

# SAFE SANCTUARIES TRAINING PACKET

For Pastor, Teachers, Nursery Attendants,  
Music Director, Accompanists,  
Education Committee Chair, Sunday School  
Superintendent, and Others Working  
With Children or Youth

# SAFE SANCTUARIES TRAINING PACKET

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# The United Methodist Church of Chugiak

## SAFE SANCTUARIES PROGRAM

Safe Sanctuaries is a program used by many churches, to protect children from abuse in any church activity and also to protect youth workers and the church from liability. The program is based on the Christian mandate to nurture and protect children, and also on our responsibility to protect the church from financial liability and loss of reputation. The program is NOT a response to any problem in our church; it is simply considered a wise preventive.

Safe Sanctuaries features simple, common-sense procedures for youth programs:

- First Aid and CPR Training
- “Two- Adult” Rule -- 2 unrelated adults present for all youth activities
- “Five-Years Older” Rule—adults must be 5 years older than youth they supervise
- No youth workers under the age of 18 without adult supervision
- Background checks for all paid and volunteer adult workers.
- Windows in all classroom doors
- Open-Door counseling
- Youth worker orientation and training, adult Sunday School classes and other training opportunities
- Advance Notice to Parents — for youth events
- Parent and Family Education—Training and classes on child abuse and protection of children
- Appropriate Equipment and Supervision
- Written Policies and Procedures - including accident and abuse response and reporting requirements
- Covenant by all adult workers to abide by Safe Sanctuaries procedures.

An adult Sunday School class on Safe Sanctuaries will be offered if there is enough interest. Other training will be arranged for Sunday School teachers who cannot attend because they will be teaching. First Aid and CPR training will also be offered through the church or other sources during the year.

Contact: Staff Parish Relations Committee Chair, Jeff Worrell, [spr@umcchugiak.org](mailto:spr@umcchugiak.org)

# UNITED METHODIST CHURCH OF CHUGIAK

## SAFE SANCTUARIES:

### POLICY AND PROCEDURES ON CARE AND PROTECTION OF CHILDREN POLICY

Pursuant to the Social Principles and Book of Discipline of the United Methodist Church, it is the policy of the United Methodist Church of Chugiak to nurture children, treat them with kindness and respect, and protect them from abuse and exploitation. Child abuse as defined in Alaska Statutes 47.10.290, set forth below, is not condoned or justified by any religious precept of the United Methodist Church. The United Methodist Church of Chugiak does not tolerate any form of child abuse as defined in Alaska Statutes 47. 10. 290. (Alaska Statutes Chapter 17, Child Protection, Sections 47.17.010— 290 is attached hereto in entirety.)

AS.47.10.290 (2) “child abuse or neglect” means the physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment of a child under the age of 18 by a person under circumstances that indicate that the child’s health or welfare is harmed or threatened thereby; in this paragraph, “mental injury” means an injury to the emotional well-being, or intellectual or psychological capacity of a child, evidenced by an observable and substantial impairment in the child’s ability to function”.

It is the policy of the United Methodist Church of Chugiak to guard and protect our children from child abuse through a Safe Sanctuaries program, by implementing the following procedures.

#### PROCEDURES FOR ORIENTATION OF NEW MEMBERS AND WORKERS WITH CHILDREN

A discussion of the church’s policy and procedures for the care and protection of children shall be included in the orientation of new members and workers with children.

#### PROCEDURES FOR RECRUITING, SCREENING, AND HIRING WORKERS

**Applicability:** These procedures are applicable to full-time, part-time, paid, and unpaid lay workers. Local United Methodist churches do not recruit and hire clergy because under the United Methodist system of itinerancy, clergy are appointed to local churches by their Conferences. Screening procedures, however, shall be applied, after appointment, to local church clergy of the United Methodist Church of Chugiak.

**Maintenance:** Unless otherwise stated, procedures, position descriptions and forms shall be prepared and maintained in church files by the Staff Parish Relations Committee (SPR Committee).

1. **Position Descriptions:** Position descriptions shall be prepared for specific paid positions and for volunteer positions involving child care and work with children. These position descriptions shall be used in recruiting, hiring, training, and evaluating workers.

