



Ypsilanti First United Methodist Church Protection Policy for Children, Youth and Vulnerable Adults

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1 STATEMENT OF PURPOSE

Ypsilanti First United Methodist Church is called to make disciples for Jesus Christ. Children are full participants in the life of the church and in the realm of God. This church takes its responsibility seriously to provide a safe environment as we nurture persons in their spiritual development as disciples of Jesus Christ. We also value our volunteers and employees who work with children and youth; they are in positions of trust as they nurture our young people in their Christian faith. Jesus said, “Whoever welcomes a child...welcomes me: (Matthew 18:5). God calls us to make our churches safe places, protecting children, youth and other vulnerable persons from abuses and creating a community of faith where children and adults grow safe and strong.

The Church Council members and staff of Ypsilanti First United Methodist Church recognize the importance of protecting children, youth, and vulnerable persons from physical, emotional and sexual abuse, and also protecting church staff and volunteers from potential false allegations of abuse. This policy is therefore set forth to provide guidelines and procedures in which Ypsilanti First United Methodist Church and its members will abide in order to maintain a safe and secure environment for all church sponsored activities.

2 DEFINITIONS

The following terms are used throughout this Policy document and are defined here for reference purposes.

Term	Definition
Abuse	Any sexual contact or interaction (e.g., indecent exposure and liberties, communication for immoral purposes, fondling, rape, etc.) or physically abusive, immoral, illegal or unethical contact between a church worker (volunteer or paid) and children, youth or vulnerable persons. Force, threats, or misrepresenting right and wrong are ways abuse may be perpetrated. Even if a child / youth / vulnerable person does not resist, it is still abuse.
Adult	Persons age 18 and older.
Applicant	A person seeking certification to become a volunteer at Ypsilanti First United Methodist Church.
Child	Persons from birth through the end of the summer following fifth grade.
Emotional abuse	Abuse in which a person exposes a child, youth or vulnerable adult to spoke and/or unspoken violence or emotional cruelty. Emotional abuse sends a message that the receiver is worthless, bad, unloved or undeserving of love and care.
FUMC	First United Methodist Church.
FUMC Sponsored Activity	Any undertaking where a paid staff member or volunteer would reasonably be regarded as acting in her / his capacity as a church representative (as opposed to a strictly social situation).
Minor	Any person under the age of 18.
Physical abuse	Any non-accidental act or failure to act that results in bodily harm to a child, youth or vulnerable adult.
Provider	A paid staff person or volunteer.

Term	Definition
Sexual abuse	Any conduct of a sexual nature which violates or attempts to violate the free choice and consent of another person, and includes any criminal sexual act defined by any federal, state or municipal law, which includes but is not limited to rape, sexual molestation, sexual battery, aggravated sexual battery, lewd and lascivious behavior, enticement of a child, youth or vulnerable adult, indecent solicitation of a child, exhibiting sexually explicit material, or indecent liberties with a child, youth or vulnerable adult.
Staff	Persons who are financially compensated by Ypsilanti First United Methodist Church for the leadership and/or care they provide through ministries held both on and off the property of Ypsilanti First United Methodist Church. (This does not include paid babysitters.)
Supervisor	Any person responsible for the care of minors at an FUMC sponsored activity.
Volunteers	Persons who are not financially compensated by Ypsilanti First United Methodist Church for the leadership and/or care they provide through ministries held both on and off the property of Ypsilanti First United Methodist Church.
Worker	A volunteer or staff member.
Vulnerable adult	Individuals who because of age, developmental disability, mental illness, emotional stress, or physical impairment require supervision or personal care, or lack the personal and social skills required to live independently.
Youth	Persons attending grades six through the end of the summer following high school graduation.

3 THE PRIMARY ELEMENTS OF THE POLICY

To achieve the goals of preventing either incidents of abuse or the unfounded assertion of such conduct, Ypsilanti First United Methodist Church has developed appropriate measures to be followed in the following areas:

Volunteer / Provider Screening and Selection: The processes that will be followed for screening and selecting volunteers and providers involved in the supervision of children, youth and vulnerable adults.

