

A SAFE SANCTUARY

Prepared Spaces | Aware Adults | Faithful Youth

What is the Safe Sanctuary Policy?

It is a policy developed by our Human Resources Advisory Committee, approved by our Joint Board and mandated by our Synod to insure adults and children are in healthy and supportive relationships during times of worship, study and fellowship.

What does it require?

- 2 adult leaders are expected to be present with any group of children or youth.
- All adults who are regularly in close contact with children & youth at NPMC are asked to:
 1. Complete a background check.
 2. Undergo a drug screen.
 3. Participate in training on topics relevant to their ministry area.



Why a Safe Sanctuary Policy?

It is a commitment to ensure that every volunteer feels supported, is aware of how their work fits into the whole of our program and is ready to do their tasks.

It takes a village to raise a child. Studies have shown that children need lasting relationships with at least 5 faithful adults other than their parents to grow into an adult faith. We are setting an expectation of more adults being with our children, giving them more adults with whom they can form these relationships.

It gives parents and leaders peace of mind. Everyone can enter into our programs for children and youth knowing that someone is paying attention, is there to support them and wants them to feel comfortable and empowered.

Where can I get involved?

A safe Sanctuary is also a nurturing Sanctuary, so we've taken a good look at all of our programming for children and youth. We need the participation of more adults in every aspect of our programming. Where might you fit in?

Worship:

Nursery for Birth to 24 months:

A quiet place of nurture that is available during our worship services and the Sunday School hour.

Nursery for 2 - 3 years:

An active play space for the toddler into the early preschooler years.

Children's Worship:

Children age 4 through the completion of 1st grade are invited into their own worship experience at the midpoint of our worship. They learn about the elements of worship, seasons of the Church year and have opportunities to creatively respond to the Bible through the Godly Play curriculum.

Kids of Faith:

Children in 2nd through 5th grades have an occasional opportunity to continue learning about what happens in worship and hear important Bible stories from the Church year in this worship experience.

Sunday School:

2 & 3's Sunday School:

Our first introduction to Sunday School, where we share a core series of Bible stories. Each session offers multiple hands-on play centers to reinforce themes of their lesson.

4 & 5's Sunday School:

Learning a core set of Bible stories continues while they experience hands-on activities at a deeper level.

Kindergarten - 5th Grade:

Drawing from the core Bible stories, children begin to hear the Church's story unfold in this curriculum that follows the readings for the Church year. Elements of worship, Bible exploration and forming faithful responses to what they hear are part of every lesson.

6th - 12th Grades:

Youth continue to explore the intersection of worship and Bible study using the same lesson order as our elementary school children. As they move through the Church year, Christian creeds, prayer forms and more historical information is introduced.

Fellowship:

New Philly Kids:

Our children's fellowship opportunity for Kindergarten - 5th Grade that meets monthly with a focus on applications of our faith, both in caring for self and for others. Fun and games are often used as ways to talk about this.

Youth Fellowship:

Our fellowship programs for Middle and Senior Highs embrace elements of fun, service and study together. From mission trips to weekly Bible studies, youth have the opportunity in less formal settings to think about what place faith and Church have in their lives as they make decisions about their future.

While we need adults willing to rock an infant to sleep in our nursery, lead preschoolers in active, hands-on lesson plans, guide tweens and teens in exploring the Bible, we also have many behind-the-scenes places for organizing, putting together resources for our classes, dropping off materials in our classrooms - even woodworking and carving tasks to be done for our Godly Play storytelling sets.

Prayerfully consider where you might hear God calling you to get involved. Our children and youth are curious and they need others who can be engaged and curious right alongside of them. Their questions will undoubtedly deepen your journey with Christ and deepen the roots of faith for our congregation's life together.

For questions throughout any step, please contact Christy Clore; christy@newphilly.org, 765-2331.

How do I get started?

