

**SAFE SANCTUARIES POLICY**  
**Reducing the Risk of Abuse in the Church**  
**Approved October 6, 2016**  
Glossbrenner United Methodist Church

**PREAMBLE**

God has called us to make our ministries safe, protecting our children, youth, and developmentally challenged from abuse and exploitation. God has also called us to create communities of faith where these persons and their families can be safe, and grow strong in their relationship with God and one another.

Jesus taught “Whoever welcomes one such child in my name welcomes me,” (Mark 9:37 NRSV) and “If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6 NRSV)

The Social Principles of The United Methodist Church state “...children must be protected from economic, physical, and sexual exploitation and abuse.” (Par. 162(D) *2012 Book of Discipline*)

At each child’s baptism, we affirm our responsibility to their safety by our congregational response, pledging:

“With God’s help, we will so order our lives after the example of Christ that this child, surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (The Book of Worship, Baptismal Covenant, Congregational Pledge II)

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children, youth, and the developmentally challenged, as well as those who are committed to ministering to them as volunteers and employees. Every 15 seconds, a child is abused or neglected.

Often, abuse occurs in places where children feel safe – homes, schools, camps, and even churches. In over three quarters of reported cases, the victim was related to or acquainted with the abuser. In light of this, Glossbrenner UMC establishes this policy to help 1) prevent such abuse from happening in our churches; 2) make our churches places where children, youth, and developmentally challenged can feel safer in disclosing abuse; and 3) protect the loyal volunteers and employees who minister to them.

The following policy conforms to the standards set forth in the Safe Sanctuaries policy of the Eastern Pennsylvania Conference.

Notwithstanding anything contained in this policy, it is the responsibility of Glossbrenner UMC to ensure that it is in compliance with all aspects of the Pennsylvania Child Protective Services Law (63 PA. C.S.A. 6301). In the event that the law conflicts with this policy, the law shall control.

## **DEFINITIONS:**

**“Child”** – any person who has not reached his/her eighteenth birthday. For purposes of this policy, youth and developmentally challenged persons shall be considered equally vulnerable as children, and therefore should receive equal protection under this policy.

**“Child Abuse”** – As defined by the laws of the Commonwealth of Pennsylvania. The conference Safe Sanctuaries Committee shall ensure that current definitions of child abuse are available on the conference website.

**“Direct contact with children”** – The care, supervision, guidance or control of children or routine interaction with children.

**“Mandated Reporters”** - The following adults are required to make a report of suspected child abuse, if the person has reasonable cause to suspect that a child is a victim of child abuse:

- A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization
- An individual paid or unpaid, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child
- An individual supervised or managed by a person listed above

**“Person responsible for the child’s welfare”** – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.

## **SCREENING AND SELECTION OF STAFF AND VOLUNTEERS:**

Careful screening is an effective way to help protect children. It can be time consuming and expensive, but is an essential step in selecting the most reliable, committed and experienced staff and volunteers for every program that involves children.

### **Screening Standards:**

All applicants for employment in which that applicant shall have direct contact with children shall complete the following prior to start of service:

- 1) Written Application – All prospective workers with children shall complete a written application that shall include at least the following information:
  - a. Name
  - b. Address
  - c. Phone Number
  - d. Work/Volunteer History
  - e. Experience and skills related to the position
  - f. Two (2) personal, non-related references. References will be conducted by a designated member of SPRC, or the pastor, or the Director of Children and Youth Ministries.
- 2) Background Checks –
  - a. Employees - The following background checks shall be obtained for all prospective

employees 14 years of age or older who will be responsible for the welfare of a child or have direct contact with children:

- i. Pennsylvania State Police Criminal Report – A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no information related to that person. A new State Police Criminal report must be obtained every 36 months.
  - ii. Pennsylvania Child Abuse History Clearance – A certification from the Department of Public Welfare as to whether the applicant is named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report. A new child abuse clearance report must be obtained every 36 months.
  - iii. FBI Report – a report of federal criminal history record information. The applicant shall submit a full set of fingerprints to the Pennsylvania State Police for the purpose of a record check. A new FBI report must be obtained every 36 months.
- b. The applicant shall produce the original documents required in i., ii., and iii., and the church shall make copies, signed and dated by the person receiving them, and retain copies in a secure location.
- c. Clearances for employees obtained prior to 12/31/2014 shall be valid for 36 months from date of issuance.
- d. Clearances for volunteers obtained prior to 7/1/2015 shall be valid for 36 months from date of issuance.
- e. Grounds for denying employment - Based on the results of the background checks obtained from sections i., ii., and iii., the following, shall be grounds for denying employment or volunteer service. Grounds for denying employment is not limited to this list only:
- i. No applicant may be hired or used in volunteer service who is named in the Statewide database as the perpetrator of a founded report of child abuse committed within the previous five (5) years.
  - ii. No applicant may be hired or used in volunteer service if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the offenses as found in the PA Child Protective Services Law, Title 23 Pa. C.S.A. 6344(C). The conference Safe Sanctuaries Committee shall ensure that the current list of offenses is posted on the conference website.
- f. Applicants may be hired on a provisional basis for a single period not to exceed 30 days or, for out-of-state applicants, 90 days, if all of the following conditions are met:

- i. The applicant has applied for the required background checks and the applicant provides a copy of the appropriate completed request forms.
      - ii. The employer, supervisor, administrator, or other person responsible for employment decisions has no knowledge of information pertaining to the applicant which would disqualify them from employment pursuant to the grounds for denying employment listed above.
      - iii. The applicant swears or affirms in writing that he or she is not disqualified from employment pursuant to the grounds for denying employment listed above.
      - iv. If the information obtained in the background checks reveals that the applicant is disqualified from employment, the applicant shall be immediately dismissed.
      - v. The applicant will not be permitted to work alone with children, and the applicant will work in the immediate vicinity of a permanent employee or volunteer who has completed the screening process.
    - g. Volunteers - All volunteers who will have direct contact with children are required to produce the same documents and meet all other requirements as employees with the following exception:
      - i. The volunteer applicant is not required to produce an FBI Record if all of the following apply:
        - 1. The position is unpaid.
        - 2. The prospective volunteer has been a resident of Pennsylvania during the entirety of the previous ten years.
        - 3. The prospective volunteer swears or affirms in writing that they have not been convicted of an offense in another state or territory, District of Columbia, Puerto Rico, or foreign nation similar to those Pennsylvania offenses that cause disqualification.
      - h. All overnight chaperones must be approved adults who have met the training and clearance check requirements. If the overnight activity includes minors of both genders, there shall be at least two approved adults of each gender.
      - i. In addition to the above clearances, all employees and volunteers of EPA conference camps shall obtain all clearances required for accreditation by the American Camp Association.
- 3) Written notice of new arrest, conviction or substantiated child abuse – All employees and volunteers shall be notified that they are required to provide written notice to the administrator or designated person within 72 hours of the following:
- a. Being arrested for or convicted of an offense that would be grounds for denial of employment or volunteer service.
  - b. Being named as a perpetrator in a founded or indicated report.
- If the person responsible for employment decisions or the administrator of a program has

reason to believe that either a. or b. above is true, and has not received written notification from the employee or volunteer, they shall immediately require the individual to provide new clearances. Pennsylvania law requires that the church pay for clearances required for this purpose.

- 4) References – at least two references from persons not related to the applicant shall be obtained and contacted for all new applicants for employment or volunteer service.
- 5) Relationship with Church – All prospective volunteer workers with children shall have an active relationship with the local church for at least six months before being allowed to be in a supervisory role in activities for children.
- 6) Records – All written records shall be confidential and shall be kept in a secure location with access restricted to those with need to know. All files shall be maintained for three (3) years after service ends.

#### **TRAINING:**

All persons who have direct contact with children shall participate in orientation training and then an annual review.

The orientation shall include an explanation of the Safe Sanctuaries program including:

- 1) The need for Safe Sanctuaries policies and procedures
- 2) Supervision requirements
- 3) Appropriate discipline practices
- 4) Recognizing signs of child abuse
- 5) The role and responsibilities of the mandated reporter
- 6) Reporting procedures

The initial training shall occur prior to the adult having direct supervision of children. The annual review shall include a review of the Safe Sanctuaries policies, procedures for supervision, and current information on how to identify and report child abuse.

