



Wesley Church
A United Methodist Community

MO Child Abuse Hotline No.: 800-392-3738

SAFE GATHERINGS POLICY



Updated
January 2020



To Report Incidents:

Church Leadership

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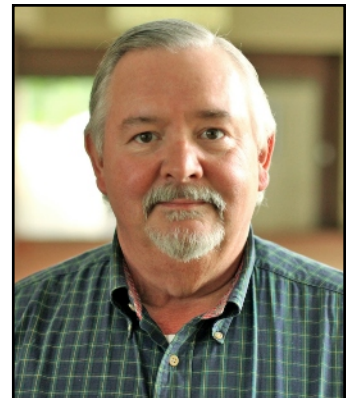
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To Report Incidents:

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Wesley United Methodist Church

Introduction

OUR CALLING AND OUR MANDATE IS TO ENSURE SAFE GATHERINGS FOR GOD'S PEOPLE.

Throughout the gospels, Jesus' teachings reflect the importance of providing a peaceable kingdom for all of God's people, including our most precious gifts, our children and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary.

Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5). As Christians, we are called to create a safe gathering area in our churches. They must be holy, safe, and protective communities for all of God's children, regardless of age or ability.

The purpose of this policy is to address the safety of our children and youth at events sponsored by Wesley United Methodist Church. Wesley United Methodist Church recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of children and youth and (2) to help protect workers from false accusations and/or suspicions.

The following policy and procedures are not based on a lack of trust in workers, but are intended to protect our preschoolers, children, youth, workers, employees, volunteers and the entire church body. Careful and confidential documentation is essential to show compliance with policies, to verify information as needed, and to have an accurate record in the case of an incident.

Scope of Policy

This policy and its provisions shall apply to all persons including all paid and unpaid adults, whether lay or clergy, who have any direct or indirect contact with children, youth, and vulnerable adults who participate in any activities or events sponsored by this church. **Children** are persons 0 - 11 years of age. **Youth** are persons 12 - 18 years of age. **Vulnerable adults** are persons over 18 years of age with physical, mental and/or developmental disabilities.

Basic Procedures for Safe Ministry with Children, Youth, and Vulnerable Adults

A. STANDARDS

1. Appropriate Interpersonal Boundaries

Dress Code

- Appropriate and modest dress at all events

Appropriate Language

- No demeaning language toward one another
- No foul language
- No suggestive language

Appropriate Demonstration of Affection and Encouragement

Whenever a question arises about where to draw appropriate boundaries, remember that you are the adult and it is your responsibility to behave professionally, even if you are a volunteer.

- ☐ Never initiate a hug, and always be the one to end the hug
- ☐ A-Frame hugs and side hugs are encouraged and most appropriate
- ☐ Inappropriate touching is to be avoided at all times
- ☐ Safe zones are considered upper arms and upper back

2. The Four-Years-Older Rule

It is encouraged that persons in leadership positions should be at least four years older than the group of children or youth they are leading. If they are not four years older than the children or youth they are working with, they should not be given sole responsibility for the group.

3. Selection of Workers

All persons who desire to work with the children or youth participating in our programs and activities will be screened. This screening includes the following:

a. Six Month Rule

No applicant seeking to volunteer in a supervisory position will be considered for that position involving contact with children or youth until she/he has been involved with Wesley United Methodist Church's activities for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b. Written Employee Application

All persons seeking to be employed to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, references and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Wesley United Methodist Church.

c. Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d. Reference Checks

Before an employee is permitted to work with children, at least two of the applicant's references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Wesley United Methodist Church.

e. Criminal Background Check

Two national criminal background checks are required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our school/preschool/day care center;
- Those who will be involved in overnight activities with children;
- Those counseling children;
- Those involved in one-on-one mentorship of children; and
- Those having occasional one-on-one contact with children (such as, Wesley United Methodist Church's sponsored athletic team coaches and vehicle drivers).

Preschool also requires a third background check done by the State of Missouri, "The Missouri Department of Health and Seniors' Services-Family Care Safety Registry". Before background checks are run, prospective workers will be asked to sign an authorization form, allowing Wesley United Methodist Church to run the background checks. If an individual declines to sign the authorization form, she/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Director of that area on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children.

Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

4. No Workers under the Age of Eighteen Without Supervision

An adult is anyone 18 years of age or older. A youth assistant is anyone under the age of 18 but at least 14 years of age, who may work with children and youth only when supervised by at least one adult at the age of 22 years in order to follow the "Four Year Rule" and someone who is 18 years or older.

