

SAFE SANCTUARY GUIDELINES

The United Methodist Church of Berea
170 Seminary Street
Berea, OH 44017

Adopted by Church Council 1998
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INTRODUCTION

People were bringing little children to him in order that he might touch them; and the disciples spoke sternly to them. But when Jesus saw this, he was indignant and said to them, “Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it. And he took them up in his arms, laid his hands on them, and blessed them” (Mark 10:13-16).

This incident from the ministry of Jesus speaks of the value our Lord placed on children and the example of faith that they provide for the rest of us. As followers of Jesus, we understand that children are inherently valuable members of Christ’s community.

Jesus highlighted not only the faith and openness of children, but also their vulnerability. This vulnerability puts children at risk, but it also places them close to God. Their dependence on God may be what Jesus was trying to get his disciples to see as a model for their own faith. This vulnerability and dependence makes the protection and support of the community of faith even more important. Jesus was teaching that within the community of believers there must be protection for each of us in our dependence on God and on each other. As followers of Christ, we resolve to protect children in their vulnerability and learn from them as we all grow in faith.

Our culture appears to be experiencing an increase in the incidence of child abuse and neglect. As much as we do not like to think about abusive and hurtful things happening in the church, it is clear that it is our duty as the Church to guard and protect the children and youth who participate in our ministries and to prevent false claims from being made against us.

The purpose of the *Child Protection Policy* of The United Methodist Church of Berea is to provide procedures specifically designed to protect children and youth associated with the activities of the Church and to establish a means of dealing with alleged, reported, or suspected incidents of abuse. *Our goal is to be intentionally safe.*

We hereby resolve:

1. To safeguard the children and youth of our church from abuse and neglect.
2. To protect church staff and volunteer workers from potential allegations of abuse.
3. To limit the extent of our church's legal risk and liability due to abuse.

DEFINITION OF ABUSE

Abuse – The infliction of physical pain or injury or the willful deprivation of services necessary to maintain mental and physical health, by a caregiver or other person.

Adult - a person at least 18 years of age and at least 5 years older than those being supervised.
Caregiver – An individual who has responsibility for the care of a vulnerable person as a result of a family relationship, or who has assumed that responsibility voluntarily, by contract, or as a result of the ties of friendship.

Child or Minor - a person under 18 years of age.

Child Abuse - consists of any of the following:

1. Engaging in any sexual activity with a child as defined under Chapter 2907 of the Ohio Revised Code; or
2. Endangering a child, as defined under Section 2919.22 of the Ohio Revised Code**;
or
3. Denial, as means of punishment, of proper or necessary subsistence, education, medical care, or other care necessary to a child for the child's health; or
4. Use of restraint procedures on a child that cause injury or pain; or
5. Administration of prescription drugs to a child without the written approval and ongoing supervision of a licensed physician; or
6. Providing alcoholic beverages or controlled substances to a child; or
7. Commission of any intentional act that results in any injury or death to a child; or
8. Infliction of physical or mental injury that threatens to harm a child's health, welfare, or safety.

** in its present form, this law defines "child endangerment" to include any of the following: (1) abuse; or (2) torture or cruel abuse; or (3) corporal punishment or other physical discipline (e.g. such as spankings) or prolonged cruel restraint, which is excessive under the circumstances, and which could likely physically injure the child; or (4) repeated, uncalled-for discipline which, if continued, would seriously impair the child's mental health or development; or (5) involving the child in any obscene, sexually-oriented, or nudity-oriented activity or conduct.

Emotional Abuse – The intentional or reckless infliction of emotional or mental anguish, or the use of a physical or chemical restraint, medication or isolation as punishment or as a substitute for treatment or care of any vulnerable person

Exploitation – The expenditure, diminution, or use of the property, assets or resources of a vulnerable person without the express voluntary consent of that person or his or her legally-authorized representative.

Financial Exploitation – The use of deception, intimidation, undue influence, force or threat of force to obtain or exert unauthorized control over a vulnerable person's property, with the intent to deprive the vulnerable person of that property.

Neglect – The failure of a caregiver or other person to provide food, shelter, clothing, medical services, medication or health care for a vulnerable person.

Ritual Abuse – regular intentional physical, sexual, or psychological violations of a vulnerable person to appeal to a higher authority of power.

Staff Person – Any person employed by the church.

Volunteer – A person eighteen (18) years of age or older who assists in conducting activities for vulnerable persons.

