

<p style="text-align: center;">SAFE SANCTUARY POLICY Greece United Methodist Church Safety Policies for Children and Vulnerable Adults</p>

Introduction
Revised August 2009

Over the past several months this subcommittee has met to study and summarize available materials that deal with providing a safe place in our churches for children and vulnerable adults to learn and grow and be nourished in the Christian faith.

General Conference of the United Methodist Church in April 1996 passed a resolution aimed at reducing the risk of abuse of children and youth as well as vulnerable adults. The Western New York Conference concurred and agreed to work on such a policy.

This document is the culmination of our work and is based on the 2004 WNY Conference of the United Methodist Church Guidelines for Creating Safety Policies For Children and Vulnerable Adults with additional material from other church policies.

The intent of this policy is to produce an atmosphere where adults can be free to teach and love children and vulnerable adults, in a Christ-like manner, and children and vulnerable adults can pursue their journey to know, love and serve God freely without fear.

Once we have adopted this safety policy we must make every attempt to follow it, otherwise we are liable. Our church insurance company has strongly recommended all churches with their policy produce and follow such a plan. An Abuse Prevention Policy, established and followed, provides parents and guardians assurance that the Church cares about and actively seeks to prevent conditions conducive to predatory behavior by abusers. Current Volunteers will have the process of background checks and paperwork completed by December 31, 2009.

Thanks to the following persons from GUMC for their time and commitment to this task:

Bill Brado	Linda Hoffman
Arlene Hamblin	Dick Hamblin
Gale Huber	Ray Huber
Jean Lee	Sally Lepi
Al Royter	Ed Sepkowski
Dee Finch	

Scriptural and Doctrinal Context

“And when you welcome one of these children because of me, you welcome me” – Matthew 18:5

“In the same way, it is not my heavenly Father's will that even one of these little ones should perish” – Matthew 18:14

“Children must be protected from economic, physical, emotional, and sexual exploitation and abuse” Paragraph 162C – Methodist Social Principles 2004 Book of Discipline

“With God's help we will so order our lives after the example of Christ that *this child* surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.” – Baptismal Covenant II page 44, United Methodist Hymnal

As disciples of Christ and upholders of the values of justice and hospitality affirmed throughout the Old and New Testaments and our United Methodist tradition and doctrine, the members of Greece United Methodist Church hereby answer the call of the General Conference resolution of 1996 and the Western New York Annual Conference resolution of 2004 that all local churches develop comprehensive policies and procedures to reduce the risk of abuse of our children, youth and vulnerable adults.

These policies are outlined in this document and are subject to an ongoing evaluation and review process through a Safe Sanctuaries Review Team that reports to the Staff-Parish Relations Committee. To be fully effective, our entire congregation should become familiar with these policies and the underlying absolute and unwavering commitment to the physical safety and spiritual growth of our children and youth.

The term “Safe Sanctuaries” is used to name and refer to these policies and procedures that seek to prevent abuse and foster a safe and accepting atmosphere for all of God's children. Specific policies and procedures have been arrived at by careful study of our individual situation as a congregation and implementation of the best practices to reduce the risk of abuse as recommended by Safe Sanctuaries for Children and Youth by Rev. Joy Melton (Copyright 2004 Discipleship Resources) and the WNY Annual Conference Trustee Policy established in 2004.

- Every 15 seconds a child is abused or neglected. Often abuse occurs in settings where children, youth or vulnerable adults should have been able to feel safe – homes, schools, camps, and most sadly the church.
- Often churches are reluctant to adopt safety policies as volunteers and employees are seemingly well known. Also many are under the illusion that child abuse only occurs in “other places” and it would seem “unchristian” not to trust volunteers. However, more than 80% of abuse is perpetrated by persons known to the victim, and abuse happens everywhere. There are no financial, racial, educational or other barriers to abuse. Abuse is far too prevalent to be ignored by our church. The terrible statistics such as one out of 3 girls and one out of 7 boys is sexually abused before the age of 18, scream out for help in all arenas.
- The purpose of this policy is to protect all the children that come to us, to protect both our paid and volunteer staff from potential false allegations of abuse and to limit the extent of legal liability of the local church. We are aware that presently we live in a time when the Scout Program, schools and other organizations require basic background checks for all involved with children and youth. The local church is now asked to join them in order to protect all who participate in our activities.
- Presented herein is a comprehensive plan that will include all the areas of the issue: Screening, Supervision, Reporting Procedures and a Response Plan.
- The policies herein are the MINIMUM necessary precautions for protecting children. GUMC will endeavor to monitor updates and recommendations by The United Methodist Church and may modify these procedures.

