

**SAFE SANCTUARY
and
CHURCH POLICY & PROCEDURES
for
First Presbyterian Church of Littleton**

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Littleton, CO
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Version 11 – Adopted Version – 3/15/07

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BACKGROUND

- 7/16/06 Organizational Meeting of Risk Management Task Force**
- 7/30/06 Draft of Version 1 presented to Risk Management Task Force**
- 8/13/06 Draft of Version 1 and 2 presented to Risk Management Task Force**
- 8/27/06 Draft of Versions 1, 2 and 3 presented to Risk Management Task Force**
- 9/7/06 Version 4, Draft presented to Risk Management Task Force**
- 9/11/06 Version 5, Draft presented to Session of First Presbyterian Church of Littleton**
- 9/15/06 Version 6, Draft with changes recommended by the Session.**
- 10/18/06 Version 7 for Review by Presbytery & Insurance**
- 12/11/06 Version 8 after Presbytery & Insurance Reviews**
- 2/05/07 Version 9 after Legal Review**
- 2/16/07 Version 10 Corrected Version**
- 3/15/07 Version 11 Adopted Version**

Statement of Purpose:

It is the purpose of First Presbyterian Church of Littleton (FPCL) to create a loving Christian community of faith that seeks the welfare of the church as well as the members, friends and visitors. We are committed to the protection and safety of everyone participating in activities and programs at FPCL, on or off-site.

To further our commitment to creating a safe and secure environment in the areas of; Children's Ministry (ages 0-12), Youth Ministry (ages 13-18), Visitors, Personnel, Transportation, Emergencies, Education and Training, Reporting, Property Safety and Security, Finance, and Community Outreach the following policies were adopted.

The following policy and procedures are for the purpose of providing a Safe Sanctuary for the entire church family at FPCL, including children, youth, adults, volunteers, employees and visitors, everyone served by the ministry of First Presbyterian Church of Littleton.

Scope:

This Safe Sanctuary Policy & Procedures applies to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of children, youth and adults at FPCL.

This policy is directly applicable to all programming for children, youth and adults at FPCL, on the church property in addition to off-site activities sponsored by FPCL.

There will be an annual review of this policy by committees of Session with responsibilities directed in this document. Session will then consider recommendations from those committees and make any necessary changes or additions in their Annual Review. Any changes or additions will be publicized to the appropriate committees and groups as well as the congregation as appropriate.

The Risk Management Task Force who prepared this document recommends that a Standing Committee be created to oversee compliance to the policy and the annual review.

DEFINITIONS

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

“adult” shall be defined as any individual at least 18 years of age.

“child” or “children” shall be defined as any individual infant through 5th grade.

“Child/Youth Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a child, youth or minor. For the purpose of this policy, abuse within the church setting and activities, on or off-site is included. The abuser may be an adult, a youth, or another child, provided the child is at least four years older than the victim. Child/Youth sexual abuse is criminal behavior that involves children/youth in sexual behaviors for which they are not personally, socially, and developmentally ready.

“Criminal Background Check” (CBC) is the procedure used by churches and agencies to check the background of adults for criminal activity.

“family unit” is when a parent/guardian participates with their children/youth.

“FPCL” First Presbyterian Church of Littleton

“mandated reporters” at First Presbyterian Church of Littleton are: Head of Staff, Director of Spiritual Education & Discipleship, and Parish Associate.

“minor” shall be defined as any individual under the age of 18, or whose mental capacity is that of a minor.

“regular driver” shall be defined as an adult 25 years of age or older that frequently in a program year, transports children and/or youth to and/or from Church sponsored events.

“staff” shall be defined as a paid employee on the payroll of First Presbyterian Church – Littleton.

“designated Program Staff” shall be defined as a paid employee that interacts regularly with children and youth, that is responsible for Program Ministry for First Presbyterian Church-Littleton.

“volunteer” shall be defined as any individual at least 11 years old (in at least 6th grade) serving without paid compensation in a leadership role or a helping role.

“youth” shall be defined as any individual in 6th - 12th grades, or under 18 years of age.

I. CHILDREN'S MINISTRY

The purpose of this FPCL Safe Sanctuary policy is to provide a safe place for children, which prevents accidents and abusive situations involving children while in the church's care. First Presbyterian Church of Littleton will engage in a practice of screening employees and volunteers that come in contact with children. Practicing these preventive measures can not only protect children, but also aid in the defense of a volunteer who is falsely accused. Finally, appropriate documentation and reporting of accidents and other incidents will assist in protecting the church and the children, volunteers and members in its care.

A. Children's Ministry General Survey

The "General Survey for Children's Ministry" is to be reviewed regularly.
(Addendum A: Surveys [A-1])

B. Staffing

The FPCL policy refers to activities provided for children under the age of 18 at times they come to the FPCL facilities, as well as any activities off-site sponsored by FPCL.

1. Active for at least 6 months:

Volunteer Teachers are enlisted by the Christian Education Committee and/or the Director of Spiritual Education & Discipleship. Session is to be informed of the Volunteer list. Sunday school teachers must be members or regular participants (have attended programs or worship for at least 6 months) in the life of the church. Church members or regular participants who desire to serve in the church's preschool or children ministries need to have been active participants in the life of the church for at least six (6), consecutive months. Exceptions to this are those who are **paid** employees of the church or individuals contracted for services. Further exceptions can be approved by designated program staff.

2. Volunteer Application Form:

To provide a safe and secure environment for all children and workers who are involved in church-sponsored activities, FPCL intends to gather pertinent information from those who desire employment or offer volunteer services to our children's programs. All volunteers regularly serving in Children's Ministry, directly serving infants, and/or children shall complete a "Volunteer Application Form" (Appendix A) which is specifically designed for volunteers who will be working with minors.

3. Volunteer screening:

a) Volunteers who directly serve infants, preschoolers, or children more than twice should participate in FPCL's volunteer screening program. This will include completing a Volunteer Application Form (Appendix A), undergoing reference checks, and/or background checks. When background checks are requested, a "Request for Criminal Check" (Appendix B) must be completed by individual prior to a background check to be completed.

b) The personal and confidential information collected to perform security background checks and reference checks are to be maintained in the strictest of confidence in a secured location, viewed only by designated program staff representatives. All personal information is voluntarily disclosed. The results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements are to be maintained in the strictest of confidence by the designated staff representative.

In the case that screening is handled by an outside Consultant, all confidences are to be maintained by keeping records in a secured location and restricting staff that view the records.

c) Designated Program Staff members are given the discretion to request criminal background checks, depending on the nature of the volunteer's position, the result of reference checks, the budget available for screening, and anything else the staff deems to be pertinent.

4. Violations:

Specific acts and omissions in violation of the FPCL policy by a Staff member or Volunteer will not be tolerated or accepted during any church activity or program, and are to be immediately reported to the designated program staff after the safety of the child, children or minor involved has been assured. This includes but is not limited to the following actions.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury of a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of FPCL.
- Mental or emotional injury to a minor caused or exacerbated by a worker.
- The presence or possession of obscene or pornographic materials at any function of FPCL.
- The presence or possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at FPCL.

Some exceptions to any of the above violations may be made only by Session on a case by case basis.

5. Supervision:

a) In order to provide adequate love, attention, care, and guidance for young children, FPCL Children's Ministry intends to observe an "unrelated two adult" rule, which means no adult shall be left alone with a child, one-on-one, and requires a reasonable ratio of adult volunteers to be maintained in each situation involving the supervision of children.