Youth assistants cannot be in charge of, nor left alone with, children and youth. Background checks on youth under the age of 18 are inaccessible, so choose youth with great care.

For the safety of children and youth, it is advised that no workers under the age of eighteen are placed in charge of children or youth activities.

To achieve compliance with the Safe Gatherings policy, it may be necessary to combine groups; recruit, train, and reference additional volunteers; or cancel an event.

5. Nursery and Preschool Check-in/Check-out Procedure

For children in nursery, a security check-in/check-out procedure is followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. Only the parent or guardian will be permitted to present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the Nursery Director will be contacted. The Nursery Director will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Preschool is locked down during session. The only way of entrance is with pass cards or keys. Teachers take daily attendance and children that are in "Extended Care" are signed in and out by their parents/guardians daily. (For lock-down Map, see Inside Back Cover).

6. Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Wesley United Methodist Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children, and the parent or guardian will be contacted to request that the child be picked up for the day.

7. Medications Policy

It is the policy of Wesley United Methodist Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy, includes the nursery, the “Kids of the Creation” preschool and the parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). These cases will follow the Missouri State guidelines for administering medications with proper documentation.

8. Discipline Policy

It is the policy of Wesley United Methodist Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with their Ministry Leader if assistance is needed with disciplinary issues.

9. Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom.

If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

10. Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate, and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

11. Participation Covenant for all Leaders

All volunteers and leaders involved with children and youth will be asked to sign a covenant in which they agree to:

- take an active part in the ministry;
- give their best efforts to the ministry;
- respect the other participants;
- treat others as they would wish to be treated;
- follow the policy and procedures for Safe Gatherings.

B. PHYSICAL/ENVIRONMENTAL SAFEGUARDS

1. The Two-Adult Rule

No fewer than two adults are to be present at all times during any church-sponsored program, activity, event, or ministry involving children or youth. Assigned adult roamers, volunteers who move in and out of classrooms and recreation areas can function as additional helpers. A list of Safe Sanctuaries trained people who are on call will be provided to children and youth leaders for Sunday mornings and otherwise as needed. For the purpose of this rule, married couples working with the same group are considered one adult. If a second adult is not available, the classroom door shall remain open, and an adult "hall roamer" will qualify as the second adult.

2. Windows in All Office and Classroom Doors

Each room set aside for children or youth should have a door with a window in it or a half-door.

3. Limited Counseling Sessions

If a person is not sufficiently qualified, the child or youth should be referred to a qualified counselor. Counseling shall not be offered or provided by any staff member or volunteer regardless of qualification. Refer concerns to a pastor for further evaluation.

4. Appropriate Equipment and Supervision

At least one worker or volunteer who works with the children or youth ministries which involve using special equipment should know how to safely operate the special equipment.

Always arrange children and youth activities to occur in appropriate settings with appropriate supervision.

5. Adequate Insurance for the Scope of Ministries

The Board of Trustees will secure adequate insurance coverage for all ministries.

6. Children's and Youth Group Websites

Require parent of child/youth to sign a release form informing them of the possibility of pictures being posted on church websites.

If youth or child's picture is posted on a website, do not identify specific individuals by name.

Use blocking tools to keep unwanted and inappropriate material from popping up on Children's Ministries or Youth Group sponsored websites.

7. Transportation Options

Drivers should be between the ages of 25 and 70 and should obtain a Chauffeur Driver's License before driving the church bus. Some exceptions are allowed. See Executive Director of Operations for clarification.

8. Medical Release/Participation Form

A Children/Youth consent form for participation and medical release should be on file in each department and updated annually.

9. Overnight Accommodations

At events that require overnight accommodations:

- We strongly recommend that at least two (2) adults be present in every room.
- When staying in a hotel, adults shall sleep in separate rooms from children/youth; or if necessary for children/youth to share a room with an adult, adults shall sleep in separate beds from children/youth so long as any one adult shall not be alone with any one child/youth.
- Recognizing accommodations may be restrictive in some cases, one adult is adequate, so long as any one adult shall NOT be alone with any one child/youth.