SAFE SANCTUARY-- POLICY DEFINITIONS:
Greece United Methodist Church
Safety Policies for Children and Vulnerable Adults

1. A **Child** is anyone under the age of 18. At GUMC Youth activities begin at 6th grade – 12th grade. For the purposes of this policy (and as minors) youth are called children.
2. An **Adult** is a person age 18 or over.
3. **Vulnerable Adult** is, "An adult (a person aged 18 or over) who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation."
4. A **Volunteer** is a person who works with children and/or youth vulnerable adults in any unpaid capacity.
5. **Abuse** refers to any non-accidental injury; any sexual activity or sexual exploitation; or any neglectful treatment or maltreatment that harms the health, welfare, or safety of a child or vulnerable adult. This includes the following types of abuse:
 - a. **Physical Abuse:** Causing deliberate and intentional bodily harm to a child or vulnerable adult. Examples of physical abuse include, but are not limited to: beating, harmful restraint, use of a weapon or instrument, or actions that result in or could result in serious physical injury.
 - b. **Emotional Abuse:** verbal and/or nonverbal emotional cruelty to a child or vulnerable adult. Emotional abuse sends a message to the victim that he/she is worthless, bad, unloved, and undeserving of love and care. - Emotional abuse creates serious emotional or psychological damage.
 - c. **Neglect:** Endangering a child's or vulnerable adult's health, welfare, and safety through negligence. This includes but is not limited to withholding food, medical care, affection, affirmation, clothing, shelter, hygiene, or education and any serious disregard for a child's or vulnerable adult's supervision, care, or discipline. For more complete definitions and information see <http://www.preventchildabusenc.org/childabuseinfo>
 - d. **Sexual Abuse:** Sexual contact between an adult and a child, an older and/or more powerful child and a child, or an adult and a vulnerable adult. Sexual abuse may include but is not limited to: suggestive behavior or comments, fondling, inappropriate touching, intercourse, exhibitionism, incest and the exploitation of or exposure to pornography and/or prostitution.
 - e. **Ritual Abuse:** Intentional abuse of a physical, sexual, or psychological nature inflicted on a child or vulnerable adult in a stylized way by a person (or multiple persons) with responsibility for the victim's welfare. Ritual abuse may include cruelty or threats of cruelty to animals, and repetitious threats of

sexual or physical violence to the victim, or other persons related to the victim.

6. **Safe Sanctuaries Review Committee** shall be comprised of a member of the Staff-Parish Relations Committee, a member of Trustees, the Nursery Coordinator, the Christian Education Chair, an Usher, and other members of the congregation.
7. **Safe Sanctuaries Crisis Response Committee** shall be comprised of the Pastor, Deacon, the Chairpersons of the Staff-Parish Relations Committee and Trustees and outside consultants as necessary. On a case-by-case basis, the youth and/or children's volunteers may be members of this committee to assist in managing an incident. In no event, shall a person alleged to be involved in a reported incident of abuse serve as a member of the Committee.
8. **Outside Group** means any group that does not fall under the responsibility of GUMC, its staff or congregation and that has submitted a form as required under the Facilities Usage Policy of the Trustees.

GUIDELINES FOR ADULT VOLUNTEERS AND EMPLOYEES
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WHO WORK WITH CHILDREN AND VULNERABLE ADULTS

1. Volunteers and employees must be at least 21 years of age and at least 5 years older than the oldest child. Those under 21 years of age wanting to assist must be 5 years older than the oldest child being supervised and may not be the primary supervisor.
2. Anyone Volunteering must have consistently attended activities of the church for at least six months prior to volunteering.
3. Volunteers must complete and sign a Volunteer Application Form (form attached). Assistants under 18 years of age must have the co-signature of a parent or guardian.
4. Volunteers must give written consent for a background check, which should include a County and National criminal check, Department of Motor Vehicles Report including a copy of drivers license attached to Volunteer/Employment Form and a Social Security Number Validation.
5. Volunteers and Assistants must agree to abide by the adopted Safety Policy of Greece United Methodist Church.
6. Volunteers and Assistants shall observe the two-adult rule at all times so that no adult is ever alone with one child. It is preferable that the adults not be related. In the event of a counseling situation, it is recommended that a second adult be in visual contact.
7. In a situation of transportation, the two-adult rule may be suspended, upon knowledge of the parent, but it is recommended that no adult should ever be alone in a vehicle with a child or vulnerable adult.

