

Bensalem United Methodist Church

Safe Sanctuaries Policy

Reducing the Risk of Abuse in the Church



Protecting Children, Youth, and Older
Adults

May 15, 2025

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Introduction

God has called the church to make our ministries safe, protecting our children, youth, and Older adults from abuse, neglect, and exploitation. God has also called us to create communities of faith where children, youth, and Older adults will be safe and grow strong.

The church is also called to take steps to protect the well-being of all personnel, whether paid or unpaid, who work with children, youth, and Older adults in the ministries of the church, and to comply with the policies established by the Eastern Pennsylvania United Methodist Conference:

- Safe Sanctuaries Policy May 2023,
- Safe Sanctuaries - Older Adults Policy May 2023, and
- Computer Network and Internet Access Policy May 2016.

which replace all previous policies.

Notwithstanding anything contained in this policy, it is also the responsibility of Bensalem United Methodist Church (BUMC) to ensure that it is in compliance with all aspects of the:

- Pennsylvania Child Protective Services Law (23 PA. C.S.A. 6301) which at the time of this writing can be found at:
<https://www.legis.state.pa.us/CFDOCS/LEGIS/LI/consCheck.cfm?txtType=HTM&ttl=23&div=00.&chpt=063.&CFID=246217912&CFTOKEN=44782272>.
- Pennsylvania Older Adults Protective Services Act which at the time of this writing can be found at:
<https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=1987&sessInd=0&smthLwInd=0&act=0079>
- Pennsylvania Adult Protective Services Act which at the time of this writing can be found at:
(<https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2010&sessInd=0&act=70>)

If the law conflicts with this policy, the law shall control.

This policy, specifically the Abuse Incident Response section, also applies to any adult 60 years of age or older who experiences abuse, neglect, or exploitation (as defined in the definitions section of this document) and reports it to the pastor, paid staff, a ministry leader, or another church attendee.

Jesus taught that, "Whoever welcomes one such child in my name welcomes me," (Mark 9:37 NRSV) and, "If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6 NRSV).

The Social Principles of the United Methodist Church state that, "...children must be protected from economic, physical, and sexual exploitation and abuse." (Par. 162(D) *2012 Book of Discipline*)

At each child's baptism, we affirm our responsibility to their safety by our congregational response, pledging:

"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." (From The Book of Worship, Baptismal Covenant, Congregational Pledge II)

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children, as well as those who are committed to ministering to them as volunteers and employees. Every 15 seconds, a child is abused or neglected. Often, abuse occurs in places where children and youth feel safe – homes, schools, camps, and even churches. In over three quarters of reported cases, the victim was related to or acquainted with the abuser.

Considering this, the Eastern Pennsylvania Conference of the United Methodist Church, and Bensalem United Methodist Church (BUMC) have seen fit to establish this policy to help:

1. Prevent such abuse from happening in our church;
2. Make our church a place where children, youth, and older adults can feel safe disclosing abuse; and
3. Protect the loyal volunteers and employees that minister to our children, youth, and older adults.

Purpose

The purpose of establishing this policy is to demonstrate Bensalem United Methodist Church's commitment to the physical safety, emotional well-being, and spiritual growth of all our children, youth, and older adults.

This document also serves to comply with the mandate of the General Conference of the United Methodist Church and the Eastern Pennsylvania Conference of the United Methodist Church for all churches to develop Safe Sanctuaries policies for the protection of children, youth, and older adults, as well as those who work with them.

This document therefore defines specific policies and procedures to:

- Protect all children, youth, and older adults who come to us,
- Protect both paid and volunteer staff from potential false allegations of abuse, and
- To limit the extent of legal liability.

This policy sets forth requirements in the areas of:

1. Staff and volunteer screening process, records storage, and training
2. Supervision of children, youth, and older adults
3. Abuse incident response, including mandatory reporting requirements

4. Recruiting Occasional Child/Youth/Older Adult Workers Using New Member Orientation
5. Computer, network, internet, and social media usage
6. Risk management rules
7. Responsibilities of various individuals and church organizations

Implementation

Unless otherwise specifically stated, it shall be the responsibility of the BUMC Simplified Accountable Structure (SAS) Leadership Board to implement this policy; to design, conduct, or inform others of nearby future training; and to ensure the ongoing effectiveness of this policy. The SAS Leadership Board is responsible for the content of this policy, which shall be reviewed annually by the Safe Sanctuaries Task Force with input from those responsible for affected ministries. The policy is required to be compliant with all local, state, and federal laws and Eastern Pennsylvania Conference policy. Once approved, the new policy replaces the previous version.

Application of Document

This policy – including reporting procedures – is mandatory for all Staff and Volunteers. Failure to comply with this policy may result in disciplinary action, up to and including termination. A copy of this policy shall be available to all staff and volunteers.

No staff person or volunteer may engage in any form of neglect, abuse, or exploitation of a child/youth/older adult.

All of those who participate in the life of this congregation and use its facilities – individuals, organizations, and groups within and outside this congregation -- are expected to respect, implement, and adhere to the provisions of this policy as a minimum.

This policy shall be shared as follows:

- A copy will be provided to the point of contact for any organization interested in the long-term rental of a BUMC facility,
- A copy of this policy shall be available to any parent, guardian or adult responsible for a child/youth/older adult attending BUMC activities,
- A copy will be available outside of the church office door opposite the mailboxes.

Building Use Agreements

For any group that is a non-ministry group of the church that enters into a building use agreement with the church and works with anyone under 18 or with older adults, that group needs to:

1. Review BUMC's safe sanctuaries policy and complete all application, training and background checks before the building can be used, and comply with the policy when using the building.

or

- 2) Provide a copy of the group's safe sanctuaries policy that meets the requirements of this policy and is reviewed and approved by the SAS Leadership Board and Pastor.

The building use agreement shall identify which option is chosen. If option 2 is selected, the group's policy must be stored with all other safe sanctuary documentation as detailed in this policy

Property Management should monitor compliance in connection with any agreement to allow outside groups to use church space or facilities. Documentation should be maintained with other safe sanctuary policy related records.

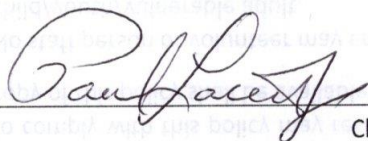
Compliance

Compliance with this policy shall be a matter of record at each annual Charge Conference.

Adoption

This Safe Sanctuaries Policy of Bensalem United Methodist Church for Protecting Children, Youth, and Vulnerable Adults is adopted by action of the SAS Leadership Board on the

15 day of May, 2025.



Chair, SAS Leadership Board



Appointed Clergy

8/5/25 reviewed and signed

Definitions

- A. A **“Child”** is anyone age 11 or under.
- B. A **“Youth”** is anyone at least 12 years of age who is still attending middle or high school.
- C. An **“Adult”** is anyone 18 years of age or older who is no longer attending high school.
- D. A **Older Adult** is a person, eighteen (18) years of age or older, who has physical or mental impairment that substantially limits one or more major life activities. (Adult Protective Services Act of 2010).
- E. An **Older Adult** is any adult 60 years of age or older.
- E. A **Staff Person** is any person employed by the Church who is responsible for overseeing organized activities of children, youth, and/or Adults. Throughout this document “Staff” will be interpreted to mean each staff person. (See Staff and Volunteer Screening Process for details)
- F. A **Volunteer** is a person, eighteen (18) years of age or older, who assists in conducting organized activities for children, youth, and/or older adults.
- G. A **“Screened Adult Volunteer”** is an adult, serving in an active or leadership role having direct contact with children, youth, or older adults who has completed the screening process. Examples include: Director(s) of Christian Education, Director of Youth Ministries, Fishing Club Leaders, Children’s Choir Director, VBS crew leaders, and Visiting Angels, to name a few. (See Staff and Volunteer Screening Process for details)
- H. An **“Adult Volunteer”** is an adult who has not completed the screening process. They can only work in a room with children, youth, or older adults with a Screened Adult Volunteer or a Staff Person. They serve in a support role, or they work on a one-time or occasional basis, and have little or no contact with children, youth, or older adults. They must, however, sign the BUMC Participation Covenant (**Appendix VI**). This includes such things as helping set up or decorate a room, attend a service, assist a Sunday School/Fishing Club Teacher, or otherwise participate in ministry for children, youth, or older adults.
- I. A **“Youth Helper”** is a youth (below age 18 or still in high school,) assisting with child or youth activities. (See section on Youth Helpers in Supervision of Activities section for details).
- J. **“Participants”** are children, youth, or older adults who are registered, enrolled, attending, or otherwise participating in an event or activity sponsored by BUMC.
- K. A **“Ministry Leader”** must be a “Screened Adult Volunteer” or a “Paid Staff” adult who works with children, youth, or older adults, and is responsible for planning and leading their respective ministry/program. Any person leading a group containing Older Adults must be 18 years of age or older.
- L. **“Child/Youth/Older Adult Abuse”**: For purposes of this Policy, child/youth/older adult abuse includes any of the following:

1. **Exploitation:** the act or process of illegally or improperly using a person or his resources for another person's profit or advantage.
 2. **Neglect:** an act or failure to act which results in the inadequate provision of care or services necessary to maintain the physical and mental health of the child/youth/older adult, and which places the child/youth/older adult in a situation which can result in serious injury, or which is life-threatening.
 3. **Abuse** means the willful infliction of physical pain or injury or mental anguish, unreasonable confinement, or the willful deprivation of services which are necessary to maintain a person's mental and physical health.
 - a. **Sexual Abuse:** Any form of sexual activity with a child/youth/older adult, whether at the Church, at home, or any other setting. The abuser may be an adult, an adolescent, or a minor.
 - b. **Emotional Abuse:** A pattern of intentional conduct which crushes a child's/youth's/ older adult's spirit, and attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.
 - c. **Physical Abuse:** Violent, non-accidental contact which can result in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns.
- M. **"Church":** The Bensalem United Methodist Church of the Eastern Pennsylvania Conference of the United Methodist Church shall throughout this document be identified as BUMC, the Church or simply "church."
- N. An **"Outside Group"** is any organization already utilizing or requesting to use church facilities, with or without a fee, for activities involving children/youth/older adults.

