



Hilliard United Methodist Church Safe Sanctuary Policy (Updated October 2015)

Congratulations! You are about to embark on a very fulfilling way to serve God at Hilliard United Methodist Church! Within our congregation, there are very few unpaid or compensated servant positions that are more rewarding or demanding than those involving the care, spiritual nurturing, and education of our children, youth and vulnerable adults. Your call to be a leader of our young people will undoubtedly provide immeasurable personal rewards and insight along your own lifelong spiritual journey.

All of us — but especially those who serve as leaders of our young people — have an obligation to provide an atmosphere where all children and youth are safe from harm of any type (physical, mental, or emotional). As a church, we have that same obligation to you, to our young people, and to the entire congregation.

To maintain programs where our youngest members can safely, freely, and confidently grow in their faith, Hilliard UMC has established minimum standards for leadership within our children's, youth and vulnerable adults ministries. By participating in today's Safe Sanctuaries session about those standards, reading this child protection policy, and completing the Participation Statement of Faith and appropriate application form, you will be well on your way to providing the best guidance for our most treasured gifts — our children and youth.

We recognize the sensitive nature of the information you are providing to us on the application form, and confidentiality is important to us. See the Frequently Asked Questions section of this policy for information on how the information is to be handled, by whom, and where it is to be secured.

Thank you for offering to serve God through our children's and youth ministries. Your willingness to become involved is critical to the spiritual development of our young people and certainly most appreciated by all at Hilliard UMC!

COVENANT

Hilliard UMC desires to be a safe place for all children and adults who attend any activity or ministry. We will not tolerate child abuse or neglect. Each year children are victimized by individuals they know and trust. Incidents of child abuse or neglect cut across every racial, social, economic, and religious boundary, and the church is not immune to these risks.

This *Safe Sanctuaries Policy* reflects Hilliard UMC's commitment to protect children and vulnerable adults from harm, and it applies to all unpaid volunteers and compensated workers of Hilliard UMC. Your cooperation with this policy not only reflects your concern for safety but also your willingness to take steps toward preventing and ending abuse and its detrimental effects.

By setting standards for how we will interact and work with children, youth and vulnerable adults at Hilliard UMC, this policy also protects the adults and youth who work with these populations.

As a Christian community of faith and a United Methodist congregation, we pledge to engage in the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our children and vulnerable adults as well as those serving with them. We will follow reasonable safety measures in the selection and recruitment of volunteers; and we will implement prudent operational functions in all programs and events; we will educate all of our volunteers and compensated staff regarding these policies; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirement of state law; and we will be prepared to respond to media inquiries if an incident occurs.

DEFINITIONS

In this policy the following definitions will apply:

1. **Child:** Any person under the age of 18. May also identify as "youth" and "teens" on occasion in this policy, as well.
2. **Vulnerable Adult:** Any adult requiring direct supervision or assistance as a result of mental or physical limitations.
3. **Adult:** Any person age 18 and over, *or a teen in a position of leadership or care.*
4. **Child abuse and neglect:** Physical abuse, sexual abuse, emotional abuse, or neglect of a child by an adult or adolescent caregiver responsible for the child's welfare.
5. **Physical abuse:** Maltreatment that results in physical injury, including but not limited to bruises, cuts, welts, fractures, and internal injuries.
6. **Emotional abuse:** Maltreatment that results in impaired psychological growth and development, including but not limited to belittling, rejection, constant unequal treatment, verbal assaults, bullying/cyber-bullying, excessive demands on a child's performance, and isolation from normal social activities.

7. **Sexual abuse:** Maltreatment that consists of sexual contact or interactions with a child, including but not limited to physical contact (fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (exhibitionism, child prostitution, pornography, sexting, and voyeurism).
8. **Neglect:** Failure or inattention on the part of the caregiver to provide for a child's basic needs such as food, clothing, shelter, medical care, and supervision.
9. **Compensated worker:** Any hourly, salaried, part-time, or full-time employee who works with children at any church-sponsored activity.
10. **Volunteer:** Any non-compensated individual who works with children, youth or vulnerable adults at any church-sponsored activity.
11. **Caregiver:** Any compensated worker or volunteer, seventh grade or older. This may also refer to those serving in the nursery, or serving on the Care Partners Team.
12. **Mandated reporter:** A person required by law to report suspected cases of abuse or neglect. Any clergy or ministry staff person is a mandated reporter.