PHYSICAL SURROUNDINGS

1. Classrooms, offices, and other rooms should have windows which make the rooms clearly visible to outside observers. These windows should usually be in the interior doors. In rooms without clear visibility a door should be left open whenever children or vulnerable adults are present.
2. Spaces used for children and vulnerable adults should be clean and free from safety hazards such as chipping paint, toxic chemicals, fire hazards, etc. Fire exits should also be readily available.
3. Scheduled activities should be within safety guidelines for facilities and activities. Adult supervision is also necessary.

OTHER CONSIDERATIONS

1. Child to adult ratios should be carefully considered. Age and care needs of children and vulnerable adults should be taken into consideration. General rule – 1 adult per 3 children ages 0 – 2 years, 1 adult per 8 children ages 3 – 4 years, 1 adult per 10 children ages 5 – 8 years. There should never be less than 2 adults or 1 adult and 1 assistant for any activity involving children or vulnerable adults.
2. Abuse may happen between children and between vulnerable adults. Volunteers and employees should be aware of potentially abusive behavior and/or inappropriate situations between children and vulnerable adults whether it is of a physical, emotional, or sexual nature occurring between children and between vulnerable adults. There must be supervision at all times to minimize the possibility of this type of abuse.
3. If abuse is suspected, refer to Response and Reporting section of this policy document.

TRANSPORTATION

1. Adults transporting children or vulnerable adults must have a valid driver's license, be at least 21 years of age and at least 5 years older than the oldest child.
2. Private vehicles used for transportation must have a current inspection and registration and be properly insured.
3. There must be a seat belt (and car seats for those required by NYS law) for every child/vulnerable adult is transported in any vehicle other than a bus. Adults are responsible to see that they are used.
4. In a situation of transportation, the two adult rule may be suspended, but it is recommended that no adult should ever be alone in a vehicle with a child or vulnerable adult.
5. Permission Forms should be used before taking anyone off church property.

PERMISSION FORMS

1. A detailed Medical Form should be filled out by a parent or guardian for each child at the beginning of each year and kept on file(form attached). This form could give blanket permission for things such as walking trips outside the church during regularly scheduled meetings or classes, or permission for children to leave the classroom after Sunday School to join parents in the sanctuary (form attached).
2. An Event - specific Permission Form should be completed and signed by a parent or guardian for each event outside of the church (form attached). For each event the information on forms will be updated using the approved sample form.
3. Event Permission Forms should be kept on file in the Deacon's office.

Greece United Methodist Church
Registration Form for Nursery, Sunday School
and Discovery Center

Name _____ Age _____ DOB _____ Grade _____
Address _____
Current Church _____
If not GUMC - want to become a Member _____ Visitor _____

Mother's name _____	Father's name _____
Address _____	Address _____
Home Phone _____	Home Phone _____
Cell Phone _____	Cell Phone _____
Work Phone _____	Work Phone _____

Where you can be reached during Worship Service while child in nursery

Where you can be reached during Sunday School at 9:30am _____

Where you can be reached during Worship/Discovery Center _____

Who can be expected to pick up child from Nursery _____

Who can be expected to pick up child from Sunday School _____

Who can be expected to pick up child from Discovery Center _____

Please list anyone else who has permission to pick up your child

Who should NOT be allowed to pick up your child? _____

Please list any siblings attending Sunday School or Nursery or Discover Center

Name _____	-age/grade _____
Name _____	-age/grade _____
Name _____	-age/grade _____
Name _____	-age/grade _____

Please list any allergies (medicine, food, environment)

Does child have medical/physical conditions we should be aware of?

Is your child in need of any medication while in our care?

BLANKET PERMISSION FORM

I give my permission for my child _____
to participate in all activities during regularly scheduled children's and
youth activities of the Greece United Methodist Church for the
_____ school year.

This includes trips to local destinations within the regularly scheduled
times of activities providing there is supervision by at least two church
approved adult chaperones. All children participating in any activity must
have a current Medical release form on file.