Procedures: The guidelines that will be followed for working with children, youth and vulnerable adults both at Ypsilanti FUMC and at church sponsored activities not on Ypsilanti FUMC property.

Reporting and Responding to Allegations of Abuse: The procedures that will be followed if an allegation of abuse is rendered.

Care and Storage of Documents: The storage location for each of the documents referenced in this Policy and the persons who are allowed to view them.

4 VOLUNTEER / PROVIDER SCREENING, SELECTION AND TRAINING

4.1 Volunteer / Provider Categories and Screening Requirements

Volunteers / providers will be designated in one of two categories, based on the amount of contact with minors and/or vulnerable persons.

Designation	Screening Requirements
Category A	<p>Volunteers or providers having significant contact with minors or vulnerable persons at FUMC sponsored activities.</p> <p>Examples of persons who would fall into Category A are Youth Group Volunteers, Children's Choir Director, Sunday School Teachers, Nursery Caregivers / Helpers and Supervisors of overnight activities.</p>
Category B	<p>Volunteers or providers who serve only a few hours each year with limited responsibilities and in supervised settings.</p> <p>Examples of persons who fall into Category B are Vacation Bible School Helpers, Church Librarian and Youth Group single event or short-term volunteers.</p>

4.2 Screening Requirements

4.2.1 Category A Volunteers / Providers

Applicants who fall into Category A described above must complete a Volunteer / Provider Application Form and be interviewed by the paid staff person responsible for that area of ministry (or his/her delegate). If the applicant prefers, confidential information may be discussed only with the clergy as noted on the application. Volunteers in Category A will also be required to provide names of references and submit to a background check, including a criminal records check.

4.2.2 Category B Volunteers / Providers

Applicants fall into Category B described above must complete a Volunteer / Provider Application Form, including references, which will be reviewed and approved by relevant staff. An interview is not necessary for Category B volunteers.

4.2.3 Six Month Rule

All applicants falling in Category A described above must have been active in the church for at least six months. Those who have been active in the church for less than six months may serve as additional helpers for a specific event when under the supervision of an authorized teacher, youth volunteer or staff member and if they have a child participating in the event.

4.2.4 Volunteer / Provider Qualifications

The following qualifications will be used for determining if an applicant may be a volunteer / provider with FUMC ministries involving children, youth and vulnerable adults.

- No one shall be certified to serve as a volunteer, provider or leader who may represent a significant risk of committing abuse or neglect, or violating any part of this Policy.
- No one shall serve as a volunteer / provider if he/she is known to have been previously convicted of or pled guilty to any crime arising out of any act or conduct involving sexual abuse, or any act of conduct which is of a sexual, molesting, seductive, or criminally deviant nature, whether or not such conduct involved a child. This includes, but is not limited to, crimes involving pedophilic behavior, incest, rape, assaults involving children, youth or vulnerable persons, murder, kidnapping, pornography, sexual harassment, and the physical or sexual abuse of a child, youth or vulnerable adult. This qualifying rule shall be applicable no matter how long ago the crime occurred.

- No one shall serve as a volunteer / provider who has had a verdict rendered against him or her in any civil action out of any personal act or conduct related to sexual abuse, sexual harassment or physical abuse of a child, youth or vulnerable adult. This qualifying rule shall apply no matter how long ago the civil verdict was rendered.

4.2.5 Interpretation and Modifications

The Child Protection Team, in conjunction with the Senior Pastor, may approve the implementation of any modification or exception to the Screening procedures described above in individual circumstances when, in their subjective opinion, the situation so justifies. In exercising this discretion, however, the obligation to perform thorough and complete screening of the applicant shall remain intact in order to ensure the safety of the children, youth and vulnerable adults at FUMC.

4.3 Signed Agreement to Follow Policy

Volunteers / providers and employees are required to read the policy in its entirety and sign an agreement to abide by its provisions.

4.4 Care of Documents

All forms filled out by volunteers /providers and employees will be reviewed by paid staff members relating to the work area and the clergy staff only, and will be treated in a confidential manner. Except in the case of a response to a report of suspicious activity, only paid staff members and the clergy staff shall have access to the information on these documents. In the case of a report of suspicious activity, the Response Team and appropriate legal and Church authorities will have access to the information.