SCREENING OF CHILDREN'S AND YOUTH MINISTRY WORKERS

The following procedures reflect our commitment to provide protective care for all children, youth and vulnerable adults, as well as those who serve them in church-sponsored activities.

1. Volunteers must be regular attendees of Hilliard UMC for at least six months.
2. All children's, youth or vulnerable adult ministry caregivers (Care Partners) must complete the following procedures before participating in any church-sponsored children's or youth activities.
 - a. All volunteers must complete an application form. References must be provided by those applying for the first time. This application and the results of any screening will be kept confidential by authorized church staff.
 - b. All persons working with children, youth and vulnerable adults must attend a *Safe Sanctuaries* training session, which will be offered at least quarterly. Everyone must repeat the training session any time significant changes are made to the policy, or at least every three years.
 - c. Adults working with youth, or youth with children, as the primary leader, must be at least five years older than the oldest child or youth with whom they are working.
 - d. All ministry workers will be issued a photo ID badge, to be worn at all times when serving with children or youth in church-sponsored activities.

- e. All volunteer and compensated adults (over the age of 18) workers will be screened by a background check for the purpose of obtaining information regarding criminal history or abuse findings. The worker will be asked to pay for the background check, if able (\$11.95); if the cost is prohibitive, the church will cover the fee. The background check will be administered online via a link from our homepage at www.hilliardumc.org
 - f. While youth do not get a background check (records are sealed) they are still asked to complete the information on the *Permission to Obtain a Background Check* form and have a parent sign it.
3. Any member or constituent of the congregation, whether unpaid or compensated servant, who has been convicted of any crime against a child, or a violent crime against an adult, shall not serve in any church-sponsored activity or program for children, youth or vulnerable adults.

Those who have been convicted of either sexual or physical abuse can be forgiven for and cleansed of their sin. Sin does have consequences, however, and while such persons may serve in certain other areas of ministry at Hilliard UMC, they will be prohibited from serving in the children's, youth and vulnerable adults ministry.

4. Any person who has had a break in volunteer or compensated service of one or more years shall resubmit all paperwork and succumb to a new background check. It is recommended that background checks be repeated at least every three years for all compensated staff and volunteers.

GENERAL POLICIES FOR SUPERVISION OF WORKERS

Children's Ministries (Birth through Sixth Grade)

1. Caregivers will not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect. A positive approach to discipline will be practiced.
2. Every effort will be made to provide a minimum of two adults working together with each group of children. In a Bible study, Sunday school class, or similar teaching environment, it is acceptable to have individual classes/groups with only one adult caregiver, provided there are other adults present in the general area. This protects the children and the adults, as well as providing a safer situation in the event of an accident or emergency. No child or youth is to be left unsupervised while attending a ministry event.
3. The windows of classroom doors will remain uncovered to allow a clear view of classroom activities.
4. When possible, children are to be encouraged to take care of their own bathroom needs. Preschoolers will be escorted to the bathroom, but adults will not enter the bathroom with them. Should assistance be required, this will be done with the bathroom door open, and only after another adult has been informed of the need for assistance. Elementary-aged children should use the buddy system (groups of three) when leaving the classroom.

5. It is recognized that certain counseling situations may preclude the presence of two adult workers. The general guidelines for supervision of caregivers should not restrict situations where individual counsel and guidance is necessary. In this case the door must be left open or the window of the door must remain uncovered, and a second adult must be in proximity to the meeting. Whenever a child seeks counseling, the person in charge of the ministry/activity must determine if he/she is qualified to address the need effectively. If the problem has not been resolved after three sessions, the child must be referred to a professional counselor.
6. Children younger than sixth grade will be released to parents or guardians at the reception counters or classroom doors. Persons other than the child's parents or guardians must be authorized to pick up the child.
7. A pastor and/or the Director of Children's Ministries must be informed of and approve any church-sponsored activities that are held off site. Parent or guardian permission will be obtained, and there will be a minimum of two adult caregivers present.
8. Organized Hilliard UMC events on or off site will be staffed with a minimum ratio of 1:7, adult caregiver to child. Overnight events that are attended by children of both genders must be chaperoned by adult caregivers of both genders, with on-call back up of one person of each gender in case of emergency.
9. Transportation to and from off-site camps, retreats, mission trips, and the like will require the following:
 - a. All drivers will be in compliance to this policy as unpaid servant leaders.
 - b. All drivers will have on file in the church office a copy of a valid driver's license and proof of insurance.
 - c. All drivers must be willing to submit to a motor vehicle record check.
 - d. All drivers must be at least 21 years of age to transport youth or children.
 - e. Youth working with children will not be permitted to transport themselves to off-site events without prior notification from a parent or guardian.
 - f. If traveling using 12- or 15-passenger vans, drivers will be required to read the training materials that will be provided for them.
 - g. When traveling in multiple vehicles, there will be contact between all vehicle drivers by way of cell phone.
10. Adult caregivers will not consume, or be under the influence of, illegal drugs or alcohol while supervising children. Consumption of alcoholic beverages is not permitted on church property. Caregivers may also not be under the influence of prescription drugs if they put at risk the health and safety of the caregiver, child, youth or vulnerable adult being served. Prescription drugs taken in a manner different from the prescribing physician's instructions is considered substance abuse and is in violation of this policy.
11. No weapons (including but not limited to firearms of any kind, knives with a 3-inch or longer blade that are not being utilized for food preparation or consumption), concealed or otherwise, are allowed on church property or at any church-sponsored event.

