

ARNOLD MILLS UNITED METHODIST CHURCH
SAFE SANCTUARY POLICY

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ARNOLD MILLS UNITED METHODIST CHURCH

SAFE SANCTUARY POLICY

I. INTRODUCTION

When the disciples attempted to keep the children away from Jesus he was quick to respond, “Let the children come to me.” Jesus taught that children were to be included and provided for within the community of faith. Today the church may be the only place where some children find the unconditional love and care they so desperately need to grow and thrive. As Christians, we must take our responsibilities to the children and other vulnerable persons very seriously. We fail in those responsibilities if we neglect to take adequate precautions against abuse in our churches. While it is unlikely that we can completely prevent abuse in every situation, it is possible for us to greatly reduce the risk by following a thorough and practical policy of prevention.

II. PURPOSE

The congregation of the Arnold Mills United Methodist church is committed to providing a safe and secure environment for all children, as well as for those who work with them. The following policy reflects our congregation’s commitment to preserving this church as a sacred place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

III. STATEMENT OF COVENANT

As a Christian community of faith committed to ministry to and with children and other vulnerable persons, we pledge to conduct all our activities and ministries in such a way that assures the safety and spiritual growth of all those entrusted to us. We will follow reasonable safety measures in the selection and recruitment of workers and we will be responsible in overseeing our programs and events and in training our staff, so that they are able and equipped to minister to children in Jesus’ name. We will report and respond to all witnessed or suspected incidents of abuse as is required by state law and our moral conscience and we will be prepared to minister to the families of both the abused and the perpetrator.

IV. DEFINITIONS

- **Adult:** A person 18 years of age or older.
- **Youth:** A person between the age of 12 and until 18.
- **Child and/or Children:** A person younger than age 12.
- **Young Child:** A person under the age of 5.
- **Vulnerable Person:** Any person, 18 years and older, who because of mental, emotional, physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging may be vulnerable to maltreatment.
- **Abuse:** Any verbal, physical, or sexual abuse of a person under the age of 18 or an Adult who is classified as a Vulnerable Person.

- **Physical Abuse:** Any act of commission or omission that endangers an individual’s physical health, including intentional physical injury, punishment that is overly punitive or inappropriate to the individual’s age or condition, and purposeful acts that pose a serious danger to physical health of the individual.
- **Sexual Abuse:** Child sexual abuse is the sexual abuse or exploitation of a child. This includes, but is not limited to:
 1. Incest,
 2. Rape,
 3. Prostitution,
 4. Romantic Involvement,
 5. Sexual intercourse or other sexual contact,
 6. Sexualized Behavior that communicates sexual interest and/or contact,
 7. Making comments or innuendo of a sexual nature,
 8. Inappropriate touching of the subject’s body or inappropriate kissing,
 9. Displaying pornography or sexually suggestive visual materials, and
 10. Exposing the genitals or touching or rubbing oneself in the presence of the subject.
 11. The National Center on Child Abuse and Neglect defines child sexual abuse as: “Contacts or interactions between a child and an adult when the child is being used for sexual stimulation of the perpetrator or another person when the perpetrator or another person is in a position of power or control over the victim.”
- **Verbal Abuse:** Any verbal act that humiliates, degrades or threatens.
- **Staff:** All paid Church personnel.
- **Helper:** Anyone who aids in ministry and is not counted in the 2-worker rule, including persons younger than 16 years of age.
- **Regular Worker:** Any person who works with children, youth or vulnerable individuals regardless of how infrequent.
- **Occasional Workers:** Those volunteers who do not regularly work with children, who are called upon to assist Regular Workers with short notice.
- **Social Media:** Web-based and mobile technologies used to advance interactive communication --- both public and private uses; including, instant messaging, texting, emailing, and video chat. Examples include blogs, Facebook, Flickr, Foursquare, Google, Instagram, Instant Messenger, SnapChat, Tumblr, Twitter, Vimeo, and YouTube.

