

Policy for the Prevention of Abuse of Children, Youth, and Vulnerable Adults

South Carolina Annual Conference

The United Methodist Church

Updated: 12/12/11

Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus, said, “Whoever welcomes [a] child...welcomes me” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and the realm of God.

Jesus also said, “If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that “children must be protected from economic, physical, emotional and sexual exploitation and abuse” (para.162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse [“ritual abuse” refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be] occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From The Book of Resolutions of The United Methodist Church—2000, pp.180-181. Copyright 2000 by The United Methodist Publishing House. Used by permission.)

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of abuse in our church.

Purpose

Our conference’s purpose for establishing this Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children, youth, and vulnerable adults.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist annual conference, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our children, youth, vulnerable adults as well as all workers with children, youth and vulnerable adults. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent

operational procedures in all programs and events; we will educate all of our workers with children, youth, and vulnerable adults regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Procedures

Although it is our fervent hope and prayer that sexual abuse does not occur in our District and Conference programs, we must put into place sufficient mechanisms to reduce the risk of abuse of children, youth, vulnerable adults, and those who work with them. For that purpose, our ministries shall implement the following procedures in District and Conference ministry programs and events.

Because Clergy members of the South Carolina Conference are leaders within our covenant community, and because they have constant opportunities to supervise and be in contact with children, youth, and vulnerable adults, all clergy under active appointment in our annual conference shall have criminal background checks completed through the Office of Clergy Services every three years.

Recruiting/Screening Workers Careful screening is one way to prevent the abuse of children and vulnerable adults. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children, youth and/or vulnerable adults.

The MINIMUM standards are:

A. All persons at least 21 years of age and at least five years older than the oldest child participating that are **employed** or **volunteer** to serve in a **supervisory capacity*** in conference programs involving children, youth or vulnerable adults working together (such as Salkehatchie or UMVIM trips), shall:

- Demonstrate an active relationship with a local church of at least six months before being allowed to be in a supervisory role in children or youth activities
- Complete the Covenant Form
- Complete the application form and provide three character references.
- Be interviewed by the Director of the ministry/ program.
- Complete the background check process
 1. Complete the background check release form
 2. Complete the background check order form
 3. Complete the background check report form

**18-20 year olds will not function in a supervisory capacity.*

Camps and Retreats may utilize 18 year-olds as employed or volunteer leaders of younger children when combined with adequate training of the Conference policies and procedures and in keeping with American Camp Association guidelines for training and supervision.

B. All adults 18 years of age or older (participants, volunteer or staff persons) who have regular and direct contact with children, youth and vulnerable adults, shall:

- Complete the application form and provide three character references.
 - Complete the background check release form.
- C. During the first year of this Policy's implementation staff persons & volunteers will submit to the screening procedures prescribed by this Policy. Following the first year of this Policy's implementation, all new applicants, persons who have a break in service of one or more years and those with 3 or more years since their last background check shall submit to the screening procedures.
- D. All forms and reference reports shall be kept as a part of an applicant's personnel file.
- E. All applications and related forms must be completed prior to service.
- F. In the event that a reference follow up is accomplished by phone, detailed notes of the conversation should also be included in the personnel file.
- G. For all Conference activities, the care of records will be maintained by the Office of Connectional Ministries of the Annual Conference. Staff, volunteer and paid, records for Camps and Retreat Ministries will also be maintained by this ministry.
- H. When the Conference is hosting an event for which the local church is responsible for chaperones, all communications regarding the event will contain language specifying these procedures as MINIMUM BASIC GUIDELINES for all adults serving as chaperones at the event.

Training

Training must become a mandatory component of each event's design. The executive committee or designated design team shall be responsible for assuring that adequate insurance for the specific event and/or activities either from the Conference or the District is in place. The Design Team must also have a person available at the event who is trained and certified to receive any report of allegations of abuse and follow through according to the conference guidelines and the requirements of South Carolina state law. All workers shall be trained annually in safety, first aid, and abuse prevention. Each event shall have at least one person certified in CPR and First Aid from a nationally recognized body such as American Red Cross.

Training shall include information, explanation, and discussion of:

- The Annual Conference policy
- Behaviors or other indicators which may signal problems
- Requirements of SC state law for reporting incidents of abuse
- Procedures for response to incidents or allegations of abuse and for reporting such incidents

All persons serving as event coordinators or directors shall complete certification training for processing allegations and reports of child abuse.

All workers and leaders will sign a covenant to abide by the Conference policy at the conclusion of each training prior to an event.

Regular Operations for Programs and Events

1. Minimum supervisory standards will include the “two-adult rule.” The two-adult rule requires that no matter the size of the group, there will always be two unrelated adults present. This requirement may be fulfilled with one adult in the room and a second adult with unobstructed line of sight to all children who monitors each room as long as children are present. SC state law defines children as persons under the age of 18. These persons do not count as adults.
2. If both boys and girls are participants, then the adult leaders shall include both men and women.
3. No person shall supervise an age group unless he/she is AT LEAST 5 years older than the children with whom he/she is working. The only exception for this rule is for camp counselors working with senior high youth who have been properly screened and trained according to the guidelines of the American Camp Association in a setting accredited by the ACA.
4. The number of workers required for each event (above the minimum of two) will be determined by the number and age of the participants and the nature of the activities.
5. Unauthorized visitors are persons who are not properly registered, screened, and checked by the leader of the event. These persons will not be allowed with the group.
6. Participants will not be allowed to leave the designated meeting area without permission/supervision.
7. During ministry events, one-on-one activities shall not be conducted “behind closed doors” or in isolated areas away from trained supervisory persons.
8. All ministry events will be carried out in locations where this policy can be implemented and with safe and age-appropriate equipment.
9. Each room or space where children are being cared for shall have a window in the door or the door shall be left open. All activities should occur in open view. Should the children’s activity be an outdoor program or occur in a setting which makes it difficult to comply with this Policy, the staff person in charge of the activity shall take appropriate measures to make sure that the setting suits the activity, and the children are properly supervised.
10. Registration materials for activities in which children are outside of the direct supervision of their parents/guardians shall require signed written permission forms which include pertinent health information in order to participate.
11. Fifteen passenger vans have been deemed dangerous by federal authorities and will not be used for transporting children, youth, and vulnerable adults.

Reporting

- All reporting of alleged incidents or actual incidents of child or elder abuse must strictly follow South Carolina law.
- A worker who has reasonable cause to suspect that child abuse has occurred should secure the safety of the child, if possible, and then immediately report the incident to the Director/Supervisor of the ministry event. It is never the responsibility of a worker with children or youth to

investigate allegations of child abuse. The Director/Supervisor will then follow all appropriate procedures for reporting to the child's parents or guardian, authorities of the Annual Conference and/or district, and local law enforcement or child protective service agencies.

- Persons who are the objects of the report will be required to refrain from all activities involving children and youth until the incident report is resolved. In any removal of a person from any children's activities, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

Response Plan

- A quick, compassionate and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in a children's activity, the entire staff of that activity shall be at the service of all official investigating agencies.
- The Conference Director of Connectional Ministries, or his/her designee, is the only person/s authorized to make statements to representatives of the media. All requests for statements should be directed to the Director of Connectional Ministries. Training in how to handle media requests should be a regular part of Conference staff training. A spirit of cooperation is exhibited by directing the media to the "official spokesperson."
- If the allegation concerns activities or persons outside any relationship to a Conference related event or activity, it is the responsibility of the staff person in charge of the Conference activity to make the initial contact with law enforcement or child protective services.
- An example would be a youth telling a Conference camp counselor about abuse which was perpetrated by a relative during the prior year. If this report were made to the counselor in the course of his or her duties as a camp counselor, then an incident report should be filed with the camp's director within 24 hours.
- If the allegation is against a Conference staff person or volunteer or if it occurred in the course of a Conference children or youth activity, the staff person in charge of the children's activity and the Director of Connectional Ministries shall be contacted immediately. The Director of Connectional Ministries will advise the Conference's insurance carrier.
- In either case, pastoral support will be available to all persons involved with the incident as indicated.

Local Church Policy:

A local church policy for the prevention of abuse would include the following minimum components:

1. Procedures for recruiting and screening (including criminal background checks) of all workers with children, youth, and vulnerable adults with the same components as the conference policy (p. 2-3 of this document).
2. Operating procedures including the same components as the conference policy (p. 5 and 6 of this document).
3. A statement regarding sleeping arrangements of adults and youth during overnight trips.
4. Annual training of paid and volunteer workers that includes review of the policy and first aid/CPR training.
5. Severe weather/Disaster response plan.
6. Regular monitoring of equipment to ensure adequacy, safety, and good repair.
7. Adequate insurance coverage.
8. Procedures for insuring that non-church programs involving children and youth that occur on church property comply with church policies.

9. Incident reporting procedures in compliance with SC state law that include the components of this policy (p. 5)
10. A response plan that includes care for all parties involved and identifies the official spokesperson of the local church.

Conclusion

In all of our ministries with children, youth, and vulnerable adults, this annual conference 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). We take our policies to reduce the risk of child abuse seriously and we are committed to their enforcement for the safety and security of all our children, youth, vulnerable adults, and those who work with them.

All Conference and District ministry events are required to comply with these policies.

Each Conference ministry event shall be subject to review by the Safe Sanctuary Committee of Connectional Ministries and the Director of Connectional Ministries.

Non-compliance with these policies shall result in potential loss of sponsorship by the Conference Office of Connectional Ministries, the District, or the sponsoring Team, Board, or Committee.

The Safe Sanctuary Committee of Connectional Ministries shall review these policies and procedures at least every two years or when procedural changes are made.

These policies and procedures were affirmed by the Connectional Ministries Council on March 2008. This policy was developed by a Safe Sanctuary Task Force in compliance with *The Resolution to Require the Establishment of a Safe Sanctuary Policy in Every United Methodist Church and in every United Methodist Conference Event in the South Carolina Annual Conference* adopted at the 2007 session of The South Carolina Annual Conference of The United Methodist Church.