



# CKMC Safe Sanctuary

Training for staff and volunteers

# What we'll cover

- Overview
- Protection Procedures
- Incident Procedures
- Application Forms



# Overview

# CKMC Mission Statement

The congregation of Christ the King exists to glorify our Savior Jesus Christ, the Lord and Head of the Church, in every aspect of life and ministry. We affirm the authority and divine inspiration of the Word of God. We honor and serve the Lord through:

- Celebration and adoration in worship
- Authentic Christian community
- Biblical discipleship as we build each other up towards maturity
- Mission and Evangelism to lead all people to Jesus Christ.

# CKMC Safe Sanctuary Policy

## What is it?

- CKMC takes seriously its responsibility to provide a safe and nurturing environment for children, youth, and vulnerable adults who participate in our ministries.
- The CKMC Safe Sanctuary Policy is a comprehensive set of policies and procedures that will guide staff members and volunteers who work with children, youth, and vulnerable adults to provide a safe community and protect against the potential for abuse.
- It is our belief that the CKMC Safe Sanctuary Policy will benefit the entire congregation, all participants in our programs, and the church itself.

# Why are we doing this?

- In keeping with our covenant relationship with God, we honor our Lord and all who seek him by doing justice, loving mercy, and walking humbly with him (Micah 6:8).
- 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.
- CKMC is committed to providing a safe environment for all children, youth, and vulnerable adults, as well as for church volunteers, who participate in our ministries

# Does abuse really happen in the church?

- Yes, abuse really **does** happen in churches of all sizes and in all areas.
  - Small and mid-size churches can be most susceptible to predators who may be looking for easy access to victims in a less structured or less resourced environment.
  - Sexual abuse of minors is #1 reason churches end up in court, 1 out of 8 cases.
- We can help prevent most of the abuse that happens in a church with a set of procedures.
- We will not eliminate 100% of the potential for abuse, but by having procedures in place, predators can be deterred.

# Abuse Defined

Abuse is any sexual contact, indecent exposure, or communication for immoral purposes, as well as physical abuses such as corporal punishment or physical assault.



# Who are children, youth, and vulnerable adults?

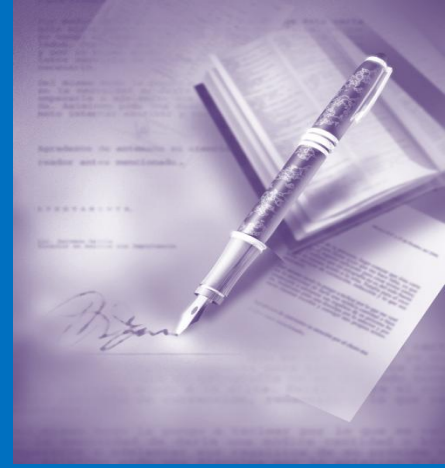
- Children are birth through 5<sup>th</sup> grade
- Youth are 6<sup>th</sup> grade through 12<sup>th</sup> graders
- Vulnerable adults who are mentally and / or physically disabled

# Who is a Volunteer?

**All adults intending to work with children, youth, and vulnerable adults in the following capacities:**

- Adult Volunteers in Nursery
- Children's Church and KPAW Leaders
- Sunday School Teachers
- Summer Faith Adventure Teachers and Activity Leaders
- Confirmation Class Teachers
- Chaperones of overnight CKMC sponsored activities for children, youth and vulnerable adults
- Any adult who helps on a routine basis with Childrens or Youth programs
- *Nursery Assistants age 14-17 are not required to complete application and background check. However, they are encouraged to read policy document and attend training, preferably with their parents.*

# Background Check



What is scope?

- Looking for past history of abuse, neglect or molestation of minors
- Looking for violent criminal felonies that may pose risk to children
- Not checking for credit or minor traffic offenses

All information acquired in the volunteer screening process shall be treated in a confidential manner and retained in a locked file. All information will be destroyed upon leaving CKMC, or 24 months after active participation in children's/youth ministries.

