



"A Great Place to Worship and Serve in God's Name"



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**Broadway United Methodist Church**  
**Safe Sanctuaries**  
**and**  
**Student Protection Guidelines**  
**Reducing the Risk of Abuse in Ministry.**

**YOUR CHILDREN ARE SPECIAL!**

Jesus said, “*Whoever welcomes a child in my name, welcomes me.*”  
Matthew 18:5. Children and Youth are full participants in the life of  
Broadway United Methodist Church and in the Kingdom of God.

We want to make certain that Broadway United Methodist Church is a Safe  
place, physically, emotionally and spiritually, for our children and youth to  
learn and grow in their faith and to strengthen their relationship with Jesus  
Christ.

**OUR VOLUNTEERS ARE SPECIAL!**

A great volunteer (by the name of Paul) once said, “*We loved you so much  
that we were delighted to share with you not only the gospel of God but our  
lives as well, because you had become so dear to us*” (1 Thessalonians  
2:8). The volunteers who minister with infants, children, and youth are vital  
to the ministries. For this reason we are dedicated to not only protecting  
children, but to protecting our volunteers.

**SAFETY IS A TOP PRIORITY!**

The following guidelines have been created to provide a safe place for our  
children, youth and leaders to experience Christ . Thank you for your  
dedication to Christ and to Broadway United Methodist Church.

# **Broadway United Methodist Church**

## **Safe Sanctuaries and Student Protection Guidelines Reducing the Risk of Abuse in Ministry.**

Since children and youth are loved and are special gifts from God, we are committed to creating a safe ministry environment for all ages. This policy was created and is maintained to ensure a pure ministry for The Broadway UMC staff and volunteers while protecting infants, children and youth.

### **Supervision**

Adult supervision is required on all activities involving children and youth. Volunteers or staff must be at least 18 years old to be in a supervisory role. Volunteers or staff must be at least 5 years older than the population they are supervising. Supervising Volunteers must be 23 to minister with Senior Highs, 18 to minister with Junior Highs.

No one may serve in ministry with children or youth who has been convicted of crimes against children.

Background checks will be required for full time and part time paid staff, Teachers and youth counselors. Volunteers in short term classes (ie.) VBS, one day events) may be exempt from the background check due to a staff person being on site during the event. Any person who wishes to serve must have been a part of Broadway United Methodist Church for at least six months or is known by the staff for a year previous.

Specific training may be required for the ministry areas of Nursery, Children and Youth. Once a year we will offer a CPR and first-aid class. We will also offer a "Safe Sanctuaries" training class once a year to go over abuse and abuse prevention. All those serving with youth and children will be strongly encouraged to participate in these training classes.

Classrooms will have Two adults involved in supervision during Church sponsored events. One of these adults may be a "floater" that can go from one class room to another.

The doors to the class rooms should be left open or a window or a half door installed.

If assisting a child in the restroom, the door must be partially opened

A staff or volunteer must remain until all students are picked up  
The purpose of these policies is to reduce the opportunities for abuse or accusation to happen. A Strong aspect of Children and Youth ministries is the individual relationships. Here are some issues to consider as you build relationships

**Counseling:** At any counseling session the door to the room used should remain open for the session. Ideally the session will be conducted at a time when others are nearby. Counseling sessions may also be conducted out doors, or in other public places.

**Dropping off and pick up times:**

When dropping off or picking up students at their homes, the staff or volunteer should make contact with a parent or another volunteer prior to taking the child/youth alone to the next stop. The point here is to prevent a staff or volunteer from being alone with a child or youth without a parent's knowledge. During drop off or pick up move to a public site if there are no other adults. Ie. The parking lot, kitchen or a main room.

**Appropriate interpersonal boundaries**

It is your responsibility, not the student's to establish appropriate interpersonal boundaries.

Adults who model respectful and nurturing behaviors that do not interfere with another's privacy provide good examples of Christ's love.

At times a student may have a crush on a leader and even if this seems harmless it is your responsibility to deal with this in an appropriate manner. Words, hugs and jokes can be taken the wrong way and need to be monitored. Dating students is prohibited and could lead to a potential illegal situation and is not considered in the best interest of the student.

**Transportation** - When transporting children and youth in a personal vehicle,

- be aware that your car insurance is the primary coverage.
- Persons without insurance are not allowed to transport children.
- Youth may not transport other youth during church related activities.
- When transporting children use of car seats is required as stated by state law.
- Youth may transport other youth after an event only if the leaders have been notified by all parents involved.

**Off-site:**

Retreats and trips offer an abundance of opportunity for growth and fellowship among the church groups. These events need to take into considerations extra precautions to keep our Children/ youth safe.

- \* Housing need to be organized with group supervision in mind.
- \* Boys and girls may visit each others room, and the door must remain totally opened. \* Only persons from *our* group may be in *our* rooms
- \* No one may go into another groups rooms.

\*Our group will be held responsible for any damage or losses to hotel property caused by our group (or guest) during our stay. You and your family will have to reimburse the youth group for any such charges.

\*Use a buddy system while out. Your buddy and your assigned leader must know where you are at all times.

\* you may not get in a car that is not part of our group.

\*Van assignments and room assignments will be made prior to leaving on trips. Do not swap rooms or vans.

