

FUMC of Westfield Safe Sanctuary Policy Procedure Manual

December 2018

Safe Sanctuary Policy Maintenance

FUMC will update the Safe Sanctuary Policy and associated procedures based on requests from the Senior Pastor or staff, changes recommended by GNJUMC and national or regional events. The Safe Sanctuary Policy and Procedures will be reviewed at least annually by the Board of Trustees.

The steps to revising the Safe Sanctuaries policy are:

1. Board of Trustees will review the current policy and procedures against best practices and UMC Conference recommendations and update the documents as appropriate.
2. Have the revised policy and procedures approved by the Board of Trustees and the Administrative Council.
3. Submit policy to Greater NJ Conference Safe Sanctuaries Coordinator to obtain a policy certificate of compliance.
4. Submit certificate to annual church/charge conference.
5. Train employees and volunteers on the revised policy and procedures.

FUMC Employee Compliance

All staff of FUMC and Wesley Hall must:

- Read the Safe Sanctuary Policy and Procedure Manual
- Complete the Employee Covenant form
- Undergo a criminal background check every three years

These requirements are part of the new hire onboarding process. Upon initial hire, a criminal background check on all employees of FUMC and Wesley Hall. Failure of an employee of FUMC or Wesley Hall to submit to a background check voluntarily will be grounds for discipline up to and including termination. FUMC or Wesley Hall will pay all background checks for all staff.

Wesley Hall staff background checks will be tracked and requested by the Director of Wesley Hall and performed in accordance with state licensing requirements.

FUMC background checks for clergy and staff will be administered as follows:

The Staff Parish Relations Committee will be responsible for ensuring that initial background checks are completed on all FUMC staff prior to employment and they are requested every 5 years. Appendix 1 is the Clergy Background Check application.

Please return to:
Beverly Karlovich
205 Jumping Brook Rd, Neptune, NJ 07753

Please include: \$36.50

Note: *Applications cannot be processed without payment*

All staff should be trained on the Safe Sanctuary Policy annually. The training can be in-person or online via the Conference website. Please note, the on-line training may vary slightly from FUMC's Safe Sanctuary Policy and the staff is required to know our policy and adhere to it. Once training is completed, documentation should be sent to the Church Secretary who will update the employees personnel file and track the when the staff member requires their next annual training. Follow up reminders will be sent to the staff member when training is due.

Volunteer Compliance

All volunteers that work with children, young adults and vulnerable adults are required to:

- Read the Safe Sanctuary Policy
- Receive training on Safe Sanctuary Policy and Procedures
- Sign the Participant Covenant form
- Undergo a criminal background check every three years

Volunteers include any volunteer working with children, youth or vulnerable adults as part of any FUMC or Wesley Hall programs including but not limited to Sunday School, youth group activities and mission trips. The responsibility for ensuring volunteers meet the requirements resides with the sponsoring staff member or lay member of a program or activity. Once a volunteer agrees to participate in a program, the sponsoring staff member should ensure that the volunteer has met the requirements to volunteer under the Safe Sanctuary Policy. If the volunteer has not completed any of these requirements, the staff member should secure the requirements and provide documentation to the Church Administrative Secretary.

The Administrative Secretary will update the spreadsheet used to track Volunteer compliance and save the supporting documents for a period of 10 Years in a locked file cabinet. After 10 years, the documents should be shredded.

Sponsoring Staff / Laity by Program

Wesley Hall - Director of Wesley Hall, Melissa Romelli

Youth Sunday School – Nancy Andersen

Youth Group – Kylie Haskins

Youth Mission- Kyle Haskins

Adult Sunday School - TBD

Volunteers will be sent a link to the GNJUMC background screening by the FUMC staff member using the following link:

<https://www.smart-trak.com/GNJUMC.aspx?code=GNJUMC>

Please indicate if the volunteer will be operating a vehicle as part of the church activity.

The volunteer will create a login and request the background check. The volunteer must pay for the background check and may ask for reimbursement from FUMC. Also, it is the volunteer's responsibility to log back into the Smart Track account to download a copy of the background check and provide it to the FUMC staff member or the Church Administrative Secretary.

Submitted reports should be placed in a secure, locked file cabinet. If the report has items of concern, the report should be reviewed with the individual and the pastor. The District Superintendent may need to be included in the conversation. The pastor and the individual will work out what needs to happen to resolve the concern or the individual must refrain from ministry with children, youth, and/or vulnerable adults.

Once requirements are met (training, signing of covenant form, and approved background check), the volunteer may begin working with children, youth and vulnerable adults as part of church activities.

Tracking Volunteers

The Church Administrative Secretary will maintain a spreadsheet of all church volunteers including, name, phone number, e-mail address, program involved in, date of last participation, covenant signed and date of last background check. In addition, a volunteer folder will be kept for each volunteer with the signed covenant and background documentation in a locked file cabinet in the Church Office. (possibly electronically)

At the beginning of each program (i.e., Wesley Hall School Year, Sunday School, Youth Group, Mission Trip) the FUMC staff member or volunteer coordinating the program/activity needs to provide a list of volunteers on the activity to the Church Administrative Secretary. The Administrative Secretary will verify the volunteers have signed the covenant and have up to date background checks. If any background check will reach three years old prior to the completion of the activity or program, a new background check will need to be completed by the three-year mark or the volunteers will no longer be able to participate in the activity or program.

Educating Adult Members of the Congregation

Current version of the FUMC Safe Sanctuary policy will be placed on the FUMC website. Notices to the congregation annually letting them know that FUMC has a Safe Sanctuary Policy and

Procedures that has recently review and updated as appropriate. A link to the policy and procedures on the website will be included. These notices will be placed in the Sunday Bulletin and in the weekly the “Connect”.

Diaper Changing Procedure

Nursery staff or volunteers may change soiled diapers as long as another adult is present. All diaper changes will be recorded in a log using the following format: “date, time, name of child needing diaper change, provider who changed diaper.” The log will be available to parents/guardians.

Bathroom Procedure

A child needing to use the toilet shall be escorted by an adult to the bathroom. The adult shall remain in the hallway while the child uses the toilet. If assistance is requested by the child, the adult may enter and assist. The adult will then log the event using the following format: “date, time, name of child who requested help, provider who gave help.” The log will be available to parents/guardians.

Notifications of Incidents

All incidents involving injuries, suspected abuse or neglect or property damage should be reported immediately to the Senior Pastor by the staff or adults present during the incident. The Senior Pastor will require that the incident be documented immediately noting the time, date, individuals present and a description of the incident. The Senior Pastor will notify the proper authorities including the police, N.J. Division of Youth and Family Services and the President of the Board of Trustees.

Exemptions from the Safe Sanctuary Policy

If an exemption from the Safe Sanctuary Policy is sought for a Church program, the Senior Pastor must approve the exemption in writing prior to the program beginning.

Church Tenants

All tenants of FUMC who utilize the church facilities and work with children, youth or vulnerable adults are expected to have their own Safe Sanctuary Policy. That policy will be reviewed and approved by the FUMC BOT as part of the leasing process. In addition, the lease terms will hold FUMC of Westfield harmless to any liability related to the tenants use of our facility.