C. EDUCATION

1. Orientation for Workers

All workers with children and youth—whether paid or volunteer, part-time or full-time, clergy or lay—will obtain Safe Gatherings training in which they are informed of:

- the church's policies for the prevention of the abuse of children and youth
- procedures to be used in all ministries with children and youth
- appropriate steps to follow for reporting an incident of abuse of any child or youth
- details of state laws regarding the definitions of child/youth abuse and the requirements for reporting abuse

2. Congregational Education

There will be opportunities for the congregation to become informed of the importance of the Safe Gatherings policy of our church. The congregation is encouraged to take the Safe Gatherings Training, even if not directly working with children. This is to ensure that everyone is looking out for the welfare of Wesley United Methodist Church's children and youth.

TYPES OF ABUSE AND INDICATORS

A. DESCRIPTIONS OF ABUSE

1. **Verbal Abuse** -- Any verbal act that humiliates, degrades, or threatens any child or youth.
2. **Physical Abuse** -- Any act of omission or an act that endangers a person's physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.
3. **Sexual Abuse** -- Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in sponsored activities of this church, 6) sexualized behavior that communicates sexual interest and/or content.

Examples are not limited to displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse. (#6 taken from Resolution #30 *Book of Resolutions 2000*).

4. **Neglect** -- Abuse in which a person endangers a child's health, safety, or welfare through negligence. Examples might include withholding food, clothing, medical care, education, and even affection.
5. **Ritual** -- Abuse in which physical, sexual, or psychological violations of a child are inflicted regularly, intentionally, and in a stylized way.

B. INDICATORS OF ABUSE

1. Physical Abuse

- hostile, aggressive, and/or destructive behavior toward self, others, and/or property
- fearfulness of parents and/or other adults
- inexplicable fractures or bruises
- burns, facial injuries, pattern of repetitious bruises

2. Sexual Abuse

- Depression - cries often for no apparent reason
- promiscuous behavior
- runs away from home and refuses to return
- difficulty walking or sitting
- bruised/bleeding in vaginal or anal areas
- exhibits frequent headaches, stomachaches, extreme fatigue
- sexually transmitted diseases

3. Emotional Abuse

- exhibits severe depression and/or withdrawal
- exhibits severe lack of self-esteem
- failure to thrive
- threatens or attempts suicide
- speech and/or eating disorders
- goes to extreme to seek adult approval
- extreme passive/aggressive behavior patterns

4. Neglect

- failure to thrive
- pattern of inappropriate dress for climate
- begs or steals food; chronic hunger
- depression
- untreated medical conditions
- poor hygiene

5. Ritual

- unexplained mistrust and mood swings
- flashbacks
- eating disorders
- fear of the dark
- agitation or despair that seems to occur in cycles
- fear of ministers, priests, or others wearing robes or uniforms
- nightmares or sleep disorders
- Any of the symptoms of sexual abuse

TRAINING AND ORIENTATION, Local Church Certification

This church shall develop and implement training and orientation procedures for all persons (including youth assistants) who work with children and youth. Training shall include this policy, the procedures found in section "Basic Procedures," and other overall training material. Every effort is made to insure that no person shall have direct supervisory contact with children and/or youth until they have completed this training program. We recommend that at the beginning of each event a review of this policy be conducted.

The guidelines of these policies and procedures create a status of Safe Gatherings Certification with this church. Adults thus certified are entrusted with the title "Certified Local Church Safe Gatherings Worker with Children and Youth". Completion of this training shall be kept with other screening material on file for the worker or volunteer.

TRAINING AND ORIENTATION, Conference Safe Gatherings Certification

To be certified at the conference level, your name must be submitted to the conference by our Local Church Advocate (LCA), Roy Brumbaugh. This step enables people to randomly become conference Safe Gatherings Certified. Conference certification is necessary to be a camp counselor, chaperone conference events, and attend conference events with students or preschool age children.

Follow these steps:

1. Notify either Andy Haut, Director of Children's Ministries, ahaut@wesleymethodist.com, or Chad Walters, Director of Youth Ministries, cwalters@wesleymethodist.com by e-mail of your request for Conference Safe Gatherings certification.
2. Send a copy to Roy Brumbaugh, our LCA, at rbrumbaugh@wesleymethodist.com. The LCA will send your e-mail request to the conference.
3. The conference will then contact you with the procedures to become Conference Safe Gatherings certified along with a password. You will then be able to register online for training and certification.
4. Follow the steps online that will lead you through authorizing a background screening, requesting a Pastor reference and a General reference and training.
5. The current fee for conference certification is \$30.00 payable online by the applicant. If you have any questions, please contact the applicable director or LCA.

