

Safe Sanctuaries Guidelines

2016 Edition

To report suspected abuse to Child Protective Services, call:

1-866-END-HARM

(1-866-363-4276)

AFTER HOURS, please call 1-800-562-5624



Salmon Creek Church | A United Methodist Ministry

12217 NE Hwy 99, Vancouver, WA 98686

(360) 573-3111

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Safe Sanctuaries Guidelines

2016 Edition

Effective: May 16, 2016

Approved by: Salmon Creek Church Board of Trustees, March 11, 2016
Salmon Creek Church Administrative Board,

Terms: The phrases “Salmon Creek Church” and “Church” refer to Salmon Creek United Methodist Church. Salmon Creek United Methodist Church is a Washington non-profit corporation.

The phrase “Vulnerable Persons” refers to children, youth, and vulnerable adults.

I. PREAMBLE and MISSION STATEMENT

PREAMBLE

Working with others is rewarding and challenging. In the present social and legal climate, this work is more challenging, with potential liabilities that may arise from reports of alleged abuse, either physical or verbal, alleged neglect, and other interpersonal situations that may result in risk. As a result, Salmon Creek United Methodist Church has special steps in place to assure a safe and nurturing place for all participating in our ministry.

MISSION STATEMENT

The Safe Sanctuaries Guidelines of Salmon Creek United Methodist Church provide for a safe and nurturing environment for all who participate in its programs.

SURVIVAL OF VALIDITY AND ENFORCEABILITY

Should any portion of these Safe Sanctuaries Guidelines be found by a court of law having jurisdiction to be invalid or unenforceable, the remainder of these Guidelines shall, notwithstanding, continue in full force and effect.

SECTION I - INTRODUCTION

A. Guideline Statement

These Guidelines are to prevent and detect the abuse of persons in our care. It is our desire to stop abuse by rendering it impossible. These standards apply to all personnel involved in church activities, both paid and volunteer, unless otherwise indicated. All personnel involved in church activities are encouraged to be familiar with these guidelines, and specifically identified individuals are identified here as responsible persons for the implementation and enforcement of these standards.

Salmon Creek Church prohibits all forms of sexual, physical, verbal, and emotional abuse, sexual harassment, and harassment in any form, in any activities sponsored by the Church. It is the intention and responsibility of the Church to take whatever action may be needed to prevent and correct behavior that runs contrary to these guidelines.

B. Responsibility

The Staff-Parish Relations Committee (SPR) is charged to administer these guidelines. Paid church staff are required by law to report certain matters or incidents described herein. After a reported incident, the Staff Parish Relations Committee may take disciplinary action as necessary.

It is Church policy to maintain the confidentiality of records pertaining to any incident reported under these standards while allowing for any required disclosure to officials investigating any incident. All discussion notes and written information received under these guidelines will remain confidential in secure church files; provided that the Church may release information regarding any incident to its insurance carriers, to the governing authorities of the Pacific Northwest Annual Conference of the United Methodist Church, and to law enforcement agencies and officials.

C. Definitions

- 1. Child Abuse:** an “abused child” is one less than eighteen years of age whose parent or other person legally responsible for his or her care: (1) inflicts or allows to be inflicted serious physical injury; (2) creates or allows to be created a substantial risk of serious physical injury; (3) commits or allows to be committed a sex offense against the child including: rape, sodomy, forcible touching; patronizing, promoting or permitting prostitution; incest; and using

a child in a sexual performance, such as promoting a sexual performance by a child in person, on video, on computer, or in a still photo.

2. **Child Maltreatment (including Neglect):** “Maltreatment” means that a child's physical, mental, or emotional condition has been impaired, or placed in imminent danger of impairment, by the failure of the child's parent or other person legally responsible to exercise a minimum degree of care by: (1) failing to provide sufficient food, clothing, shelter, education; (2) failing to provide proper supervision, guardianship, or medical care (refers to all medical issues, including dental, optometric, or surgical care); (3) inflicting excessive corporal punishment, abandoning the child, or misusing alcohol or other drugs to the extent that the child is placed in imminent danger.
3. **Sexual Harassment:** “Sexual Harassment” is unwelcome sexual advances, requests for sexual favors, and other unwanted or impermissible verbal or physical conduct of a sexual nature.
4. **Vulnerable adult:** Person of age 18+ who by reason of age or disability needs assistance with basic activities of daily living.
5. **Children:** Person no older than grade 5.
6. **Youth:** Person in grades 6–12.
7. **Volunteer:** Any person doing work under the auspices of Salmon Creek Church without being paid.

SECTION II - PERSONNEL POLICIES

1. **Screening process.** All paid staff and volunteers of age 18 or older—in cooperation with their parents or guardians—who work with minors, will complete the following forms. The Church shall provide these forms, and any updates or revisions to the forms, for completion for all background checks and will pay for the cost of conducting background checks.

