

CAMP HILL UMC SAFE SANCTUARY POLICY

As a local congregation Camp Hill UMC (referred to as CHUM) shares in the mission of The United Methodist Church to make disciples of Jesus Christ for the transformation of the world. In pursuing this mission, we are responsible for creating a safe, loving, and nurturing environment where people at every stage are encouraged to experience Jesus Christ and grow in their faith. To this end, we commit ourselves to providing a safe sanctuary—a place where vulnerable people will not be physically, emotionally or sexually abused while in our care.

Particular groups of vulnerable people within CHUM's ministry include:

- Children from birth through grade 5. CHUM Children's vision is to grow children's hearts for God, and many serve as gardeners in this spiritual growth process!
- Students in grades 6-12. CHUM Students' vision is to make disciples who are rooted in Jesus, relating with each other, and reaching into the world!
- Adults who are homebound. "Shepherds" are recruited to minister to those who can no longer attend CHUM, with visits, transportation, and other services, if needed, to keep them connected.
- Other adults who for any reason (age, health, living situation, or developmental issues, etc.) are susceptible to mistreatment or abuse of any kind while participating in church-sponsored activities.

We adopt the following as a minimum standard for our ministry with vulnerable people:

- Follow reasonable safety measures in the selection and recruitment of all workers.
- Implement safety procedures and guidelines for all who work with vulnerable people in ministry programs and events both to protect
- participants and to guard our professional and volunteer staff from being suspected or accused of wrongful behavior.
- Educate all of our employees and volunteers who work with vulnerable people regarding Safe Sanctuary Policies and safety measures using online Ministry Safe Training, approved by the Susquehanna Conference. This will include awareness and training in identifying and reporting various forms of child or elder abuse.
- Implement safety procedures and guidelines for church use of technology and media.
- Have clearly defined procedures for reporting a suspected incident of abuse that conforms to the requirements of applicable state law.
- Prepare and respond appropriately if an incident occurs, including ministering to the needs of the victim, the church body, and the accused perpetrator.
- Be good stewards not only of those entrusted to our care, but also of our church's assets by protecting our church against lawsuits.

SCREENING

In order to provide a safe sanctuary for vulnerable people at CHUM, we will follow reasonable safety measures in the selection and recruitment of all who work with vulnerable people.

1. **Background Certifications:** All employees and those volunteers who work with vulnerable people must obtain background certifications prior to the commencement of employment or volunteer service. The background certifications shall meet or exceed the standards established in the Pennsylvania Child Protective Services Law (CPSL).
 - a. **ALL Paid Employees** must obtain:
 - i. PA State Police Criminal History Report
 - ii. PA Department of Human Services and
 - iii. FBI Criminal History Report (fingerprints required)
 - b. **Volunteers** in ministry with vulnerable people must obtain:
 - i. PA State Police Criminal History Report
 - ii. PA Department of Human Services and
 - iii. FBI Criminal History Report (fingerprints required)
 - iv. *Exceptions* – Volunteers may be excused from report 3. if
 1. they have been Pennsylvania residents continuously for the previous 10 years,
 2. have not committed certain designated crimes and sign a notarized Affidavit to this effect or
 3. they have received this Report since December 2014 at any time since establishing residency in Pennsylvania and provide a copy thereof to the person responsible for the selection of volunteers.
 - v. In addition, volunteers will complete an interest form, which shall include references and sign a covenant that states they understand, agree with, and will abide by all Safe Sanctuaries policies and procedures.
 - c. All paid employees and volunteers must complete an on-line Ministry Safe Training. The training must be taken again in five years.
 - d. **Background checks, clearances and training for all employees and volunteers must be updated every five years.**
 - e. In cases where a certification reports a record, the child advocate, ministry supervisor, and the supervising pastor will determine the candidate's eligibility for a volunteer position. Individuals who have been convicted of child abuse (physical, sexual, emotional, neglect, or ritual) or whose name

appears on Megan's List, may not work in any church sponsored activity or program for preschoolers, children, youth, or vulnerable adults. Records listed in the addendum "Convictions That Keep People from Working with Vulnerable Persons" will preclude candidates from volunteering with a group of vulnerable people previously defined in this policy. Other records will be handled on a case-by-case scenario.

2. **Six Month Experience:** Persons who are assigned to work with vulnerable people are encouraged to be members or to have regularly attended CHUM for at least six months.