Original Emergency Medical Contact and Information Forms will be stored in a secure location accessible to paid staff members only. Copies of these forms will be made available as necessary to those volunteers and providers charged with responsibility for children and youth both on-site and off of FUMC property.

4.5 Renewal Process

Volunteers / providers and employees must resubmit an application every three years, at which time a background check may again be completed. The file of a person currently not volunteering and who does not resubmit an application will be placed in a non-active file.

4.6 Training of Workers

1. The Child Abuse Prevention Team shall be responsible for developing and implementing the necessary training and education on the issue of child, youth and vulnerable adult abuse.
2. All Child Care Providers, Teachers and Youth Leaders shall be provided with this necessary training and education. Other church leaders, parents, children and the congregation should also have the opportunity to be aware of the issues involving child/youth/vulnerable adult abuse and how the church is addressing those issues.
3. This training and education should be designed to create sensitivity to the issue of child/youth/vulnerable adult abuse, as well as an appreciation for the necessity to implement and accept policies and procedures to address the issue. At a minimum, the training and education of Child Care Providers, teachers and youth leaders should include a knowledge, understanding and familiarity with these Child, Youth and Vulnerable Adult Abuse Prevention Policies of the church. The goal of avoiding the appearance of child/youth/vulnerable adult abuse in order to prevent false accusations, as well as the goal of avoiding child/youth/vulnerable adult abuse, should be part of this training and education process.

4. This training and education shall be an ongoing process.

5 PROCEDURES

5.1 General Procedures

In order to protect the children, youth, vulnerable adults, staff and volunteers at FUMC, the following general procedures will be followed for all children/youth participating in FUMC sponsored activities.

5.1.1 Emergency Contact and Medical Information Forms

Parents must complete an Emergency Contact and Medical Information Form for each child/youth. Occasional visitors to Sunday morning worship activities will not be required to complete this form until they have attended three Sundays in a row.

The Emergency Form will include the following information:

- The child's name, gender and date of birth
- Parent / guardian's name, address and home/cell phone numbers
- Last grade completed
- Emergency contact name(s), phone and/or cell phone numbers
- Medical information such as allergies, chronic illnesses, medications
- Physician's name and phone number
- Health insurance information
- Release to allow volunteer to authorize emergency medical care in the event a parent/guardian is not available.

This form must be completed annually, typically at the beginning of each church school year.

5.1.2 On-Site Ratios

The following ratios of volunteers to children/youth are recommended:

Age Range	Ratio
Children ages infant – 18 months	1:4
Children ages 18 months – 4 years	1:5
Children ages K – 3 rd grade	1:8
Children ages 4 th – 5 th grade	1:8
Youth ages 6 th – 12 th grades	1:10

5.1.3 Restroom Rules and Procedures (Nursery through Grade 5)

- 1) Assistance in the restroom will be provided for any child needing or requesting assistance.
- 2) When personal assistance of the child is not needed inside the restroom, one caregiver may escort the child to the restroom but shall stand outside the restroom, leaving or holding the door open a crack while the child is using the restroom.
- 3) The rules provided above shall be waived in the event that a child has a potentially embarrassing restroom emergency that requires immediate attention.

5.1.4 First Responders (CPR / First Aid)

In order to protect the children, youth and vulnerable adults at FUMC, a list of certified First Responders will be posted in all classrooms. In the event of a medical emergency, the adult volunteers will contact a First Responder from the posted list, the child/youth/vulnerable adult's parent or guardian, and the appropriate medical personnel. If the medical emergency occurs at a time when first responders are not available (for example, during a special weekday event), emergency personnel should be summoned directly by dialing 911; volunteers should not attempt to address a medical emergency unless they have been certified in CPR and First Aid.

Following resolution of the emergency, the adult volunteer will need to complete an Incident Report form and give it to the Senior Pastor.

5.2 On-Site Procedures

In order to protect the children, youth, vulnerable adults, staff and volunteers / providers at FUMC, the following procedures will be followed for all on-site activities.

1. Volunteers /providers will not be left alone with a child/youth/vulnerable adult, out of sight of another adult.

Whenever possible, there will be at least two volunteers /providers in rooms where children/youth/vulnerable adults are participating in a particular ministry and at least one volunteer must be 21 years old or older. An exception to this procedure may be given as long as there is a roving monitor that intermittently checks in on the classroom. In the case of an exception to the two volunteers rule, the classroom door must remain open at all times.

2. All rooms used by children/youth/vulnerable adults will have a window in the door or remain open when the room is in use.

5.3 Off-Site Procedures

At least two adults shall supervise all groups of children/youth/vulnerable adults on off-site events.

5.3.1 Permission Slips / Emergency Contact Information

For any off-site activity within 100 miles of the FUMC property, a copy of the Emergency Contact and Medical Information Forms on file for all participating children, youth and vulnerable adults will be carried along by one of the adult volunteers / providers. Activity-specific permission slips will be required for any activity that takes place greater than 100 miles from the FUMC property.

5.3.2 Driving Policies

The following persons will be required to follow the Driving Policies of FUMC as described below:

- Volunteers / providers and staff who use FUMC-owned vehicles to transport children/youth/vulnerable adults.
- Volunteers and staff who use personal vehicles to regularly transport children/youth/vulnerable adults to church sponsored local activities. This would include Youth Group volunteers.
- Volunteers and staff who use personal vehicles to transport children/youth/vulnerable adults on a church sponsored activity of significant distance from Ypsilanti. This would include persons driving for church-sponsored events such as Tiger baseball games in Detroit.

Driver Requirements

For FUMC sponsored activities where FUMC volunteers / providers are transporting children/youth/vulnerable adults, the following guidelines will be followed:

- Drivers must be at least 21 years old.
 - Youth of driving age may drive to offsite activities with parental approval (acknowledged in advance to at least one church volunteer chaperone), but cannot transport other persons except for siblings.
- Volunteer drivers will not transport less than 2 children/youth/vulnerable adults in a car.
 - Occasionally, there are times when volunteers are asked by parents or guardians to transport their child/youth to or from a church-sponsored event in their personal vehicle. In this situation, it is understood that this is a personal agreement between the parent/guardian and the volunteer and is not governed by the guidelines of this Policy.
- Drivers must have a functioning seat restraint for each passenger and seat restraints **must** be used by every passenger.
- Drivers with front and passenger side airbags must follow guidelines for their vehicle regarding the appropriate requirements.
- Drivers will refrain from using cellular phones while operating a vehicle. Cellular phones may be used by a passenger.
- Drivers must complete the Driver Authorization Procedures described below before transporting children/youth/vulnerable adults on an FUMC sponsored activity.

Driver Authorization Procedures

Before transporting children/youth/vulnerable adults on behalf of FUMC, volunteers / providers and staff must do the following:

- 1) Complete the FUMC Driver Information Form.
- 2) Provide a copy of their current driver's license, proof of insurance and vehicle registration.
- 3) Provide a copy of their current driving record from the Michigan Secretary of State's Office.
- 4) Annually thereafter for up to four years following the initial approval, volunteers / providers and staff must sign the FUMC Driver Annual Update Form.
- 5) Every 5th year, complete steps 1-3 above.

5.3.3 Water-Related Event Policies

Every attempt should be made to hold water-related events at locations where a trained lifeguard / water safety instructor is provided. In the event that trained lifeguards or water safety instructors will not be on hand to supervise the activity, waivers must be obtained from the parents / guardians of all participating children/youth/vulnerable adults. Any child/youth/vulnerable adult who does not have a signed waiver will not be able to participate in water-related activities in which a lifeguard is not provided.

5.4 Additional Procedures for Working with Children Ages Birth Through Pre-K

In addition to the on-site and off-site procedures described previously, the following procedures will be followed when working with infants, toddlers and pre-K aged children at FUMC.