12. The photographing of children and youth is prohibited, unless there is a specially designated person photographing for a special event. This is done only with consent from parents, and photos are shared only with permission.
13. Whenever a child, youth or vulnerable adult is present, it is highly encouraged to have at least one person on site who is trained in First Aid/CPR and child abuse recognition and prevention.
14. Annual registration of participants must include the following: child's name, parent's name(s) and contact information, current address, age, insurance information, two emergency contact numbers, permission to transport and treat, and a photo release signed by a parent.

Youth Ministries (Seventh Grade through Twelfth Grade)

1. Youth caregivers will not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect. A positive approach to discipline will be practiced.
2. Every effort will be made to have a minimum of two adults working together with each group of students. In a Bible study, Sunday school class, or similar teaching environment, it is acceptable to have individual classes/groups with only one adult caregiver, provided there are other adults present in the general area. This protects the children and the adults, as well as providing a safer situation in the event of an accident or emergency. No child or youth is to be left unsupervised while attending a ministry event.
3. The windows of classroom doors will remain uncovered to allow a clear view of classroom activities.
4. Organized Hilliard UMC events on or off site will be staffed with a minimum ratio of 1:10, adult caregiver to child. Overnight events attended by persons of each gender must be staffed by adults of each gender with back-up of one person of each gender on call in case of emergency.
5. A pastor and/or the Director of Youth Ministries must be informed of and approve any church-sponsored activities held off site.
6. It is recognized that certain counseling situations may preclude the presence of two adult workers. The general guidelines for supervision of caregivers should not restrict situations where individual counsel and guidance is necessary. In this case the door must be left open or the window of the door must remain uncovered, and a second adult must be in proximity to the meeting. Whenever a youth seeks counseling, the person in charge of the ministry/activity must determine if he/she is qualified to address the need effectively. If the problem has not been resolved after three sessions, the youth must be referred to professional counselor.
7. For camps, retreats, mission trips, lock-ins, and similar overnight activities, two adult caregivers will work as a team when it is not possible to have two adults in the same sleeping room. The team approach will be encouraged and coordinated by the Director of Youth Ministries.

8. For camps, retreats, mission trips, lock-ins, and similar overnight activities, no student will be allowed to leave early, or leave and return, without prior notification from a parent or guardian.
9. Transportation to and from camps, retreats, mission trips, lock-ins, and the like will require the following:
 - a. All drivers will be in compliance to this policy as student ministers.
 - b. All drivers will have on file in the church office a copy of a valid driver's license and proof of insurance.
 - c. All drivers must be willing to submit to a motor vehicle record check.
 - d. All drivers must be at least 21 years of age to transport youth or children.
 - e. Youth will not be permitted to transport themselves to off-site events without prior notification from a parent or guardian.
 - f. If traveling using 12- or 15-passenger vans, drivers will be required to read the training materials that will be provided for them.
 - g. When traveling in multiple vehicles, there will be contact between all vehicle drivers by way of cell phone or radio.
10. Adult caregivers will not consume, or be under the influence of, illegal drugs or alcohol while supervising youth. Consumption of alcoholic beverages is not permitted on church property. Caregivers may also not be under the influence of prescription drugs if they put at risk the health and safety of the caregiver, child, youth or vulnerable adult being served. Prescription drugs taken in a manner differently from the prescribing physician's instructions is considered substance abuse and is in violation of this policy.
11. No weapons (including but not limited to firearms of any kind, knives with a 3 inch or longer blade that are not being utilized for food preparation or consumption) concealed or otherwise, are allowed on church property or at any church-sponsored event.
12. The photographing of children and youth is prohibited, unless there is a specially designated person photographing for a special event. This is done only with consent from parents, and photos are shared only with permission.
13. Whenever a child, youth or vulnerable adult is being served, it is highly encouraged to have at least one person on site who is trained in First Aid/CPR and child abuse recognition and prevention.
14. Annual registration of participants must include the following: youth's name, parent's name(s) and contact information, current address, age, insurance information, two emergency contact numbers, permission to transport and treat, and a photo release signed by a parent.