Vulnerable Person– Any child or youth, as well as any adult whose behavior indicates that he or she is mentally or emotionally incapable of adequately caring for himself or herself and his or her interests without adverse consequences to himself or herself or others, or who, because of physical or mental impairment, is unable to protect himself or herself from abuse, neglect, exploitation, sexual abuse, or emotional abuse by others.

Safe Sanctuary - a policy and guidelines developed to protect our vulnerable persons in order to make our congregation a safe place where everyone may experience the abiding love of God and fellowship within the community of faith. This includes children’s check in/out procedures, training and background checks for those working with vulnerable persons, and procedures that guide the interaction of children, youth and adults.

GUIDELINES FOR THE SUPERVISION OF VULNERABLE PEOPLE

Two-Adult Rule – Two non-related adult workers will be present with vulnerable persons during church related activities whenever possible except in emergency situations. Rule of Three – For the times when the Two-Adult Rule cannot be supported, at least three individuals (at least one being an adult) will be present with vulnerable persons during church-related activities. An adult supervisor acting as a “premises monitor” will make unannounced visits frequently, particularly when the two adult rule is not feasible, and will patrol hallways and common areas within the church facility when vulnerable persons activities are taking place. The two adult rule **MUST** be kept when children under 5 are in supervision.

Rest Room Guidelines – When using the restroom, vulnerable persons will be accompanied by an adult to and from the restroom. Before any vulnerable person enters the restroom, the adult will enter the restroom to make sure that it is safe. If assistance is required, the adult will assist the individual with the door propped open so that a second screened adult can visually monitor the assisting adult. It is recommended that two adults be present when assistance will be required in the restroom. When restrooms are directly accessible to vulnerable persons where activities are taking place and not accessible to the general public, vulnerable persons can be allowed to utilize the restroom alone.

Five Year Rule – All persons working with minors must be at least five years older than the age group they are leading/supervising.

Six Month Rule - Any volunteers working with children must be a member or regular attender at church for at least six months

Smoking, Tobacco, Alcohol, Drugs and Language – While volunteering with children and/or youth, volunteers may not use tobacco products, any smoking products or devices, or alcohol or drugs, and must use appropriate and respectful language.

Trip and Retreat Supervision

There shall be adequate adult supervision for all field trips, retreats, and other times children/youth gather at or away from the church building. We recommend that at least two adults be present at each gathering. We also recommend that at least two adults be present as children and youth are transported to and from each gathering. A person currently trained in First Aid and CPR must be present.

Persons designated to provide transportation to or from church events must be:

- Known to the designated leader of the event;
 - Be at least 21 years old;
 - Have a valid state driver's license for the vehicle being operated;
 - Have proof of insurance; and
- Have received, read and signed a copy of The United Methodist Church of Berea's Child Protection Policy. The Application with 3 references and permission for a background check must be submitted.

In addition to field trips, mission trips and retreats, this policy applies any time that minors (under 18) remain at the church without a parent being in the building.

All minors going on these trips must have completed a registration (see appendix) form including the medical portion. An online Google form may serve this purpose. An itinerary of the trip including address and phone numbers of the destinations should be given to the church office AND parent guardians. Vehicles with license plate numbers must be included with the names of all drivers. Regular trips may create a form to encompass several trips and this information.

Photographic Release Forms

Parent(s) or guardian(s) must sign written permission for their child) to be photographed and/or videotaped and the resulting pictures to be displayed for church-related promotions including Church Services displayed on YouTube. This release is to be included in the yearly registration form and sign-in sheets for events (where a registration form is not necessary.)

Open Door Policy-Unobstructed View

Parents and staff of the church may visit and observe the program at any time. Classroom doors with windows shall not be covered to obstruct the visibility into the said classroom.

Sign In/Sign Out & Name Tag Procedure

Parents of children ages Infant through Preschool must sign in and out of the nursery. Preschool – 6th Grade Sunday School students should wear a name tag with code. Parents/Caregivers/Youth Siblings should have matching code tag to pick up their children.

SCREENING OF VOLUNTEERS & STAFF

In an effort to create the safest possible environment within our church, each volunteer person eighteen years of age and older who works with the Church's children or youth programs either regularly or occasionally, on or beyond the church grounds, will be screened and will be trained on child protection issues. All volunteers and ALL staff (regardless of their role with our without minors) will have a background check done by the United Methodist Church of Berea's designated background check provider.