- a. **Paid Staff**

- i. MinistrySafe background check
 - ii. Employee/Volunteer Application and Disclosure Form (Appendix A)
 - iii. Employment Application

- b. **Volunteers working with children, youth, or vulnerable adults:**

- i. MinistrySafe background check
 - ii. Employee/Volunteer Application and Disclosure Form (Appendix A)

2. **Authority to perform a background check.** The responsibility and authority to perform background checks for Salmon Creek Church rests with the Safety Advocate or, in her/his absence, her/his designee. Such appointment of a designee must be in writing. The Safety Advocate may contract with third party providers experienced in conducting background checks to complete any necessary background checks.
3. **Selection criteria.** Individuals found to have undeclared criminal history, convictions involving child abuse, incest, rape, assaults involving minors, murder, kidnapping, child pornography, domestic violence, or physical abuse, or who have been convicted of child-related convictions that may impair ability to effectively perform the functions of the position being applied for, will not be hired or allowed to volunteer. Other previously undeclared violations not listed in this paragraph will be reviewed by the Safety Advocate, the Church's Pastor or her/his designee. The Pastor or her/his designee will consult with the Safety Advocate regarding any paid staff or volunteer's history that presents a question of risk regarding the staff member or volunteer's association with children, youth, or vulnerable adults. Final decision-making authority on matters related to undisclosed criminal history will rest with the Pastor or her/his designee. Such appointment of a designee must be in writing.
4. **Training.** All paid staff and volunteers will be familiar with the Safe Sanctuaries Guidelines. Training will be open to the whole church at least once a year.

Youth and children's ministries volunteers will have an expanded, in-depth, yearly training in the fall or late summer. Ushers, greeters, information booth attendants, and Sunday school teachers shall also have a separate and in-depth safety training once a year.

5. **Fire safety.** The Salmon Creek Church youth and children's programs will conduct a mock fire evacuation (fire drill) at least once annually.

Training for the correct use of fire extinguishers will be given to all paid staff, ushers, and greeters. It will also be offered to volunteers as an option.

Ushers will verbally instruct the assembled Sunday-morning congregation on fire evacuation procedures as an in-church announcement at least once annually. The instruction given will address how to evacuate the building in an event of fire that takes place during an actual worship service.

6. **Availability of these Guidelines.** These guidelines shall be made available on the church website. Printed copies will be available for review upon request.

SECTION III - GENERAL STANDARDS OF CONDUCT

- 1. Regarding one-on-one interaction.** All adults shall avoid being alone, one-on-one, with youth/children. Whenever possible, interaction with youth/children shall be conducted within the sight/supervision of at least one other adult. In cases where it is impossible to directly avoid one-on-one interactions, the following guidelines shall be observed:
 - If an adult leader is alone with youth/children, two or more youth/children shall be present with the adult or leader.
 - If interactions are being conducted in a classroom or pastor / youth worker's office and there is only one adult available, there shall be an additional, screened adult on the premises and the classroom/office door shall remain open, or the classroom / office door shall be equipped with a window allowing outsiders to see into the classroom/office space.
 - When private consultation is needed between a youth/child and an adult, another adult shall be informed of the activity and of the location in which the activity is taking place. The monitoring adult shall strive to ensure that the consultation takes place in a public space within sight of others but not necessarily within hearing range.

2. **The “Rule of Threes”.** Activities with children and/or youth shall be designed and carried out such that all students remain in groups of at least 3 at all times. This applies to activities and programs both on-site (at the Salmon Creek Church facility) and off-site (trips, special events, etc.).
3. **Students of Majority Age.** For the purposes of these Guidelines, students who reach 18 years of age before the end of their senior year of high school shall generally be considered minors while participating in Salmon Creek Church activities until the end of the month of August immediately following their senior year of high school.

(For example: if a senior in the class of 2025 turns 18 on September 1, 2024, s/he will be considered a minor through August 31, 2025.)

Exceptions may be made at the discretion of the Pastor, the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), or the Dayschool Director (or equivalent position), but should be rare. Such exceptions must be made in writing.

Important note: students of majority age are required to sign their own forms for liability release, social media use, etc., once they turn 18 (i.e., it will no longer be sufficient for parents to remain their sole signatories).

4. **Waiting Period.** After graduating out of the youth program at Salmon Creek Church, we require students to observe a 12-month waiting period prior to engaging as an adult volunteer within the youth program.

(For example: a student may continue to serve through August of the summer after s/he finishes high school, but s/he must then wait until September of the following year before engaging as a volunteer with youth.)

Exception: with the approval of the Pastor, the Ministry Associate (or equivalent position) or the Director of Christian Education (or equivalent position), youth in the Waiting Period may assist with non-supervisory, “background” roles, such as setting up or taking down events or preparing food prior to events, etc. **Such exceptions must be made in writing.**

Note: the “Waiting Period” guideline does not apply to working in Children’s Ministry.

5. **Personal boundaries.** The personal boundaries and comfort levels of all persons shall be respected at all times. For example, some people like being close and hugging. Others do not like close contact. Personal comfort space between people is different for everyone; adults must be aware of the appropriateness of such contact on an individual basis. (See “Touching,” below.)
6. **Parental transparency.** Parents are encouraged to visit, observe and participate in all activities whenever possible.
7. **Additional transparency.** All events are to be open and observable by others at all times. This allows monitoring of child-to-child as well as adult-to-child behavior. Youth are accountable to staff members. (See also “Parental transparency,” above.)
8. **Minimum age.** Eighteen (18) is the minimum age for all persons supervising children and youth. Trained youth may perform as “leaders” or “assistants” when supervised by an individual eighteen (18) years of age or older. Leaders must be at least five (5) years older than those they lead.
9. **Diversity.** Individuals of any ethnic, social, religious, or economic background should find a welcome place to develop and explore their faith, relationships, and talents. Individuals have the unqualified right to be free from disparaging comments, insults, racial epithets, or written or spoken communications that reflect negatively on that person’s race, heritage, sexuality, physical condition or ability, or other characteristic fundamentally a part of that person’s identity.
10. **Transportation.**
 - a. **General.** Adults, who have a cleared national background check and have been certified by the director of youth or of children’s ministries (or equivalent positions) or the Pastor, will perform all transportation to and from events. All persons providing driving services shall be alert and in good condition to operate a motor vehicle and shall have valid copies of each of the following three documents on file at Salmon Creek Church: a valid, state-issued driver’s license to operate the class of vehicle being used; proof of automobile insurance; proof of vehicle registration.