#### **SUPERVISION:**

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children, and to protect staff persons and volunteers from unfounded accusations.

#### **Supervision Standards:**

Programs and ministries in the church that are licensed or accredited by a licensing or accreditation body, or that have formally adopted supervision procedures, and receive pre-approval from the conference Board of Trustees shall follow their established requirements for the supervision children.

Any church-related off-site event is considered an extension of church life, and therefore we commit to safeguard the safety of children and adults in the following ways:

- 1) Any church-run events held at an EPA Conference camp will abide by EPA Conference Standards. EPA conference camps expand the supervision standards beyond those required

for accreditation by the American Camp Association, to include required a “2-to-1 rule.” This means that 1 adult may be with 2 children, or 2 adults may be with 1 child, but 1 adult may never be with just 1 child.

- 2) Off-site programs shall submit their organization’s Safe Sanctuaries policy to Glossbrenner UMC, to ensure alignment with the church’s policy, before any Glossbrenner UMC youth or volunteers participate in the activities. These programs include, but are not limited to:
  - REACH Work Camp or other youth mission organizations
  - Vacation Bible School programs or churches hosting VBS programs, with whom Glossbrenner UMC collaborates, shares responsibility, or endorses

In the absence of an offsite program’s guidelines on the following topics, the church will adhere to the following policies:

- 1) Off-site activities for minors will require a written consent from a parent or guardian, specifying approval to transport the minor in a vehicle. The consent form shall include the name of the minor, the date and time of the events, the purpose, and a brief description of the activities planned.
- 2) Any vehicles transporting minors shall strive to adhere to the 2:1 rule (described above) at all times. If, after actively seeking enough approved adults, there is only one adult available for some vehicles, the offsite program may proceed if all cars stay together and no one car is out of sight of the other cars in the caravan. All persons will wear seatbelts and all driving laws will be strictly observed. The driver, with valid license, must be at least 25 years of age. All vehicles must be safety-inspected and have current inspection approval and registration requirements, and properly functioning equipment.
- 3) All overnight chaperones must be approved adults who have met the training and clearance check requirements. If the overnight activity includes minors of both genders, there shall be at least two approved adults of each gender. It is often recommended that youth sleep in one room, while adults sleep in another.\* But under such arrangements, special care must be made to make sure the adults arrange among themselves to check on the youth on a random schedule during the night. Note: If the overnight activity occurs at an EPA Conference camp, the camp policy applies.
- 4) Exercise special care when children and youth are around playground equipment, including proper adult supervision. Complete strangers can take advantage of unsupervised children at playgrounds.

All other programs and ministries of the church shall use the following standards for the supervision of children.

- 1) The two adult rule – Regardless of the size group, there will always be at least two

non-related adults present.

- 2) No child will be left unsupervised while participating in a ministry activity/event.
- 3) All ministry activities should occur in open view. Each room or space or vehicle where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a ½ door configuration or an open door.
- 4) No person shall supervise an age group unless he/she is at least 18 years of age or older and is at least 5 years older than the children being supervised.
- 5) No physical discipline shall be administered at any time. Physical intervention to protect a child from harming self or others does not constitute discipline and may be necessary. Such incidents shall be reported to the pastor and the parents/guardians, shall be documented in writing, and kept on file with clearance check information in the church office.
- 6) Bathroom Policy
  - (a) Only approved adults will give bathroom assistance to minors.
  - (b) Children should be taken to the bathroom in groups of two or more children whenever possible.
  - (c) The stall/shower curtain/dressing stall/bathroom door shall remain propped open if the child needs assistance.
- 7) Nursery
  - (a) Only approved adults shall change diapers
  - (b) Anyone assisting a child in the bathroom shall keep the door partially open. If child is independent, he/she may close the door.