Each special event will require an event specific permission form.

It is my understanding that every precaution will be taken for the
safety and well-being of my child, but in the event of accident or sickness,
Greece United Methodist Church, its staff, and its volunteers are hereby
released from any liability.

Parent's signature Date

Please Print Name signed above

Sunday School Release Form 2008-2009 School Year

For children grades 1-6, please check one of the two responses below:

_____ I give permission for my child to leave the Sunday School classroom
following the time of scheduled release to find me or a designated person at
a present location in the church.

_____ I, or a designated person, will pick my child up in the Sunday School
classroom at the time of scheduled release.

Children in Kindergarten and younger must be picked up in the classroom.

Children above 6th grade will be excused following the scheduled time
of release.

Please list persons other than parent who have permission to pick up
your child.

Parent's signature Date

Please Print Name signed

GREECE UMC ACTIVITY PERMISSION SLIP

Child/Youth Name: _____

Child/Youth Date of Birth: _____

Age _____ Grade _____

Address: _____

Parent/Guardian Phone Number(s): Work: (____) _____

(____) _____

Home: (____) _____

Cell: (____) _____ (____) _____

To Whom It May Concern:

I, the undersigned do hereby give permission for my child,

(name of child)

to attend and participate in this activity (_____) sponsored by
Greece United Methodist Church.

I hereby give my consent to authorize a supervising adult, in the event that all reasonable attempts to contact me have been unsuccessful, to give consent for immediate medical treatment for this child, as required in the judgment of the attending physician while _____ is absent from home. In a medical emergency, I consent to the chaperone or appointed agent, his/her or their discretion in using, arranging for or consenting to the procedures of treatment. I understand treatment may include X-ray, examination, anesthetic, surgical or dental diagnosis or treatment, and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act of the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or said hospital.

I agree to indemnify and hold harmless the Greece United Methodist Church, the individual members, agents, employees and representatives thereof, for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above named child arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards. I assume the total financial responsibility for the above named child and will not hold the Greece UMC responsible.

I, the undersigned do also hereby give permission for my child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities by Greece United Methodist Church.

Parent or Legal Guardian

Date

EMERGENCY MEDICAL INFORMATION:

Medical information on this form will **only** be used if medical treatment is needed. It will be used for no other purpose.

Date of last Tetanus shot: _____

Medication(s) you are currently take (prescribed & over-the-counter – please list all – this is **extremely** important!!)

Medication(s) you **CANNOT** take _____

Any allergies &/or special health problems or concerns: _____

Medical Insurance information:

Company Name: _____ Phone #'s: _____

Address: _____

City, State, Zip: _____

Policy #: _____ Policy Holder's ID #: _____

Relationship to policyholder: _____

In an emergency, please contact:

Name _____

Relationship _____

Address _____

City, State, Zip _____

Day Phone _____ Evening Phone _____

Cell Phone _____

Name _____

Relationship _____

Address _____

City, State, Zip _____

Day Phone _____ Evening Phone _____

Cell Phone _____

Physician information:

Physician Name Phone: _____

Address: _____

Any other Health/wellness information that would be helpful

MAKING CHURCH SAFE FROM CHILD SEXUAL ABUSE

Tools for Education and Training for all volunteers to be
Annually training at Greece United Methodist Church.

Mobilizing a church for an effective and ongoing risk management program is a complex and challenging task. New skills need to be taught, new procedures understood, and new attitudes must be fostered. Achieving such changes requires instruction and training that is focused, comprehensive, and sustained. Effective education is needed to support policies and implement the GUMC Safe Sanctuary Plan. There needs to be opportunity for annual training.

Making GUMC Safe from Child Sexual Abuse will require adults working with children to view a video which provides an overview of the problem of child sexual abuse and the church. Interviews are conducted with a police detective, parole officer, a psychologist who specializes in the treatment of abuse victims, an attorney, a preschool director, church business administrators, a rabbi, and a specialist in the field of abuse prevention in churches. Attention is given to the profile of molesters, screening workers, supervising workers, responding to allegations, and the benefits of implementing a prevention program.