2. **Applications:** Application forms for positions involving child care or work with children shall be completed and submitted to the SPR Committee by persons wishing to become paid or volunteer workers in such positions.
3. **Personal References:** Personal reference forms shall be submitted with applications for paid or volunteer positions involving child care or work with children.
4. **Consent to Criminal Background Check:** A consent form authorizing a criminal background check every two years shall be submitted with applications by any person applying for any paid or volunteer position involving child care and work with children.
5. **Interviews:** SPR Committee shall conduct personal interviews with all applicants for positions involving child care or work with children.
6. **Covenant:** Each child care worker hired shall sign a written covenant to abide by Safe Sanctuaries procedures.

#### **PROCEDURES FOR COMPREHENSIVE PROTECTION OF CHILDREN**

1. **“Two-Adult Rule”:** No fewer than two adults shall be present at all times during any church- sponsored program, event, or ministry involving children. Examples include, but are not limited to, nursery, Sunday School class, children’s church, youth Bible study, and youth fellowship. It is preferable that the two adults not be related. This rule does not prohibit youth under the age of eighteen from assisting with programs for younger children, as long as supervision is provided at all times by two adults. Meetings between confirmands and their mentors shall be treated in the same manner as open-door counseling sessions.
2. **First Aid and CPR Training:** The church will provide First Aid and CPR training annually. This training is mandatory for nursery care providers. All child care providers and persons working with children are encouraged to complete the training.
3. **Annual Orientation for Workers:** All persons who provide child care or work with children shall be required to attend an annual orientation session provided by the Staff Parish Relations Committee. The orientation will cover the church’s policies for prevention of child abuse procedures to be used in all ministries for children and youth, child abuse reporting, and Alaska law regarding child abuse.
4. **“Five- Years-Older Rule”:** All persons providing child care or working with children shall be more than 5 years older than the children or youth with whom they work.
5. **“Eighteen-Year-Old Rule”:** Persons providing day care for children, or otherwise involved in work with children, shall be a minimum of eighteen years old.

**6 Windows in Classroom Doors:** All rooms used for programs for youth shall have windows in entry doors. Half doors may be used in lieu of windows.

**7. Open-Door Counseling:** During any counseling sessions for children or youth, the door to the room used shall remain open for the entire session.

**8. Advance Notice to Parents and Written Permission:** Parents will be given advance notice and full information regarding any event in which their children will participate, and will be required to give written permission.

**9. Playground Supervision:** Two adults must be present at all times during any use by children of the church playground. An exception to this rule is use of the playground by children from one family, with one of their parents present at all times.

**10. Accident Reporting:** Accidental injury to any child during a church event must be reported immediately to the child's parent or parents, Chairperson of the SPR Committee and the Pastor. A written report on the accident must be submitted to the church office on the attached Accident Report Form.

## **PROCEDURES FOR REPORTING INCIDENTS OF CHILD ABUSE AND RESPONDING TO ALLEGATIONS OF CHILD ABUSE**

**1. Mandatory State Reporting Procedures:** Mandatory procedures for reporting child abuse are contained in Alaska Statutes 47.17.10 and 47.17.20, with definitions of statutory terms in AS 47.17.290, are attached verbatim and quoted in pertinent part in the attachment hereto, "MANDATORY STATE REPORTING PROCEDURES".

It appears that the only persons within the church program who are mandatory reporters as defined in the Alaska Statutes are paid nursery care providers. However, It is the policy of the church that any person working with children or youth in a church activity, who has reasonable cause to suspect that an incident of child abuse has occurred in connection with the church activity, shall comply with the above statutory requirements, reporting suspected child abuse immediately to the Alaska Department of Health and Social Services or, if that is not practicable, to a peace officer such as a State Trooper or Anchorage Police Officer.

**2. Additional Response, Reporting and Notification Procedures:** In addition to the above mandatory reporting requirement, any person working with children in a church activity who has reasonable cause to suspect that an incident of child abuse has occurred in connection with the church activity, shall immediately report the incident to the Pastor and the Chairperson of the SPR Committee and shall immediately fill out the church form, "Report of Suspected incident of Child Abuse." In addition, the person reporting, the Pastor, and the Chairperson of the SPR Committee, shall perform the following actions.

