- G. *Emergency Contacts*: We strive to have all children accompanied by a parent or custodian while on church grounds, but we acknowledge that this is not always the case. For those instances where a parent or custodian is not on-site, we will maintain emergency contacts on file. Contact sheets will be updated on an annual basis in conjunction with Promotion Sunday. In addition, there will be a designated drop off and pick up point that will be supervised by two unrelated adults (whenever practicable) until all children have been picked up.
- H. *Medication*: No medication will be administered by LSUMC volunteers or paid staff workers without written consent of the parent prior to the event.
- I. *Privacy*: Any pictures posted of children at LSUMC events will be limited to pictures framed along the walls of the church building. Any other use of a child’s picture (for promotional purposes or on the LSUMC website) will not be done without the express written permission of the child’s parent or custodian. If we are unable to obtain permission, then identifying information will not accompany the picture (ex, group picture with visitors).

Youth Ministry Protection Procedures

These procedures cover the activities of the Youth Division at Lyttleton Street United Methodist Church. Children are placed in the Youth Division beginning 6th grade through the summer after 12th grade.

I. Supervision of Youth

- A. Supervision Ratios of Youth and Adults:
 - 1. *For safety purposes*, with high school and middle school students there will be, whenever possible, two unrelated adults for every 14 youth.
 - 2. *For purposes of supervising youth*, an adult is defined as anyone who is at least 23 years old. Anyone under the age of 23 must be screened and approved by the Director of Youth & Children before allowed to be used in a leadership position.
- B. Responsibility Times for Youth Ministry Workers:
 - 1. The youth ministry assumes responsibility for supervision of youth from 15 minutes before a scheduled event until 15 minutes after a scheduled event.
 - 2. The youth ministry is not responsible for youth at times when no youth ministry offerings are scheduled and also not responsible for youth when youth are choosing not to participate in the youth ministry offerings which are scheduled.

II. Guidelines for Youth Counseling in Informal and/or Individual Settings

- A. Same sex counseling is encouraged. However, ministry priorities and immediate circumstances may make same sex counseling unfeasible. When occasions of other than same sex counseling occur, a youth worker should seek to abide by the two unrelated adult rule.
- B. In a situation where the two unrelated adult rule is not feasible, a youth worker is expected to move him/herself and the youth he/she is counseling towards the rest of the group, in hope of finding a second adult.
- C. The youth ministry has an interest in helping youth and youth ministry workers maintain appropriate boundaries. Youth workers need to communicate the message that I am your friend, but I am not your peer clearly at all times, not only in the midst of crises, but also before any crises emerges.
- D. *Non-parental Adults*: Youth workers under the age of 23 need to maintain the distinction between leader and peers. They will not have authority over students, but will be invited to lead by example. When they are in this leadership position their prior relationship becomes secondary. Youth workers over the age of 23 must also be aware of the distinction between leaders and peers.

III. Guidelines for Youth Counseling in Formal and/or Group Settings

- A. In Sunday School or a small group setting, the goal is to have two unrelated adults in every room; if not the open door policy will be in effect.
- B. In Youth Fellowship, the goal is to have two unrelated adults for every 14 youth in attendance. If possible, when dividing into small groups, we would like to have two unrelated adults, per group.

IV. Other Youth Guidelines

- A. No medication will be administered by LSUMC volunteers or paid staff workers without written consent of the parent prior to the event. All medication must be logged into LSUMC staff using the permission form in the back of this policy. The youth ministry is not responsible for a youth taking medication if they have not received written notification from the parent or custodian of such responsibilities prior to an event.
- B. In the age of social media, we acknowledge that we cannot control the ultimate reach of pictures and information posted about our youth. Youth will be informed of the dangers of social media and asked to show respect and Christian ideals when posting photos or information regarding others.

Transportation Procedures for Children/Youth Activities

The following procedures are for providing transportation for Children/Youth to and from activities sponsored and/or supervised by Lyttleton Street United Methodist Church and affiliates. These procedures relate to transportation provided by the church, parents of youth, and youth workers to and from activities off the church property.

A. Vehicle Requirements:

1. These vehicle requirements pertain to vehicles owned by Lyttleton Street United Methodist Church, those provided by parents of participating children/youth, those provided by youth workers and any external commercial vehicles provided for transportation of children/youth.
2. All vehicles shall be in good running order, have a current valid license plate, and passenger restraints. The passenger restraints must be used while transporting children/youth.
3. All vehicles shall have insurance coverage as required by South Carolina law. A copy of a current insurance card must be in the operated vehicle.
4. All vehicles will be multi-passenger vehicles. No motorcycles, scooters, or mopeds will be allowed. No vehicle will be allowed to carry more than the passenger capacity as specified by the vehicle manufacturer.