Check-in Procedure for Sunday Worship / Sunday School

- 1) Child's name and assigned pager number must be written on the sign-in sheet, along with any special instructions.
- 2) Parents will be given a numbered pager which will match the number written on the sign-in sheet.
- 3) All diaper bags, bottles, diapers, etc., should be labeled with the child's name.
- 4) If the parents are visitors, the following additional procedures are required:
 - a. A Visitor Information Card should be completed and left on the counter with the sign-in sheet under "Special Instructions".
 - b. The visitor will be informed of the Nursery/Preschool Security Procedures, especially that the child will not be released without the numbered pager.
 - c. The Nursery/Preschool volunteer will ask the visiting parents the following questions and note the replies on the sign-in sheet:
 1. Do you want your child taken to the restroom or would you like to be notified if your child expresses an interest in going to the restroom?
 2. Is your child potty trained or in pull ups or diapers?
 3. Do you want your child to have a snack during Sunday school?
 4. Does your child have any food allergies or other allergies?

Sign-in/out sheets will be kept on file for the duration of the Sunday school year.

Child Pick-up Procedure for Sunday Worship / Sunday School

- 1) To take a child out of the Nursery or Preschool room, a parent/guardian must turn in the appropriate numbered pager.
- 2) If a parent/guardian says he/she has lost the numbered pager, the following procedure should be used:
 - a. The parent/guardian will show his/her driver's license (picture required).
 - b. If the parent/guardian cannot show a picture driver's license, the Sunday School Superintendent or a pastor should be consulted to resolve the problem.

Parents may be asked to replace lost pagers at the discretion of the Pastor.

Youth Volunteers

Youth volunteers must be approved by the Sunday School Superintendent before volunteering in any classroom. Youth volunteers in the nursery are not permitted to change diapers.

5.5 Additional Procedures for Working with Children (Grades K-5)

In addition to the on-site and off-site procedures described previously, the following procedures will be followed when working with children in grades K through 5 at FUMC.

Children in Grades K-3

- 1) All parents / guardians must sign-in their child/children each Sunday morning. (Parents will need to leave the church service to sign their children in for Sunday School.) The sign-in sheet will ask for:
 - a. The child's name, parent or guardian's name,
 - b. Where they will be during the morning (sanctuary, Sunday School room, etc.),

- c. Indicate if they will be leaving the church building and a phone number where they can be reached,
 - d. Expected time of return,
 - e. And identification of person(s) authorized to pick up the child.
- 2) Children in Grades K-1 must be picked up in their classroom by their parents or the authorized person(s) to sign out their child.
 - 3) Children in Grades 2-3 must be picked up in the music room by their parents or authorized person(s) to sign out their child.

Children in Grades 4 and 5

- 1) Children in Grades 4 and 5 will meet their teacher at the Sanctuary door when it is time for them to go to their class.
- 2) Each child must sign the Sign-in Sheet when they enter their classroom. The Sign-in Sheet will contain the same information as Grades K-3.
- 3) Children in Grades 4-5 must be picked up in the music room by their parents or authorized person(s) to sign out their child.

5.6 Child Care Procedures for Special Worship Services and Programs

First United Methodist Church will provide safe child care during all special worship services and programs, such as Lenten Dinners, Christmas Eve services and ESL. Child care providers will be compensated at an hourly rate. Anyone who wishes to be considered as a child care provider will be expected to go through the screening process for primary workers described above. Ratios set forth above will be maintained with all age levels.

In order to release children to properly identified and preauthorized caregiver and to make sure that the parent or guardian can be located in case of an emergency, the church will:

- 1) Require all parents or guardians to sign in their child for every event. The sign-in sheet will ask for the child's name, parent or guardian's name, where they will be during this event (sanctuary, Sunday School room, etc.), expected time of return and identification of person(s) authorized to pick up the child.
- 2) All children shall wear a name tag for identification.

5.7 Additional Procedures for Working with Youth (Grades 6-12)

In addition to the on-site and off-site procedures described previously, the following procedures will be followed when working with youth in grades 6 through 12 at FUMC.

5.7.1 Overnight Activities

At least 2 adult volunteers (age 21 or older) will supervise overnight activities with FUMC youth. If the participants are both male and female, then male and female adult volunteers must be present.