V. SAFE SANCTUARY PROCEDURES

This policy applies to all persons, including paid and unpaid workers, whether lay or clergy, who have any direct or indirect contact with the children, youth, and/or vulnerable persons who participate in any ministries, activities, or events sponsored by Arnold Mills United Methodist Church. Additionally, all outside groups using the building shall sign a statement that they are in compliance with the SAFE SANCTUARY BUILDING USE AGREEMENT or have an equivalent policy in force, which is to be verified by the Screening Committee.

1. SCREENING

- All screening information (references, background checks, etc.) shall be held in strict confidence and all documents will be securely stored. Social Security numbers recorded on background check waiver forms shall be blacked out once the background check is completed.
- A Screening Team shall be formed to conduct all screening procedures. This team will be comprised of the pastor, SPRC chair, and the supervisor of ministry under which that program or event falls (e.g., for Sunday School classes – the Sunday School Superintendent). Any member of the team may conduct screenings; however, only the pastor will conduct criminal background checks.
- All workers (staff or volunteer) must be screened prior to working with children and youth.
- All paid church staff must be screened regardless of whether they will have regular contact with children. (Note: At the time of implementation of this policy, current employees will not be required to undergo the screening process, but all will be subject to a criminal background check.)
- As part of the screening process, all paid staff and workers will undergo criminal background checks. Criminal background checks may be waived for persons who provide documentation of a current criminal background check (e.g., public school teachers). Criminal background checks will include national criminal and sex offender databases and a Social Security trace. Additionally, motor vehicle records searches are required for drivers on church-sponsored trips for which transportation is provided (e.g., mission trips). Background checks must be renewed every 3 years.
- Workers will be required to complete a **BACKGROUND VERIFICATION RELEASE** form and a **VOLUNTEER APPLICATION FORM AND RELEASE**, which shall include the following:
 - Identification (including a license or picture ID, or that of a parent if a minor)
 - Address
 - Phone number
 - Social Security number (Note that the Social Security number will be blacked out as soon as the background check is complete.)
 - Employment history for the last 5 years
 - Volunteer work for the last 5 years
 - Information regarding whether the applicant holds a valid driver's license and if so, whether it has been suspended or revoked in the last 5 years
 - 2 personal references (not related to the applicant) with complete addresses
 - Consent to verify all information provided and to contact the references
 - ⊖ Acknowledgement that the applicant has read and understood the Safe Sanctuary policy
 - Waiver of any right to pursue damages against the church caused by reference's responses
 - Certification that the information provided is true and correct.
- No individual who has been convicted of a crime involving either sexual or physical abuse will be permitted to serve as a worker in any church-sponsored program, event, or

ministry involving children. The Screening Team will determine the suitability of other applicants based upon reference and background checks.

- All workers are expected to participate in an orientation and training session. Scheduling, preparing for, and facilitating orientation and training sessions are the responsibility of the Screening Team. These sessions will be conducted as needed as an orientation for new workers. This will include a review of the Safe Sanctuary policies as well as emergency procedures.
- The Safe Sanctuary orientation and training is required for all workers. Additional training may be provided occasionally (e.g., presentation of responsibilities as a state mandated reporter) which may or may not be mandatory.
- All regular workers are required to sign the SAFE SANCTUARY PARTICIPATION COVENANT annually. Note that this includes an affirmation that the worker has reread and understands the Safe Sanctuary Policy.

2. SUPERVISION:

- At all times during any church-sponsored program, event, or ministry involving children and youth, there shall be a minimum of 2 adult workers who are at least 5 years older than the group with which they are working and are not from the same household. Youth group leaders must be at least 21 years of age.
- If the 2-adult rule cannot be observed, a screened roamer will regularly check on groups with only one adult.
- While helpers may assist workers in church-sponsored programs, events or ministries involving children, only screened and trained workers may directly care for children (e.g., bathroom escort, changing diapers)
- Because a one-to-one relationship is essential to the unique nature of the confirmation program, confirmation mentors and their confirmands are exempt from the “2-worker rule”. However, all confirmation mentors shall be screened and parental/guardian consent is required.
- There shall be unobstructed visibility to all activities where children are present.
- All rooms that are regularly used as classrooms or nursery must have windows. These windows must remain unobstructed at all times. Rooms that are not regularly used as classrooms or nursery need not have windows installed. However, when using those rooms for any program, event or ministry involving children, the door must remain open at all times.
- Changing a diaper or assisting a Young Child in the bathroom should take place where the worker is in the line of sight while protecting the child’s privacy.
- In the event that a Child needs to use a restroom that is not within the line of sight, 2 workers must accompany the child to the restroom. If that leaves only one worker with the children, a worker from another room must float or stand in the line of sight of the room(s) in which there is only one worker left. The worker(s) will confirm that the restroom is unoccupied before allowing the child to enter. The worker(s) will wait outside of the restroom for the child and will escort the child back
- In the event that a child under the age of 5 needs to use a restroom, they will be escorted to the restroom where an adult will check to make sure the bathroom is empty before

allowing the child to enter. The adult will wait outside of the restroom and a second adult will be in the line of sight during the interaction.

- Staff and Workers will not message or post to any personal form of social media pictures of children attending any church-sponsored program, event, or ministry involving children.
- In the interest of safety and security, parents/guardians are responsible for all children and youth on church property who are not participating in a worker-supervised class or activity.
- The Safe Sanctuary policy will be enforced at off-site church-sponsored ministries, events and locations. Transportation to and from will be the sole responsibility of the child's parent or guardian. In the event of a church-sponsored trip for which transportation is provided (e.g. mission trip) the 2-worker rule applies at all times, including in each vehicle and all drivers must undergo a motor vehicle background check. Overnight events involving a mixed gender group require both male and female workers/staff present. Single gendered groups must have at least one worker/staff of that gender.
- Any off-site activity requires advance notification to parents/guardians and completion of an ACTIVITY PERMISSION SLIP signed by a parent/guardian.
- When the pastor meets a child or youth for one-on-one counseling, they shall meet in a room that has an unobstructed door window, and there must be a second adult in the vicinity with access to the line of sight.
- Physical discipline of children and youth is not allowed. Disruptive children and youth will be given a "timeout". If disruptive behavior continues the parent/guardian will be notified to remove the child or youth from the class or activity.
- All workers shall report immediately to the pastor any unsafe condition or behavior that, while not clearly physically, emotionally, or sexually abusive, does appear inappropriate.
- Copies of the Safe Sanctuary Policy, related forms, and emergency response procedures checklist shall be kept in a binder in all children's classrooms and the nursery.

3. SOCIAL MEDIA

- Workers, helpers, and staff shall protect the privacy and identity of all children, youth and vulnerable adults in online writings, postings and discussions.
 - Workers, helpers, and staff must not post photos or video which identify children, youth or vulnerable adults on any online site or printed publication without written consent from a parent/guardian.
 - All social media groups and pages associated with children's, or youth ministry areas will be designated as "closed" groups, requiring all those who wish to gain access to be approved by the page administrators.
 - All church-related social media groups and pages must have at least two administrators. If an administrator is no longer associated with the ministry, that individual's administrative status must be revoked.
 - Photos of minors may only be published or posted on social media, church newsletters, websites, blogs, etc., after a photo release has been signed by a parent/guardian. Photos must not include any identifying information of minors. Photos may only be posted to the social media page by page administrators.

- When checking in on any location-tagging social media, workers, helpers, and staff may only “check in” for themselves, never for children. Workers, helpers, and staff will not tag or reveal any other participants’ location without their expressed permission, but rather create a hashtag to facilitate conversation.
- Workers, helpers, and staff shall maintain appropriate relational boundaries with minors.
 - No workers, helpers, or staff shall initiate Friend Requests, Follow Requests, Circle Requests, or other online connections with a minor or vulnerable adult. Workers, helpers, and staff shall not accept such requests by minors without the permission of a parent/guardian.
 - Any electronic conversations with minors shall not occur in open social media channels without parental permission (see Media Release Form). When emailing, texting, tweeting, or using any social media messaging a child, workers, helpers, and staff will copy another adult (a parent/guardian or another screened worker) on the message, or post it in a public venue (e.g., a Facebook wall as opposed to a private message). This will allow adults to virtually maintain the “two adults present” procedure when using social media.
 - Social media, even though it offers convenient and private channels, is not an appropriate medium for counseling. Pastoral conversations will begin or immediately transition into a mandated Safe Sanctuary model (i.e., office with windows, two adult rule, etc.).
- Engaging in the creation, viewing or distribution of pornography is prohibited.
- Engaging in, encouraging or condoning cyberbullying is prohibited.
- We will look for opportunities to educate children in the safest and most effective ways of using social media and technology to live out their Christian witness in what they write, post, share, and view.

VI. RESPONSE AND REPORTING

- All reports shall be kept confidential except as necessary to assist law enforcement, Child Protective Services, the United Methodist Church, and other investigative bodies and agents. All written reports shall be filed securely.
- In the event of a **witnessed** event of abuse:
 - Immediately take any necessary steps to ensure the victim’s safety.
 - Calmly remove all children and youth present from the situation and immediately notify the victim’s parent/guardian (if that person is not the perpetrator).
 - Do not confront the accused abuser with anger and hostility, but do immediately remove him or her from further contact with children and youth.
 - Secure and maintain the integrity of the area and protect all evidence for professional investigation.
 - Immediately report in the following order to:
 - Law enforcement agency (911)
 - The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453) or (1-800-RI-CHILD)
 - The pastor (who will then immediately contact the District Superintendent)

- The District Superintendent will advise further action and/or notification.
 - If the pastor is the perpetrator, immediately report in the following order to:
 - Law enforcement agency (911)
 - The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453) or (1-800-RI-CHILD)
 - SPRC chair (who will then immediately contact the District Superintendent)
 - If the SPRC chair is unavailable, the witness will immediately report directly to the District Superintendent
 - The District Superintendent will advise further action and/or notification.
 - As soon as the situation is safe, the victim (if possible) and the witness should record their statements using the REPORT OF WITNESSED ABUSE form.
 - As soon as possible, the pastor (or SPRC chair if the perpetrator is the pastor) shall complete the RECORD OF ACTION FOR WITNESSED INCIDENT OF ABUSE form. This form should be updated as further action is taken.
 - After conferring with the District Superintendent, the pastor (or other individual designated by the District Superintendent) will prepare a brief and honest statement that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- In the event of an alleged (i.e., **reported**, not witnessed) abuse:
 - The person(s) receiving the report shall immediately notify the pastor
 - As soon as possible, the person(s) to whom the allegation is made shall record their statements using the REPORT OF SUSPECTED ABUSE form.
 - If the pastor is the accused, the person receiving the report shall immediately notify the SPRC chair.
 - The pastor (or SPRC Chair if the pastor is the accused) shall immediately contact parent/guardian (if that person is not the alleged perpetrator)
 - The pastor (or SPRC Chair if the pastor is the accused) shall contact The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453) or (1-800-RI-CHILD)
 - The pastor shall immediately notify the District Superintendent. If the pastor is the alleged perpetrator, the SPRC chair will inform the District Superintendent. The District Superintendent will advise further action and/or notification.
 - The accused shall immediately be removed from any further involvement with children/youth until the case is resolved.
 - As soon as possible, the pastor (or SPRC chair if the perpetrator is the pastor) shall complete the RECORD OF ACTION FOR SUSPECTED INCIDENT OF ABUSE form. This form should be updated as further action is taken.
 - After conferring with the District Superintendent the pastor (or other individual designated by the District Superintendent) will prepare a brief and honest statement that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- Public response to witnessed or alleged abuse:

- All inquiries will be forwarded to the District Superintendent for comment unless s/he appoints a spokesperson
 - If a spokesperson is designated, all media inquiries will be addressed by him/her only
- Note that on the larger church level, there is care about and concern for victims of misconduct. Efforts will be made at that level to facilitate and support an appropriate response. In the event of clergy misconduct, the District Superintendent will relay specific allegations to the Bishop.

FIRST STEPS IN CASE OF ABUSE

IN CASE OF WITNESSED ABUSE

- 1. Take whatever steps necessary to ensure the victim's safety.**
 - 2. CALMLY remove all children/youth present from the situation.**
 - 3. Remove the abuser from further contact with children/youth.**
 - 4. Notify victim's parent/guardian.**
 - 5. Secure the area to protect evidence.**
 - 6. Report in the following order to:**
 - Police: 911**
 - The Department of Children, Youth, and Families Child Abuse Hotline (1-800-742-4453)**
 - Pastor Arlene Tully: 401-333-5203 (W) or 401-335-5156 (H) or 207-242-5896 (C).** If the pastor is unavailable or is the perpetrator, notify SPRC Chairs Lee Ann Cotta: (401) 658-3564 or Stacey Johnson: (401) 447-2416
 - District Superintendent David Calhoun: (860) 871-7149 or (W) 508-524-0175 (C)**
 - 7. As soon as the situation is safe, complete the REPORT OF WITNESSED ABUSE FORM.**
-

FIRST STEPS IN CASE OF ABUSE

IN CASE OF REPORTED (NOT WITNESSED) ABUSE

- 1. Immediately notify the pastor. If the pastor is the alleged perpetrator, notify the SPRC chair.**
- 2. Complete the REPORT OF SUSPECTED ABUSE FORM.**

Arnold Mills United Methodist Church

690 Nate Whipple Hwy

Cumberland, RI 02864

401-333-5203

INITIAL REPORT OF SUSPECTED ABUSE

About the person receiving the report:

Name and title: _____

Date report received: _____ Time: _____

Report received from whom: _____

Is this person: ___ the alleged victim ___ volunteer worker
 ___ paid staff ___ other: _____

About the alleged victim:

Name: _____ Birth date or age _____

Address: _____ Phone: _____

Name of person(s) with whom the victim lives: _____

Is this the: ___ parent(s) ___ legal guardian(s) ___ other: _____

About the alleged perpetrator:

Name: _____

Address: _____ Phone: _____

Relationship of accused to victim:

___ paid staff ___ volunteer worker ___ other: _____

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INITIAL REPORT OF WITNESSED ABUSE

About the person receiving the report:

Name and title: _____

Date report received: _____ Time: _____

Report received from whom: _____

Is this person: ___ the alleged victim ___ volunteer worker
___ paid staff ___ other: _____

About the alleged victim:

Name: _____ Birth date or age _____

Address: _____ Phone: _____

Name of person(s) with whom the victim lives: _____

Is this the: ___ parent(s) ___ legal guardian(s) ___ other: _____

About the alleged perpetrator:

Name: _____

Address: _____ Phone: _____

Relationship of accused to victim:

___ paid staff ___ volunteer worker ___ other: _____

DATE

Dear Arnold Mills United Methodist Church Building User,

Arnold Mills United Methodist Church is committed to the safety of all children, youth and vulnerable persons in our care and within our church building. As part of that commitment, a comprehensive Safe Sanctuary policy was recently adopted which includes requirements for outside groups and organizations using Arnold Mills United Methodist Church's facilities.

We now require that all outside groups and organizations comply with the enclosed Safe Sanctuary Building Use Agreement. Please read this document carefully and return the completed form to the church for signature and witnessing no later than _____ (Date).

Please be advised that failure to abide by these Safe Sanctuary policies will jeopardize your continued use of Arnold Mills United Methodist Church's facilities. I hope we can count on your cooperation as we seek to provide a safe environment for all children, youth and vulnerable adults. If you have any questions or concerns, please do not hesitate to call me at the church office number listed above.

Thank You,

Rev. Arlene M. Tully

Arnold Mills United Methodist Church

690 Nate Whipple Hwy

Cumberland, RI 02864

401-333-5203

SAFE SANCTUARY PARTICIPATION COVENANT

The purpose statement of the Arnold Mills United Methodist Church Safe Sanctuary Policy is as follows: “The congregation of the Arnold Mills United Methodist church is committed to providing a safe and secure environment for all children, youth and vulnerable persons as well as for the persons who work with them.” This policy reflects our congregation’s commitment to preserving this church as a sacred place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

To this end, as a participant in Arnold Mills United Methodist Church’s ministry to children, I pledge that I will not verbally, physically, or sexually abuse any child and I covenant to conduct myself in such a way as to assure the safety and spiritual growth of the children/youth entrusted to me.

In the course of my ministry with children/youth at Arnold Mills United Methodist Church:

1. I agree to observe the “2-worker rule” at all times. Yes No
2. I agree to maintain “unobstructed view” at all times. Yes No
3. I agree not to physically discipline any child/youth. Yes No
4. I will report all abuse witnessed by me or reported to me in accordance with the procedures outlined in the Safe Sanctuary Policy. Yes No
5. I furthermore agree to report immediately any unsafe condition or behavior that, while not blatantly physically, emotionally, or sexually abusive, appears to me to be inappropriate. Yes No
6. **New workers:** I have read in its entirety and understand the Arnold Mills United Methodist Church Safe Sanctuary Policy and agree to observe and abide by the directives and procedures set forth therein. Yes No

7. **Returning workers:** I have reviewed in its entirety and understand the Arnold Mills United Methodist Church Safe Sanctuary Policy and agree to observe and abide by the directives and procedures set forth therein. ___ Yes ___ No

Signature _____ Date: _____

Print Full Name: _____

**ACTIVITY PERMISSION SLIP
ARNOLD MILLS UNITED METHODIST CHURCH**

We will be going on the following activity: _____

_____ Date: _____

Location: _____

Start time: _____ End Time: _____ Cost of activity: _____

Child/youth needs to bring: _____

Other relevant information: _____

Person to call for further information: _____ Phone: _____

(PARENT/GUARDIAN – TEAR HERE AND RETAIN TOP PORTION)

I give my permission for _____ to
take part in the activity of _____ on ___/___/___.

Allergies or any other specific medical information we need to know:

Phone number(s) where parent or guardian can be reached:

Whom to call if the above parent/guardian is not available in an emergency:

Phone number(s): _____

Who will be picking the child/children/youth up?

Please note that identification is required of all persons picking up children/youth.

I give permission for my child/children/youth to attend the above activity. In the event of a medical emergency s/he may be taken to the nearest hospital for immediate medical care.

I understand that transporting my child/children/youth to and from this activity is solely my responsibility.

After having discussed with my child/children/youth the potential risks involved in his/her participation in this activity, and being satisfied of her/his awareness and understanding of these risks and willingness to accept them, and being aware of and understanding those risks myself, and that THE ARNOLD MILLS UNITED METHODIST CHURCH, its agents, employees, or members shall not be responsible either to me or my child/children/youth for any illness or injury to the person or property of my child/children/youth arising out of his/her participation in this activity, I hereby consent to his/her participation.

Date _____

Signature of parent or guardian

ARNOLD MILLS UNITED METHODIST CHURCH

690 Nate Whipple Hwy
Cumberland, RI 02864
401-333-5203

Media/Photo Release

Please check “do” or “do not” for each:

1. I do

I do not

grant permission to Arnold Mills United Methodist Church to photograph/record video or audio of my child/youth for the purpose of sharing with other parents and/or church members within the walls of the church (e.g., bulletin board, PowerPoint slide show, etc.).