B. Qualification of Drivers:

1. All drivers will be workers (as qualified by the Safe Sanctuary Policies and Procedures), parents of participating youth or licensed commercial drivers. The Director of Youth & Children will pre-approve all drivers.
2. All drivers will have a current valid driver's license with the classification for the vehicle being driven and be at least 25 years of age, unless he or she is a staff member of the Church, including staff summer interns (this is to accommodate summer programming and activities).
3. All drivers who are staff workers will be subject to periodic checks of their motor vehicle record.
4. When feasible, a minimum of two unrelated adults shall supervise all groups of children and youth on off-site events.

C. General Rules for Transportation:

1. Unless otherwise approved by the Director of Youth & Children and the parents/custodians, all transportation subject to these procedures will begin and terminate at the church property.
2. All drivers will obey all traffic laws. Failure to do so may disqualify them from driving for church related activities.
3. For overnight church functions, signed parent permission forms will be obtained from each child/youth prior to being allowed in any of these vehicles. If the youth does not have a completed permission form he/she will not be permitted to participate in the transportation arranged by the church. The permission forms are to be collected and checked by the group leader prior to leaving the church property. Upon return to the church, the forms will be provided to the appropriate administrator.
4. No driver is to transport any child/youth alone, without written or verbal permission from the youth's parents. If possible, there will always be more than one youth in the vehicle. In the event there is one child or youth in the vehicle the minor must be seated in the rear seat of the vehicle. The two unrelated adult rule does not apply in the parent-child relationship.

V. Procedures for Children/Youth Overnight Activities

- A. These procedures cover youth activities which require an overnight stay and are sponsored and/or supervised by LSUMC and affiliates. This includes, but is not limited to camping, lock-ins, hotels/motels, and overnight stays in a personal dwelling.
- B. Approval - A signed parent permission form will be required of each child/youth prior to the activity. These will be collected and approved by the group leader prior to the activity. Following the activity, the forms will be provided to the appropriate administrator.
- C. All overnight or off church property activities require the prior permission of the appropriate administrator or director.

D. Providing Adequate Personnel:

- a. **On-site** programs that involve children and youth will include supervisory personal according to the following ratios:

Children 5K – 5th Grades	2: max of 24 / 3: max of 36 / 4: max of 48
Youth	2: 14

- b. **Off-site** programs that involve children and youth will include supervisory personal according to the following ratios:

Children 5K – 5th Grade	2: max of 16 / 3: max of 24 / 4: max of 32, etc.
Youth	2: max of 28 / 3: max of 35 / 4: max of 42, etc.

VI. Rules of Conduct for Children/Youth Overnight Activities

- A. All persons are to abide by the Safe Sanctuary Policies and Procedures, including the team approach for supervision.
- B. None of the children/youth will be allowed away from the designated overnight area without prior permission of the group leader and the parent's signed permission.
- C. No members of the opposite sex will be allowed to have unsupervised visits in the same room or to sleep in the same room.
- D. Adults will not be allowed to sleep in the same bed with a child/youth unless the child/youth is their child and of the same sex. (This rule allows for rare instances when this is necessary on Youth ski trips or other similar events).

Volunteer Training

- Training information will be provided to each and every eligible LSUMC volunteer, who will teach, work with, coach, counsel, transport, supervise, chaperone, lead or direct any member, visitor or participant under the age of 18, or vulnerable adult.
- All staff and volunteer workers will receive training in these policies and procedures in either verbal or written form every three years. As stated in the Mission Statement, this training will be the responsibility of the Education Committee and verification of this training will be done by the Director of Youth and Children. If an individual is unable to attend training, he or she must meet with the Director of Youth and Children to ensure that they have an adequate understanding of these policies and procedures.
- Eligible Lyttleton Street volunteers are defined as persons who have been members of, or active participants (regardless of membership status) at, Lyttleton Street United Methodist Church, have never been convicted of any child abuse offense, and are willing to be trained in our Safe Sanctuary Program and consent to a background investigation. Exceptions to this will only be made by the appropriate program director.
- Volunteers must read the information provided, consent to a background check, and submit a completed volunteer application and signed Covenant form with the Program Director **before** serving as a volunteer. On the rare occasion, and only when extreme situations dictate, will an exception be made to this policy.
- As formal training will be completed every three years and individuals may desire to join in this ministry after the training is completed, a meeting with the Director of Youth and Children to review the policies, a background check, a completed volunteer application, and signed Covenant form will be considered sufficient training until formal training can be completed at the next available date.
- We anticipate that these exceptions will only be necessary at the onset of the initial administration of our congregation-wide program and the Trustees reserve the right to terminate these exception provisions at will. Such revocation will be documented in the contents of the Safe Sanctuary Manual.