Staff and Volunteers

The Pastor and the SAS Leadership Board are charged with the responsibility of developing a task force for implementing and evaluating the process for the recruiting, screening, selecting, training, and supervising of non-appointive church staff and adult volunteers. (§ 258.12 2008 Book of Discipline)

All screened adult volunteers and paid staff who work with children, youth, and older adults at the church:

- Will be at least 18 years old and no longer in high school,
- Will be at least 5 years older than the oldest child/youth they will be supervising,
- Shall be members/attendees of the church for at least 6 months or have at least twenty-four months of good standing at their previous church prior to starting service.
- Will successfully complete the screening process (See Staff and Volunteer Screening Process below), and
- Must annually attend a Safe Sanctuaries Training class conducted by BUMC or another UMC in the Eastern Pennsylvania Conference.
- May not engage in any form of neglect, abuse or exploitation of a child, youth, or older adult.

Staff and Volunteer Screening Process

All applicants for employment and screened adult volunteers that will have contact with children, youth, or older adults in a manner which, under Pennsylvania law currently in force and as enacted and amended in the future from time to time, must complete the screening process outlined below **prior** to the start of service:

Paid Staff: complete **steps 1-4, 7 and 9.**

Screened Adult Volunteers: complete/comply with **steps 1, 2, 4, 6, 7 and 9.**

Adult Volunteer: complete/comply with **steps 1, 6 and 7**, the BUMC Participation Covenant (**Appendix VII**).

1. Written Application

All applicants for Paid Staff positions having contact with children, youth, or older adults must complete a written Child/Youth/Older Adult Protection Employee Application (**Appendix IA**). Potential Screened Adult Volunteers must complete a written Child/Youth/Older Adult Protection Volunteer Application (**Appendix IB**).

The written application shall include at least the following information:

- a. Name

- b. Address
- c. Phone Number (cell and/or home)
- d. Email Address
- e. Work/Volunteer History
- f. Experience and skills related to the position.
- g. Three (3) personal, non-related references.

The completed Child/Youth/Older Adult Protection Employee Application (**Appendix IA**) will be reviewed by the SAS Leadership Board. If approved, a SAS Leadership Board member will interview the applicant (see step 3).

All applicants for Volunteer positions having contact with children, youth, or older adults must complete the written Volunteer Application (**See Appendix IB**). Completed volunteer applications will be reviewed by the appropriate ministry leader.

The written application shall include at least the following information:

- a. Name
- b. Address
- c. Phone Number (cell and/or home)
- d. Email Address
- e. Highlight any experience and skills related to the position.

2. Background Checks

Criminal background checks are required for screened volunteers and paid staff, including clergy, who have supervisory program responsibility for children, youth, or older adults. These must be renewed every 5 years from the date of the first clearance.

Criminal background checks (PA criminal record background, Child Line check and FBI Clearance) will be conducted to the extent required by Pennsylvania law prior to employment/service. The purpose of these checks is to determine whether there is any record of current or historic child abuse, sexual misconduct or criminal behavior that disqualifies a candidate from working with children, youth, or older adults.

All background checks will be kept confidential. Files from background checks will be kept in a locked cabinet with other personnel files (see step 8 for additional information regarding record retention).

Screened volunteers are responsible for obtaining the necessary clearances (as detailed below) and providing the resultant paperwork to the Pastor or his/her designee for retention. Any fees for background checks for screened volunteers for BUMC will be paid for through the church budget, using a reimbursement form submitted to the church treasurer. Background checks for volunteers of other organizations are the responsibility of that organization.

Applicants for paid staff positions shall complete the Authorization and Request for Criminal Records Check Form (**Appendix IV**). Background checks will be submitted by a member of the SAS Leadership Board and shall be shared only with other members if the applicant is being proposed for employment.

Apply for Clearances Online:

Below is the current list of background checks required by the laws of the Commonwealth of Pennsylvania. **BUMC paid staff need all three clearances. Screened volunteers need the first two**, unless he/she has lived outside the state in the last 10 years, in which case the volunteer requires all three.

- Pennsylvania Child Abuse History Clearance - No fee for volunteers
<https://www.compass.state.pa.us/cwis/public/home>
- PA State Police Criminal Record Check Online - No fee for volunteers
<https://epatch.pa.gov/home>
- FBI Fingerprinting & Criminal History Report <https://uenroll.identogo.com>
Under "Enter your Service Code to get started:"
Employees enter **1KG756** Volunteers enter **1KG6Z J**

Closest places for fingerprinting:

- **Penndel Hardware** 119 Bellevue Ave, Penndel, PA 19047 Phone: 215-757-2711
An appointment is required.
- **IdentoGO** Check the Identogo website at
<https://www.identogo.com/locations> for the location closest to you.

The director, teachers, staff, and volunteers of Bensalem Christian Day School shall obtain all clearances required for their certificate of compliance by the Department of Education.

3. Interview

All applicants for paid staff positions working with children, youth, or older adults must be interviewed for suitability for the work they desire to do. Interviewers will select from the interview questions provided in (**Appendix II**) Interview Guidelines for Child/Youth/Older Adult Protection Employees. A team of interviewers may be used. Church policy and guidelines should be discussed during the interview.

The results of the interview shall be shared only with other SAS Leadership Board members if the applicant is being proposed for employment.

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4. Acceptance of Notice Requirement Form

Prior to starting employment/service, all paid staff and screened volunteers must complete the Employee and Volunteer Acceptance of Notice Requirement Form **(Appendix V)** (stating that they have been informed of and will comply with Pennsylvania law that requires them to inform the church in writing of any arrest, conviction or child abuse report that would prohibit them from working with children. (23 Pa. C.S.A. 6344.3(g)(1))

5. Reference Checks

At least two (2) of the three (3) references provided by all applicants on the employee application for employment shall be contacted and documented on the Employee Reference Check Form **(Appendix III)** by a SAS Leadership Board member. The results of the reference checks shall be shared only with other SAS Leadership Board members if the applicant is being proposed for employment.

6. Relationship with Church

All prospective volunteer workers with children, youth, or older adults shall have an active relationship with BUMC for at least six months before being allowed to be in a supervisory role in activities for children, youth, or older adults or have at least twenty-four months of good standing at their previous church (Documented by the Pastor with a letter from the previous church.) prior to starting service.

7. Participation Covenant

All paid staff and volunteers must complete the Participation Covenant **(Appendix VII)** prior to starting service.

8. Safe Sanctuaries Records

The Pastor shall keep all written records related to this safe sanctuary policy, including staff and volunteer screening records, activity attendance records, accident injury reports, and abuse incident documentation. These records shall be confidential and shall be kept in a secure location at the church, with access restricted on a need-to-know basis, to the Pastor, SAS Leadership Board Chair, and/or Ministry Lead. All files (clearances, reference checks, training attendance, training materials, letters of recommendation from prior church, etc.) shall be maintained for thirty **(30)** years after the ministry ends with the individuals. Files can be digitized and kept in a permanent online secure environment.

A volunteer checklist **(Appendix XVII)** shall be attached to the front of each staff and volunteer's file. The Pastor or his/her designee shall annually review the records to ensure they are complete, and all clearances and training are current for all screened adult volunteers and paid staff.

9. Staff and Volunteer Training

All persons who have direct contact with children/ youth/ and older adults shall participate in training as required under the laws of the Commonwealth of Pennsylvania currently in force and as enacted and amended in the future from time to time. At the time of this writing the applicable training can be found at <https://www.dhs.pa.gov/KeepKidsSafe/Pages/Trainings.aspx>.

Initial safe sanctuaries training for anyone new to working with children, youth, or older adults shall occur prior to starting work. This training at a minimum must cover reviewing and agreeing to this policy.

The Pastor and SAS Leadership Board will ensure that regularly scheduled training (**at least annually**) is either offered at BUMC or is available at a nearby church. Attendance at one of these training sessions is **required** of all paid staff members, screened adult volunteers, volunteers, and youth helpers who work consistently with children/youth/older adults.

Those working as ministry leaders are to be fully trained and fully cleared before working with any children, youth, or older adults. Assistants who are not ever placed in charge of the ministry can be in the process for training but need to have all clearances before working with children, youth, or older adults. Training must occur within the first month of working for any assistant. Evidence of this training (i.e., certificates of participation) shall be put in the screening records file of the staff member or volunteer by the Pastor or his/her designee.

Training shall include:

- the definition and recognition of abuse, exploitation, and neglect.
- BUMC's policy and procedures on child/youth/older adult safety and the reasons for having them
- the need to maintain a positive classroom environment, including appropriate discipline and age level characteristics
- the appropriate behavior for teachers and leaders of child/youth /older adult events
- incident reporting responsibilities and procedures
- the definition of appropriate interpersonal boundaries
- CPR and First Aid Training (may be included, if available).

Supervision of Children, Youth, and Older Adults

Procedures are designed to reduce the possibility of abuse or exploitation of children, youth,

and older adults, and to protect staff persons and volunteers from unfounded accusations.

Supervision Standards

The director, teachers, staff, and volunteers of Bensalem Christian Day School shall obtain all clearances required for their certificate of compliance by the Department of Education.

All other programs and ministries of the church shall use the following standards for the supervision of children.

1. General Guidelines

Whenever supervising activities involving children, youth, or older adults at BUMC:

- **Two Adult Rule:** Regardless of the size group, two non-related screened adult volunteers or paid staff members will be present in all church areas in which activities involving children/youth/older adults are taking place. This rule also applies to activities taking place away from the church facilities and when transporting children/youth/older adults.
- When it is not possible to have two adults in each classroom/church area being used, it is permissible to use an **adult “roamer”** who frequently moves in and out of rooms/ministry activities. The adult “roamer” must be a screened volunteer or paid staff member, and classroom/area doors must remain open at all times.
- No child/youth/older adult is to be left unsupervised while participating in a ministry activity/event.
- One-on-one interactions with children, youth, and/or older adults will be with an **open door** with visibility to all. Enclosed spaces, such as classrooms, shall have a viewing window, a glass panel in the door, a ½ door configuration, or an open door. Door windows will be kept free from adornment that does not allow visual access to the room.
- Gift giving should be done on a group basis. Gifts should be modest and appropriate for the occasion. Because gift giving can be a way to buy loyalty or silence, no staff or volunteer is to give gifts to only one individual child/youth/older adult.
- Any adult parent/guardian/immediate family member has the right to visit and observe the children’s/youth/ older adult’s activity, classroom, or church sponsored program at any time, on a non-interference basis.
- No person shall supervise an age group unless he/she is at least 18 years of age, or older, and is at least 5 years older than the children being supervised.
- Adult volunteers and/or paid staff members must have access to a telephone or cell phone when a group is in a remote part of the church or away from the

church facility. The church office or an authorized church representative will be given this number prior to a group's departure from church property.