Leaders of all community groups who use the Church facilities will read the policy and sign an acknowledgement form indicating that the policy has been read. The Boy Scouts and Girl Scouts sponsored by our church and other organizations that use the Church will be guided by the rules and regulations of their respective organizations.

After reviewing the written application, the Director of Children's Ministries or the UMCB Staff member responsible for the ministry may choose to interview the candidate before placing him/her in a position of responsibility. Indications that such an interview must take place include:

1. The person is a newcomer to The United Methodist Church of Berea and/or the community.
2. The person wants to work with only one age group.
3. The person does not want or like close supervision.
4. The person has been charged or convicted of a crime against children or youth.
5. The person has had driver's privileges suspended.

Before beginning work with either children or youth, each volunteer age 18 or older will read, understand, agree to abide by, and sign the church's Safe Sanctuary Guidelines and submit the necessary application with 3 references and permission for a background check.

All volunteers and staff will have a background check completed every 3 years.

All teachers and volunteers will attend yearly Safe Sanctuary Guidelines training/update session provided by the church.

RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE

As caring Christians, we are committed to protect and advocate for vulnerable persons participating in the life of the church. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place.

Be prepared to do the following:

PLEASE NOTE: MANY STEPS SHOULD BE DONE SIMULTANEOUSLY

- Secure any needed emergency medical help and address any needs the person may have. This may include calling 911 when needed.
- IMMEDIATELY notify the proper authorities (children services board, the county department of human services exercising the children services function, or a local law enforcement agency in the county in which the children/youth resides or in which the suspected abuse occurred). This is a requirement of the law. Reference section 2151.421 of the Ohio Revised Code. Do not attempt an investigation. This should be left to the professionals who are familiar with these cases.
- Simultaneously notify the parents or legal guardian of the victim and take whatever steps are necessary to assure the safety of the children/youth until the parent(s) or legal guardian arrives. It is important to emphasize that the proper authorities must be notified even if the parent(s) or legal guardian do not wish the incident to be reported.
- Note: if one or both of the parents or legal guardian is the alleged abuser, contact the proper authorities. Follow their advice about notification of the parents.
- Take any allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. Respond in a positive and supportive manner to the alleged victim and the victim's family.
- After having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the church's attorney, the church's insurance company, and the district superintendent. Do not try to handle this without professional assistance. If the accused is a clergy member of the annual conference, local pastor, or diaconal minister, provisions of Paragraph 363 and Paragraphs 2701-2719 of The Book of Discipline of the United Methodist Church 2012 must be followed.
- A written report of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. Use the "Report of Suspected Incident of Child Abuse" form for this report. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It

shall be written in ink or typed to prevent it from being changed. The report shall be filed in the church office where it shall remain confidential. (Form in Appendix)

- Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with vulnerable persons.
- Once the proper authorities have been contacted and the safety of the vulnerable person is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church, that person shall be temporarily relieved of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- Any contact with the media should be handled by the Communications Department as part of the Crisis Response Plan (in cooperation and coordination with the Director of Connectional Ministries). Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments would be premature.

EDUCATION OF PERSONS WHO WORK WITH CHILDREN AND YOUTH

The church shall provide regularly scheduled training focused on issues of child protection for those working with children and youth. Attendance at this training or a district or conference sponsored training session shall be required of all adults and youth helpers who will have direct contact with vulnerable persons in the church's ministry. Staff Parish Relations Committee may require it of staff members as well.

The training may include:

1. The definition and recognition of abuse
2. The church's policies on reporting abuse and appropriate forms.
3. The purposes of the policy as protection for children/youth and for church staff/volunteer workers.
4. The meaning and importance of confidentiality.
5. The maintenance of a positive learning classroom environment, including appropriate discipline and age-level characteristics.
6. Our church's commitment to safe-space and accepting environment of all ages, races, and sexual and gender identities.
7. The appropriate behavior for teachers and leaders.

