

First United Methodist Church of Holliday



MINISTRYSAFE

Policies and Procedures Manual

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Introduction

Holliday First United Methodist Church of the Northwest District of the North Texas Conference of the United Methodist Church is dedicated to providing a safe and nurturing environment in which children, youth, and vulnerable persons can grow in a relationship with Jesus Christ. In order to ensure the most positive and protective place of worship and learning, we must proactively approach the issue of child sexual abuse. While no plan can provide a strict guarantee, this simple plan of training, screening, monitoring and reporting will provide a great deal of protection for our children, youth, vulnerable persons, staff, volunteers, and other members of the Holliday FUMC community of faith and to limit the legal risk and liability of the church.

Overview of the MinistrySafe Safety System

Because we love children, youth and vulnerable persons and desire to protect them, all staff members and volunteers non-spouse or significant other working with children or youth (and other vulnerable populations) are required to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

It is required that all staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to the Holliday FUMC Safety Management Team. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. **Grooming is the process used by an abuser to select a child/youth, win the child/youth’s trust (and the trust of the child/youth’s parent or ‘gatekeeper’), manipulate the child/youth into sexual activity and keep the child/youth from disclosing the abuse.** To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior. All staff members and volunteers are required to complete MinistrySafe sexual abuse awareness training (live or online at www.MinistrySafe.com). This training will be renewed every two years.

In addition to persons working directly with vulnerable persons, everyone in the church must be aware of the dangers of sexual abuse. Training is essential to successful prevention strategies and specialized training is required for different audiences. Church leaders, families, youth leaders, and Sunday School teachers must do their part in protecting vulnerable persons.

Church leaders, through actions by the Administrative Council and Council on Ministry must:

- understand the potential danger of child sexual abuse and why churches must do to prevent it.
- develop a commitment to implement and maintain a plan to protect children from harm.
- understand the legal basis for policy decisions.

Overview of the Ministry Safe Safety System, continued

Definitions of Abuse

Verbal Abuse - Any verbal act that humiliates degrades or threatens any child or youth or vulnerable adult .

Physical Abuse - Any act of omission or an act that endangers a person’s physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual’s caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth or vulnerable adult.

Sexual Abuse - Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in sponsored activities of this church, 6) sexualized behavior that communicates sexual interest and/or content. Examples are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one’s own or another person’s body, touching another person’s body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse.

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Emotional Abuse - Exposing a youth or child or vulnerable adult to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the youth, child or vulnerable adult that she or he is worthless, bad, unloved, and undeserving of love and care. Emotional abuse may include being locked in closets or other confining spaces, being incessantly told they are bad, or being forced to abuse alcohol or illegal drugs.

Neglect – Endangering a child, teen or vulnerable adult’s health, welfare, and/or safety through negligence. It may include withholding food, medical care, or affection to destroy the person’s sense of self-esteem and self-worth.

Ritual Abuse - Abuse in which physical, sexual, or psychological violence is inflicted on a child or youth, intentionally and in a stylized way, by someone (or multiple people) with responsibility for the victim’s welfare. Typically the perpetrator appeals to some higher authority or power to justify his or her abuse. Examples of ritual abuse may include cruel treatment of animals or repetitious threats of sexual or physical violence to the youth or child victim or to people related to the victim.

Step Two: Screening Process

Staff members and volunteers are required to complete the My church Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
Holliday FUMC Safety Manual
- complete the Safety Application (employees and volunteers)
Holliday FUMC Safety Manual, Appendix B
- provide references to be checked (employees and volunteers)
Holliday FUMC Safety Manual, Appendix C
- complete a face-to-face interview (employees and volunteers)
- a volunteer must attend church for six months before being eligible to serve in positions providing access to children, students or vulnerable populations.

Step Three: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign Holliday FUMC Safety Manual, Appendix J, indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

Step Four: Criminal Background Check

All staff members and volunteers working or volunteering in children’s or youth activities or programming are required to undergo a criminal background check. The background check vendor for the North Texas Conference is Trak-1 (www.new.trak-1.com)

Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with children and youth:

- Child abuse, whether physical, emotional, sexual, or neglectful
- Violent offenses, including murder, rape, assault, domestic violence, etc.
- Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver.
- Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application shall not be allowed to participate in the event.

Abuse Tolerance

There is a **zero tolerance** for abuse in ministry programs and ministry activities. It is the responsibility of every staff and volunteer to act in the best interest of all children, youth and vulnerable persons in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to Holliday FUMC Safety Management Team.

Reporting Suspicious or Inappropriate Behaviors

It should be the commitment of every congregation to provide a safe, secure environment for children, youth and vulnerable persons and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported using appendix F, Holliday FUMC Safety Manual “Report of Suspected Incident of Child Abuse”, in accordance with this policy and Texas state law, to the Holliday FUMC Safety Management Team and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information. Because sexual abusers ‘groom’ children/youth for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child /youth for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to Holliday FUMC Safety Management Team.

Enforcement of Policies

Staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all these policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Holliday FUMC Safety Management Team.