Incident Reporting

Reporting:

Do not ignore any incident of abuse. Any suspicious activity, observed abuse, or victim allegations that are brought to the attention of a church worker or volunteer must be reported immediately to the persons identified below:

- a. Allegations against volunteers
 - The safety of the child, youth, or vulnerable adult is secured before confronting the accused.
 - In instances where the alleged violation happened while the victim was in the care of LSUMC, the parent or guardian will be notified immediately.
 - The accused will be relieved of duties by the appropriate program director until the issue is resolved.
 - A report is made to the appropriate program director and then, in turn, to the Pastor. Working together with the witness, an incidence report will be completed.
 - The Pastor and Director shall determine if the District Superintendent shall be notified.
- b. Allegations against Employees
 - The safety of the child, youth, or vulnerable adult is secured before confronting the accused.
 - In instances where the alleged violation happened while the victim was in the care of LSUMC, the parent or guardian will be notified immediately.
 - The appropriate program director will relieve the accused of any duties which are related to the allegation until the issue is resolved.
 - For any employee other than the Senior Pastor, the report shall be made to the Chairperson of the Staff Parish Relations Committee (SPRC) and the Pastor and/or Associate Pastor
 - The Pastor and/or Associate Pastor and the Chairperson of the SPRC shall determine if the District Superintendent shall be notified.
- c. Allegations against Senior Pastor
 - The safety of the child, youth, or vulnerable adult is secured before confronting the accused.
 - In instances where the alleged violation happened while the victim was in the care of LSUMC, the parent or guardian will be notified immediately.
 - The Senior Pastor will be relieved of any duties which are related to the allegation until the issue is resolved.
 - Reports against the Senior Pastor shall be made to the Chairperson of the SPRC
 - The Chairperson of the SPRC shall immediately notify the District Superintendent.
 - The report shall be made to all of the following
 1. The Chairperson of the SPRC
 2. The Chairperson of the Church Council
 3. The District Superintendent
 4. Legal representative for the Church
- d. Other Allegations (ex. child making statements about things happening at home or outside of LSUMC)
 - The Senior Pastor and appropriate program director will discuss and report to authoritative bodies as required by law.

Responding to Allegations of Abuse:

If the incident requires intervention or investigation by authoritative bodies, then the following steps shall be taken:

- A response team shall be formed and will be assigned to take any further actions that are required. The Response Team shall follow the advice of legal counsel and the District Superintendent (or the Superintendents representative)
- The Response Team shall be made up of the Senior Pastor (if appropriate), The Staff Parish Relations Committee Chairperson, the Church Council Chairperson, and other professionals as deemed necessary for the incident.
- The Response Team shall appoint one sole media spokesperson. The Response Team shall determine the appropriate means of communicating with the congregation. No staff person should ever answer any questions from a member of the media. The staff member, or any other member of the congregation, should get the interested party's name and phone number and respectfully tell them that the media spokesperson will get back to them as soon as possible. The following "hold response" can be used: "I want to make sure we give you the most

accurate and up-to-date information. Our Director of Communications can best help you. If you give me your contact information, deadline, and topic you are calling about, I will have him return your call as soon as possible.”

- The Response Team will:
 1. Consult with church attorney for advice regarding compliance with reporting laws – then file the necessary report with the appropriate agency within the time frame required by the State of South Carolina.
 2. Notify the liability insurance company. Involving the insurance company is not an admission of negligence. It is a wise protective measure and may be the means by which legal counsel may be retained to provide a defense for the church and, possibly, for the accused. Besides making a coverage determination, the insurance company can also offer advice and assistance in addressing the incident.
 3. Cooperate in the investigation conducted by the insurance company and/or Child Protective Services.
 4. Provide ongoing spiritual and counseling support for the victim and his/her family.
 5. Consider the spiritual needs of the accused and seek assistance from the District Superintendent and Conference personnel in providing the proper counseling and response for the accused and the accused’s family.

Post Reporting:

LSUMC acknowledges that there are many victims who may be affected by an incident or of suspicion of child abuse or neglect. We are mindful that the following persons will require the proper response, care, counseling and support following any such event:

- Family members of the harmed child, youth, or vulnerable adult
- Peers of child, youth or vulnerable adult
- Peers of the child’s or youth’s or vulnerable adult’s parents
- Remaining workers of children, youth, or vulnerable adult programs
- Congregation as a community of faith
- Family of the accused abuser

We believe that failure to address the issues of suffering, anger, fear, and grief that occur within the church after abuse can have extended and unnecessary consequences for everyone. We will not hide or neglect our responsibility to promptly and appropriately address any incident of abuse and that as a congregation we are committed to the prevention of and termination of behaviors which contribute to the cycle of abuse. The following represents the steps we will take to assure that the congregation and those affected may be restored to a feeling of well-being and justice.

