



# FUMCOG

First United Methodist Church of Germantown

## SAFE SANCTUARIES POLICY AND PROCEDURES 2017-2018

For the Protection of Children, Youth and Vulnerable Adults

### PREAMBLE:

God has called us to make our ministries safe, protecting our children from abuse and exploitation. God has also called us to create communities of faith where children can be safe and grow strong. Jesus taught “Whoever welcomes one such child in my name welcomes me,” (Mark 9:37 NRSV). The Social Principles of The United Methodist Church state “...children must be protected from economic, physical, and sexual exploitation and abuse” (Par. 162(D) *2012 Book of Discipline*).

### PURPOSE:

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children, as well as those who are committed to ministering to them as volunteers and employees. First United Methodist Church of Germantown, subsequently referred to as FUMCOG, has seen fit to establish this policy that can help to 1) prevent such abuse from happening in our church; 2) make our church a place where children can feel safer in disclosing abuse; and 3) protect the volunteers and employees that minister to our children.

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Therefore, as a Christian community of faith, we pledge to conduct the ministry of the gospel in ways that create and maintain a worship and work community in which all of our members, friends, staff, and volunteers can work together in an atmosphere free of all forms of discrimination, harassment, abuse, exploitation, or intimidation. FUMCOG affirms its goal of creating an environment of hospitality for all persons – male or female, adult or child – that is free of sexual misconduct and physical and emotional abuse, and that encourages respect, equality, equity, and kinship to Christ (See **Appendix I** for Procedures for Safe Ministries).

All persons associated with FUMCOG should understand that the church is opposed to sexual abuse and harassment, and that such behavior is prohibited by church policy. It is the intention and goal of the church to take action needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline anyone who violates this policy. Sexual abuse and harassment of members or other individuals by anyone engaged in the ministry of FUMCOG is unethical and unprofessional behavior and will not be tolerated within this congregation. In all of our ministries, this congregation is committed to demonstrating the love of Jesus Christ so that each person 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).

It is the responsibility of FUMCOG to ensure that it is in compliance with all aspects of the Pennsylvania Child Protective Services Law (63 PA. C.S.A. 6301). In the event that the law conflicts with this policy, the law shall control.

### **Definitions:**

For the purpose of this policy, the following definitions shall apply:

**Activity:** any church-sponsored or church-affiliated ministry.

**Adult:** a person at least eighteen (18) years of age or older and no longer enrolled in high school. (For the purpose of child care, “Adult” is defined as any individual at least 18 years old.)

**Child, children, youth:** any individual under the age of eighteen (18) and/or still enrolled in high school.

**Child Abuse:** as defined under Pennsylvania’s Child Protective Services Law means any of the following:

- a. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child.
- b. An act or failure to act by a perpetrator, which causes non-accidental serious mental injury to or sexual abuse or exploitation of a child.
- c. A recent act, failure to act, or series of acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child.
- d. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical

care, which endangers a child's life or development or impairs the child's functioning.

- e. A child will not be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.
- f. If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of seriously held religious beliefs of the child's parents, guardian, or person responsible for the child's welfare, which beliefs are consistent with those of a bona fide religion, the child will not be deemed to be physically or mentally abused. The county agency shall closely monitor the child and shall seek court-ordered medical intervention when the lack of medical or surgical care threatens the child's life or long-term health. In cases involving religious circumstances, all correspondence with a subject of the report and the records of the Department and the county agency may not reference "child abuse" and shall acknowledge the religious basis for the child's condition, and the family shall be referred for general protective services, under Subchapter C of the CPSL (relating to general protective services), if appropriate.

**Designated Church Leader:** any "worker" who directs programs or chairs a FUMCOG council/committee.

**FUMCOG or We:** First United Methodist Church of Germantown

**Mandated Reporters:** any adult (whether clergy or laity, paid or unpaid) who has reasonable cause to suspect abuse through personal witness or disclosure, or receives an allegation through a third-party.

**Ministry Partner:** any individual or group that engages in church-sponsored or church-affiliated ministry.

**Protected Person:** any child, youth, or vulnerable adult protected under these policies and procedures

**Roamer:** an individual with clearance, who is designated to move among program areas and function as a volunteer under the two-adult rule.