- Registration forms shall be completed and maintained by the ministry lead that lists allergies, medical issues, medications, permission to use photos, etc.
- If a child/youth/older adult is injured while in the care of the church, the paid staff or screened volunteer in charge of the activity will complete an accident form (**Appendix XVI**) and will notify the parent(s)/guardian(s)/immediate family member.
- **Attendance, including paid staff and volunteers, shall be taken at every ministry activity where a child, youth, or older adult is present.** Like staff and volunteer screening records, attendance records shall be retained in a locked file cabinet by the pastor or his/her designee.

2. Supervision of Activities

a. Crib/Toddler Guidelines

- Only change a diaper with another adult present; if not possible, have the child's parent(s) called down to change the diaper.
- Children must be escorted to the bathroom, and the bathroom **must have the outside door open**. An adult may not enter the stall with the child. The child must come out to you if he/she needs help.
- If the child has an emergency which requires you to go in, call another adult to be with you or call the parent(s) down to help the child.
- When feasible, two adult volunteers shall be present, one of which is screened (see definitions). If the two are related, then there should be three adults.
- The nursery is for well children. If your child shows the following symptoms, please do not bring them to the nursery: fever, nausea, vomiting, diarrhea, common cold, excessive cough, heavy nasal discharge, unexplained rash, skin infection, eye inflammation, head lice or childhood diseases such as chicken pox, measles, covid19, etc. Children should be free from these symptoms for at least 24 hours. If the child is being treated with an antibiotic, he/she must have been on the medication a full 24 hours before coming to the nursery. Staff/Volunteers in the nursery will not administer medicine.

b. Sign-In/Sign-Out Procedures

To ensure the safety of our children/youth, **all** infants, toddlers, and preschoolers utilizing the nursery, Sunday School/Fishing Club, and children/youth participating in

activities away from the church shall be signed in and out. Only parents, guardians, grandparents, and adult siblings (18 or older) will be permitted to drop-off/pick up children in the nursery or for away activities. **(Appendix XI)**

The sign-in/sign-out sheet identifies the time child/youth was dropped off, name of adult dropping off, cell phone # for contacting adult during service/activity, any special needs child may have during time he/she is in the church's care or allergies staff/volunteers need to know about, time picked up, and name of adult picking up. Unless arranged at drop off, the same individual will be expected to sign child(ren) in and out of the nursery on a given day.

Additionally, a Child/Youth Registration/Emergency Contact Information form **(Appendix X)** for all children and youth from nursery through 12th grade shall be completed and submitted the second week of September each year. When a child enrolls at any other time during the year, the parent(s) of the new student should be asked to take the form home and return the completed form the following Sunday.

The form, "Parent/Guardian Consent and Medical Treatment Authorization" **(Appendix VIII)**, includes parental/guardian permission for children and youth to participate in programs and activities. The form shall also include emergency contact information. These forms shall be on file for each child/youth/older adult participating in church ministries and be available to paid staff and screened volunteers in case of an emergency.

c. Youth Guidelines

- At least one screened adult should be present in each classroom/area being used, with a "roamer" checking all classrooms/areas every 15 minutes.
- There will be at least **two adults, one of which is screened**, present for all trips, events, retreats, and other meetings that occur at times other than regular services or Sunday School.
- There will be at least one screened adult for each gender present at co-ed events. At single-gender overnight events, at least one of the two adults must be screened and at least one shall be of the same gender as the youth.

d. Youth Helpers

All youth helpers shall be at least 12 years of age, involved with the church for at least six months, complete Safe Sanctuaries training, be under supervision of a screened volunteer or paid staff member, sign Youth Helper Covenant **(Appendix XIII)** and have parental consent.

e. Playground Safety

Children and youth participating in teacher/leader sanctioned playground activity time shall be consistently monitored by no less than 2 adult volunteers. At least one volunteer must be a screened volunteer. One volunteer must have a cell phone for **emergencies only** (no personal socializing).

When parents/guardians give their children/youth permission to go to the church playground area, it is the parents'/guardians' responsibility to consistently supervise the playground activity. Children/Youth are never to be left alone on the church playground.

3. Online Standards:

During times of swift change that are unprecedented, it can be easy to forget standing policies and procedures when working with children, youth, or older adults, as they may be overlooked when someone offers help in virtual space. These guidelines are not meant to prevent virtual ministry from happening, but to ensure that ministry occurs in safe ways in the virtual world.

The current policies and procedures as outlined here are relevant for any physical distancing requirements or virtual ministry activities or events. ALL people using the church computers or doing virtual meetings, must also read and sign **Appendix XVIII Computer, Network, Internet, and Social Media Policy**.

- a. The two-adult rule applies to online activities so that there is NEVER one-on-one contact. Online meetings require two adults, not from the same family, and then allow youth to join.
- b. All selection, screening, and training policies still apply. Online discussion is no different than a face-to-face meeting. Volunteers need to be screened and trained before taking on leadership roles.
- c. Use "ministry-based" on-line platform accounts instead of personal accounts (ex. the Buzz@bensalemumc.org). This means the local church should own an on-line account with access by several church leaders and/or staff so there is accountability of meetings.
- d. Communicate a basic schedule with parents and youth including times and links to access the meeting. This way everyone knows what is going on. With children under sixth grade, syllabus and activities should be shared with parents or caretakers prior to online meetings so everyone is transparent as to what is occurring. For children sixth through twelfth grade, leaders should provide parents and caretakers with the same outlines of meetings and topics that are typical for your youth group with more transparency being utilized than less.
- e. Leaders of virtual groups should be five years (or more) older than the group they are leading, just as for in-person meetings.

- f. All online conversations should follow the same covenants and guidelines what apply to in-person gatherings.
- g. Document meeting attendance just as you would take attendance in-person.
- h. If your current release forms do not give you permission for picture/video sharing either get them updated or do not share pictures/videos of virtual meetings. This includes tagging your youth in the virtual environment. If you do not have permission, do not post and tag them.

4. Discipline

Discipline should always be constructive and reflect Christian values. No child/youth/older adult should ever be subjected to physical punishment, verbal abuse, or threats. The preschool will abide by the school's approved discipline procedures.

5. Counseling Guidelines

One-on-one interactions are sometimes necessary and appropriate, but care must be taken that they are conducted in an environment that provides visibility by other adults. Another adult is to have knowledge of where the interaction is taking place and with whom the adult is meeting. Those having confidential discussions with a staff member or screened volunteer should be told they are free to discuss any aspects of the discussion with a parent or other adult. All incidents of suspected abuse and neglect revealed during the discussion shall be reported in accordance with the Mandatory Reporting Requirements section of this document.

6. Transportation Guidelines

Whenever BUMC transports children, youth, and/or older adults away from the church campus:

- All children/youth/older adults who attend trips MUST have a permission slip for that trip that is signed by a parent, or guardian, as well as a Parent/Guardian Consent and Medical Treatment Authorization form (**Appendix VIII**) on file.
- No youth should drive to/from off-site events, nor should they have youth other than family members in the car with them at any time.
- Adults should never transport a child/youth and/or older adult by themselves unless it is their own child, youth, or family member.
- Drivers must be known to the designated adult leader of the event and possess a valid driver's license and auto insurance.
- Drivers must insist that a seatbelt, appropriate toddler, or car seat (as required by Pennsylvania law) be used/worn, and the number of passengers may not exceed the number of seat belts.

- Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.
- Drivers should not send text messages while driving. Drivers should use cell phones via hands-free connection , otherwise the driver is a pullover and stop before making or receiving a call.

7. Trip and Retreat Supervision

- There will be at least two unrelated, screened adults present for all trips, retreats, and other events where the children/youth/older adults gather overnight at or away from the church facilities.
- There will be at least one screened adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present shall be of the same gender as the children/youth/older adults.
- The person in charge of trips, overnight trips, or retreats shall carry with them permission slips, including permission for emergency medical care and prescription drug handling. **(Appendix VIII)**
- There must be access to a phone or cell phone when a group is away from the church. The church office or an authorized church representative will be given this number **prior to departure**. Parents/Guardians will be reminded to let their emergency contact be aware of the outing so that they can be on stand-by.
- Female staff/volunteers will supervise female children/youth/older adults in their sleeping quarters and male staff/volunteers will supervise male children/youth/older adults.
- Staff/Volunteers are prohibited from sleeping in the same bed, sleeping bag, tent, or room with children, youth, or older adult, unless the child/youth/older adult is an immediate family member of the adult.
- When children/youth/older adults are participating in an event held in one open space, such as the church gym or camp lodge, multiple adults may sleep in the same space, provided that at least two screened adults are always present.
- If the outing involves a swimming pool or deep bodies of water, a certified lifeguard should be present onsite or accompany the group. If a certified lifeguard is not available, at least one adult who is certified in CPR must accompany the group.

8. Reporting Accidents and Injuries

Despite best efforts, accidents, medical emergencies, and injuries do occur. When an accident, medical emergency or injury occurs while on church grounds or during a sponsored trip, staff/volunteers should use their best judgement to tend to the child's/youth's/older adult's needs. After a child, youth, or older adult is treated, assuming the injury is minor, or while waiting for medical personnel to arrive, if the incident requires immediate medical attention, the Accident Injury Report (**Appendix XVI**) should be completed by the staff member. Staff/Volunteers shall notify parents/guardians/immediate family members as soon as possible.

A copy of this report shall be supplied to arriving medical personnel as needed. Also, a copy of the completed report shall be given to the SAS Leadership Board Chairperson for delivery to our insurance company representative, if appropriate. The original completed form shall be given to the pastor to be kept on file in the Safe Sanctuaries locked file cabinet.