REPORTING SUSPECTED ABUSE OR NEGLECT

Safe Sanctuaries reporting is required by any staff or volunteer who personally witnesses or suspects an incident of abuse, or when an allegation of such an incident is made by a child, youth or vulnerable adult. It is crucial that reporting be immediate and that the allegations be dealt with as soon as possible. Reports may be made to the pastoral staff or directly to Children's Services.

Hilliard UMC has determined that it is the responsibility of the pastoral staff to see that all cases of suspected child abuse or neglect are reported to the proper legal authorities with 24 hours of discovering the incident. When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern.

All Hilliard United Methodist Preschool staff and Hilliard UMC ministry staff are mandatory reporters. This means that by law they are required to report suspected child abuse to Franklin County Children Services (614.275.2571), and the agency's investigative procedures will be followed. Non-accusatory reports (reports that identify the victim of abuse or neglect whether the person responsible is known) shall be made to this state child welfare agency within 24 hours. This mandatory reporting procedure is legally required.

Mandated reporters are provided immunity from civil or criminal liability for making such reports, and Franklin County Children Services staff is required to keep confidential the identity of the referral source. Reports can also be made anonymously. HUMC unpaid servants may make a report directly to Franklin County Children's Services, but they are encouraged to inform HUMC ministry staff and clergy before doing so.

Failure to report could lead to liability on the part of the church, the observer, or both. The confidentiality of the pastor/attendee relationship is very important. Reporting probable cause of child abuse or neglect may help individuals receive help for a previous problem and may prevent further harm to self and others.

What is probable cause? Probable cause means that the available facts, when viewed in the light of the surrounding circumstances, would cause a reasonable person to believe a child was abused or neglected. A report based on probable cause does not require proof that abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child. It is the role of Franklin County Children's Services to prove or disprove abuse or neglect.

Because we believe that children are our most important concern, Hilliard UMC has adopted the following guidelines for reporting suspected abuse. Upon observing or suspecting abuse, the caregiver will immediately do the following:

1. Make sure the child's safety and comfort are secured. If the victim is in immediate need of medical or psychological attention, the proper assistance will be attained. If the alleged perpetrator is on site and danger is perceived, local police and authorities will be called.
2. Make sure the suspected abuser is safely away from the children.

3. Report the abuse or neglect promptly to a pastor and/or the Director of Children's Ministries and/or the Director of Youth Ministries. To preserve confidentiality, it is important to discuss the incident initially only with any or all of these specific staff persons.
4. While the ministry staff are mandated reporters, those who witness the event are encouraged to make the call to Children's Services themselves, as they have first-hand knowledge of the situation. If the witness is unwilling, then the mandated ministry staff will make the call.
5. Whenever an abuse occurrence or accident of any kind takes place, it must be documented in a written report (Incident Report form included with this policy). Staff will train volunteers on incident reporting and be responsible for reviewing, investigating, and following up on incident reports. A copy of the incident report will also be given to the pastor and kept confidential.

RESPONSE OF HILLIARD UMC

Hilliard UMC's primary functions in responding to allegations of abuse or neglect are:

- to attempt to ensure the safety and protection of persons who have been or may be harmed
- to seek healing by offering pastoral care and other needed assistance to all who are affected, and
- to the extent possible, to respect the privacy and rights of the parties involved and the confidentiality of communications.

If Hilliard UMC receives an allegation of child abuse or neglect, the pastors and staff involved will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Hilliard UMC will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Hilliard UMC takes them seriously and will take appropriate action.

