

Lexington Park UMC



- Welcome to Safe Sanctuary Training for Lexington Park United Methodist Church.
We appreciate your desire to serve in the Children or Youth Ministries!
- This brief Training Session is required **ANNUALLY** for all adults serving in any capacity with children or youth at LPUMC.
- It will take approximately 15 minutes to read the slides in this on-line session. You may stop & start, or repeat the session as many times as you wish. Please take enough time to carefully read and absorb the information presented.
- At the conclusion of these slides, you will be instructed to **PRINT** a brief quiz, which you will complete and submit in hard copy to Pastor Lori Hays or Paula Downs at the church office.

Requirements

All adults leading or assisting with children/youth activities must complete three (3) requirements, as follows:

- Requirement #1: Background Check
- Requirement #2: Misconduct Questionnaire
- Requirement #3: Annual Training



Requirement #1: Background Check



- To do this, you will complete an on-line form providing some basic information & permission for LPUMC to run your background check. If you have not already completed that on-line form, Please stop and do that now before you continue with this training. Please use the link below to go to the on-line form:
- <https://bit.ly/2HZvHsl>
- Your background check will then be automatically updated every two years as long as you continue in child/youth ministry at LPUMC.

Requirement #2: Misconduct Questionnaire

This form is required by the Baltimore-Washington Conference of the United Methodist Church, and must be updated ANNUALLY by any adult serving with children or youth. You will be asked to provide answers to important questions, as well as personal references.

- NOTE: FOR ANNUAL UPDATE, you are not required to complete the entire form again. To update it, read Question #1 on the form and follow the instructions for updating. Remember to SIGN & DATE IT.
- To PRINT the form, go to the link below. Return completed form to Pastor Doug in the church office.
- <http://www.lpumchurch.org/home/180019803/180019803/Images/Sexual%20Misconduct%20Questionnaire.pdf>



Requirement #3: Annual Training

Training Session (ANNUALLY), which you are currently doing on-line!



THE 2-ADULTS RULE

This is the most basic of our Safe Sanctuary procedures.

There must be at least TWO fully screened, trained adults present in each room for children/youth activities. This means no adult (even if they are screened & trained) is permitted to conduct an activity for children without another screened, trained adult being present.



THE 2-ADULTS RULE



- **IT'S FOR YOUR PROTECTION TOO!**

The 2-adults rule is for the protection of the children/youth, but also for YOUR protection as an adult volunteer or staff. If there were an unfortunate situation in which a troubled child or parent charged you with inappropriate conduct, it would be critically important to have another adult who had been present & could testify about the actual events.



Teachers x 2

THE 2-ADULTS RULE

- **NOT SPOUSES. NOT IMMEDIATE FAMILY**
- The second adult should NOT be a spouse or from your immediate family. Again, this is for the protection of the children/youth, but also for yours. A spouse or close family member cannot be counted as an objective witness if testimony were needed to clarify a reported incident.



THE 2-ADULTS RULE

- **THE BEST LAID PLANS.....**
- Situations with only one adult in a room should not occur, but sometimes the best laid plans go awry. If you ever find yourself alone in a room with children/youth, the room door should be left open & let the floater in the hall area know that you are the only adult in the room. If there is no floater in the hall, consult with the leader in charge of the program about what to do.

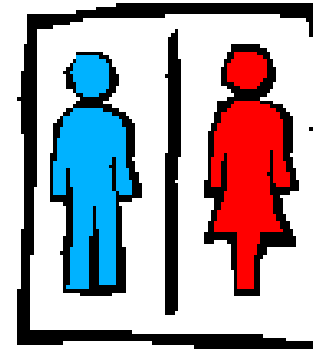
KINDERGARTEN & YOUNGER: Even if there is a floater in the hall, **DO NOT CONDUCT A GROUP** for kindergarten or younger if you are the only adult. It is too risky for the safety & security of the children, as well as yourself. Consult the program leader about combining with another class or getting a 2nd adult in the room.



THE 2-ADULTS RULE

- **DO NOT TAKE A CHILD OR CHILDREN OUT OF SIGHT OF THE GROUP for any reason unless there is a second screened adult with you.** This includes trips for first aid ('getting a bandaid'), to get a drink of water, and bathroom. The hall floater can serve as this 2nd adult, or any other screened/trained adult who may be available for you to ask to accompany you.





THE 2-ADULTS RULE

- **BATHROOM:** Escort children to the bathroom but do not enter with them. Get a 2nd adult to accompany you as well or ask the floater to do so. Prop the bathroom door open, and both adults remain in the hall to monitor for the child's safety. If a child requires assistance, a second adult must be present, for the protection of you and the child.
- **ALWAYS CHECK THE BATHROOM FIRST** to make sure there is no adult present in the bathroom. If so, ask them to please finish so that the child may enter, **OR** take the child to another restroom.

DISCIPLINE:



Never use physical discipline of any kind with a child/youth. If a child is not complying with your classroom requirements, you may use time outs. NEVER put the child in the hall by themselves for a time-out! If time-outs are not effective, notify the leader of the program for assistance. If the main leader is not available, you may wish to take the child to their parent or get the parent for assistance. You are NOT expected to tolerate misbehavior by children, but please use these procedures for addressing it.

STYLE OF INTERACTING:

Do not express anger against children either with words or voice tone. If necessary, step away or ask someone else to take your place. Remember, one of our goals is to model a loving, healthy & non-angry way of interacting with children/youth.



