

## Safe Sanctuaries

### Policies & Basic Procedures

As part of their responsibility in carrying out the mission of the church, volunteers and staff members must be aware of situations where abuse could occur and must follow the Policies and Basic Procedures of the church. All reasonable precautions must be taken to prevent these situations from occurring. Listed below are the policies and procedures for implementing Safe Sanctuaries:

(1) All classrooms or areas where children meet with adults must have uncovered glass windows to permit outside observation. Settings where others can easily observe interaction is always recommended.

Open doors are recommended for all activities.

(2) A minimum of two unrelated adult leaders must supervise each separate on-site activity. In the event that two unrelated adults are not present, volunteers and staff - indeed all adult church members - should:

Recruit another adult church member.

Join with another class.

Contact a staff member.

Call someone on the volunteer list.

Stand with children outside the classroom

until one of the above can be accomplished.

(3) For cases of simultaneous activities involving children, staff will coordinate the adults so the required minimum supervision ratio is available:

Maximum number of children per adult (A minimum of 2 unrelated adults must be present at all times)			
Infants (0-18 mos)	1 adult:2 children	Elementary	1 adult:8 children
Toddlers(18 mos-3 yrs)	1 adult:4 children	Middle School	1 adult:10 children
Preschool (3-5 yrs)	1 adult:5 children	High School	1 adult:10 children

Adult leaders must determine that the proper supervision ratio is present before beginning the activity. If the youth/adult ratio is not within the policy, the adult leaders should:

Recruit another available adult [see (2) above] or cancel the event.

(4) A single adult, or husband and wife team, must not be alone with an unrelated child for any reason.

(5) No one under 18 may supervise children. However high school-aged youth may sometimes be used as helpers with elementary school-aged children. High schoolers can never be counted as adults in determining the supervision ratio.

(6) Adults that supervise middle and high school children must be at least 23 years old.

(7) When one-on-one contact between an adult and child in a group setting is required for counseling or another personal matter, the location must be chosen so that other adults can observe the activities of the adult and child.

(8) Nursery release procedures must be used to insure that children are released only to parents/guardians or persons authorized in writing. Nursery workers will not release children to anyone under 16 years of age. All release logs will be retained as part of the public document file. Release authorizations will be retained in a confidential file available only to staff and nursery workers.

The supervising adults in the nursery are responsible for holding the child until an authorized person comes to the nursery to pick up the child.

(9) Adults caring for young children in the nursery or the classrooms may need to accompany a child or children to the restroom. They must do so only when another adult is present. They must determine that the restroom is empty and wait outside if the child is capable of using the restroom without assistance.

When an adult must assist a child, the door to the restroom should be left open with the adult remaining in view.

(10) All staff and adult volunteers are strongly encouraged to participate in annual refresher Safe Sanctuaries training. First Aid and CPR training will be one such training offered in the future.

Attending to an injury or illness must take place in a public setting, should be documented in writing, and a parent or guardian must be advised.