Salmon Creek Church reserves the right to approve or disapprove any person as a driver during church events for any reason.
 - b. **Minimum age to drive.** Drivers shall be 23 years of age or older in order to transport youth or children.

- 11. Permission and disclosure.** Written consent for participation shall be obtained for all activities conducted away from church premises. Parents or guardians shall be informed prior to any activities that include risk (rock climbing, swimming, water skiing, snow skiing, ropes courses, etc.).
- 12. Medication.** At each event involving vulnerable persons, there will be at least one adult present certified in First Aid, CPR, and AED, who will be designated the person in charge of dispensing medication for that event. Appointment of such person shall be carried out by the Pastor, the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), the Dayschool Director (or equivalent position), or the designee of one of these.

This person will be responsible for collecting, holding, and dispensing medication in accordance with instructions on a prescription provided by a health care professional. This person will also be in charge of dispensing any over-the-counter medication, as needed, as authorized by parents/guardians, if applicable.

Parents/guardians need to notify the appointed medication person to hold medication that needs to be administered to a child during a church event. Parents/guardians may provide written authorization for their child(ren) to self-medicate. Instructions for all medication will be provided to the appointed medication person in writing. A medication form (attached) will be filled out by the parents/guardians. The appointed medication person will keep the medication in a secure location away from children unless otherwise authorized by a parent/guardian. The medication will be administered by the appointed medication person and noted as instructed. Medication will be returned to the parent/guardian at the end of the event or if the child leaves the event early. Staff members and the appointed medication person reserve the right to ask parents/guardians to be at the event to administer and monitor their own child if not comfortable with the level of care and difficulty of administration of medication the child needs.

The Medication Form (Appendix E, below) will contain language allowing Salmon Creek Church to administer simple over-the-counter medications, with the approval of parents/guardians. The form will also contain language allowing parents/guardians to opt out, should they desire that their child receive *no* over-the-counter medications.

- 13. Hazing and initiation.** No individual participating in church activities shall be subjected to hazing or initiation rituals, including those that may involve spanking, verbal or physical abuse of any description, or removal of any items of clothing. Persons shall never be subjected to activities such as stripping, body decoration, or exposure or touching of body parts normally covered by swimsuits, even in situations intended as pranks or jokes.
- 14. Showers/dressing.** Adults should avoid dressing or showering with youth but should schedule such activities to be performed alone.
- 15. Sleeping quarters.** In instances where groups sleep overnight at an activity, sleeping arrangements are made to keep genders separate and allow for privacy. Sleeping bags or beds will not be shared.

At overnight events, at least one (1) adult of the same gender shall lodge in sleeping quarters with students of that gender.

- 16. Touching.** The following standards will be followed at all church activities.
 - b.** Touching should be on the hand, shoulder or upper back only.
 - c.** Never touch a child or youth against his or her will, unless to prevent injury or danger. This includes tickling.
 - d.** Never touch a child when the child shows discomfort with the action, whether expressed verbally or nonverbally.
 - e.** Never touch a child unless in the presence of another staff member or responsible adult.
 - f.** Never touch where normally covered by a bathing suit, unless for clearly medical reasons and then with supervision by another adult.
 - g.** Be aware of the body language and mood. Do not assume that a child wants a hug or physical touch. It is safer to ask permission or pose a question such as, "Do you want a hug or are you cold?" or "Would you like me to put my arm around you?"
 - h.** Positive attention can be shown through listening, eye contact, smiling, talking, and including the child in group activities.

- i. Students shall not be touched in any manner which can be construed to have inappropriate intent.

17. Ratios of Care. The following are the staff/volunteer-to-minor ratios for all activities with minors, including (without limitation) normal youth functions, overnight activities, off-premises activities, or when a group is alone in the church. At each event involving minors, there will be at least two adults on-site who are at least five (5) years older than the oldest minor. These ratios may be made more stringent as circumstances dictate.

Adult:Child Supervision Ratios

NURSERY

- Babies (newborn to free-walking) 1:2
- Toddlers (free-walking to age 3) 1:3

Nursery should always have two non-related adults supervising. If a third supervisor / staff member is needed, that person may be a youth of age 13 or older.

CHILDREN and YOUTH

- Preschool (children of ages 3–5) 1:4
- Children (grades K–5) 1:6

Anytime groups of preschoolers or children are in separate parts of the church (for example, Sunday school classrooms or groups for Vacation Bible School), there will be two leaders with each group. One must be an adult. The other can be a youth 12 or older, and at least 5 years older than the oldest child that they supervise.

