

Bethel United Methodist Church



Safe Sanctuaries Policy and Procedures

Revised October 25, 2016



BETHEL UNITED METHODIST CHURCH

PROTECTING GOD’S SPECIAL GIFTS: SAFE SANCTUARIES POLICY

Introduction

Jesus said, “*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth; anyone who will not receive the kingdom of God like a little child will never enter it. And he took the children in his arms, put his hands on them and blessed them.*” (Mark 10:13 – 16)

In 1996, the General Conference of the United Methodist Church adopted a resolution aimed at reducing the risk of child abuse in the church. The resolution calls for all churches to welcome the children and to make all churches a safe place for children to grow and learn. This resolution was readopted by the General Conference in 2004. Regrettably, the incidence of child abuse in the home, school, and even the church continues.

The members of Bethel United Methodist Church (Bethel) seek to honor God’s love for children and to protect their well-being and to prevent any form of abuse, harassment or neglect. In responses to Jesus’ teaching, our goal has expanded to provide a safe, secure and loving place for the development of children, youth, and vulnerable adults in the care of teachers and leaders who minister appropriately to their needs.

It is every congregant’s responsibility to ensure Bethel fully achieves the mandates of the 1996 and subsequent General Conferences regarding the protection of children. It is the intent of this policy and corresponding procedures to provide guidance and direction to all members of the church in an attempt to make Bethel a safe Sanctuary for God’s most special gifts.



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Safe Sanctuaries Policy

Table of Contents

Topic	Page
Purpose	4
Theological Foundation	4
Covenant	4
Scope	5
SAFE Team	6
Duties	
Definitions	7
Policies.	9
Screening	9
Supervision	11
Reporting	16
Response	17
Documentation	18
Congregational Awareness	19
Legal Counsel/Insurance Coverage	19
Operating Procedures	20
Screening	20
Employees	20
Volunteers	21
Criminal Background Checks.	22
Supervision	23
Travel	23
Participation	23
Incident Reporting	24
Incident Response	25
Conclusion	25
Forms	26



Purpose

The purpose of this policy is threefold:

- To protect the children, youth, and vulnerable adults who attend and/or participate in activities held at or sponsored by Bethel.
- To provide guidance and protection to those who graciously give of their time, talent, and love in the proper and acceptable manner of supervising, teaching, ~~and~~ leading, and serving the children, youth and vulnerable adults of Bethel.
- To protect Bethel and its employees and volunteers should an allegation of child abuse be levied and substantiated by establishing policies and procedures for reporting and responding.

Theological Foundation

This policy is established and adopted as a tangible affirmation of the commitment we as a congregation make during each baptism. As part of the Baptismal Covenant, we agree to nurture children in Christ's holy church, that by our teaching and example they may be guided to accept God's grace for themselves, to profess their faith openly, and to lead a Christian life (The United Methodist Hymnal, Baptismal Covenant II, page 39).

Covenant

As a Christian community of faith committed to ministry to and with children, youth, and vulnerable adults; the members of Bethel pledge:

- To conduct all our activities and ministries in a manner that assures the safety and spiritual growth of all children, youth and vulnerable adults ~~entrusted to us~~ in our care.
- To follow reasonable safety measures in the selection and recruitment of employees and volunteers.
- To responsibly train volunteers for the population they will serve.
- To be responsible in overseeing Bethel programs and events, ~~and in training~~, so they are able and equipped to minister to children, youth and vulnerable adults in Jesus' name.
- To report and respond to all suspected incidents of abuse and neglect as required by state law and our moral conscience.
- To be prepared to minister to the families of both the abused and the accused.



Scope

This policy and the associated procedures apply to all employees and Safe Volunteers regardless of the duration, type, or extent of employment. To be effective and accomplish the desired purposes, this policy must be applied uniformly and without exception. Any deviation from this policy must be approved in advance by the Chair or Pastor and one other SAFE Team member.

All violations of this policy will be reviewed by the SAFE Team. Serious violations may lead to the termination of the violator’s employment or volunteer’s duties and will prevent the individual from working with children, youth and vulnerable adults through of Bethel. Repeat minor violations may also result in the termination of the offender’s employment or Safe Volunteer’s duties and privileges at Bethel.

This policy is also applicable to all individuals and organizations using Bethel facilities or grounds. The individual or organization leader must read and sign a copy of the policy agreeing to abide by this policy and its mandates.

Any changes to this policy must be approved by the Church Council. The master copy of this policy will be kept on the church’s computer storage system, and will be posted on Bethel’s website.

Emergency Phone Numbers

Emergency # to notify Local authorities:	911
24 Hour Child Abuse/Neglect Hotline:	1-800-292-9582
Or	iseethesigns.org
24 hour Child Mental Health Crisis service	
New Castle Co, north of the canal	1-302-633-5128
New Castle Co, south of the canal	1-800-969-HELP
Kent & Sussex Counties	1302-424-HELP



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SAFE Team

The SAFE Team is responsible for the implementation and enforcement of the Bethel Safe Sanctuaries Policy. The SAFE Team Leader will report to the chairperson of Bethel's Staff Parish Relations Committee (SPRC).

Membership:

The SAFE Team shall be comprised of individuals holding the following positions:

Safe Team Leader	Ed Emmett
Pastor:	Earle Baker
Youth and Family Ministry Director	Ray Davis
SPRC representative	Bob Monti or designee
Bethel Christian School Director or designee	Kathy Pepper
Bethel Christian School Parent Representative	Shannon Staggs
Sunday School Superintendent	Kim Sgromo
Lay Leader	David Robinson
Laity Members	
Trustee Member	Jim Bastian
Administrative Assistant	Jane Lenkner

Duties:

The Bethel SAFE Team is responsible for performing the following functions:

1. Meet with each prospective employee prior to any assignment involving children, youth or vulnerable adults. This mandate may be accomplished by any number of SAFE Team members; however, it is recommended that the Pastor, Youth and Family Ministry Director or the SAFE Team member responsible for the position to which the applicant would be assigned participate in the meeting. For example, a Vacation Bible School volunteer would be interviewed by the Pastor, Youth and Family Ministry Director, and or the Sunday School Superintendent.
2. Review all reports resulting from initial criminal background checks and make recommendations relative to the applicant's suitability to work with children, youth and vulnerable adults to the appropriate committee. The SAFE Team through the Administrative Assistant will monitor all updated criminal background checks to ensure all employees and Safe Volunteers continue to meet the standards for their position.
3. Participate in all new employee orientation sessions to ensure new members and new employees are aware of this policy. The entire SAFE Team need not participate, and the mandate may be fulfilled by providing a copy of the policy to the new member or employee and receiving a signed receipt indicating the new member or employee has received and agrees to read the policy, and comply with its contents.