- 1 - Read over the policy contained in this manual. Ask any questions you have.
Then sign the Policy Acknowledgement Form.
- 2 - On the reverse of the Policy Acknowledgement Form, you will find the Criminal Records Check Consent Form. Please fill this this form out completely and sign it.
- 3 - Turn these two pages into the Church Office or directly to Christy Clore, Director of Christian Education, Ross McNeil or Erin Key, Youth Advisors.
- 4 - One of those named above will contact you about our next available drug screening opportunity. This is a simple saliva screening and takes just a few moments.

Next Scheduled Screening On-Site - TBA

You can contact Gary Stilley, HR Resource for MCSP, directly to schedule a time to be screened at the Provincial office in Old Salem. 336-414-3828 or garystilley18@gmail.com

- 5 - You will be notified about upcoming training opportunities in your volunteer area.

We will offer training on-site during quarterly events and online training sessions will be available if you cannot attend a session at the church.

NEW PHILADELPHIA MORAVIAN CHURCH

SAFE SANCTUARY POLICY STATEMENT

Purpose:

The purpose for establishing this Safe Sanctuary Policy and accompanying procedures is (1) to demonstrate our absolute and unwavering commitment to the physical and spiritual growth for all our children and youth, (2) to protect our staff and volunteers from potential false allegations of inappropriate behavior and (3) to limit the extent of legal liability of the congregation and the Southern Province.

Definitions:

- HRAC - Human Resource Advisory Committee
- Child - Any person between birth and Grade 5 (usually from birth to 11 years old)
- Youth - Any person from Grade 6 to Grade 12 (usually 12 to 17 years old)
- Adult - Any person eighteen (18) years of age or older
- Staff - Any person that is an employee of NPMC
- Volunteer in leadership position - Any volunteer who teaches, supervises or counsels children/youth on a regular basis or an overnight event
- Ministry Leader - Any person(s) responsible for overseeing a church program designed for children or youth
- Province - refers to the Moravian Church in America, Southern Province which is the headquarters and governing body of all Moravian churches located in the Southern region, and is governed by the PEC (PEC - Provincial Elders Conference)
- Child Abuse - A non-accidental injury or pattern of injuries to a child, which includes:
 1. Emotional Abuse - Expressing attitudes or behaviors toward a child or youth that creates serious emotional or psychological damage
 2. Sexual Abuse - Any sexual behavior imposed on a child/youth
 3. Physical Abuse - Actions that result or could result in serious physical injury (examples: beatings, harmful restraint, use of a weapon or instrument)
 4. Child Neglect - Any serious disregard for a child's/youth's supervision, care or discipline

Recruitment and Screening Guidelines:**Applications:**

1. All applicants for positions within the church will submit an application that will include personal identification, qualifications, experience and references. Church leadership will verify the information submitted.
2. All staff employees and volunteers in leadership positions will be required to sign an "Authorization and Release of Information and Records" form. The form and the information requested on the form will be used to obtain a nationwide criminal background check.
3. All applicants applying for employment at the church will be required to submit and pass a drug-screening test. Employment at the church is contingent upon the successful passage of the drug screen. Refusal to complete the test or a positive test result will cause the revocation of the offer of employment.
4. The background check and drug test will be obtained and coordinated by the human resources department of the Southern Province.
5. All results from applicant screening will be stored, secured and locked in a designated place at the provincial office.

Employment Interviews:

1. The HRAC committee representing the Joint Boards will recruit and screen/interview all applicants for non-ordained staff positions.
2. A designated staff member will recruit and screen/interview all new volunteers who will work with children and youth.
3. All information gathered during recruitment and screening will be considered strictly confidential.
4. Personal interviews must be conducted for all staff with at least two interviewers present and documented by a written summary.
5. All interview summaries will be stored, secured and locked in a designated place in the New Philadelphia Moravian Church office.

References:

1. Staff applicants will be asked to provide two to three character and work history references.
2. The designated screener will contact the references and other contacts supplied by the applicant. A particular concern should be the applicants experience and abilities when working with children and youth.
3. All responses to each reference check or attempted reference check will be documented in writing.