SOCIAL MEDIA AND TECHNOLOGY

Given the increased use of technology and social media in the life of the church and its individual members, faith communities have a responsibility to define social media policies that uphold the covenant to create Safe Sanctuaries for vulnerable persons. To this end, following are guidelines for the use of social media, technology and the internet:

- We will protect the privacy and identity of all vulnerable persons in online writings, postings and discussions.
- Volunteers and staff must not post photos or video that identifies vulnerable persons by name, address, or other specific identification on any online site or printed publication without written consent from a parent or legal guardian.
- All social media groups (Facebook, etc.) associated with preschool, children’s or youth ministry areas should be designated as “closed” groups, requiring all those who wish to gain access to be approved by the group’s administrator(s).
- All church-related social media groups (Facebook, etc.) and pages must have at least two administrators. If an administrator is no longer associated with the ministry, that individual's administrative status must be revoked.
- Photos of vulnerable persons may only be published or posted on social media (Facebook, etc.) after a photo release has been signed by their parent/guardian. The registration form includes such a photo release. For all other events, it is suggested that sign-in forms include a photo release for approval for photographs to be used in church-related media. Photos used in other mediums, such as church newsletters, websites, blogs, twitter pics, etc., must not include any identifying information of minors without permission.
- Photos may only be posted to the social media (Facebook, etc.) page by page administrators.
- Adults (staff, volunteers, parents, etc.) should not identify minors in photographs posted online or in print. Individuals (including minors) are welcome to identify (i.e. “tag”) themselves.
- When checking in on Foursquare, Facebook, or any location tagging social media, only “checkin” yourself. Never check in minors. Be sensitive to tagging or revealing other participants’ location without their expressed permission. Rather, create a hashtag to facilitate conversation.
- In the case of clergy/professional staff and church member online connections, friend requests, follow requests, circle requests, etc. should be initiated by the church member, especially if the church member is a vulnerable person.
- We will maintain appropriate relational boundaries with minors.
 - No adult shall initiate social media (Facebook, etc.) contact with or “friend” a vulnerable person.
 - When accepting the “friend” requests of a vulnerable person, care should be taken to respect the ministry and discipleship work of the local faith community to which they belong.
 - Any conversations on Social Media with vulnerable persons shall occur in open channels, or with multiple parties present in the conversation thread.
 - When emailing, texting, tweeting, posting or messaging a vulnerable person, adults should copy another adult (ideally a parent or guardian) on the message, or post it in a public venue (i.e. a Facebook wall as opposed to a private message). This will allow adults to maintain the “two adults present” Safe Sanctuaries standard when using social media. Platforms promising discrete conversations and secrecy (SnapChat, FacebookPoke, etc.) should be avoided.

- Social media, even though it offers convenient and private channels, is not an appropriate medium for counseling - especially with vulnerable persons. Begin or transition a pastoral conversation into an appropriate Safe Sanctuary model (i.e. office with windows, two adult rule, etc.).
- We shall not engage in, encourage or condone cyber-bullying. Every children's ministry and youth ministry group, and adult volunteer training session is encouraged to include in its teaching a session on the types and consequences of cyber-bullying, including how to identify it and how to report it.

GENERAL SAFETY ISSUES

FIRE SAFETY:

- fire exits are posted in each classroom
- smoke detectors are installed throughout the Education Building
- fire drills will be conducted by the Director of Children's Ministries/custodian
- marked fire doors must be kept closed

TORNADO SAFETY:

- safe shelter areas are indicated in each classroom

FIRST AID KITS:

- LOCATED IN Rooms 11, 21, 27, 32, 37, Kitchen, and Director of Children's Ministries office

AED (Automatic Electronic Defibrillator) Kit is located on the wall by the Library.

NO SMOKING IS ALLOWED. The United Methodist Church of Berea is a **SMOKE FREE** building.

NO FIREARMS OR CONCEALED WEAPONS ARE ALLOWED IN THE CHURCH BUILDING

Registration Form

A. Child/Youth's Information

Name: _____

Address _____

Phone _____ D.O.B. _____ School/Grade _____

B. Emergency Contact Information

The United Methodist Church of Berea is committed to the safety and well-being of the children and youth entrusted to our care in our faith formation, music, and youth group activities. Parents or legal guardians are the most informed and legal authority when it comes to emergency medical decisions.

Please list as many phone numbers as are needed to ensure you can be reached during the time that your child is taking part in a church sponsored activity (including extension and type of number and any other helpful info). Provide any changes in writing at the time that they occur. This form will be in the possession of a church leader at each outing if you are unsure about information or need to make changes. Begin with the number where you are most likely to be reached during predominantly evening and weekend activities:

Parent/Legal Guardian's name _____

Home telephone # _____ Work telephone # _____

Cellular phone #: _____ 2nd Cellular phone #: _____

If you cannot be reached at any of the above numbers, please list the name, address, phone numbers and relationship of the person you want to make any emergency medical decisions in your absence:

Name _____ Relationship _____

Address _____

Home telephone # _____ Work telephone #: _____

Cellular phone # _____ Work telephone#: _____

C. Photo/Media Release

____ I give permission for my child/youth's image and or video content to be used by The United Methodist Church of Berea in print or for online use.