STANDARD SAFETY PROCEDURES

We will implement safety procedures and guidelines for all who work with vulnerable people in ministry programs and events both to protect participants and to guard our professional and volunteer staff from being suspected or accused of wrongful behavior.

1. **The Two-Adult Rule:** states that a minimum of two unrelated adults, not residing in the same household, must be present in any room where children or youth are under our care. Where such staffing is impossible, a second adult will serve as a "roamer". The roamer will move from room to room at random intervals and must have visual and physical access to all areas—an open door or prominent window through which an entire room can easily be viewed. This rule applies both at CHUM and for off-site group events such as camps and retreats.
 - a. For purposes of this policy an adult is defined as a person 18 years of age or older who is also at least five years older than the oldest child or youth in their care.
 - b. Youth and young adults who do not meet this adult requirement are not to be excluded from ministry due to age. As long as the two adult rule is satisfied, they are encouraged to participate according to their gifts and maturity.
 - c. This Two-Adult Rule is encouraged for any ministry setting with senior and vulnerable adults.
2. **Supervision Ratios:** The following minimum ratios will be maintained for on-site activities (in addition to the Two-Adult Rule (see 3. above)
 - a. Nursery through children two years old – 1:4 (one adult to every four children)
 - b. Children 3-4 years old activities – 1:6 (one adult to every six children)
 - c. Kindergarten through grade 6 – 1:8 (one adult to every eight children)
 - d. Youth 7-12 grade – 1:10 (one adult to every ten youth)
 - e. Special needs – 1:2 (one adult to every two persons)
 - f. Vulnerable adults – 1:2 (one adult to every two persons)

g. *Note: Helpers are not included in computing the ratio.*

3. Parents (who have not completed the Safe Sanctuaries Requirements) are always welcome with children and youth in classrooms and at activities but may never be left alone with any child other than their own.
4. Adults who serve children will be identified by a T-shirt and ID that will be worn at all times when they are serving at CHUM. Children will be educated that those adults are “safe adults” who are always there to help them.
5. **Open-Door Counseling/Visitation**
 - a. Open-Door Counseling will always be practiced with children and youth. For youth counseling that takes place off-campus, we allow adults to meet one-on-one with youth only in a public place, such as a restaurant, store, or coffeehouse.
 - b. Open-Door Visitation will be practiced with senior and vulnerable adults when visiting in public healthcare facilities. Volunteers will be encouraged to take a spouse or other church member with them when visiting in a setting where the homebound person lives alone.
 - c. At CHUM all rooms where children and youth are present for classes, small groups, childcare or special events will have a window in the door. Every effort has been made to design the educational wing of the church in a way that maximizes safety.

6. **Child Accompaniment**

- a. Children who have been signed into an activity must be accompanied at all times while in the building—even to use the drinking fountain, restroom, and/or when traveling between activities.
- b. When a child is taken to the bathroom, the volunteer or staff person will check the bathroom and stalls prior to the child entering the bathroom. The outer bathroom door will remain open.
 - i. Should a child require assistance, the outer bathroom door will remain open while a volunteer or staff person assists the child, with an additional volunteer being present.
 - ii. For younger children, assistance will be provided. For elementary-age children, assistance should be limited to unfastening and fastening clothing. If more assistance is needed, parental permission should be received in advance.
- c. We allow youth to temporarily leave a class or event to go to the bathroom, get a drink or other health objective, without a youth worker chaperone. If the student does not return within a reasonable amount of time, then a youth worker of the same sex will look into the matter.

- d. Parents are expected to accompany children to events and sign them in as well as out upon picking them up afterwards. Children will not be dismissed to anyone other than the parent or adult who signed them in.
- e. Youth leaders are available to help pick up or drop off students for ministry-related programs and events when the leader—
 - i. makes sure parents are informed of pick-up and drop-off times, via direct conversation or a phone call or text from a responsible adult or student.
 - ii. has a copy of his/her driver's license, registration, and insurance card on file with the church.
 - iii. has a driving record that is clear of major points, offenses, and accidents.
 - iv. agrees to follow all laws and regulations, including requiring students to wear seat belts.

