

# Simpsonwood United Methodist Church

## Safe Sanctuaries Policy

*Policies for Safe Ministries with  
Children, Youth and Older Adults*



*It is recommended that this policy be reviewed and updated every two years.*  
August 3, 2014



**Simpsonwood United Methodist Church  
Mission statement:**

**To Know Christ and Make Him Known**

## **Why implement a Safe Sanctuary's Program?<sup>1</sup>**

Our church is a community of faith—a safe haven and sanctuary—where children, youth, and adults can be confirmed and strengthened in the way that leads to life eternal.

As Christians, we must care for those in our community by caring for the whole self. As a church we take our responsibility to train and nourish others in the faith. We fail in our responsibilities if we neglect to take adequate precautions against physical abuse in our church. It is unlikely that we can completely prevent child or elder abuse in every circumstance. Yet, it is possible for us to greatly reduce the risk by following a thorough and practical policy of prevention.

Abuse prevention and risk reduction policies and procedures are essential for every congregation, not only for the protection and safety of our children, but also for our volunteer and employed workers with children.

When allegations of child or elder abuse in the church are made, whether they eventually are proven true or false, everyone in the church suffers. The victim and his or her family suffer encompassing pain. The congregation suffers the trauma of knowing that its life-giving covenant has been broken. The family of the perpetrator suffers intense humiliation and a likely break-up of the family unit. Often when such allegations are made, litigation is the result. Criminal charges may be brought against the suspected perpetrator, or a civil lawsuit may be filed to recover monetary damages from the accused and from the local church. The costs of litigation, regardless of the outcome, are astronomical—spiritually, emotionally and financially. These losses are experienced by all who are involved. In many such situations, it takes years to feel that the wholeness of the community of faith has been restored.

Even when allegations of child or elder abuse are proved false, the grief and trauma experienced within the church take an enormous toll. The person who is falsely accused and his or her family are terribly wronged and humiliated. The congregation is guilt-ridden about how abuse could happen in their midst; then the congregation suffers with the accused when the allegations are proved false. Finally, we must recognize that the victim who made false allegations is in need of the love and nurture of the faith community.

The 1996, The General Conference of the United Methodist Church adopted a resolution aimed at reducing the risk of child sexual abuse in the church.

In covenant with all United Methodist congregations, we adopt this policy for the prevention of child and youth abuse as well as prevention of elder abuse in our church.

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<sup>1</sup> Taken from the United Methodist Church

## Statement of Covenant

As a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all who participate in the ministry of our congregation as well as the workers who serve.

We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children, youth, and older adults regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

### Conclusion

In all of our ministries, this congregation is committed to demonstrating the love of Jesus Christ so all who participate in our ministries 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 Hymnal*, p. 44).

## Definition of Terms

**Children/Child** - Any person aged birth to 18. (Includes those in our congregation we call youth – those in 6th -12th grades)

**Older/Vulnerable Adults** - Adults whose mental or physical conditions make them susceptible to abuse

**Approved Adult** - Any person 18 and over that has met all the requirements of Simpsonwood UMC's Policies for Safe Ministries with Children, Youth, and Older Adults.

**Approved List of Childcare/Nursery Workers** – Simpsonwood UMC has compiled a list of childcare providers that have met all the requirements of SUMC's Policies for Safe Ministries with Children, Youth, and Older Adults.

**Childcare Costs** - Any outside group or Simpsonwood UMC's meeting outside existing childcare hours using SUMC's list of approved childcare/nursery workers will pay the current hourly rate that Simpsonwood UMC pays their childcare/nursery workers. Payment will be made directly to Simpsonwood UMC before activity occurs.

## **Basic Procedures for Safe Ministries at Simpsonwood UMC**

### **Background Check**

Simpsonwood UMC will conduct a background check on every person that works or volunteers with children before they begin their work with children. The background check will encompass convictions of violence, sexual misbehavior, anything pertaining to children, and motor vehicle report (MVR). This information is completely confidential. The only people to have access to the results are the senior pastor, church administrator, children's and youth directors, youth administrative assistant and trustee chair.