This “unrelated two adult” rule includes both volunteer and staff representatives for FPCL programming.

b) An exception to this policy on Supervision would be in a situation in which the contact occurs in a public place or other adults are able to clearly witness the interaction by being in and out of the area and the door is left open, or a door with a window may remain closed.

c) Church Staff members and/or Volunteer Directors are to supervise activities on an on-going basis and make unannounced visits into classes or other program sites from time to time.

d) In counseling sessions with minors, parental permission needs to be obtained prior to a staff member meeting privately with a minor, or the two-adult rule shall be used in that instance. Permission may be granted by parents to cover a particular time period (i.e. a school year) for their minor to receive counseling from a particular staff member. “Private” meetings shall be held in the church with others present in the building, doors should remain open at all times and adult shall be viewable at all times through the open door.

e) When Youth under the age of 18 yrs. serve as volunteers in any capacity with activities, studies, or programs for infants, preschoolers, or children, the youth should complete a “Volunteer Application Form” (Appendix A) and go through the appropriate training. The only step in the process they are exempt from is the criminal background check.

f) In a situation where a Teacher/Volunteer finds themselves alone with a child, one-on-one, they should as quickly as possible correct the situation to be in compliance with policies and procedures of supervision. For example a situation may be corrected by moving the child to another classroom where other adults are present to correct the lack of appropriate ratios between adults and children.

g) Informal conversations between adults and children are to be conducted with the best use of judgment by the adult and evaluated by the risk factors of isolation, accountability and power of the adult in the situation.

6. Meetings & Training:

There will be periodic meetings and training for paid and volunteer workers to cover Children’s Ministry policies and procedures, at the discretion of the Committee overseeing this policy. The meeting/training will address and define child abuse, its penalties, repercussions to the church, reporting procedures, and other areas deemed necessary by staff. Reviewing policies and procedures will be a regularly scheduled part of trainings to encourage awareness for all volunteers.

*Guide One Safeguard Solutions, Volume II,
“Policies & Procedures in the Prevention of Child Abuse ” pages 33-39.*

C. Receiving and Dismissal of Children

1. Security:

- a) It is requested that only a parent or guardian drop off and pick up a child from the Nursery and Preschool Classrooms. Children will be released only to parents/guardians and/or those designated by parents/guardians. Exception may be made with parental/guardian permission on a case by case basis to release a child Kindergarten age or older to find parent without supervision.
- b) Teachers/Volunteers should receive and release children from classrooms.
- c) Members and guests need to sign-in and sign-out their child/children prior to leaving their children in the care of Nursery Caregivers and/or Preschool Sunday school teachers. Parents/guardians are responsible for indicating care instructions for their children, such as food allergies, feeding times, diapering and potty training instructions.
- d) As an infant or child is checked into the Nursery or Preschool classroom it is appropriate to check and make sure a Child Information Card has been completed and is available. Card will also include information on individuals child **may not** be released to. (See Appendix C, Child Information Card)

D. Restroom Use & Diapering

1. Restrooms:

- a) Children in the Nursery or Toddler Classrooms will use the restroom in the Nursery area. If a preschool child under the age of 4 years requires assistance, the volunteer can provide the assistance necessary, while keeping the door open. Only a parent/guardian should assist their child behind a closed door.
- b) Children not in the Nursery or Toddler Classrooms will use the Children's restroom in the Hallway with the door closed and the volunteer is to remain outside the door or at least in view of the restroom door until the child exits the restroom. Only a child's parent/guardian should assist their child behind a closed door. Should the child need assistance, the door must remain open the entire time the volunteer is assisting the child and be in clear view from the hallway at all times.

2. Diapering procedures:

- a) If a child's parent is not readily available, a Prescreened Volunteer or the Nursery Staff may change a child's diaper. This is meant to reduce any opportunity for suspicion or action of child sexual abuse.
- b) A Youth under the age of 18, assisting in the Nursery or Toddler room, may change a diaper only with written permission from the parent/guardian.
- c) In circumstances when childcare takes place at the church and the parent is off-site for an extended period of time, the Nursery staff will request written permission from the parent/guardian to change diapers as needed.

E. Safe & Healthy Environments

1. Illness:

a) For the protection of the children and preschool leadership, children should not be brought to the nursery/classroom that are ill. Nursery Staff and Caregivers have the responsibility to ensure other children are not exposed to illness, especially contagious illnesses.

b) Children who become ill during a church activity will be isolated as best as possible, and the parents/guardians will be contacted to pick up the child as soon as possible. A first aid kit is available for use; however, Teachers/Volunteers will not give medication to any child.

2. Clean Hands Are Essential:

Teachers/Volunteers have the responsibility to keep the learning environment for babies and preschoolers as germ-free as possible. Hand washing or use of Hand Sanitizer is one effective way to combat germs and keep infections from spreading.

3. Sanitizing:

Toys, cribs and books should be germ-free, they will be regularly disinfected either with disinfecting wipes or washed in sanitized solution. Avoid providing toys that cannot be washed or sanitized.

4. Disposable Gloves:

Providing a clean, safe, and healthy learning environment is a major goal and responsibility of nursery/preschool Teachers/Volunteers. Wearing disposable gloves when tending to the physical needs of babies and preschoolers will help in maintaining a healthy environment.

Disposable gloves will be worn whenever Teachers/Volunteers:

- Change diapers
- Tend to toileting needs
- Tend to a blood related injury

A new set of gloves is required for each use. The gloves should be properly discarded in a wastebasket with a disposable plastic liner. After removing disposable gloves, Teachers/Workers should follow this with washing their hands.

5. Snack Time:

It is important that Teachers/Volunteers ask a child's parents about any food allergies or review a child care instruction card prior to giving any snacks. If the information is unavailable, no food should be given with the exception of water.

6. Classroom Safety:

The "Nursery/Toddler Area Inspection Form" (Appendix D) provides a tool for monitoring classroom safety and can prevent accidents that can happen with children while in the church's care.

Guide One Safeguard Solutions, Volume I, "Preschool/Children Policies" pages 2-7.
Guide One Safeguard Solutions, Volume II, "Children's Ministry" pages 19-23.

II. YOUTH MINISTRY

The purpose of the FPCL Safe Sanctuary policy is to provide a safe place for youth, which prevents accidents and abusive situations involving youth while in the church's care. First Presbyterian Church of Littleton will engage in a practice of screening employees and volunteers that come in contact with youth. Practicing these preventive measures can not only protect youth, but also aid in the defense of a volunteer who is falsely accused. Appropriate documentation and reporting of accidents and other incidents will assist in protecting the church and the youth, volunteers and members in its care.

A. Youth Ministry General Survey

The "General Survey for Youth Ministry" is to be reviewed regularly. [Addendum A: Surveys (A-1)].

B. Staffing

This policy refers to activities provided for youth under the supervision of the Youth Ministry Program at the times they come to First Presbyterian Church of Littleton (FPCL) facilities, or participate in any off-site activity sponsored by FPCL.

1. Active for at least 6 months:

Volunteer Teachers and Volunteer Youth Leaders are enlisted by the Christian Education Committee and/or Director of Spiritual Education & Discipleship. Session is to be informed of the Volunteer list. Teachers and Youth Ministry Volunteers are to be members or regular participants in the life of the church. Church members or regular participants (have attended programs or worship for at least 6 months) who desire to serve in the church's youth ministries should have been active participants in the life of the church for at least six (6) months. Exceptions to this are those who are **paid** employees of the church or individuals contracted for services. Further exceptions can be approved by designated program staff.