Background Checks:

1. Criminal background checks will be obtained for all ordained positions as required by the PEC, all staff, and volunteers in leadership positions. A background check may include criminal records, sex offender registry, child abuse registry and motor vehicle report when applicable.
2. Successful passage of the drug screen is required. Refusal to complete the test or a positive test result will cause the revocation of the offer of employment.
3. A motor vehicle report documenting a valid driver's license and an applicant's driving record will be required for those who may be driving children and youth to church related functions.
4. Applicants who have been convicted of physical or sexual abuse or neglect or convicted of a felony charge or any crime deemed inappropriate will not be allowed to work in any church-sponsored activity or program for children or youth.

All results from applicant screening and Criminal background checks will be stored, secured and locked in a designated place at the provincial office. Background checks will be renewed every five years.

Orientation:

1. A copy of the "Safe Sanctuary Policy" will be provided to all staff and volunteers upon employment or acceptance of a position working with children and youth.
2. Upon receipt of this policy, staff and volunteers will be required to sign a statement that he/she has read the Safe Sanctuary Policy.
3. Policy orientation is required for all staff and volunteers who work with children or youth, but is open to all interested parents and church members. Orientation may be done one-on-one or at available workshops.
4. A minimum of three staff members will be trained in CPR/First Aid to assist staff/volunteers in making appropriate decisions when medical issues occur. Their names will be communicated to staff/volunteers and posted in the office.
5. Training in *Recognizing Signs of Abuses and How to Report Signs of Abuse* will be provided for all staff and volunteers involved in programs for children and youth.

A DVD on the topic will be used for those who cannot attend the training session.

Outings Away From Church Property:

All church related activities requiring transportation for children and youth as a part of the event must adhere to the following policy:

1. All children and youth participating in events requiring transportation away from the church must have written permission from parents or guardians.
2. Staff and volunteers must have a valid driver's license and Motor Vehicle Report with acceptable results. All traffic laws must be obeyed.
3. All drivers must be at least 18 years of age,
4. To the extent possible, in vehicles carrying more than four children, there should be one adult in addition to the driver.
5. Occupants are required to wear seat belts.
6. No smoking while in the vehicle or consumption of alcohol or drugs to include prescription drugs that may cause impairment.
7. A cell phone should be available when groups are away from the church. The cell phone should only be used for emergencies while driving.
8. Drivers should refrain from use of electronics devices such as DVD players and i-Pods.

Supervision of Children and Youth in all venues (on or off campus):

Supervision procedures are designed to reduce the possibility of inappropriate behavior and to protect staff and volunteers from unwarranted accusations.

1. Minimum supervisory standards will include the "two-adult" rule. The two-adult rule requires that no matter the size of the group, there will always be two adults present. If there are fewer than 2 adult leaders present, the door will remain open and a rover will pass by periodically to check each group.
2. Each room or space where children are being cared for shall have a window in the door or the door shall be left open unless two adults are present. All activities should occur in open view. Doors should never be locked when children are present in the room.
3. Parents of the children, pastors, and staff of the church are encouraged to visit and observe the activities, classroom, or church sponsored program at any time, unannounced.
4. No person shall solely supervise any age group unless he/she is at least 18 years of age and is 5 years older than the children being served.
5. Outside groups using the church facilities for children/young adult activities are responsible for ensuring compliance with the Safe Sanctuary Policy while using the church facility and will be asked to sign a user's agreement.

Reporting of Inappropriate Behavior:

All adults and youth have a responsibility to be alert for behavior directed toward children and youth that is inappropriate. Once an incident of inappropriate behavior occurs or an allegation of an incident is made, it is crucial that it be dealt with in a timely and clearly outlined manner.

