

# Bethel United Methodist Church



## Safe Sanctuaries Policy and Procedures

Revised 8/11/09



# BETHEL UNITED METHODIST CHURCH

## PROTECTING GOD’S SPECIAL GIFTS: SAFE SANCTUARIES POLICY

### Introduction

Jesus said, “*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth; anyone who will not receive the kingdom of God like a little child will never enter it*”. And he took the children in his arms, put his hands on them and blessed them. (Mark 10:13 – 16)

In 1996, the General Conference of the United Methodist Church adopted a resolution aimed at reducing the risk of child abuse in the church. The resolution calls for all churches to welcome the children and to make all churches a safe place for children to grow and learn. This resolution was readopted by the General Conference in 2004. Regrettably, the incidence of child abuse in the home, school, and even the church continues.

The members of Bethel United Methodist Church (Bethel) seek to honor God’s love for children and to protect their well being and to prevent any form of abuse, harassment or neglect. Our goal in response to Jesus’ teaching is to provide a safe, secure and loving place for the development of children in the care of teachers and leaders who minister appropriately to their needs.

It is every congregant’s responsibility to ensure Bethel fully achieves the mandates of the 1996 and subsequent General Conferences regarding the protection of children. It is the intent of this policy and corresponding procedures to provide guidance and direction to all members of the church in an attempt to make Bethel a safe Sanctuary for God’s most special gifts.



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# BETHEL UNITED METHODIST CHURCH

## Safe Sanctuaries Policy

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## Purpose

The purpose of this policy is threefold:

- To protect the children who attend and/or participate in activities held at or sponsored by Bethel.
- To provide guidance and protection to those who graciously give of their time, talent, and love in the proper and acceptable manner of supervising, teaching, and leading the children of Bethel.
- To protect Bethel and its employees and volunteers should an allegation of child abuse be levied and substantiated.

## Theological Foundation

This policy is established and adopted as a tangible affirmation of the commitment we as a congregation make during each baptism. As part of the Baptismal Covenant, we agree to nurture children in Christ's holy church, that by our teaching and example they may be guided to accept God's grace for themselves, to profess their faith openly, and to lead a Christian life (The United Methodist Hymnal, Baptismal Covenant II).

## Covenant

As a Christian community of faith committed to ministry to and with children, the members of Bethel pledge:

- To conduct all our activities and ministries in a manner that assures the safety and spiritual growth of all children entrusted to us.
- To follow reasonable safety measures in the selection and recruitment of employees and volunteers
- To be responsible in overseeing Bethel programs and events, and in training, so they are able and equipped to minister to children in Jesus' name.
- To report and respond to all suspected incidents of abuse and neglect as required by state law and our moral conscience
- To be prepared to minister to the families of both the abused and the accused.



## Scope

This policy and the associated procedures apply to all employees and volunteers regardless of the duration, type, or extent of employment. To be effective and accomplish the desired purposes, this policy must be applied uniformly and without exception. Any deviation from the precepts of this policy must be approved in advance by the Pastor in writing. On the rare occasion an individual is required to deviate from the policy without prior approval, that individual must verbally notify the Pastor immediately upon learning of the need for deviation and provide a written explanation to the Pastor within 48 hours.

All violations of this policy will be reviewed by the SAFE Team. Serious violations may lead to the termination of the violator's employment or volunteer's duties and will prevent the individual from working with the children of Bethel. Repeat minor violations may also result in the termination of the offender's employment or volunteer's duties and privilege of working with the children of Bethel.

This policy is also applicable to all individuals and organizations using Bethel facilities or grounds. The individual or organization leader must be given a copy of the policy and agree to abide by this policy and its mandates.



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## SAFE Team

The SAFE Team is responsible for the implementation and enforcement of the Bethel Safe Sanctuaries Policy. The SAFE Team Leader will report to the chairperson of Bethel's Staff Parish Relations Committee (SPRC).

### Membership

The SAFE Team shall be comprised of individuals holding the following positions:

Pastor—Fred Duncan

Youth and Family Ministry Director—Ray Davis

SPRC representative – Mariah Calagione (?)

Bethel Christian School Director or designee—Amy Campagnone

Bethel Sunday School Director & SAFE Team Leader—Laura Knutsen

Lay Leader—Lorna Hearn

Laity Members—Maria and Skee Levitsky, Elizabeth Fields, Tonya Karl

Trustee Member--TBD

Administrative Assistant—Donna Dickey

### Duties:

The Bethel SAFE Team is responsible for performing the following functions:

1. Meet with each prospective employee prior to any assignment involving children. This mandate may be accomplished by any number of SAFE Team members; however, it is recommended at a minimum the Pastor, Youth and Family Ministry Director and the SAFE Team member responsible for the position to which the applicant would be assigned participate in the meeting. For example, a Vacation Bible School volunteer would be interviewed by the Pastor, Youth and Family Ministry Director, and the Sunday School Superintendent.
2. Review all reports resulting from initial criminal background checks and make recommendations relative to the applicant's suitability to work with children to the appropriate committee. The SAFE Team will also review all updated criminal background checks to ensure all employees and Tier 2 volunteers continue to meet the standards for their position.
3. Participate in all new member and new employee orientation sessions to ensure new members and new employees are aware of this policy. The entire SAFE Team need not participate, and the mandate may be fulfilled by providing a copy of the policy to the new member or employee and receiving a signed receipt indicating the new member or employee has received and agrees to read the policy, and comply with its contents.
4. Conduct a preliminary investigation of any allegation of child abuse or neglect and ensure the proper law enforcement authorities have been notified of the allegation. Additionally, the SAFE Team will ensure the Church's legal counsel and insurance carrier are notified.



5. Review all injury/accident reports in an attempt to identify conditions which may have contributed to the accident/injury. If causal factors are identified, this information, along with corrective recommendations, will be made available to Bethel's Trustees Committee.
6. Review all breaches of this policy and make recommendations to the appropriate committee regarding disciplinary action.
7. Identify training needs of those employees who work with children and facilitate that training. The SAFE Team will ensure new employees receive basic training and that all current employees receive annual training in those areas deemed appropriate and necessary by the SAFE Team.
8. Annually review this policy and associated procedures and modify each as necessary.
9. Ensure Bethel's Sanctuaries and facilities are appropriately equipped and maintained. This includes ensuring safety equipment (such as fire extinguishers, AEDs, and first-aid kits) and recreational equipment (such as playground apparatus) are properly maintained. While this function is the responsibility of Bethel's Trustees, the SAFE Team will document the completion of the function.

## Definitions

**Abuse** – Shall mean any physical injury to a child by those responsible for the care, custody, and control of the child through unjustified force as defined by Delaware law. Abuse includes emotional abuse, torture, criminally negligent treatment, sexual abuse, exploitation, maltreatment, or mistreatment (16 Del.C. 902).

**Child** – Shall mean any person who has not reached his or her 18<sup>th</sup> birthday (16 Del.C. 902).

**Employee** – Shall mean any paid individual, permanent or temporary, who performs a service for Bethel.

**Neglect** – Shall mean the failure to provide, by those responsible for the care, custody, or control of a child, the proper or necessary: education as required by law; nutrition; or medical, surgical or any other care necessary for the child's well-being (16 Del.C. 902). Neglect can also mean threatening or impairing the physical, mental, or emotional health and well-being of a child through inadequate care or protection, nontreatment, or abandonment by the child's custodian or other person in whose temporary custodial care the child is left (11 Del.C. 1103).

**Supervision**—The oversight and responsibility for the safety of children.



**Volunteer**—Shall mean any unpaid individual who performs a service for Bethel. Volunteers have two levels:

**Tier 1 volunteer**—Shall mean any individual who temporarily volunteers and is supervised by a Tier 2 volunteer or Bethel employee..

**Tier 2 volunteer**—Shall mean any individual who regularly volunteers, performing a service for Bethel more than five (5) days a year and is responsible for children.

**Youth**—Shall mean any child in 6<sup>th</sup> grade or higher. Youths have two sub groupings:

**Junior**—Shall mean any youth in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade.

**Senior**—Shall mean any youth in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade



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## Policy

- 1.0 **Screening** – The objectives and purpose of this policy can best be met by thoroughly screening any and all Bethel employees or Tier 2 volunteers who will have contact with the children attending Bethel or a Bethel-sponsored activity held within. It shall be the firm policy of Bethel that all its employees and Tier 2 volunteers having contact with children be thoroughly screened prior to working with any child, as part of his/her application process.
  - 1.1 **Applications:**
    - 1.1.1 **Employee Positions** – Each individual seeking employment with Bethel must complete an Employee Application (Form #1). An incomplete application will not be considered. The application is specifically designed to collect information necessary for the appropriate committee to make an informed decision regarding the individual's suitability for the position for which he/she has applied. The application will also collect information needed for the proper screening of the applicant.
    - 1.1.2 **Volunteer Positions** – Each individual applying for a Tier 2 volunteer position must complete a Volunteer Information Sheet (Form #2) specifically designed to collect information necessary for the appropriate committee to make an informed decision regarding the individual's suitability for the position for which he/she has applied. The Information Sheet will also collect information needed for the proper screening of the applicant. Tier 1 volunteers are required to complete only the top portion of the Volunteer Information Sheet (Form #2).
  - 1.2 **References** – As part of the application process, each applicant will provide three (3) non-related references. The information needed to contact each reference will be requested on the Information Sheet. The applicant will also sign a Waiver and Consent Form (Form #4) permitting members of Bethel to contact these and any additional references deemed appropriate. The Form will contain a statement permitting the reference to provide requested information. A copy of the Form will be provided to each reference contacted.
  - 1.3 **Criminal Background Check** – Each applicant seeking a position which may require the employee or Tier 2 volunteer to work with any child, regardless of the capacity, must complete Form #3: Authorization and Request for Criminal Records



Check, and submit to a criminal background check. The check must be performed and the results reviewed by the Pastor, Youth and Family Ministry Director, and SAFE Team leader before the employee or Tier 2 volunteer can be permitted to work with a child.

- 1.3.1 Pre-Assignment – No employee or Tier 2 volunteer will be permitted to participate in any Bethel activity or event involving children until a criminal history background check has been performed and reviewed.
- 1.3.2 Update Checks – Triennially, each Bethel employee or Tier 2 volunteer desiring to continue working with children must undergo a criminal background check. The cost of such check will be paid by Bethel.
- 1.3.3 Disqualifying events:
  - 1.3.3.1 Convictions for the following offenses disqualify an employee or Tier 2 volunteer from working with the children of Bethel:
    - 1.3.3.1.1 Any crime classified as a felony in the state of Delaware or a crime in another state whose elements would constitute a felony if committed in the state of Delaware.
    - 1.3.3.1.2 Any crime classified as a misdemeanor in the state of Delaware or a crime in another state whose elements would constitute a misdemeanor if committed in the state of Delaware involving child abuse, whether physical or emotional.
  - 1.3.3.2 A conviction for Driving Under the Influence (DUI) of alcohol or drugs, or Driving While Intoxicated (DWI) will disqualify the employee or Tier 2 volunteer from driving children participating in any Bethel activity for a period of two (2) years subsequent to the conviction and restoration of driving privileges by the state of Delaware. Repeat offenses may permanently disqualify the employee or Tier 2 volunteer from driving and/or working with Bethel children.
- 1.4 **Sex Offender Registry Check** – An inquiry of the Delaware Sex Offender Registry will be made of each applicant’s name. Placement on the Delaware or any state’s sex offender registry or similar registry will disqualify an employee or Tier 2 volunteer from working with or in the vicinity of Bethel children.
- 1.5 **Interview** – Before being placed in a position potentially requiring contact with children, the applicant will be interviewed by the Pastor, or Youth and Family Ministry Director, and the Bethel supervisor responsible for the position to which the applicant would be assigned. For example, a prospective kindergarten teacher would be interviewed by the Pastor and the Bethel Christian School Director. The purpose of the interview would be to attempt to determine the applicant’s reason for seeking the position and suitability for his/her working with children.



- 1.6 **“6 Month” Rule** – No applicant will be permitted to work with children until he/she has been a member of or a regular attendant at Bethel for six (6) months. If not, the applicant must provide proof of membership in or regular attendance at a church that shares the Christian values and beliefs of Bethel. The “6 Month” Rule applies to non-members and membership in the applicant’s respective church.
  - 1.7 **Participation Covenant** – Each applicant must sign a Participant Covenant which will help to clearly establish that the abuse of children will not be tolerated. The covenant will also declare the congregation’s commitment to making Bethel a true “House of God” where all who enter will find a holy sanctuary. Finally, the covenant will define the behavioral standards expected of all employees or Tier 2 volunteers who work with children.
- 2.0 **Supervision** – To adequately provide for the safety of the children of Bethel, each employee or Tier 2 volunteer must be abundantly aware of the rules which govern the supervision of Bethel children. The following policy is also intended to protect employees or Tier 2 volunteer should an accusation of child abuse be alleged:
- 2.1 **No Child Unsupervised** – No child will be left unsupervised while participating in a Bethel-sponsored activity or event.
  - 2.2 **“18 Year Old” Rule** – No child will be considered for a position which places them in a position of authority and responsibility for other children. A child may assist, however, he/she must be properly screened and adhere to all policies.
  - 2.3 **“5 Year” Rule** – Any employee or Tier 2 volunteer in a position of authority or responsibility for children must be at least five (5) years older than the oldest member of the group for which the employee is responsible.
  - 2.4 **“Open Door” Rule** – The interior of any room, office, or area on Bethel Church property in which a Bethel employee or Tier 2 volunteer is supervising children must be visible to any person outside the room, office, or area. This can be accomplished by opening the room, office, or area door. This requirement can also be accomplished by ensuring there is a window in each door or a half or “dutch door” can be installed.
  - 2.5 **“2 Adult” Rule** – No Bethel employee or Tier 2 volunteer may supervise children alone. Two, non-related employees or Tier 2 volunteers must be present at all times during Bethel Church-sponsored activities involving children. Ideally, two employees or Tier 2 volunteers would be present in each room, office, or area however this may not be possible. The mandate of this section can be met through the use of a roving employee or Tier 2 volunteer who physically visits each room, office, or area on a random basis throughout the duration of the event or activity.
  - 2.6 **Restroom Policy** – Children under six (6) years of age will be escorted to the restroom. It is strongly recommended a child not be escorted alone and a second



child taken. The employee or Tier 2 volunteer will remain outside the restroom unless the child requests assistance. If assistance is requested, the employee may enter the restroom but must leave the restroom door open. Children 6-9 years of age may be permitted to walk unescorted to a restroom, but must be accompanied by a child of the same age and gender. Children 7 years old and above may go unescorted.

**2.7 Travel** – All rules regarding the supervision of children must be followed while transporting children to/from Bethel-related activities. In addition to the aforementioned rules, the below rules specific to transportation also apply and must be strictly adhered to:

- 2.7.1 Any employee or Tier 2 volunteer transporting children must be 21 years of age or older with the “Five Year” Rule espoused in Section 2.3 applied.
- 2.7.2 The driver must provide a driver’s license, vehicle registration, and proof of insurance to the supervisor responsible for the activity to which the children will be traveling. The vehicle must appear to be in good working order. The driver must agree to follow all applicable laws.
- 2.7.3 An employee or Tier 2 volunteer who has been convicted for DUI or DWI within the five (5) years immediately prior to the activity or event will be ineligible to transport Bethel children.
- 2.7.4 The supervisor responsible for the event or activity must have received a completed Parental Permission Form (Form #7) expressly authorizing the named child to be transported to the specific event. The Parental Permission Form (Form #7) must identify the above rules governing transportation and explicitly state the rules will be strictly followed.
- 2.7.5 The “2 Adult” Rule may be waived during transportation if more than one vehicle is required to transport the children. This waiver is contingent upon the understanding there will always be more than one child in any vehicle occupied by an employee or Tier 2 volunteer.

**2.8 Overnight Activities** – These types of activities present unique challenges and potential risk to the children, the church, the employees, and Tier 2 volunteers. Thus each event involving an overnight stay must be thoroughly planned and approved by the SAFE Team. The Travel/Overnight Approval Form (Form #8) will be reviewed and signed by the SAFE Team Leader or Pastor. All rules regarding the supervision of children must be followed while participating in an event or activity which requires children to sleep overnight. In addition to the aforementioned rules, the below rules specific to overnight events or activities, or sleeping accommodations also apply and must be strictly adhered to.

- 2.8.1 While the “Two Adult” Rule applies, in those instances where children are participating in activities or events requiring an overnight(s) stay, it is strongly recommended that, if the children are represented by both genders, at least one male and one female adult employee or Tier 2 volunteer supervise the event or activity.



- 2.8.2 When a hotel will be used for overnight accommodations, no adult will sleep in a room with a child unless the child is the son, daughter, or grandchild of the adult. Only children of the same gender may sleep in the same hotel room.
- 2.8.3 When the children will be sleeping in an open area such as a cabin or squad bay, an adult may sleep in that open area. Only children of the same gender may sleep within the same cabin, squad bay, or area. Furthermore only an adult of the same gender as the children sleeping in an open area may sleep in that area with the children. Lastly it is the firm policy of Bethel that at no time will one adult sleep in any room or area with one child. Adults sharing sleeping areas with children should do so in a manner that ensures proper decorum and modesty. Adults and children shall wear bathing suits while showering.
- 2.8.4 The supervisor responsible for the event or activity requiring the overnight stay must have received a completed Parental Permission Form (Form #7) expressly authorizing the named child to participate in the specific event. The Parental Permission Form (Form #7) must identify the above rules governing the overnight stay/accommodations and explicitly state that the rules will be strictly followed. No child will be permitted to participate in any activity without a completed Parental Permission Form (Form #7).
- 2.9 **Pastoral Counseling** – While pastoral counseling can be a valuable resource for a child seeking assistance with a spiritual or personal matter, all policies and rules regarding the supervision of children must be closely followed. Should the child request the counseling session occur in private, the Pastor must notify another supervisor of the counseling session and inform the supervisor immediately upon concluding each session. If the need of the child is beyond the expertise of the Pastor, he or she must refer the child to an appropriate counselor capable of providing needed assistance. No pastoral counseling should occur without the knowledge and permission of the child’s parent(s), unless such notification would endanger the child.
- 2.10 **Electronic Communications** – Electronic communications between an employee or Tier 2 volunteer and any child of Bethel must be very limited. All electronic correspondence with a child must be accomplished in a professional manner containing appropriate content. To protect the employee or Tier 2 volunteer, a member of the SAFE Team should be apprised of the situation, if deemed necessary by the employee or Tier 2 volunteer.
- 2.11 **Discipline** – Each employee or Tier 2 volunteer of Bethel is responsible for maintaining discipline during any activity or event for which he/she is responsible. Ideally this will be accomplished through the establishment of clear, fair guidelines and the positive reinforcement of appropriate behavior. It is understood that this approach may not always be effective. Occasionally negative sanctions ranging from verbal warnings and reprimands to removal from the event or activity must be employed. However, at no time will an employee or Tier 2 volunteer of Bethel



physically discipline a child participating in a Bethel activity. If negative sanctions are not effective, a parent will be immediately contacted and instructed to respond to the activity or event and the child turned over to the parent. Discipline should be documented in the Participation Covenant Statement (Form #5). Repeat instances may lead to the suspension of the child's privilege to participate in Bethel activities without the presence of a parent.

2.12 **Training** – While a clear, thorough policy is vital to the protection of children, training is key. Without proper, ongoing training the policy mandates are left to the interpretation of the individual employee or Tier 2 volunteer. To avoid misinterpretation or misapplication, the SAFE Team will ensure the following training is conducted:

2.12.1 Employee Training – Before assuming a position which requires routine contact with children, each employee will receive training, which at a minimum will acquaint the employee with the issue of child abuse and provide the employee with symptoms of child abuse and explain state of Delaware reporting laws. The new employee will also receive basic First Aid and CPR training to include the proper deployment of the Automated External Defibrillator (AED) within their first year. Each new employee will also receive training regarding this policy and the procedures necessary to fulfill the policy's mandates. Training for required recertification, i.e., CPR, AED, First Aid, will also be accomplished as dictated by the appropriate governing body. In addition, this policy and associated procedures will be reviewed with each Tier 2 volunteer annually.

2.12.2 Volunteer Training – Tier 2 volunteers working with children will receive annual training intended to enhance his/her skills and knowledge regarding the proper supervision of children. The content of the training will be defined by the SAFE Team.

2.12.3 SAFE Team Training – Annually, members of the SAFE Team will attend training sponsored by the Peninsula-Delaware Conference or other conference regarding the implementation, review, and modification of policies designed to protect children. With the permission of the SAFE Team leader and the Pastor, members may substitute training that is intended to strengthen the members knowledge of issues related to the protection of children.

2.13 **Documentation** – The following forms must be completed before any child can participate in a Bethel-sponsored activity, or at the conclusion of each event or activity. Each is required to protect the child who is participating and to protect the employees or volunteers responsible for the event or activity.



2.13.1 Medical History Form (Form #12) – At the beginning of each school year, parents of those children who will regularly be participating in activities or events sponsored by Bethel will provide a completed Medical History (Form #12) to the church. The Form will attempt to gather information that would be necessary should an accident occur during a sponsored event or activity and a parent not be available. If a child begins regular participation during the school year, the employee or Tier 2 volunteer responsible for the activity will ensure a Medical History Form (Form #12) is completed.

2.13.1.1 The employee or Tier 2 volunteer in charge of the Bethel activity or event away from the church campus will take along copies of the Medical History Forms (Form #12) for the children participating.

2.13.1.2 Completed Medical History Forms (Form #12) are valid until December 31 of each year and must be resubmitted.

2.13.2 Parental Permission Form (Form #7) – Prior to each event or activity that requires transportation away from the Bethel campus, the parent or guardian of a child intending to participate in the event or activity will be provided with a Parental Permission Form (Form #7) which details the planned event or activity. The Form will inform the parent or guardian of the who, what, when, where, and why of the event. Additionally, the rules governing the behavior and expectations of those participating will be provided. The Form must be signed by a parent or guardian and child if the child is a youth. No child will be permitted to participate without a completed Parental Permission Form (Form #7).

2.13.3 General Consent Form (Form #13 ) – At the beginning of each school year, parents/guardians will be asked to complete Form # 13: General Consent Form. This form shall be used to inform the children’s parents/guardians of and obtain permission for impromptu activities within walking distance of the Bethel campus during the school year. An incomplete form for a child will deny that child from participating in these impromptu activities.

2.13.4 Activity Participation Form (Form #14) At the conclusion of a particular event or activity (such as a mission trip, field trip, etc), a description of any significant incident that occurred during the event/activity should be recorded (i.e., hospitalization of a child/adult, disciplinary action taken, etc.)

3.0 **Reporting** – Delaware law requires “any other person who knows or in good faith suspects child abuse or neglect shall make a report” in accordance with Delaware law (16 Del.C. 903). Any person who knowingly violates Delaware law regarding the reporting of child abuse is subject to be fined not more than \$1,000.00 or be imprisoned for not



more than 15 days, or both (16 Del.C. 914). The United Methodist Church General Conference and the Peninsula-Delaware Conference each mandate any suspected abuse must be reported. Accordingly, it is the policy of Bethel that any suspected incident of abuse or neglect, or any accident involving actual or complaint of injury, will be reported to the Pastor, or if the Pastor is suspected of the abuse or neglect, to the SAFE Team Leader, who will report the allegation to the District Superintendent.

**3.1 Suspected Abuse or Neglect** – Any individual who learns of, either personally or from another, an incident of abuse or neglect as defined by this policy or Delaware law, will immediately report the allegation to the Pastor. If the Pastor is the subject of the allegation, the individual will notify the SAFE Team Leader who will notify the District Superintendent.

3.1.1 The individual reporting the allegation will contact the Delaware Division of Family Service and the Lewes Police Department and notify both agencies of the details of the allegation.

3.1.2 The individual reporting the allegation will complete a written report that details the facts of the allegation.

3.1.3 Any individual who reports an allegation of child abuse or neglect will fully cooperate with those officials conducting the criminal investigation.

3.1.4 Any individual who reports an allegation of child abuse or neglect will fully cooperate with those church officials conducting the internal investigation.

3.1.5 All reports of allegations of abuse or neglect will be kept strictly confidential and released only as required by applicable law or at the discretion of the Pastor or District Superintendent.

**3.2 Injury-Causing Accident** – Any individual who witnesses or learns of an accident which results in injury or the complaint thereof will report the incident to the Pastor.

3.2.1 The individual who witnesses or learns of an accident which resulted in injury or the complaint thereof will complete a written report which details the facts of the accident as observed or learned by the individual making the report.

3.2.2 Any report of an accident which led to an injury or complaint of injury will be reviewed by the Trustees Committee in an attempt to determine the cause of the accident. If it is determined the accident was caused by a deficiency in church facilities or equipment or a failure to maintain the facility or equipment, the deficiency or necessary maintenance will immediately be addressed by the Trustees Committee.

**4.0 Response** – The response to an allegation of abuse or neglect by representatives of Bethel must consider the impact the allegation will have on the victim, the individual alleged to have committed the abuse or neglect, and the church. As such, the response policy and procedures must be strictly followed by all involved and no deviation permitted without the expressed permission of the Pastor, the SAFE Team, or the District Superintendent if



the allegation is made against the Pastor. The following policy statements will govern the response to all allegations of child abuse or neglect:

- 4.1 All allegations of child abuse or neglect will be taken seriously.
  - 4.2 The victim and the individual accused of the abuse or neglect will each be treated with respect. Pastoral counseling will be offered to the victim as well as the accused.
  - 4.3 An allegation of child abuse or neglect against an employee who has contact with children will result in the immediate suspension of the accused's employment by Bethel. The suspension will be with pay and benefits.
  - 4.4 An allegation of child abuse or neglect against a Tier 2 volunteer who has contact with children will result in the immediate suspension of the accused's duties at Bethel.
  - 4.5 The Pastor will be the official spokesperson for the church and no member of the church with information regarding the allegation will make an official comment regarding the allegation. If the Pastor is the accused, the SAFE Team Leader shall be the official spokesperson.
  - 4.6 At a time deemed appropriate by the Pastor and SAFE Team leader, the Pastor will advise the congregation of the allegation. The names of the victim and accused, as well as specific details, will not be provided until the internal and criminal investigations have been concluded.
  - 4.7 Each report of child abuse or neglect will be thoroughly investigated by the SAFE Team. The investigation will be conducted in a discreet fashion and the results will remain confidential.
- 5.0 **Documentation** – Documentation is arguably one of the cornerstones of successfully defending oneself or an institution should the individual or institution be named as a respondent in a civil action. Completed consistently and thoroughly, documentation can be vital to proving that the church followed policies and was not negligent in action.
- 5.1 **Records Maintenance** – It is the responsibility of the church Administrative Assistant to maintain all records and documents generated as the result of this policy. The following categories of records will be maintained:
    - 5.1.1 Employment Applications – A file for each employee will be established and maintained. Any document relative to the individual's employment will be maintained in the respective file.
    - 5.1.2 Volunteer Information Sheets (Form #2) – A record of each Volunteer Information Sheet (Form #2) received by Bethel will be maintained. Pertinent information regarding the application and all written documents



related to the decision to approve or not to approve the individual for a Tier 2 volunteer position will be maintained.

- 5.1.3 Accident Investigations – A record of each submitted accident report will be maintained. Any written document related to the accident will be maintained as well as any action taken to correct an accident causing deficiency will be maintained.
- 5.1.4 Internal Investigations – The records related to any internal investigation conducted by the church will be maintained. In addition, any written document related to the investigation will be maintained.
- 5.1.5 Parental Permission Forms (#7) – Parental Permission forms (Form #7) will be maintained in the file.
- 5.1.6 Medical History Forms (Form #12) – Medical History Forms will be maintained in the file.
- 5.1.7 Training Records – The curriculum for each training event related to safe Sanctuaries or the protection of children will be maintained. A roster indicating the title of the class, the instructor(s) and the employees, Tier 2 volunteers, or members who attended will also be maintained.

5.2 **Records Retention** – Annually, the church Administrative Assistant will review all records maintained as a result of this policy and make a recommendation to the SAFE Team as to which records should be retained. All records shall be maintained a minimum of five (5) years. Records of internal investigations and accident investigations shall not be destroyed. The decision to destroy any record should be discussed with the church legal representative and the insurance provider.

5.3 **Confidentiality** – The types of information gathered and maintained in the furtherance of this policy is personal and sensitive. As such, any information gathered will be considered confidential. The information may only be released to the appropriate individual or agency as required by law or as authorized by a signed Waiver and Consent Form (Form #4) The Pastor and the church Administrative Assistant are the only employees authorized to access and disseminate the information.

6.0 **Congregational Awareness/Education** – On a regular basis, but at a minimum annually, the SAFE Team will provide educational opportunities to Bethel’s congregation regarding the issue of child abuse and neglect. The educational seminar will also inform congregants of the methods and means, to include the creation and maintenance of this policy, the church leadership has undertaken to make Bethel a Safe Sanctuaries for all children.



7.0 **Legal Counsel and Insurance Coverage** – The topic area professionals from these two disciplines are instrumental in providing information that may help to prevent an incident of child abuse or neglect, or an injury-causing accident. Furthermore, professionals from these disciplines are equally important should an allegation of abuse or neglect be lodged against the church, its employee, or Tier 2 volunteer or should an injury-causing accident occur.

7.1 **Legal Counsel** – It shall be the policy of Bethel that, prior to enactment and annually, a representative of the SAFE Team meet with legal counsel to discuss this policy. Once established, all modifications will be approved by the legal representative. Furthermore, it shall be the policy that should an allegation of abuse or neglect be lodged, or an injury-causing accident occur, legal counsel be contacted immediately and informed of the allegation or accident.

7.2 **Insurance Carrier** – It shall be the policy of Bethel that insurance coverage be secured consistent with the types of missions undertaken by Bethel. Additionally, prior to enactment and annually, a representative of the SAFE Team must meet with an insurance provider representative to discuss this policy. Once established, all modifications will be reviewed and approved by the insurance provider representative. Furthermore, it shall be the policy that should an allegation of abuse or neglect be lodged or an injury-causing accident occur, a representative of the insurance carrier shall be contacted immediately and informed of the allegation or accident.



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## OPERATING PROCEDURES

### Purpose

The purpose of the following operating procedures is to provide guidance and direction in an effort to comply with and fulfill the mandates of the Bethel Safe Sanctuaries Policy. The procedures will provide the Bethel supervisor with the required steps that must be taken when considering the employment of any applicant. Additionally the procedures will detail the procedures church employees must take to properly supervise children, to report an allegation of abuse or neglect, and to respond to an allegation of abuse or neglect.

### Screening Procedures

The following procedures must be followed to ensure the proper screening of Bethel employees or Tier 2 volunteers who work with children:

#### Employee Applicants

1. **Application** – Any applicant seeking employment with Bethel, to include Bethel Christian School, must first complete Form #1: Employee Application in its entirety. The applicant will also complete Form #4: Waiver and Consent Form which will permit the Bethel supervisors to contact the applicant's work and personal references. The Pastor, or his designee, will review the application to ensure all necessary information has been included.
2. **Work References** – The Pastor, or his designee, will contact each work reference and discuss the applicant's work history. Prior to conducting the interview, the reference being interviewed will be provided a copy of Form #4: Waiver and Consent Form.
3. **Personal References** – The Pastor, or his designee, will contact each personal reference and discuss the applicant's spiritual, moral, and ethical character and the applicant's suitability to work with children. Prior to conducting the interview, the reference being interviewed will be provided a copy of Form #4: Waiver and Consent Form. The Bethel member conducting the reference interviews will also attempt to develop additional personal references. Should additional references be developed, the supervisor will attempt to contact and interview the newly developed reference.



4. **Criminal Background Check** – Employee applicants will be required to submit fingerprints to the Delaware State Police State Bureau of Identification and the United States Federal Bureau of Investigation along with pedigree information as part of a criminal background check. Bethel employees will inform new employees of the process necessary to complete the check. The cost of this check will be paid by Bethel.
5. **Sex Offender Registry Check** – The Pastor or supervisor conducting the employment investigation will make an inquiry of the Delaware Sex Offender Registry. The Delaware Sex Offender Registry can be accessed at [www.sexoffender.dsp.delaware.gov](http://www.sexoffender.dsp.delaware.gov) . If the applicant is not a Delaware resident, the Pastor or supervisor will contact the local police agency in the town of the applicant’s most recent residence. The Pastor or supervisor will inquiry of the police agency the appropriate method of checking sex offender in the applicant’s former state of residency.
6. **Interview** – If deemed appropriate, the applicant will be interviewed by the Pastor and the SPRC. The purpose of the interview is to determine the applicant’s reasons for desiring to work with children and to determine the applicant’s suitability for the position sought. The interview may also be used to clarify any questions or concerns. At the discretion of the Pastor, one or more appropriate supervisor(s) or committee member(s) may participate in the interview.
7. **Participation Covenant Statement** – Once it appears the applicant may be hired, the applicant will be asked to sign Form #5: Participation Covenant Statement which codifies the behavioral standards to which employees, volunteers, and participants agree to adhere.

#### Volunteer Applicants

1. **Application** – Any volunteer seeking to work with Bethel children must complete Form #2: Volunteer Information Sheet. (A Tier 1 volunteer must complete only the top portion of the form.) A Tier 2 applicant must also complete Form #4: Waiver and Consent Form which will permit the supervisor to contact personal references. The Pastor, or his designee, will review the Volunteer Information Sheet.
2. **Personal References** – The Pastor, or his designee, will contact each personal reference and discuss the applicant’s spiritual, moral, and ethical character and the applicant’s suitability to work with children. Prior to conducting the interview, the reference being interviewed will be provided a copy of Form #4: Waiver and Consent Form. The Bethel member conducting the reference interviews will also attempt to develop additional personal references. Should additional references be developed, the supervisor will attempt to contact and interview the newly developed reference.
3. **Criminal Background Check** – All Tier 2 volunteer applicants will be subject to a criminal background check. The check will consist of an on-line inquiry and check through a service approved by the Bethel SAFE Team. The cost of the check will be paid by Bethel.



4. **Sex Offender Registry Check** – The Pastor or supervisor conducting the employment investigation will make an inquiry of the Delaware Sex Offender Registry. The Delaware Sex Offender Registry can be accessed at [www.sexoffender.dsp.delaware.gov](http://www.sexoffender.dsp.delaware.gov) . If the applicant is not a Delaware resident, the Pastor or supervisor will contact the local police agency in the town of the applicant’s most recent residence. The Pastor or supervisor will inquiry of the police agency the appropriate method of checking sex offender in the applicant’s former state of residency.
5. **Interview** – If deemed appropriate, the applicant will be interviewed by the Pastor and the SPRC. The purpose of the interview is to determine the applicant’s reasons for desiring to work with children and to determine the volunteer’s suitability for the position sought. The interview may also be used to clarify any questions or concerns. At the discretion of the Pastor, one or more appropriate supervisor(s) or committee member(s) may participate in the interview.
6. **Participation Covenant Statement** – Before being placed in a Tier 2 volunteer position, the applicant will be asked to sign Form #5: Participation Covenant Statement which codifies the behavioral standards to which employees, volunteers, and participants agree to adhere.

#### Triennial Criminal Background Checks

1. **Criminal Background Check** – Triennially a criminal background check will be conducted of each Bethel employee or Tier 2 volunteer of Bethel. The type of criminal background check will depend on the individual’s status. Employees will complete the Delaware State Police SBI and the United States FBI criminal background checks. Tier 2 volunteers subject to criminal background checks will complete the on-line criminal background check similar to that completed initially and approved by the Bethel SAFE Team. The results will be reviewed by the SAFE Team and added to the respective individual’s personnel file.
2. **Sex Offender Registry** – In addition to the triennial criminal background check, an inquiry will be made of the Delaware Sex Offender Registry for each Bethel employee or Tier 2 volunteer. The inquiry will be made by the SAFE Team. A memorandum documenting the check will be added to the respective individual’s personnel file.

#### **Supervision Procedures**

The following procedures will be followed to ensure the proper supervision of Bethel children by Bethel employees or Tier 2 volunteers.

#### Travel/Overnight Approval

1. **Travel/Overnight Approval Form** (Form #8) – Prior to sponsoring or committing to any activity that takes place off the Bethel campus and may require Bethel children to spend one or more nights at the event or activity, the Bethel employee or Tier 2 volunteer



responsible for coordinating the event must submit a completed Form #8: Travel/Overnight Approval Form. The Form will be submitted to the Pastor and Youth and Family Ministry Director who will review the Form to ensure compliance with all Bethel policies and procedures regarding travel and over-night accommodations. Bethel children may not participate in any event or activity which requires overnight lodging and off the Bethel campus without prior approval from the Pastor and Youth and Family Ministry Director.

2. **Driver Transportation Approval Form (Form #6)** – Any individual who will be transporting children to a Bethel event or activity must complete Form #6: Transportation Form. The Form will be submitted to the Bethel employee or Tier 2 volunteer responsible for the event or activity. The Form will be reviewed to ensure the individual meets the requirements necessary to transport Bethel children.
3. **Parental Permission Form (Form #7)** – Prior to the event or activity, the Bethel employee or Tier 2 volunteer responsible for the event or activity will provide Form #7: Parental Permission Form to each prospective participant. The Form will contain detailed information regarding the event or activity and inform the parent or guardian of the participant of the travel arrangements and sleeping accommodations if necessary. To be eligible to participate in an off Bethel campus activity or event, be transported to an off campus activity or event, or to spend the night at a Bethel-sponsored event or activity, each child must provide a completed Form.

### Participation

**Medical History Form (Form #12)** – A Medical History Form (Form #12) must be completed for each child wishing to participate in any activity or event sponsored by Bethel. The form must be completed by the parent or guardian of the child and submitted to the Youth and Family Ministries Director, who will review the form to ensure completeness. Once reviewed, the form will be filed by the Administrative Assistant. A copy of the form will accompany each child participating in an event or activity which takes place off the Bethel campus and requires one or more overnight stay.



## Incidence Reporting Procedures

The following procedures will be followed in the event a Bethel individual learns of or suspects an incident(s) of abuse or neglect.

### Suspected Abuse or Neglect

1. Upon learning of an incident(s) of abuse or neglect, the individual will immediately notify the Pastor. If however the senior pastor is the alleged abuser, the individual will notify the leader of the SAFE Team.
2. The individual learning of the abuse or neglect will immediately notify the Lewes Police Department.
3. The individual learning of the abuse or neglect will immediately notify the Delaware Division of Family Services (see Reference Material).
4. The individual learning of the abuse or neglect will complete Form #10: Report of Suspected Incident of Child Abuse or Neglect, within 12 hours of learning of the suspected abuse or neglect.
5. The Pastor or SAFE Team leader will ensure law enforcement and the Division of Family Services were notified.
6. The Pastor or SAFE Team leader will notify the district superintendent.
7. The Pastor or SAFE Team leader will notify the church's insurance agent and legal counsel of the allegation.
8. The Pastor or SAFE Team leader will notify the child's parent or guardian of the allegation. However, if it is determined the child may be endangered by notifying parents or guardians, this step may be omitted. If a parent or guardian is notified, pastoral counseling will be offered as well as any other service the church may offer.
9. The Pastor will notify the leader of the SAFE Team, if the Team leader has not been previously notified.

### Injury-Causing Accident

1. Upon learning of or witnessing an injury-causing accident, the individual will immediately notify the Pastor or the chairperson of the Bethel Trustees' Committee.
2. The individual learning of the abuse or neglect will complete Form #11: Injury/Accident Report
3. The Pastor will notify the insurance agent of the accident.
4. The Pastor will notify the church's legal counsel.
5. If the Pastor receives the Injury/Accident Report, he or she will forward a copy of the report to the Trustees Committee for review and appropriate action.
6. The chairperson of the Trustees Committee will review the report with the committee and appropriate action will be taken to correct any deficient which may have caused the accident. The corrective measures will be documented and attached to the report.



## Incidence Response Procedures

The following procedures will be followed to ensure Bethel employees or Tier 2 volunteers properly respond to an incident(s) of suspected abuse or neglect.

1. Immediately upon learning of a suspected incident of abuse or neglect, a meeting of the SAFE Team will be convened. Details of the suspected abuse or neglect will not be discussed however Team members may be apprised of the allegation/suspicion. If the Pastor and/or Team leader deem appropriate, an internal investigation may be initiated and the investigator(s) apprised of the details of the suspected abuse or neglect. The purpose of the investigation is to determine whether a deviation from church policies/procedure occurred. The investigator(s) will report findings to the SAFE Team. If no violations occurred, the investigator(s) may also recommend policy/procedure changes or modifications.
2. If the allegation is made against a Bethel employee, the Pastor will contact the employee and immediately relieve the employee of his or her duties. The employee will be suspended with pay until all investigations have been completed and/or the employee is terminated or resigns. Pastoral counseling will be offered to the employee.
3. If the allegation is made against a Bethel Tier 2 volunteer, the Pastor will contact the volunteer and immediately relieve the volunteer of his/her duties. Pastoral counseling will be offered to the volunteer.
4. If the allegation is made against a Bethel member or congregant, the Pastor will immediately contact the member or congregant and inform the individual he or she may only attend the 8:00 a.m. service and may not participate in any church event or activity which may potentially involve children. Pastoral counseling will be offered to the individual.
5. At a time deemed appropriate by the Pastor and District Superintendent, church members will be notified of the allegations of abuse or neglect.
6. The Pastor, or SAFE Team leader, will keep a detailed record of all steps taken by the church upon learning of an allegation or suspicion of abuse or neglect.

## Conclusion

While no policy is perfect, we may look to the Bible, God's perfect policy manual, for guidance. Throughout the Bible, Jesus speaks of children and his love for them. Jesus also speaks of the consequence for failing to properly respecting those special gifts from God.

Regardless of the perfection of any policy, a policy is of no value if not uniformly followed and enforced. Thus it is incumbent upon the leaders and members of Bethel that we follow the guidance and mandates of this policy. By doing so, we may truly become a Safe Sanctuaries for all.



# FORMS



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First aid training?     Yes     No  
CPR training?         Yes     No  
AED training?         Yes     No

(Provide current certification cards.)

**Previous Work Experience:** Please list your previous place of employment for the past five years. Include the job title, a brief description of position duties and responsibilities, the name of the company/employer, the address of the company/employer, the name of your immediate supervisor, and the dates of employment for each position. Please use additional pages if necessary to provide all requested information.

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**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and telephone number of the volunteer organization, and the dates of your volunteer service. Please use additional pages if necessary.

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Have you ever been convicted or pled guilty to a misdemeanor or felony crime, including but not limited to drug related offenses, child abuse, crimes of violence, theft, or motor vehicle offences?  
 Yes     No

If yes, please explain: \_\_\_\_\_

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Have you ever been exposed to an incident of child abuse or neglect? \_\_\_\_ Yes \_\_\_\_ No  
(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the ordained clergy rather than answering it on the form. Answering yes or leaving the question unanswered will not automatically disqualify you from working with children.)

If yes, how did you feel about the incident? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:** Please list three individuals who are not related to you by blood or marriage as references. Please list references who have known you for at least three years.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #(s): \_\_\_\_\_  
Length of time acquainted with reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_
  
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #(s): \_\_\_\_\_  
Length of time acquainted with reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_
  
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #(s): \_\_\_\_\_  
Length of time acquainted with reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_



## Volunteer Information Sheet (Form #2)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

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(The following is to be completed by Tier 2 Volunteer Applicants only.)

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current job description: \_\_\_\_\_

Previous work experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous volunteer experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special interest or gifts: \_\_\_\_\_

Position(s) or event(s) for which you are volunteering: \_\_\_\_\_

How many hours each week are you available to volunteer? \_\_\_\_\_

\_\_\_\_ Days    \_\_\_\_ Evenings    \_\_\_\_ Weekends    \_\_\_\_ Event only



Why would you like to volunteer as a worker with children? \_\_\_\_\_

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Have you ever been convicted or pled guilty to a misdemeanor or felony crime, including but not limited to drug related offenses, child abuse, crimes of violence, theft, or motor vehicle offences?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

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Have you ever been exposed to an incident of child abuse or neglect? \_\_\_\_ Yes \_\_\_\_ No  
(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the ordained clergy rather than answering it on the form. Answering yes or leaving the question unanswered will not automatically disqualify you from working with children.)

If yes how did you feel about the incident? \_\_\_\_\_

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Would you be available for periodic volunteer training sessions? \_\_\_\_ Yes \_\_\_\_ No

**References:** Please list three individuals who are not related to you by blood or marriage as references. Please list references who have known you for at least three years.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

Length of time acquainted with reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_



2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

Length of time acquainted with reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

Length of time acquainted with reference: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_



Authorization and Request for Criminal Records Check (Form #3)

I, \_\_\_\_\_, hereby authorize Bethel United Methodist Church to request any appropriate agency, company, or organization to release information in the possession of the agency, company, or organization regarding any record of criminal charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state or national file, including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law.

Furthermore, I do release said agency, company, or organization from all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Signature of Applicant Date

Print applicant's full name: \_\_\_\_\_

Print all other names that have been used by applicant (if any): \_\_\_\_\_

\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

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

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

License expiration date: \_\_\_\_\_

CRIMINAL RECORDS CHECK REQUEST

In the furtherance of completing an criminal background check, Bethel United Methodist Church respectfully requests any and all information as described above maintained or possessed by the below agency, company, or organization regarding the above individual

Agency, Company, or Organization from which information is requested: \_\_\_\_\_

\_\_\_\_\_

Bethel United Methodist Church representative: \_\_\_\_\_

Date Requested: \_\_\_\_\_





## Participation Covenant Statement (Form #5)

The congregation of Bethel United Methodist Church is committed to providing a safe and secure environment for all who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) may work with children in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation and are encouraged to talk with the Pastor.
3. Employees and Tier 2 volunteers shall observe all Church policies and procedures regarding working in ministries with children.
4. Employees working with children shall attend training and educational events provided by the Church to keep employees informed of Church policies and state laws regarding child abuse. Periodic training is required as a term of employment.
5. Employees and Tier 2 volunteers shall immediately report to their supervisor, Pastor, or SAFE Team any behavior that seems abusive or inappropriate and respond appropriately.
6. Employees and Tier 2 volunteers shall immediately report to their supervisor, Pastor, or SAFE Team any suspected abuse or neglect and respond appropriately.

### **Please answer each of the following questions:**

1. As an employee or Tier 2 volunteer of Bethel United Methodist Church do you agree to observe and abide by all the church policies regarding working in ministries with children? \_\_\_ Yes \_\_\_ No
2. As an employee or Tier 2 volunteer of Bethel United Methodist Church have you read or received training in Church's Safe Sanctuaries policy/procedures and agree to abide by its dictates, expectations, and requirements? \_\_\_ Yes \_\_\_ No
3. As an employee or Tier 2 volunteer of Bethel United Methodist Church do you agree to participate in all training events designed to prevent and identify abuse, neglect, and/or accident and injuries? \_\_\_ Yes \_\_\_ No
4. As an employee or Tier 2 volunteer of Bethel United Methodist Church do you agree to immediately report to your supervisor, Pastor, or SAFE Team any observance, awareness, or suspicion of abusive or inappropriate behavior as defined in your training and the Church's policy? \_\_\_ Yes \_\_\_ No
5. As an employee of Bethel United Methodist Church do you agree to inform the Pastor or SAFE Team if you have ever been or if you subsequently become convicted of child abuse? \_\_\_ Yes \_\_\_ No



I have read this Covenant and I agree to observe and abide by the statements set forth therein. In addition, I have read and understand the Bethel United Methodist Church's policies and procedures for the Prevention of Child/Youth Sexual Abuse and Exploitation, and I agree to observe and abide by the policies set forth above and therein.

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Signature of Applicant/Date

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Print Full Name



## Driver/Transportation Form (Form #6)

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Are you at least 21 years old? \_\_\_\_ YES \_\_\_\_ NO

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle description: \_\_\_\_\_

Vehicle Tag number: \_\_\_\_\_ Registration state: \_\_\_\_\_

Owner of vehicle: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Please answer the following:

1. Do you currently possess a valid driver's license? \_\_\_\_ YES \_\_\_\_ NO
2. Have your driving privileges ever been suspended or revoked? \_\_\_\_ YES \_\_\_\_ NO
3. Have you ever been convicted for DUI/DWI? \_\_\_\_ YES \_\_\_\_ NO When? \_\_\_\_\_
4. Is the above described vehicle in good working order? \_\_\_\_ YES \_\_\_\_ NO
5. If you do not own the vehicle, do you have the registered owner's permission to operate the vehicle and transport others? \_\_\_\_ YES \_\_\_\_ NO
6. Have you read and do you understand the Bethel United Methodist Church policies regarding the transportation of children? \_\_\_\_ YES \_\_\_\_ NO
7. Do you agree to follow all applicable laws and ordinances and all Church policies and procedures regarding the transportation of children? \_\_\_\_ YES \_\_\_\_ NO

\_\_\_\_\_  
Signature of driver

\_\_\_\_\_  
Date



Parental Permission Form (Form #7)

Name of event: \_\_\_\_\_ Date/Time of event: \_\_\_\_\_

Name of participant: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Other phone #: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent(s) name: \_\_\_\_\_

Phone # I can be reached at during event: \_\_\_\_\_

To whom it may concern:

The undersigned does hereby give permission for the above named child to attend and participate in the below described event or activity. Furthermore, I (we) understand that participants may be transported to the event via motor vehicle and that each adult employee has been properly screened and trained and has agreed to abide by applicable laws and ordinances, and Bethel United Methodist Church policies regarding working with children. I (we) further understand the above child will follow the direction of those adult employees or may forfeit his or her right to participate in this or future events or activities.

\_\_\_\_\_  
Signature of parent or guardian Date

Internal Use Only

\_\_\_\_\_  
Printed Name of parent or guardian Date  
(if permission received by phone)

Permission received over phone by:

\_\_\_\_\_  
Name Date  
(Sign and print)



## Travel/Overnight Approval Form (Form #8)

Children from Bethel United Methodist Church will be participating in the below activity or event which will take place at a location off the Bethel campus. Participation in the event or activity may require the children to spend one or more nights in close proximity to the event or activity. Additionally, participation in the event or activity may necessitate transportation provided by Bethel employees or volunteers.

Activity or Event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Number of children participating in the event or activity: \_\_\_\_\_

Bethel supervisor(s) of the event:

\_\_\_\_\_  
\_\_\_\_\_

Will vehicular transportation be provided to the event or activity?  Yes  No

If vehicular transportation will be provided have all appropriate forms been completed and are all drivers in compliance with Bethel's Safe Sanctuaries policies and procedures and has each driver been provided a copy of the church's Safe Sanctuaries Policy?  Yes  No

Names of potential drivers/ages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is a multi-day event or activity, what are the overnight accommodations (unless children will commute daily)?

\_\_\_\_\_  
\_\_\_\_\_



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Names of chaperones:

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Has each chaperone been provided with a copy of Bethel's Safe Sanctuaries Policy and indicated he or she fully and completely understands the policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has each chaperone spending one or more nights with the children been properly screened?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Has each participant (child, employee, chaperone, driver, etc.) signed a Participant Covenant Statement (Form #5)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Bethel supervisor of this activity or event: \_\_\_\_\_

Bethel supervisor submitting this form: \_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
Signature Date

Approved by:

\_\_\_\_\_  
Signature Date



## Reference Interview (Form #9)

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference address: \_\_\_\_\_

Reference telephone number: \_\_\_\_\_

- Explain job description for which the applicant has applied.
- Explain purpose of interview.
- Read waiver and consent to reference.

### Questions

1. What is your relationship to the applicant (personal or professional)?
2. How long have you know the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant?
5. How would you describe the applicant's ability to relate to and work with children?
6. How would you describe the applicant's ability to relate to and work with adults?
7. How would you describe the applicant's leadership abilities?
8. Would you be comfortable having the applicant work with your child?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children?
10. Do you have any knowledge that the applicant has ever been convicted of a crime?
11. Please list any other comments you feel relevant to the applicant's suitability to work with children.
12. Please name and provide contact information for other individuals acquainted with the applicant who may be able to provide information relevant to the applicant's suitability for the position sought.

Interview conducted by: \_\_\_\_\_ Date: \_\_\_\_\_



## Report of Suspected Child Abuse or Neglect (Form #10)

Name of church employee or volunteer observing or receiving disclosure of child abuse:

\_\_\_\_\_

Victim's name: \_\_\_\_\_

Victim's age \_\_\_\_\_ Date of birth \_\_\_\_\_

Date/location of initial disclosure by victim or reporting person: \_\_\_\_\_

\_\_\_\_\_

Summary of victim's or reporting person's statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of accused: \_\_\_\_\_

Relationship of accused to victim  
(church employee, volunteer, family member, other): \_\_\_\_\_

Date/time Reported to Pastor or SAFE Team: \_\_\_\_\_

Date/time victim's parent/guardian notified: \_\_\_\_\_

Name of parent/guardian notified: \_\_\_\_\_

Summary of Conversation (if not contacted, please explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Date/time Delaware Division of Family Services contacted: \_\_\_\_\_

Name of DFS representative: \_\_\_\_\_

Summary of Conversation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/time of call to law enforcement: \_\_\_\_\_

Name of officer/law enforcement representative: \_\_\_\_\_

Summary of Conversation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Injury/Accident Report (Form #11)

Date/time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Name of injured: \_\_\_\_\_

Age/Date of Birth of injured: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

If injured is a child, name of parent or guardian: \_\_\_\_\_

Date/Time parent or guardian notified: \_\_\_\_\_

Name of person(s) who witnessed or may have information regarding the incident:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Description of incident: \_\_\_\_\_

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If not included in the above description, please answer the following questions regarding the incident.

1. What area of the injured person(s) body was injured? \_\_\_\_\_

2. What was the injured person(s) doing when the incident happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What appeared to be the cause of the accident/injury? \_\_\_\_\_

\_\_\_\_\_

4. How did the individual respond after the incident: \_\_\_\_\_

\_\_\_\_\_

5. Was first-aid given or some other action taken? \_\_\_\_\_ Yes \_\_\_\_\_ No Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By Whom? \_\_\_\_\_

6. If this occurred during an organized event/activity involving Bethel United Methodist Church children, please provide the names of adults supervising the event or activity:

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

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

Date/Time Pastor notified: \_\_\_\_\_

By Whom: \_\_\_\_\_

Date/Time Referred to the Trustees Committee/Chairperson, if on Bethel campus:

\_\_\_\_\_



By Whom: \_\_\_\_\_

Trustees Committee member notified: \_\_\_\_\_

Name of person completing this report: \_\_\_\_\_

Signature of person completing this report: \_\_\_\_\_



## Medical History Form (Form #12)

Participant's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone number (s): \_\_\_\_\_  
(or Guardian)

Mother's Name: \_\_\_\_\_ Phone number (s): \_\_\_\_\_  
(or Guardian)

Physician: \_\_\_\_\_ Phone number: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone number: \_\_\_\_\_

Eye doctor: \_\_\_\_\_ Phone number: \_\_\_\_\_

Other: \_\_\_\_\_ Phone number: \_\_\_\_\_

Participant's current medical condition:  
\_\_\_\_\_  
\_\_\_\_\_

List any prescription and non-prescription medications participant is taking:  
\_\_\_\_\_

Drug sensitivity and allergies (describe): \_\_\_\_\_

Name of health insurance carrier: \_\_\_\_\_ Group #: \_\_\_\_\_

Has the participant ever had one of the following?

- Lung disorder.....yes/ no
- High blood pressure .....yes/ no
- Heart trouble .....yes/ no
- Nervous disorder .....yes/ no
- Disease or disorder of the digestive tract .....yes/ no
- Any form of cancer .....yes/ no
- Disease of the kidney .....yes/ no
- Diabetes .....yes/ no
- Arthritis .....yes/ no
- Hepatitis .....yes/ no
- Malaria .....yes/ no



Disease or disorder of the blood? (describe) \_\_\_\_\_

Any physical defect or deformity? (describe) \_\_\_\_\_

Any vision or hearing disorders? (describe) \_\_\_\_\_

Any life-threatening conditions? (describe) \_\_\_\_\_

Any contagious disorders? (describe) \_\_\_\_\_

Has the participant been treated by a physician or been disabled or hospitalized during the last year? (describe) \_\_\_\_\_

\_\_\_\_\_

Have the participant had or been advised to have a surgical operation within the last five years? (describe) \_\_\_\_\_

\_\_\_\_\_

Date of last physical: \_\_\_\_\_ Date of last tetanus shot \_\_\_\_\_

Family history (List important medical problems):

Mother:

Father:

Any other special medical information:

\_\_\_\_\_

\_\_\_\_\_  
Signature of individual completing this form

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date Completed

General Consent Form (Form #13)





Name of event or activity: \_\_\_\_\_

Date of event or activity: \_\_\_\_\_ Time(s): \_\_\_\_\_

Location of event or activity: \_\_\_\_\_

Bethel employees/volunteers:

\_\_\_\_\_  
\_\_\_\_\_

Number and names of participants (list names on the reverse of this form): \_\_\_\_\_

Was there any significant event or incident that occurred during this event? Yes\_\_\_ No\_\_:

If yes, please describe below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Event or activity leader signature                      Date

\_\_\_\_\_



## Emergency Number to notify local authorities

**9-1-1**

## 24 Hour Child Abuse/Neglect Hotline

**1-800-292-9582**

## 24 Hour Child Mental Health Crisis Services

- In Northern New Castle County (North of canal)
- **1-302-633-5128**
- In Southern New Castle County (South of canal)
- **1-800-969-HELP**
- In Kent and Sussex Counties
- **1-302-424-HELP (1-302-424-4357)**