The above mentioned video includes:

- ◆ Understanding the Behavioral Profile of Molesters
Special attention is given to the profile of preferential molesters and situational molesters. Information is provided that can help church leaders identify individuals who raise red flags in working with children.
- ◆ Selecting and Screening Workers
Attention is given to the use of a written screening form, a liability release, collecting references, conducting interviews, and the use of additional background checks.
- ◆ Principles of Supervision
The video explores four principles of supervision, with attention given to three key risk factors: isolation, accountability, and power and control.
- ◆ Responding to Allegations of Abuse
Special attention is given to help church leaders to avoid common mistakes in how they respond to victims and allegations of abuse as well as communicating information to congregational members and the media.

RESPONSE & REPORTING PLAN

When an allegation of abuse of a child or vulnerable adult is made against a staff member or volunteer, the Safe Sanctuaries Crisis Response Committee, excluding any member allegedly involved, will be prepared to do the following:

1. Provide Immediate care for the victim. If a child is involved, notify the parents of the alleged victim and take any necessary steps to assure his or her safety until the parents arrive. Treat the accused with dignity (if the accused is aware of the accusation against him or her) but remove him or her from further involvement with the children or vulnerable adult as soon as possible.

2. Notification of the incident:

a. If the incident involves a layperson(s), immediately contact Deacon or the Pastor. The Deacon or Pastor will contact the police and/or Child Protective Services and will also notify the following: Bishop's office (Bishop's office will notify District Superintendent) and the Church Insurance company.

b. If the incident involves the Pastor, contact the Deacon: if it involves the Deacon contact the Pastor. If for any reason the Pastor or Deacon are not available (out of town, unreachable- contact the SPRC Chair). They will contact the Police and/or Child Protective Services and will also notify the following:

Bishop's office (Bishop's office will notify District Superintendent) and the Church Insurance Company

3. Start a written narrative/documentation of incident immediately. Utilize "Report of Suspected Incident of Child Abuse" (sample attached). All reporting must be in ink or typed. Copies of all reports are to be filed in a secure location at each of the following locations:

Church office
District Superintendent's office
Bishop's office

4. Deal with the Media: Questions from the media should be referred to the Pastor or a designated spokesperson to make any necessary statements or responses to the news media.

5. Consult Pastor about seeking prompt legal advice.

VOLUNTEER APPLICATION
(For working with Children, Youth and Vulnerable Adults)
Greece United Methodist Church
1924 Maiden Lane
Rochester, NY 14626

Personal Information

Date: _____

Name (Last Name, First Name, Middle Name) Number	Former Name if app.	Social Security Number
Present Address	City	State Zip Code
Permanent Address	City	State Zip Code
Phone Number Number	Cell Phone	Emergency Contact Phone Number
Are you under the age of 18 YES ____ NO ____	Drivers License Number & State	

Volunteer Information

Position	Date you can Start	Days/times are available
Are you employed YES ____ NO ____	Career – employment... Retired from?..	
How long attended at GUMC?	Would you like to volunteer to work with children ____ Youth ____ Adults ____	
Can you make a 1 year commitment? Yes ____ No ____	What areas of interest do you want to volunteer for?	

Special Skills and Gifts

Please list any special training or skills, organizations, hobbies, interests

References give below the names of 3 persons not related to you, whom you have known at least 1 year

Name	Address	Phone	Business/title	Years known

Have You Ever...

Been convicted of a <u>crime</u> other than minor traffic violations YES ____ NO ____	If yes, please explain
Been convicted of a <u>traffic offense</u> in the last five (5) years YES ____ NO ____	If yes, please explain

DISCLOSURE, AUTHORIZATION & RELEASE FORM

DISCLOSURE

As part of the Volunteer Application Process, Greece UMC may directly gather background information on applicants, including but not limited to information regarding your criminal background, driving record, educational and employment history from a local courthouse, Department of Motor Vehicles, former employer, educational institution, and/or personal reference. Upon your request, you will be informed: (1) whether or not such information was gathered; and (2) if such information was gathered you will be informed of the names and addresses of the providers of the information gathered.

Greece UMC may gather this information only with your permission for volunteer engagement purposes and evaluation of your continued engagement as a volunteer should you subsequently become a volunteer of Greece UMC.

AUTHORIZATION

I hereby authorize Greece UMC to directly gather information regarding my background, including but not limited to information regarding my criminal background, driving record, educational and employment history from a local courthouse, Department of Motor Vehicles, former employer, educational institutions, and/or personal references. I understand and agree that Greece UMC may gather this information only with my permission for volunteer engagement purposes and evaluation of my continued engagement as a volunteer should I subsequently be engaged as a volunteer by Greece UMC. I acknowledge that a telephone facsimile or copy of this release shall be as valid as the original.