1. Inappropriate behavior can range from the appearance of such to a deliberate criminal act. Depending on what is observed or reported, the response can range from counseling for appropriate behavior to and including notifying the appropriate authorities.
2. As behaviors move from the area of perception to that of poor judgment on the part of the adult, the response from the church will become more formal. A case of poor judgment can be investigated internally, with the offending adult being counseled and monitored more closely in the future. If the behavior were to be repeated or other examples of inappropriate behavior occur, the adult could be assigned to activities where they are more closely supervised by either the program director, staff member or a volunteer leader. The adult could also be required to step down from their current role.
3. If it is observed that inappropriate behavior of an adult towards a child or youth continues and goes beyond appearance or bad judgment and becomes a criminal act, the church is to notify the appropriate civil authority and the PEC. The church will cooperate fully with the investigation.

Reporting Procedure:

1. All allegations, investigation, and reports of the alleged incident are considered confidential. Information should only be discussed with those of a need-to-know status.
2. The senior pastor under the advice of the PEC is the only person authorized to make statements to representatives of the media. Care should be taken to safeguard the privacy and confidentiality of all persons involved.
3. Any person who observes alleged abuse or to whom such alleged abuse is reported is required to report the incident immediately to the person in charge of the activity or event.
4. The person in charge should ensure the protection of and tend to the immediate needs of the child or youth, as the situation requires.
5. Care must be exercised so that those reporting the incident are not identified or persons are not falsely accused.
6. The person who is in charge of the activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
7. Upon receiving such information, the person in charge will report the incident and all information gathered to the senior pastor or vice chairman of the Board of Elders. The senior pastor or vice chairman of the Board of Elders is then obligated to notify the appropriate civil authorities and the PEC immediately.

8. If the senior pastor is the accused party, the vice chairman of the Board of Elders should report the incident to law enforcement and the PEC immediately.
9. Proper authorities will be notified even if the parents do not wish the incident to be reported.
10. The person in charge or the senior pastor will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child or young adult until the parents arrive.
11. If the accused is a worker, volunteer, or staff employee that is involved with the children's activity, they will be immediately remove the accused from further involvement with the children.
12. Even in the event that an allegation concerns activities or persons outside any relationship to the church related activity or event, the same procedures should be implemented. An example of this would be a child telling a staff employee, volunteer or helper about abuse by a relative at home. If this was reported, the incident should be communicated according to the procedures outlined previously.

Jessica Lundsford Act for North Carolina

The Jessica Lundsford Act (*N.C. General Statutes §§ 14-208.17, 14-208.18*) includes conditions that are placed on the participation of a registered sex offender who wishes to be part of a church community. In compliance with this law, the conditions are included on pages 13-14.

Cyber Safety:

One of the biggest changes in the 21st century is the impact of the internet, cell phones and other electronic communication devices on our everyday lives. In addition to its informative and entertaining purposes, the internet also has a side that is dangerous and destructive. Cyber safety is an issue that all churches must identify and address. Children and youth can be victims of cyber bullying or attract the attention of predators on the internet

All church leaders, staff and volunteers must adhere to the following policies:

1. Limit what is communicated via the internet. Conduct any communications in a professional manner. Save all communications you have with children, youth, and vulnerable adults. An electronic "paper trail" can be important.
2. If abuse is divulged electronically, follow standard reporting procedures.
3. When posting photos of events or programs, refrain from using names and never use last names or identifiable information.
4. Check photos for vulnerable/compromising situations and to make sure they uphold your mission. Check to make sure nametags are not distinguishable.
5. Have parental permission for children and youth in writing for:

- The sharing of any full name or contact information with anyone.

Accidents and Injuries

Supplies for treating minor injuries are kept at the Church Office. Ziploc baggies of ice can be provided by the adult leader. All accidents (even seemingly minor ones) should be reported to adult leader immediately. If an adult leader is not available, the accident should be reported to the Church Office. The adult leader (or other supervisor) will inform you if an accident report should be filled out - when in doubt, fill one out! Accident report forms are kept in the Church Office. Accidents include bumps that leave a bruise and/or require your attention, cuts and burns incurred during an event held at the Church, and anything you think a parent will be even mildly concerned about. If you use ice to treat an injury, you need to report the incident. If splinters are deep enough to require a tool (tweezers or a needle) to remove, DO NOT remove it! Put a band-aid on the area and leave the splinter intact.

