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Safe Sanctuary Guidelines

Adopted by the Administrative Board on Sunday, February 21, 2016

In accordance with the policies and procedures of The United Methodist Church, the Williamson's Chapel United Methodist Church adopts the guidelines detailed below. These guidelines are intended to provide a safe environment for youth and children as well as protect adults from unfounded allegations of misconduct. These guidelines are designed for persons age 0-18 (collectively "Children" or singly, "Child"). Adults are defined as persons age 19 and older.

1. All individuals, both paid and volunteer, who work with children must be trained on the church's Safe Sanctuary guidelines. Criminal background checks will be performed on all paid staff, regardless of their job position, and on all volunteers who work with children. All documentation is kept in a confidential file.
2. The church will operate on a two-adult rule. A minimum of two adults should be assigned to all activities involving children. In cases where only one adult is present there should be a window in the door or the door should remain open. The two adults should be unrelated when possible. A roving volunteer is also recommended.
3. We encourage parents, teachers and leaders of anyone under the age of 18 to make sure the children or youth always have a "buddy" so that the child is never alone on the church campus.
4. When children are on WCUMC campus and are not attending specific programming that is monitored by trained volunteers or paid ministry staff, it is the parent's responsibility to supervise their own children. This includes supervision inside the facility as well as on the playground.
5. If a group of children are meeting in a room without windows, the door must remain ajar at all times.
6. Youth, age 18 and under, are permitted to serve with children, provided they are at least 5 years older than the children they are working with and there is an assigned adult on site
7. No leader or volunteer is to discipline a child verbally or otherwise without the presence of another adult. No form of physical discipline is permitted.
8. All paid staff of WCUMC are required to be CPR/First Aid certified. At least one person who is CPR/First Aid certified will be present on campus for every event involving children under the age of 18.
9. Each classroom will post maps that include safe evacuation routes, location of first aid kits, and location of AEDs.

10. It is encouraged that a parent or guardian accompanies any Child needing assistance in the restroom. When this is not possible, a volunteer must check the bathroom before the Child is permitted to enter to ensure it is safe and the door to the restroom should be kept open or ajar with as much privacy as possible provided for the Child.
11. If you plan to bring a snack to share at any church activity, please check food allergies of all children attending and provide only safe foods.
12. In cases where a child is injured, the adult in charge should complete an Accident Report Form. This form should be signed by both the adult in charge at the time of the incident and the parent of the child who was injured. A copy of this report should be given to the parent for their records and WCUMC will keep the original on file.
13. If during the course of service, you have reason to suspect that a child is being abused or neglected, per [NC Statute 7B-301](#), you have a legal obligation to report your concerns to the local DSS or law enforcement. No other individual (volunteer, staff member, church member, etc.) should discourage or attempt to evaluate, sway or influence your actions. If desired, staff members are available to facilitate and assist in this reporting effort.
14. If an act of abuse or misconduct is witnessed while on the campus of WCUMC, in addition to the above, the witness should also immediately inform church staff or clergy. In any such case, WCUMC will have a designated spokesperson. All persons other than the designated spokesperson must refrain from speaking to the press.

Youth Specific Guidelines for Trips and Off-Campus Events

1. Medical forms must be completed for a child to have any prescription medications. An adult will serve as the custodian of prescribed medications.
2. Only leaders or other qualified individuals may drive. All drivers must have a valid driver's license and proof of insurance.
3. No counselors will room with any youth. All adults will room separately from youth except in circumstances where all youth and counselors of same sex are housed together in open arrangement housing or cabins.
4. Adult counselors will be no less than 5 years the senior of the oldest youth per group per event.
5. Girls are not permitted in boys rooms and boys are not permitted in girls rooms. This example should also be followed by counselors.
6. Adult counselors will not be permitted to transport single youth without being accompanied by another adult counselor within the same vehicle (adult counselors should be unrelated).
7. All other Safe Sanctuary guidelines will be in place at the event as they are at the church.