RELEASE

I affirm that the information contained in this authorization and release is true and correct to the best of my knowledge and belief. I understand that information which Greece UMC receives as a result of this background check may form the basis of a decision not to engage me as a volunteer or other decision about my volunteer application. I, knowingly and voluntarily release Greece UMC, any person or party furnishing information to Greece UMC, and their respective employees and agents, from all claims and liability, including but not limited to, claims for defamation, retaliation, discrimination, damages, costs and attorneys fees, arising from or related to the release of information to Greece UMC as part of its background check on me. This authorization and release shall supersede and make ineffective any previous written or verbal restriction or instruction contrary to this authorization and release, provided by me to the recipient. This form shall expressly authorize the release of information from law enforcement agencies, and shall be valid for a period of one year from the date of my signing below.

Applicant Signature: _____ Date: _____

**GUMC Safe Sanctuary Policy
VOLUNTEER REFERENCE CHECK FORM**

Greece United Methodist Church
(One Sheet per Reference)

Name of Applicant: _____

Name of Reference: _____

1. What is your relationship to the applicant?
2. How long have you known 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 children and/or youth?
6. How would you describe the applicant's ability to relate to adults?
7. How would you describe the applicant's leadership abilities?
8. How would you feel about having the applicant as a volunteer worker with your child and /or youth?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth?
If so, please describe.
10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe

Additional Comments:
Reference inquiry completed by (Print Name)_____

Signature: _____ Date: _____

Please return to:
Greece United Methodist Church 1924 Maiden Lane Rochester, NY 14626
585-225-1880 Att:_____

REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE
Incident Report

Date _____

Time _____

Name of Person making report : _____

Alleged victim's name: _____

Age & date of birth: _____

Program or Event: _____

Description of stated incident/injury (give detailed summary here):

Name of person accused of abuse: _____

Relationship of accused to alleged victim (paid staff, volunteer, family member, etc.): _____

Supervising adults at time of incident: _____

Witness (s) to incident: _____

Procedures followed: _____

Other pertinent information: _____

Signature of person completing Incident Report:

Phone Number: _____

Continued next page

TO BE COMPLETED BY PASTOR OR DEACON

ASSUMES PASTOR/DEACON IS NOT INVOLVED IN ALLEGATION OF
ABUSE/INJURY

Date: _____

Time: _____

Contact with involved parent/guardian:

Date/time:

Spoke with: _____

Summary: _____

Call to local children and family service agency:
(NYS Child Abuse hotline: 1- 800-342-3720)

Date/time: _____

Spoke with: _____

Summary: _____

Call to Local Law enforcement agency:

Spoke with: _____

Summary: _____

Other contacts: _____

Name:

Date/time:

Summary: _____

Signature of Pastor or Deacon

Please print name

(This is a revised copy of form#FM:S807 (3-2002) JTM from Discipleship resources)

GREECE UNITED METHODIST CHURCH 2009 –2010 Nursery Caregiver Guidelines

Your gift of time to care for children at church functions is truly appreciated. It is our hope that these guidelines will make your assignment easier and provide for the safety of the children in our care. Please advise Nursery Coordinator or Deacon or the Christian Education Committee if you have any concerns not covered in these guidelines.

1. **Set up:** Please arrive 15 minutes before assigned hour. Set up Pager system and put out sign-in notebook. Instructions to Pager system are in notebook. (Keys to cabinets are on a hook in Deacon Box outside the office)
 - a. **Supplies** are in the wooden nursery cabinets. You will find diapers, plastic bags for soiled diapers, wipes, paper cups, books, crayons, toys, and a blanket in the infant room cabinet. In addition, in the toddler room, you will find clothing in various sizes for “accidents”.
 - b. In Toddler Room, please keep the top half of the door to the restroom open so caregivers can monitor child using the toilet. Close the upper and lower sections of the restroom door leading to the other classroom.
 - c. The hall doors in both rooms should always be open with the child gates in place.
 - d. Caregivers must not leave children unattended to use the restroom or drinking fountain (cups are in the nursery cabinet).
 - e. Be aware of fire procedures. In the infant room, the crib with Plexiglas sides can be rolled outside with infants inside it in case of emergency.
 - f. Please put garbage into the bathroom garbage to leave room clean.