7. Off-Site and Overnight Events/Activities

- a. The following minimum ratios will be maintained for off-site events (in addition to the Two-Adult Rule (see page 3); In co-ed groups, both male and female adults must be present.
 - i. Nursery through 2 years old – 1:3 (one adult to every three children).
 - ii. Children 3-4 years old – 1:3 (one adult to every three children).
 - iii. Kindergarten through grade 6 – 1:5 (one adult to every five children)
 - iv. Youth 7-12 grade – 1:8 (one adult to every eight youth)
 - v. Special needs – 1:2 (one adult to every two persons)
 - vi. Vulnerable adults – 1:2 (one adult to every two persons)
 - vii. *Note: Helpers are not included in computing the ratio.*
- 8. Advance notice will be given to parents/legal guardians prior to events and will include: date, time, location, the means of transportation, and a summary of activities and events. Specific parental/legal guardian approval for off-site/overnight events is required. Should any details of an event change or any other pertinent information change, the coordinator is to have a plan for notifying parents/legal guardians. Changes in transportation should be communicated as well.
- 9. Events attended by child(ren)/youth(s)/vulnerable adult(s) of both genders must be adequately chaperoned by adults of both genders.
- 10. All medications and medication instructions shall be given to a designated adult prior to the trip for disbursement as appropriate and will be in its original container (including prescription medications. EXCEPTION: EpiPens and

inhalers may be carried by child(ren)/youth(s)/vulnerable adult(s), with the understanding that they will be and out of sight unless needed. Due to the nature of these medications, adult leaders will be aware that the child(ren)/youth(s)/vulnerable adult(s) is carrying medication and will be familiar with how to use an EpiPen and inhaler in case of emergency.

11. Appropriate buddy systems, check-in times and appropriate male and female supervision need to be established for each ministry or event. Events where direct adult supervision of child(ren)/youth(s)/vulnerable adult(s) is not feasible (e.g. Creation, amusement parks, youth rallies and other large-group public events) will at the minimum, incorporate a 3-5 person buddy system and check-in for all participants as part of the appropriate adult supervision.
12. Drivers to and from events must have completed the appropriate forms (see "Screening Procedures" section for details). Drivers must be a minimum of 25 years of age or older. If the Two-Adult Rule is not feasible to maintain, drivers will make reasonable effort to not transport less than two participants at a time. Each vehicle should have a first aid kit.

EDUCATION FOR ABUSE

We will educate all of our workers with vulnerable people regarding Safe Sanctuaries policies and safety measures using online Ministry Safe Training, approved by the Susquehanna Conference. This will include awareness and training in identifying and reporting various forms of child or elder abuse.

1. Persons who work with vulnerable people will be made aware of:
 - a. the signs of child or elder abuse and in appropriate relationship.
 - b. the proper procedures to report any suspected abuse.
 - c. their legal responsibility to report suspected abuse.
2. An emergency plan for evacuating the building is in place. Every adult who works with children and youth will be made aware of and familiar with the plan. CHUM Support and Facilities Staff will see that first aid kits are available in every classroom.
3. Guidelines for discipline in CHUM Children's ministry will be discussed and presented in written form to the teaching team

ELECTRONIC SAFETY

We will implement safety procedures and guidelines for church use of computers and related media. While we recognize that Wi-Fi access, the Internet and always evolving forms of social media present additional opportunities for abuse of vulnerable people, CHUM can observe only limited safeguards.

1. CHUM computers will be kept in locked areas and password protected.

2. CHUM Wi-Fi access will be limited and controlled.
3. Photographs of CHUM children and youth will be used online sparingly, without any personal names or identification, and only with prior parental permission.
 - a. CHUM Children's Ministry permission is obtained through the initial children's ministry registration form.
 - b. CHUM Student Ministries permission is obtained through the yearly medical and release form.
 - c. Worship bulletins are printed with a notice reserving our right to record, videotape, and photograph all worship services.
4. Staff communication with CHUM children and youth by email, cell phone, text messaging, or any type of social media will be initiated only with prior parental permission. Staff may respond without prior permission; however, to such communications initiated by children and youth.
 - a. All volunteers with CHUM Student Ministries are presented with a Communication Policy.
 - b. Staff and volunteers are not to communicate using Snapchat or other forms of social media that fail to offer a reviewable record with children, youth, or other vulnerable people.
 - c. Staff "broadcast" emails to multiple people should use the BCC (blind carbon copy) option so that recipients do not see others' addresses.

RESPONDING TO ALLEGATIONS

We will take seriously all allegations of misconduct. CHUM has a clearly defined procedure in place for reporting suspected abuse that conforms to the requirements of the state law. Under the CPSL, there are multiple separate categories of individuals who are mandated reporters, including regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children. In addition, everyone is a permissive reporter.