____ I do NOT give permission for my child/youth's image and or video content to be used by The United Methodist Church of Berea in print or for online use.

D. Medical Information

Since some emergencies may occur in an area or time void of phone service, (i.e. camping trips or weather emergencies) please provide any appropriate information on the reverse side of this form:

Child's Name _____

Allergies _____

Any medication being taken and amount _____

Medical problems and /or conditions we should be aware of _____

Medical Insurance Company Name _____

Member's Name _____

Policy/Group # _____ Policy/ID _____

Doctor's Name _____ Phone # _____

Dentist's Name _____ Phone # _____

In the event of an emergency, I consent to any X-ray examination, medical, dental, or surgical assessment, treatment, and care advised and supervised by either an EMTA, registered nurse, physician, surgeon, or dentist (as appropriate) licensed to practice under the laws of the state where the services are rendered, either at a doctor's office, clinic, or in any hospital.

_____,
Parent/Legal Guardian Signature Relationship

If there is any emergency procedure you object to being conducted in your absence, please list here: _____

If you are not comfortable providing this consent ahead of time, we strongly encourage you to accompany your child to all church-sponsored outings to ensure your child's needs are met in the event of an emergency.

D. Parent/Legal Guardian Permission

The United Methodist Church of Berea's staff, advisors, and volunteers practice diligence in the planning and supervision of all activities. All parents are encouraged to take an active role in guidance or supervision to reduce or eliminate risk factors that are of concern to you.

I hereby give permission for my child to participate in programs and outings sponsored by the church.

Signature of natural parent or legal guardian:

_____ Date _____

THE UNITED METHODIST CHURCH OF BEREA
APPLICATION TO WORK/VOLUNTEER
WITH CHILDREN OR YOUTH

Name _____

Former Names _____

Current Address _____

How long have you lived at the above address? _____

Phone Number, Day _____ *Cell Phone* _____

Phone Number, Evening _____ E-mail _____

Do we have permission to contact you at work? _____

Contact in case of emergency. Include name, relationship and phone _____

Current Job _____

How long have you worked in this position? _____

Previous work experience. Include where, what and when (dates): _____

Previous volunteer experience. Include where, when and what: _____

Gifts/Skills/Relevant Training _____

Education _____

What position(s) are you applying for? _____

What do age(s) you prefer to work with? _____

Why do you want to serve in this/these position(s)? _____

What other involvement with children or youth have you had at other churches? _____

Are you a member of The United Methodist Church of Berea? _____

If you are not a member of The United Methodist Church of Berea, do you regularly attend this church? _____ If not, do you attend another church? _____
Where? _____ How long? _____
Are you, or were you, a member of another church? _____
Where? _____ How long? _____
What are/were your activities at this other church? _____
What other involvement with children or youth (Scouts, 4-H, etc.) have you had?

Available schedule:

Have you ever been charged/convicted of any crime against children or other persons? _____
If yes, explain. _____

Has your driver's license been suspended or revoked with the past seven (7) years? If yes, explain. _____

First Aid Training? Yes ___ No ___ Date completed _____

CPR Training? Yes ___ No ___ Date completed _____

As a United Methodist Church of Berea volunteer/worker with children and youth, I agree that I will:

- Attend training on Child Protection
- Under no circumstances use any form of physical punishment
- Live by the understanding that, as a person of authority, it is my responsibility to avoid sexual contact with any children or youth in my care
- Abide by the Child Protection Policy as signed and on file in the Children's Ministries office.
- Give permission for a background check.

Date

Signature of Volunteer/Worker

REFERENCES

Please list three persons who are familiar with your character, particularly as it relates to supervision of children or youth. At least one reference must be your most recent employer. Include the pastor of the church most recently attended. None of the references may be a relative or close friend.

1.	_____	_____
	Name	Relationship
	_____	_____
	Address	Phone Number
2.	_____	_____
	Name	Relationship
	_____	_____
	Address	Phone Number
3.	_____	_____
	Name	Relationship
	_____	_____
	Address	Phone Number

All information contained herein shall be confidential to the Director of Children's Ministries or UMCB Staff member supervising the program. I authorize the contact of listed references. If appointed as a volunteer, I agree to abide by the policies of The United Methodist Church of Berea and to fulfill the volunteer responsibilities to the best of my ability.