During sleeping times, boys and girls will be in separate rooms or, if not possible, in separate areas of the same room. There will be at least one male volunteer supervising the boys' sleeping area and at least one female volunteer supervising the girls' sleeping area. Adult volunteers should sleep in areas close enough to supervise the sleeping arrangements but somewhat separate if possible; adult volunteers should not sleep directly next to a youth.

5.7.2 Behavioral Issues

Behavioral concerns during FUMC sponsored youth activities will be addressed as follows:

- Behavioral issues that place the safety of one or more youth at risk will be addressed immediately. The parents of the youth(s) involved and the Senior Pastor will be notified of the issue and the actions taken to address the issue as soon as possible.
- Other behavioral issues that cause concern among the adult volunteers will be raised to the Senior Pastor and the parents of the youth(s) involved, and they will decide together on the appropriate action to address the behavioral issue.
- Any adult volunteer who meets with a youth to address a behavioral issue will do so under the supervision of the Senior Pastor and in a neutral location.

6 REPORTING AND RESPONDING TO ALLEGATIONS OF ABUSE

First United Methodist Church of Ypsilanti recognizes its obligation to report suspected abuse of children, youth and vulnerable adults and will comply with all state and federal laws. In addition, the church recognizes its obligation for mutual accountability and recognizes each person's moral obligation for personal responsibility. All allegations of abuse will be taken seriously and investigated. Any person who observes violations of church guidelines or has reasonable suspicions of inappropriate activity is required to report these concerns to an appropriate leader.

6.1 Reports or Suspicion of Abuse

Any person working with a child/youth/vulnerable adult will understand that discrete and confidential reporting of suspected abuse is critical to abuse prevention. This reporting reflects caring and is not an act of disloyalty. It is a moral obligation and a personal responsibility that takes precedence over any fear of personal or legal recrimination.

Matters of known or suspected abuse or neglect are to be kept confidential, except as required by law or as disclosed to Detroit Conference representatives with a need to know such information.

The reporting requirements in this Policy are the minimum requirements. This Policy does not preclude anyone from reporting a known or suspected case of abuse or neglect to others for the protection of children, youth and vulnerable persons. Unless such protection requires otherwise, however, confidentiality of the information reported or received shall be respected to protect the rights and interest of the victim, the alleged perpetrator, and their families.

Young people frequently choose to confide in church youth workers about abuse happening outside of the church. It is important that reports of this type are also handled sensitively and appropriately. The church's policies also apply to reported allegations not related to church activities or workers. These policies are appropriate for allegations involving church activities and non-church related reports of abuse.

6.2 Whom to Notify

Any suspicious activity, observed abuse or victim allegations that are brought to the attention of a church worker (whether the alleged abuse took place at a church sponsored activity or elsewhere) must be reported immediately to the staff person responsible for that particular ministry. The person making the report of abuse or receiving the allegation from the victim should document the incident in writing (what, when, where, how, the date, time and circumstances under which the report was made).

The person receiving the initial report will report immediately to the Senior Pastor, and then notify the appropriate authorities. The Senior Pastor will notify the victim's parents and take any steps necessary to insure

the victim's safety until the parents arrive. If a parent is the accused party, the Senior Pastor will insure the victim's safety until the appropriate authorities arrive. The worker who observed or was first told of the abuse should speak with the state authorities. If this report is being made anonymously, the report should take place in the presence of the pastor, a staff person, or other witnesses who can verify later, if necessary, the identity of the reporter.

Once a phone call has been placed to the authorities, a written incident report must be filed within 72 hours; these forms are located in the church office. Once the authorities become involved, the church will respond as necessary to their instructions. The Crisis Management/Response Team will determine how the church will respond to congregational concerns as well as the media.

If the Senior Pastor is being accused, the person receiving the initial report should contact the chair of the Staff Parish Relations Committee who will notify the District Superintendent.

6.3 Responses to Victim

Clergy, church staff and volunteers / providers will be instructed to take all allegations seriously. The following steps should be followed with respect to the person reporting the abuse (i.e., the victim):

- 1) The person reporting the abuse should be treated gently and the person receiving the report should listen supportively and non-judgmentally.
- 2) Ask basic questions to clarify facts if needed, but do not try to investigate or verify the allegations of the report.
- 3) Note the pertinent details in writing as soon as possible after hearing the report, but don't take notes when the victim is speaking. Give him/her your full attention.
- 4) Assure the victim that their safety and privacy is of utmost concern. If the safety of the child is at issue and church leaders are unavailable for consultation, the person receiving the report must use his or her own judgment to decide the best way to proceed.
- 5) Counseling and support to the victim and the victim's family will be offered and facilitated by the Pastor.