### **The "Two-Adult Rule"**

The "Two-Adult Rule" requires no fewer than two unrelated, approved adults present at all times during any program, event, or ministry involving children at Simpsonwood UMC. Abusers thrive on secrecy, isolation, and their ability to manipulate victims. When abusers know they will never have a chance to be alone with potential victims, they quickly lose interest in working with the children. Furthermore, vigilant adherence to the "Two-Adult Rule" provides important protection to the church's workers with children and youth. Parents and children who know that two adults will be present at all times are less likely to make false allegations; they know it would be nearly impossible to prove allegations against two workers. Church members will be more confident when they volunteer to work with children, knowing that they will never bear the total burden of leadership and knowing that the church has made a commitment to protecting them as well as the children.

### **First Aid/CPR Training**

Providing first aid and CPR training on an annual basis for all church workers with children is a basic step to assure the safety of children. It is hoped that first aid or CPR would never be needed in the church. Nevertheless, ministries with children inevitably involve activities that can result in bumps, bruises and scrapes. Having workers who are prepared to deal with these competently goes a long way toward building the confidence of the children and the parents involved in the ministry of the church.

### **Annual Orientation for Workers**

All workers with children, whether the workers are paid, volunteer, part-time, full-time, clergy or lay, shall be required to attend an orientation session, presented by the Safe Sanctuary Committee in which they are informed of the:

- Church's policies for the prevention of child, youth or elder abuse
- Procedures to be used in all ministries with children and older adults
- Appropriate steps to report an incident of child or elder abuse
- Details of the state laws regarding child abuse and elder abuse
- Appropriate ways to discipline a child.

### **The "Five-Years-Older" Rule**

Any approved adult (*a person 18 and over that has met all the requirements of Simpsonwood UMC's Policies for Safe Ministries with Children, Youth, and Older Adults*) who works with children, including youth, in any manner must be at least 5 years older than the children or youth. Regardless of age, anyone not meeting the 5 year requirement will not be counted as an approved adult.

### **No Workers under the Age of Eighteen**

When a church implements this rule it goes a long way toward reducing the risks of injuries to its children. A common practice is to allow junior- and senior-high aged volunteers in the church nursery. In effect, the church is using children to supervise children. While in some situations they may provide excellent help, people under the age of 18 cannot be expected to have developed the maturity and judgment that is needed to be fully responsible for younger children. **Putting children in charge of children invites disaster.** Therefore, we do not allow anyone under the age of 18 to volunteer in the nursery, or children's programs.

### **Windows in all Classroom Doors**

Each room set aside for children/youth should have a door with a window in it or a half door. A window in every door removes the opportunity for secrecy and isolation - conditions every child abuser seeks. At no time should the window be covered. A half door also offers protection against children wandering outside the classroom and allows for full visual access.

### **Open-Door Counseling**

At any counseling sessions with children/youth, the door of the room used will remain open for the entire session. Another worker or staff member will be notified of the counseling session. The session should be conducted at a time when others are nearby, even if they are not within listening distance. Counseling sessions conducted behind closed doors are a breeding ground for false allegations of abuse. Closed doors also make it too easy for the child abuser to have the privacy and isolation he or she needs. Sessions in which life-threatening or harmful information is shared, volunteer or staff will be required to report this using our reporting guidelines.

In all counseling sessions, including those with children/youth and older adults, it is encouraged to follow the two-person rule.

### **Appropriate Equipment and Supervision**

Ministries with children/youth and older adults are carried out in an endless variety of settings and locations. Reports of child/youth and elder abuse indicate that abuse happens in an equally large variety of settings. Approved adults and workers should watch children and older adults at all times. Any equipment used with children/youth or older adults must be safe and clean. If issues arise with the safety of equipment located on the church property, please notify the staff in charge. He or she will then report it to the Trustees Committee, and they will take the proper steps to ensure that all areas of our property are safe.