**Screening:** the method used to perform a state-wide and/or a national background check of all "workers" as mandated by PA state law.

**Staff person:** any person who is paid by the church (whether full- or part- time) and any independent contractor with access to children, youth, or vulnerable adults.

**Teen Worker:** any worker *at least* twelve (12) years old or older, but under the age of eighteen (18), who has been enlisted to assist with the care of minors. A "Teen Worker" is never considered a second adult.

**Vulnerable Adult:** a person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from abuse or neglect without assistance from others. These persons shall receive protection as defined under the areas concerning children where applicable.

**Worker:** any adult – a volunteer or paid person – who has been given the responsibility of ministering to/caring for children, youth, or vulnerable adults. Before being allowed in this supervisory role, the “worker” shall have an active relationship with FUMCOG for *at least* six months.

### **SCREENING OF FUMCOG STAFF AND VOLUNTEERS:**

At FUMCOG, workers (including paid teen workers over the age of fourteen (14) who engage in ministry with children, youth, and vulnerable adults must:

- Complete a Screening Form (for paid staff, this is in addition to a job application)
- Submit the following clearances as required by Pennsylvania State Law (directions for completion are included in the Volunteer Packet provided):
  - a. Pennsylvania Child Abuse History Clearance (Form CY-113)
  - b. Pennsylvania Criminal Record Check (Form SP 4-164)
  - c. FBI Criminal History Report as needed by all paid staff and volunteers who have lived outside the state of Pennsylvania within the last ten (10) years.

Original copies of all screenings are required to be witnessed by a designated FUMCOG staff employee.

- Submit two (2) Worker Reference Forms that have been completed by two individuals (who are *not* family members).
- Participate in the annual Safe Sanctuary orientation/training before working with protected persons. The worker will not be permitted to fill a role involving direct supervision until this training is complete, but the worker may assist.
- Sign and submit a Child Protection Signature Form that verifies the worker has reviewed the Safe Sanctuary Policy (submitted annually). Workers who will provide transportation also provide their Automobile Insurance Policy Information.
- Submit written notice of a new arrest, conviction, or substantiated child abuse to the Senior Pastor or designated church leader within 72 hours of being arrested or being convicted of an offense that would be grounds for denial of employment or volunteer service. If we are notified by another party or have grounds to suspect an employee or volunteer, we will require the individual to submit new clearances.
- **ALL Pennsylvania State screenings must be repeated every five (5) years.**

FUMCOG commits to absorb the cost associated with screenings and clearances. Please contact Sederia Brown for current procedures (by phone at 215-438-3677 or by email at [office@fumcog.org](mailto:office@fumcog.org)).

All voluntarily disclosed personal information will be maintained in the strictest confidence. All forms and reference forms will be kept as part of the worker's confidential file in a locked cabinet. Upon completion of the appropriate forms by the worker, staff will submit appropriate documentation to the appropriate authorities. All files will be maintained for three (3) years after service ends.

Until screenings are complete, workers will only be permitted to participate in ministries in the presence of another cleared worker. Any worker who refuses to comply with any part of these policies will not be permitted to serve FUMCOG's children, youth, or vulnerable adults.

### **WORKER DISQUALIFICATION**

Any person who has been convicted, or is currently under investigation, of child abuse will be automatically disqualified as a worker in FUMCOG activities. At the discretion of the designated church leader in charge, certain other offenses may disqualify a worker from participating in, providing leadership for, or supervising any activities/programs with children, youth, or vulnerable adults. (See **Appendix II** for a list of offenses under Pennsylvania Title 18.)

Moreover, if an applicant (worker or employee) has been named as the perpetrator in a founded child abuse report within the previous five (5) years, he/she will not be permitted to serve as a volunteer or be hired as an employee.

### **OTHER GROUPS USING FUMCOG'S FACILITIES**

Any outside organization, group(s) or individual(s) who use the facilities of FUMCOG will be informed of the existence of FUMCOG's Safe Sanctuaries Policies and Procedures and will be given a copy of the Safe Sanctuaries Policies and Procedures.