# CKMC Safe Sanctuary Policy Development Process

- Effort commissioned by Elders after review of current policy and procedures
- Produced from a review of policy documents from several other churches
- Leveraged the United Methodist Church Safe Sanctuary<sup>®</sup> program, with copyright permission
- CKMC Safe Sanctuary Committee updated policies for children and youth ministries
- Approved by CKMC Elders

# Responsibilities of the Safe Sanctuary Committee

- Review and update CKMC Safe Sanctuary Policy at least every two years and submit to Elders for approval
- Provide live and online training for all staff and volunteers in these policies and procedures
- Work with staff to ensure forms are reviewed, background checks performed and list of certified volunteers is maintained

# Protection Procedures

Nursery & Children's Ministries

Youth Ministry

Transportation

Overnight Activities

Code of Conduct

# Nursery and Children's Protection



## General Policies:

- Enrollment Form is required for all children
- Only parent(s)/custodian can pick-up a child unless other arrangements were made at drop-off (ID required if unknown)
- Only trained, assigned volunteers will be allowed in the nursery areas. (Parents can use changing table as needed).
- No volunteer may take a child to an unsupervised area without permission from the parent/custodian

# Rules of Behavior – Nursery/Children's Area

## Two Adult Rule:

- Whenever practical, a minimum of two adults shall be present during any children's activity.
- For the nursery, it is acceptable for one adult to be alone with the children provided there is an assistant age 14-17 with that adult.



# Rules of Behavior – Nursery/Children’s Area

## Open Door Policy:

- Teachers/volunteers shall never be in a closed-door situation with any children.
- All children’s classrooms will have either an unobstructed viewing window, an open dutch door, or an open door.
- Teachers are asked to redirect a child if they should display inappropriate behavior.

# Rules of Behavior – Nursery/Children’s Area

## Restroom Policy:

- *Changing diapers:* There will always be two caregivers present while changing diapers.
- *Nursery restroom:* While assisting toddlers in the nursery bathroom, an adult will accompany the child to the nursery bathroom, close the door to prevent crawling toddlers from entering the bathroom, and quickly return. This is an understood exception to the Open Door rule.
- *Other restrooms:* If needed, a volunteer will escort young children for a trip to the restroom and assist as needed. A door will remain open if accompanying the child into the stall.

# Rules of Behavior – Nursery/Children’s Area

## Supervisory ratio requirements:

<u>Infant through Age 2:</u>	<u>Age 3-5:</u>	<u>Kindergarten – 5<sup>th</sup> grade:</u>
2: max of 8	2:max of 16	2:max of 24
3:max of 12	3:max of 24	3:max of 36
4: max of 16, etc.	4:max of 32, etc.	4:max of 48, etc.

# Youth Ministry

## Supervision of Youth:

- The youth ministry assumes responsibility for supervision of youth from 15 minutes before and until 15 minutes after a scheduled event.
- The youth ministry is not responsible for youth at times when no youth ministry offerings are scheduled, nor when youth choose to not participate in the youth ministry offerings.
- Leaders are prohibited from dating any member of the Youth group.

# Youth Ministry

## Youth Counseling in Informal or Individual Settings:

- Same sex counseling is encouraged.
- A youth leader will seek to be in a public place or within the vicinity of another adult while counseling.

# Youth Ministry

## Youth Counseling in Formal or Group Settings:

- There will be one adult for every 12 youth in attendance.
- Furthermore, in Sunday School or a small group setting, the desire is to have two adults in every room; if this is not practical, the door will remain open.



# Transportation for Children/Youth Activities

## Driver and Vehicle Requirements:

- All drivers will have a current valid driver's license and be at least 21 years of age.
  - Staff will have discretion for 16-20 year old drivers for local transportation for Youth events.
- All drivers will obey all traffic laws.
- A minimum of two adults shall supervise all groups of children and youth on off-site events whenever possible.

# Transportation for Children/Youth Activities

## General Rules for Transportation:

- All transportation subject to these procedures will begin and terminate at the church property, unless specifically approved by the Youth Director and the youth's parents.
- If possible, there will always be more than one youth in the vehicle. No driver is to transport any child/youth alone, without written or verbal permission from the youth's parents.