Extreme caution is advised when treating any injury or unusual condition. Never send a child alone to be treated. Never leave an injured or sick child alone to seek treatment. When a child is ill, running a fever, vomiting, or requesting to go home due to illness, he/she must be accompanied to the church office. If you are unable to leave your location, send the sick child with another child from your group. The Church Staff member present will then make all necessary arrangements. No phone call is to be placed to a parent without the Church Staff member's knowledge.

In the event that a child becomes too ill or has had an accident that does not allow him/her to be moved, two other children should be calmly instructed to get assistance from the Church staff member or the nearest adult. It is important that all adults in an emergency situation try to remain calm so as not to alarm the children.

Children who have experienced a fall should not be moved. Comfort the child and ask where he/she is injured ('show me where it hurts.') Encourage the child to move his/her limbs on his/her own. Do not move the child's limbs for him/her.

General Safety:

The safety of all children and youth is our first priority. To that end, children may never be left unsupervised and/or placed in situations that might compromise their health and/or safety. Staff members are responsible for ensuring that the following rules be enforced at all times:

- a. Children may not ever take medication unless dispensed by the parent or legal guardian or a staff member designation by the parent or legal guardian. Children MUST NOT be allowed to dispense medication to themselves - this includes such seemingly benign things as cough drops, aspirin, Children's Tylenol, cough syrup, etc.
- b. Children are to be dismissed only to their parents, legal guardians, or other authorized caregivers. If there is any doubt whatsoever as to the identity or authority of an individual who seeks to remove a child or youth from the campus, bring that individual to the Church Office at once. DO NOT release the child to that person's care until identity and authority has been confirmed.

- c. Children should move through the building, cross streets, and use the playground equipment in a safe manner.
- d. All accidents must be reported to the adult leader and a Church Staff member. Emergency help should be summoned immediately if there appears to be the slightest possibility of serious injury. ALL HEAD INJURIES MUST BE TAKEN SERIOUSLY!
- e. All staff must be aware of children with allergies, asthmatic conditions, or other potentially dangerous medical conditions, and how to respond to emergencies involving such conditions.

HRAC and the Safe Sanctuary Coordinating Task Force:

The HRAC will coordinate and monitor the implementation of the Safe Sanctuary Policy (SSP). The HRAC will meet at least quarterly to review and discuss compliance with this policy, and to review any changes that may be needed.

The HRAC may name a Safe Sanctuary Coordinating Task Force to oversee the initial implementation of the Safe Sanctuary Policy, and at any such time that increased activity deems it necessary. The Safe Sanctuary Coordinating Task Force shall include:

- Senior Pastor or designee
- Director of Christian Education
- Congregational lay representatives
- An HRAC representative
- A Youth Fellowship representative
- Others as needed

The Director of Christian Education will serve as the Safe Sanctuary Policy Coordinator. The coordinator is responsible for the administration and implementation of the policy with the following duties:

- a. Ensure all who work with children and youth adhere to NPMC's Safe Sanctuary Policy.
- b. Provide Safe Sanctuary training at least annually to all volunteers (training DVD can be used for those who are unable to attend).
- c. Review background check results to determine volunteer eligibility in accordance with the NPMC SSP.
- d. Make updates as needed to provide a safe environment for our children.
- e. Ensure that training in First Aid and CPR is provided and received by designated staff as

required by the policy.

- f. Serve as the primary contact and administrator for the congregation on this policy.

New Philadelphia Moravian Church

Safe Sanctuary Policy for Children and Youth

In Response to the Jessica Lundsford Act for North Carolina

1. We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship. In compliance with North Carolina law a registered sex offender who wishes to be part of a church community should expect to have conditions place on his/her participation.
2. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity. N.C. General Statute § 14-208. 17(a) (2008)
3. A registered sex offender shall not be in attendance at any church event where children or youth are the primary audience. These events include, but are not limited to, New Philadelphia Youth Fellowship activities, Vacation Bible School, and scouting activities.
 - If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the appropriate law enforcement officials.
4. A registered sex offender shall not be within 300 feet of any location on the church property intended primarily for the use, care and supervision of minors.