Programs and ministries in the church that are licensed or accredited by a licensing or accreditation body or that have formally adopted supervision procedures will meet or exceed the standards of FUMCOG's Safe Sanctuaries Policies and Procedures.

Any outside organization, group(s) or individual(s) who use the facilities of FUMCOG, shall sign the Safe Sanctuary Covenant Agreement (See **Appendix V**) stating that they understand and are in compliance with this policy as appropriate for the Organization's activity.

Any outside organization, group(s) or individual(s) who refuse to comply will not be permitted to use our facilities.

### **REPORTING**

Abuse specifically includes verbal, physical, emotional, or sexual abuse of a child, youth, or vulnerable adult. Sexual abuse involves children, youth, and vulnerable adults in sexual behaviors and/or activities for which they are not personally, socially, and developmentally ready

and/or cannot give consent. Those behaviors and/or activities may be violent or non-violent in nature and are an exploitation of a person's vulnerability in which the abuser is fully responsible for the action.

FUMCOG is fully committed to handling all issues related to this Safe Sanctuary Policy with appropriate confidentiality and with respect for the privacy of the alleged victim and others involved in the incident.

**Any worker involved in FUMCOG ministries is considered a mandated reporter.**

**If you have reasonable cause to suspect a Protected Person is a victim of abuse, a report must be made, without exception.** Reasonable cause to suspect abuse can occur:

- a) When any worker personally witnesses an incident or evidence of abuse,
- b) When an allegation of an event of abuse is made to a worker by a third party, and/or
- c) When a child, youth, or vulnerable adult discloses abuse to a worker which meets the criteria of the above law.

The mandated reporter observing the behavior or receiving the allegation/disclosure must immediately make a report. **Call (Philadelphia) 215-683-6100 or (PA Child Abuse Hotline) 1-800-932-0313.** Initial reports can also be filed on the website at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). (See **Appendix III** for Reporting Suspected Abuse Checklist.)

*A mandated reporter who fails to report or delays reporting may be charged with a misdemeanor or a felony, depending on whether the non-reporting is willful and how serious the abuse is.*

Immediately after a report is made, the worker shall notify the Senior Pastor or a designated church leader. Subsequently, the District Superintendent will be informed if the incident involves a staff person or volunteer of the church. Otherwise, all information regarding the incident shall be held in strictest confidence.

The person reporting the suspected abuse must fill out **form PA CY47** to be sent to the Philadelphia Children and Youth agency at 1515 Arch St, Philadelphia, PA 19102 within 48 hours of the oral report. (See **Appendix IV** or locate a sample in the church office.)

Where an imminent threat of continued or additional abuse exists, any worker with knowledge or information about such abuse shall *immediately* contact 911 **and** another adult in order to ensure the safety of the abused person. Safety is the church's primary concern. In connection herewith, any needed emergency healthcare shall be provided, such as (1) first aid, (2) emergency services, and/or (3) transport to a hospital emergency room. Should it be necessary to remove a person or persons from any activity, care should be taken to handle this in a discreet manner, with utmost respect to both parties, recognizing that an investigation is still being conducted. *Releasing the identity of the worker making the report is prohibited.* This applies to law enforcement, the child welfare workers, and the church.

All workers are to refrain from speaking with or otherwise communicating to any form of media. Should it be deemed necessary, a church representative along with the Eastern PA Conference of the United Methodist Church spokesperson will communicate to the media with regard to any alleged accusation or abuse as defined in this policy.

Any person who is the subject of the report will be required to refrain from all children, youth, or vulnerable adult activities until the incident report is resolved, and guidelines for behavior have been established when necessary.

In the event that a member of the clergy becomes aware of suspected child abuse as a result of confidential communication which is protected under 42 PA C.S. 5943 (relating to confidential communications to clergy), the conference legal counsel should immediately be consulted.

Pastoral responses to victims of abuse, to alleged perpetrators of abuse, and to the media will follow the published policy of the Annual Conference.