REPORTING PROCEDURES

1. Mandated reporters at Wesley are considered to be all pastoral staff, day care workers, Local Church Advocate, and program directors. Volunteers will not be considered mandated reporters, but through training will be educated to bring any needed information to mandated reporters at the church.
2. When an adult leader of an event or activity suspects that abuse or any other violation is taking or has taken place, the adult leader shall contact the Executive Director of Operations or event leader immediately. He or she shall call 911 when needed and report the abuse to the appropriate local law enforcement agency and cooperate fully with the investigation conducted by law enforcement officials. Complete the incident report and follow incident reporting guidelines.
3. Address any needs the child or youth may have, medical or otherwise. Report these needs to the parent(s) and/or legal guardian(s).
4. The person suspected of abuse (respondent) shall, for the safety and well being of the children or youth, be removed with dignity from further contact with the children and youth until an appropriate investigation has taken place. The matter shall remain confidential. If the adult event leader is the respondent, then the report should be made to that person's supervisor.
5. Following the report of an incident, the adult event leader or supervisor in charge shall document the report and then speak with the alleged victim, being careful to use open-ended questions.

6. All such conversations shall be documented. Careful and confidential documentation is essential. The documentation should include the following:
 - a. The name of the adult leader observing or receiving the disclosure of abuse, including the date, time and place, and any action taken by this person.
 - b. The alleged victim's name, age, and date of birth.
 - c. Any statement made by the alleged victim.
 - d. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.
 - e. Any action taken, i.e. suspension of the respondent.
 - f. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.
 - g. Date and time of call to law enforcement agency, name of officer spoken to, and content of that conversation.
 - h. Date and time of any other contacts made regarding this incident.
7. Notify the Senior Pastor.
8. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company of Wesley United Methodist Church.
9. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system, provisions of the current *Book of Discipline*, appropriate counseling referrals, and continued pastoral visitation.
10. Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.
11. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

MEDIA RESPONSE

The Senior Pastor, District Superintendent, and Bishop shall be informed of all investigations or allegations of abuse.

If investigations or allegations of abuse should come to the attention of the media, a response shall come from a designated church spokesperson, a spokesperson in the Conference Communications Office, or as designated by the Bishop.

Refer all inquiries to the spokesperson. **Do not give out any information: simply state that all inquiries will be answered by our spokesperson.**

Recommended Resource: *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* by Joy Thornburg Melton (Discipleship Resources, ISBN 0881772208)

Adapted from Texas Annual Conference of United Methodist Church June 2005 <http://www.txcumc.org/page.asp>



Medical Release & Permission Form

Please print in ink

☐ Children's Dept. ☐ Youth Dept.

Today's Date _____

Name: _____ Age _____ Date of Birth _____
Last First Middle Mo./Day/Yr

Grade in school _____ ☐ Male ☐ Female Email _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____

Medical insurance company _____ Policy # _____

Mother's name _____ Phone: Home _____ Work _____

Father's name _____ Phone: Home _____ Work _____

Emergency contact _____ Phone: Home _____ Work _____

Physician _____ Office Phone _____

Dentist _____ Office Phone _____

CONSENT AND CERTIFICATION

I, the undersigned, being the parent or legal guardian of the child/youth named above, do hereby consent to the participation of my child/youth in all of the regularly scheduled activities at Wesley United Methodist Church, of Springfield, Missouri, including field trips, camp-outs, swimming, boating, hiking, sporting events, retreats, camps and any other activities customarily associated with children and youth ministries. Further, I certify that my child is physically fit and adequately trained to participate in such events, including swimming, except as noted below:

Medical History

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

Check the following areas of concern for this student. If necessary, add another page with details:

1. Is the named minor presently being treated for an injury or sickness or taking any form of medication for any Reason? ☐ Yes ☐ No (if yes, explain) _____

2. Does the named minor have any allergies (including medications)? ☐ Yes ☐ No (if yes, explain) _____

3. Does your child suffer from, or has ever experienced, or is being treated currently for any of the following:

- ☐ Asthma ☐ Epilepsy / Seizure Disorder ☐ Heart Trouble ☐ Diabetes
☐ Frequently Upset Stomach ☐ Physical Handicap



Medical Release & Permission Form

Page 2

4. Date of last tetanus shot: _____

5. Does the named minor wear: ☐ Glasses ☐ Contact Lenses

6. Does the named minor have any special dietary requirements that should be acknowledged? ☐ Yes ☐ No

(If yes, please give details) _____

Note: If you desire to limit your child's participation in any event, please submit your wishes in writing to the church youth director or children's director prior to that event.