As an applicant, I understand the following:

1. The information I have provided may be verified by contacting the persons or churches listed on this application. I hereby release and hold harmless from any liability any persons or churches who provided such information. I understand that this information will be kept strictly confidential.
2. I reserve the right to inspect any reference given on my behalf.

By signing this application, I affirm that the information I have given is true and correct. I hereby agree that the United Methodist Church of Berea may conduct a background check.

Applicant Signature _____ Date _____

Please submit your application to the Director of Children’s Ministries or UMCB staff member supervising the program.

RECEIPT OF
THE UNITED METHODIST CHURCH OF BEREA
CHILD PROTECTION POLICY

My signature below signifies that I have received, read and agree to follow this policy.

Signature _____

Date _____

Print the following:

Full Name: _____

Full Address: _____

NOTE: SIGNATURE CARDS, BACKGROUND PERMISSION FORMS, AND
APPLICATIONS ARE KEPT IN A CONFIDENTIAL FILE WITH A PASTOR.

AUTHORIZATION AND REQUEST FOR A BACKGROUND CHECK

Typically done online – an email will be sent to you. Fill out the form completely for the
background check to be completed.

REFERENCE QUESTIONNAIRE FOR APPLICANT TO WORK/VOLUNTEER WITH
CHILDREN AND YOUTH
AT
THE UNITED METHODIST CHURCH OF BEREA

Your name was given as a reference by _____ who has applied for the position of _____. As a condition of being a volunteer worker with children and youth at The United Methodist Church of Berea, any applicant must have on file a record of three reference contacts. Please complete this questionnaire and return it by _____ in the enclosed envelope. Thank you for your prompt attention to this matter.

Rev. Carrie Antczak
Pastor of Christian Formation and Outreach

1. How long have you known the applicant? _____ What is your relationship to the applicant? _____

2. Have you observed him/her with children? _____ If so, in what situations? _____

3. Do you know of any conditions making this applicant unsuitable for teaching or working with children? If so, please describe. _____

4. To the best of your knowledge, has this person ever been convicted of or pleaded guilty to child abuse or any violent crimes or had a child removed from their home pursuant to Section 2151.353 of the Ohio Revised Code? _____
5. Please make any additional comments you would like to make about this applicant.

Signature

Phone Day & Evening

Date

C.

REPORT OF ALLEGED ABUSE FORM

Name of Accused _____

Age _____

Address _____

Telephone Number _____

Name of Victim _____

Age _____

Parents/Legal Guardian _____

Phone _____

Address _____

Nature of Abuse:

Date(s) if possible _____ Time(s) _____

Date on which this information was given ____/____/____

Who contacted Children's Services? _____

Name of advocate who received the information _____

Advocate's signature _____

Date _____

Other factual information which would be helpful:

Please complete in ink or type. Place in a secure file.

D. INJURY REPORT

Name of injured victim _____ Date _____ Time _____

Describe injury/incident and location _____

Witnesses _____

First Aid administered by _____

How were parents notified? _____

Follow-up to injury/incident _____

REPORT SUBMITTED to Designated Safety Officer (Children's Ministry Director)

RECEIPT OF
THE UNITED METHODIST CHURCH OF BEREA
CHILD PROTECTION POLICY

My signature below signifies that I have received, read and agree to follow this policy.

Signature _____

Date _____

Print the following:

Full Name: _____

Full Address: _____

Pandemic and Community Illness Procedures

During a Pandemic or any surge in community illness, we ask that children and family members who are not vaccinated from the prevalent illness to wear a mask and do their best to keep their distance from others. Those who are vaccinated are not required to wear a mask, but are encouraged to do so to encourage children. They may also mask whenever they feel it is of benefit to themselves or children.

Children who are experiencing any kind of illness, or who live with someone experiencing COVID related symptoms, should not attend in-person ministry. If you or your child develop symptoms after your participation, please let a staff person know as soon as possible, including positive test results.

Families are not required to share vaccination status, but are encouraged to do so. This information helps us to better understand our risks and to help protect their children. At this time, we are requiring volunteers with children to be vaccinated from COVID-19.

A supply of sanitizer, hand soap, and extra masks will be made available. Distancing cues may be used at times in the building. Signage and at least one other form of communication to registered families will indicate the current need for masking and other safety measures.