**APPENDIX I**

**Procedures for Safe Ministries with Children, Youth, and Vulnerable Adults**

**Supervision:** Supervision procedures are designed to reduce the possibility of abuse and to protect staff persons and volunteers from unwarranted accusations. No child will be left unsupervised while attending a children’s ministry activity. It is strongly recommended that there be a staff/child ratio of:

Infants & Toddlers	2 adults to 8 infants
2 - 5 years of age	2 adults to 10 children
Grade K thru Grade 4	2 adults to 24 children
Grade 5 thru Grade 8	2 adults to 30 children
Grade 9 thru Grade 12	2 adults to 20 youth

Workers may limit children/youth to these recommended ratios or lower to ensure adequate supervision and safety.

**Two-Adult Rule:** A minimum of two (2) adult workers, who are not related or married to one another, shall be present in any room or area where Protected Persons are participating for ALL church-sponsored programming, events, or ministries. However, at a minimum, this may include a “roamer,” or a system of floating supervision in which an adult moves in and out of rooms.

Any one-on-one interactions between adults and children/youth should be conducted in sight of another worker and/or in an open/public location with the knowledge of another adult. At no time will paid staff or (adult or teen) workers be permitted to be alone with a child or youth in an isolated situation (unless there is expressed written permission on file in the church from the child’s/youth’s legal parent or guardian otherwise for specific situations or programs).

**Five Years Older Guideline:** The following standard for workers are designed to separate workers from the group they are serving by age or enough years to reinforce recognition of the worker’s role. Every worker, including teen workers, responsible for supervision shall be at least five (5) years older than the oldest protected person participant. Anyone under the age of eighteen (18) will be paired with an adult worker.

**Teen Workers:** Youth must work with an adult present and must be 12 years or older to assist with the care of minors.

**Parental Guidelines:** No Protected Person(s) will be left unsupervised while attending an activity/ministry at FUMCOG. In the event that child care services are not provided by FUMCOG (i.e. retreats, small groups, worship services, etc.), the parent or guardian shall be fully responsible for the supervision of the Protected Persons during the event. Said Protected Person(s) shall remain in the presence of the parent or guardian, and at no time be left alone and unsupervised.



**Accessibility Through Windows and Doors:** All ministry activities should occur in open view. Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a ½ door configuration or an open door.

**Hallway and Classroom Roamer:** One or more adults will monitor the hall of the church building where ministry activities are scheduled. Periodically, the person(s) serving as roamer(s) shall check all classrooms being used throughout the allotted programming time.

**Buddy System:** Understanding there is safety in numbers, children/youth are to use the “buddy” system (i.e. groups of three) during all on- and off-site church activities as appropriate.

**Toileting & Diaper Changing:** Whenever possible, an adult shall escort any child in preschool through 2<sup>nd</sup> grade to the restroom and wait outside. No more than one child/youth shall be in a single bathroom or a single stall in a common bathroom at the same time. Children in grades 3 – 6<sup>th</sup> are encouraged to use the buddy system when visiting the bathroom. In cooperation with the Children’s Ministry Diaper Changing Policy, diaper changing shall be done in the open and not behind closed doors.

**Bathroom/Shower Procedure:** Workers should give youth as much privacy as possible. Showering at camps and overnight events, when facilities are less than private, requires careful planning. Adults will not shower with any youth. Adults should not be in showering facilities in the presence of a youth without the presence of another adult or youth. At no time shall adults be in the presence of youth without wearing suitable clothing or bathing suits.

**First Aid/CPR:** Training is strongly encouraged for all workers and volunteers that have direct supervision of children in our programs. When an accident occurs, an incident report shall be completed and the designated church leader notified. (Incident reports are located near the church mailboxes.)

**Fire Evacuation & Response:** Fire evacuation plans shall be posted in each room. Workers shall be trained to understand evacuation procedures and locations of fire alarms and fire extinguishers. In the event of a fire, the first priority is to ensure the safety of the children in our care. Evacuation plans shall be reviewed with children/youth periodically.

**Physical Safety:** Staff, leaders, and workers should be conscious of safety concerns when leading and supervising activities and games. Proper equipment and adequate supervision of the activity should always be in place.

**Participation Records:** Accurate participation records shall be maintained for all activities. At a minimum, records should list the date and hours of the activity, its location, the names of participants and the names of the adult workers directing the activity.