- First:** Truth telling is the most important component in post-loss recovery. Our communications will be honest, measured, and respectful of all parties involved. Written communication will be factual and will work to dispel rumor and innuendo and to assure the congregation of the efforts taken to secure the safety of the victim and to resume the functions of the ministries and programs.
- Second:** Senior clergy may call a congregational meeting so that members can attend to learn about the church’s response to the allegation of abuse. The meeting will be led by appropriate senior clergy, lay leaders, and the District Superintendent. A non-member Counselor may be available to address attendee questions and feelings.
- Third:** A task force will be established to determine how LSUMC will adapt its ongoing ministries to appropriately acknowledge and recover from the incident. Educational programs in various forums (Wednesday night classes, Adult Sunday School Curriculum, UMW, etc.) will be implemented to promote healing, justice, education and restored worship.
- Fourth:** The Safe Sanctuary Committee will work closely with the Task Force and clergy to modify any procedures and policies based upon incident outcomes and to diligently engage in every effort to prevent any further incidents of abuse and neglect.

Due to the mandate of reporting all accusations of misconduct to the proper authorities and following through with appropriate investigation, we recognize the possibility of innocent persons living under a cloud of stressful allegations.

Whether this persists for a brief or long period of time, the circumstance is regrettable. We also recognize that irreparable damage can be caused to the reputation, employability, and family life of someone thus wrongly accused. Therefore it is with intentional resolve that the leadership and members of Lyttleton Street United Methodist Church treat each accused person with respect and dignity throughout the necessary proceedings, and if cleared of charges, treat them with all the love and care necessary to restore the accused to full fellowship and trust in the life of the church and community when the matter is concluded.

We further regret any case where an innocent person is *found* guilty and thereby punished for something he or she never did. Because this possibility can exist within the limited capacities of investigative and legal systems, it is important to reclaim our belief that all human life is ultimately valuable in the eyes of God, and, as His representatives in this world, we, the Church, extend God's grace and love to all persons, whether convicted or cleared of charges.

Notification Contacts:

- Child Protective Services: Kershaw County DSS (803) 432-7676
- Insurance: Church Mutual Insurance Company
- Law Enforcement: in accordance with local law as instructed by Child Protective Services and legal counsel.
 - 1) Camden Police (803) 425-6035
 - 2) Kershaw County Sheriff (803) 425-1512
- Legal Representative:
 - 1) As provided by insurance company and/or
 - 2) Legal representative for church

Incident Report

Name of person reporting:		
Alleged Victim Name:	Age:	DOB:
Date & place of initial report from alleged victim:		
Alleged Victim's statement:		
Name of Accused:	Relationship to alleged victim:	
Date reported to Director of Youth & Children (if applicable):	Date reported to Senior Pastor:	
Additional Information:		
Date of meeting with parent/guardian (if applicable):	Spoke with:	
Summary of conversation:		
Date of call of DSS (if applicable):	Spoke with:	
Summary of conversation:		
Date of call of Law Enforcement (if applicable):	Spoke with:	
Summary of conversation:		

Documentation (Record keeping, Storage and Purging)

The Pastor or appropriate Church staff will be responsible for maintaining the following documents and assuring the confidentiality of same:

1. Staff and volunteer background checks
2. Motor vehicle reports
3. Documents necessary for employment at LSUMC
4. Incident reports and all meeting notes/correspondence
5. Instructions from law enforcement/Child Protective Services
6. Insurance claims records and correspondence
7. Litigation files and associated documents/correspondence

Copies will be produced only as required by law, insurance or as deemed appropriate by mutual agreement by the Senior Pastor. Background checks for prospective applicants who are not hired will be destroyed within 60 days. Paid staff records will be destroyed after a 20-year period.

All information acquired during the recruiting of volunteers and employees shall be treated in a confidential manner. For volunteer church workers, records will be purged after the volunteer has transferred membership or otherwise left the congregation or 24 months after the volunteer's last active participation in a Children's or Youth Program (including music ministries).