### **Participation Covenant for All Participants and Leaders**

A written covenant of participation will be provided to all leaders and participants in children's/youth ministries. The covenant is a statement in which the participants and leaders agree to:

- Take part in the ministry
- Give their best efforts to the ministry
- Respect the other participants
- Treat the others as well as they would wish to be treated.

This may be in the form of a short covenant or a handbook.

### **Advance Notice to Parents**

A basic rule is to **always** give parents advance notice and full information regarding off campus or non-scheduled event(s) in which their children will be participating. Before such events, parents must give written permission for their child's participation. Advance information demonstrates that the church takes its ministries seriously enough to plan thoroughly and to provide for the safest possible experiences.

Medical forms for children are kept in a folder and a new form is updated on an annual basis. Copies of this form may be picked up from the church office. Children, older adults, or approved adults will not be permitted to participate in off-campus activities without a completed medical form. For each off-campus event a permission slip/medical release will be filled out for each participant and will be carried with the leader at all times and used in case of an emergency.

### **Privacy of Information**

Physical addresses, phone numbers, and email addresses will not be printed or emailed to the general email list or church bulletin. Predators look for an easy way to take advantage of those who are sick and weak. The church will not print or send out contact information on any of its members without prior consent from the member. This includes addresses, phone numbers, and email addresses.

### **Not “If It Happens” but “When It Happens”**

When an allegation of child or elder abuse is made against a worker or member, be prepared to do the following:

- Notify the person in charge of the activity who should immediately notify the senior pastor.
- If the person in charge is the alleged violator, the senior pastor should immediately be notified.
- Do not confront the accused abuser.
- Be prepared to cooperate fully with the investigation conducted.

The pastor will:

- Notify the parents of the child or the caretaker of the older adult, and take any necessary steps to assure that person’s safety until a parent or caretaker arrives. ***The safety of the child or older adult must be the church’s primary concern.***
- Immediately remove the accused from further involvement with children or older adults.
- Notify the proper law enforcement or child protective services agency.
- Notify the annual conference authorities, the church’s insurance agent, and the church’s attorney.
- Keep a written record of the steps taken by the church in response. (Using the Incident Report Forms available in the office)
- Call upon the designated spokesperson to make any necessary statements or responses to the news media.
- If it is deemed necessary, prepare a brief and honest statement that can be made to the congregation **without giving unnecessary details, placing blame, interfering with anyone’s privacy or violation of any confidentiality concerns.** This statement should be approved by the Senior Pastor, and the chair of Administrative Council before it is released.

# Requirements for working or volunteering with children, youth or older adults

## I. Recruitment and Screening Practices

### A. Volunteers

1. A satisfactory background check for convictions of violence, sexual misbehavior, anything pertaining to children, and MVRs, must be completed prior to any activity involving children and/or older adults.
2. Volunteer Information form with references
3. Must receive a copy of Simpsonwood UMC's Safe Sanctuary policy and return a signed copy of the covenant statement.
4. All volunteers must attend regular Safe Sanctuary training held at the church (provided by our Safe Sanctuary Committee.)
5. Each volunteer should be in place no later than 5 minutes before an activity is to begin. All volunteers are asked to maintain the two-adult rules at all times, until the last child has left.
6. Volunteer must be over 18 and 5 years older than children/youth they are supervising.

### B. Paid Workers

1. Background checks for convictions of violence, sexual misbehavior, and anything pertaining to children, and MVRs, must be completed prior to any activity involving children and/or older adults.
2. Application with references (personal and work, 3 each), if applicant does not have three (3) work references, applicant must provide explanation of activities during that time.
3. Must receive a copy of Simpsonwood UMC's Safe Sanctuary policy and return a signed copy of the covenant statement.
4. All paid workers must attend regular Safe Sanctuaries training (provided by the Safe Sanctuary Committee), and CPR/First Aid training every two years. *(Copy of CPR/First Aid certificate to be kept on file in the church office)*
5. Each paid worker should be in place no later than 15 minutes before the activity is to begin.
6. Worker must be over 18 and 5 years older than children/youth that they are supervising.