N.C. General Statute § 14-208.18(a) (2) (2008)
5. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, preschool classrooms, children's Sunday School classrooms and playground.

N.C. General Statute § 14-208.18(a) (1) (2008)
6. While on church property, a registered sex offender must be accompanied by an unrelated, same gender adult covenant partner provided by the church.
7. A registered sex offender should identify himself/herself as a registered sex offender to the Pastor or Director of Christian Education.
8. A registered sex offender who wishes to be part of our church community shall read and sign a Church Participation Covenant Statement. The Senior Pastor and the Vice-Chairman of the Elders will also sign this document. The signed document will be kept on file at the church.

New Philadelphia Moravian Church

Registered Sex Offender

Church Participation Covenant Statement

The congregation of New Philadelphia Moravian Church is committed to providing a safe and secure environment for all children and youth. In compliance with N.C. General Statutes §§ 14-208.17, 14-208.18, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

1. As a registered sex offender, I will have and abide by conditions placed on my participation in the church community.
2. While on church property, I will be accompanied by an unrelated, same-gender adult covenant partner. Providing a covenant partner will be the responsibility of the church.
3. I will not be permitted to work/volunteer with children or youth in any church-sponsored activity. N.C. General Statute § 14-208.17 (2008)
4. I will not be in attendance at any event where children or youth are the primary audience. This includes, but is not limited to, New Philadelphia Moravian Church Youth Fellowship activities, Vacation Bible School and scouting activities. N.C. General Statute § 14-208.18 (a) (3) (2008) If I attend such an event, I will be told to leave and a report will be made to law enforcement officials.
5. I will not be within 300 feet of any location intended primarily for the use, care or supervision of minors. N.C. General Statute § 14-208.18 (a) (2) (2008)
6. I will not be in any area of the property designated for the use, care or supervision of children or youth. N.C. General Statute § 14-208.18 (a) (1) (2008) These areas include, but are not limited to, the nursery, preschool classrooms children’s Sunday school classrooms and playground.

Pastor’s Signature

Date

Vice-Chairman of the Elders

Date

Covenant Person Signature

Date

NEW PHILADELPHIA MORAVIAN CHURCH

Safe Sanctuary Policy Statement

Acknowledgement Form

Name: _____

Last Name

First Name

Address:

House/Apt. #

Street

City

State

Zip Code

Phone: _(____)_____ E-mail_____

The New Philadelphia Moravian Church congregation is committed to providing a safe and secure environment for our children, youth, adults and volunteers who participate in the ministries and activities sponsored by the church. The Safe Sanctuary Policy Statement reflects our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter. I acknowledge that I have received, read and agree to comply with the Safe Sanctuary Policy Statement of the New Philadelphia Moravian Church. I understand that failure to do so could result in dismissal from my responsibilities with the children and/or youth of the church.

Print Name

Signature

Date

NEW PHILADELPHIA MORAVIAN CHURCH

Safe Sanctuary Policy Statement

Criminal Records Check Consent Form

Date: _____

Name: _____
Last Name First Name MI Maiden Name

Social Security #: _____ - _____ - _____ Date of Birth: ____/____/____

Gender: Male _____ Female _____

Address:

House/Apt. # Street

City State Zip Code

Telephone #: (____) _____ E-mail _____

I understand that due to my activities and involvement with the children and/or youth at New Philadelphia Moravian Church, a national criminal background check and sexual offender check will be done on me. I have never been convicted of child abuse as an adult or juvenile, nor has such a conviction been expunged _____(initials). I consent to a national criminal background check _____(initials).

Printed Name Signature Date

Return this form to NPMC