

**Trinity United Methodist Church**  
***SAFE SANCTUARIES POLICY GUIDELINES***  
**For the Care of Children, Youth and Adults**

**The following steps must be completed by the individuals who are involved with children and youth programs at Trinity United Methodist Church...**

- Complete and sign the following:
  1. Volunteer Participation Covenant
  2. Volunteer Information Form
  3. CORI Request Form (Criminal Offender Record Information)
- Attend and participate in the life of the congregation for 6 months prior to service
- Review the Safe Sanctuaries Policy

**SAFE SANCTUARIES POLICY (*Please Read*)**

***Two Adult Rule***

Our goal is to have two adults present when working with children and youth in any capacity. When only one adult is present in the class room, the door to the room will remain open.

A “floater”, a person such as The Director of Children and Youth Ministry and/or the Church School Coordinator, will oversee and look in on classrooms while church school is in session. This person will move in and out of the classrooms or view rooms from the window. A “floater” will constitute the “Two Adult Rule” when only one adult is available.

The “Two Adult Rule” guideline as it pertains to transporting youth is at the discretion of the Director of Children and Youth Ministry and the driver. Ideally we need to strive to always have two adults present when in a vehicle, however, it is not always practical. A permission slip should be signed by a parent to insure that the parent is aware of the individual transporting their child and have prior knowledge. A blanket permission slip for local travel would be acceptable. Drivers for church-sponsored children and youth events must be 21 years of age or older.

***Five Year Older Rule***

A volunteer or paid staff member must be five years older than the oldest youth they are supervising.

***No Workers Under The Age of Eighteen***

No person under the age of 18 will be left in charge of children/youth in any situation. They would be welcome to assist another adult.

***Open Door Policy***

Since Trinity United Methodist Church does not have clear glass windows in all its rooms, doors to meeting rooms, involving children and youth, need to be left partially open.

***Open Door Counseling***

Doors need to be partially open at all times during any one-on-one counseling and/or meeting while working with children/youth in the church.

### ***Confidentiality***

It is essential to maintain confidentiality with children and youth except when it is revealed that somebody has been, is, or would be subject to harm of any kind. Such information must be passed on to those who can help. Children, youth, parents, and adult workers need to be reminded that such is the case.

### ***Advance Notice To UMYF Parent(s)/Guardian(s)***

Transportation permission slips will be distributed at the beginning of the program year, giving youth advisors and volunteers permission to transport children and youth locally. A long distance or over night event will have a separate permission slip along with a medical form that is to be returned to the Director of Children and Youth Ministry before a child is allowed to participate in that event.

“Blanket” permission slips will be kept on file throughout the year and updated at needed. Permission slips for children and youth are required for children and youth through senior year in high school.

### ***Safe Environment***

It is our intention to provide a safe and well-supervised environment wherever our ministry may lead us.

### ***Conference Insurance Policy***

For child abuse incidents we are covered for 1 million dollars by our general liability policy and 5 million dollars by an umbrella policy, for a total of 6 million dollars. Employees, trustees, and officers are covered, but other volunteers are not. It is recommended that volunteers working with children and youth in any capacity check for coverage under their individual homeowners policy.