4. Conduct an investigation of any allegation of child abuse or neglect and ensure the proper law enforcement authorities have been notified of the allegation. Additionally, the SAFE Team will ensure the Church's legal counsel and insurance carrier are notified.
5. Review all injury/accident reports in an attempt to identify conditions which may have contributed to the accident/injury. If causal factors are identified, this information, along with corrective recommendations, will be made available to Bethel's Board of Trustees
6. Review all breeches of this policy and make recommendations to the appropriate committee regarding disciplinary action or policy modification.
7. Identify additional training needs of those employees and volunteers who work with children, youth and vulnerable adults and facilitate that training. The SAFE Team will ensure new employees receive basic training and that all current employees receive annual training in those areas deemed appropriate and necessary by the SAFE Team.
8. Annually review this policy and associated procedures and modify each as necessary.
9. Ensure Bethel's Sanctuary and facilities are appropriately equipped and maintained. This includes ensuring safety equipment (such as fire extinguishers, AEDs, and first-aid kits) and recreational equipment (such as playground apparatus) are properly maintained. While this function is the responsibility of Bethel's Trustees, the SAFE Team will document the completion of the function.



Definitions

Abuse – Shall mean any physical and/or emotional injury to a child, youth or vulnerable adult by those responsible for the care, custody, and control of the individual through unjustified force as defined by Delaware law. Abuse includes emotional abuse, torture, criminally negligent treatment, sexual abuse, exploitation, maltreatment, or mistreatment (.16 Del.C9. 902 Title 10ss901).

Child – Shall mean any person who has not reached his or her 18th birthday (16 Del.C9. ss902).

Employee – Shall mean any paid individual, permanent or temporary, who performs a service for Bethel, including all contractors, and contractors' employees.

Neglect – Shall mean the failure to provide, by those responsible for the care, custody, or control of a child, youth or vulnerable adult; the proper or necessary: education as required by law; nutrition; or medical, surgical or any other care necessary for the child's well-being (16 Del.C. 902). Neglect can also mean threatening or impairing the physical, mental, or emotional health and well-being of a child through inadequate care or protection, nontreatment, or abandonment by the individual's custodian or other person in whose temporary custodial care the ~~child~~ individual is left (Title 10ss901)

Safe Volunteer – A Safe Volunteer is an unpaid individual who has received Safe Sanctuaries training, and received a clear criminal background check before performing a service for Bethel and/or interacting with children, youth, and vulnerable adults.

Supervision—The oversight and responsibility for the safety of children, youth and vulnerable adults.

Vulnerable Adults – Shall mean a person 18 years of age or older, who by reason of isolation, sickness, debilitation, mental illness, or physical, mental, or cognitive disability, is easily susceptible to abuse, neglect, mistreatment, intimidation, manipulation, coercion, or exploitations. Without limitation, the term 'vulnerable adult' includes any adult for whom a guardian of the person or property has been appointed. (title 11 ss 1105(c))

Youth—Shall mean any child in 6th grade or higher.



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Policy

- 1.0 **Screening** – The objectives and purpose of this policy can best be met by thoroughly screening any and all Bethel employees and Safe Volunteers who will have contact with children, youth or vulnerable adults attending an activity at Bethel or off site. It shall be the firm policy of Bethel that all its employees and Safe Volunteers as part of the application process shall be thoroughly screened prior to having contact with children, youth, and vulnerable adults.
- 1.1 **Applications:**
 - 1.1.1 **Employee Positions** – Each individual seeking employment with Bethel must complete an Employee Application (Form #1). An incomplete application will not be considered. The application is specifically designed to collect information necessary for the appropriate committee to make an informed decision regarding the individual’s suitability for the position for which he/she has applied. The application will also collect information needed for the proper screening of the applicant.
 - 1.1.2 **Volunteer Positions** – Each individual applying for a Safe Volunteer position must complete a Volunteer Information Sheet (Form #2) specifically designed to collect information necessary for the appropriate committee to make an informed decision regarding the individual’s suitability for the position for which he/she has applied. The Information Sheet will also collect information needed for the proper screening of the applicant. Volunteers are required to complete only the top portion of the Volunteer Information Sheet (Form #2).\
- 1.2 **References** –As part of the application process, each applicant will provide three (3) non-related references along with contact information. The applicant will also sign a Waiver and Consent Form (Form #4) permitting ~~members~~ of Bethel to contact references as deemed appropriate.
- 1.3 **Criminal Background Check** – Each applicant seeking a position which may require the employee or Safe Volunteer to work with any child, regardless of the capacity, must complete Form #3: Authorization and Request for Criminal Records Check, and submit to a criminal background check. A-clear Criminal Background Check is required before the employee or Safe Volunteer is permitted to work with children, youth or vulnerable adults.
 - 1.3.1 **Pre-Assignment** – No employee or Safe Volunteer will be permitted to participate in any Bethel activity or event involving children until a criminal history background check has been performed and reviewed. Refer to 5.5 on page ? for Records Management policy.
 - 1.3.2 **Update Checks** – Triennially, each Bethel employee or Safe Volunteer desiring to continue working with children, youth or vulnerable adults must undergo a criminal background check. The cost of such check will be paid by Bethel.



1.3.3 Disqualifying events:

- 1.3.3.1 Convictions for the following offenses disqualify an employee or Safe Volunteer from working with the children, youth and vulnerable adults of Bethel:
- 1.3.3.2 Any crime classified as a felony in the state of Delaware or a crime in another state whose elements would constitute a felony if committed in the state of Delaware.
- 1.3.3.3 Any crime classified as a misdemeanor in the state of Delaware or a crime in another state whose elements would constitute a misdemeanor if committed in the state of Delaware involving child abuse, whether physical or emotional.
- 1.3.3.4 A conviction for Driving Under the Influence (DUI) of alcohol or drugs, or Driving While Intoxicated (DWI) will disqualify the employee or Safe Volunteer from driving children participating in any Bethel activity for a period of five (5) years subsequent to the conviction and restoration of driving privileges by the state of Delaware. Repeat offenses may permanently disqualify the employee or Safe Volunteer from driving and/or working with Bethel children, youth and vulnerable adults.
- 1.3.3.5 Being listed on the Delaware Sex Offenders Registry. An inquiry of the Delaware Sex Offender Registry will be made of each applicant's name, by the Administrative Assistant.

1.4 **Interview** – Before being placed in a position potentially requiring contact with children, the applicant will be interviewed by the Bethel supervisor responsible for the position to which the applicant would be assigned. For example, a prospective kindergarten teacher would be interviewed by the Bethel Sunday School Superintendent. The purpose of the interview would be to attempt to determine the applicant's reason for seeking the position and suitability for his/her working with children.

1.5 **"6 Month" Rule** – No applicant will be permitted to work with children until he/she has been a member of or a regular attendee at Bethel for six (6) months.

1.6 **Participation Covenant** – Each applicant must sign a Participant Covenant (Form #5) which will help to clearly establish that the abuse of children, youth and vulnerable adults will not be tolerated. The covenant will also declare the congregation's commitment to making Bethel a true "House of God" where all who enter will find a holy sanctuary. Finally, the covenant will define the behavioral standards expected of all employees or ~~Tier~~ 2 volunteers who work with children.