1. A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:
 - a. The mandated reporter comes into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service.
 - b. The mandated reporter is directly responsible for the care, supervision, guidance, or training of the child, or is affiliated with an agency, institution, organizations, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.

- c. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
 - d. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.
2. Once the allegation has been made, the following will happen:
- a. In cases of children or youth, we will notify the proper law enforcement or child protective agencies by calling Childline immediately as required by Pennsylvania State law, or by submitting a written electronic report through the Child Welfare portal. The Childline number is 1-800-932-0313.
 - b. In cases of vulnerable adults, the appropriate reporting agency will be notified. If possible, the reporter should make the call with the appropriate ministry leader or pastor as listed below, as long as it does not slow the reporting process.
 - c. After reporting to the appropriate authorities:
 - i. The necessary steps must be taken to ensure the safety of the victim. Children or youth must be immediately removed from an abusive situation, however, the accused should not be unnecessarily confronted by the CHUM team.
 - ii. The utmost discretion and confidentiality must be maintained. Information should be limited a need to know basis. The appropriate ministry leader—Director of Children’s Ministry, Director of Students Ministries, Minister of the Homebound—and a Pastor will be notified. This should be the Lead Pastor whenever possible. If the appropriate ministry leader or pastor is available immediately, they should be included at the time of the report.
 - iii. The ministry leader or pastor will begin a CHUM Safe Sanctuaries Incident Report form to track actions and to be kept with other Safe Sanctuaries documents as permanent documentation of the church’s response.
 - iv. In cases of children or youth, the parents of the victim will be notified. If requested by the family, we will help to secure professional help for the victim and family.
 - d. If allegations are pertaining to CHUM’s Ministry:
 - i. The person about whom the allegation has been made will be removed immediately from their ministry position.
 - ii. The pastor will notify:
 - 1. The District Superintendent at 717-766-8124
 - 2. The Conference Director of Communications at 717-766-7441

3. And the church insurance, Graham Company at 800-564-7040
 - iii. We will work in cooperation with law enforcement agencies to accurately find out the facts of the incident.
 - iv. Refer all media contacts to the Susquehanna Conference Director of Communications at 717-766-7441.
3. We will prepare and respond appropriately by ministering to the needs of the victim, the church body, and perpetrator.
 - a. Treat the accused with dignity but remove him/her immediately from further contact with vulnerable people.
 - b. Respond to spiritual needs of both the victim and accused.
 - c. Retain a neutral position while the proper law enforcement agencies gather facts and try to decide what happened.
 - d. Keep confidential all information surrounding the suspicions of abuse and the circumstances leading to the report.
 - e. At the appropriate time, in coordination with the District Superintendent, make a brief but honest statement to the congregation without giving unnecessary details, placing blame, violating privacy or confidentiality.

ADDENDUM 1: CONVICTIONS THAT KEEP PERSONS FROM EMPLOYMENT AND/OR MINISTRY WITH VULNERABLE PERSONS

All CHUM employees, and volunteers working with vulnerable persons, will be precluded from engaging or continuing said work if they have been convicted under any of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes or an equivalent crime under Federal law or the law of another state (includes attempt, solicitation, or conspiracy to commit):

Chapter 25 (relating to criminal homicide);

Section 2702 (relating to aggravated assault);

Section 2709.1 (related to stalking);

Section 2901 (relating to kidnapping);

Section 2902 (relating to unlawful restraint);

Section 2910 (relating to luring a child into a motor vehicle or structure);

Section 3121 (relating to rape);

Section 3122.1 (relating to statutory sexual assault);

Section 3123 (relating to involuntary deviate sexual intercourse);

Section 3124.1 (relating to sexual assault);

Section 3124.2 (relating to institutional sexual assault);

Section 3125 (relating to aggravated indecent assault);

Section 3126 (relating to indecent assault);

Section 3127 (relating to indecent exposure);

Section 3129 (relating to sexual intercourse with animal);

Section 4302 (relating to incest);

Section 4303 (relating to concealing death of child);

Section 4304 (relating to endangering welfare of children);

Section 4305 (relating to dealing in infant children);

A felony offense under Section 5902(b) (relating to prostitution and related offenses), Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);

Section 6302 (a) (1) (relating to corruption of minors);

Section 6312 (relating to sexual abuse of children);

Section 6318 (relating to unlawful contact with minor);

Section 6319 (relating to solicitation of minors to traffic drugs);

Section 6320 (relating to sexual exploitation of children); and

A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act