**Counseling** - Conversations regarding abuse, neglect or suicide are legally reportable situations and must be passed on to the Pastor or Children's/Youth Minister without delay.

- The Pastor or the director of Children/Youth Minister will advise on counseling options.

**Reporting** - By reporting you are helping to end the cycle of abuse and to ensure the safety of children.

- Sexual perpetrators have been found to have numerous victims and a high recurrence rate. Report inappropriate behavior (possible abuse) to a church staff person.
- **To report an abuse.**
- Notify the proper law enforcement or child protective services agency.
- Notify the parents of the victim and take necessary steps to assure the child/youth safety.
- Notify church authorities, insurance agent, church's attorney
- Only the designated spokesperson will make any necessary statement or response to the news media.

## **Reporting Abuse**

- 1) The Department of Children's Services must be notified. In Blount County **981-2350**
- 2) The person in charge must notify the pastor.
- 3) The District Superintendent must be notified

All workers at Broadway United Methodist Church must know the state requirements in reporting abuse. In Tennessee, all persons must report suspected cases of child abuse. The person reporting must have reasonable cause to suspect abuse. Failure to report the abuse will result in a misdemeanor, and/or fine, and termination of employment.

The incident must be reported within 24 hours.

A written record of all steps taken in response to the allegations must be kept.

## **Handling Abuse**

### **\*\*\*Response to the Victim**

The safety of the victim must be the church's primary concern.

- 1) Reassure the victim. Remind him/her that he/she did the right thing by telling.
- 2) Reassure the child that he/she is not to blame.
- 3) Listen to the child and answer questions honestly. Do not make promises that cannot be kept.
- 4) Do not pressure the child. Let him/her talk in his/her own time and at his/her own pace.
- 5) Respect the child's privacy.

### **\*\*\*Response to the Accused**

- 1) The accused shall be removed from any children's activity until the matter is resolved. This should be done in a discreet manner.
- 2) Do not confront the accused with hostility or anger.
- 3) The allegations must be discussed with the accused in the presence of a witness. If the accused admits to the allegations, a signed statement must be obtained. If the accused denies the allegations, inform him/her that the claims will be investigated.
- 4) If the allegations are against a staff member, Ministry Team leader, volunteer or helper, or if it happened during a children's activity, the Pastor Parish Staff Relations Committee should be contacted immediately.
- 5) If the accused is an employee of the church, he/she should be suspended with pay during the course of the confidential investigation. If the accused admits to the allegations, he/she will be terminated.
- 6) Make sure any disciplinary action taken follows the church's policies and bylaws.

### **\*\*\*Response to the Victim's Family**

- 1) If the allegations are made against a staff member, Ministry Team leader, volunteer or helper, the custodial parent will be notified immediately, and a face-to-face meeting will be scheduled.
- 2) Express the church's concern for the victim and his/her family. Minister to them and offer them religious counseling.
- 3) Keep them informed of the investigation's progress.

### **\*\*\*Response to the Media**

- 1) Only the person selected to speak with the media will make any reports to the media
- 2) This person should handle any requests for a response from the media and act as the spokespersons by saying, "We can not comment at this time."
- 3) Training in how to handle the media should be a regular part of staff training.

### **\*\*\*Response to the Church's Insurance Agent**

- 1) The church should contact the insurance agent immediately.

## Authorization and Request for Background investigation

Broadway United Methodist Church has developed a series of policies to provide a Safe place for our Children and Youth to grow in their faith. These policies include providing criminal record checks for persons involved in a supervisory roll of our children or youth.

Please Read and fill in the information below so that we may make these checks. Information will remain confidential, view by a SPR sub-committee.

Print full name: \_\_\_\_\_

Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License number \_\_\_\_\_ State issuing license: \_\_\_\_\_

Have you ever been convicted of a crime (Other than minor traffic offenses)? Yes \_\_\_\_ No \_\_\_\_

If Yes, please explain:



**General Information:**

Name : \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Place of employment. \_\_\_\_\_

Have you been convicted of a crime against children such as neglect or abuse?

\_\_\_\_\_

Will you give Broadway UMC authorization to do a criminal background check? \_\_\_\_\_

Do you have CPR / First-aid training? \_\_\_\_\_

Would you be willing to take a course in CPR/ first aid? \_\_\_\_\_

Do you have full coverage auto insurance? \_\_\_\_\_

Are you willing to drive your vehicle for events ? \_\_\_\_\_

Do you have a CDL P. (commercial drivers license w/ passenger rating ) \_\_\_\_\_ would you like to have a CDL P. this will allow you to drive the bus. \_\_\_\_\_

List other places and situations where you have been in ministry:

If you have family, we hope you have discussed serving in ministry with them.

When did you start attending Broadway United Methodist Church? \_\_\_\_\_

**\*\*\*\*\*I acknowledge I have read through Broadway’s Safe Sanctuary and student protection guidelines. I understand and agree with what I have read:**

{ your signature please } \_\_\_\_\_

{ date } \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize Broadway United Methodist Church to request the Maryville Police department or Trak-1 , to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me whether said file is local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police department, or Trak-1 , from all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Signature of Applicant date

Print full name. \_\_\_\_\_

Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License number \_\_\_\_\_ State issuing license: \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been convicted of a crime (Other than minor traffic offenses)?

Yes \_\_\_\_ No \_\_\_\_

If Yes please explain: