

A. CHILD, YOUTH, AND VULNERABLE ADULT PROTECTION POLICY AND PROCEDURES

Revised September 2013- Council Approved May 22, 2014

Revised July 28<sup>th</sup>, 2015

B. ELDER ABUSE PROTECTION AND PROTECTION POLICY AND PROCEDURES

Proposed August 2014

C. MISSION AND EVENT TRIPS POLICY AND PROCEDURES

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I. Purpose

Marshall United Methodist Church seeks to establish reasonable procedures to reduce the risk of physical, emotional and sexual abuse of **children, youth, and vulnerable adults and to demonstrate out absolute and unwavering commitment to create a safe environment that will foster the comprehensive health, growth and development of all within our charge and care** as they participate in church ministries. As well as to protect staff and volunteers from false allegations of misconduct.

II. Biblical Foundation

Marshall United Methodist Church seeks to express God's love of **children, youth and vulnerable adults** to provide for their personal wholeness. This faith community seeks to provide an environment which is caring and secure for all persons. The Bible is foundational to our understanding upon which all policies, procedures and ministries must stand.

*And they were bringing children to Him, that he might touch them, and the disciples rebuke them. But when Jesus saw it He was indignant, and said to them, "Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And He took them in His arms and blessed them, laying His hands upon them.*

Mark

10:13-16

Jesus teaches us explicitly that young persons have the right and the keys to the Kingdom of God. He demonstrated this through blessing and touch. Our goal in response to this Biblical mandate is to maintain a safe, secure and loving place where children may grow.

*"Go out into the roads and lanes, and compel people to come in, so that my house may be filled."*

Luke 14:21 (NRSV)

In the Parable of the Great Banquet, Jesus reminds us that God is in the business of inviting all people to the table, where they can be nurtured and transformed to be Christ to others. Today, we continue to recognize that each individual is a child of God and must be allowed to live free of fear, surrounded by love. As Christian adults, we must establish and maintain a nurturing, loving, safe and secure Christian environment, providing support and assistance to our children, youth, and at-risk adults, remembering that our mandate is not only a responsibility, but an opportunity to protect the gift that God has bestowed upon us.

*“A new commandment I give you: Love one another.  
As I have loved you, so you must love one another.”*

*John 13:34 (NIV)*

*Blessed are your eyes, because they see; and your ears, because they hear.*

*Matthew 13:16*

### **III. Commonwealth of Virginia Statutes**

Under Section 63.2-100 of the Code of Virginia, an abused child is defined as one who is less than eighteen years of age,

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such **child, youth, or vulnerable adult** a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including but not limited to, a **child, youth, or vulnerable adult** who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248;

2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, **no child, youth, or vulnerable adult** who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected **child, youth, or vulnerable adult**;

3. Whose parents or other person responsible for his care abandons such **child, youth or vulnerable adult**;

4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;

5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis; or

6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902.

An act of **child, youth, or vulnerable adult** abuse may be committed by any person responsible for the care of another individual who is less than eighteen years of age. It does not matter whether the person caring for the **child, youth, or vulnerable** adult under the age of 18 (hereinafter referred to as a "Child" or "Children", which term as used in this Policy also includes youth ages 12-18) is a compensated or a volunteer worker. It does not matter whether the person routinely is entrusted with the care of **children, youth, or vulnerable adults** or whether such individual only occasionally comes in contact with **children, youth or vulnerable adults**. It does not matter whether the person was entrusted with the care of a **child, youth, or vulnerable adult** for an hour or only a moment. It only matters that a **child, youth, or vulnerable adult** was abused or neglected by the person who, on the occasion in question, was responsible for the **child's, youth's or vulnerable adult's** care.

#### **IV. Types of **Children, Youth, and Vulnerable Adult** Abuse**

##### **A. Definition**

Child abuse refers to an act committed by a parent, care giver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

##### **B. Types of Abuse**

###### **1. Physical Abuse**

A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation; bone

fracture; brain damage, skull fracture, subdural hematoma; burns, scalding; cuts, bruises, welts, abrasions; internal injuries, poisoning; sprains; dislocations; gunshot, stabbing wounds.

## **2. Physical Neglect**

The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food and malnutrition.

## **3. Sexual Abuse**

Sexual abuse includes any act defined in the code of Virginia which is committed, or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy and other sexual abuse.

## **4. Medical Neglect**

Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical, mental or dental care for a condition, which if untreated, could result in illness or developmental delays.

## **5. Failure to Thrive**

A syndrome of infancy or early childhood which is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.

## **6. Mental Abuse/Neglect**

A pattern of acts or omissions by the caretaker which result in harm to a child's psychological or emotional health or development.

## **7. Educational Neglect**

The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.

## **8. Bizarre Discipline**

Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or devices to modify the child's behavior.

## **V. Reducing the Risk of Children, Youth, or and Vulnerable Adult Abuse**

In an effort to create the safest possible environment within Marshall United Methodist Church, several abuse prevention measures will be utilized. These measures include screening of paid and volunteer workers for past children, youth, or vulnerable adult abuse convictions or expungements,

provision for regular training on **children, youth, and vulnerable adult** abuse issues to paid and volunteer staff members, use of the two leader rule, standards of appropriate classroom discipline and open classrooms.

### **1. Six Month Rule**

Marshall United Methodist Church will not use anyone as a leader **or** **volunteer** for **children, youth, or vulnerable adult** ministries in the church unless such person has had continuous active involvement in the church for at least six (6) months.

**The Church, at its discretion, reserves the right to give "probationary status" to volunteers that would allow them to hold volunteer status without being active members of the church community for a minimum of six months.**

### **2. Staff Screening-Background Checks**

**"Background checks allow us to know who is working with our children, youth, and vulnerable adults, and gives us a better chance at deterring predators"** (GBOD.org statement) Each employed or volunteer leader for children, youth, or vulnerable adults shall undergo a multi-state criminal record check which will be reprocessed at least every two years or when a physical change of address happens (GBOD recommendation). The applicant will cover the cost of this background check. Anyone who has had a **child, youth, or vulnerable** abuse conviction or expungement, will not be permitted to work with children, youth or vulnerable adults. **Within three months of the adoption of this policy, all existing leaders and workers with children, youth, and vulnerable adults will comply with this paragraph in order to continue in their positions.** The Chair of the **Safe Sanctuary** (Child Protection) Committee will maintain these records in a safe and confidential file at Marshall UMC. **Those volunteers under age 18 years- no background checks available from State.**

### **3. Staff Training**

Before beginning their first year of service, all paid and volunteer leaders, child care workers, children and youth Sunday School teachers and youth workers will be required to read the church's **children, youth, and vulnerable adult** protection policy and sign a form indicating that they have read and that they understand the policy and agree to abide by it. Anyone failing to do so will not be permitted to serve until the policy has been read and the form signed. Leaders **and volunteers** will be required to attend a training session biannually, which the church will offer annually on **children, youth, and vulnerable adult** protection. All new volunteers or leaders must attend an in person training session as their first training on policy, thereafter when available they may renew their training through an online module.

Leaders of community groups of **children, youth, or vulnerable adults** who use the church facility, including its outdoor facilities, would be required to read the policy and sign the acknowledgment form. Church facilities, including outdoor facilities, will not be available to groups whose leaders refuse to read and sign the policy **or provide the church with an executed copy of their policy or form.**

#### **4. Two Adult Rule**

Leaders will be assigned in teams of two or more for all **children, youth, and vulnerable adult** activities. These two leaders will be unrelated adults age 18 or older and at least 5 years older than the **children, youth, and vulnerable adults** they are with. If the group is divided, each subgroup will have two leaders. If there are not two leaders available for each group, then either the group will be combined with another group to make possible the presence of two leaders or the activity will be canceled on that occasion. Community groups of **children, youth, and vulnerable adults** who meet at the church must have two or more leaders present who have signed this form. If any group stays overnight at the church, or if a church sponsored group leaves the premises, two or more leaders must be present and must include at least one male and one female not related by marriage, if the group is mixed in gender.

**In the event that the "Two Adult Rule" cannot be met, the church reserves the right to make an exception that will allow, alongside a leader, a volunteer under the age of 18 years old to be considered the "second adult" provided they are at least five years older than the students, have signed the Safe Sanctuary Policy and have or plan to take the Safe Sanctuary Class.**

#### **5. Adequate Supervision –**

**There will be a minimum of two adults at all times using the following ratios:**

- One adult per three children, ages zero to twelve months of age.
- One adult per four children, ages twelve to twenty-four months
- One adult per six children, ages twenty-four months to thirty-six months
- One adult per eight **children, youth or vulnerable adult** ages three to eighteen years

The specific needs of individual **children, youth, or vulnerable adult** may require a change to these guidelines.

#### **6. One-on-One Mentoring or Consultation**

Any one-on-one mentoring or consultation between an adult and a **children, youth, or vulnerable adult** will be conducted in a room or area that is in plain view of others.

#### **7. Classroom Discipline**

All leaders and workers with **children, youth, or vulnerable adult** will use the following discipline measures. If a **child, youth, or vulnerable adult** is behaving inappropriately, the leader or worker will tell the **child, youth, or vulnerable adult** specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw blocks. We use blocks for building." If this measure is not effective, **the child, youth, or vulnerable adult** will be guided to another activity. If inappropriate behavior continues, the **child, youth, or vulnerable adult** may be placed at a table to work alone away from the other students. If the **child's, youth's, or vulnerable adult's** disruptive behavior continues after these steps have been

taken, the **child, youth, or vulnerable adult** may be taken to the Pastor or the primary leader for the activity and left under his or her supervision. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the **child, youth, or vulnerable adult** within the classroom or removal of the **child, youth, or vulnerable adult** from the room becomes necessary, the situation will be discussed with the **child's, youth's, or vulnerable adult's** parents or guardian as soon as possible.

### **8. Open Classrooms**

Classrooms or child care rooms may be visited without prior notice by church staff, parents, or other volunteer church workers, e.g., Sunday School Superintendent, at any time. Brief observations of child care rooms and classrooms of **children, youth, or vulnerable adults** are conducted by the pastor or the primary leader during all activities.

### **9. Child Protection Committee going forth to be titled the Safe Sanctuary Committee**

The Charge Conference, upon nomination by the Nominations & Personnel Committee, shall annually elect a **Safe Sanctuary Committee** (Child Protection Committee). The membership of the **Safe Sanctuary Committee** (Child Protection Committee) shall include the pastor and not less than three nor more than five members of the church. The **Safe Sanctuary Committee** (Child Protection Committee) shall annually review and propose any revisions to this Policy, and shall be responsible for the administration and interpretations of the **Safe Sanctuary Policy and Addendums**.

## **VI. Reporting Child, Youth, or Vulnerable Adult Abuse**

Should there be an allegation of child, youth, or vulnerable adult abuse at Marshall United Methodist Church; the following procedures shall be followed:

1. Any allegation of **child, youth, or vulnerable adult** abuse shall be treated seriously.
2. Pray for the church and all persons affected by the allegation.
3. Immediately begin documenting all procedures which occur in handling the allegation.
4. Immediately notify the pastor and/or a member of the **Safe Sanctuary (Child Protection)** Committee of the substance of the allegations, unless the allegations involve the pastor. The person notified shall immediately contact the pastor and/or other members of the Committee. As many members of the **Safe Sanctuary** Committee as are immediately accessible shall be convened either in person or by telephone and the allegations shall be evaluated initially to determine whether there is a reason to suspect that child abuse may have occurred. The function of the **Safe Sanctuary** Committee at this stage is not to conduct an investigation, but to determine, based upon the allegations and the information then in the possession of the Committee, whether a reason to suspect exists. In making such a determination, the Committee shall avail itself of such counsel as it deems necessary and as is immediately available, including, but not limited to,

consultation with an attorney, with a representative of the church's insurance company, with the district superintendent, and anonymously with the Virginia Department of Social Services.

a. If the allegations involve the pastor, the Chairperson of the Staff-Parish Committee shall be notified immediately **by the Safe Sanctuary committee chair or committee member** and he or she shall immediately notify the district superintendent who shall direct the next steps taken by the church in responding to the allegations. The provisions of this Policy shall continue to apply except as the district superintendent directs that other steps be taken.

5. If the **Safe Sanctuary (Child Protection) Committee** determines that there is a reason to suspect that **child, youth or vulnerable adult** abuse may have occurred, then the following steps shall be taken:

a. Immediately notify the Virginia Department of Social Services of the allegation.

b. Immediately notify the parents if it is not known that they have previous knowledge.

c. Immediately notify the church's insurance company.

d. Immediately notify the district superintendent.

6. Do not confront the accused with the allegation. If the accused has assigned duties within the life of the church and the **Safe Sanctuary (Child Protection) Committee** determines that the steps outlined in paragraph VI (5) above are appropriate, that person must be temporarily relieved of their duties until the investigation is concluded.

7. The pastor should extend whatever care and resources are necessary to those impacted by the allegation, but under **no** circumstances should the pastor or any church leader or member investigate the allegation. In providing care to the principals (alleged victim and the accused) and their families, the pastor or church leader, should under **no** circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate the investigation. Do not assign blame or take any steps that involve establishing or refuting the allegation.

8. It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.

9. Observe confidentiality for both the alleged victim and the accused until advised to the contrary by the **Safe Sanctuary Committee** (Child Protection Committee).

10. There shall be a single spokesperson for the Church who shall be designated by the **Safe Sanctuary Committee (Child Protection Committee).**



## VII. Policy Review

The **Safe Sanctuary Policy (Child Protection Policy)** and Procedures of Marshall United Methodist Church shall be reviewed annually by the **Safe Sanctuary Committee (Child Protection Committee)** and then by the Administrative Council. A verification follow-up report will be made each year at Charge Conference to ensure the integrity of the policy and procedures.

After reviewing the foregoing Policy and Procedures, please sign, date, detach and return this portion to indicate that you have read, understood and accept the **Safe Sanctuary** (Child Protection) Policy and Procedures of Marshall United Methodist Church.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

I have read and understand the **Safe Sanctuary (Child Protection)** Policy and Procedures of Marshall United Methodist Church. I agree to abide by those policies and procedures. I have no convictions for **child, youth, or vulnerable adult or older adult abuse** or expungements of such convictions. I authorize and release any references or churches which I might provide to Marshall United Methodist Church to provide the Church any information (including opinions) that they may have regarding my work with **children, youth and/or vulnerable adults or older adults**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **B. ELDER ABUSE PROTECTION AND PROTECTION Guidelines**

Proposed August 2014

A. Definition: Elder abuse, generally, refers to intentional or neglectful acts by a caregiver or “trusted” individual that lead to, or may lead to, harm of a vulnerable elder. 1.5 to 2 million older adults are maltreated annually in the U.S., and only 1 in every 8 of these cases is reported. Prevention measures are based on education and awareness.

### **B. Recognize the signs:**

1. **Physical** – inflicting, or threatening to inflict, physical pain or injury on a vulnerable elder or depriving an elder of a basic need (food, shelter and/or clothing;
2. **Financial** – the illegal taking, misuse, or concealment of funds, property or assets of a vulnerable elder.
3. **Emotional-** (Psychological) – inflicting mental pain, anguish, or distress on an elder person through verbal or nonverbal acts
4. **Neglect-** refusal or failure by those responsible for providing food, shelter, health care, or protection for a vulnerable elder.
5. **Abandonment:** the desertion of a vulnerable elder by anyone who has assumed the responsibility for care or custody of that person.
6. **Sexual:** non-consensual sexual contact of any kind.