The Safe Sanctuary Committee will meet as needed to review records of volunteers and Senior Pastor and SPRC will meet periodically to review paid staff records, at this time they will purge outdated documents. It is particularly important to have a routine method to properly dispose of anything discovered in the employment or volunteer application process that is not public record. Such files must be maintained under the strictest confidence and locked in a cabinet to assure that they are not seen by unauthorized parties. Because liability insurance policies are largely written on an occurrence basis, these policies and other related insurance records and any claims files will be kept indefinitely.

Volunteer Information Form & Authorization and Request for Criminal Record Check

Littleton Street United Methodist Church is committed to providing a safe environment for children, youth and vulnerable adults who participate in our programs. This information form is to be completed by all persons intending to work with them.

Full Name: (first middle last)		
<i>Other names ever used?</i>		
Address:		
City:	State:	Zip:
Home Phone:	Work or Cell Phone:	
Date of Birth:	Place of Birth:	SSN:
Driver's License #:	State issued:	Email:
Occupation:	Employer:	
List any special gifts, talents or training you may have (related to ministry area)		
<i>Have you ever been arrested for any reason?</i>	<i>Yes</i>	<i>No</i>
<i>Have you been convicted of any crime?</i>	<i>Yes</i>	<i>No</i>
<i>Do you have traits or tendencies that could pose any threat to children, youth or others?</i>	<i>Yes</i>	<i>No</i>
<i>Have you ever participated in, been accused, charged or convicted of child abuse, molestation or improper conduct involving a minor?</i>	<i>Yes</i>	<i>No</i>

All information provided or given will be kept completely confidential.

Applicant Verification and Release:

I recognize that LSUMC is relying on the accuracy of the information contained herein. Accordingly, I attest that all of the information that I have provided is absolutely true and correct. I have carefully read the Safe Sanctuary Policy and agree to abide by them and to protect the health and safety of the children, youth and vulnerable adults.

I hereby authorize LSUMC to obtain a background check by an authorized third party provider. I release police and sheriff's departments or any agency LSUMC uses to obtain information from all liability that may result from any such disclosure made in response to this request.

Applicant Signature: _____ **Date:** _____

Volunteer Covenant

Lyttleton Street United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by this church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of worship, safe and secure for all who enter and as a place which everyone can experience God's love through fellowship and growth in Christ.

Please answer the following:

- 1) As a volunteer in the Lyttleton Street United Methodist congregation, do you agree to observe and abide by all the church policies regarding working in ministries with children and youth? ____ Yes ____No
- 2) Have you **read** LSUMC's Safe Sanctuary program and agree to abide by its dictates, expectations, and requirements? ____ Yes ____No
- 3) Do you agree to promptly report to your supervisor any observance, awareness or suspicion of abusive or inappropriate behavior as defined in your training? ____ Yes ____No
- 4) As a volunteer of LSUMC, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? ____ Yes ____No

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

Printed Name: _____

Signature: _____ **Date:** _____

Nursery Registration Form

Child's Name: _____

Date of Birth: _____ Age: _____

Parent/Guardian Name: _____

Address: _____

E-mail Address: _____

Phone number: _____

Service normally attended _____ 9:00 _____ 11:15

Where can you be reached during the Sunday School Hour? _____

Does this child have any special needs? (bottle, pacifier, potty training, etc?) _____

Child's siblings (name and age):

Allergies/Medical Information/Other: _____

Emergency Contacts: _____

Names of persons who may pick up this child other than parents:

By signing below, I give my permission to have my child's picture taken and used for celebratory or promotional purposes at LSUMC, including but not limited to, pictures posted throughout the church building, on the church website, in the newspaper, or through social media outlets promoting the church and its activities.

Sunday School Registration Form

Child's Name: _____

Date of Birth: _____ Age: _____

Grade and School: _____

Parent/Guardian Name: _____

Address: _____

E-mail Address: _____

Phone number: _____

Where can you be reached during the Sunday School Hour? _____

Child's siblings (name and age):

Allergies/Medical Information/Other: _____

Emergency Contacts: _____

Names of persons who may pick up this child other than parents:

By signing below, I give my permission to have my child's picture taken and used for celebratory or promotional purposes at LSUMC, including but not limited to, pictures posted throughout the church building, on the church website, in the newspaper, or through social media outlets promoting the church and its activities.

Appendix E

Permission to Administer Medication

Child's Name: _____

Name of Medication: _____

Medicine requires refrigeration: _____ Yes _____ No

Dosage: _____

Times to be given: _____

Dates to be given: _____

Parent's Signature: _____

Date of form: _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date _____ _____ _____ _____ _____ _____ _____

Time _____ _____ _____ _____ _____ _____ _____

By _____ _____ _____ _____ _____ _____ _____

Initial _____ _____ _____ _____ _____ _____ _____