- Youth (grades 6–8) 1:6
- Youth (grades 9-12) 1:8

When only two adults are required for supervision, the second adult shall not be related to the first adult in any way.

At least 50% of adults at an event where junior high are present shall be at least 21 years of age or older.

18. Students with special needs for emotional support or counseling. Parents of children or youth with special needs will advise the Pastor, the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), the Dayschool Director (or equivalent position), or the event coordinator of characteristics or histories that may place others at risk. Violent or deviant behavior histories shall remain confidential but should be communicated at an early opportunity. While it is church policy to include all children in church

activities, parents may be required to provide structured guidance or special supervision for special needs. The sponsoring ministry will cancel activities that cannot proceed without assurance of the safety and adequate supervision of all.

- 19. Restrooms.** Personnel who accompany a child to the bathroom should remain outside the bathroom while the child is inside. If a child needs assistance with zipping, buckling, cleanup, or wiping, two adults need to be present, one of whom may be a high school aide. If it is impossible for two adults to be present, the bathroom door must remain open. Diapering of infants may be done in a classroom or nursery provided two adults or aides are present.
- 20. Media use.** Photographs, videotaping, or any use of recorded likeness of individuals participating in church-sponsored events will only take place with their consent. Should subject representations be used by the church or individuals of the church for anything in the public arena, written permission will be obtained from the individual prior to recording the representation (Appendix C for youth activities, Appendix F for all others).
- 21. Discipline.** Discipline must be administered in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care. Adults in charge must use acceptable techniques and approaches to help children solve problems.
 - a. Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the staff, so that the child is aware of the relationship between his or her actions and the consequences of those actions.
 - b. Isolating a child in a closet, darkened area, or any area where the child cannot be seen and supervised by an adult is prohibited.
 - c. Where a child's behavior harms or is likely to result in harm to the child, others, or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by, an adult. Interaction between an adult and the child must take place immediately following the separation to guide the child toward appropriate group behavior.

- d. Corporal punishment is prohibited. Corporal punishment means punishment inflicted directly on the body including, but not limited to, spanking, biting, shaking, slapping, twisting or squeezing; demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, foods, hot spices, or other substances.
- e. Withholding or using food, rest, or sleep as a punishment is prohibited. Methods of discipline, interaction, or toilet training which frighten, demean, or humiliate a child are prohibited.

22. Observation of a known or suspected person with a criminal history on church grounds/property.

- a. In the event that it becomes known that a person (or persons) who is a known criminal is attending our services and/or other church functions and may interact with the children, a church staff member will be notified of this person's presence. The identification may be made from a website, news article, or other source.
- b. Once notification has taken place, the following steps will be taken by the Pastor, the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), or the Dayschool Director (or equivalent position), or, in their absence, a person designated by one of those staff members (appointment of such designee to be made in writing):
 - 1. Confirmation of the information and a determination of whether or not this person may pose a threat.
 - 2. An appropriate plan of action will be formulated and enacted. This may include such steps as prohibiting any access to the Sunday school and its classrooms, no participation in any youth activities, limiting the individual to Sunday services, etc.
 - 3. The person involved will be informed of the plan of action which will also be communicated to the Church staff and the Safety Advocate. It is incumbent upon Church staff and the Safety Advocate to ensure that the plan of action is being followed. If it is not, the Pastor, the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), the Dayschool

Director (or equivalent position), or an event coordinator or volunteer shall contact the appropriate authorities.

- 23. Prohibited items.** No firearms, consumption of alcohol, cannabis products, or illegal drugs are allowed on the church premises.

The term “firearms” includes guns, ammunition, archery equipment, and paintball and airsoft equipment; the term “firearms” does not extend to include water pistols. Salmon Creek Church activities shall not include paintball or airsoft activities, either on- or off-site.

Salmon Creek Church has no control over the activities involved at parachurch summer camps (e.g., Lazy F, Warm Beach, Miracle Ranch, etc.), which may include archery and other shooting sports. Parents and guardians are encouraged to contact camps directly to inquire about activities before registering their children.

SECTION IV - SOCIAL MEDIA and TEXTING

Salmon Creek Church maintains the following guidelines for online interaction with Vulnerable Persons.

- 1. Personal information.** Under no circumstances will personal information of Vulnerable Persons be published online without the express written permission of their parent or guardian.
- 2. Authorization to represent Salmon Creek Church online.** No person shall create or maintain a social media account of any kind that claims to be under the auspices of Salmon Creek Church without the express written authorization of the Pastor, the Director of Communications (or equivalent position), the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), or the Dayschool Director (or equivalent position). Such Salmon Creek Church paid staff have final say over whether a given account or presence constitutes an official ministry of the church. Any staff member or volunteer found to be in violation of this paragraph may be removed from her/his duties, and any Vulnerable Person found to be in violation of this paragraph may be excused from further participation in Salmon Creek Church programs.

SECTION V - CHURCH NURSERY

The nursery shall adhere to all portions of these Safe Sanctuaries Guidelines..

Additional nursery policies are contained as an addendum to this document. See Appendix D.