### **C. Telltale Signs:**

While one sign does not necessarily indicate abuse, some telltale sign that there might be a problem are:

1. Sudden changes in financial situation
2. Behavior such as belittling, threats, and other uses of power and control by spouses or others
3. Unexplained withdrawal from normal activities, a sudden change in alertness and unusual depression
4. Strained or tense relationships; frequent arguments between the caregiver and elderly person.
5. Bruises, pressure marks, broken bones, abrasions, and burns.
6. Bedsores, unattended medical needs, poor hygiene, and unusual weight loss

## D. RESPONSE:

### 1. Reporting **Elder Abuse**

Should there be an allegation of elder abuse at Marshall United Methodist Church or that the congregation becomes aware of; the following procedures shall be followed:

1. Any allegation of **elder adult** abuse shall be treated seriously.
2. Pray for the church and all persons affected by the allegation.
3. Immediately begin documenting all procedures which occur in handling the allegation.
4. Immediately notify the pastor and/or a member of the **Safe Sanctuary (Child Protection)** Committee of the substance of the allegations, unless the allegations involve the pastor. The person notified shall immediately contact the pastor and/or other members of the Committee. As many members of the **Safe Sanctuary** Committee as are immediately accessible shall be convened either in person or by telephone and the allegations shall be evaluated initially to determine whether there is a reason to suspect that child abuse may have occurred. The function of the **Safe Sanctuary** Committee at this stage is not to conduct an investigation, but to determine, based upon the allegations and the information then in the possession of the Committee, whether a reason to suspect exists. In making such a determination, the Committee shall avail itself of such counsel as it deems necessary and as is immediately available, including, but not limited to, consultation with an attorney, with a representative of the church's insurance company, with the district superintendent, and anonymously with the Virginia Department of Social Services.
  - a. If the allegations involve the pastor, the Chairperson of the Staff-Parish Committee shall be notified immediately **by the Safe Sanctuary committee chair or committee member** and he or she shall immediately notify the district superintendent who shall direct the next steps taken by the church in responding to the allegations. The provisions of this Policy shall continue to apply except as the district superintendent **or lawyers from the insurance or legal representative of the church directs that other steps be taken.**
5. If the **Safe Sanctuary (Child Protection) Committee** determines that there is a reason to suspect that **elder adult** abuse may have occurred, then the following steps shall be taken:
  - a. Immediately notify the Virginia Department of Social Services of the allegation.
  - b. Immediately notify the family if it is not known that they have previous **knowledge or are the accused.**
  - c. Immediately notify the church's insurance company **if a congregation member or employee is the accused.**

d. Immediately notify the district superintendent.

**E. Resources:**

1. *Safe Sanctuaries: The Church responds to Abuse, Neglect, and Exploitation of Older Adults.* Joy Thornburg Melton. 2012.
2. Template of West Michigan Conference of the UMC Resolution on Elder Abuse [www.westmichiganconference.org](http://www.westmichiganconference.org) accessed 2/20/2014
3. Why Should I care about elder abuse? National Center on Elder Abuse. 3/3/2010.

C. MISSION AND EVENT TRIPS POLICY AND PROCEDURES  
Proposed August 2014

**C. Mission and Event Trips Policy and Procedures**

*(UMVIM, SEJ provides these general guidelines for your information. Your team is expected to follow your annual conference's Safe Sanctuaries policy.)*

**B. Guidelines for Working with Children**

1. More than one adult with the children
  - a. 2 adults at all times
  - b. At least 5 years older than the age group with whom you are assisting
  - c. At least the age of 21 in order to be in charge of a group
  - d. Never be alone with a child
  - e. Wear your nametag
  - f. Background check on all volunteers participating with the team and safe sanctuary training
2. If you are staying in the same facility as children or a care facility, do not stay in the same space with the children
3. Be aware of children's personalities, and show sensitivity to the way they would like to interact with you. Let the children warm up to you by engaging them in positive ways
4. Follow the safety procedures and regulations of the facility
  - a. Obtain those regulations ahead of time and train your mission team on their expectations and yours
5. Do not take children off site without permission, and take translators with you who know the area if you so choose
6. Consider safety in your activities with games and equipment
7. Make sure your volunteer staff has a plan for emergency procedures
  - a. Take a first aid kit with you to leave at the orphanage
  - b. Have someone on your team who is CPR trained who is accessible to provide medical care for any child who might be in need of medical attention