2. I do

I do not

grant permission to Arnold Mills United Methodist Church to photograph/record video or audio of my child/youth for the purpose of sharing on the church’s social media sites (e.g., AMUMC Facebook page, AMUMC website, etc.).

3. I do

I do not

grant permission to Arnold Mills United Methodist Church to photograph/record video or audio of my child/youth for the purpose of sharing with news media (newspaper, television, etc.). I understand that if names are used, my child’s/youth’s first name only will appear.

Please note that this release will remain in effect until you notify us otherwise.

Parent/Guardian Signature

Date

Arnold Mills United Methodist Church

690 Nate Whipple Hwy

Cumberland, RI 02864

401-333-5203

RECORD OF ACTION FOR SUSPECTED INCIDENT OF ABUSE

(Attach "Initial Report of Suspected Abuse" form completed by witness)

1. Name(s) of worker(s) receiving disclosure of abuse: _____

2. Victim's name: _____

3. Place of initial conversation with/report from victim: _____

Date/time: _____

4. Name of person accused of abuse: _____

5. Reported to pastor (name): _____

Date/time: _____

Summary of report: _____

6. Called or notified victim's parent/guardian (name): _____

Date/time: _____

Spoke with: _____

Summary of conversation: _____

7. Reported to the Child Abuse Hotline (1-800-742-4453): _____

Date/time: _____

Spoke with: _____

Summary of report: _____

8. Reported to District Superintendent (name): _____

Date/time: _____

Summary of report: _____

9. What action has been taken to remove the accused from further contact with children/youth?

Date/time: _____

By whom: _____

10. Any other details about this incident, reports made, or action taken: _____

11. Resolution of this accusation: _____

Name of person completing this form (print): _____

Signature: _____ Date: _____

Arnold Mills United Methodist Church

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401-333-5203

RECORD OF ACTION FOR WITNESSED INCIDENT OF ABUSE

(Attach "Initial Report of Witnessed Abuse" form completed by witness)

1. Name(s) of worker(s) witnessing abuse: _____

2. Victim's name: _____

3. Name of the accused perpetrator: _____

4. Called or notified victim's parent/guardian (name): _____

Date/time: _____

Spoke with: _____

Summary of conversation: _____

5. Call to local law enforcement (name of agency): _____

Date/time: _____

Spoke with: _____

Summary of report: _____

6. Call to Child Abuse Hotline (1-800-742-4453): _____

Date/time: _____

Spoke with: _____

Summary of report: _____

7. Reported to pastor (name): _____

Date/time: _____

Summary of report: _____

8. Reported to District Superintendent (name): _____

Date/time: _____

Summary of report: _____

9. Any other details about this incident, reports made, or action taken: _____

Name of person completing this form (print): _____

Signature: _____ Date: _____

Arnold Mills United Methodist Church

690 Nate Whipple Hwy

Cumberland, RI 02864

401-333-5203

SAFE SANCTUARY BUILDING USE AGREEMENT

PURPOSE: This Agreement gives permission to groups, organizations and individuals (“User”) not directly overseen by Arnold Mills United Methodist Church to use specified facilities owned by Arnold Mills United Methodist Church. Users of the facilities with the permission Arnold Mills United Methodist Church do so with the full knowledge that losses or liabilities incurred by the User are not covered by the local church.

This Agreement is entered into on this _____ day of _____ of the year _____, by and between Arnold Mills United Methodist Church and

(Name of User) _____

(Address of User) _____

(Phone number of User) _____ and is for using Arnold Mills United Methodist Church’s

facilities for a one-time event; multiple or recurring event(s)

WHEREAS Arnold Mills United Methodist Church is the owner of building located at the address printed above;

AND WHEREAS the User desires to use said facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1. Arnold Mills United Methodist Church will make available to the User the following facilities:

2. User agrees to indemnify and hold Arnold Mills United Methodist Church harmless from any and all liability including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part, or the parking facilities on or adjacent thereto.