#### **REPORTING:**

Reporting of an allegation of child abuse is required whenever there is “reasonable cause to suspect” that abuse has occurred (PA Child Protective Services Law), Title 23 Pa. C.S.A. Chapter 6311(B)). Reasonable cause to suspect abuse can occur under any of the following circumstance:

- 1) The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- 2) The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- 3) A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- 4) An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not necessary for a mandated reporter to observe the child in order for the mandated reporter to have reasonable cause to make a report of suspected child abuse.

It is not necessary for a mandated reporter to identify the alleged perpetrator to have reasonable cause to make a report of suspected child abuse.

Failure of a mandated reporter to file a report of suspected child abuse may result in criminal penalties.

Reports of suspected child abuse are made to the **Pennsylvania Child Abuse Hotline (24-Hour service) at 1-800-932-0313**, or the PA Department of Human Services established electronic filing system. All volunteers and church employees are advised to put this hotline number in their cell phones.

The mandated reporter shall enjoy civil and criminal immunity. The mandated reporter is also entitled to an action against the employer if the reporter is terminated for making the report.

Persons other than a mandated reporter (permissive reporters) may make a report of child abuse, provided it is made in good faith and the reporter has reasonable cause to suspect a child is a victim of child abuse.

- 1) All mandated reporters shall immediately make a report to Childline any time they have reasonable cause to suspect that a child has been the victim of abuse.
- 2) Immediately after making the report to Childline, the mandated reporter shall inform the pastor that a report has been filed.
- 3) The pastor will then be responsible to facilitate the cooperation of the church with the investigation of the report by the authorities.
- 4) The mandated reporter shall provide a written report to the state using the CY-47 form available from the conference website or the PA Department of Human Service within 48 hours of the oral report, and provide a copy of same to the pastor.
- 5) The District Superintendent shall be notified if the alleged perpetrator is a staff person or volunteer of the church.
- 6) The EPA Conference iCare team will also assist with reporting.

In the event that a member of the clergy becomes aware of suspected child abuse as a result of confidential communication which is protected under 42 PA C.S. 5943 (relating to confidential communications to clergymen), the conference legal counsel should immediately be consulted.

**PASTORAL RESPONSES FOR REPORTS OF ALLEGATIONS OF ABUSE:**

Any allegation of abuse requires a process to address responding to the victim, the alleged perpetrator, and the press. The response must be quick, compassionate and unified. All allegations will be taken seriously. In all cases of reported abuse there shall be cooperation with all official investigating agencies.

**Response to victims of abuse:**

In the instance of any allegation of abuse, there shall be a reaching out to the victim and the



victim's family. Pastoral resources shall be extended, and the conference I-Care Team can be contacted to assist in providing this service. The care and safety of the victim shall be considered the first priority. Response to the victim and the victim's family shall be done in a positive and supportive manner.

The parents of the victim shall be notified and steps shall be taken to address the safety and well being of the child until the parent(s) arrive. **NOTE:** If one or both of the parents is the alleged abuser, the direction of the child welfare authorities shall be followed concerning notification of others.

**Response to all alleged perpetrators of abuse:**

The alleged perpetrator shall immediately, yet with dignity and respect for their sacred worth, be removed from further involvement with children and advised that there has been an allegation of abuse. Details of the allegations of the abuse shall not be discussed with the alleged perpetrator at the time of removal. In any removal of a staff member or volunteer from any activity/ministry, care shall be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either state or church authorities, or both. When it has been alleged that a member of the church staff or a volunteer, has committed an act of abuse, the staff member or volunteer shall be required to refrain from all ministry activities/events with children until the incident has been fully resolved by the appropriate state authorities and/or in accordance with the Book of Discipline

**Response to the Media:**

The District Superintendent, the Conference Director of Communications and pastor shall decide on a single spokesperson for contact with the public/media. All media requests for statements shall be directed to that spokesperson.

**Compliance:**

Compliance with this policy shall be a matter of record at each annual Charge Conference. Responsibility for compliance shall be a congregational responsibility, with joint leadership responsibility for compliance by the pastor(s), the designated SPRC member, and a permanent Safe Sanctuaries Committee.

\* Awaiting further refinement following revised EPA Safe Sanctuary Standard policy resolution expected Oct. 1.