## II. Building Safety

### A. During Sunday School, Church Services and Church Activities

1. Must have two (2) approved adults in each room.
2. Ratio of children to adults:
  - a. Birth-1 years - 3:1
  - b. 13 months – 3 year olds - 4:1
  - c. 4 year-olds through 5th grade - 6:1
  - d. Youth (6th through 12th grade) - 8:1
4. Parents are required to pick their child up in the appropriate room. **No child under 6<sup>th</sup> grade will be released to find their parents.**

### B. 5<sup>th</sup> Grade and Under

1. Children's Director will be present at all events pertaining to the children's ministry or provide adequate volunteers.
2. Must have two (2) approved adults in each room.
3. Must use approved adults for children and youth, and approved nursery workers.
4. Ratio of children to adults:
  - a. Birth – 1 year - 3: 1
  - b. 13 months – 3 year olds - 4:1
  - c. 4 year-olds through 5th grade - 6: 1
  - d. Youth (6th through 12th grade) - 8: 1
5. At no time will children be left unattended in the hallway, room or waiting for pickup inside or outside.
6. Approved adult is to be sure the building is secure after the meeting/event.

### C. Preschool

*In addition to our Safe Sanctuary Policy, the Preschool Handbook (available in the preschool office) details the Preschool program and policies specific to preschool.*

1. During preschool hours, doors closest to classrooms will remain unlocked during drop-off and pick-up.
2. After drop-off and pick-up, the doors will be locked.
3. All regular preschool teachers will wear their name badges daily.
4. Preschool ratio of children to adults:
  - a. 12 months – 18 months – 3:1
  - b. Young 2's – 4:1
  - c. Older 2's – 6:1
  - d. 3 year old's – 7:1
  - e. 4&5 year old's – 8:1

### D. Youth (6th -12th grades)

1. Director of Student Ministry is required to be in the youth center when youth activities are going on or have adequate volunteers in place.
2. Must have two (2) approved adults in each room. Director of Student Ministry will sub in if there are not two adults available.
3. Ratio of children to adults:
  - a. Youth (6th through 12th grade) - 8: 1
4. At no time will youth be left unattended in the hallway, room or waiting for pickup inside or outside.
5. Approved adult is to be sure the building is secure after the meeting/event.

### III. Outside Groups and Boy Scouts

1. All volunteers/paid workers must have background checks through Simpsonwood UMC with the outside group incurring all costs (in some situations Simpsonwood UMC may absorb the cost of background checks. Please speak with the Church Administrator.) If an organization already has a background check on file, these groups may give a copy of this background check to the church office. **We must have a background check on file.**
2. If childcare is needed, only a worker from Simpsonwood UMC's approved list may provide childcare at the cost of the group. The outside group may submit caregivers to be approved by Simpsonwood UMC. Once approved, these caregivers can be added to the list.
3. Each group must follow the two-adult rule and all policies of Simpsonwood UMC's Safe Sanctuary policies.
4. The organization using the building must complete our Facility Use Form and schedule use of the building with the Facilities Coordinator. (*Obtain a copy of this form from Michelle Wehrheim.*)
5. There must be one person on file that is approved for adhering to the policies of the church and making sure the building is secure after the meeting. This person must sign the church's Safe Sanctuary covenant.
6. At no time will children 18 or under be left unattended in the hallway, room or waiting for pickup inside or outside.
7. Any group or organization misusing Simpsonwood UMC or not abiding by all policies and procedures will be given one warning. If the problem persists, that group will be asked to find another meeting facility.
8. We recommend that a "Church Host" (approved staff/volunteer) be present when groups who are unfamiliar with our policy (such as one time users) are meeting in our facilities. It is also recommended that the group renting the facilities pay "Church Hosts".
9. The Facilities Coordinator will supervise outside groups and make certain they follow all Safe Sanctuary requirements.

### V. Safety Procedures

1. All staff and paid workers will receive CPR and First Aid training on a regular basis.
2. Fire escape routes will be clearly displayed outside each classroom door, including a clearly marked meeting place.
3. Tornado safety procedures will be clearly displayed in each hallway.
4. At no time shall any children (under 18 years of age) be left unsupervised anywhere on the premise of the church campus.
  - a. If children are present during any event or meetings, and no childcare is provided, the children may not wander the building.
  - b. If children are present during any event or meetings, and no childcare is provided, parents must supervise their children at all time.
5. Trustees will be tasked with inspecting all playground equipment on a yearly basis, and removing or repairing equipment that is deemed unsafe.

# Requirements for Working or Volunteering with Older Adults

## I. Recruitment and Screening Practices

### A. Volunteers

1. A satisfactory background check for convictions of violence, sexual misbehavior, anything pertaining to abuse, and MVRs, must be completed prior to any activity involving children and/or older adults.
2. Complete the volunteer Information form and include references
3. Must receive a copy of Simpsonwood UMC's Safe Sanctuary Policy and return a signed copy of the covenant statement.
4. All volunteers must attend regular training held at the church and provided by the Safe Sanctuary Committee.
5. Each volunteer should be in place no later than 5 minutes before an activity is to begin. All volunteers are asked to maintain the two-adult rules at all times, even after an activity is over.

### B. Paid Workers

1. Background check checks for convictions of violence, sexual misbehavior, and anything pertaining to abuse, and MVRs, must be completed prior to any activity involving children and/or older adults.
2. Application with references (personal and work, 3 each), if applicant does not have three (3) work references, applicant must provide explanation of activities during that time.
3. Must receive a copy of Simpsonwood UMC's Safe Sanctuary Policy and return a signed copy of the covenant statement.
4. All paid workers must attend regular Safe Sanctuaries training (provided by the Safe Sanctuary Committee), and CPR/First Aid training.
5. Each paid worker should be in place no later than 15 minutes before the activity is to begin.

## II. Building Safety

### A. Handicapped Accessible

1. All facilities should seek to comply with regulations and suggestions put forth by the American Disabilities Act.
  - a. Trustees should inspect elevators monthly, and submit to a professional inspection of elevators yearly.
  - b. Adequate parking spaces should be identified for those with handicap parking stickers.
  - c. Adequate signage, showing handicap accessible entrances should be erected around the church facilities.

## III. Safety Procedures

1. All staff and paid workers will receive CPR and First Aid training on a regular basis.
2. Fire escape routes will be clearly displayed outside each classroom door, including a clearly marked meeting place.
3. Tornado safety procedures will be clearly displayed in each hallway.
4. Trustees are tasked with inspecting facilities on a yearly basis and keeping the facilities safe for all ages.

## **Van Usage Policy**

Simpsonwood UMC church van is a 14 passenger van. No more than 14 people will be allowed in the van.

All drivers must be a least twenty-five (25) years of age.

All drivers will be required to complete a MVR background check as well as provide the church with a copy of their driver's license and auto insurance card prior to driving the church van.

When driving children, youth or vulnerable adults, a permission form must be completed for all passengers.

Two adults are required on the van when in use.

No smoking or drinking alcohol is allowed in the van.

All accidents MUST be reported to the church administrator immediately, no matter how small.

Ministry Leader is responsible for:

- All forms being filled out completely
- Securing approved driver(s)
- Vehicle is clean inside and outside when returned
- Gas tank is full upon return
- Passenger list is turned into the church office before departure or left in pre-arranged location
- Van is secure at all times during trip and when returned to the church
- Mileage log in van is completed prior and after trip



# Forms

*Volunteer Application Form and Statement of Covenant*  
*Medical Release and Liability Form*  
*Permission Slip/ Medical Release form for An Adult*  
*Permission Slip/ Medical Release form for a Child/Youth*

*Policy Guidelines for Reporting Incident of Abuse*  
*Accident Report Forms*  
*Incident Report Forms*  
*Report of Suspected Incident of Child or Elder Abuse*

Office Use Only:  
Dates: Received \_\_\_\_\_ Background Check \_\_\_\_\_ References called \_\_\_\_\_ Screening completed \_\_\_\_\_



## Simpsonwood United Methodist Church Volunteer Application and Applicant Covenant Statement

Note: All information on this completed form will be kept strictly confidential and access will be restricted to those few persons with a legitimate interest in the information.

### Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

How long at this address? \_\_\_\_\_ Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ email: \_\_\_\_\_

Drivers License Number and State of Issue: \_\_\_\_\_

Are you over 18 years of age? \_\_\_\_\_

Are you at least 5 years older than the age level with which you wish to work? \_\_\_\_\_

### Church History and Prior Work Experience with Children and/or Youth

Are you a member at Simpsonwood? \_\_\_\_\_ How long? \_\_\_\_\_ List previous church names and locations during last 7 years: \_\_\_\_\_

List previous church volunteer positions with children and or youth: \_\_\_\_\_

List previous non-church work involving children and/or youth: \_\_\_\_\_

Age with which you wish to work: \_\_\_ 0-2 yrs \_\_\_ 3-5 yrs \_\_\_ Kdg-5<sup>th</sup> grade \_\_\_ 6<sup>th</sup>-12<sup>th</sup> grade

Reasons for volunteering for this position: \_\_\_\_\_

List qualities, gifts, training or experience that prepared you for working with children and/or youth: \_\_\_\_\_

### Criminal History

Have you ever been convicted of or pleaded guilty to a crime, either misdemeanor or felony (including but not limited to drug or alcohol charges, child abuse, other crimes of violence or theft)? \_\_\_\_\_

If yes, please explain fully. \_\_\_\_\_

Were you a victim of abuse or molestation while a minor? \_\_\_\_\_ If yes, how do you feel about the incident now? \_\_\_\_\_

(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the ordained clergy rather than answering it on the form. Answering yes or leaving the question unanswered, will not automatically disqualify you from working with children and/or youth.)

### References

Please list 3 references (who are unrelated to you by blood or marriage) and provide contact information for each. As stated above, all responses are kept confidential.

1. Name and Address: \_\_\_\_\_

Day and Evening Phones: \_\_\_\_\_

2. Name and Address: \_\_\_\_\_

Day and Evening Phones: \_\_\_\_\_

3. Name and Address: \_\_\_\_\_

Day and Evening Phones: \_\_\_\_\_

## Applicant's Covenant Statement

The Simpsonwood United Methodist congregation is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by this church. The following policy statements 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.

1. No person who has been convicted of child abuse – either sexual, physical or emotional – should volunteer to work with children or youth in any church-sponsored activity.
2. Survivors of child abuse need the love and support of our congregation. Any survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our ordained clergy before accepting an assignment.
3. All volunteers involved with children or youth of our church must have been active for at least six months before beginning a volunteer assignment or be paired with a person who has been cleared through background check and reference check.
4. Volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

As a volunteer in this congregation, I will:

1. Observe and abide by all church policies regarding working with children and youth? Yes No
2. Abide by the six-month rule before beginning a volunteer assignment? Yes No
3. Abide by the "Two-Adult Rule" at all times? Yes No
4. Participate in training and education events provided by the church related to your volunteer assignment? Yes No
5. Promptly report abusive or inappropriate behavior to your supervisor, staff member or minister of this church? Yes No
6. Discuss with SUMC ordained clergy your experience, if any, as a survivor of child abuse? Yes No N/A  
(Answering yes to this question does not automatically disqualify you from volunteering with children.)
7. Inform an ordained clergy of this congregation if you have ever been convicted of child or elder abuse? Yes No

I have read this Covenant, and I agree to observe and abide by the policies set forth above.

The responses I have made on this form are complete, true and accurate.