2. Volunteer Application Form:

To provide a safe and secure environment for youth and volunteers who are involved in church-sponsored activities, FPCL intends to gather pertinent information from those who desire employment or offer volunteer services to our Youth Ministry programs. Volunteers serving in Youth Ministry, directly serving youth should complete a "Volunteer Application Form" (Appendix A) which is specifically designed for volunteers who will be working with minors.

3. Volunteer screening:

a) Volunteers who directly serve youth should participate in FPCL's volunteer screening program. Screening includes; completion of Volunteer Application Form, undergoing reference checks, and/or background checks. When background checks are requested, a "Request for Criminal Check" (Appendix B) is to be completed by the individual prior to a background check being completed.

b) The personal and confidential information collected to perform security background checks and reference checks are to be maintained in the strictest of confidence in a secured location, viewed only by designated program staff representative. All personal information is voluntarily disclosed. The results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements are to be maintained in the strictest of confidence by the designated staff representative.

In the case that screening is handled by an outside Consultant, all confidences are to be maintained by keeping records in a secured location and restricting staff that view the records.

c) Designated program staff members are given the discretion to request criminal background checks, depending on the nature of the volunteer's position, the result of reference checks, the budget available for screening, and anything else the staff deems to be pertinent.

4. Violations:

Specific acts and omissions in violation of the FPCL policy by a Staff member or Volunteer will not be tolerated or accepted during any church activity or program, and are to be immediately reported to the designated program staff after the safety of the child, children or minor involved has been assured. This includes but is not limited to the following actions.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury of a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of FPCL.
- Mental or emotional injury to a minor caused or exacerbated by a worker.
- The presence or possession of obscene or pornographic materials at any function of FPCL.
- The presence or possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at FPCL.

Some exceptions to any of the above violations may be made only by Session on a case by case basis.

5. Supervision:

a) In order to provide adequate love, attention, care, and guidance for youth, FPCL's Youth Ministry intends to observe an "unrelated two adult" rule, which means no adult is to be left alone with a youth, one-on-one, and requires a reasonable ratio of adult volunteers to be maintained in each situation involving the supervision of youth. This

“unrelated two adult” rule includes both volunteer and staff representatives for all FPCL programming.

- b) The only exception to this FPCL policy on Supervision would be in a situation in which the contact occurs in a public place or other adults are able to clearly witness the interaction by being in and out of the area and the door is left open.
- c) Designated Program Staff members and Volunteer Directors are to supervise activities on an on-going basis and make unannounced visits into classes or other program sites from time to time.
- d) In counseling sessions with youth, parental permission is to be obtained prior to a staff member meeting privately with a youth, or the two-adult rule is to be used in that instance. Prior permission may be granted by parents to cover a particular time period (i.e. a school year) for their youth to receive counseling from a particular staff member. “Private” meetings are to be held in the church with others present in the building, doors should remain open at all times and adult should be viewable at all times through the open door.
- e) When Youth under the age of 18, serve as volunteers in a capacity with activities, studies, or programs for infants, preschoolers, or children, the youth should complete a “Volunteer Application Form” (Appendix A) and go through the appropriate training. The only step in the process they are exempt from is the criminal background check.
- f) In a situation where a Teacher/Volunteer finds themselves alone with a youth, one-on-one, they must as quickly as possible correct the situation to be in compliance with policies and procedures of supervision. For example a situation may be corrected by moving with the youth to another area where other adults are present to correct the lack of appropriate ratios between adults and youth.
- g) Informal conversations between adults and youth are to be conducted with the best use of judgment by the adult and evaluated by the risk factors of isolation, accountability and power of the adult in the situation.

6. Meetings & Training:

There will be periodic meetings and training for all paid and volunteers to cover Youth Ministry policies and procedures, at the discretion of the Committee overseeing this policy. The meeting/training should address and define child abuse, its penalties, repercussions to the church, reporting procedures, or other areas deemed necessary by staff. Reviewing policies and Procedures will be a regular part of trainings to encourage awareness for all volunteers.

7. Waivers & Forms:

For the Safety of Youth during Youth Ministry activities at the church and activities off-site, Youth and their Parent/Guardian should complete a “Health Form for Minor” (Appendix E), a “Parent Consent to Treat a Minor Form” (Appendix F) and a

“Parent/Guardian of a Minor Consent and Hold Harmless Form” (Appendix G) on an annual basis or after a new youth participant has attended Youth activities twice. Each new program year, parents may update information in lieu of completing all new forms. All forms are to be maintained by the designated Program Staff for Youth Ministry and are to be kept confidential, in a secured location. Forms may be duplicated and available for programs and activities off-site.

C. Receiving and Dismissal of Youth:

1. Security:

a) For all FPCL sponsored Youth events, adult supervision is to be provided at least 15 minutes prior to the event starting time and following an event until the last youth has left the property of the church. Adult supervisors should be aware of the location of all youth participants at all times during church sponsored events on church property as well as off-site.

b) Staff should maintain an attendance record.

D. Events/Activities Off-site:

The following guidelines apply to occasions when volunteers and/or staff of FPCL travel away from church property on behalf of the ministry of the church in private or business vehicles involving children, youth or adults with disabilities. Activities include, but are not limited to: Mission trips, retreats, Sunday school outings, VBS field trips, summer programming, family ministries, Highlands Camp, youth activities, and Presbytery events.

1. Off-site:

Events and/or activities sponsored by FPCL held off the property of the church should also comply with policies and procedures for supervision. Off-site activities may also require additional waivers and/or permission forms to be completed/signed by parents/guardians for youth to participate.

2. High Risk Activities:

Activities of High Risk sponsored by FPCL are to be approved by Session in advance. Special waivers and/or permission forms may be required to release FPCL and its staff and volunteers of any and all liability. Forms should be required for all participants and completed/signed by parents/guardians.

High Risk activities designated by *Guide One Insurance* include: ATVs, BMX Bikes with ramps or jumps, boxing, bungee jumping, dirt or motor bikes, diving/diving boards, fireworks, gymnastics, hang gliding, hot air balloons, hunting, jet skiing, karate & martial arts, mechanical bull, technical mountain climbing, mud sports, parachuting, parasailing, pyrotechnics, rodeos, rollerblading with ramps, jumps or props, snowmobiling, surfing, tackle football, trampolines, water trampolines or “blobs”, wave runners, white water rafting (class 3-6), wrestling not affiliated with an organized program.

*Guide One Center for Risk Management
Fact Sheet: Youth Activities.*

3. Overnight Activities:

Separate sleeping areas shall be designated for males and females. There should be a minimum of 1 adult to 6 youth of the same gender to be present in each gender separate sleeping area. At no time should there be more adults than youth of the same gender in a sleeping area for an overnight activity. Whenever possible, separate bathroom facilities are to be designated for males and females, or if unavailable designate separate use times as appropriate.

4. Activities at Off-site location:

Two or more adult volunteers are to be present in the activity with youth or be available at a designated location.

5. Event of Injury:

In the event of injury in an off-site activity or event, the staff or volunteer present at the event needs to complete an incident report and to notify the Ministry Supervisor of the nature of the incident within 24 hours. Upon returning to the church, the incident report is to be filed in the church office.

6. Groups involving families (parent/guardian with their children/youth) are to have at least one adult present per family during the activity. The exception is when an adult is designated by the parent/guardian for supervision in the absence of the parent/guardian for the children/youth.

E. Youth Transportation

1. Youth Drivers:

Youth that drive themselves to FPCL for activities/events sponsored by FPCL on or off-site are not to transport any youth to another location for an activity/event sponsored by FPCL but held off-site.