- (a) Notify the parents or guardian of the victim immediately. Take any allegations of the victim seriously; do not blame the victim or imply that the victim was

responsible for the suspected abuse; and respect the victim's privacy. Take any steps necessary to assure the safety of the victim until parents arrive.

(b) Notify the Conference District Superintendent immediately, and keep the Conference informed of the matter until it is resolved.

(c) Notify the church's insurance carrier immediately, and cooperate with them as they may request.

(d) In connection with mandatory reporting, notify local law enforcement authorities or the Alaska Department of Health and Social Services immediately as required. Cooperate with these authorities.

(e) Prepare to respond to any media inquiries by collecting the facts, and authorizing a designated spokesperson as the sole person to respond to any questions from the media. Seek legal advice as to how to respond honestly while protecting the victim's confidentiality as appropriate.

(f) Respond to the suspected abuser with respect but remove him or her from any position involving work with children pending investigation and resolution of the matter. Even if the person is exonerated, consider possible impacts on the congregation before reinstating the person in a position involving work with children.

(g) Plan and conduct a congregational meeting. The purpose of the meeting will be to inform the congregation of the reported incident of sexual abuse, and to give the congregation an opportunity for discussion and questioning, Provide advance notice and an appropriate leadership team including a representative of the Conference and a qualified counselor.

## **PROCEDURES FOR CONGREGATIONAL EDUCATION AND TRAINING**

1. **Classes.** Training for all youth workers and information for other members of the congregation shall be provided by adult Sunday School classes, small group discussions, and similar events

2. **Orientation for new members.** A discussion and written materials on the church's Policy and Procedures for the care and protection of children shall be included in the orientation of new members and workers with children.

3. **Written materials.** Provide continuing information about the church's program for care and protection of children through articles in Sunday bulletins and monthly Newsletters,

## MANDATORY STATE REPORTING PROCEDURES

Mandatory child abuse reporting procedures contained in the Alaska Statutes, AS 4j.17.10 and AS 47.17.20, with definitions of statutory terms in AS 47.17.290, are attached and are quoted in pertinent part below. References to “the department” mean the Alaska Department of Health and Social Services.

Sec. 47.17.10. Purpose. In order to protect children whose health and well-being may be adversely affected through the infliction, by other than accidental means, of harm through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment, the legislature requires the reporting of these cases to the department. It is not the intent...that persons required to report investigate the suspected child abuse before they make the required report to the department. Reports must be made when there is a reasonable cause to suspect child abuse or neglect in order to make state investigative and social services available in a wider range of cases at an earlier point in time...

Sec. 47.17.20. Persons required to report: (a) The following persons who, in the performance of their occupational duties, have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect shall immediately report the harm to the nearest office of the department:

(5) Child care providers:

(b) This section does not prohibit the named persons from reporting cases that have come to their attention in their non-occupational capacities, nor does it prohibit any other person from reporting a child’s harm that the person has reasonable cause to suspect is a result of child abuse or neglect. These reports shall be made to the nearest office of the department.

(c) If the person making the report of harm under this section cannot reasonably contact the nearest office of the department and immediate action is necessary for the well-being of the child, the person shall make the report to a peace officer. The peace officer shall immediately take action to protect the child and shall, at the earliest opportunity, notify the nearest office of the department.

“Child care provider” is defined in Alaska Statutes 47.17.290 (3) as “an adult individual, including a foster parent or an employee of an organization, who provides care and supervision to a child for compensation or reimbursement.”

Alaska Statutes 47.17.050, immunity, provides, in pertinent part, that “a person who, in good faith, makes a report ... Is immune from civil or criminal liability that might otherwise be imposed for making the report...except that a person who knowingly makes an untimely report is not immune from civil or criminal liability based on delay in making the report.”