**Advance Notice to Parents:** Parents or guardians will be given advance notice, schedule information, and detailed policies and procedures for on- and off-site programs, activities, and events. Parents are required to update their emergency contact information every year or if and when changes occur throughout the year on an individual basis.

**Trip Permission Slip/General Activity Waiver & Medical Authorization Form:** Off-site ministry events shall require a written consent form signed by the parent or guardian of the child/youth. All participants must complete a FUMCOG Health History Form, which authorizes supervising adults to seek emergency medical care if necessary and provide emergency contact information. These forms are also necessary for on-site overnight retreats. The supervising workers will carry copies of this form during the event.

**Internet Safety Guidelines:** While communication via Internet, texting, and social networks is common among children/youth and can be an important tool for ministry, we recognize that those forms of communication can also be dangerous if not used properly. Therefore, workers should be aware that any and all direct communications with FUMCOG children/youth may be subject to audit.

**Medication:** Permission forms for prescribed medications to be taken during off-site activities or overnight retreats must be completed by a parent. Medications are to be under the control of and administered by an adult/nurse in charge.

**Overnight Chaperone Procedure & Guidelines:** On overnight retreats/trips, all adult chaperones must be over the age of twenty-one (21). Adults will not sleep in the same bed as children/youth at any time. In open space sleeping settings, at least two (2) workers should be present in every room. There should be no permission for boys to enter the room where girls are sleeping and no permission for girls to enter the room where boys are sleeping.

**Driver's License & Insurance:** Drivers must have a valid driver's license in order to drive on a church-sponsored activity. In addition, volunteers must have auto insurance coverage on the vehicle in use. Drivers must be adults over the age of twenty-one (21), and they must have a clean driving record and a vehicle in good repair.

**Auto Safety:** Drivers are responsible to see that all children/youth wear seat belts when being transported to and from activities. No more passengers than the number of seat belts will be carried in a vehicle for these activities. Children under thirteen (13) years shall not sit in the front seat of vehicles with air bags. Child safety seat laws will be followed when traveling in a motor vehicle. Children/youth may not travel alone in a vehicle with only one adult unless it is their parent. When multiple vehicles are used for an event, a single worker may drive if all vehicles travel together. Every effort should be made for all vehicles traveling together in this circumstance to stay within sight of one another. If possible, there should be a cell phone or some other way to communicate.

**Alcohol/Drugs:** Alcohol and illicit/recreational drug use is prohibited at all ministry programs on- and off-site.

**APPENDIX II**  
**Worker Disqualification**

If FUMCOG becomes concerned that anyone may pose an unreasonable risk of harm to others, then the designated church leader may deny, suspend, or terminate the involvement in any church activities/ministries of the person posing the unreasonable risk.

The following list (though not exhaustive) illustrates conduct which poses such an unreasonable risk that persons who have engaged therein may be disqualified from participating in church activities/ministries:

**List of Offenses**

*This list of offenses rules out a person from working with children.*

- Named in the central register as the perpetrator of a founded report of child abuse committed with the previous (5) years.
- Been convicted of a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act (P.L. 233, No. 64), committed within the previous five (5) years.
- Been convicted of one or more of the following offenses under Title 18 (related to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
  - Chapter 25 Relating to criminal homicide
  - Section 2702 Relating to aggravated assault
  - Section 2709 Relating to harassment and stalking
  - Section 2901 Relating to kidnapping
  - Section 2902 Relating to unlawful restraint
  - Section 3121 Relating to rape
  - Section 3122.1 Relating to statutory sexual assault
  - Section 3123 Relating to involuntary deviate sexual intercourse
  - Section 3124.1 Relating to sexual assault
  - Section 3125 Relating to sexual aggravated indecent assault
  - Section 3126 Relating to indecent assault
  - Section 3127 Relating to indecent exposure
  - Section 4302 Relating to incest
  - Section 4303 Relating to concealing death of a child
  - Section 4304 Relating to endangering welfare of children
  - Section 4305 Relating to dealing in infant children
  - Section 5902(b) Relating to prostitution and related offenses
  - Section 5903(c) or (d) Relating to obscene or other sexual materials and performances
  - Section 6301 Relating to corruption of minors
  - Section 6312 Relating to sexual abuse of children
  - The attempt, solicitation, or conspiracy to commit any of the offenses listed above

All charges for these crimes or charges or convictions for any other crimes **not listed** above will be reviewed by the designated church leaders(s).