2. **Sign in/out procedures: EVERY CHILD must be signed in, even if the parent is the caregiver, so that we may have an accurate accounting of attendance and know who is in our care in an emergency. Be aware that children may enter the nursery after Children’s Moments or at any time during the service and be sure the parent(s) have signed them in too.**
 - a. Parents must have the child registered to use the nursery. Extra forms are available on the wall outside the door on the hall bulletin board or in the notebook.
 - b. Parents must sign their child in, accept a pager and the accompanying number badge put on the child. (Be sure they return the badge and pager when picking up the child.)
 - c. When the child is picked up, be sure the person is authorized to take the child by looking at the registration forms in back of the notebook.

3. **Use of toys and equipment:**
 - a. In the infant room use ONLY toys in the wooden cabinet. They are marked “GUMC”. Do not use daycare toys. Should it be necessary to

<p>GREECE UNITED METHODIST CHURCH PARENT/SAFETY GUIDELINES</p>
<p>For Nursery, Sunday School and Discovery Center</p>

1. **REGISTRATION FORM:** Parent is to fill out and sign a registration form (one for each child). This form needs to be submitted to the teacher/caregiver when the child first attends the Nursery, Sunday school, or Discovery Center (whichever comes first for each child). The child must be registered to attend any of the classes or Nursery. Registration forms will be kept on file for the duration of the calendar year. Please inform the Teacher or the Deacon of any changes in information during the year. Once the Registration Form is signed, it will be assumed that the parent is aware of his/her responsibility regarding the child's entrance and exit to the Nursery, Sunday school, or Discovery Center.

2. **DROP OFF CHILD:** A parent or other representative person may escort the child to the Nursery*, classroom, or Discovery Center at the appropriate time in the worship service. During the service, the teacher and ushers can also escort your child to Discovery Center. Please be sure the child's presence is acknowledged before leaving the room. Please inform the Adult Caregiver or Teacher at that time if the child will be picked up by **someone other than those indicated on the registration form**. Do not risk the safety of your child.
 - * A Pager is held by the ADULT who drops off the child, and is returned when the child is picked up. This insures that the child is released to the approved person.

3. **CHILD PICK UP:** Following the end of worship on Sunday, the designated person is to enter the Nursery or Discovery classroom and notify the adult in charge that the child is leaving. The teacher/caregiver should acknowledge that the child is leaving. Please be prompt to pick up the child.

SPECIFIC AREAS:

4. **NURSERY:** Food other than bottles is discouraged because it is difficult to have one child eating while another may not be allowed. There is also the risk of possible food allergies with children who may wish to share their snacks. If a snack is necessary, please discuss with the caregiver about food and allergies, please note it on the attendance form. Food left in a child's bag, that the child is aware of, could cause a problem for the caregivers. A favorite toy or other familiar item is encouraged. All personal items should be labeled with the child's name, especially diaper bags!! Injuries and/or disruptive and difficult behavior by a child will be shared with the parent when the child is picked up.

5. **SUNDAY SCHOOL:** Please check for any fliers or handouts for that day in addition to helping the child collect his or her belongings. On days when there are special events, the parent or other representative person shall escort the child to Fellowship Hall or other activity area, help the child to sign in and join the group. The child will

be dismissed from the same area promptly at 10:30, but will not be released until a parent or other designated person arrives.

- 6. DISCOVERY CENTER:** Please check for any fliers or handouts for that day in addition to helping the child collect his/her belongings. For the child's first visit ever to the Discovery Center, including visiting children, the parent must walk with the child and complete a Registration Form following the worship service if none has been completed before. In the event that a child is unruly or misbehaves causing disruption of the class, the child will be escorted back to the parent in the worship service. Parent is then asked to consult with the teacher following the service.

We wish to convey to parents that these guidelines, while they may perhaps seem restrictive, are for the safety and well being of all children who participate in the many programs at Greece United Methodist Church. It is imperative that we, as a church community, make every effort to minimize any risk to children. We ask that parents do their best to comply with the guidelines so that we can be certain the children in our church environment will be protected. As always, comments and suggestions are encouraged and welcomed.

The Christian Education Committee

Revised 3/1/09