2.0 **Supervision** – To adequately provide for the safety of the children, youth and vulnerable adults of Bethel, each employee or Safe Volunteer must be abundantly aware of the rules which govern the supervision. The policy is also intended to protect employees or Safe Volunteer should an accusation of child abuse be alleged:



- 2.1 **No Child Unsupervised** – No child or youth will be left unsupervised while participating in a Bethel-sponsored activity or event.
- 2.2 **“18 Year Old” Rule** – No child will be considered for a position which places them in a position of authority and responsibility for other children. A child may assist, Bethel employees and Safe Volunteers. All children must be properly screened and adhere to Safe Sanctuaries policies.
- 2.3 **“5 Year” Rule** – Any employee or Safe Volunteer in a position of authority or responsibility for children and youth must be at least five (5) years older than the oldest member of the group for which the employee or Safe Volunteer is responsible.
- 2.4 **“Open Door” Rule** – The interior of any room, office, or area on Bethel Church property in which a Bethel employee or ~~Tier 2~~ volunteer is supervising children must be visible to any person outside the room, office, or area. This can be accomplished by opening the room, office, or area door. This requirement can also be accomplished **with** a window in each door or a “dutch door.”
- 2.5 **“2 Adult” Rule** – No Bethel employee or Safe Volunteer may supervise children alone. Two, non-related employees or Safe Volunteers must be present at all times during Bethel Church-sponsored activities involving children, youth and vulnerable adults. Ideally, two employees or Safe Volunteers would be present in each room, office, or area however this may not be possible. The mandate of this section can be met through the use of a roving employee or Safe Volunteer “Floater” who physically visits each room, office, or area on a random basis throughout the duration of the event or activity.
- 2.6 **Restroom Policy** – Children under six (6) years of age will be escorted to the restroom. Whenever possible, a child should not be escorted alone. The employee or Safe Volunteer will remain in sight of the restroom unless the child requests assistance. If assistance is requested, the employee or Safe Volunteer may enter the restroom but must leave the restroom door open. Children 6-9 years of age may be permitted to walk unescorted to a restroom, but must be accompanied by a child of the same age and gender. Children 10 years old and above may go unescorted.
- 2.7 **Travel** – All rules regarding the supervision of children, youth, and vulnerable adults must be followed while transporting people to/from Bethel-related activities. In addition to the aforementioned rules, the below rules specific to transportation also apply and must be strictly adhered to:
 - 2.7.1 Any employee or Safe Volunteer transporting children must be 21 years of age or older with the “Five Year” Rule espoused in Section 2.3 applied.
 - 2.7.2 The driver must provide a driver’s license, vehicle registration, and proof of insurance to the supervisor responsible for the activity to which the



- passengers will be traveling. The vehicle must appear to be in good working order. The driver must agree to follow all applicable laws.
- 2.7.3 An employee or Safe Volunteer who has been convicted for DUI or DWI within the five (5) years immediately prior to the activity or event will be ineligible to offer transport for Bethel events.
 - 2.7.4 The supervisor responsible for the event or activity must have received a completed Parental Permission Form for all passengers under the age of 18 (Form #7) expressly authorizing the named child or youth to be transported to the specific event. The Parental Permission Form (Form #7) must state the above rules governing transportation and explicitly state the rules will be strictly followed.
 - 2.7.5 The “2 Adult” Rule may be waived during transportation if more than one vehicle is required to transport the children. This waiver is contingent upon the understanding there will always be more than one child or youth in any vehicle occupied by an employee or Safe Volunteer.
 - 2.7.6 A Safe Driving Check may be required.
- 2.8 **Overnight Activities** – These types of activities present unique challenges and potential risk to the children and youth, the church, the employees, and Safe Volunteers. Thus each event involving an overnight stay must be thoroughly planned and approved. The Travel/Overnight Approval Form (Form #8) will be reviewed and signed by the SAFE Team Leader, Pastor, or designee.
- 2.8.1 All children and youth participating in activities off church property must have consent by a parent/guardian (Form #7). If the activity is out of town or overnight, each child or youth must also have a signed parental/ guardian Consent and Medical Release Form (Form #7)
 - 2.8.2 It is strongly recommended that, if the children are represented by both genders, at least one male and one female adult employee or Safe Volunteer supervise the event or activity. Under no circumstances is one adult to take a child, youth, or group of youth on an overnight outing alone. Female staff will supervise female children and youth in their sleeping quarters, and male staff will likewise supervise male youth.
 - 2.8.3 When a hotel will be used for overnight accommodations, no adult will sleep in a room with a child unless the child is the son, daughter, or grandchild of the adult. Only children, youth and adults of the same gender may sleep in the same cabin, room, squad bay, or area. With the exception of a parent/youth combination, an employee or Safe Volunteer and youth will not occupy the same bed or sleeping bag. It is the firm policy of Bethel that at no time will one adult sleep in any room or area with one child. In the event that all youth and adults are housed in one large area, sleeping arrangements will be made that separates the genders, youth, and adults, in the most efficient way possible. Adults sharing sleeping areas with youth of the same gender should do so in a manner that ensures proper decorum and modesty.
 - 2.8.4 Families (mixed gender) who attend overnight activities are permitted to sleep in the same cabin, room, squad bay, or area; however, non-related



youth are not permitted to be in the cabin, room, squad bay or area while sleeping.

- 2.8.5 Persons using the showers will undress and dress behind a privacy curtain or behind a locked bathroom door. At no time will a person be undressed outside of a privacy curtain or outside of a locked bathroom. At no time will two persons occupy the same shower stall at the same time. In the event that the shower stalls are open, all youth and adults must wear bathing suits while showering.
- 2.9 **Pastoral Counseling** – While pastoral counseling can be a valuable resource for a child, youth or vulnerable adult seeking assistance with a spiritual or personal matter, all policies and rules regarding the supervision of children must be closely followed. Should the child request the counseling session occur in private, a parent or guardian should be in the building within earshot. The Pastor must notify another supervisor of the counseling session and inform the supervisor immediately upon concluding each session. If the need presented is beyond the expertise of the Pastor, he or she must refer the individual to an appropriate counselor capable of providing needed assistance. No pastoral counseling should occur without the knowledge and permission of the child or youth’s parent(s), unless such notification would endanger the child.
- 2.10 **Electronic Communications** – Electronic communications between an employee or Safe Volunteer and any child of Bethel must be very limited. All electronic correspondence with a child must be accomplished in a professional manner containing appropriate content. To protect the employee or Safe Volunteer, a member of the SAFE Team should be apprised of the situation, if deemed necessary by the employee or Safe Volunteer. If an inappropriate text is received it should be reported to the Safe Team leader or Pastor for documentation purposes.
- 2.11 **Discipline** – Each employee or Safe Volunteer of Bethel is responsible for maintaining discipline during any activity or event for which he/she is responsible. Ideally this will be accomplished through the establishment of clear, fair guidelines and the positive reinforcement of appropriate behavior. It is understood that this approach may not always be effective. Occasionally negative sanctions ranging from verbal warnings and reprimands to removal from the event or activity must be employed. However, at no time will an employee or Safe Volunteer of Bethel physically discipline a child or youth participating in a Bethel activity. If negative sanctions are not effective, a parent or guardian will be immediately contacted and instructed to respond to the activity or event and the child will be turned over to the parent or guardian. Discipline should be documented in the Participation Covenant Statement (Form #5). Repeat instances may lead to the suspension of the child or youth’s privilege to participate in Bethel activities without the presence of a parent or guardian.
- 2.12 **Training** – While a clear, thorough policy is vital to the protection of children, training is key. Without proper, ongoing training the policy mandates are left to the



interpretation of the individual employee or **Safe Volunteer**. To avoid misinterpretation or misapplication, the SAFE Team will ensure the following training is conducted:

- 2.12.1 **Employee Training** – Before assuming a position which requires routine contact with children, youth, or vulnerable adults each employee will receive training, which at a minimum will acquaint the employee with the issue of child abuse and provide the employee with symptoms of child abuse and explain State of Delaware reporting laws. The new employee will also receive basic First Aid and CPR training to include the proper deployment of the Automated External Defibrillator (AED) within their first year. Each new employee will also receive training regarding this policy and the procedures necessary to fulfill the policy’s mandates. Training for required recertification, i.e., CPR, AED, First Aid, will also be accomplished as dictated by the appropriate governing body. In addition, this policy and associated procedures will be reviewed with each Safe Volunteer annually. All employees are responsible for maintaining current certification.
- 2.12.2 **Volunteer Training** – Safe Volunteers working with children will receive annual training intended to enhance his/her skills and knowledge regarding the proper supervision of children and youth. The content of the training will be defined by the SAFE Team.
- 2.12.3 **SAFE Team Training** – Annually, members of the SAFE Team will attend training sponsored by the Peninsula-Delaware Conference or other conference regarding the implementation, review, and modification of policies designed to protect children. With the permission of the SAFE Team leader and the Pastor, members may substitute training that is intended to strengthen the members knowledge of issues related to the protection of children.
- 2.13 **Documentation** – The following forms must be completed before any child or youth can participate in a Bethel-sponsored activity, or at the conclusion of each event or activity. Each is required to protect the child or youth who is participating and to protect the employees or volunteers responsible for the event or activity. Forms may be modified as needed with – approval as long as the new form requires similar information.
 - 2.13.1 **Medical History Form** (Form #12) – At the beginning of each school year, parents or guardians of those children and youth who will regularly be participating in activities or events sponsored by Bethel will provide a completed Medical History (Form #12) to the church. The Form will attempt to gather information that would be necessary should an accident occur during a sponsored event or activity and a parent or guardian may not be available. If a child or youth begins regular participation during the



school year, the employee or Safe Volunteer responsible for the activity will ensure a Medical History Form (Form #12) is completed.

2.13.1.1 The employee or Safe Volunteer in charge of the Bethel activity or event away from the church campus will take along copies of the Medical History Forms (Form #12) for the children and youth participating.

2.13.1.2 Completed Medical History Forms (Form #12) are valid for 13 months and then must be resubmitted.

2.13.2 Parental Permission Form (Form #7) – Prior to each event or activity that requires transportation away from the Bethel campus, the parent or guardian of a child or youth intending to participate in the event or activity will be provided with a Parental Permission Form (Form #7) which details the planned event or activity. The Form will inform the parent or guardian of the who, what, when, where, and why of the event. Additionally, the rules governing the behavior and expectations of those participating will be provided. The Form must be signed by a parent or guardian and child if the child is a youth. No child or youth will be permitted to participate without a completed Parental Permission Form (Form #7).

2.13.3 General Consent Form (Form #13) – At the beginning of each school year, parents/guardians will be asked to complete Form # 13: General Consent Form. This form shall be used to inform the children's parents/guardians of, and obtain permission for impromptu activities within walking distance of the Bethel campus during the school year. An absent or incomplete form for a child will deny that child from participating in these impromptu activities.

2.13.4 Activity Participation Form (Form #14) At the conclusion of a particular event or activity (such as a mission trip, field trip, etc.), a description of any significant incident that occurred during the event/activity should be recorded (i.e., hospitalization of a child/adult, disciplinary action taken, etc.)

2.14 **Vulnerable Adults** – Bethel UMC views our work with all members of our community as a sacred trust, and feels that many of our procedures for the protection of our children and youth also apply to our work with vulnerable adults.

2.14.1 **No Vulnerable Adult Unsupervised**—No vulnerable adult will be left unsupervised while participating in a Bethel sponsored activity or event.

2.14.2 **Two Adult Rule** – No Bethel employee or Safe Volunteer may supervise or care for a vulnerable adult alone. Ideally, two adults will be in the same room as each vulnerable adult. If this is not practical, a roaming adult may be present with unobstructed views into the room.

2.14.3 **Restroom Policy** – It is strongly recommended that a Bethel employee or Safe Volunteer remain outside the restroom at all times when caring for or



working with a vulnerable adult; however, if assistance is required, the employee or volunteer can enter the restroom but must leave the restroom door open at all times.

2.14.4 **Travel** – All rules regarding the supervision of vulnerable adults must be followed while transporting vulnerable adults. In addition to the aforementioned rules, the below rules specific to transportation all apply and must be strictly adhered to.

2.14.4.1 Any employee or Safe Volunteer transporting vulnerable adults must be 21 years of age or older.

2.14.4.2 The “2 Adult Rule” during transportation should be adhered to at all times if possible.

3.0 **Reporting** – Delaware law requires “any other person who knows or in good faith suspects child abuse or neglect shall make a report” in accordance with Delaware law (16 Del.C9. 903). Any person who knowingly violates Delaware law regarding the reporting of child abuse is subject to be fined not more than \$1,000.00 or be imprisoned for not more than 15 days, or both (16 Del.C9. 914).

The General Conference of The United Methodist Church and The Peninsula-Delaware Conference each mandate any suspected abuse must be reported. Accordingly, it is the policy of Bethel that any suspected incident of abuse or neglect, or any accident involving actual or complaint of injury, will be reported to the SAFE Team, or if the Pastor is suspected of the abuse or neglect, to the SAFE Team Leader, who will report the allegation to the District Superintendent.

3.1 **Suspected Abuse or Neglect** – Any individual who learns of, either personally or from another, an incident of abuse or neglect as defined by this policy or Delaware law, will immediately report the allegation to the State of Delaware. If the Pastor is the subject of the allegation, the individual will notify the State of Delaware, followed by the SAFE Team Leader who will notify the District Superintendent.

3.1.1 The individual reporting the allegation will contact the Delaware Division of Family Service 1-800-292-9582 with the details of the allegation.

3.1.2 The individual reporting the allegation will complete a written report that details the facts of the allegation.

3.1.3 Any individual who reports an allegation of child abuse or neglect will fully cooperate with those public officials conducting the criminal investigation.

3.1.4 Any individual who reports an allegation of child abuse or neglect will fully cooperate with those church officials conducting the internal investigation.