Abuse Incident Response

1. Mandatory Reporting Requirements

Remember the following: EVERYONE is a mandated reporter and has a **legal** responsibility under the law to make a report directly to the appropriate public officials any time they have reasonable cause to suspect abuse has occurred. Failure to comply with this requirement may result in disciplinary action and can lead to civil and/or criminal penalties for the employee or volunteer!

The volunteer or pastoral response is NOT an investigation of the alleged abuse. The investigation is the responsibility of public officials (child welfare and/or law enforcement). In all cases of reported abuse, there shall be cooperation with all official investigating agencies.

If a suspected incident of abuse, exploitation or neglect occurs at or is revealed to a volunteer/paid staff person at a BUMC sponsored activity, the adult in charge of the activity will have the following responsibilities:

- Immediately ensure the safety of the child/ youth/older adult.
- Call the church pastor, program leader, or designee. If the pastor is suspected to be involved in the abuse, exploitation or neglect, the volunteer/paid staff person shall report by calling **Pennsylvania's Childline (1-800-932-0313)**, **Adult Protective Services Hotline (1-800-490-8505)** or the **local police (911)** and report to the SAS Leadership Board Chair, who shall be responsible for notifying the district superintendent.
- Notify the parent(s)/guardian/responsible family member of the victim. Steps shall be taken to address the safety and well-being of the child/youth/older adult until the parent(s)/guardian/responsible family member arrives. Note: if one or

both parents IS the alleged abuser, follow the advice of authorities concerning notification of others.

- Report suspected incidents of abuse, exploitation, or neglect of a child/youth by calling Pennsylvania's **Childline (1-800-932-0313)** or the **local police (911)**.
- Suspected incidents of abuse, exploitation or neglect of a older adult or older adult shall be reported to the **Adult Protective Services hotline at 1-800-490-8505** and to the pastor, who shall notify the appropriate district superintendent. If the pastor is suspected to be involved in the abuse, exploitation or neglect, the volunteer/paid staff person shall report to the Adult Protective Services hotline and report to the SAS Leadership Board Chair, who shall be responsible for notifying the district superintendent.
- Fill out an **abuse incident report** within 48 hours. (**Appendix IX**) and, when appropriate, Form CY 47 (**Appendix IXA**)
- The incident reporter should not undertake an investigation of the incident themselves. This is the role of the protective agencies to which the incident is reported. However, in all reported incidents, the incident reporter shall cooperate with all official investigating agencies.

If a suspected incident of abuse, exploitation or neglect occurs with any individual 60 years of age or older, follow the same reporting procedures outlined in the paragraphs above. In those cases where ministry is occurring and there is increased risk of abuse, neglect, or exploitation of an individual 60 years of age or older, church leaders should use this policy to help mitigate that risk.

The Pastor will have the following responsibilities:

- The District Superintendent shall be notified if the alleged perpetrator is a staff person or volunteer of the church. (**Appendix XIX**)

If a member of the clergy becomes aware of suspected child abuse as a result of confidential communication which is protected under 42 PA C.S. 5943 (relating to confidential communications to clergy), the conference legal counsel must immediately be consulted. (**Appendix XIX**)

2. Response to Victim

In the instance of any allegation of abuse, there shall be a reaching out to the victim and the victim's family. Pastoral resources shall be extended, and the conference **I-Care Team (Appendix XIX)** can be contacted to assist in providing this service. The care and safety of the victim shall be the priority. Response to the victim and the victim's family shall be done in a positive and supportive manner.

3. Response to Perpetrator

In the instance of an allegation of abuse there shall be a reaching out by the pastor to the alleged perpetrator and the perpetrator's family. Pastoral resources shall be extended, and the conference **I-Care Team (Appendix XIX)** can be contacted to assist in providing this service. Response to the alleged perpetrator and the perpetrator's family shall be done in a supportive way.

The alleged perpetrator shall immediately, yet with dignity and respect for their sacred worth, be removed from further involvement with children and advised that there has been an allegation of abuse. Details of the allegation of the abuse **shall NOT** be discussed with the alleged perpetrator at the time of removal. In any removal of a staff member or volunteer from any activity/ministry, care shall be taken to handle the removal in a discreet manner.

When it has been alleged that a member of the church staff or a volunteer has committed an act of abuse, the staff member or volunteer shall be required to refrain from all ministry activities/events with children/youth/older adults until the incident has been fully resolved by the appropriate state authorities and/or in accordance with the Book of Discipline.

At that time, a meeting shall be held with the employee or volunteer to discuss the incident(s) that led to the report being made. Even if the public agency determines the report to be unfounded, the church has the right to prohibit the volunteer or employee from resuming work in ministries with children/ youth/ older adults based on the facts and circumstances available at that time.

4. Response to the Media

In consultation with the presiding bishop, the district superintendent, the Conference Director of Communications, and pastor shall decide on a single spokesperson for contact with the public/media. All media requests for statements shall be directed to the spokesperson.

Recruiting Occasional Child/Youth/Older Adult Workers Using New Member Orientation

How can Bensalem United Methodist Church maintain its commitment to preventing child abuse, including a thorough screening of all workers with children/youth/older adults, and still have enough flexibility to recruit last minute help? One possibility is to create a bank of potential occasional volunteers by introducing the church's policies and procedures to new members at their initial membership orientation:

- A "New Membership Form" (**Appendix VI**) can be used
- An explanation that each new member will be asked to fill out the "New Membership Form" before he or she is invited to volunteer as a worker with children/youth/older adults

- Showing the new member where he/she can access the church's Safe Sanctuaries Policy or signing out a copy for him or her to peruse.
- A "Participation Covenant" (**Appendix VII**) can be signed, stating that in the event the member is recruited to work with children/youth/older adults, he or she agrees to follow the procedures for the prevention of child abuse.

By providing these things to each new member, you are giving him or her the opportunity to inform the church of his or her desire to work with children, youth, or older adults. You are also giving the new member the opportunity to learn the church's policies and to either cooperate with them or decide not to volunteer with children/youth/older adults.

Computer, Network, Internet, and Social Media Usage Policy

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk, and the church is not responsible for material viewed or downloaded by users from the internet. To minimize these risks, your use of the Internet at the Church is governed by the following policy:

Permitted Use of Internet and Church Computer Network

The computer network is the property of Bensalem United Methodist Church to be used for legitimate church/ ministry purposes. The Church will decide what are legitimate business and ministry purposes. Users are provided access to the computer network to assist them in the performance of their jobs or for participation in their ministries. If Users access the internet for personal reasons, such use shall be governed by the restrictions detailed below. All Users have a responsibility to use the Church's computer resources and the internet in a professional, lawful, and ethical manner. Abuse of the computer, network or internet may result in disciplinary action and civil and/or criminal liability.

Computer Network Use Limitations

1. Prohibited Uses

The church's computer network may not be used to disseminate, view, or store pornographic text or images, or any other unauthorized materials. Users may not use the Church's internet connection for the purposes of gaming or entertainment. Additionally, you may not use the computer network to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify BUMC Technology Contact (see Appendix XX) immediately.

2. Illegal Copying

Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, photos, music, documents, messages, and other material you wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining written permission of the BUMC Technology Contact

(see Appendix XX) or it is within the understood prerogative of their assigned role and responsibilities at the church.

3. Communication of Confidential and/or Personal Member Information

Unless expressly authorized to do so, Users are prohibited from sending, transmitting, or otherwise distributing confidential and/or personal member information, data or other confidential information belonging to the Church. Unauthorized dissemination of such material may result in disciplinary action as well as civil and criminal penalties under state and federal laws.

Duty Not to Waste Computer Resources

1. Accessing the Internet

To ensure security and avoid the spread of viruses, Users accessing the internet through a computer attached to the Church's network must do so through an internet firewall or other security device. Bypassing the Church's computer network security by accessing the internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the Church's network.

2. System Passwords

Unless expressly authorized to do so, users are prohibited from sharing or distributing passwords to the church's network, computers, or internet accounts.

3. Frivolous use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, any of the following: sending unauthorized mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing unauthorized streaming audio and/or video files or otherwise creating unnecessary loads on network traffic.

4. Virus detection

Files obtained from sources outside the Church, including storage devices brought from home; files downloaded from the Internet, newsgroups, bulletin boards or other online services; files attached to e-mail; and files provided by other users or vendors may contain dangerous computer viruses which may damage the Church's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders or use storage devices from non-Church sources without first scanning the material with Church-approved virus checking software. If you suspect

that a virus has been introduced into the Church's network, notify BUMC Technology Contact (see Appendix XX) immediately.

No Expectation of Privacy

Users are given access to computers and internet access to assist them in the performance of their jobs. Users should have no expectation of privacy in anything they create, store, send or receive using the Church's computer equipment. The computer network is the property of Bensalem United Methodist Church and may be used only for Church purposes. Provisions shall be made to protect confidential communications between the pastor and members and constituents.

1. Waiver of Privacy Rights

Users expressly waive any right of privacy in anything the User creates, stores, sends, or receives using the Church's computer equipment or internet access. The User consents to allow any authorized Church personnel access to and review of all materials created, stored, sent, or received by the User through any Church network or Church Internet connection.

2. Monitoring of Computer and Internet Usage

The Church has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring internet sites visited by Users, monitoring chat and newsgroups, and monitoring file downloads and all communications sent and received by Users.

3. Blocking Sites with Inappropriate Content

The Church has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Social Media Policy

Incredible ministry can take place using modern technology but, as with all forms of ministry, there are inherent risks involved with the use of electronic communications. Following these procedures can minimize those risks, and adults working with children, youth, or older adults will be instructed in their use.

1. Obtain Permission from a Parent or Guardian

In addition to general permission to participate in a church ministry, adults working with children, youth, or older adults **must** obtain written parental permission in advance before:

- Posting photos and videos of participants on any church website or social media, or sharing photos and videos in any way, including but not limited to email, text message and messaging apps.
- Sharing any participant's full name or contact information.

2. Guidelines for Communication with Children, Youth, and Older Adults

- If communicating by email, place email addresses in the BCC (blind carbon copy) field so recipients see only their own address when a message is received.
- All information will be delivered as a group or with a parent copied. There will be no one-on-one conversation between an adult and a child, youth, or older adult.
- Conduct all communication in a professional manner.
- If a child, youth, or older adult shares an individual communication with an adult, the adult should preserve the communication so it can be reviewed later, should the need arise.