3. The User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of Arnold Mills United Methodist Church to insure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.

4. The User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in the locale of Arnold Mills United Methodist Church, and will not engage in any activities in violation of such laws, ordinances rules and regulations.

5. If any of the User's activities at Arnold Mills United Methodist Church, will place children or youth under age 18 in the care of persons other than their own parents or guardians, the User must either: (a) comply with the modified version of Arnold Mills United Methodist Church's Safe Sanctuaries Policy for the prevention of abuse (*below*), or (b) supply a copy of its own abuse prevention policy, which we must verify as substantially similar in practice and effect to Arnold Mills United Methodist Church's Safe Sanctuaries Policy, and certify compliance by signing below.

6. Policies for use of Arnold Mills United Methodist Church facilities by outside groups:

- During any program, event, or activity involving children under 18 years of age there shall be a minimum of 2 adult leaders (18 years of age or older) present at all times who are at least 5 years older than the group with which they are working and not from the same household.
- All leaders must have been screened as appropriate to work with children. The minimum standard for this screening is personal reference by two persons unrelated to the prospective leader.
- There shall be unobstructed visibility to all activities where children under 18 years of age are present. Door windows must remain unobstructed at all times. In rooms that have doors without windows, the door must remain open at all times.
- Physical discipline of children under 18 years of age is not allowed.
- Leaders shall report immediately to the Pastor any unsafe conditions.

Failure to comply at all times with these policies will render this Building Use Agreement null and void.

IN WITNESS WHEREOF, the undersigned parties have executed the Agreement as of the day and year first above written.

*Signature of Arnold Mills United
Methodist Church's Representative*

Signature of User's Representative

Print name of Representative

Address of Representative

City, and Zip

Representative's phone #



**Arnold Mills United Methodist Church
690 Nate Whipple Hwy
Cumberland, RI 02864
401-333-5203**

Volunteer Application Form and RELEASE

The information obtained on this form and from any reference or background checks is for internal use by this local church only and will be kept confidential.

No individual who has been convicted of a crime involving either sexual or physical abuse will be permitted to serve in any church-sponsored program, event, or ministry involving children or youth.

Name: _____ Date of birth: _____

Address: _____

Home phone: _____ Work Phone: _____

Employment history for the past five years:

Company	Address	Phone	Dates employed	Reason for leaving

Please use additional sheets of paper if needed.

Volunteer history for the past five years:

Organization	Address	Phone	Dates	Type of work

Please use additional sheets of paper if needed.

References (not relatives) that we may contact:

1. Name: _____ Phone: _____

Address:

2. Name: _____ Phone: _____

Address: _____

Please answer the following questions:

a. Have you ever been convicted of any criminal offense? Yes ___ No ___

b. Have you ever been charged with child or animal neglect or abuse? Yes ___ No ___

c. Have any complaints or allegations of misconduct involving children or youth ever been made against you? Yes ___ No ___

In the event that you were needed to provide transportation, please answer the following question:

d. Do you hold a valid driver's license? Yes ___ No ___

e. Has your license been suspended or revoked within the last 5 years? Yes ___ No ___

Please explain fully any "Yes" answers to the above questions other than question d).

In addition to the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?

Background check waiver:

By signing this application you acknowledge that part of the screening process for volunteers working with children and youth includes a name check in the National, State, and/or Penobscot County Criminal and Sex Offender Databases and a Social Security trace.

Release:

The information that I have provided may be verified by contacting persons or organizations that may have information concerning me. I hereby RELEASE and agree to hold harmless from liability any person or organization that provides information, and this RELEASE may be sent to any reference. I also agree to RELEASE and agree to hold harmless this local church, its pastor, its officers, employees, volunteers, and its Staff Parish Relations Committee from any and all liability arising in any way from any use, review, disclosure, or discussion of the information disclosed in the Application. I waive any right that I may have to inspect references provided on my behalf.

I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand that it may be cause for dismissal.

Signature: _____ Date: _____