2. Transportation by Adult Drivers:

For any Youth activity/event sponsored by FPCL at an off-site location, FPCL is to provide all transportation of Youth with approved drivers, 25 years of age or older, according to Transportation Policy & Procedures.

3. Driving to Off-site Activities:

Youth themselves, may only drive vehicles to off-site activities/events when all Youth are meeting at that off-site location. Youth are not to transport other youth or children to events. Parents/Guardians are then responsible for transporting Youth or allowing youth drivers to drive to an off-site activity/event location.

Guide One Safeguard Solutions, Volume I, "Youth Policies" page 2 & 7.
Guide One Safeguard Solutions, Volume II, "Youth Ministry" pages 19-23.
Guide One Safeguard Solutions, Volume II,
"Policies & Procedures in the Prevention of Child Abuse " pages 33-39.

III. PERSONNEL

It is the ultimate responsibility of the Personnel Committee Moderator with representatives of the Personnel Committee of Session, minister and staff representatives to oversee the policies and Procedures for Ministers, Staff and Volunteers.

ORGANIZATION

(Organizational Chart to be determined)

A. Ministers

1. If an ordained Minister of Word and Sacrament, whether employed by or affiliated with First Presbyterian Church of Littleton is accused of child abuse, an initial report shall be made to the Arapahoe County Department of Human Services by a mandated reporter, then the Stated Clerk of Denver Presbytery shall be immediately notified. The Sexual Misconduct Policy of Denver Presbytery shall take precedence in these instances, then following the Personnel Policy and the Safe Sanctuary Policy of FPCL. The entire process will be in conjunction with the designated representatives of Denver Presbytery.

B. Denver Presbytery – Sexual Harassment Policy

The Policy and Procedure on Sexual Misconduct of The Presbytery of Denver will be signed by those required, and will be enforced as prescribed by the policies of Denver Presbytery. Policy is available in Addendum B: Forms, B-1.

C. Employees

1. It will be the responsibility of the Personnel Committee of FPCL to give each newly hired employee a copy of the FPCL Safe Sanctuary and Church Policy & Procedures. A copy of this FPCL policy will be included in the Personnel Manual. The Personnel Manual is to be an Addendum to this policy.

2. A written obligation to comply with and enforce the appropriate sections of the FPCL Safe Sanctuary and Church Policy & Procedures is to be signed by each part-time and full-time employee.

3. Ordained and program staff members are to consult with the Committee overseeing this policy to review the implementation of the FPCL Safe Sanctuary and Church Policy & Procedures annually. Recommendations for changes shall be given to Session for their review and action annually.

D. Volunteers

Volunteers are defined as any individual at least 11 years old (or entering the 6th grade) serving without paid compensation in a leadership role, or a helping role with any minor. This policy refers to activities provided for children and youth under the age of 18, when they come to the First Presbyterian Church of Littleton (FPCL) facilities, or for activities sponsored by FPCL offsite.

1. Active for at least 6 months:

Volunteers are enlisted by the Christian Education Committee and/or the Director of Spiritual Education & Discipleship. Session is to be informed of the Volunteer list. Volunteers are to be members or regular participants in the life of the church. Church members or regular participants (have attended programs or worship for at least 6 months) who desire to serve in the church's children or youth ministries should have been active participants in the life of the church for at least six (6) months. Exceptions to

this are those who are Paid employees of the church, or individuals contracted for services. Further exceptions can be approved by the designated program staff.

2. Volunteer Application Form:

To provide a safe and secure environment for all children, youth and volunteers who are involved in church-sponsored activities, FPCL intends to gather pertinent information from those who desire employment or offer volunteer services to our children's and youth programs. Volunteers regularly serving in Children's Ministry and/or Youth Ministry directly serving infants, children and/or youth should complete a "Volunteer Application Form" (Appendix A), which is designed for volunteers who are to be working with minors.

3. Volunteer Screening

a) Volunteers who directly serve infants, children and youth are to participate in FPCL's volunteer screening program. This includes; completed Volunteer Application Form (Appendix A), undergoing reference checks, and/or background checks. When background checks are requested, a "Request for Criminal Check" (Appendix B) is to be completed by the individual prior to a background check being completed.

b) The personal and confidential information collected to perform security background checks and reference checks is to be maintained in the strictest of confidence in a secured location, viewed only by designated program staff representative. All personal information is voluntarily disclosed. The results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements is to be maintained in the strictest of confidence by the designated staff representative.

In the case that screening is handled by an outside Consultant, all confidences are to be maintained by keeping records in a secured location and restricting staff that view the records.

c) Designated Program staff members are given the discretion to request criminal background checks, depending on the nature of the volunteer's position, the result of reference checks, the budget available for screening, and anything else the program staff deems to be pertinent.

4. Criminal Background Checks:

If Criminal background checks are performed on a volunteer applicant, the Volunteer is to sign the authorization, "Request for Criminal Records Check" (Appendix B) prior to the background check being completed. Under the discretion of the Director of Spiritual Education & Discipleship and the Christian Education Committee, it may be determined what group of Volunteers background checks will be considered for in what time period. Volunteers who regularly supervise and serve infants in the nursery and/or regularly supervise youth are to be requested to sign the authorization for a background check prior to being enlisted as a volunteer, and the background check is to be completed.

Volunteers who supervise overnight activities also are to be requested to sign the authorization for a background check prior to being enlisted as a volunteer, and the

background check is to be completed. A volunteer who refuses to sign an authorization for a Background check is not to serve in that activity and/or ministry. Background checks for volunteers participating in other programs who regularly supervise children are to be performed as funding is available, with the goal being to perform background checks on all volunteers who regularly supervise minors.

Additional criminal background checks are to be performed on volunteers, randomly or as deemed necessary, once consent has been obtained. Only qualified representatives of FPCL are to have access to the criminal background check report and they are to be maintained in a secure, confidential manner. Only paid designated program staff members overseeing that ministry area are to be notified of an unqualified applicant for volunteer service.

5. Prior involvement:

Persons involved in prior abuse incidents or allegations, regardless of conviction or spiritual conversion, may be encouraged to use their gifts in other areas of the church not involving minors. No prospective volunteer that has known prior convictions of sexual misconduct or child abuse is to be allowed to serve in any capacity where they would have contact with minors.

6. Viewing History Record:

At the volunteer applicant's request, FPCL may allow the applicant to review his/her criminal history record and transcript at the church, but in no event is the church to allow the applicant to retain and/or copy his/her transcript. Two adults are to be present in addition to the volunteer during a review meeting.

7. Violations:

Specific acts and omissions in violation of the policy by a Volunteer will not be tolerated or accepted during a church activity or program, and are to be immediately reported to the designated program staff after the safety of the child, children or minor involved has been assured. This includes but is not limited to the following actions.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury of a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of FPCL.
- Mental or emotional injury to a minor caused or exacerbated by a worker.
- The presence or possession of obscene or pornographic materials at any function of FPCL.
- The presence or possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at FPCL.

Some exceptions to any of the above violations may be made only by Session on a case by case basis.