3. Safety Measures for Using Social Media

- Set privacy settings to limit who can see your profile. If you need guidance, discuss with the BUMC Technology Contact (see Appendix XX).
- Do not submit a "friend request" to a child, youth, or older adult; do not accept a "friend request" from a child, youth, or older adult.
- Avoid relationships with children, youth, or older adults via social networking sites, unless an actual relationship (ministry, family friendship, etc.) already exists.
- Do not post anything on social media that you would not publish in a church bulletin or newsletter.
- Educate children, youth, and older adults about these guidelines, and encourage them to follow them.

4. Safety Measures for Sharing Photos Electronically

- Obtain permission to use photos.
- Refrain from using names or other identifying information.
- On social media, tag only adults.

5. Administration of Official Church Social Media

- Social media accounts or groups will have at least two unrelated administrators who are church leaders or adult volunteers engaged in the ministry.

- Social media will be monitored frequently to allow for quick responses in the event urgent or crisis concerns are posted.
- Examine photos for older/compromising situations and make sure they uphold your mission.
- Any inappropriate material posted to church social media or groups will be deleted and addressed.

6. Social Media Comment Policy

BUMC Uses Facebook as an extension of our ministry. Its use is guided by three rules:

- Do No Harm - Each of us is a beloved child of God and should be treated as such even when we disagree.
- Do Good – As we are called to love God, we are also called to love our neighbor.
- Stay in Love with God – Our words should reflect our love for God and one another and should positively impact the world.

The following text should be posted to any church social media site:

We welcome comments on many of the posts on this site. To encourage respectful dialogue, we ask that you follow the guidelines below when commenting:

- Stay on topic and be concise.
- Be respectful. Dialogue and peaceful debate are welcome; comments containing personal attacks, off-topic remarks, and/or abusive language against individuals are not welcome.
- Be truthful AND open to other viewpoints.
- Think before you post. If you have any reservations, it is better to be safe than sorry.
- Do not include links to other sites in comments.

We retain the discretion to determine which comments violate our comment policy. We also reserve the right to remove any comments which violate our comment policy and to block aggressive users.

Risk Management Rules

1. Bensalem Christian Day School (BCDS) Policies

- The Bensalem Christian Day School must have detailed, program specific, employee handbooks and security policies that are compliant with all applicable local, state, and federal laws.
- The director, teachers, staff, and volunteers of BCDS shall conscientiously follow the school's handbooks and security policies.

2. Vacation Bible School

- VBS requires numerous volunteers for just one week out of the year. An effort will be made to involve as many experienced Adult Volunteers and Youth Helpers as possible. They will report to at least one "roamer" or Screened Adult Volunteer in each class/group.
- In addition, a one-time orientation or training for VBS helpers will be provided prior to the week of VBS.
- As a part of this training, a segment will be devoted to Safe Sanctuaries overall safety guidelines.

3. Outside Groups

- Organizations and individuals requesting use of church facilities for private functions involving children/youth/older adults will be provided with a copy of this policy and required to sign an Outside Group Covenant (**Appendix XIV**) and abide by its requirements.
- If the outside group signing representative changes, this must be reported within 10 days to the BUMC Outside Group Contact (see **Appendix XX**) and a new representative must sign the form.

Responsibilities

1. SAS Leadership Board

- Will act as the primary reviewer of the Safe Sanctuaries Policy and is responsible for its implementation.
- Will ensure that there is a screening process (application forms, interviews, reference, and criminal background checks, etc.) for all paid staff.
- Will perform (but does not pay for) criminal background checks on all prospective employees.
- Will update background checks, records, and training requirements for all paid staff.
- Will conduct or inform others of nearby future training to ensure the ongoing effectiveness of this policy.
- Will maintain liability insurance adequate to protect Bensalem United Methodist Church, including cases of abuse.
- Will annually review and revise this policy, as required, to be compliant with all local, state, and federal laws and Eastern Pennsylvania Conference policy. **(See Appendix XVII)**
- Will ensure that there is a screening process (criminal background checks, signed Participation Covenants, current training, etc.) for all Screened Adult Volunteers.
- Will ensure that criminal background checks are done by all Screened Adult Volunteers.
- Will update requirements for all Screened Adult Volunteers.

2. Property Management Team

- Will request, from outside groups using the church for a single event, documentation of liability insurance and a safety policy that protects children, youth, and older adults.
- Will ensure that any non-ministry group of the church that enters into a building use agreement with the church and works with anyone under 18 or with older adults, that group:
 - 1) Reviews BUMC's safe sanctuaries policy and completes all applications, training and background checks before the building can be used and complies with the policy when using the building.

or

2) Provides a copy of the group's safe sanctuaries policy that meets the requirements of this policy and is reviewed and approved by the SAS Leadership Board and Pastor.

- Will ensure that the building use agreement identifies the chosen option. If option 2, the group's policy must be given to the Pastor or his/her designee to be stored with other safe sanctuary documentation as detailed in this policy
- Shall monitor compliance in connection with any agreement to allow outside groups to use church space/facilities. Documentation should be stored with other safe sanctuary policy related records.

3. Pastor (or his/her designee)

- Will be the keeper of all documents to ensure that confidentiality is paramount.
 - Staff and screened volunteer criminal background checks and reference check records
 - Incident Reports
 - Allegations of abuse or harassment reports and investigations
 - Insurance claim records and correspondence
 - Instructions and documents from law enforcement/Child Protective Services
 - Litigation files and documents
- Will ensure that all documents are kept at the church in a locked file.
- Will retain all documents in accordance with this policy

4. Safe Sanctuaries Task Force

- Will include at a minimum the Pastor, Director of Youth Ministries, Director(s) of Christian Education, a representative from the SAS Leadership Board, and Nursery Paid Staff (if applicable). **(See Appendix XIX)**
- Will review the Safe Sanctuaries Policy annually and recommend revisions to the SAS Leadership Board for final approval. **(Appendix XVII)**
- Will plan and implement (with SAS Leadership Board) an annual orientation for staff and volunteers on updated policy and procedures or inform everyone of nearby churches offering training.
- Will annually update the Church Emergency Contact Information. **(Appendix XX)**

Further Resources

The Book of Resolutions of The United Methodist Church: Reducing the Risk of Child Sexual Abuse in the Church (<https://www.umc.org/en/content/book-of-resolutions-reducing-the-risk-of-child-sexual-abuse-in-the-church>) (“God calls us to make our congregations safe places, protecting children **and other older persons** from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.”)

Pennsylvania Child Protective Services Law (23 PA. C.S.A. 6301)

<https://www.legis.state.pa.us/CFDOCS/LEGIS/LI/consCheck.cfm?txtType=HTM&ttl=23&div=00.&chpt=063.&CFID=246217912&CFTOKEN=44782272>.

Pennsylvania Older Adults Protective Services Act

<https://www.legis.state.pa.us/cfdocs/Legis/LI/uconsCheck.cfm?txtType=HTM&yr=1987&sessInd=0&smthLwInd=0&act=0079>

Pennsylvania Adult Protective Services Act

(<https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2010&sessInd=0&act=70>)

Conclusion

Bensalem United Methodist Church, in all of our ministries with children, youth, and older adults, is committed to demonstrating the love of Jesus Christ so that each child, youth, and older adult will be "surrounded by steadfast love...established in the faith and confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, United Methodist Book of Worship, p.96).

APPENDIX IA

CHILD/YOUTH/OLDER ADULT PROTECTION EMPLOYEE APPLICATION

Full Name: _____

Home Address: _____

Daytime Phone: _____ Evening Phone: _____

Occupation: _____

Employer: _____

Current Job Responsibilities: _____

Previous Experience with Children/Youth/Older Adults: _____

Special Interests, Hobbies, Skills: _____

Availability to Work? (Check One or More) Days: _____ Evenings: _____ Weekends: _____

Can You Make a One-Year Commitment? Yes or No

Do You Have Your Own Transportation? Yes or No

Do You Have a Valid Driver's License? Yes or No; If Yes, please provide your license

number: _____ Initial here that we have your permission to check and obtain a report

of your driving record and to share that information with those people who will act on this

application? Yes or No _____ Initials _____ Date initialed: _____

Why Do You Want to Work with Children/Youth/Older Adults? _____

What Gifts, Education, Training, or Interests Do You Have That Would Help You Work with
Children/Youth/Older Adults? _____

What are your views on appropriate ways to discipline? _____

Have you ever been charged with, convicted of, or pleaded guilty to a crime, either a
misdemeanor or a felony (including but not limited to alcohol or drug-related charges, child
abuse or other crimes of violence, theft, or serious motor vehicle violations)? Yes or No

If Yes, please explain: _____

Have you ever had to deal with a child abuse situation in any way? Yes or No

If Yes, please explain: _____

If Yes, what was your role? : _____

REFERENCES

Please list three personal references (i.e., people not related to you by blood or marriage) and provide a complete address and phone number for each.

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Do we have your permission to contact these references, as well as anyone else, in order to obtain information about you for the purpose of considering you for a position working with children and/or youth? Yes or No

Do we have your permission to share this information with those persons who will participate in acting on this Application? Yes or No Date: _____

APPENDIX IB
CHILD/YOUTH/OLDER ADULT PROTECTION VOLUNTEER APPLICATION

Full Name: _____

Home Address: _____

Daytime Phone: _____ Evening Phone: _____

Do You Have Any Previous Experience with Children, Youth, or Older Adults: _____

Do You Have Any Hobbies, Education, Training, or Interests That Would Help You Work with
Children, Youth, or Older Adults? _____

APPENDIX II

INTERVIEW GUIDELINES FOR CHILD/YOUTH/OLDER ADULT PROTECTION EMPLOYEES

There are several interview questions that can help in determining the motives behind why people want to work with children. Other questions can help to identify traits often found in child abusers. By asking questions, keeping notes, and sharing your concerns and thoughts with other interviewers you may be able to screen out potential abusers in the initial stages of the pre-employment process.