SECTION VI - INCIDENT REPORTING

1. **General.** An Incident Report Form or injury form (Appendix B) will be completed in every case of an incident whether involving accident, injury, abuse, suspected abuse, etc. In addition, separate reporting may be made as necessary (police, Child or Adult Protective Services, etc.).
2. **Evidence of abuse or neglect.** Staff and volunteers at Salmon Creek Church may witness or discover incidents of actual or suspected abuse and/or neglect. Child Protective Services (CPS) and Adult Protective Services (APS) of the Washington State Department of Social and Health Services investigate abuse or neglect allegations in concert with law enforcement agencies.
 - a. **Mandatory reporting.** Suspicions of abuse must be reported to church staff. If staff members or volunteers encounter situations which cause them to suspect such incidents, they should be reported immediately to a paid staff member, the Ministry Associate (or equivalent position), the Director of Christian Education (or equivalent position), the Dayschool Director (or equivalent position), or the Pastor. The paid-staff member will contact the appropriate agency upon receipt of a report.

To report suspected abuse to Child Protective Services, call:

1-866-END-HARM

(1-866-363-4276)

AFTER HOURS, please call 1-800-562-5624

- b. **Information to be reported to APS or CPS.** (Reporters may remain anonymous.) Reporters will need to describe the suspected abuse or neglect situation, and should provide as much information as possible:
 - Date of occurrence (if known)
 - Name of child or adult and parent or guardian.
 - Age (if known)

- Address (if known)
- Telephone number (of parent or guardian if known)
- Other factual information that may be helpful

c. **Responsibility to investigate.** Staff will not investigate instances, but will report them, as stated above, to enable those trained in such investigations to conduct the investigation.

SECTION VII – MISCELLANEOUS

Every 2 years, the Board of Trustees will re-examine and, if that Board deems necessary, revise and update these Safe Sanctuaries Guidelines as they may deem appropriate. This revision / update process may be performed by a Safe Sanctuaries Task Force appointed by and accountable to the Board of Trustees.

Any such revised / edited Safe Sanctuaries Guidelines shall, on adoption by the Board of Trustees, then be recommended by the Board of Trustees for adoption by the Administrative Board (or equivalent body) of Salmon Creek Church.

APPENDIXES

- A. Employee/Volunteer Application and Disclosure Form
- B. Incident Report Form
- C. Salmon Creek Church Youth Annual Waiver
- D. Nursery Room Policies and Procedures for Infants, Toddlers, and Preschoolers
- E. Medication form
- F. Authorization for Media Use

SOURCE CREDITS

Gratitude is expressed to the following for contributing material or inspiration for items in this edition of Safe Sanctuaries Guidelines:

- The Pacific Northwest Conference of The United Methodist Church

- The Young Clergy Task Force on Social Media of the North Georgia Conference of The United Methodist Church
- The American Camping Association
- The State of Washington (in Appendix B)

APPENDIX A

Employee/Volunteer Application and Disclosure Form

SALMON CREEK CHURCH

A UNITED METHODIST MINISTRY

Knowing Christ • Growing in Christ • Serving Christ • Sharing Christ

12217 NE Highway 99 | Vancouver, WA 98686 | (360) 573-3111

salmoncreekchurch.org

Employee/Volunteer Application and Disclosure Form

FULL LEGAL NAME (LAST, FIRST, MIDDLE)

ADDRESS (STREET, CITY, STATE, ZIP CODE)

DAYTIME PHONE (with area code):

EVENING PHONE (with area code):

E-MAIL ADDRESS

PREVIOUS EXPERIENCE related to the ministry I am seeking

Please list all relevant experience from the past five years, both paid and volunteer, attaching additional page(s) as necessary.

1. AGENCY NAME

ADDRESS:

CONTACT PERSON: Name and phone:

(continues...)

2. AGENCY NAME

ADDRESS:

CONTACT PERSON: Name and phone:

3. AGENCY NAME

ADDRESS:

CONTACT PERSON: Name and phone:

4. AGENCY NAME

ADDRESS:

CONTACT PERSON: Name and phone:

(continues...)

HOME CHURCH

Name of church where I am currently a friend or member:

City and state

I have been a member of this church since: _____

I have been a friend of this church since: _____

PAST HISTORY

- 1. I have never been found guilty, or pled guilty or no contest, to a criminal charge.**

True _____ Not true _____

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit. Attach additional sheets if necessary.)

- 2. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.**

True _____ Not true _____

If not true, give a short explanation of the charge. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.) Attach additional sheets if necessary.

- 3. I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.**

True _____ Not true _____

(continues...)

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.) Attach additional sheets if necessary.

DRIVING

Do you have a valid driver's license?

Yes _____ **No** _____

State where driver's license issued _____

Driver's license number _____

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True _____ **Not true** _____

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes _____ **No** _____

If yes, please provide a brief explanation. Attach additional sheets if necessary.

STATEMENT

[The covenants between persons seeking employment or sanctioned volunteer positions in the Church require honesty, integrity, and truthfulness for the health of the Church.

To that end,] I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate. Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the Church they seek to serve. To that end, I authorize Salmon Creek United Methodist Church and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement,

(continues...)

and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character.

[To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.]

Salmon Creek United Methodist Church’s hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize Salmon Creek United Methodist Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that Salmon Creek United Methodist Church will share with me information it has gathered about me, if I request it to do so.

I acknowledge receipt of the Salmon Creek Church Safe Sanctuaries Guidelines.

I hereby declare that all information I have supplied in this Application and accompanying statements is true, correct, and complete to the best of my knowledge, information, and belief.