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Signature of Applicant

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Date

**Simpsonwood United Methodist Church**

4500 Jones Bridge Circle || Peachtree Corners, Georgia 30092

Email: [lromarion@simpsonwoodumc.org](mailto:lromarion@simpsonwoodumc.org)

Office: 770-441-2181 || fax: 770-446-3393

**PERMISSION SLIP/WAIVER IN LIEU OF HEALTH EXAMINATION**  
*(Please fill out the reverse side and include a copy of your insurance card)*

I hereby give permission for \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City Zip Code

Primary Phone: \_\_\_\_\_ Emergency Contact and Number: \_\_\_\_\_

to participate in the United Methodist enterprise ("enterprise") for which he/she is enrolled, and do not hold the enterprise or the **Simpsonwood United Methodist Church**, any of their representatives, staff or officers (to include officers, etc. of enterprise) responsible for sickness, injury or death resulting from any physical unfitness to participate in the enterprise activities. In case of medical emergency, I understand every effort will be made to contact a family member. The information provided on the reverse side of this card regarding my/my child's medical history and condition is complete and correct to the best of my knowledge. In the event I cannot be reached, I hereby give permission to the physician selected by the **Simpsonwood United Methodist Church** staff, representatives, or officers to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery for me/my child.

\_\_\_\_\_  
Signature of parent or participant if over 18 yers.

Subscribed and sworn to before me this \_\_\_\_ day of

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
(month and year)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**Please attach a copy of your insurance card**

Participant's Doctor: \_\_\_\_\_  
Name Address Phone

Participant's Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Participant's Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City Zip Code

Primary Phone: \_\_\_\_\_

**Medical History**

1. Is there a history of chronic infection of nose, throat, ears, sinus or lungs: \_\_\_\_\_  
If so, what? \_\_\_\_\_
2. Is there a history of heart pathology requiring restricted activity? \_\_\_\_\_
3. Is this person subject to any skin disease? \_\_\_\_\_
4. List allergies to drugs, medications or food: \_\_\_\_\_
5. Has there been recent illness or exposure to contagious disease? \_\_\_\_\_  
If so, what? \_\_\_\_\_
6. Is this person subject to any of the following (circle all that apply):  
Fainting Convulsive Seizures Diabetic Nose Bleed Cramps Asthma  
  
What medications are prescribed for the preceding conditions? \_\_\_\_\_
7. Limitations of activity: \_\_\_\_\_
8. Please list any drug or medications to be taken regularly \_\_\_\_\_
9. Date of last tetanus shot: \_\_\_\_\_
10. Pictures may be taken of the individual for use in publicity of Simpsonwood United Methodist Church. (circle one) yes no

# Simpsonwood United Methodist Church

## Permission Slip/ Medical Release form for An **Adult**

I, \_\_\_\_\_, will be participating  
(name of person attending)

in the \_\_\_\_\_  
(name and/or location of event/activity)

on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I give permission to a Simpsonwood United Methodist Church representative to seek medical assistance for me, in the event of an emergency and will not hold the church or any of their representatives or staff responsible for sickness, injury or death resulting from physical unfitness of me to participate in the activities described above. In case of medical emergency, I understand every effort will be made to contact the person listed below.

Pictures may be taken of the individual for use in publicity of Simpsonwood United Methodist Church. (circle one) yes no

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Home Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Name of person to contact in the event of a medical emergency:

Name: \_\_\_\_\_

Relation to me: \_\_\_\_\_

Phone: \_\_\_\_\_

# Simpsonwood United Methodist Church

## Permission Slip/ Medical Release form for **Child/Youth**

I give permission for my child, \_\_\_\_\_ to participate  
(name of child/children attending)

in the \_\_\_\_\_  
(name and/or location of event/activity)

on \_\_\_\_/\_\_\_\_/\_\_\_\_.

I give permission to a Simpsonwood United Methodist Church representative to seek medical assistance for my child, in the event of an emergency and will not hold the church or any of their representatives or staff responsible for sickness, injury or death resulting from physical unfitness of my child to participate in the activities described above. In case of medical emergency, I understand every effort will be made to contact a parent or guardian at the information listed below.

Pictures may be taken of the individual for use in publicity of Simpsonwood United Methodist Church. (circle one) yes no

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name of person to contact in the event of emergency if we cannot contact parent:

Name \_\_\_\_\_

Phone \_\_\_\_\_

# Guidelines for Reporting Abuse

When an allegation of child or elder abuse is made against a worker or member, be prepared to do the following:

- Notify the person in charge of the activity who should immediately notify the senior pastor.
- If the person in charge is the alleged violator, the senior pastor should immediately be notified.
- Do not confront the accused abuser.
- Be prepared to cooperate fully with the investigation conducted.