- **Tell me about yourself.** This begins the interview with less threatening, open-ended questions. It allows the candidate to have some control over what he/she shares. Candidate will often reveal information in response to this question that you could not/would not think to ask.
- **Summarize your employment history.** Look for frequent moves, gaps in employment, and reasons for termination.
- **Tell me about your experiences with children.** Have you worked or volunteered for other child/youth serving organizations? Watch for adults whose lives seem to revolve around spending time with children.
- **Share with me a favorite family memory.** Adults raised in abusive households may have issues with which they have not dealt. Many abusers were abused as children.
- **What strengths do you bring to this job?**
- **Why do you want to work with children/youth?** Once again, watch the candidate who is too child focused or those who want to work with children because they are "pure", "innocent", "trusting", "non-judgmental", "clean", etc. Adults should want to work with children because they have something to offer children. Beware of the adult who wants to work with children because children meet his/her adult needs for control, love, or affection.
- **What do you do in your spare (leisure) time?** What are your hobbies or interests? Watch for those who prefer to spend their free time with children and those whose hobbies are more appealing to children than they are to most adults (i.e., video games, photography, models, magic, etc.).
- **What age children/youth do you prefer to work with?** Child sexual abusers generally have a specific age they prefer. Does the candidate indicate a preference for sex, age, certain traits?
- **Do you have any reservations about working with children of different ages?** Same as above.
- **Do you think there are reasons to treat boys and girls differently?** Listen closely to his/her reasons or rationale. Does it feel right?

- **How were you disciplined as a child?** How did you feel about this way? Watch for families that use physical punishment as a method to resolve problems. Does the candidate have unresolved issues related to his/her upbringing or does he/she condone this type of discipline?
- **What do you consider acceptable discipline?** Watch for the adult who needs to control or those with positive attitudes toward corporal punishment. Listen for signs that the candidate may use psychological abuse to punish. Does his/her response indicate that he/she lacks respect for the thoughts and feelings of children/youth?
- **How do you tend to deal with stress?** Does the candidate recognize when he/she is under stress? Does he/she have a plan for dealing with it? Is it acceptable? What makes you angry? How do you deal with anger? Same as above.
- **If you saw an adult, one you liked and respected, strike a child, what would you do?** Make sure the candidate plans to tell a supervisor.
- **Have you ever been reprimanded at work? For what?** Was the reprimand related to your ability to deal with children/youth?
- **Who are your best friends?** Adults' best friends should be other adults.
- **Do you relate better with adults or with children/youth? Why?** Be cautious of anyone who relates better to children/youth than adults.
- **How would you react to any accusation of child abuse?** Watch for a comfort level, a reasonable response, a panic look, a carefully thought-out manipulative response.
- **What would you do if a child/youth told you a secret?** Make sure the candidate does not make a promise not to tell.
- **What would you do if a child/youth asked you a question about sex?** Is the candidate comfortable with the topic? Do they share only what the child/youth is asking?
- **Ask other "what if" questions.** Watch for candidate responses consistent with your philosophy, who asks other staff for help and support; one who is a team player. Note how quickly they resort to punitive punishment and how realistic or honest the responses are. Ask other interview questions pertinent to the position you are interviewing for. Be cautious of candidates who seem overly anxious to be hired, those who seem "too smooth" and those who try to take over the interview.

APPENDIX III

REFERENCE CHECK FORM

Applicant name: _____

Reference name: _____

What is your relationship with the applicant? _____

How long have you known the applicant? _____

How well do you know the applicant? _____

Describe the applicant?

Describe applicant's ability to relate to children/youth/older adults?

Describe applicant's leadership abilities?

Describe applicant's ability to relate to adults?

How would you feel about having the applicant work with your child/youth/older adult?

Do you know of any characteristics that would negatively affect the applicant's ability to work with children/youth/older adults? If so, please describe.

Do you have any knowledge that the applicant has ever been charged with or convicted of a crime? If so, please describe. _____

Please list the names of other people you feel it would be beneficial for us to contact before deciding whether the applicant should work with children/youth/older adults and please provide contact information for them. _____

Please list any other comments you would like to make:

Reference inquiry completed by: _____

Signature _____ Date _____

Thank you very much for your response!

**Please return this form to: Bensalem United Methodist Church, 4300 Hulmeville Road,
Bensalem, Pa 19020; Attention: SPRC SAS Leadership Board Chair**

APPENDIX IV**AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**

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

I release any and all law enforcement departments, agencies, and their employees from all liability that may result from any such disclosure made in response to this request.

I also give my permission for this information to be shared with those people who will participate in making decisions with respect to my application.

You are authorized to rely upon a photocopy or fax copy of this document.

Signature of Applicant: _____

Date: _____ Print applicant's full name: _____

Print other names used by applicant (if any):

Date of birth: _____ Place of birth: _____

Social Security number: _____

Driver's license number: _____

State in which license was issued: _____

License expiration date: _____

Request sent to: _____

Name: _____

Address: _____

Phone: _____

APPENDIX V

EMPLOYEE AND VOLUNTEER ACCEPTANCE OF NOTICE REQUIREMENT FORM

As a condition of employment or volunteer service involving direct contact with children, youth, or older adults at Bensalem United Methodist Church, the undersigned hereby acknowledges receipt of this notice and agrees as follows:

- I swear or affirm that I have not been convicted of any offence as listed under the Pennsylvania Child Protective Services Law or under any State or Federal law or laws in any foreign country, District of Columbia, possession or territory of the United States, or the Commonwealth of Puerto Rico, or a former law of the Commonwealth of Pennsylvania.
- I swear or affirm that I have not been convicted of any offence that would disqualify me from employment at a facility under the Older Adults Protective Services Act (<https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1987&sessInd=0&smthLwInd=0&act=79&chpt=5&sctn=3&subsctn=0>). Note: this list differs from the list of disqualifying offenses for those who work with children and youth. Both lists need to be checked for individuals working with both groups.
- I swear or affirm the absence of such conviction as a condition to serve as a volunteer or employee having direct contact with children, youth, or older adults.
- **Should I, after the date of employment or start of volunteer service, be arrested or convicted of an offense that would have constituted grounds for denying employment or service as a volunteer; or if I am named as perpetrator in a founded or indicted report, I HAVE AN IMMEDIATE DUTY TO PROVIDE WRITTEN NOTICE OF SUCH OCCURRENCE.**
- **The written notice shall be directed to the Pastor of Bensalem United Methodist Church within seventy-two (72) hours of the arrest, conviction, or listing as a perpetrator in the statewide data base.**
- Willful non-compliance with this notice requirement is a Pennsylvania State criminal violation and I may be subject to discipline up to and including termination of employment or volunteer service.

By the execution hereof, the undersigned acknowledges the receipt of a copy of this notice and agrees to comply with the notice provision described above on the _____ day of _____, 20____.

Employee/Volunteer Name (printed)

Witness Name (printed)

Employee/Volunteer Signature

Witness Signature

**APPENDIX VI
BENSALEM UNITED METHODIST CHURCH
NEW MEMBER FORM**

Name _____

Address _____

Phone _____

Church Membership during the past 3-5 years

Any Volunteer Work Done in Previous Churches/Community

Areas of Service that Interest You at Bensalem United Methodist Church

APPENDIX VII

BUMC PARTICIPATION COVENANT

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

All paid staff and adult volunteers involved with children/youth/older adults of our church:

- shall complete this Participation Covenant prior to starting service.
- should have been active participants of the congregation for at least six months before beginning a volunteer assignment.
- shall always abide by the Safe Sanctuaries Policy.
- shall attend training at least once per year to stay informed of church policies and state laws regarding child abuse.
- shall **immediately report to their supervisor any behavior that seems abusive or inappropriate.**

No adult convicted of child abuse shall work with children/youth in any church sponsored activity.

No adult convicted of an offense that would disqualify them from employment at a facility under the Older Adults Protective Services Act

(<https://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1987&sessInd=0&smthLwInId=0&act=79&chpt=5&sctn=3&subsctn=0>) shall work with older adults in any church sponsored activity.

Two Adult Rule: Two non-related screened adult volunteers or paid staff must be present in all church areas in which activities involving children/youth/older adults are taking place. One may be a screened adult "roamer."

Please respond to the following statements:

I agree to observe and abide by all church policies regarding working in ministries with children/youth /older adults.

____ Yes No ____

I agree to adhere to the "Two-Adult Rule."

____ Yes No ____

I have read this Participation Covenant & agree to abide by the policies set forth above.

____ Yes No ____

Signature: _____

Date: _____

APPENDIX VIII

PARENT/GUARDIAN CONSENT AND MEDICAL TREATMENT AUTHORIZATION

Name of child/youth: _____ Grade: _____ Age: _____

Address: _____
Street/Apt Number City Zip code

Daytime Phone Number: _____ Evening Phone Number: _____

As the parent or legal guardian of: _____
Child/Youth's Name

I understand that my child/youth will be participating in activities during calendar year _____, which carry with them a certain degree of risk. Examples are swimming, boating, skating, hiking, camping, field trips, sports, and other activities which the church may offer.

I consent for my child/youth to participate in these activities.

____ I represent that my child/youth is physically fit and has the necessary skills to safely participate in these activities.

_____ I represent that my child/youth has restrictions on the following activities:

____ I also understand and give consent for my child/youth to travel to and from these events in transportation provided by volunteer drivers.

(Over for Medical Treatment Authorization)

MEDICAL TREATMENT AUTHORIZATION

It is my understanding that someone from the Church will attempt to notify me in case of a medical emergency involving my child/youth.

If the church cannot reach me, then I authorize the church to consult a doctor or health-care professional, and I give my permission to the doctor or other health-care professional, to provide the medical services he or she may deem necessary.

I will pay for any medical expenses so incurred.

I will notify the church if there are any health considerations that would prevent my child/youth's participation in any of the activities listed above.

Allergies or other health considerations: (Attach a separate sheet if necessary)

Prescription drug/medication handling instructions for the activity/trip:

Insurance Company: _____ Policy/Group # _____

Signature of Parent or Guardian: _____

(Witness) **or** (Notary Stamp/Seal, Date and Signature...optional):

APPENDIX IX

CHILD/YOUTH/OLDER ADULT/OLDER ADULT ABUSE INCIDENT REPORT FORM

Reason for report: _____

Date-of-incident: _____ Time: _____

Place of incident: _____

Name of reporter: _____ Title: _____

Name(s) and Age(s) of Child(ren)/Youth/Older Adults: _____

Briefly describe what happened: _____

Were there any witnesses? Yes or No If Yes, list. _____

What action did you take? _____

Call Pennsylvania's Childline (1-800-932-0313), Adult Protective Services Hotline (1-800-490-8505) or the local police (911) to report the incident.