Hilliard UMC personnel may not confirm, deny, or discuss any abuse or neglect allegation without first being cleared by Franklin County Children Services to do so. Discussion or identification of the allegations or of alleged parties involved (alleged victim, alleged abuser, or complainant) by church staff, members, constituents, or attendees is not permitted in any circumstances, until Franklin County Children Services has conducted and completed their investigation.

If the media or other parties contact a church official about a pending allegation of child abuse or neglect, they should be referred to either pastor. Only a pastor and/or his or her designee may comment on the allegations (once cleared by Franklin County Children Services to do so). The pastor shall update the district superintendent of any media inquiries.

RESPONSIBILITIES OF THE HILLIARD UMC PASTORAL STAFF

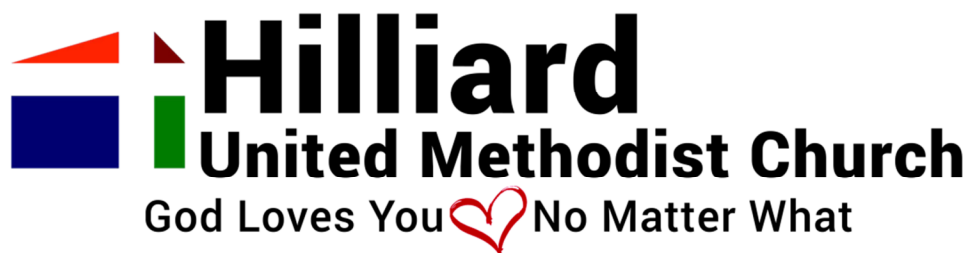
In accordance with the church's position that child abuse and neglect will not be tolerated, the pastoral staff shall do the following:

1. Take all allegations of child abuse and/or neglect seriously.
2. Document all efforts to handle the incident.
3. Contact Franklin County Children Services (614-275-2571) within 24 hours. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these kinds of cases.
4. Report the incident immediately to the church insurance company and attorney.
5. Do not try to handle this without outside professional assistance.
6. Notify the parents or guardians. If one or both of the parents/guardians is the alleged perpetrator, follow the advice of the authorities concerning notification.
7. The senior pastor shall immediately call the superintendent of the district in which the church resides and report the allegations.
8. If the alleged incident was witnessed or reported by a secondary person (servant worker, other staff member, parent or other child/youth), the pastoral staff making the report to Franklin County Children's Services must respond back to the secondary person within one week (7 days) of learning of the concern, confirming that a call was made to Franklin County Children's Services.
9. Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support will help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority.
10. Treat the accused with dignity and support. If the accused is a caregiver, that person should be relieved temporarily of his or her duties until the investigation is finished.
11. Use the text of a prepared public statement to answer the press and to convey news to the congregation. Be careful to safeguard the privacy and confidentiality of all involved.
12. All media requests for statements should be directed to a designated church spokesperson/pastor. The spokesperson/pastor shall update the district superintendent of any media inquiries.

APPROPRIATE TOUCH

“Good touch” is important to each of us. Children do not grow and thrive without the good touch of others. Touch was important to Jesus, as he healed people and comforted them. Our Christian tradition shares love with each other through hugs, placing an arm around another’s shoulder, or squeezing a hand to say, “You are loved.”

It is imperative that the Christian community not lose sight of the importance of good touch. We need to continue to express Christian love in appropriate ways with children. To a child who is upset, a warm hug and a kind word can be most comforting. In the midst of our caution, let us not forget that good touch is just that – *good!*



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Frequently Asked Questions

Is a criminal background check really necessary?

Sadly, the culture in which we live dictates that we must take prudent preventive measures to protect the children and youth in our care. Furthermore, there are litigation issues: A church that hasn't performed background checks faces the risk of catastrophic financial penalties in the event that an allegation of abuse within the church leads to a conviction or out-of-court settlement.

I had a background check done recently for another purpose through another organization. Does that count?

No, for legal liability reasons. The only way a background check done through another organization/employer will be acceptable for Hilliard UMC's purposes is if that other organization/employer would send us a copy directly. This is highly unlikely, as most won't want to assume liability for the findings within the report for any other organization/employer. We cannot accept copies of background checks, either, for the same reason we do background checks in the first place: From a liability standpoint, if we were to take someone's word that their copy of their background check is a valid and recent copy of an authorized background check, why wouldn't we just take their word that they haven't committed any crimes that would prevent them from serving in children's and/or youth ministries at Hilliard UMC?