### APPENDIX III

#### **Reporting Suspected Abuse Checklist** **First United Methodist Church of Germantown**

The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported **is responsible for making an accurate and timely report.** This checklist is a tool to help you through the process.

- Ensure the safety of the children and other adults before leaving to make a report.
- The Mandated Reporter making the report shall obtain as much information about the alleged victim as possible (i.e. full name, address, family information, etc.).
- Call **(Philadelphia) 215-683-6100 or (PA Child Abuse Hotline) 1-800-932-0313** to make the required report. Initial reports can also be filed on the website at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
- Complete form PA CY47 within 48 hours of the initial report. Make one (1) copy of the report, mailing the original to the Philadelphia Children and Youth agency at 1515 Arch St, Philadelphia, PA 19102. Maintain the other copy for your personal records.
- Inform the Senior Pastor or a designated church leader of your report. Subsequently, the District Superintendent will be informed if the incident involves a staff person or volunteer of the church.

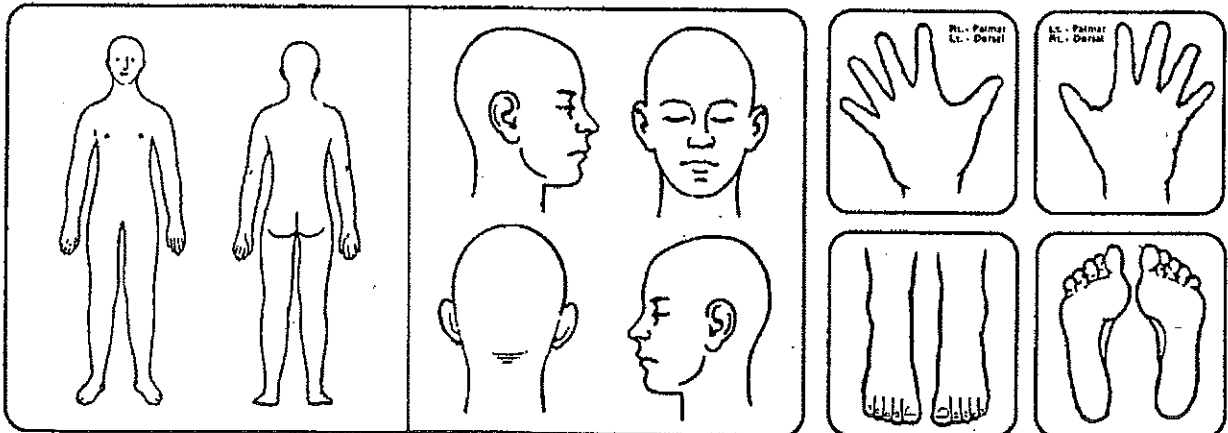
Maintain complete confidentiality of the incident or suspected abuse by not sharing the information with any other person. **Under no circumstances should the individual make any public statements about the report.**

APPENDIX IV

**REPORT OF SUSPECTED CHILD ABUSE**  
 (CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)			COUNTY	SEX <input type="checkbox"/> M <input type="checkbox"/> F
5. ALLEGED PERPETRATOR (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)			COUNTY	SEX <input type="checkbox"/> M <input type="checkbox"/> F
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD
A.			D.	
B.			E.	
C.			F.	
DESCRIBE INJURIES/CONDITION AND WHY YOU SUSPECT ABUSE/NEGLECT. INCLUDE EVIDENCE OF PRIOR ABUSE TO THIS CHILD, SIBLING OR PERPETRATOR. (PLEASE REFER TO OPPOSITE SIDE FOR ADDITIONAL INFORMATION). PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			COUNTY WHERE ABUSE OCCURRED	DATE OF INCIDENT