Anyone making an oral report of suspected abuse of a child/youth via Pennsylvania's Childline must also make a written report, which shall be submitted electronically, within 48 hours to the department or county agency assigned to the case by using Form CY-47 (see Appendix IXA for a sample). If needed, attach additional sheet(s) of paper to provide all of the requested information on this form. Form is available on-line at

<https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/resources/documents/CY47.pdf>.

Both Appendix IX and IXA (Form CY -47) must be completed within 48 hours.

Has the incident been resolved?: Yes or No Explain: _____

Have the following people been notified? _____ Pastor _____ Bishop's Office _____ Parent _____ Police
_____ SAS Leadership Board Chair _____ Childline _____ District Superintendent _____ Other

Signature of reporter: _____ Date: _____

Report submitted to: _____

APPENDIX IXA

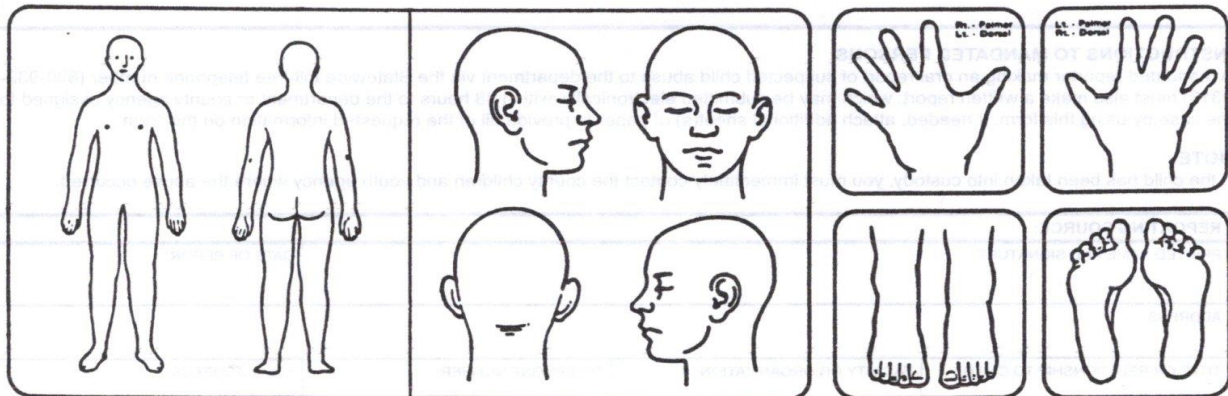
Report of Suspected Child Abuse Pennsylvania Form CY 47 Sample

APPENDIX IXA

REPORT OF SUSPECTED CHILD ABUSE
(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (State, City, State & ZIP Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	
NAME (Last, First, Initial)			RELATIONSHIP TO CHILD	
A.			D.	
B.			E.	
C.			F.	
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED			COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			DATE OF INCIDENT	



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:			
<input type="checkbox"/> NOTIFICATION OF CORONER OR MEDICAL EXAMINER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTOGRAPHS	<input type="checkbox"/> HOSPITALIZATION
<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL TEST(S)	<input type="checkbox"/> TAKEN INTO PROTECTIVE CUSTODY	<input type="checkbox"/> OTHER (Specify)
8. SAFETY CONCERNS AND RISK FACTORS:			
A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT, DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS.			<input type="checkbox"/> INFORMATION UNKNOWN
B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD?			<input type="checkbox"/> INFORMATION UNKNOWN
C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN).			<input type="checkbox"/> INFORMATION UNKNOWN
D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED?			<input type="checkbox"/> INFORMATION UNKNOWN
E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY.			<input type="checkbox"/> INFORMATION UNKNOWN

INSTRUCTIONS TO MANDATED PERSONS:

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

NOTE:

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS:

APPENDIX X

BENSALEM UNITED METHODIST CHURCH



CHILD/YOUTH REGISTRATION/EMERGENCY CONTACT INFORMATION

Please Print:

Child/Youth's Name _____

Birthday _____

Parent's Name/Names _____

Address _____

Cell Phone Numbers _____

Home Phone (if applicable) _____

Emergency Contact _____

Phone Numbers _____

Relationship _____

Allergies _____

I would like my child/youth to participate in the children/youth choir. Y_____N_____

I give permission for my child/youth's photo to be used on the church Facebook page,
church website, church flyers, or in The Buzz, etc.

Y_____N_____

Parent Signature _____



APPENDIX XI

BUMC Ministry/Activity_____

Sign In/Sign-Out Sheet

***Cell phone # will be used if it is necessary to contact you during Ministry, Church Service, or Activity**

Date_____ **Time of Ministry/Activity**_____

Child/Youth/Older Adult's Name (Please Print)	Adult Signing Child/Youth/Older Adult In and Out	Adult Cell Phone	Special Instructions/ Allergies
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>4</u>			
<u>5</u>			
<u>6</u>			
<u>7</u>			
<u>8</u>			

OVER

[illegible]



APPENDIX XI

BUMC Ministry/Activity _____ Sign In/Sign-Out Sheet

*Cell phone # will be used if it is necessary to contact you during Ministry, Church Service, or Activity

Date _____ Time of Ministry/Activity _____

Child/Youth/Older Adult's Name (Please Print)	Adult Signing Child/Youth/Older Adult In and Out	Adult Cell Phone	Special Instructions/ Allergies
<u>9</u>			
<u>10</u>			
<u>11</u>			
<u>12</u>			
<u>13</u>			
<u>14</u>			
<u>15</u>			
<u>16</u>			
<u>17</u>			
<u>18</u>			
<u>19</u>			
<u>20</u>			
<u>21</u>			
<u>22</u>			
<u>23</u>			
<u>24</u>			

APPENDIX XII

CHILD AND YOUTH CODE OF CONDUCT

Bensalem United Methodist Church (BUMC) wants our child and youth ministries to be safe refuges for all children and youth. The following guidelines are in place for the safety and protection of all those participating in any BUMC ministry:

- Respect church staff, adult volunteers, youth helpers, peers, and property. Bullying or threatening/inappropriate communication will not be tolerated. Threatening/ Inappropriate communications include, but are not limited to, verbal, texting, emails, letters, social media, and telephone calls. No practical jokes or hurtful humor.
- Keep church staff/adult volunteer(s) aware of your location at all times.
- No use of “bad” or offensive language.
- Always be in a group of two or three people and never pair off as a couple.
- Church staff/adult volunteers should be present at all times.
- Show no public or private displays of affection.
- No possession or use of alcohol, illegal drugs, tobacco, firearms, weapons, or flammable devices.
- Dress in an appropriate manner.
- Wear seatbelts when transported.
- At all overnight activities, observe curfew and quiet hours and no boys in the girls’ rooms and no girls in the boys’ rooms.

A child/youth who does not adhere to these expectations may experience consequences including calling parents, missing a free-time activity, completing an assigned task, or being provided optional clothes to wear (in the case of inappropriate dress). If the offense is more serious, child/youth might be asked not to attend future events or trips, and parent(s)/guardian(s) might be called to take the child/youth home.

Inappropriate touching of a child or youth will not be tolerated. If a child/youth feels he/she has been touched inappropriately, he/she must immediately tell one of the adult volunteers. If a child/youth is found to be or is accused of inappropriate touching, he/she will be asked to remain in the presence of an adult and parent(s)/guardian(s) will be contacted immediately.

If called and so requested, parent(s) and/or guardian(s) agree to come and pick up their youth.

My child/youth and I have read the Child and Youth Code of Conduct, and we acknowledge these expectations. We agree with the Code of Conduct and are aware of the consequences of non-adherence. In addition, we do not hold church staff or adult volunteers personally responsible for any injuries that may occur while attending an event.

Parent/Guardian Signature: _____ Date: _____

Child/Youth Signature: _____ Date: _____

APPENDIX XIII

YOUTH HELPER COVENANT

I understand being a Youth Helper is an important job, and I am part of the team charged with providing a safe, caring environment for children/youth and reflecting Jesus' love to them. I agree to follow the adult volunteers' directions, and if unsure of what to do in any situation, I will seek a screened adult volunteer's help and guidance. I agree to abide by the following:

1. My conduct and speech will be respectful of all people. I will not use any profanity or obscene language.
2. I understand that I must regularly attend Safe Sanctuaries training.
3. I understand that attendance and punctuality are important and that I must report any absence, late arrival, or early departure to the activity leader.
4. I agree to serve in areas where I am asked to serve and with whom I am asked to serve.
5. I will dress appropriately.
6. I will use my cell phone for emergency situations only.
7. I will not bring or use any illegal drugs, alcoholic beverages, or tobacco.
8. I understand that friends who have not been trained are not permitted to volunteer.
9. I agree to immediately report any behavior that seems abusive or inappropriate to the activity leader/screened adult volunteer.
10. I understand the above expectations and will do my best to fulfill my responsibilities. I understand that if I fail to abide by the guidelines of the Youth Helper Covenant, action will be taken, which may include a verbal or written warning, a meeting with my parents and me, and if deemed necessary, could result in my dismissal as a Youth Helper.

Signature of Youth _____ Date _____

Print Name _____

Address _____

Grade _____ Email _____

Cell Phone _____ Home Phone _____

Signature of Parent _____ Date _____

APPENDIX XIV
BENSALEM UNITED METHODIST CHURCH
OUTSIDE GROUP COVENANT

I hereby acknowledge having received and read the Bensalem United Methodist Church Safe Sanctuaries Policy.

I agree to abide by all parts of this policy and am aware that failure to do so may result in the loss of privileges for my group or organization to use the facilities.

I personally accept responsibility to convey, in both oral and written form, a copy of this policy and the importance of following it to all members of my group or organization.

I, as an authorized agent of the group or organization named below, agree to release, waive, hold harmless, discharge, defend and indemnify BUMC from any and all claims, actions, or losses, for bodily injury, abuse, sexual misconduct/sexual abuse by any person acting as a member of my group or organization, or person present on the premises by invitation of my group or organization.