Who needs to submit an application form and a *Permission to Obtain a Background Check* form?

Any church employee or volunteer who will have direct contact with any child, youth or vulnerable adult either on or off the church campus during any church-sponsored activities, must complete both of these forms. While youth do not get a background check (records are sealed) they are still asked to complete the information on the *Permission to Obtain a Background Check* form and have a parent sign it.

Once I complete and sign these forms, to whom do I give them?

Give your completed forms to the Director of Children's Ministries, the Director of Youth Ministries, or the facilitator of the policy training session (who will give them to the Director of Children's Ministries or the Director of Youth Ministries). All forms will be kept confidential by all staff persons.

I'm concerned about confidentiality and privacy issues. Who will see my application, and more importantly, who will see the results of my background check?

Only those listed above, along with our church's administrative support staff and the pastors, will see your application and the results of your criminal background check. All information will be kept in a secured filing cabinet in the church office.

I am not presently involved in any church unpaid servant work that involves children. Should I submit an application and give permission for a background check?

As our church continues to grow, so do our ministries. Because the addition of programs to minister to young people and vulnerable adults is ongoing, the demand for volunteers is always on the increase. Even though you may not be currently involved in such a ministry, we encourage you to submit your forms now. In the event that you do offer to serve at some point in the future, we'll already have your forms and background check on file.

What is a "U.S. Criminal Record Indicator" database search?

The U.S. Criminal Record Indicator is the most comprehensive and current search available in the United States. The U.S. Criminal Record Indicator database search examines records of the Department of Public Safety, Department of Corrections, Administrative Office of the Courts, Bureau of Criminal Apprehension, and/or the Department of Criminal Justice, as well as other applicable government agencies where available. Currently this search includes information from 49 states plus multiple counties.

Why do I have to give my Social Security Number (SSN)?

Your SSN is the primary key for all databases affiliated with a background check. Anyone can give a false identification by using another person's Social Security number. This search ensures that the applicant is who they say they are. The Social Security search is provided in the Basic Search along with the U.S. Criminal Record Indicator search.

Your SSN is used to verify the following crucial information:

- whether the SSN is validly issued
- to whom the SSN belongs
- in which year and state the SSN was issued
- current and other known or previous addresses connected to that SSN.

The SSN verification process can reveal that

- the number belongs to another individual
- the number is associated with more than one name (i.e., produces other aliases), including maiden and married names
- the number is associated with fraud
- the number is not a validly issued SSN
- the number belongs to a deceased person
- the number is associated with additional addresses not stated by the application/request form; or
- the individual has other SSNs.

What criteria from the background check will determine whether someone is approved for unpaid servant work? Who makes that decision?

The background check will cite felony and misdemeanor convictions listed in the National Criminal Database Search. The most obvious reason that someone is denied the opportunity to volunteer in our church is any prior conviction pertaining to an offense against a child. (It's quite unlikely, though, that a person with such a conviction would even submit an application.) Misdemeanor convictions, and even some felony convictions, would have little or no negative impact in determining a person's worthiness as a church unpaid servant. To put it another way, the only determining factor in evaluating someone's criminal record is the

likelihood of the person posing a threat to our young people.

In the event that a conviction turns up on the report, the pastors and the Director of Children's Ministries and/or the Director of Youth Ministries will decide whether to approve the unpaid servant for work with children or youth.

Some final thoughts...

Please know that the intent of the background check is to protect the young people in our church — period. Its purpose is *not* to cause you personal embarrassment by dredging up past mistakes or wrong choices. Regrettably, it is impossible to implement a viable screening plan without a bit of scrutiny into some personal background information.

Throughout the entire process of developing the *Safe Sanctuaries Policy* for our church, a tremendous amount of concern and sensitivity has been shown in regard to matters of confidentiality. Much effort has been put into implementing screening procedures that limit the number of people who have visible access to private information. Please know that as the screening process evolves over time, your church staff members will remain committed to the task of administering screening procedures with utmost regard to your privacy.

INCIDENT REPORT

Date _____ Time _____

Program/Ministry _____

Adult(s) present _____

Name of child involved _____

Birthdate of child involved _____

Description of incident _____

Actions taken _____

Reported to _____ By _____

Discussed with parent by _____

Additional Comments _____