8. Supervision:

a) In order to provide adequate love, attention, care, and guidance for children and/or youth, FPCL Children's Ministry and Youth Ministry intends to observe an "unrelated two adult" rule, which means no adult is to be left alone with a child and/or youth, one-on-one and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children and youth. This "unrelated two adult" rule includes both volunteer and staff representatives for all FPCL programming. In a situation when at least "two unrelated adults" are not present, everything possible should be done to get the situation in compliance as soon as possible.

b) Designated Program Staff members and Volunteer Directors are to supervise activities on an on-going basis and make unannounced visits into classes or other program sites from time to time.

c) Volunteers are not to participate in counseling sessions with minors. "Private", one-on-one meetings are not to be held involving volunteers and minors.

d) When Youth under the age of 18, serve as volunteers in any capacity with activities, studies, or programs for infants, and/or children, the youth are to complete a "Volunteer Application Form" (Appendix A) and complete the appropriate training. The only step in the process they are exempt from is the criminal background check, since they are minors.

e) Informal conversations between adults and children or youth, one-on-one, are to be conducted with the best use of judgment by the adult and evaluated by the risk factors of isolation, accountability and power of the adult in the situation.

9. Meetings & Trainings:

There will be periodic meetings and trainings for all paid and volunteer workers to cover Youth Ministry policies and procedures, at the discretion of the Committee overseeing this policy. The meetings/trainings will address and define child abuse, its penalties, repercussions to the church, reporting procedures, or other areas deemed necessary by staff. Reviewing policies and Procedures are to be a regular part of trainings to encourage awareness for all volunteers.

IV. REPORTING

Employees and volunteers are required to report immediately to their supervisors any suspicious or inappropriate behavior of suspected (1) unlawful sexual conduct, (2) neglect of a child, (3) physical abuse or (4) emotional abuse.

A. Ordained Minister and Staff

1. If an ordained Minister of Word and Sacrament, whether employed by or affiliated with First Presbyterian Church of Littleton is accused of child abuse, an initial report shall be made to the Arapahoe County Department of Human Services (ACDHS) by a mandated reporter, and the Stated Clerk of Denver Presbytery shall be immediately notified. The Sexual Misconduct Policy of Denver Presbytery shall take precedence in these instances, followed by the Personnel Policy and the Safe Sanctuary Policy of FPCL. All efforts shall be in conjunction with the designated representatives of Denver Presbytery.

B. Personnel Committee Procedures

1. It is the responsibility of the Personnel Committee to give each newly hired employee a copy of the FPCL Safe Sanctuary and Church Policy & Procedures sections that pertain to their ministry area. A copy of the policy is to be included in the Personnel Manual.
2. A written obligation to comply with and enforce the FPCL Safe Sanctuary Policy & Procedures is to be signed by each part-time and full-time employee.
3. Ordained and program staff members are to review the implementation of the FPCL Safe Sanctuary Policy & Procedures regularly as deemed by the Committee overseeing this policy. Recommendations for changes are to be given to Session for their review and action annually.

C. Report of Suspected Child Abuse

PLEASE NOTE: All ordained officers (deacons and elders) of the church carry a responsibility to report any knowledge of child abuse, or neglect to a mandated reporter. If the individual accused is a Minister of Word and Sacrament the report should be made to a mandated reporter and to the Stated Clerk of Denver Presbytery.

1. Child abuse or neglect which is brought to the attention of an employee or volunteer is to be reported immediately (within 24 hours) to a mandated reporter.
2. The mandated reporters at First Presbyterian Church of Littleton are:
 - Head of Staff
 - Director of Spiritual Education & Discipleship
 - Parish Associate
3. The individual reporting the alleged incident is to verbally document the date, time and circumstances of the incident to a mandated reporter, as well as complete an "Incident Report Form", (Appendix J), which is to be submitted to the church office within 48 hrs.

4. The mandated reporter who receives the initial report of the alleged incident will also complete an “Incident Report Form” (Appendix J) and report immediately to the Head of Staff. If Head of Staff of FPCL is involved in the allegation, then the Director of Spiritual Education & Discipleship assumes the responsibility of contacting the Stated Clerk of Presbytery of Denver.
5. A mandated reporter is required to contact the Arapahoe County Department of Human Services (ACDHS) within 24 hrs of receiving a report and determining there is reasonable cause pursuant to paragraph #7 below to suspect child or youth abuse. This report to ACDHS should be documented by the mandated reporter on a separate “Incident Report Form” (Appendix J), and is to be submitted to the church office within 48 hrs of the report to ACDHS or a law enforcement agency. It may be appropriate to also inform the Denver Presbytery Office of the call.
6. A FPCL Staff member or Administrative Assistant needs to notify the liability insurance company within 24 hrs., following an occurrence or an offense which may result in a liability claim, such as a report to ACDHS. This contact is to be documented in writing and maintained in a confidential file.
7. After reviewing the reported circumstances, if the Head of Staff and Reporter decide there is reasonable cause to suspect child abuse (as defined by Colorado statutes), then further action shall be taken as described in Section E - “Response to Allegation of Child Abuse”.
8. If the FPCL Head of Staff and Reporter determine there is not reasonable cause to suspect child abuse (as defined by Colorado statutes), then they may recommend further action be taken by the individual accused of child abuse to prevent future incidents, such as: counseling, education and training, supervision or limited participation in particular programs. Such action is to be reported in writing to the staff supervisor of either a volunteer or non-ordained employee and to the Stated Clerk of Denver Presbytery in regards to a minister. These actions are to be reported to the Personnel Committee for approval, in the case of an ordained or non-ordained employee. Either the staff supervisor, in the case of a volunteer, or the Personnel Committee, in the case of an ordained or non-ordained employee, is to submit a report of these actions to Session for final approval.
9. The Head of Staff is to ensure that emergency pastoral care is available and/or provided to the alleged victim and his/her family by a minister outside of First Presbyterian Church of Littleton within a short period of time from the report.

D. Response to Allegation of Child Abuse:

If it is determined that there is reasonable cause to suspect child abuse, then the following actions are to be taken:

1. Allegations are to be regarded as serious, and due consideration is to be given to the rights and privacy of both the alleged victim and the person being accused.
2. If the Head of Staff and Reporter determine reasonable cause to suspect child abuse, as mandated reporters, they must report the incident within 24 hours to the Arapahoe County Department of Human Services (ACDHS). The Head of Staff is to follow up the report of the allegation with: Arapahoe County Department of Human Services (ACDHS), Littleton Police Department or appropriate jurisdiction, insurer, and any other appropriate agencies as a means of follow-up on report.
3. When a volunteer is accused of child abuse, the individual is to refrain from participating in all activities involving children, youth or adults with developmental disabilities until it is determined if further action is to be taken by an outside agency. Care is to be taken to handle this in a discreet and confidential manner.
4. If a non-ordained employee, either part-time or full-time, is accused of child abuse, the Personnel Policy is to be enforced and supplemented by the Safe Sanctuary Policy, including removing the accused individual from all activities involving children, youth, and/or adults with developmental disabilities until it is determined if further action shall be taken. Care is to be taken to handle this in a discreet and confidential manner.
5. Even if the allegation of child abuse is not sustained, it may be recommended that there be action taken for a volunteer, which could include: permanent removal from the program, supervised participation in the program, temporary removal from the program, counseling or education. Follow up action for employees, both ordained and non-ordained, is to be determined by the recommendation of the Personnel Committee, in consultation with Session.
6. The FPCL Session will determine the follow up action resulting from either a sustained or non-sustained allegation.
7. The Head of Staff is to determine levels of communication regarding the alleged incident with groups and individuals affected by the removal of the volunteer or employee from programming. The victim and the alleged perpetrator may or may not be consulted by the Head of Staff prior to these communications.

E. Response to Charge of Child Abuse

If the allegation is sustained by an outside agency, and legal action is taken by civil or criminal authorities in which charges are filed against the individual and/or the church, the following actions are to be taken:

1. The Head of Staff is to ensure appropriate contact and cooperation with local and state civil and criminal authorities as required by law and consistent with the Book of Order.
2. The Head of Staff is to promptly contact a minister outside the congregation to make available and/or provide pastoral care to the alleged parties, including victim, victim's family, accused, family of accused, accuser, accuser's family, reporter and/or others as deemed necessary.

