

## SAFE SANCTUARY TRAINING QUIZ

Name:

Date:

This is the final step of your Annual Training Requirement.

1. PRINT this Quiz.
2. COMPLETE the Quiz. If you are unsure of an answer, you are welcome to return to the Training Session, and review that item again in order to determine the correct answer.
3. MAIL OR BRING the completed Quiz to Paula Downs at the LPUMC Church Office: 21760 Great Mills Rd., Lexington Park, MD 20653 or  
If you prefer to SCAN & E-MAIL, you may send it to paulacdowns@gmail.com.

Please answer the following questions by circling the answer you believe is correct.

1. **Who must complete the Safe Sanctuary requirements?**
  - a. The main leaders of the church's children/youth program
  - b. Every adult who serves in the children/youth programs of the church
  - c. Adults who help every week in the children/youth programs
2. **What are the three (3) requirements of the Safe Sanctuary program?**
  - a. Background check, Fingerprinting, Annual Training Session
  - b. Background check, Annual Training Session, Experience with children/youth
  - c. Background check, Misconduct Questionnaire, Annual Training Session
3. **The Background Check is completed by:**
  - a. Going to the local police station to fill out a form
  - b. Printing off a form from the website & turning it in to the office
  - c. Completing an on-line form providing your basic information & permission
4. **The Misconduct Questionnaire required by the Baltimore-Washington Conference must be updated by every volunteer how often?**
  - a. Every two years
  - b. Every year
  - c. Never; once is enough
5. **The Annual Training is completed by:**
  - a. Looking over any written materials you received the year before
  - b. Completing the on-line session & the test each year
  - c. Signing up for another year of volunteering makes you automatically up-to-date

6. **The Two-Adult Rule states that:**
  - a. As long you have completed the Safe Sanctuary requirements, the second adult can be whoever you choose, even if they are not screened or trained.
  - b. There must be a second screened & trained adult somewhere in the building while children/youth programs are going on.
  - c. There must be at least two fully screened, trained adults present in each room for children/youth activities.
  
7. **IF you ever find yourself with children or youth WITHOUT the second adult present:**
  - a. Cancel the activity immediately and send the children or youth home
  - b. Leave the room door open, and notify the hall floater or the program leader that you do not have a second adult in the room
  - c. Grab someone you know, or one of the parents, and ask them to help out
  
8. **For Kindergarten or younger, if there is not a second adult in the room:**
  - a. It's OK; these kids are so young it won't matter
  - b. Leave the room door open, but continue on as though nothing is the matter so you don't alarm them
  - c. Notify the program leader immediately, and let them know you either need to combine with another class or get a second adult in the room
  
9. **How does the Two-Adult Rule protect YOU (the volunteer)?**
  - a. A second adult keeps the volunteer from getting bored with the children
  - b. A second adult can provide witness testimony in the event of charges or allegations
  - c. A second adult can run errands so you can stay in the room with the children
  
10. **Why should the "second adult" NOT be your spouse or close family member?**
  - a. They cannot serve as an objective witness if testimony is needed
  - b. They probably won't cooperate as well as someone else would
  - c. Driving together could mean you would both be late
  
11. **When is it OK to take a child out of sight of the group by yourself?**
  - a. It's OK if they just need a quick trip to the water fountain or a Band-Aid
  - b. It's never OK, unless there is another adult with you
  - c. It's OK if you need to talk to them about their behavior

**12. When taking a child to the bathroom:**

- a. Prop the outer door open, and remain in the hallway to monitor for safety until the child is finished
- b. Go in with the child and close all doors for the child's privacy
- c. It's OK to send a youth or older child with them
- d. Tell them to go on by themselves, but to be quiet in the hall so they don't disturb others.

**13. If you take a child to the bathroom & an adult is using the bathroom at that time:**

- a. Send the child on in, but tell them to be really fast
- b. Go in with the child, and clear your throat several times to let the person know you're there
- c. Don't prop the outer door open because that would seem rude.
- d. Either take the child to another bathroom, or tell the adult a child needs to come in and ask them to please finish up as quickly as possible as the child is waiting.

**14. For this question only, circle AS MANY AS are correct.**

**Accepted forms of discipline with children/youth are:**

- a. Time out –sitting quietly at a table inside the classroom
- b. Sending child to the hall
- c. Threatening the child (for example, "You'll be sorry.")
- d. Getting the parent
- e. Standing child in the corner
- f. Yelling if necessary
- g. Asking program leader or main leader for help
- h. Whatever you use with your own children or grandchildren

**15. If you see someone you can't identify in the hall or general area, you should:**

- a. Pretend you don't see them, maybe they'll go away
- b. Tell the children to be on their guard because there's a stranger among us
- c. Ask the person, "May I help you?" and if they are not a teacher/leader, tell them they must leave the area because it is restricted to assigned teachers & leaders
- D. tell the person you are watching them and they'd better not cause any trouble

**16. If you have reason to believe an abuse has occurred:**

- a. Notify the Pastor or main leader immediately & report to 911 if you see fit
- b. Talk it over with your spouse or a friend to see what they think
- c. Keep it to yourself, you'll only cause trouble

**17. If you witness someone treating a child or youth inappropriately in any way in our church program, you should:**

- a. Try to create a diversion so others won't notice
- b. Confront the person and tell them they should be ashamed
- c. Remove the child from the situation, and contact the main leader or Pastor immediately

**18. If you choose to call the police to report a concern about abuse, you should:**

- a. Don't tell anyone you have done so
- b. Tell the Pastor and/or main group leader you have done so
- c. Tell everyone you have done so

**19. In field trips, car travel, or overnight situations, the two-adult rule should be observed.**

**IF it cannot be for any reason, the leader must do the following:**

- a. Ask every parent to sign a permission slip provided by the church, indicating their permission to depart from the two-adult rule if necessary for this occasion.
- b. Immediately cancel the trip or return home immediately
- c. Draft an older child to act as an adult in this situation

**20. On overnights or car trips, if there is only ONE adult in a vehicle or room, how many children must be in the car or room:**

- a. as many as it will hold
- b. none
- c. at least two

**QUESTIONS:** Please write below any questions you have about working with children/youth at LPUMC, or anything about the Safe Sanctuary procedures you do not understand. Someone will respond to you personally. THANK YOU!