

### **Introduction**

Jesus said, "Whoever welcomes [a] child...welcomes me." (Matthew 18:5) He 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 those who cannot protect themselves.

In response to the call and action of the 2003 Oklahoma Annual Conference, we hereby commit ourselves as a community of faith to this policy of safety for children, youth, and vulnerable adults.

### **Purpose**

Our congregation's purpose for establishing this Safety Policy and accompanying procedure is to demonstrate our absolute and unwavering commitment to create within our ministries a "safe sanctuary" that will foster healthy growth and development in spiritual and other dimensions as we have opportunity to provide ministry.

### **Statement of Policy**

Therefore, as a Christian community of faith and an Oklahoma United Methodist Congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all children, youth, and vulnerable adults as well as all those who work with them. It is our policy to:

- Follow reasonable safety measures in the selection and recruitment of workers;
- Implement prudent operational procedures in all programs and events;
- Conform our facilities to meet reasonable safety standards to reduce risk of harm or injury;
- Provide for workers adequate training regarding the implementation of our policies, procedures, and preferred methodologies;
- Provide adequate supervision and support for workers as they are in ministry on our behalf;
- Educate parents and others in our congregation as to our policies and procedures;
- Have in place a clearly defined procedure for reporting instances of injury, harm or abuse that conforms to requirements of state law;
- Respond with compassion and integrity to needs as they present themselves following incidents of harm, injury, or abuse;
- Regularly review our policies and procedures to assure that they conform to current legal, health, and safety standards.

### **Conclusion**

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

Adopted by \_\_\_\_\_ First United Methodist Church of Owasso, OK on \_\_\_\_\_ October 10, 2004 \_\_\_\_\_

Revised Date \_\_\_\_\_ January 11, 2009 \_\_\_\_\_

**Procedures for the Implementation of Our Safety Policies adopted October 10, 2004 and revised on January 11, 2009.**

**Follow Reasonable Safety Measures in the Selection and Recruitment of Workers;**

1. All workers with children, youth, or vulnerable adults will have been active with their peers in the life of this congregation for at least three months prior to their taking responsibilities in our ministries or they must be teamed with another approved adult servant until their three month period has been achieved.
2. Every person working with children, youth, or vulnerable adults will complete the conference Safe Sanctuary screening process along with the Servant Application and Participation Covenant. This information will be reviewed and updated every four years.

**Implement Prudent Operational Procedures in All Programs and Events;**

1. At least two adults will be present for all activities, programs, and events for children, youth, or vulnerable adults. Leaders should never be alone, one-on-one, with a child, youth, or vulnerable adult in an isolated or closed situation.
2. The following ratios are to be observed in all activities, programs, and events:
  - a. Nursery and Toddlers

1)	Birth to 12 months of age	1 adult to 4 children
2)	13 months to 24 months	1 adult to 5 children
3)	25 months to 30 months	1 adult to 6 children
4)	31 months to 36 months	1 adult to 7 children
5)	4 and 5 year olds	1 adult to 8 children
  - b. Elementary (Kindergarten – 5<sup>th</sup> Grade)

1)	Sunday School and Bible Study	1 adult to 8 children
2)	C2C Club at the church	1 adult to 8 children
3)	C2C Club outside of church	1 adult to 5 children
4)	KFC Club at the church	1 adult to 8 children
5)	KFC Club outside of church	1 adult to 6 children
  - c. Youth

1)	Sunday School and Bible Study	1 adult to 10 youth
2)	Youth Group at the Church	1 adult to 10 youth
3)	Youth Group Outside of Church	1 adult to 7 youth
4)	Camps, Youth Forces, Lock-In's, etc.	1 adult to 5 youth
  - e. Vulnerable Adults

		1 leader to 12
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3. Young people ages 15 to 18 are welcome to serve as assistant leaders under direct adult supervision with a coordinators permission providing that the young person is at least four (4) years older than the group with whom he or she will work. To work with Sr. High Youth (9<sup>th</sup>-12<sup>th</sup> Graders), the person must be at least 21 years of age.
  - a. Youth 6<sup>th</sup> Grade and above may serve as assistants to grade levels less than the 4 year separation if an approved adult is present at all times. An example of this would be at Vacation Bible School.
4. If there are not two adults per classroom, a hall monitor will be informed or parents will be notified of this situation.
5. Parents will be informed of details and will be asked to give permission for children and youth to participate in ministry activities that take place away from the church. Leaders will see that parents are informed of any changes made in plans otherwise published, even at the last minute.
6. Servants providing transportation for programs, activities, or events for children, youth or vulnerable adults will:
  - a. Hold a valid drivers license,
  - b. Not have more than two moving violations in the past year,
  - c. Use a vehicle in good mechanical condition,