F. Care of Documentation

Information and documentation regarding the alleged incident is to be treated in a confidential manner, and is to be kept in secured storage in the Church office. Access to these documents is to be restricted, unless a legal charge of child abuse is filed and the documents are subpoenaed.

Guide One Safeguard Solutions, Volume II, "Child Abuse Prevention Reporting" pg 40-42

V. EDUCATION & TRAINING

A. Officers and Staff:

1. Session Elders and Deacons, including newly elected Deacons and Elders are to receive regular education on child abuse, emergency procedures and review this Safe Sanctuary Policy, as deemed appropriate by the Committee overseeing this Policy.
2. Newly hired staff are to attend an education/training session on child abuse within a reasonable period of time from hire. This may be an individualized training with another staff member or a member of the Personnel Committee or an on-line or video/DVD training seminar. All employees are to sign a statement of training upon completion, which is to be added to their personnel file.

B. Volunteers:

1. Volunteers engaged in ministry to and/or with children, youth and adults with developmental disabilities are to receive education and training on child abuse and the Safe Sanctuary Policy and Procedures, according to the following schedule:

Every year

Nursery Caregivers (non-contracted caregivers)
Volunteer Youth Leaders (serving grades 6th-12th)
Confirmation Mentors
Adults who accompany children and/or youth on overnight trips.

Every three years

Children and Youth Sunday School teachers
Parent volunteers who regularly volunteer
Childcare volunteers for events not occurring on Sunday morning

2. Volunteers returning to service after an extended time away may be requested to attend a review workshop at the discretion of the Staff supervisor.
3. Education and training workshops are to be held in conjunction with other ministry-specific training for volunteers whenever possible.
4. Workshops are to be offered as necessary to facilitate the greatest percentage of attendance by volunteers. An individualized study option is also to be available for those unable to attend a workshop. Attendance at the workshop is to be highly recommended and encouraged.
5. Volunteers are to sign a statement of training upon completion, which is to be added to their volunteer application file.

C. Adults, Parents & Families:

1. Adults, parents and families of the congregation have the opportunity to participate in several education & training opportunities:
 - a) Sunday morning adult class
 - b) Individualized training at home
 - c) Open invitation to participate in a Volunteer Training Workshop

Reducing the Risk II Training Manual

VI. VISITORS

A. Organizations:

Below is a listing of the current Organizations that regularly or on a one-time basis use the facilities of First Presbyterian Church of Littleton. “Agreement for Non-Church Use of Church Facilities” (Appendix K) forms are on file in the Church Office.

Families First
 Gambler’s Anonymous
 Heritage Fine Arts Guild
 Littleton Fine Arts Guild
 Littleton Public Schools Transition Services
 Paint Box Guild
 Centus Counseling Center
 Littleton Youth Symphony
 Wings Foundation
 Boy Scouts of America

This is not an all inclusive list, there may be groups that have applied since the last update of this document. All applicants with Agreements on file are included in this policy.

1. Organizations are to complete an “Agreement for Non-Church Use of Church Facilities” (Appendix K) for use and Certificates of Insurance as required. If a Certificate of Insurance is not submitted, the Session of FPCL is to access the liability and make a decision regarding the use of the FPCL facilities by that group.
2. Organizations including children and/or youth are to be requested to submit a copy of their sexual misconduct policy or similar document. If one is not provided, they are to be asked to read the applicable section of the “Safe Sanctuary Policy” of FPCL and Group leaders of those activities at FPCL are to indicate their agreement in writing to abide by the section of the “Safe Sanctuary Policy” of FPCL that is applicable to their use, while using these facilities.
3. Organizations housing families overnight will provide at least one parent/guardian for supervision of children/ youth at all times during the activity or while in the church facility. The exception is when an adult is designated by the parent/guardian for supervision in the absence of the parent/guardian for the children/youth.

B. Community Outreach

The following policies are for the use of FPCL’s facilities by outside groups as part of the Community Outreach of the FPCL Ministry. They are policies that apply to groups not affiliated with First Presbyterian Church of Littleton who have been approved for use of the church grounds and/or property on an individual or continuing basis. These groups may include, but are not limited to: Kiwanis, Girl and Boy Scouts, Gamblers Anonymous, and other church youth groups.

1. Groups using the facility for short-term or on a continuous basis are to complete a “Agreement for Non-Church Use of Church Facilities” (Appendix K) which includes basic information on use, contact persons, space needs, access needs and key assignment. A “Certificate of Insurance” is to be provided as required with the Agreement by usage groups prior to time of usage. Forms are to be kept on file in the church office.

2. Overnight Guidelines:

a) Groups are to complete a “Non-Church Use of Church Facilities (Appendix K) for overnight use. If a Certificate of Insurance is not submitted, the Session of FPCL, or representatives from session are to access the liability and make a decision regarding the use of the facilities by that group.

b) Groups including children and/or youth are to be asked to submit a copy of their sexual misconduct policy or similar document. If one is not provided, they are to be asked to read the applicable section of the “Safe Sanctuary Policy” of FPCL and indicate their agreement in writing to abide by the “Safe Sanctuary Policy” of FPCL while using these facilities.

c) Groups housing families overnight are to provide at least one parent/guardian for supervision of children/youth during the activity or while in the church facility. The exception is when an adult is designated by the parent/guardian for supervision in the absence of the parent/guardian for the children/youth.

3. Day Use Guidelines:

a) Groups who use the facility on a one-time or continuing basis for day or evening use only are to complete a “Non-Church Use of Church Facilities (Appendix K).

b) Groups including children and/or youth are to be requested to submit a copy of their sexual misconduct policy or similar document. If one is not provided, they are to be asked to read the applicable section of the “Safe Sanctuary Policy” of FPCL and indicate their agreement in writing to follow the “Safe Sanctuary Policy” of FPCL while using these facilities.

3. Groups including families are to provide at least one parent/guardian for supervision of children/youth during the activity or while in the church facility. The exception is when an adult is designated by the parent/guardian for supervision in the absence of the parent/guardian for the children/youth.

VII. TRANSPORTATION

FPCL intends to take a proactive approach to safeguard people, both drivers and passengers of all ages while transporting them to and from any church sponsored activity and/or event. FPCL intends to take the initiative, by preparing adequately, and ensuring proper practices are followed, to do as much as reasonably possible to prevent accidents or facilitate effective reporting of an accident.

A. Drivers:

1. Driver Information:

Drivers transporting children & youth on behalf of First Presbyterian Church of Littleton (FPCL) to or from a Church-sponsored event are to follow state and federal laws. Additional training and forms may be required for drivers who regularly transport children and/or youth.

a) Drivers transporting children and/or youth to or from a Church-sponsored event are to be 25 years of age or older, as recommended by the Insurance carrier.

b) Regular drivers are to complete a "Transportation Worker Application Form", (Appendix H) to serve as regular drivers to and/or from church-sponsored events or to drive a vehicle owned or rented for the purpose of transporting children and/or youth to an event. Background, insurance and motor vehicle checks are to be conducted for regular drivers who consistently transport children and/or youth through the Insurance Carrier using the "Request for Criminal/Motor Vehicle Records Check" (Appendix I). Both forms are to be maintained in the church files.

c) For regular drivers driving their own personal vehicles, a certificate of insurance or current copy of the vehicle's insurance card is to be requested. This is to include staff and volunteers who regularly transport children and/or youth.