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<b>7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY REPORTER, COUNTY AGENCY, LAW ENFORCEMENT, SCHOOL OFFICIAL, OR OTHERS.</b>			
<input type="checkbox"/> NOTIFICATION OF CORONER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTO-GRAPHS	<input type="checkbox"/> HOSPITAL-IZATION
<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL EXAMINATION	<input type="checkbox"/> EMERGENCY CUSTODY TAKEN	<input type="checkbox"/> OTHER (Specify) _____
<b>B. RISK FACTORS, CHILD:</b>			
A. DESCRIBE ANY PHYSICAL, MENTAL OR BEHAVIORAL FACTORS THAT MAY PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DOES THE CHILD APPEAR TO NEED IMMEDIATE MEDICAL ATTENTION?			IF YES, PLEASE EXPLAIN:
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
C. LEVEL OF PAIN CHILD EXHIBITS			PLEASE DESCRIBE:
<input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE			
D. DOES THE CHILD APPEAR TO BE FEARFUL, SUICIDAL OR WITHDRAWN? IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
<b>9. RISK FACTORS, FAMILY:</b>			
A. DESCRIBE ANY CARETAKER/PERPETRATOR CHARACTERISTICS THAT PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DESCRIBE THE EXTENT OF PERPETRATOR(S) ACCESS TO CHILD:			<input type="checkbox"/> UNKNOWN
C. IS THERE ANY SUBSTANCE ABUSE IN THE HOUSEHOLD?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
D. DOES THE CARETAKER/PERPETRATOR HAVE A HISTORY OF VIOLENCE OR SEVERE EMOTIONAL PROBLEMS? IF YES, PLEASE EXPLAIN:			<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES
E. WHAT IS THE ENVIRONMENTAL (HEALTH AND SAFETY) CONDITION OF THE HOME?			<input type="checkbox"/> UNKNOWN
F. WILL CHILD BE AT RISK DUE TO COUNTY AGENCY INVOLVEMENT?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
G. ARE THERE WEAPONS IN THE HOME?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			

**INSTRUCTIONS TO MANDATED PERSONS:** Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to ChildLine (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Within 48 hours after making the oral report, send one copy of this report to the county children and youth agency.

**NOTE:** If the child has been taken into custody, you must also immediately contact the county children and youth agency where the abuse occurred. Except for confidential communications made to an ordained member of the clergy, the privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report suspected abuse.

<b>REPORTING SOURCE</b>			
SIGNATURE		TITLE OR RELATIONSHIP TO CHILD	FACILITY OR ORGANIZATION
ADDRESS		TELEPHONE NUMBER	DATE OF REPORT

**APPENDIX V**

**Safe Sanctuary Covenant Agreement for Outside Groups  
First United Methodist Church of Germantown**

First United Methodist Church's purpose for establishing this Agreement with you is to help the church, all church-sponsored and church-affiliated organizations and other organizations using the First United Methodist Church building or grounds demonstrate our commitment to the physical and emotional safety, and spiritual growth of our children, youth and all adult workers and volunteers. By signing this agreement, you pledge your support of our common endeavor to keep our children and youth safe.

On behalf of the organization named below, I promise and affirm:

1. that we shall require all organization employees and volunteers, who accept responsibility for a child or have direct contact with children in the church building, to complete the following Pennsylvania State screenings every 5 years:
  - a. Pennsylvania Child Abuse History Clearance (Form CY-113)
  - b. Pennsylvania Criminal Record Check (Form SP 4-164)
  - c. FBI Criminal History Report as needed by all paid staff and the volunteers who have lived outside the state of Pennsylvania within the last ten (10) years.
2. that we will maintain a confidential file of all clearances provided under No. 1 above.
3. that we will provide appropriate training for staff and volunteers that reviews the policy and maintain copies of signed Child Protection Signature forms.
4. that we will require employees and volunteers to immediately report any suspected cases of child abuse in accordance with the requirements of law.
5. that we will report any behavior seen as abusive or inappropriate to the designated church leader.
6. that we will never leave children unsupervised in the room where we are leading or helping with an activity or event or in the church building.

Organization Name (print) \_\_\_\_\_

Name of Individual (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_