

BRIGHT STAR UMC SAFE SANCTUARY POLICY

Annual Recertification includes:

1. Administration of a multiple choice examination to ensure review of current REQUIREMENTS AND GUIDELINES
2. Completion of an annual PARTICIPATION COVENANT STATEMENT.
3. Each person applying to work with children and/ or youth, whether as a volunteer or paid staff person, shall authorize the church to conduct a criminal background check. At a minimum, the background check will include the one offered by the Douglas County Sheriffs Dept.

First time certification includes:

1. SAFE SANCTUARY TRAINING which include:
 - a. The definition and recognition of child abuse.
 - b. The Church's policy and procedures on child abuse and the reasons for having them.
 - c. The need to maintain a positive classroom environment, including appropriate discipline and age-level characteristics.
 - d. The appropriate behavior for teachers and leaders of child/youth events.
 - e. Abuse reporting responsibilities and procedures.
 - f. Definition of appropriate interpersonal boundaries.
2. Completion of an annual PARTICIPATION COVENANT STATEMENT.
3. Each person applying to work with children and/ or youth, whether as a volunteer or paid staff person, shall authorize the church to conduct a criminal background check. At a minimum, the background check will include the one offered by the Douglas County Sheriff's Dept. For persons who have not lived in Georgia for the past 5 years, a national background check needs to be conducted.

SAFE SANCTUARY POLICY RECERTIFICATION EXAM

1. Choose the best appropriate answer to the following definitions.
 - a. A “child” is anyone in 5th grade or under.
 - b. A “Youth” is anyone not a “child” and under the age of 18.
 - c. An adult is anyone 18 years of age or older and is not enrolled in high school.
 - d. All of the above.
2. Choose the best appropriate true statement regarding a **Screened Adult** .
 - a. Must be a member of the church.
 - b. A regular attendee and active in church activities for at least 2 months
 - c. A volunteer who has gone through the screening process and Safe Sanctuary Training.
3. True or False: A paid Staff Person is someone paid by the church, overseen by Staff Parish and screened.
 - a. True
 - b. False
4. Who is responsible for the ongoing education of persons who work with children and youth?
 - a. Pastor
 - b. Staff Parish Relations Committee
 - c. The paid staff that oversees these persons.
 - d. Both a and b.
5. True or False. The “Two Person Rule” is defined as having at least two people in any classroom or setting, one of which must be a screened adult volunteer or staff person.
 - a. True
 - b. False
6. Choose the statement below that must be followed if two screened adults are not available to supervise a classroom activity.
 - a. The person supervising alone should be a paid staff person who has attended the Safe Sanctuary Training and completed a background check or a screened Adult.
 - b. Classroom doors are to remain open or there should be a window in the door or wall so that the classroom can be observed by passersby.
 - c. There should be a designated floating person who checks all classrooms.
 - d. All of the above.
7. Regarding transportation of children and youth, which of the rules below are requirements?
 - a. Drivers shall be known to the designated adult leader of the event.
 - b. Only the front seat passengers are required to wear to seat belts.
 - c. Age of the driver is not a factor as long as the driver has a valid driver’s license.
 - d. Drivers should be accompanied by at least one other adult.
8. Regarding trip and retreat supervision, which of the rules below are requirements?
 - a. All children/ youth should sleep with an adult.
 - b. The person in charge of youth/children for any off campus event and/or retreat shall carry parental permission slips including permission for emergency medical care and a medical information form.

- c. Separate rooms for adults and child/youth should be assigned with at least two children/youth per room.
9. Under Georgia law, any person who knows or has reason to suspect abuse, neglect or abandonment of what persons should report it?
- a. Children
 - b. Youth
 - c. Vulnerable adults
 - d. All of the Above.
10. If abuse is observed by, disclosed to, or suspected by a volunteer and/or paid staff member of the church, all of the following steps should be taken except:
- a. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and/or youth.
 - b. The incident shall be reported immediately to the appointed clergy and local law enforcement. If the appointed clergy is not available, the matter should be reported to the District Superintendent.
 - c. Notify the parents or guardian of the victim and take whatever steps are necessary to assure the safety and well being of the victim until they arrive. Keep a written report of the steps taken by the church.
 - d. The only one who should speak to the press is the person making the allegations, since they are the ones who know the true details.