I have read, understand, and agree to abide by the Safe Sanctuaries Guidelines and understand that my role as a volunteer or staff member may be terminated should I be found to be in violation of these Guidelines.

(SIGNATURE)

(DATE)

SIGNATURE OF PARENT OR GUARDIAN
(APPLICANTS UNDER 18)

(DATE)

APPENDIX B

Incident Report Forms

Injury / Incident Report Form

Adapted from *Child Care Injury / Incident Report Form* by Wash. State Dep't of Early Learning (rev. 12/1/2015)

Name of staff / volunteer completing this form		
Name of Injured Child		Age of Child
Child's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Incident	Time of Incident <input type="checkbox"/> am <input type="checkbox"/> pm	
<input type="checkbox"/> Called 911 <input type="checkbox"/> Called Poison Control		
CHECK ALL THAT APPLY		
Type of Injury / Incident <input type="checkbox"/> Open Wound / Cut <input type="checkbox"/> Sprain/Strain/Twist <input type="checkbox"/> Broken Bone / Fracture <input type="checkbox"/> Respiratory Condition <input type="checkbox"/> Pain/Inflammation/Bump <input type="checkbox"/> Allergy/Sensitivity Reaction <input type="checkbox"/> Loss of Consciousness <input type="checkbox"/> Other:	Body Parts Affected <input type="checkbox"/> Head/Face <input type="checkbox"/> Ears <input type="checkbox"/> Eyes Torso/Side <input type="checkbox"/> Nose <input type="checkbox"/> Mouth/Teeth <input type="checkbox"/> Toes <input type="checkbox"/> Legs/Knees <input type="checkbox"/> None <input type="checkbox"/> Other:	Professional Medical Treatment Given <input type="checkbox"/> Groin <input type="checkbox"/> Buttocks <input type="checkbox"/> Abdomen <input type="checkbox"/> Hip/Pelvis <input type="checkbox"/> Chest/Shoulders <input type="checkbox"/> Feet/Ankles <input type="checkbox"/> Neck <input type="checkbox"/> Back <input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> X-rays <input type="checkbox"/> Stitches / Staples / Glue <input type="checkbox"/> Dental <input type="checkbox"/> EMT Treatment Onsite <input type="checkbox"/> Other
<input type="checkbox"/> Hospital Admission (overnight) <input type="checkbox"/> Fatality	Side of Body Affected <input type="checkbox"/> Left <input type="checkbox"/> Right	
Where Injury / Incident Occurred Indoor <input type="checkbox"/> Classroom/Playroom <input type="checkbox"/> Kitchen Equipment <input type="checkbox"/> Bathroom <input type="checkbox"/> Sleeping Area <input type="checkbox"/> Other:	Outdoor <input type="checkbox"/> Play Area <input type="checkbox"/> Playground <input type="checkbox"/> Pool / Water <input type="checkbox"/> During Field Trip <input type="checkbox"/> Other:	Cause of Injury / Incident <input type="checkbox"/> Slip or Trip <input type="checkbox"/> Struck by Object <input type="checkbox"/> Overexertion <input type="checkbox"/> Fall Structures/Surfaces <input type="checkbox"/> Bites/Scratches/Kicks <input type="checkbox"/> None/Unknown <input type="checkbox"/> Other:
Taken to Clinic / Hospital <input type="checkbox"/> By Parent <input type="checkbox"/> By Provider <input type="checkbox"/> By Ambulance <input type="checkbox"/> Unknown <input type="checkbox"/> Not Taken		
List names of staff present and/or witnesses:		
Please give a brief summary of incident.		
Parent/Guardian Contacted <input type="checkbox"/> In Person Date: <input type="checkbox"/> Phone <input type="checkbox"/> E-mail Time:	SCUMC Staff Member Contacted <input type="checkbox"/> In Person Date: <input type="checkbox"/> Phone <input type="checkbox"/> E-mail Time:	
Parent / Guardian Comments:		
FORM CONTINUES ON THE REVERSE →		

Licensee/Staff Signature	Date	
Print Name:		

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Incident Report Form

Use this form for incidents including trespass, nuisance or disturbance, sexual, physical, verbal, or emotional abuse, sexual harassment, harassment in any form, threats, aggression, physical violence, or intentional damage to property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by youth, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, at this might lead to allegations of collusion.

1. **Date of incident:** ____/____/____

Day of week: _____ Time: _____ a.m. p.m.

2. **Member of staff reporting incident**

Name: _____

Position: _____

Work address (if different from church address):

(continues...)

Witness 2 (if any)

Name: _____

Address: _____

Age (approx.): _____ **Sex:** M F

Witness 3 (if any)

Name: _____

Address: _____

Age (approx.): _____ **Sex:** M F

Witness 4 (if any)

Name: _____

Address: _____

Age (approx.): _____ **Sex:** M F

Witness 5 (if any)

Name: _____

Address: _____

Age (approx.): _____ **Sex:** M F

Please attach additional sheets for any other witnesses. For each person, please include name, address, approximate age, and sex.

(continues...)

11. **Other details:** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present

12. **Action taken** (e.g., whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

13. **Other information** (to be completed as appropriate)

A. Possible contributory factors:

(continues...)

B. Is trespasser/assailant known to have been involved in any previous incidents?

- Yes No

C. Give date and brief details of B., above, if known.

D. Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?