2. Drivers in Special Circumstances

Drivers of Church owned vehicles, rented or borrowed vehicles are to be trained on safe operation of the vehicles they will be operating.

3. Safe Driving and Passenger Rules:

a) Drivers are to follow the rules of the road, abide by state laws.

b) Seat belts must be worn at all times by the driver and passengers. Infant/Child seats are to be used according to state law and children under the age of 12 are not be transported in the front passenger seat.

4. Trip Safety Procedures:

Safety Procedures are to be followed for church-sponsored events over 50 miles from First Presbyterian Church of Littleton, regardless if transportation is in a church-owned, rented or private vehicle. The organizer and/or driver for the trip is to ensure participants are aware of and understand these Safety Procedures.

- a) Seatbelts must be worn at all times.
- b) Hazardous, overly disruptive activity or excessive noise is not to take place while the vehicle is moving. Passengers are expected to follow the driver's requests regarding safety.
- c) Keep all objects inside the vehicle.
- d) Windows are to be kept clear of objects that may disrupt the driver's view.
- e) In case of an accident or emergency, stop and do not exit the vehicle unless instructed by the driver. Always exit on the street side of the vehicle, never on the traffic side.
- f) Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.
- g) The safety of driver and all passengers is a priority on church sponsored trips.

VIII. EMERGENCY PROCEDURES

Being prepared to handle common emergencies is the purpose of this section. In addition to prevention, church leaders need to be prepared ahead of time what to do in emergency cases or in an unfortunate crisis.

A. Emergency Response

An emergency is any situation – actual or imminent – that endangers the safety and lives of any person participating in a church-sponsored program or the security of FPCL property.

1. Emergency Telephone Numbers:

Emergency numbers and 911 is to be posted near accessible phones within the church.

2. Medical Emergency:

In the event of a medical emergency:

- Call 911 if immediate care is required.
- First aid kits are available in classrooms and in the church office.
- It is recommended that a list of Nurses and Doctors within the congregation be posted near the Office First Aid kit and in the Nursery for use in the case of an emergency on Sunday morning or other church-wide events.
- It is recommended that employed Nursery caregivers are to be trained and certified to administer First Aid and CPR.
- Training and certification in First Aid/CPR is to be available for staff, Sunday School teachers, Youth Ministry volunteers, Ushers and Deacons or anyone interested in training.
- After an incident, an Accident/Incident Report is to be completed with as much detail as possible and submitted to the Church Office when complete. (Appendix J).

3. Fire:

- a) Evacuation routes to the nearest exit in the church facility are to be posted in offices and classroom spaces. They are to be clearly visible near the door to publicly used spaces.
- b) It is to be posted clearly to NOT use the Elevator in the case of Fire, only stairs.
- c) Detection Devices (heat, smoke or flame detectors) are to be available throughout the church facility, especially in the Nursery area and in classroom spaces. Devices are to be regularly checked and batteries changed as needed.
- d) Inventory of fire emergency resources and awareness – Staff members are to be aware of the location of:
 - Fire Extinguishers
 - Emergency Lighting
 - Detection devices

4. Emergency Actions:

- a) Call 911 and report: The location
The suspected cause and current status of the fire
Your name and phone number
- b) Do not use Elevator.
- c) Exit building using the closest possible evacuation route. Assist small children and elderly adults.
- d) After all individuals have been cleared from the area, close all doors to the immediate area of the fire to help isolate the smoke and fire.
- e) Use the proper fire extinguishers to fight the fire if there is no additional danger to yourself.
- f) Follow all instructions from the fire department and police.
- g) Assemble outside the facility in either the parking lot or across the street whichever is the safest location. At this location children and youth may be released to their parents, however evacuation is a first priority with reuniting of families to take place in the designated evacuation location.
- h) Account for children and/or youth once assembled in designated areas.
- i) DO NOT go back into the building. Re-enter only after the all-clear is given by the fire department.

5. Evacuations:

- a) Staff, Sunday School teachers, Youth Ministry leaders, Ushers and Deacons are to be trained on procedures for evacuation, particularly routes for evacuation from their program areas.
- b) Staff are to be trained to handle evacuations with a procedure on who does what and when.

6. Other Emergencies:

Other Actions of Response to Emergencies, if any, are to be provided in an Emergency Handbook, provided at a later date. Notebooks are to be easily accessible with training provided for staff and other appropriate leaders as deemed necessary by the Facilities Committee or Committee overseeing this Policy.

7. Media Communication:

Emergency situations attract media attention. For that reason, media inquiries need to be directed to the Head of Staff or their designated church representative. This is to help ensure that all media interview the designated spokesperson and that the Head of Staff is aware of media contact. This also ensures that the media receive accurate, and consistent information.

Guide One Safeguard Solutions, Volume II, "Emergency and Crises General Survey" pg 66
Guide One Safeguard Solutions, Volume II, "Responding to Emergencies and Crises" pages 65-92.

IX. PROPERTY SAFETY AND SECURITY

Prevention of property loss and liability and incidents taking place on the property of First Presbyterian Church of Littleton is important to the congregation.

Since hazards may be found both inside and outside the church facility. To reduce the chances of loss, FPCL plans to carry out the following:

- policies regarding inspections
- maintenance procedures
- lock up after use
- appropriate supervision for repairs/construction
- proper lighting
- security alarm system with procedures and policies regarding access and usage.
- ongoing training of groups using facility and staff

A. Property Safety

Surveys are provided in the Addendum to attempt to reduce the number of hazards inside and outside the church facility. Surveys are to be completed as recommended on a regular basis. In addition to involving the Properties Committee and Staff Custodian, Staff for specific Program areas are to be involved for their ministry areas. (ie. Survey of Sunday school classrooms should involve the staff person for Christian Education.)

Addendum A-4 – “Property Safety and Security General Survey” to be completed on at least an annual basis. Items are to be identified as in compliance or not in compliance. If an item is not in compliance it either is to be brought into compliance within a reasonable time period from completion of survey or so noted in writing why item was not brought into compliance.

Addendum A-5 – “Annual Physical Self-Evaluation Survey for Churches” is to be completed for the FPCL property on at least an annual basis. If an item is not in compliance it either is to be brought into compliance within a reasonable period of time from completion of survey or so noted in writing why item was not brought into compliance.

Appendix A-6 – “Physical Self-Evaluation Survey for Churches” is to be completed regularly of the FPCL Facilities inside and out. Survey is helpful if completed in August/September as Program Ministries begin for Sunday School and Youth. Then the surveys are to follow in a quarterly fashion as possible thereafter with one of the surveys being replaced instead by the Annual Physical Self-Evaluation Survey.

If an item is not in compliance it either is to be brought into compliance within a reasonable amount of time from completion of survey or so noted in writing why item was not brought into compliance.

B. Security of Property

1. At least annually “A Security Checklist” (Addendum A-7) is to be completed with representatives from Properties Committee.

2. Major property is to be inventoried and a value assigned to those items that might need to be replaced in the case of robbery or damage. This inventory is to be kept in a lockbox not located at the church. Insurance Company should have a copy for their records.