OUR CALLING AND OUR MANDATE IS TO ENSURE A SAFE HAVEN FOR ALL OF GOD’S PEOPLE.

As Christians, we are called to create a protective environment in our churches. They must be holy, safe and protective communities for all of God’s children, regardless of age or ability. Holliday FUMC recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of children, youth, and vulnerable persons and (2) to help provide safeguards for workers from false accusations and/or suspicions (3) to hold accountable all those who minister in the name of Jesus Christ.

Reporting Abuse or Suspicions of Abuse

Reporting Violation of Policy

In order to maintain a safe environment for our children, youth and vulnerable persons, staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to Holliday FUMC Safety Management Team.

Consequences of Violation

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child/youth will be immediately suspended from participation in all ministry activities. The suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, youth or vulnerable populations. If the person is a staff member or employee, such conduct may also result in termination of employment.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, youth or vulnerable populations.

Reporting Suspicions of Abuse To Law Enforcement Agencies

Staff members and volunteers are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to Holliday FUMC Safety Management Team.

Texas state law requires that any person having cause to believe a child/youth's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency. A staff member or volunteer may report Holliday FUMC Team and allow them to make the appropriate report to law enforcement agencies.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer, Holliday FUMC Safety Management Team will speak with the person or volunteer to whom the child/youth spoke in order to get detailed information about the entire conversation. If appropriate, Holliday FUMC Safety Management Team will inform the Texas Department of Family and Protective Services (1-800-252-5400) or Child Protective Services (940-235-1995).

Response to a Report of Abuse

The Holliday FUMC Child Protective Response Team is composed of the Pastor, the Board of Trustees Chair, Pastor/Parish Relations Committee Chair, and the Church Council Chair. The Response Team may call on an Advisory Team composed of other members as deemed necessary.

The Pastor is the designated communicator and will be the only authorized spokesperson, unless the Response Team designates others. The North Texas Conference Communication Officer will assist with the media. If the Pastor is the alleged person, the Chairman of the Administrative Council will serve as the designated communicator; other designees may be the Chair of the Board of Trustees or the Chair of the Pastor/Parish Relations Committee.

After an alleged incident of child abuse occurs, the following steps should be taken:

- Provide emergency care to the victim, as needed.

- Notify the Child Abuse Response Team.
- Protect the evidence.
- Assist the Response Team in documenting actions taken.

The Response Team will:

- Notify the parents and the Texas Department of Protective and Regulatory Services, unless the allegation is against a parent.
- Establish a case file and document every action taken.

(See Appendix F: Report of Suspected Child Abuse).

- Ensure pastoral care is provided to the victim and the victim's family.
- Provide pastoral care and other counseling to the congregation as needed

Clergy:

- Allegations of sexual misconduct should be kept in the strictest of confidence.
- Any pastor with knowledge of alleged sexual misconduct by another member of the clergy, both in the past and present, must immediately report that information to the District Superintendent (see Appendix K: Sexual Misconduct Contact Information of the Holliday FUMC Safety Manual) and to the Chairperson of the Administrative Council).
- Every allegation must be taken seriously and in no instance should a pastor judge the validity of an allegation.
- Other persons with knowledge concerning the sexual misconduct of a member of clergy should contact the District Superintendent (Contact Information of the Holliday FUMC Safety Manual).

Non-Clergy:

- Allegations of sexual misconduct within the congregation at large should be reported to the pastor.

Holliday FUMC Safety Management Team

Recognizing the importance of providing and maintaining a safe environment for children, youth and vulnerable person, the Holliday FUMC Safety Management Team, which will meet once each quarter.

Mission Statement

The purpose of the Holliday FUMC Safety Management Team is to enable each ministry of the church carries out in appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

Composition

Holliday FUMC Safety Management Team will be comprised of the following members :

1. Pastor
2. Board of Trustees Chairperson (or designee)
4. S/PPRC Chairperson (or designee)
5. Administrative Council Chairperson (or designee)

6. If all of the above members are members of one church, an additional member shall be appointed from the other church.

Meetings

S/PPRC Chairperson will chair the meeting of the Holliday FUMC Safety Management Team on a quarterly basis to discuss risk management practices and updates. The Holliday FUMC Safety Management Team will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

Responsibilities

The Holliday FUMC Safety Management Team will be charged with the following duties:

1. Applying existing policies and procedures related to children/youth’s safety and risk management issues.
2. Monitoring all Children/Youth, vulnerable persons programs for ongoing compliance with safety policies.
3. Identified for risk management questions and concerns.
4. Ensure training is completed.
5. Perform an annual audit to ensure all MinistrySafe Safety System policies and procedures are being followed accordingly by all staff and volunteers.

Building Safety

The Holliday FUMC Safety Management Team will be responsible for ensuring that the vulnerable persons ministries are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and vulnerable persons ministries in classroom and outdoor situations.