# GENERAL LIABILITY LOSS NOTICE OF OCCURRENCE / CLAIM

DATE (MM/DD/YYYY)

AGENCY MARSH INC 1301 FIFTH AVENUE SUITE 1900 SEATTLE, WA 98101		DATE AND TIME OF LOSS <input type="checkbox"/> AM <input type="checkbox"/> PM	
CONTACT NAME: VAN VONG		CARRIER PHILADELPHIA INS. CO.	
PHONE (A/C, No, Ext): 2006-214-3024		POLICY NUMBER PHPK942723 (PROPERTY, GL, AUTO, ABUSE)	
FAX (A/C, No): 206-214-3489		CHURCH NAME AND ADDRESS	
E-MAIL ADDRESS: VAN.H.VONG@MARSH.COM			

**INSURED**

NAME OF INSURED (First, Middle, Last) ALASKA CONFERENCE OF THE UNITED METHODIST CHURCH <i>PLEASE WORK WITH INDIVIDUAL CHURCH DIRECTLY ON CLAIM</i>		INSURED'S MAILING ADDRESS P O BOX 13650 DES MOINES WA 98198	
PRIMARY PHONE # 206-870-6818		PRIMARY E-MAIL ADDRESS: CPARRISH@PNWUMC.ORG	

**CHURCH CONTACT**  CONTACT INSURED

NAME OF CONTACT (First, Middle, Last)		CONTACT'S MAILING ADDRESS	
PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL		
WHEN TO CONTACT		PRIMARY E-MAIL ADDRESS:	
		SECONDARY E-MAIL ADDRESS:	

**OCCURRENCE**

LOCATION OF OCCURRENCE STREET:		POLICE OF FIRE DEPARTMENT CONTACTED	
CITY, STATE, ZIP:		REPORT NUMBER	
COUNTRY:			
DESCRIBE LOCATION OF OCCURRENCE IF NOT A SPECIFIC STREET ADDRESS: DESCRIPTION OF INCIDENT/ACCIDENT			

**TYPE OF LIABILITY**

DID THIS HAPPEN ON CHURCH PREMISES: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>		TYPE OF PREMISES	
IF NOT ON CHURCH PROPERTY, WHERE DID THE LOSS HAPPEN:		PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
		PRIMARY E-MAIL ADDRESS:	
		SECONDARY E-MAIL ADDRESS:	

AGENCY CUSTOMER ID: \_\_\_\_\_

**INJURY / PROPERTY DAMAGED**

WHO IS INJURED - NAME & ADDRESS (Injured/Owner)			
PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
PRIMARY E-MAIL ADDRESS:		PRIMARY E-MAIL ADDRESS:	
SECONDARY E-MAIL ADDRESS:		SECONDARY E-MAIL ADDRESS:	
AGE	SEX	OCCUPATION	
WHERE TAKEN		WHAT WAS INJURED DOING?	
DESCRIBE PROPERTY DAMAGED (Type, model, etc.)		ESTIMATE AMOUNT	WHERE CAN PROPERTY BE SEEN?

**WITNESSES**

NAME AND ADDRESS	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
	PRIMARY E-MAIL ADDRESS:	
	SECONDARY E-MAIL ADDRESS:	
NAME AND ADDRESS	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
	PRIMARY E-MAIL ADDRESS:	
	SECONDARY E-MAIL ADDRESS:	
NAME AND ADDRESS	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
	PRIMARY E-MAIL ADDRESS:	
	SECONDARY E-MAIL ADDRESS:	

**REMARKS (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

REPORTED BY	REPORTED TO
-------------	-------------

## REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

\_\_\_\_\_

2. Victim's name: \_\_\_\_\_

Victim's age/date of birth: \_\_\_\_\_

3. Date/place of initial conversation with, or report from, victim: \_\_\_\_\_

\_\_\_\_\_

4. Victim's statement (give your summary here): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

\_\_\_\_\_

6. Reported to pastor: \_\_\_\_\_

Date/time: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Call to victim's parent/guardian: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Call to local children and family service agency: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Call to local law enforcement agency: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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

10. Other contacts: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Child Abuse Reporting Numbers**

**Pastor Carlo Rapanut:**

Work: 907-696-2353

Home: 907-696-6299

**Office of Children's Services:**

907-269-4000

323 E 4th Ave.

Anchorage AK 99507

If OCS can't be reached, call the Anchorage Police Department

**Anchorage Police Department:**

907-786-8900