3.1.5 All reports of allegations of abuse or neglect will be kept strictly confidential and released only as required by applicable law or at the discretion of the SAFE Team or District Superintendent.



3.2 **Injury-Causing Accident** – Any individual who witnesses or learns of an accident at a Bethel sponsored event which results in an injury or the complaint thereof will report the incident to the SAFE Team Leader.

3.2.1 The individual who witnesses or learns of an accident which resulted in injury or the complaint thereof will complete a written Incident Report which details the facts of the accident as observed or learned by the individual making the report.

3.2.2 Any report of an accident which led to an injury or complaint of injury will be reviewed by the Board of Trustees ~~Committee~~ in an attempt to determine the cause of the accident. If it is determined the accident was caused by a deficiency in church facilities or equipment or a failure to maintain the facility or equipment, the deficiency or necessary maintenance will immediately be addressed by the Board of Trustees.

4.0 **Response** – The response to an allegation of abuse or neglect by representatives of Bethel must consider the impact the allegation will have on the victim, the individual alleged to have committed the abuse or neglect, and the church. As such, the response policy and procedures must be strictly followed by all involved and no deviation permitted.

4.1 All allegations of child abuse or neglect will be taken seriously.

4.2 The victim and the individual accused of the abuse or neglect will each be treated with respect. Pastoral counseling will be offered to the victim as well as the accused.

4.3 An allegation of child abuse or neglect against an employee who has contact with children will result in the immediate suspension of the accused's employment by Bethel. The suspension will be with pay and benefits.

4.4 An allegation of child abuse or neglect against a Safe Volunteer who has contact with children will result in the immediate suspension of the accused's duties at Bethel.

4.5 The Pastor will be the official spokesperson for the church and no member of the church with information regarding the allegation will make an official comment regarding the allegation. If the Pastor is the accused, the SAFE Team Leader shall be the official spokesperson.

4.6 At a time deemed appropriate by the Pastor and SAFE Team leader, the Pastor will advise the congregation there has been an incident and authorities have been notified. The names of the victim and accused, as well as specific details, will not be provided until the internal and criminal investigations have been concluded.



4.7 Each report of child abuse or neglect will be thoroughly investigated by the SAFE Team. The investigation will be conducted in a discreet fashion and the results will remain confidential.

5.0 **Documentation** – Documentation is arguably one of the cornerstones of successfully defending oneself or an institution should the individual or institution be named as a respondent in a civil action. Completed consistently and thoroughly, documentation can be vital to proving that the church followed policies and was not negligent in action.

5.1 **Records Maintenance** – It is the responsibility of the church Administrative Assistant to maintain all records and documents generated as the result of this policy. The following categories of records will be maintained:

- 5.1.1 Employment Applications – A file for each employee will be established and maintained. Any document relative to the individual’s employment will be maintained in the respective file.
- 5.1.2 Volunteer Information Sheets (Form #2) – A record of each Volunteer Information Sheet (Form #2) received by Bethel will be maintained. Pertinent information regarding the application and all written documents related to the decision to approve or not to approve the individual for a Safe Volunteer position will be kept in the document safe.
- 5.1.3 Accident Investigations – A record of each submitted accident report will be maintained. Any written document related to the accident will be maintained as well as any action taken to correct an accident causing deficiency will be maintained in the document safe for 7 years.
- 5.1.4 Internal Investigations – The records related to any internal investigation conducted by the church will be maintained. In addition, any written document related to the investigation will be maintained in the document safe for 7 years.
- 5.1.5 Parental Permission Forms (#7) – Parental Permission forms (Form #7) will be maintained in the file of the Director of Youth and Family Ministries for 5 years.
- 5.1.6 Medical History Forms (Form #12) – Medical History Forms will be maintained in the file of the Director of Youth and Family Ministries for 5 years.
- 5.1.7 Training Records – The curriculum for each training event related to Safe Sanctuaries or the protection of children will be maintained. A roster indicating the title of the class, the instructor(s) and the employees, Safe Volunteers, or members who attended will also be maintained in the document safe for 5 years.

5.2 **Records Retention** – Annually, the church Administrative Assistant will review all records maintained as a result of this policy and make a recommendation to the SAFE Team as to which records should be retained. All records shall be maintained a minimum of five (5) years. Records of internal investigations and



accident investigations shall not be destroyed. The decision to destroy any record should be discussed with the church legal representative and the insurance provider.

5.3 **Confidentiality** – The types of information gathered and maintained in the furtherance of this policy is personal and sensitive. As such, any information gathered will be considered confidential. The information may only be released to the appropriate individual or agency as required by law or as authorized by a signed Waiver and Consent Form (Form #4) The Pastor and the church Administrative Assistant are the only employees authorized to access and disseminate the information.

6.0 **Congregational Awareness/Education** – On a regular basis, but at a minimum annually, the SAFE Team will provide educational opportunities to Bethel’s congregation regarding the issue of child abuse and neglect. The educational seminar will also inform congregants of the methods and means, to include the creation and maintenance of this policy, the church leadership has undertaken to make Bethel a Safe Sanctuaries for all children.

7.0 **Legal Counsel and Insurance Coverage** – Legal Counsel and Insurance professionals are instrumental in providing information that may help to prevent an incident of child abuse or neglect, or an injury-causing accident. Furthermore, professionals from these disciplines are equally important should an allegation of abuse or neglect be lodged against the church, its employee, or Safe Volunteer or should an injury-causing accident occur.

7.1 **Legal Counsel** – It shall be the policy of Bethel that, prior to enactment and annually, a representative of the SAFE Team meet with legal counsel to discuss this policy. Once established, all modifications will be approved by the legal representative. Furthermore, it shall be the policy that should an allegation of abuse or neglect be lodged, or an injury-causing accident occur, legal counsel be contacted immediately and informed of the allegation or accident.

7.2 **Insurance Carrier** – It shall be the policy of Bethel that insurance coverage be secured consistent with the types of missions undertaken by Bethel. Additionally, prior to enactment and annually, a representative of the SAFE Team must meet with an insurance provider representative to discuss this policy. Once established, all modifications will be reviewed and approved by the insurance provider representative. Furthermore, it shall be the policy that should an allegation of abuse or neglect be lodged or an injury-causing accident occur, a representative of the insurance carrier shall be contacted immediately and informed of the allegation or accident.



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OPERATING PROCEDURES

Purpose

The purpose of the following operating procedures is to provide guidance and direction in an effort to comply with and fulfill the mandates of the Bethel Safe Sanctuaries Policy. The procedures will provide the Bethel supervisor with the required steps that must be taken when considering the employment of any applicant. Additionally the procedures will detail the procedures church employees must take to properly supervise children, youth and vulnerable adults, to report an allegation of abuse or neglect, and to respond to an allegation of abuse or neglect.