The pastor will:

- Notify the parents of the child or the caretaker of the older adult, and take any necessary steps to assure that person's safety until a parent or caretaker arrives. ***The safety of the child or older adult must be the church's primary concern.***
- Immediately remove the accused from further involvement with children or older adults.
- Notify the proper law enforcement or child protective services agency.
- Notify the annual conference authorities, the church's insurance agent, and the church's attorney.
- Keep a written record of the steps taken by the church in response. (Using the Incident Report Forms available in the office)
- Call upon the designated spokesperson to make any necessary statements or responses to the news media.

If it is deemed necessary, prepare a brief and honest statement that can be made to the congregation **without giving unnecessary details, placing blame, interfering with anyone's privacy or violation of any confidentiality concerns.** This statement should be approved by the Senior Pastor, the chair of Administrative Counsel before it is released.



## ACCIDENT REPORT FORM

*This form is to be completed by the person witnessing an unintentional act involving anyone participating in activities (on or off campus) with SUMC and the individual(s) is hurt.*

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Name of Individual Injured: \_\_\_\_\_ Age: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Name of Person(s) who witnessed the accident:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe the accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Notified? \_\_\_\_\_

Resolution/Follow-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Reporter Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ministry Supervisor Signature**

\_\_\_\_\_  
**Date**

*Once this form is completed, please submit the form to the Pastor/Ministry Supervisor in charge. A copy of this report will be kept on file in the Simpsonwood United Methodist Church main office.*



## **INCIDENT REPORT**

*This form is to be completed by the person witnessing an incident involving questionable behavior that does not require reporting to DFCS, but does require attention. This covers anyone participating in activities (on or off campus) with SUMC.*

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name of person involved: \_\_\_\_\_

Address of person involved: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Parent or guardian: \_\_\_\_\_

Name of Person(s) who witnessed the accident:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Describe the incident: \_\_\_\_\_

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Print name of person filing report: \_\_\_\_\_

\_\_\_\_\_  
**Reporter Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ministry Supervisor Signature**

\_\_\_\_\_  
**Date**

*Once this form is completed, please submit the form to the Pastor/Ministry Supervisor in charge. A copy of this report will be kept on file in the Simpsonwood United Methodist Church main office.*



## **REPORT OF SUSPECTED INCIDENT OF CHILD OR ELDER ABUSE**

*When one sees, has been told, or suspects child/elder abuse has taken place in any way. It is imperative that the person completing this form be familiar with the state law reporting requirements before taking any action or completing this report.*

Name or worker observing/receiving disclosure of abuse: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Victim's name: \_\_\_\_\_ Victim's Age/Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Date/Place of witnessed activity or initial conversation with victim: \_\_\_\_\_

Victim's statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Relationship of accused to victim: \_\_\_\_\_

Name of Pastor/Ministry Supervisor to whom you reported: \_\_\_\_\_

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

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

\_\_\_\_\_

The following should be completed by the Pastor/Ministry Supervisor in charge:

Name of parent/guardian to whom reported: \_\_\_\_\_

Date/Time: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Call to Department of Family and Children Services

Spoke with: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Call to Local Law Enforcement

Spoke with: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Other contacts/Action Taken

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Reporter Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ministry Supervisor Signature**

\_\_\_\_\_  
**Date**

*Once this form is completed, please submit the form to the Pastor/Ministry Supervisor in charge. A copy of this report will be kept on file in the Simpsonwood United Methodist Church main office.*

**Safe Sanctuaries Policy**  
*Policies for Safe Ministries with  
Children, Youth and Vulnerable Adults*

**Simpsonwood United Methodist Church**  
4500 Jones Bridge Circle, Peachtree Corners, Georgia 30092  
770-441-2181  
[www.simpsonwoodumc.org](http://www.simpsonwoodumc.org)

*It is recommended that this policy be reviewed and updated every two years.*  
August 3, 2014