E. If no measures had been taken beforehand, could action now be taken? If so, what?

F. Name and contact details of police officer involved, and incident number or crime reference number, as appropriate

(continues...)

G. Any other relevant information

Signed:

Date:

Name (please print):

Please return as soon as possible to the Chair of the Staff Parish Relations Committee (SPR).

APPENDIX C

Salmon Creek Church Youth Annual Waiver

with the use of such Performances by SCUMC and its agents and assigns via any medium, including, but not limited to, liability for my child's loss of reputation, loss of money or other forms of wealth, injury, dismemberment, or death, which may occur as a result of such use of Performances by SCUMC and/or its agents or assigns.

I understand and acknowledge that SCUMC has no control over and bears no liability for how third-party persons or entities may use Performances or portions thereof, including without limitation those posted online or posted to social media sites and services. I acknowledge that a copy of the most recent edition of the Safe Church Policy or of the Safe Sanctuaries Guidelines of Salmon Creek United Methodist Church has been made available to me.

I affirm that the information I have supplied on this Agreement and in any accompanying statements below is true, correct, and complete to the best of my knowledge, information, and belief. I further agree that this Agreement is made within and is subject to the laws of the State of Washington, and that any and all disputes arising from or pertaining to this Agreement shall be settled only via mediation or binding arbitration. I agree that should any portion or provision of this Agreement be found by a court having jurisdiction to be invalid, void, or unenforceable, the balance of this Agreement shall, notwithstanding, continue in full force and effect.

If I am a prospective participant in Salmon Creek Church youth activities and am at least 18 years old, I agree that language contained herein referring to "my child", "my youth", and the like shall be construed to refer to me.

I have read this document in its entirety, am aware of its contents, and hereby enter into this Agreement as an act of my own free will.

Signed, _____
Parent or guardian (youth may sign if 18 or older)

Printed name: _____

Date (MM/DD/YY) ____/____/____

Parent / Legal Guardian Contact Information

Names of parents / guardians _____

Phone numbers of parents/guardians _____

E-mail addresses of parents/guardians _____

Emergency Contact(s)

name _____

relation to my child _____

phone number(s) _____

e-mail address(es) _____

APPENDIX D

Nursery Room Policies and Procedures for Infants, Toddlers, and Preschoolers

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Nursery Room Policies & Procedures for Infants/Toddlers

(Drafted by the Nursery Advisory Board circa 2007;
with some edits by the Safe Sanctuaries Guidelines Task Force in 2016)

We strive to create a positive Christian experience for all children. It is imperative that a safe environment be established for babies and toddlers, as well as for all children. Parents of children entrusted to the care of the SCUMC nursery staff must be assured that their children receive the best of care while in our custody. In order for children to receive the best of care, sufficient personnel must be present to care for them.

The nursery facility cares for newborns through crawlers/cruisers. When a child is walking comfortably he/she will graduate into the toddler facility, which cares for walkers through approximately age 3. (These are just guidelines. Parental/nursery staff discretion will be used to determine correct room placement of children.)

Care Ratio:

Nursery 1 adult : 2 babies (newborn to free-walking)

Toddler 1 adult : 3 toddlers (free-walking to age 3)

Preschool 1 adult : 4 preschoolers (children 3, 4, and 5 years old)

Adult Nursery staff will be limited to one child (a toddler or a preschooler only), per person, for whom they have legal custody, that they may bring to work in the toddler/preschool room. It should be noted that any person with even one child upsets the ratio of adults to babies and toddlers.

Health/Behavior Guidelines:

Children who exhibit any of the following should **not** be in nursery/toddler care:

Fever

Vomiting and/or diarrhea

A questionable rash

Any communicable disease

A runny nose with green discharge

Discharge in or around the eyes/conjunctivitis

Lice/Nits

(These are guidelines. The decision to accept a child into the nursery/toddler care will be made by staff.)

Parents will be notified for the following:

If the child has been crying for 10 minutes and cannot be comforted

If the child is being excessively aggressive

If the child may be ill

If the child is biting other children or has been

bitten If the child had been injured

Medical Emergencies

Parents will be immediately notified and 911 called. Information needed for the 911 dispatcher is posted above the phones in the nursery and toddler rooms. An accident report form will be completed for accidents.

At Arrival

Time of arrival:

Staff/volunteers arrive 15-30 minutes prior to the service or event.

(The nursery coordinator will advise.)

Nursery staff/volunteers wear nametags.

Wash Hands

Make sure things are in the proper place

Take out toys for play

Take out attendance book, nametags, numbers

Check-in

Parents sign child in and fill out any immediate special needs---especially allergies to food products

Volunteer/Staff make sure information card is filled out

Staff assigns child a number---parent takes number

Staff/Parent puts name and number on back of child

Staff/Parent puts name and number on diaper bag

*during the service, if there is a need to get the parent, the child's number will be flashed across the screen.

Parents are always welcome in the nursery and toddler room with their children. No medications will be given to children at any time by attendants.

Diaper Changing

Change a child's diaper if you know it needs to be changed.

1. Do not leave child unattended at anytime during the diaper change.
2. Put a liner down.
3. There are diapers and wipes available if a parent did not provide.
4. Wear gloves when handling diapers.
5. After the child has been removed from the changing table dispose of diaper, wipes, gloves and liner.
6. Wash your hands.
7. Record on the signup sheet the time of the diaper change.