Screening Procedures

The following procedures must be followed to ensure the proper screening of Bethel employees or Safe Volunteers who work with children:

Employee Applicants

1. **Application** – Any applicant seeking employment with Bethel, must first complete Form #1: Employee Application in its entirety. The applicant will also complete Form #4: Waiver and Consent Form which will permit the Bethel supervisors to contact the applicant's work and personal references. The SPRC Chair or designee, will review the application to ensure all necessary information has been included.
2. **Work References** – The SPRC Chair or designee, may contact each work reference and discuss the applicant's work history. Prior to conducting the interview, the reference being interviewed will be provided a copy of Form #4: Waiver and Consent Form.
3. **Criminal Background Check** – Employee applicants will be required to submit to a criminal background check. The cost of this check will be paid by Bethel.
4. **Sex Offender Registry Check** – The Administrative Assistant will make an inquiry of the Delaware Sex Offender Registry. The Delaware Sex Offender Registry can be accessed at www.sexoffender.dsp.delaware.gov . If the applicant is not a Delaware resident, the Administrative Assistant will contact the local police agency in the town of the applicant's most recent residence to inquire of the police agency the appropriate method of checking sex offenders in the applicant's former state of residency.
5. **Interview** – If deemed appropriate, the applicant may be interviewed by the Pastor and the SPRC. The purpose of the interview is to determine the applicant's reasons for desiring to work with children and youth and to determine the applicant's suitability for the position sought. The interview may also be used to clarify any questions or concerns.



At the discretion of the Pastor, one or more appropriate supervisor(s) or committee member(s) may participate in the interview.

6. **Participation Covenant Statement** – Once it appears the applicant may be hired, the applicant will be asked to sign Form #5: Participation Covenant Statement which codifies the behavioral standards to which employees, volunteers, and participants agree to adhere.

Volunteer Applicants

1. **Application** – Any volunteer seeking to work with Bethel children or youth must complete Form #2: Volunteer Information Sheet. (Safe Volunteer must complete only the top portion of the form.) The Pastor or SAFE Team Leader, or designee will review the Volunteer Information Sheet.
2. **Criminal Background Check** – All Safe Volunteer applicants will be subject to a criminal background check. The check will consist of an on-line inquiry and check through a service approved by the Bethel SAFE Team. The cost of the check will be paid by Bethel.
3. **Sex Offender Registry Check** – The Administrative Assistant will make an inquiry of the Delaware Sex Offender Registry. The Delaware Sex Offender Registry can be accessed at www.sexoffender.dsp.delaware.gov. If the applicant is not a Delaware resident, the Administrative Assistant will contact the local police agency in the town of the applicant's most recent residence to inquire of the police agency the appropriate method of checking sex offenders in the applicant's former state of residency.
4. **Interview** – If deemed appropriate, the applicant may be interviewed by the Pastor and/or ministry leaders. The purpose of the interview is to determine the applicant's reasons for desiring to work with children and youth and to determine the volunteer's suitability for the position sought. The interview may also be used to clarify any questions or concerns. At the discretion of the Pastor, one or more appropriate supervisor(s) or committee member(s) may participate in the interview.
5. **Participation Covenant Statement** – Before being placed in a Safe Volunteer position, the applicant will be asked to sign Form #5: Participation Covenant Statement which codifies the behavioral standards to which employees, volunteers, and participants agree to adhere.

Triennial Criminal Background Checks

1. **Criminal Background Check** – Triennially a criminal background check will be conducted of each Bethel employee or Safe Volunteer of Bethel who will authorize an on-line criminal background check by the Receptionist or Administrative Assistant. The



results will be reviewed by the SAFE Team and added to the respective individual's personnel file.

2. **Sex Offender Registry** – Every Three years an inquiry will be made of the Delaware Sex Offender Registry for each Bethel employee or Safe Volunteer. The inquiry will be made by the Administrative Assistant. A memorandum documenting the check will be added to the respective individual's personnel file.

Supervision Procedures

The following procedures will be followed to ensure the proper supervision of Bethel children and youth by Bethel employees or Safe Volunteers.

Travel/Overnight Approval

1. **Travel/Overnight Approval Form (Form #8)** – Prior to sponsoring or committing to any activity that takes place off the Bethel campus and may require Bethel children and youth to spend one or more nights at the event or activity, the Bethel employee or Safe Volunteer responsible for coordinating the event must submit a completed Form #8: Travel/Overnight Approval Form. The Form will be submitted to the Pastor and Youth and Family Ministry Director who will review the Form to ensure compliance with all Bethel policies and procedures regarding travel and over-night accommodations. Bethel children and youth may not participate in any event or activity which requires overnight lodging and off the Bethel campus without prior approval from the Pastor and Youth and Family Ministry Director, or designee
2. **Driver Transportation Approval Form (Form #6)** – Any individual who will be transporting children, youth, or vulnerable adults to a Bethel event or activity must complete Form #6: Transportation Form. The Form will be submitted to the Bethel employee or Safe Volunteer responsible for the event or activity. The Form will be reviewed to ensure the individual meets the requirements necessary to transport Bethel children, youth, and vulnerable adults.
3. **Parental Permission Form (Form #7)** – Prior to the event or activity, the Bethel employee or Safe Volunteer responsible for the event or activity will provide Form #7: Parental Permission Form to each prospective participant. The Form will contain detailed information regarding the event or activity and inform the parent or guardian of the participant of the travel arrangements and sleeping accommodations if necessary. To be eligible to participate in an off Bethel campus activity or event, be transported to an off campus activity or event, or to spend the night at a Bethel-sponsored event or activity, each child or youth must provide a completed Form.



Participation

Medical History Form (Form #12) – A Medical History Form (Form #12) must be completed for each child or youth wishing to participate in any activity or event sponsored by Bethel. The form must be completed by the parent or guardian of the child or youth and submitted to the Youth and Family Ministries Director, who will review the form to ensure completeness. Once reviewed, the form will be filed by the Administrative Assistant. A copy of the form will accompany each child or youth participating in an event or activity which takes place off the Bethel campus and requires one or more overnight stay.

Incidence Reporting Procedures

The following procedures will be followed in the event a Bethel individual learns of or suspects an incident(s) of abuse or neglect.

Suspected Abuse or Neglect

1. Upon learning of a suspected incident(s) of abuse or neglect, the individual will immediately notify the Delaware Child Abuse & Neglect Reporting Line **(1-800-292-9582)**.
2. After notifying the Child Abuse & Neglect Reporting Line, the individual learning of the abuse or neglect will notify the Pastor. If, however the Pastor is the alleged abuser, the individual will notify the leader of the Safe Team.
3. The individual learning of the abuse or neglect will complete Form #9: Report of Suspected Incident of Child Abuse or Neglect, within 12 hours of learning of the suspected abuse or neglect.
4. The Pastor or SAFE Team leader will double check that the Child Abuse and Neglect Reporting Line was notified.
5. The Pastor or SAFE Team leader will notify the district superintendent.
6. The Pastor or SAFE Team leader will notify the church's insurance agent and legal counsel of the allegation.
7. The Pastor or SAFE Team leader will notify the child's parent or guardian of the allegation. However, if it is determined the child may be endangered by notifying parents or guardians, this step may be omitted. If a parent or guardian is notified, pastoral counseling will be offered as well as any other service the church may offer.
8. The Pastor will notify the leader of the SAFE Team, if the Team leader has not been previously notified.

Injury-Causing Accident

4. Upon learning of or witnessing an injury-causing accident, the individual will immediately notify the Pastor, SAFE Team Leader, or the President of the Board of Trustees.



2. The individual learning of the abuse or neglect will complete Form #11: Injury/Accident Report.
3. The Trustees will notify the insurance agent of the accident.
4. The Pastor will notify the church's legal counsel.
5. If the Pastor receives the Injury/Accident Report, he or she will forward a copy of the report to the Board of Trustees for review and appropriate action.
6. The President of the Board of Trustees will review the report with the Trustees and appropriate action will be taken to correct any deficient which may have caused the accident. The corrective measures will be documented and attached to the report.

Incidence Response Procedures

The following procedures will be followed to ensure Bethel employees or Safe Volunteers properly respond to an incident(s) of suspected abuse or neglect.

1. Immediately upon learning of a suspected incident of abuse or neglect, a meeting of the SAFE Team will be convened. Details of the suspected abuse or neglect will not be discussed however Team members may be apprised of the allegation/suspicion. If the Pastor and/or Team leader deem appropriate, an internal investigation may be initiated and the investigator(s) apprised of the details of the suspected abuse or neglect. The purpose of the investigation is to determine whether a deviation from church policies/procedure occurred. The investigator(s) will report findings to the SAFE Team. If no violations occurred, the investigator(s) may also recommend policy/procedure changes or modifications.
2. If the allegation is made against a Bethel employee, the Pastor will contact the employee and immediately relieve the employee of his or her duties. The employee will be suspended with pay until all investigations have been completed and/or the employee is terminated or resigns. Pastoral counseling will be offered to the employee.
3. If the allegation is made against a Bethel Safe Volunteer, the Pastor will contact the volunteer and immediately relieve the volunteer of his/her duties. Pastoral counseling will be offered to the volunteer.
4. If there is an incident involving a Bethel member or congregant, the Pastor will immediately contact the member or congregant and inform the individual he or she may only attend the 8:00 a.m. service and may not participate in any church event or activity which may potentially involve contact with children and youth. Pastoral counseling will be offered to the individual.
5. At a time deemed appropriate by the Pastor and District Superintendent, church members will be notified by letter there has been an incident and that --- is underway. The letter will be approved by legal counsel before being sent.
6. The Pastor, or SAFE Team leader, will keep a detailed record of all steps taken by the church upon learning of an allegation or suspicion of abuse or neglect.



Conclusion

While no policy is perfect, we may look to the Bible, God's perfect policy manual, for guidance. Throughout the Bible, Jesus speaks of children and his love for them. Jesus also speaks of the consequence for failing to properly respecting those special gifts from God.

Regardless of the perfection of any policy, a policy is of no value if not uniformly followed and enforced. Thus it is incumbent upon the leaders and members of Bethel that we follow the guidance and mandates of this policy. By doing so, we may truly become a Safe Sanctuary for all people.

FORMS



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First aid training? Yes No
 CPR training? Yes No
 AED training? Yes No

(Provide current certification cards.)

Previous Work Experience: Please list your previous place of employment for the past five years. Include the job title, a brief description of position duties and responsibilities, the name of the company/employer, the address of the company/employer, the name of your immediate supervisor, and the dates of employment for each position. Please use additional pages if necessary to provide all requested information.

Previous Volunteer Experience: Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and telephone number of the volunteer organization, and the dates of your volunteer service. Please use additional pages if necessary.

Have you ever been convicted or pled guilty to a misdemeanor or felony crime, including but not limited to drug related offenses, child abuse, crimes of violence, theft, or motor vehicle offences?
 Yes No

If yes, please explain: _____



Have you ever been exposed to an incident of child abuse or neglect? ____ Yes ____ No
(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the ordained clergy rather than answering it on the form. Answering yes or leaving the question unanswered will not automatically disqualify you from working with children.)

If yes, how did you feel about the incident? _____

References: Please list three individuals who are not related to you by blood or marriage as references. Please list references who have known you for at least three years.

1. Name: _____

Address: _____

Telephone #(s): _____

Length of time acquainted with reference: _____

Relationship to reference: _____

2. Name: _____

Address: _____

Telephone #(s): _____

Length of time acquainted with reference: _____

Relationship to reference: _____

3. Name: _____

Address: _____

Telephone #(s): _____

Length of time acquainted with reference: _____

Relationship to reference: _____



Volunteer Information Sheet (Form #2)

Name: _____

Address: _____

City: _____ State: _____

Telephone #: _____ E-mail address: _____

Cell Phone #: _____

Occupation: _____

Employer: _____

Current job description: _____

Previous work experiences: _____

Previous volunteer experiences: _____

Special interest or gifts: _____

Position(s) or event(s) for which you are volunteering: _____

How many hours each week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends _____ Event only

Why would you like to volunteer as a worker with children? _____



Have you ever been convicted or pled guilty to a misdemeanor or felony crime, including but not limited to drug related offenses, child abuse, crimes of violence, theft, or motor vehicle offences?
___ Yes ___ No If yes, please explain _____

Have you ever been accused of an incident of child abuse or neglect? ___ Yes ___ No
(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the ordained clergy rather than answering it on the form. Answering yes or leaving the question unanswered will not automatically disqualify you from working with children.)

If yes please explain the incident. _____

Would you be available for periodic volunteer training sessions? _____ Yes _____ No



Authorization and Request for Criminal Records Check (Form #3a)
and Waiver and Consent Form (Form #3b)

I, _____, hereby authorize Bethel United Methodist Church to request any appropriate agency, company, or organization to release information in the possession of the agency, company, or organization regarding any record of criminal charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state or national file, including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law.

Furthermore, I do release said agency, company, or organization from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant _____ Date _____

Print applicant's full name: _____

Print all other names that have been used by applicant (if any): _____

Date of birth: _____ Place of birth: _____

Social Security number: _____-_____-_____

Driver's license number: _____ State issuing license: _____

License expiration date: _____

CRIMINAL RECORDS CHECK REQUEST

In the furtherance of completing an criminal background check, Bethel United Methodist Church respectfully requests any and all information as described above maintained or possessed by the below agency, company, or organization regarding the above individual

Agency, Company, or Organization from which information is requested: _____

Bethel United Methodist Church representative: _____

Date Requested: _____



Participation Covenant Statement (Form #4)

The congregation of Bethel United Methodist Church is committed to providing a safe and secure environment for all who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) may work with children in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation and are encouraged to talk with the Pastor.
3. Employees and Safe Volunteers shall observe all Church policies and procedures regarding working in ministries with children.
4. Employees working with children shall attend training and educational events provided by the Church to keep employees informed of Church policies and state laws regarding child abuse and reporting responsibilities. Periodic training is required as a term of employment.
5. Employees and Safe Volunteers shall immediately report to their supervisor, Pastor, or SAFE Team any behavior that seems abusive or inappropriate and respond appropriately.
6. Employees and Safe Volunteers shall immediately report to their supervisor, Pastor, or SAFE Team any suspected abuse or neglect and respond appropriately.

Please answer each of the following questions:

1. As an employee or Safe Volunteer of Bethel United Methodist Church do you agree to observe and abide by all the church policies regarding working in ministries with children? ___ Yes ___ No
2. As an employee or Safe Volunteer of Bethel United Methodist Church have you read or received training in Church's Safe Sanctuaries policy/procedures and agree to abide by its dictates, expectations, and requirements? ___ Yes ___ No
3. As an employee or Safe Volunteer of Bethel United Methodist Church do you agree to participate in all training events designed to prevent and identify abuse, neglect, and/or accident and injuries? ___ Yes ___ No
4. As an employee or Safe Volunteer of Bethel United Methodist Church do you agree to report abuse or neglect immediately to the Child Abuse and Neglect Reporting Line? ___ Yes ___ No
5. As an employee or Safe Volunteer of Bethel United Methodist Church do you agree to immediately report to your supervisor, Pastor, or SAFE Team Leader any awareness or suspicion of abusive or inappropriate behavior as defined in your training and the Church's policy? ___ Yes ___ No
5. As an employee or Safe Volunteer of Bethel United Methodist Church do you agree to inform the Pastor or SAFE Team Leader if you have ever been or if you subsequently become convicted of child abuse? ___ Yes ___ No



I have read this Covenant and I agree to observe and abide by the statements set forth therein. In addition, I have read and understand the Bethel United Methodist Church's policies and procedures for the Prevention of Child/Youth /Vulnerable Adult Sexual Abuse and Exploitation, and I agree to observe and abide by the polices set forth above and therein.

Signature of Applicant/Date

Print Full Name



Driver/Transportation Form (Form #5)

Full name: _____

Address: _____

Phone numbers: _____

Are you at least 21 years old? ___ YES ___ NO

Driver's License Number: _____ State: _____

Vehicle description: _____

Vehicle Tag number: _____ Registration state: _____

Owner of vehicle: _____

Insurance Company: _____ Telephone #: _____

Policy Number: _____

Please answer the following:

- 1. Do you currently possess a valid driver's license? ___ YES ___ NO
- 2. Have your driving privileges ever been suspended or revoked? ___ YES ___ NO
- 3. Have you ever been convicted for DUI/DWI? If so When _____ ___ YES ___ NO
- 4. Is the above described vehicle in good working order? ___ YES ___ NO
- 5. If you do not own the vehicle, do you have the registered owner's permission to operate the vehicle and transport others? ___ YES ___ NO
- 6. Have you read and do you understand the Bethel United Methodist Church policies regarding the transportation of children, youth and vulnerable adults? ___ YES ___ NO
- 7. Do you agree to follow all applicable laws and ordinances and all Church policies & Procedures regarding the transportation of children, youth and vulnerable adults? ___ YES ___ NO

Signature of driver

Date



Parental Permission Form (Form #6)



Reference Interview (Form #9)

Applicant name: _____

Reference name: _____

Reference address: _____

Reference telephone number: _____

- Explain job description for which the applicant has applied.
- Explain purpose of interview.
- Read waiver and consent to reference.

Questions

1. What is your relationship to the applicant (personal or professional)?
2. How long have you know the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant?
5. How would you describe the applicant's ability to relate to and work with children?
6. How would you describe the applicant's ability to relate to and work with adults?
7. How would you describe the applicant's leadership abilities?
8. Would you be comfortable having the applicant work with your child?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children?
10. Do you have any knowledge that the applicant has ever been convicted of a crime?
11. Please list any other comments you feel relevant to the applicant's suitability to work with children.
12. Please name and provide contact information for other individuals acquainted with the applicant who may be able to provide information relevant to the applicant's suitability for the position sought.

Interview conducted by: _____ Date: _____



To be replaced by the State of Delaware's form as Form #10



Injury/Accident Report (Form #11)

Date/time of incident: _____

Location of incident: _____

Name of injured: _____

Age/Date of Birth of injured: _____

Address: _____

Home Phone: _____

If injured is a child or youth, name of parent or guardian: _____

Date/Time parent or guardian notified: _____

Name of person(s) who witnessed or may have information regarding the incident:

Name: _____ Telephone #: _____

Name: _____ Telephone #: _____

Name: _____ Telephone #: _____

Description of incident: _____

If not included in the above description, please answer the following questions regarding the incident.

1. What area of the injured person(s) body was injured? _____



2. What was the injured person(s) doing when the incident happened? _____

3. What appeared to be the cause of the accident/injury? _____

4. How did the individual respond after the incident: _____

5. Was first-aid given or some other action taken? _____ Yes _____ No Describe: _____

By Whom? _____

6. If this occurred during an organized event/activity involving Bethel United Methodist Church children or youth, please provide the names of adults supervising the event or activity:

Name: _____

Name: _____

Date/Time SAFE Team notified: _____

By Whom: _____

Date/Time Referred to the Board of Trustees President, if on Bethel campus:

By Whom: _____

Board of Trustees member notified: _____

Name of person completing this report: _____

Signature of person completing this report: _____

To be replaced with an online form that would provide information to Sunday School, Children's Choirs, Youth Ministry and other activities involving Children and Youth.



Medical History Form (Form #11)



General Consent Form (Form #12)

Please fill in the information below and return as soon as possible:

Name of participant: _____

Date of birth: _____ Age: _____

Address: _____

City: _____ State: _____

Home phone #: _____ Other phone #: _____

Phone # I can be reached: _____ Grade: _____

Parent(s) name: _____

To whom it may concern:

The undersigned does hereby give permission for the above named child to attend and participate in impromptu activities within walking distance of the Bethel campus during the school year. I (we) further understand the above child will follow the direction of those adult employees and Safe Volunteers or may forfeit his or her right to participate in this or future events or activities.

Signature of parent or guardian Date

Internal Use Only

Printed Name of parent or guardian Date
(if permission received by phone)

Permission received over phone by:

Name Date
(Sign and print)

Witness: _____



Photo Release or Use Form (Form #13)

Student Name (please print) _____

Address _____ City _____

Zip Code _____ Phone # _____

I _____ give authorization and consent to Bethel United Methodist Church to use my child's name, photograph(s), and video recordings for educational and promotional purposes. I understand that these items may be distributed to individuals, groups, and the news media, and published in, but not limited to, advertisements, news releases and newsletters, brochures, slide shows, video presentations, and the World Wide Web

Parent/Guardian signature: _____

Date: _____



Emergency Number to notify local authorities

9-1-1

24 Hour Child Abuse/Neglect Hotline

1-800-292-9582

24 Hour Child Mental Health Crisis Services

- In Northern New Castle County (North of canal)
- **1-302-633-5128**
- In Southern New Castle County (South of canal)
- **1-800-969-HELP**
- In Kent and Sussex Counties
- **1-302-424-HELP (1-302-424-4357)**