I understand that if the person who acts as authorized agent for the group or organization changes for any reason, it must be reported to the Outside Group Contact Person (as identified in Appendix XX Church Emergency Contact Numbers) within 10 days so a new covenant can be signed.

Name of Outside Group or Organization: _____

Name of Contact Person/Authorized Agent for Group: _____
(Please print full name)

Signature of Contact Person/Authorized Agent for Group: _____

Today's date: _____

Address: _____

Daytime phone: _____

Evening phone: _____

Cell phone: _____

Name of BUMC Outside Group Contact Person: _____
at time of signing. (Please print full name)

APPENDIX XV
BENSALEM UNITED METHODIST CHURCH
PAID STAFF/VOLUNTEER RECORDS CHECKLIST
 (To be placed on the outside of each staff and volunteer's folder)

Paid Staff or Volunteer's Name: _____

YEAR: _____

Clearances Need to be Renewed by: _____

Task to Complete	Completed By	Date Completed
Church relationship verified		
Signed Authorization and Request for Criminal Records Check form received (Paid Staff only)		
Signed Employee/Screened Volunteer Acceptance of Notice Requirement Form received		
Background Checks reports received and reviewed by designated staff member		
Applicant/Screened Volunteer informed of approval or disqualification		
Applicant/Screened Volunteer given copy of BUMC Safe Sanctuaries Policy		
Applicant/Screened Volunteer/Volunteer/Youth Helper completed Safe Sanctuaries Training		
Applicant/Volunteer given Participation Covenant Statement		
Signed Participation Covenant Statement received.		
Applicant/Screened Volunteer informed of screening process completion		

APPENDIX XVI
BUMC ACCIDENT INJURY REPORT

Complete the Accident/Injury Report if an adult, child, youth, or older adult experiences an accident, medical emergency, or injury while on church grounds or during a sponsored trip. Parents/Guardians shall be informed, as soon as possible. Supply a copy of this report to arriving medical personnel as needed. Also give a copy of the completed report to the SAS Leadership Board Chairperson for delivery to our insurance company representative, if appropriate. The original completed form will be kept on file in the Safe Sanctuaries locked file cabinet.

Name of Victim: _____ Victim's age: _____

Date/Time of Incident: _____ Site of accident: _____

Nature and circumstances of injury:

Equipment/Items involved: e.g.: playground, chair, etc.

Action taken:

Witness Names:

Parent contacted by: _____ Time: _____

Person-in-charge's Signature: _____

Parent/Guardian signature: _____

APPENDIX XVII
BENSALEM UNITED METHODIST CHURCH
SAFE SANCTUARIES SELF-EVALUATION CHECKLIST FOR YEAR 20_____

(Used by Safe Sanctuaries Task Force)

Use the following list to help your congregation assess its policy needs for the prevention of child abuse in your church. Read each statement and mark the appropriate response in the column to the right. By completing the form each year, you will be able to see at a glance the areas needing attention.

Statement	YES	NO	UNSURE
1. We <u>screen and check references</u> for all paid employees, including clergy, who have contact with children or youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. We <u>check clearances</u> for all Staff/Screened Volunteer workers for any position involving work with children, youth, or older adults.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. We require and make available <u>training, at least annually</u> , for all staff/volunteers/youth helpers with children/youth/older adults on how to understand and carry out our policies to prevent abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Our staff and volunteers are informed of state law requirements regarding abuse and their <u>responsibility to report</u> it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. We have a clear <u>reporting procedure</u> for a suspected incident of child abuse that follows state law requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. We have <u>insurance coverage</u> available in case a child abuse complaint occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. We have a clearly defined <u>response plan</u> to be implemented in the event an allegation of child abuse is made against someone in the church.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. We <u>take our policies to prevent child abuse seriously</u> , and are committed to the enforcement of our policies for safety and security of all our children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX XVIII

COMPUTER, NETWORK, INTERNET AND SOCIAL MEDIA USAGE POLICY ACKNOWLEDGEMENT

(To be signed by all people using/maintaining BUMC's Computer Systems or Social Media)

I hereby acknowledge having received and read BUMC's policy governing computer, network, internet and social media usage and agree to comply with the terms contained in the BUMC Safe Sanctuaries document. I understand that the intent of the policy is to encourage responsible use of technology while minimizing the risks associated with using the Internet.

I understand it is my responsibility to use all technology and online resources in an appropriate, ethical, and professional manner.

I understand that the computer network is the property of the Church and is to be used for legitimate church business and ministry purposes. If users access the internet for personal reasons, such use shall be governed by the restrictions detailed below:

- The church's computer network shall not be used to disseminate, view, or store pornographic text or images, or other unauthorized materials or for gaming or entertainment.
- Email and other messaging services shall not be used to annoy, bully, or harass another person or for any illegal or unlawful purpose, such as transmission of obscene, fraudulent, defamatory, violent or threatening materials.
- Users may not illegally copy material protected under copyright law or make that material available to others for copying. This applies to software, files, graphics, photos, music, documents, messages, and other material proprietary you wish to download/copy.
- Unless expressly authorized to do so, users are prohibited from sending, transmitting, or otherwise distributing confidential and/or personal member information, data or other confidential information belonging to the Church.

I understand that it is my responsibility not to waste computer or network resources by:

- Bypassing church network security and accessing the internet directly via a modem or other means.
- Sharing or distributing passwords to the church's network, computers. or internet accounts.
- Sending unauthorized mass mailings or chain letters, spending excessive time on the internet, playing games, engaging in online chat groups, uploading, or downloading large files, accessing streaming audio or video files, or otherwise creating unnecessary loads on network traffic.
- Downloading files from the internet, accepting email attachments from outsiders or using storage devices from non-church sources without scanning the material with virus-checking software.

I understand that the church has the right to monitor all aspects of system usage and that any file I create, store, send or receive may be accessed and reviewed by authorized church personnel. I also understand that the church has the right to utilize software to identify and block access to inappropriate internet sites.

I will follow church guidelines on using social media, the posting of photos or videos, especially those of children, youth, or older adults, and communicating in a professional manner.

I understand that violation of this policy may result in the loss of access privileges, possible disciplinary action, and civil and/or criminal liability.

Printed name

Signature

Date

APPENDIX XIX
BENSALEM UNITED METHODIST CHURCH
SAFE SANCTUARIES TASK FORCE MEMBERS

Safe Sanctuaries Policy Committee Members

Linda Evans	<u>Phone: 215-322-7172</u>	<u>e-mail: llevans@outlook.com</u>
Joyce Dworsky	<u>Phone: 215-946-5044</u>	<u>e-mail: worsky4@gmail.com</u>
Jim Stubenhofer	<u>Phone: 215-245-0451</u>	<u>e-mail: stubenhw@verizon.net</u>
Greg Boynton	<u>Phone: 215-630-0974</u>	<u>e-mail: boynton17@comcast.net</u>
Paul Lacerte	<u>Phone: 267-549-3668</u>	<u>e-mail: paulcertes@gmail.com</u>

Pastor

Sophia Gamber	<u>Phone: 856-630-2764</u>	<u>e-mail: sgamber11@gmail.com</u>
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Lay Leader

Liz Gruenbaum	<u>Phone: 215-919-9335</u>	<u>e-mail: lizgruenbaum@gmail.com</u>
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SAS Leadership Board Chair

Paul Lacerte	<u>Phone: 267-549-3668</u>	<u>e-mail: paulcertes@gmail.com</u>
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Director of Christian Education

Anne Drybala	<u>Phone: 215-639-8651</u>	<u>e-mail: adrybala@comcast.net</u>
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Property Management Team Member

Paul Lacerte	<u>Phone: 267-549-3668</u>	<u>e-mail: paulcertes@gmail.com</u>
Jim Stubenhhofer	<u>Phone: 215-245-0451</u>	<u>e-mail: stubenhw@verizon.net</u>

APPENDIX XX

CHURCH EMERGENCY CONTACT NUMBERS (3/1/25)

Appointed clergy and supply pastors:

- Pastor Sophy Gamber Church Office: 215-245-1215
Cell: 856-630-2764
- Sophia Gamber Cell: 856-630-2764

SAS Leadership Board Chair:

- Paul Lacerte Cell: 267-549-3668

Property Management

- Jim Cielinski Phone: 215-891-9757

Director of Christian Education:

- Anne Drybala Home: 215-639-8651
Cell: 215-208-0181

District Superintendent:

- Rev. Dr. Andrew L. Foster III E-mail: afoster3rd@epagnj.org
EPC Office: 610-666-9090 ext. 1500

BUMC Outside Group Contact

- Paul Lacerte Phone: 267-549-3668
- Jim Stubenhofer Phone: 215-752-4268

BUMC Technology Contact:

- Vince Drybala Phone: 215-639-8651
- Dan Taylor Phone: 215-752-4263

ICARE Team

- Rev. Dr. Brunilda Martínez and Truman Brooks, ICARE Team Co-Chairs
E-mail: icare@epaumc.church

Bensalem Police Department:

- Emergency Number Phone: 911
- Non-emergency Number Phone: 215-633-3700

State Child Abuse Hotline (Childline): Phone: 1-800-932-0313

Adult Protective Services hotline Phone: 1-800-490-8505 OVER

State Conference Safe Sanctuaries Contact:

- Rev. Jacqueline Daniszewski Phone: 610-698-7253
 E-mail: pastorjackieddc@gmail.com

State Conference Communications / Media Office:

- Rev. James Lee Phone: 732-359-1047
 E-mail: jlee@epagnj.org

UMC Conference Lawyer

- Mr. Matthew Morley, Esquire KLM Attorneys LLC 144 West Market Street West Chester, PA 19382
 Phone: 610-650-0439
 Fax: 610-696-45476
 E-mail: morley@klmattorneys.com

APPENDIX XXI



BUMC Visitation _____ Sign In/Sign Out Sheet

Location _____

Date _____

<u>Visitor</u> (Please Print)	<u>Arrival</u> <u>Time</u>	<u>Person Visited</u> (Please Print)	<u>Departure</u> <u>Time</u>
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>4</u>			
<u>5</u>			
<u>6</u>			
<u>7</u>			
<u>8</u>			
<u>9</u>			
<u>10</u>			
<u>11</u>			
<u>12</u>			