6.4 Responses to the Accused

The accused person(s) will be treated with dignity at all times. Persons who are accused or suspected of abuse will be required to refrain from all church activities with children, youth and vulnerable adults until it is determined if further action will be taken; notification of this action will be handled by the Senior Pastor. Matters of known or suspected abuse or neglect are to be kept confidential, except as required by law or as disclosed to Detroit Conference representatives with a need to know such information. Counseling and support to the accused and the accused's family will be offered and facilitated by the pastor.

In cases of clergy or diaconal sexual misconduct, the policies of the Detroit Annual Conference will be followed.

6.5 Crisis Management / Response Team

In the event that an allegation of abuse internal to the church arises, a Crisis Management / Response Team may be convened to take any further actions that are required. The Team will follow the advice of legal counsel, the Bishop (or the Bishop's designated representative), the insurance company and the direction of the authorities. The Crisis Management/Response Team will be made up of the following personnel: Senior Pastor, chair of the Staff Parish Committee, head of the Church Council, the Sunday School Superintendent; additional persons may be included at the Team's discretion.

The team may be asked to:

- 1) Document all findings and all efforts in the investigation.
- 2) Cooperate with local and state civil authorities.
- 3) Notify the parents.

6.6 Spokesperson for the Church

The Senior Pastor will be the spokesperson for the church and will be the only person communicating to the press, the congregation and the authorities concerning any allegations. If the Senior Pastor is not available, consultation will occur with the District Superintendent and the Chair of Staff Parish and, if necessary, a designee will be appointed to speak on behalf of FUMC. The Policy for the Protection of Children, Youth and Vulnerable Adults of First United Methodist Church will be reflected in public statements. The person designated by the Bishop’s office shall be the only individual authorized to communicate on behalf of the Detroit Conference with the authorities and media after the initial report is made.

In the event the Senior Pastor is implicated in the allegation of abuse, the Bishop (or the Bishop’s designated representative) will be the only person communicating with the press, the congregation and the authorities concerning any allegations.

7 CARE AND STORAGE OF DOCUMENTS

The following table denotes the storage location of the various documents referenced in this policy and the person(s) who are authorized to view the information therein.

Document	Storage Location	Authorized to View
Volunteer Application Form – Category A	3-drawer locked file in Asbury Room	Clergy staff or designated representative
Volunteer Application Form – Category B	3-drawer locked file in Asbury Room	Clergy staff or designated representative
Volunteer Driver Application Form	3-drawer locked file in Asbury Room	Clergy staff or designated representative
Volunteer Driver Annual Update Form	3-drawer locked file in Asbury Room	Clergy staff or designated representative
Emergency Contact & Medical Information Form	3-drawer locked file in Asbury Room	Clergy staff and all volunteers / providers charged with managing emergency situations for children & youth
First UMC Incident Report	3-drawer locked file in Asbury Room	Crisis Management / Response Team members
Sunday School Sign-in/out Sheets	In classrooms for up to 9 months, then archived in 3-drawer locked file in Asbury Room	Sunday School Superintendent

Records will be shredded and destroyed after a seven year period, except the Sunday School Sign-in/out Sheets and the Emergency Contact & Medical Information Forms, which will be destroyed annually in September.

8 APPENDICES

APPENDIX A: Volunteer Application Form – Category A Volunteers

APPENDIX B: Volunteer Application Form – Category B Volunteers

APPENDIX C: Emergency Contact and Medical Information Form

APPENDIX D: Visitor Emergency Contact and Medical Information Form

APPENDIX E: Volunteer Driver Information Form

APPENDIX F: Volunteer Driver Annual Update Form

APPENDIX G: Incident Report Form

APPENDIX H: Sunday School Sign-in/out Sheets