Guide One Safeguard Solutions, Volume I, pages 23-25
Guide One Safeguard Solutions, Volume II, pages 43-58

X. FINANCIAL SAFEGUARDS

First Presbyterian Church of Littleton intends to safeguard the finances of the church. Knowing people give to the church to see ministry carried out, it is the responsibility of the leadership to protect those gifts and ensure ministry continues. A “Financial Safeguards General Survey” (Addendum A-8) is to be completed at least annually by a representative from the Stewardship Committee of Session with the Church Treasurer and Financial Secretary. Corrections are to be made as soon as possible to safeguard the finances of the church or where no action is taken it is to be so noted in writing. The Financial Team with a representative from the Stewardship Committee of Session, the Church Treasurer and the Financial Secretary is to be responsible for the administration and compliance of this Safe Sanctuary Policy & Procedures.

A. The Offering Collection

1. Ushers Training:

Safeguarding funds begins with the Ushers; therefore they are to be trained on what to do to safeguard the collection during and after it is received. They are to be watching for anyone who seems out of place or suspicious, since they may be there to worship, or might have other intentions. Visual and verbal communications between ushers is important. Once the collection is received, it is to be secured, instead of remaining unattended in front of the church. Two un-related ushers are to take the collection and either secure it or place it in a secured bank bag.

2. Processing of the Sunday Morning Collection

a. In addition to counting and recording loose offering cash and checks, the Trustee and Head Usher are to open all envelopes not marked as “Pledge”, “Deacons Fund” or other designated purpose. If an envelope is not so marked, it is to be opened and treated in the same manner as the loose offering (i.e. recorded check and donor’s name, or cash, and the amount.) Collections are to not be taken home.

b. The Trustee and the Head Usher are to fill out the information on the yellow booklet and sign and note the bank bag #, and both are to sign and make a copy of the yellow booklet information and include the copy in the bank bag. The bag is to then be locked and put in the combination safe which is bolted to the table in the supply room. The Trustees and the Financial Secretary are to have access to this safe.

c. From the time it is collected to the time it is deposited, the two unrelated person rule is to apply to handling of funds. Once the collection is secured, the collection may be counted immediately following the services or the following day. Counting of the funds is to be conducted in a secure area. At least two unrelated people are to be present when the collection is moved from the safe to the counting area. If the offering is counted the following day, the collection is to remain in a safe (or double-locked area) or safely taken to the bank by two adults. The bank bags are to be placed in another nondescript bag when taken to the bank.

3. Internal Control of Accounting:

It is important to have separation between those counting, the treasurer, and the financial secretary. Not only does this offer financial integrity, but can reduce the appearance of impropriety.

4. Screening Volunteers:

Volunteers and employees who handle funds need to be screened. The Church may, at any time chose to conduct financial checks on those handling money. At a minimum, people with high integrity should be selected. They are to have the ability to be discreet with sensitive financial information. Rotating people in these positions is helpful to ensure safeguarding of funds.

5. Special Funds:

a) Ongoing Collections - Special funds and accounts held by groups in the church. The unrelated two-person rule is to also apply. These special accounts are to also have a method of being audited.

b) One-time Collections - A collection made for a one-time event where money is collected once or over a short time of period.

The unrelated two-person rule is to also apply. These special accounts are to also have a method of being audited.

6. Purchases:

Purchases are to be done through a voucher system to ensure accountability. When items are purchased with personal funds, a receipt and form for reimbursement is to be used. These accounts are also to be audited. Volunteers making purchases over \$100.00 are to have permission from appropriate Staff supervisor prior to purchase to insure reimbursement.

7. Reporting:

To preserve integrity in a sensitive area, financial reporting is necessary. The donors in the congregation have a right to know where their funds are being used. The church is to offer either a monthly or quarterly financial statement. Donated funds are to be recorded appropriately.

8. Audits:

To continue a program of safeguarding finances, regularly scheduled audits are to be conducted. Someone other than the financial secretary or treasurer is to conduct these audits. While these audits are to be done annually, the church may elect to have an outside firm do a complete audit every two or three years.

9. Responding to Incidents:

If an accusation or suspicion is reported, it is important to act promptly and with care. The suspected embezzler or thief is to be confronted and asked to provide a full accounting of the situation. If not already completed, an audit is to be performed. If sufficient information or a confession points to guilt, church leaders then need to decide

whether to turn the matter over to the police. Church leaders also are to remember that they owe a responsibility to the members and donors to be good stewards of the church's resources.

10. Monetary and Material Donations:

a. Monetary Donations may be given as gifts toward the Annual Budget, Memorial Fund or special campaigns according to the guidelines of those funds. Monetary gifts given to FPCL for specific uses are to be first approved by Session. The Session may accept those donated funds for the specific use or refuse the funds for that specific use. Donated funds are to be honored for their intended use if Session has accepted those funds for that specific use.

b. Material donations are to be approved by the appropriate committee to see if they can be used. Donations once gifted to FPCL become the property of FPCL. As property of FPCL, responsibility is then held by the Leadership of FPCL to use, dispose, or alter the material donation as needed.

Guide One Safeguard Solutions, Volume II, pages 59-63.

REFERENCES & RESOURCES

References:

All references used in the compilation of this Safe Sanctuary document are included in the Safe Sanctuary Policy & Procedure Red Notebook.

Guide One Center for Risk Management

Fact Sheet: Youth Activities, paper

www.guideonecenter.com

Reducing the Risk II Training Manual, Copyright 2003, Guide One Insurance

Steven Klipowicz and James Cobble

www.reducingtherisk.com

Safeguard Solutions Volume I, Organizing and Maintaining a Church Risk Management Program.

Guide One Insurance

Safeguard Solutions Volume II, Forms, Surveys, Reports, Checklists, Procedures, Policies and Other Vital Information Needed to Safeguard Your Church and Ministry.

Guide One Insurance

Resources:

Child Abuse and Neglect General Information Packet, paper packet.

National Clearinghouse on Child Abuse and Neglect Information, Washington, DC, 800-394-3366, <http://nccanch.acf.hhs.gov>

U.S. Department of Health and Human Services.

Making Your Church Safe From Child Sexual Abuse, Videotape.

Reducing the Risk, Guide One Insurance.

Standards of Ethical Conduct, GA Report Presbyterian Church (USA)

Approved by the 210th General Assembly, 1998

We Won't Let it Happen Here! Preventing Child Abuse in the Church, Booklet

Prepared for the Presbyterian Church (USA) by Lois Rifner, Ph.D., Susan Keil Smith, M.A. and the Child Advocacy Office, 2nd Edition, 2005.

Second edition

APPENDICES

Appendix A	Volunteer Application Form
Appendix B	Request for Criminal Records Check
Appendix C	Child Information Card
Appendix D	Nursery/Toddler Area Inspection Form
Appendix E	Health Form for Minor
Appendix F	Parent Consent to Treat a Minor Form
Appendix G	Parent/Guardian of a Minor Consent and Hold Harmless Form
Appendix H	Transportation Volunteer Application Form
Appendix I	Request for Criminal/Motor Vehicle Record Check
Appendix J	Accident/Incident Report Form
Appendix K	Agreement for Non-Church Facilities

ADDENDUM

ADDENDUM A SURVEYS

- A-1 Youth and Children's Ministry General Survey
- A-2 Transportation General Survey
- A-3 Emergency and Crises General Survey
- A-4 Property Safety and Security General Survey
- A-5 Annual Physical Self-Evaluation Survey for Churches
- A-6 Physical Self-Evaluation Survey
- A-7 A Security Checklist
- A-8 Financial Safeguards General Survey

ADDENDUM B FORMS

- B-1 Policy and Procedure on Sexual Misconduct of The
Presbytery of Denver

ADDENDUM C SUPPLEMENTAL REPORTS

- C-1 Personnel Policy
- C-2 Current Church Directory
- C-3 Current Annual Report
- C-4 Emergency Procedures Handbook