- d. Carry no more people than can be secured in seat belts or appropriate restraints.
  - e. Provide an up to date copy of their car insurance if their vehicle is to be used for transportation.
  - f. Youth will not be allowed to take other youth on church sponsored activities.
7. Nursery workers will follow sanitary procedures when changing diapers and caring for toilet needs of children.
  8. Sick children will be removed from nurseries and classes to avoid exposure of others.
  9. Only adults or youth over 14 years of age can move or set up TV's, projectors or other heavy equipment. Any such moveable equipment must be securely attached to its conveyance (eg. TV's belted or bolted to the cart).
  10. Children will be under supervision anytime they are in the church building and on the playground. When official childcare is not provided, parents are expected to provide supervision at all times.
  12. Emergency exit plans are posted in each area of the building. Also posted are instructions for tornado safety. These plans are reviewed regularly.
  13. At all lock-ins, retreats, camps, and any other over-night outings, youth will be separated by males and females when it is bedtime or lights out.

**Conform our Facilities to Meet Reasonable Safety Standards to Reduce Risk of Harm or Injury;**

1. Every classroom and office door will have a window providing a view of the interior, if reasonable.
2. Facilities and vehicles will be checked regularly for safety hazards.
3. Toxic materials, including cleaning and other supplies, will be stored in locked facilities well out of the reach of children, youth, and vulnerable adults.
4. Electrical outlets in children's classrooms will be covered when not in use.
5. Playground areas will be checked regularly for dangers.

**Provide for Workers Adequate Training Regarding the Implementation of our Policies, Procedures, and Preferred Methodologies;**

1. Before taking responsibility for children, youth, or vulnerable adults, workers will receive a copy of our safety policy.
2. Orientations about our safety policy will be held when a number of people are available for orientation.
3. Opportunities to update and improve knowledge and skills useful in our ministries will be provided, including CPR and First Aid Training. Servants and paid workers are expected to take advantage of these opportunities.

**Provide Adequate Supervision and Support for Workers as they are in Ministry;**

1. Leaders and teachers will work in pairs whenever possible. When this is not possible, a designated person will be responsible for occasionally observing an individual at work, checking with them about needs, offering affirmation and suggestions for improvement.
2. Leaders and teachers will know to whom they can go for assistance whenever it is needed.
3. Leaders and teachers will be recognized and affirmed by the congregation.

**Educate Parents and Others in our Congregation as to our Policies and Procedures;**

1. Policies and procedures pertinent to a specific area will be posted in an easily accessible location.
2. All policies and procedures will be accessible to any church member. Copies will be kept in a notebook in the church's office.

3. Opportunities to update and improve knowledge and skills useful in our ministries will be provided, including CPR and First Aid Training. Servants and paid workers are expected to take advantage of these opportunities.

**Have in Place a Clearly Defined Procedure for Reporting Instances of Injury, Harm or Abuse that Conforms to Requirements of State Law;**

1. Any instance of injury, harm or abuse that occurs in the context of any of our ministries with children, youth, or vulnerable adults will be reported immediately to the senior pastor and the lay leader. Any such instances involving clergy will also be reported to the District Superintendent.
2. Suspected abuse of any kind is to be reported immediately to the Department of Human Services hotline, 800-522-3511, as required by state law.
3. Forms to document abuse, etc. are available in the church office.

**Respond with Compassion and Integrity to Needs as they Present Themselves Following Incidents of Harm, Injury, or Abuse;**

1. When instance of injury, harm, or abuse occur, the senior pastor, lay leader or other congregational leaders as seem appropriate for the situation, will take the lead in determining the need for ministry and will coordinate its implementation.
2. The Senior Pastor or Lay Leader, working in concert, will act as official spokespersons for our congregation with the community and the media.

**Regularly Review our Policies and Procedures to Assure that they Conform to Current Legal, Health and Safety Standards;**

1. Annually we will conduct a "Safety Audit" to assess adherence to our safety policies and procedures.
2. When the need arises, we will convene a Safety Task Force to bring our policies and procedures up to date. This task force should include representation from the Board of Trustees, the Staff-Parish Relations Committee, the Leadership Development Committee, parents of children and youth, workers with children, youth and vulnerable adults, and others with knowledge, skills, or expertise that will assist the task force in doing its job effectively.
3. Annually the Board of Trustees will assess our insurance coverage.