REMAIN AWARE



Remain aware at all times of who is in the room, and whether there are adults in the hallway or area who have no apparent reason for being present. Unknown persons should be asked, “*May I help you?*” If they are not a parent or teacher, please tell them that “*this area is reserved for children today. I must ask you to leave this area now.*” If you are ever unsure or uncomfortable about an adult’s presence, please get the main leader or one of the Pastors, as nothing is more important than keeping our children safe.

REPORTING ABUSE

- If you have reason to believe that an inappropriate behavior (either physical or verbal) has occurred against a child in our church setting, PLEASE NOTIFY the main leader or Pastor immediately. If the abuse is happening at the moment, ***remove the child*** from the perpetrator and contact the main leader or Pastor immediately.
- It is always your right to dial '911' to report a witnessed abuse, or you may ask the program leader or Pastor to do so. If you do make a report of any kind, please notify one of the Pastors that you have done so.



SUSPECTED ABUSE



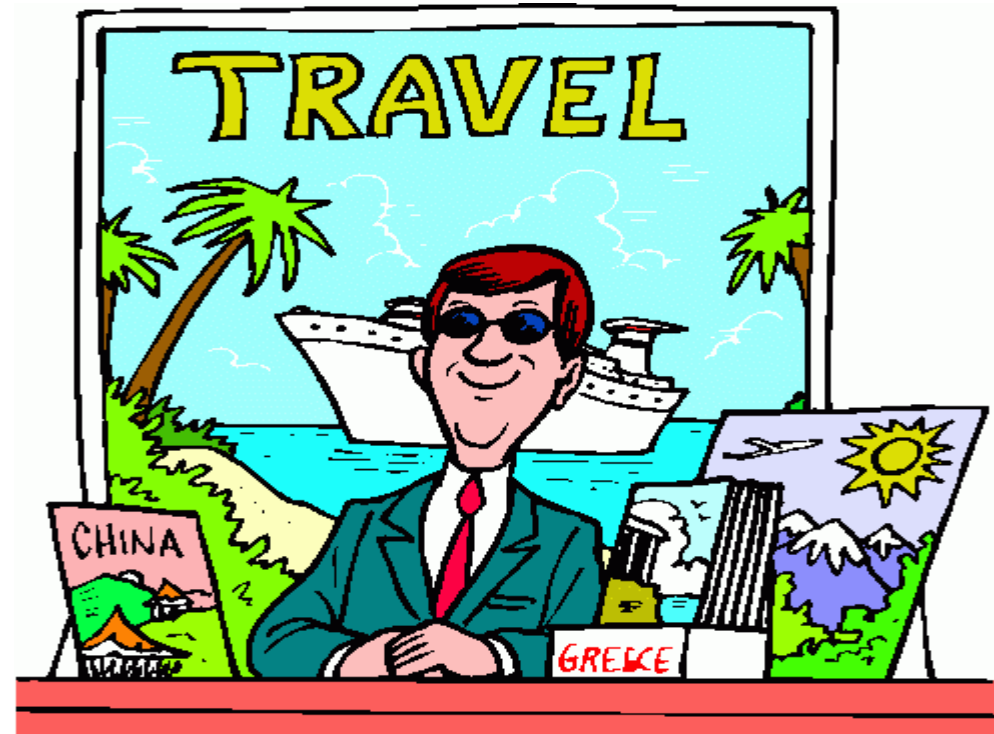
If you suspect a child has experienced abuse in a setting outside the church, please speak to one of the Pastors about your concerns. It would be helpful if you would write down the reasons for your concerns with dates & details of your concerns.

TRAVEL & OVERNIGHT:

The two-adult rule should be observed whenever possible in car travel, and in sleeping room arrangements. However, if that is not possible, the leaders must have parents COMPLETE & SIGN the permission slip provided by the church to give permission for this departure from our normal procedures. You may access this permission slip at

<http://www.lpumchurch.org/home/180019803/180019803//safe%20sanctuary%20permission%20slip%202017.pdf>

or contact Pastor Lori.



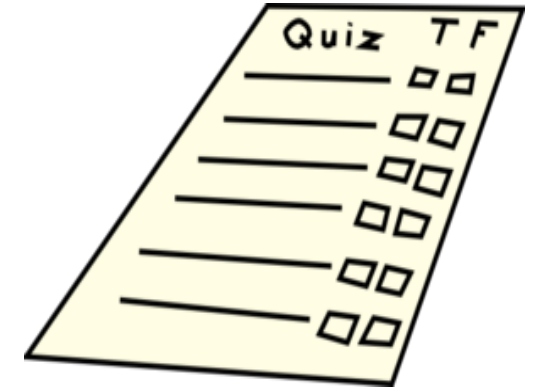
NEVER ONE CHILD

If only one adult is with children/youth in a car or sleeping room, there should never be only one individual child assigned to this car or room – only groups of 2 or more children.

- NOTE: This departure from the 2-adult rule should never be taken lightly, and should be used only when necessary AND with permission slips from parents.



TAKE THE QUIZ!



- You have now read the basic procedures for complying with the Safe Sanctuary Policy of Lexington Park United Methodist Church. You may wish to go back and review any or all of these slides. If you have any questions about a procedure, or how to implement it, please contact Paula Downs (Director of Discipleship) pcdowns@smcps.org or Pastor Lori Hays, pastorlori7@gmail.com
- When you are ready, hit the link below, PRINT the Quiz, and submit the completed copy to the church office marked for Paula Downs or Pastor Lori. Here's the link for your Quiz:
- <http://www.lpumchurch.org/home/180019803/180012343/Images/Safe%20Sanctuary%20Training%20Quiz%20pdf.pdf>