# Children/Youth Overnight Activities

- None of the children/youth will be allowed away from the designated overnight area without prior permission of the parent and the group leader.
- No members of the opposite sex will be allowed to sleep in the same room unsupervised.
- Adults are not permitted to sleep in the same bed with a child/youth unless the child/youth is their child and of the same sex.
- Overnight programs require the following supervisory ratios:

<b><u>Children 1<sup>st</sup> – 5<sup>th</sup> Grade:</u></b> 2: max of 16 3: max of 24 4: max of 32	<b><u>Youth:</u></b> 2: max of 20 3: max of 30 4: max of 40
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# Code of Conduct

# Code of Conduct

- Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable.
- While supervising CKMC programs, staff and volunteers should know where participants are at all times.
- Under no circumstances should staff and volunteers release children/youth to anyone other than the authorized parent, guardian, or authorized person.
- Consuming, using, possessing or being under the influence of alcohol or illegal drugs while working/volunteering with children/youth is prohibited.
- Smoking or using tobacco in the presence of children, youth or parents while working/volunteering is prohibited.

# Code of Conduct

- Display or use of firearms in the presence of children or youth is prohibited.
- Profanity, inappropriate jokes and media, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth, or parents is prohibited.
- Staff and volunteers will be mindful of the content of any social networking pages or other electronic media that might be accessible to children or youth.
- Staff and volunteers shall wear modest and appropriate dress when volunteering with children or youth.
- Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.

# Incident Procedures

# Responsibilities of the Volunteer

- Any suspicious activity, observed abuse, or victim allegations that are brought to the attention of a volunteer or church employee must be reported immediately
- Report to:
  - *Allegations against volunteers*: ministry director
  - *Allegations against employees*: Pastor or Associate Pastor
  - *Allegations against Pastors*: Chair of the Staff Relations committee (Luke Cathell)
- Do not ignore any reported or observed incident of abuse!

# Incident Procedure

- The appropriate person will take the report from the volunteer.
- If it is determined that the allegation has a factual basis, a response team will be formed.
- The response team shall be made up of the Pastor, Staff Relations Committee Chair (if staff related), a member of the Safe Sanctuary Committee, and Board of Elders Vice Chairperson.

# Incident Procedure

The response team will:

- Inform the employee or volunteer of the accusation and discuss
- Suspend with pay (an employee) or relieve of duties (a volunteer) while the confidential investigation is being conducted
- Determine appropriate means of communicating with the congregation
- Notify other entities as required, including church attorney , Child Protection Services, and liability insurance company.
- Provide ongoing spiritual and counseling support for the victim and his/her family
- Consider the spiritual needs of the accused and seek assistance from the Province in providing proper counseling and response for the accused and the accuser, and their families



# Volunteer Documents and Forms

# Requirements of Volunteers

- All volunteers will be required to:
  - Read the CKMC Safe Sanctuary Policy
  - Complete CKMC Safe Sanctuary training (in person or online)
  - Complete and sign a Volunteer Information Form
  - Complete and sign Volunteer Covenant
  - Consent to and provide necessary information for a background check

# Next Steps

- Read and complete forms
- Turn forms in to Pastor Frank, Pastor Corey, office lock box or mail to Office Manager at CKMC
- Any questions? Contact your ministry coordinator or any of the Safe Sanctuary Committee Members

# Safe Sanctuary Committee

## Clergy/Staff:

- Youth Pastor – Corey Whittaker
- Director of Children’s Ministries – Meg Franks
- Office Manager – Kristen Carter

## Committee Representatives:

- Board of Elders Representative – Pete Mulligan
- Christian Education Coordinator – Regi Oommen

## Parent Representatives:

- Nursery Representative – Amanda Hummel
- Children’s Church Representative – Marsha Ebert
- Youth Group Representative – Laurie Ellis

## Member at Large:

- Eric VanVleet



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