- c. There should be a plan set in place if a child is in need of medical attention. The CPR trained individual should remain in a central location where people have access to get to the medically trained person in case of emergency
8. Have a sign in and sign out system for the children participating in your group
9. Number count of children each time that you change positions
10. Gain permission to take pictures of the children, become pin pals, or communicate via the computer
11. Make sure you are aware of allergies when you provide snacks for the children
12. Bathroom
  - a. Give the children as much privacy as possible while using the Bathroom, only giving the child assistance if necessary
  - b. Have an extra change of clothes with you if the child soils himself
  - c. If you need to change a diaper or assist a child with the potty make sure that another adult is in sight of you as you aide the child
  - d. Elementary age children should have an adult accompany them as a group to the bathroom. The adult should stand at the bathroom entrance to supervise. This allows influence while monitoring.
13. If you must bathe a child make sure there is a second adult present, and the parent or guardian should be aware and present if possible to provide effective communication
14. Clean the toys after the children play with them with a mixture of water with a touch of Clorox, and let the toys dry before the children play with them again
15. You are unfamiliar to the children, and you should take the time to get to know the children and let them warm up to you
  - a. Only hand out hugs if the children reach out to hug you. This allows for sensitivity to the child's comfort level.
    1. Perfect the side hug and provide appropriate touch
    2. Do not carry the children unless necessary for medical purposes
16. Make sure that you interact with the children in age appropriate manner
  - a. Let the children come to you  
 Appropriate Example – a two year old coming to sit in your lap is appropriate, but you should let the child come to you on his or her own and sit in your lap instead of taking the action to sit them there.  
 Inappropriate interaction for age – a twelve year old sitting in your lap.
17. Let the host or administrators of the facility pass out any gifts to the children
18. Teenage volunteers should understand that they should wear appropriate clothing for the culture, climate, and Christian demeanor
19. Teenager volunteers should understand that public displays of

affection should not take place in front of the children or on the mission trip

20. Crushes – if a volunteer finds that an older child has developed a crush on them, there should be an expectation that the volunteer deflect the affection in a kind manner. The leader of the group should be aware of the crush, and take action if necessary.

### C. **Guidelines for Medical Teams**

1. Take your procedures slower with children to make them feel more comfortable. Introduce yourself to the child and give them your name.
2. Always have a second person in the room when performing a medical exam or any procedure on a child.
  - a. The most desirable situation is a nurse who can translate
  - b. Never be alone with a child
3. Help make the child feel comfortable by distracting them or providing a toy to hold onto while you examine them or perform a procedure
4. Explain to the parents and the child what procedure you are performing and keep the child aware of what is happening
5. Encourage the parent to stay with the child while you perform a check up on the child
  - a. Explain everything that you are going to do to the parent before you do it to the child
6. If you are administering medicine explain to the parent how to treat the child
7. Be aware of the allergies that the child has or any prior medical conditions
8. Bring a first aid kit to leave at the facility
9. Teach hygiene and washing of hands to the children and adults
10. Have an adult sit with the child while they wait for the doctor
11. Keep the medicines away from the children
12. Make sure medical records are kept in a locked away space or given back to the proper person

### D. **Guidelines for Lodging**

1. If you can find a hotel that has an entrance from the inside, it is safer for you to stay in that style facility rather than a motel style with outside access to the rooms
2. Adults should not stay in the room with the teenagers
  - a. The ideal situation is to have four teenagers in a room, then two adults in the adjoining room, and on the other side of the adults have four more teenagers
  - b. The adults can rotate turns staying up and monitoring the hallway for the safety of the teenagers
3. It is ideal to have security at the Hotel front desk as an extra precaution
4. Try to stay on the same floor
5. Have the hotel management know one person to contact in case of emergency
  - a. They should have information for the leaders. Room number, phone, etc. in order

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to get in touch with them so that they can be reached to help with an emergency situation

6. Set a curfew time for the group
7. Teenagers must not leave hotel room by themselves after curfew unless there is an emergency
8. For the students' safety, they should partner up with their roommates, and each time the group transitions, the teenagers should look for their roommates