Appropriate Toys, Movies, Music, Television Shows, etc.

Only age- and church-appropriate items will be allowed.

Age-appropriate toys, movies, etc., will be available.

Any broken toys will be discarded.

Snacks

All meals and snacks are to be balanced, nutritious and age-appropriate.

Bottles

Bottles, provided by the parents, will be given if needed to the children in the nursery. Staff and volunteers in the nursery will follow parents'/guardians' instructions on bottle preparation and handling.

Any feedings will be marked on the sign-in sheet.

Check out

Parents/guardians will show number at time of checkout to pick up the children and their belongings if any.

Only those indicated on the information card are allowed to pick up the children.

If number is lost or parent/guardian identity is in question, proper identification will be requested.

Any accidents, injuries, and/or incidents will be reported to parents at time of pickup.

Clean-Up

All toys, mats and tables are sanitized with sanitizing wipes/spray and allowed to air dry.

Room should be picked up and all toys put away.

If a crib has been used, linens will be stripped and laundered.

Remake with sheet and mattress pad.

Staff will ensure all laundry is washed and folded for next use.

Youth Helpers

18 is the minimum age to supervise children.

Trained youth may assist nursery/toddler rooms when supervised by adult staff.

Youth age 13 or over can only work in the toddler room and are not permitted to pick up the children. They can sit on the floor with the children in their laps and hold them this way.

(These are guidelines. Youth may assist in the nursery/toddler rooms at staff discretion.)

Volunteers

All persons having regular contact with children shall pass a Washington State Patrol background review.

If unable to volunteer for schedule time, please contact nursery volunteer coordinator to allow for alternate volunteer.

General Information

All staff/volunteers will keep children in visual line of sight and avoid being alone with any one child.

No person shall be hit or struck for disciplinary reasons.

APPENDIX E
Medication form

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Medication Form

Name of participant: _____

1. Is your child presently taking or using any type of medication(s) or drug(s)?

If **Yes**, please list them, along with dosage, reason taken, and time of day taken.

2. If your child has any allergies (foods, medications, etc.), please list them here. If there are no allergies, please write "N/A".

IMPORTANT INFORMATION: PLEASE KEEP ALL MEDICATION (prescription AND over-the-counter) **IN THE ORIGINAL CONTAINER** that identifies; the prescribing physician (if appropriate), the name of the medication, the dosage, and the frequency of administration. All medications must be checked in to staff upon arrival.

(continues...)

Authorization

This completed health form may be photocopied for trips off campus. I hereby authorize staff or designee to administer any previously listed, prescribed medications to my child/dependent. If my child takes medications, I acknowledge that I have given the church staff (or their designee) complete information on dosage and administration instructions. I hereby give Salmon Creek Church and its volunteers (or designee(s)) permission to follow recommendations by a Poison Control Center.

Except as I have noted below, I give my permission to the staff, and event director or his/her designee(s), to give medications (or their generic equivalents) to my child or me, in accordance with recommended package dosing for the specific indications below. These medications are available at events and need not be brought by participants, and may include:

- Tylenol and/or acetaminophen (mild fever or discomforts)
- Benadryl (allergy symptoms)
- Advil/Ibuprofen or Aleve/naproxen sodium (mild fever or discomforts)
- Sudafed (allergy symptoms)
- Throat Lozenges (coughing/sore throat)
- antacids (upset stomach)
- topical creams (itching, sunburn, or insect bites)
- anti-diarrheal (for diarrhea).

Please do NOT administer any of the following over-the-counter medications to my child/dependent:

Please do NOT administer ANY over-the-counter medications to my child/dependent.

Signature of Parent / Guardian / Self _____

Name (please print) _____

Date _____

APPENDIX F

Authorization for Media Use

Note: Persons for whom a valid *Salmon Creek Church Youth Annual Waiver* (Appendix C) currently on file do not need to complete this form.

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Authorization for Media Use

Note: Persons for whom a valid *Salmon Creek Church Youth Annual Waiver* (Appendix C) currently on file do not need to complete this form.

Name of participant: _____

Media use, including social media. I hereby grant SCUMC and its agents and assigns my irrevocable permission to photograph, videotape, record, quote, or otherwise capture my / my child's voice, likeness, statements, speech, written word, artistic design, artistic creations, crafts, dance, or any other action or partial action on my / her/his part (collectively "Performances") while participating in church activities and offsite programs, and to use such Performances for publicity or promotional purposes via any medium and through any means, now or hereafter invented or discovered, throughout the world, without compensation and without further authorization from me. I hereby forever release SCUMC from any and all liability associated with the use of such Performances by SCUMC and its agents and assigns via any medium, including, but not limited to, liability for my/my child's loss of reputation, loss of money or other forms of wealth, injury, dismemberment, or death, which may occur as a result of such use of Performances by SCUMC and/or its agents or assigns.

I understand and acknowledge that SCUMC has no control over and bears no liability for how third-party persons or entities may use Performances or portions thereof, including without limitation those posted online or posted to social media sites and services. I acknowledge that a copy of the most recent edition of the Safe Church Policy or of the Safe Sanctuary Guidelines of Salmon Creek United Methodist Church has been made available to me.

Signature (parent/guardian signature if under 18): _____

Date: _____/_____/_____

Name (parent/guardian if under 18): _____

Name of my child/youth (if applicable) to be covered by this form: _____