No vulnerable person will ever be left unattended during ministry programming or classes. Staff members or volunteers are prohibited from being alone with a vulnerable person. In the event a staff member or volunteer finds himself/herself alone with a vulnerable person, that staff member or volunteer will take the vulnerable person to a place occupied by others, or to a location easily observed by others. (Example: if a vulnerable person is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On playground setting, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

Holliday FUMC Safety Management Team Worker to Child/Youth Ratios

The church should be committed to providing adequate supervision in all Children/Youth Ministry programs. Accordingly, the following worker to child/youth minimum ratios will be observed:

Program	Workers	Student
Nursery	2	8
Preschool, 4 & 5 years old	2	18
Elementary	2	10

For increased numbers, one additional staff/volunteer (non-spousal or significant other is required for multiples of: 4 (nursery); 12 (preschool); 20 (elementary and youth).

If worker is out of ratio, it is his/her responsibility to immediately notify the Holliday FUMC Safety Management Team who will make diligent efforts to immediately bring staff member/volunteer to student ratios into compliance with this policy. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

Release of Children

At any time that a child has been entrusted to staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. It is presumed a person who drops off a child or student has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact Holliday FUMC Safety Management Team.

Discipline No form of physical discipline is accepted.

Children

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A Caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited.

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Youth

If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention.

Bathroom Supervision and Assistance Guidelines

Nursery Children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

1. Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Any special instructions given by parents leaving children in nursery will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
6. Children should be changed on changing stations only.

Toilet training

1. No child will be forced to toilet train.
2. Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door will be left partially open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded - ask her if she needs to go.")
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers should be available, if the parent has not furnished a clothing change.

School Age Children

School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open

when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special Needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

One-To-One Interactions

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with vulnerable persons while participating in ministry programs. Another adult who has completed the MinistrySafe application, the screening process and training should always be present.

It is noted that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students. Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation. The following guidelines should be strictly observed when workers are involved in the transportation of children or youth:

1. Vulnerable persons should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
2. Staff members and volunteers should avoid physical contact with vulnerable persons while in vehicles.

Sleeping Arrangements

It is anticipated that certain activities may occasionally require that overnight sleeping arrangements be made for youth and staff/volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed. The 2-adult staff/volunteers present must have previously completed MinistrySafe application, screening and training process.
2. As long as any youth are awake, one of the staff/volunteers must also be awake and monitoring youth to ensure safe behavior.
3. Staff/volunteers should check with parents and use good judgment regarding PG or PG-13 movies. **No R-rated movies are permitted.**
4. Appropriately modest sleeping attire must be worn.
5. If the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student staff/volunteer of the same gender.
6. Staff and volunteers will monitor sleeping youth by periodically conducting visual bed checks to ensure that sleeping

youth remain in designated sleeping places. During bed checks, staff and volunteers should never physically touch a youth.

7. Whenever possible, at least one staff/volunteer (same gender) will sleep in the same room as youth or in an adjoining room with the door between the rooms kept open.
8. In the event that overnight arrangements do not include standard beds, each staff/volunteer, and youth will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

Physical Contact

A ‘physical contact policy’ is implemented which promotes a positive, nurturing environment for ministries while protecting children, youth and vulnerable persons. The following guidelines are to be carefully followed by anyone working in these ministry programs:

1. Hugging, pats on the back and others forms of appropriate physical affection between staff members or volunteers and vulnerable person are important for their development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to Holliday FUMC Safety Management Team.
3. Physical contact should be for the benefit of the vulnerable person, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children/youth, staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in any ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A vulnerable person’s preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children/youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to Holliday FUMC Safety Management Team.

Other Guidelines

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while performing ministry duties, while traveling with vulnerable persons, or while working with or supervising vulnerable persons.

Tobacco Use

Staff members and volunteers are required to abstain from the use or possession of tobacco products in church facilities, while in the presence of children/youth or their parents, or during activities or programs.

Nudity

Staff members and volunteers should never be nude in the presence of children/youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Holliday FUMC Safety Management Team concerning arrangements for showering or changing clothes.

Parental Contact

Parents who leave a child in the care of staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has severe disciplinary problem while participating in ministry programs.

Parental Involvement

Parents are encouraged to visit any and all services and programs in which their child/youth is involved. **Parents have an open invitation to observe all programs and activities. However, parents who desire to participate in or have continuous, ongoing contact with their child/youth's programs will be required to complete the MinistrySafe volunteer application, screening process and training.**

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children/youth, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child/youth in the program.

Sexually Oriented Materials

Staff members and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children/youth.

Verbal Interactions

Verbal interactions between staff members or volunteers and children/youth should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children/youth.

To this end, staff members and volunteers should not talk to children/youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children/youth.

Building or Gym Use by Groups, Clubs, and Athletic Teams

All Groups, Clubs and Athletic teams must comply with the following:

1. Provide a copy of background checks and compliance with club or organization policies for working with children, youth, and vulnerable persons.
2. If no background check or no children, youth, or vulnerable person policy is available, then volunteers must comply with the MinistrySafe policies of Holliday FUMC, and sign the Statement of Acknowledgement and Agreement which will be securely kept in the church office. The cost of a background check will be incurred by the volunteer.

Holiday FUMC Ministry Safe Documents used (maintained separately)

Policy and Procedures Statement of Acknowledgement and Agreement

Safety Application Form for Volunteers

Reference Form for Volunteers