THIS CONSENT FORM GIVES PERMISSION TO SEEK WHATEVER MEDICAL ATTENTION IS DEEMED NECESSARY, AND RELEASES THE CHURCH AND ITS STAFF OF ANY LIABILITY AGAINST PERSONAL LOSSES OF NAMED CHILD.

I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by the Church. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release the Church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent.

I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the student named above. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member. I understand that I will be notified in the case of a medical emergency involving my child/youth.

I agree to notify the church in writing in the event of any health changes, which would restrict my child/youth's participation in any normal youth or children's activities. I also understand that the adult supervisors reserve the right to restrict my child from any activity that they do not feel is within the physical capabilities of my child/youth.

A facsimile or photocopy of this form shall be as valid as the original.

Parent/Guardian Signature: _____ Date: _____

Wesley United Methodist Church
Chad Walters, Director of Youth Ministries
Andy Haut, Director of Children's Ministries

Wesley United Methodist Church
INCIDENT REPORT
OF SUSPECTED CHILD OR YOUTH ABUSE

MO Child Abuse Hotline No.: 800-392-3738

SUMMARY - REPORTING OF INCIDENTS

If an adult worker/volunteer suspects that abuse or any suspected violation of state law or the Safe Gatherings policy is taking or has taken place, he or she shall:

- **Provide for the immediate care and safety of the child or youth as a top priority.**
- **Report concerns to event coordinator or your supervisor.**
- **Call 911 or MO Child Abuse Hotline, as appropriate, to report the suspected violation.**
- **Capture all needed data on this Incident Report.**
- **Cooperate with leadership and authorities throughout the crisis.**

1. Name of Worker (*paid or volunteer*) observing or receiving disclosure of suspected abuse of child or youth:

2. Suspected Victim's Name: _____
3. Suspected Victim's Age / Date of Birth: _____
4. Date and place of initial conversation with / report from suspected victim:

5. Suspected Victim's Statement (*give a detailed summary here*):

6. Name of Person(s) Accused of Abuse:

7. Relationship of Accused to Victim (*paid staff, volunteer, family member, other*):

8. Reported to Pastor (Date / Time): _____
Summary:

INCIDENT REPORT
OF SUSPECTED CHILD OR YOUTH ABUSE

9. Call to Suspected Victim's Parent / Guardian:

Date / Time: _____
Spoke With: _____
Summary : _____

10. Call to Local Children and Family Service Agency (*Assure that pastor and church administrator have been consulted*):

Date / Time: _____
Spoke With : _____
Summary : _____

11. Call to local law enforcement agency (*Assure that pastor and church administrator have been consulted*):

Date / Time: _____
Spoke With: _____
Summary: _____

12. Other Contacts:

Name _____

Date / Time: _____
Summary: _____

Signature of Person Making this Report:

_____ Date: _____

Wesley United Methodist Church

Internet Release Form

I hereby give permission and consent for the digital/photographic/ video image(s) of my child(ren):

(Child 1) _____

(Child 2) _____

(Child 3) _____

(Child 4) _____

to appear on the Wesley United Methodist Church's internet website. I also give permission and consent for Wesley United Methodist Church to use (*please check one of the following*):

- ☐ My child(ren)'s first and last name(s) on the website
- ☐ My child(ren)'s first name(s) only on the website
- ☐ Neither my child(ren)'s first and/or last name(s) on the website

I understand that web pages, like newspapers, are made available to the public. Realizing that it is impossible for Wesley United Methodist Church to control all access to its website, I will not hold Wesley United Methodist Church liable or responsible for unauthorized access or use of my child(ren)'s image(s).

I also understand and agree that:

- No monetary compensation shall be paid to me or my family members for the use of the image(s);
- The image(s) may be used for an unlimited length of time, and that;
- All website content, including the image(s), is subject to modification or omission at Wesley United Methodist Church's discretion.

Child 1's printed name _____ Child 1's signature _____

Child 2's printed name _____ Child 2's signature _____

Child 3's printed name _____ Child 3's signature _____

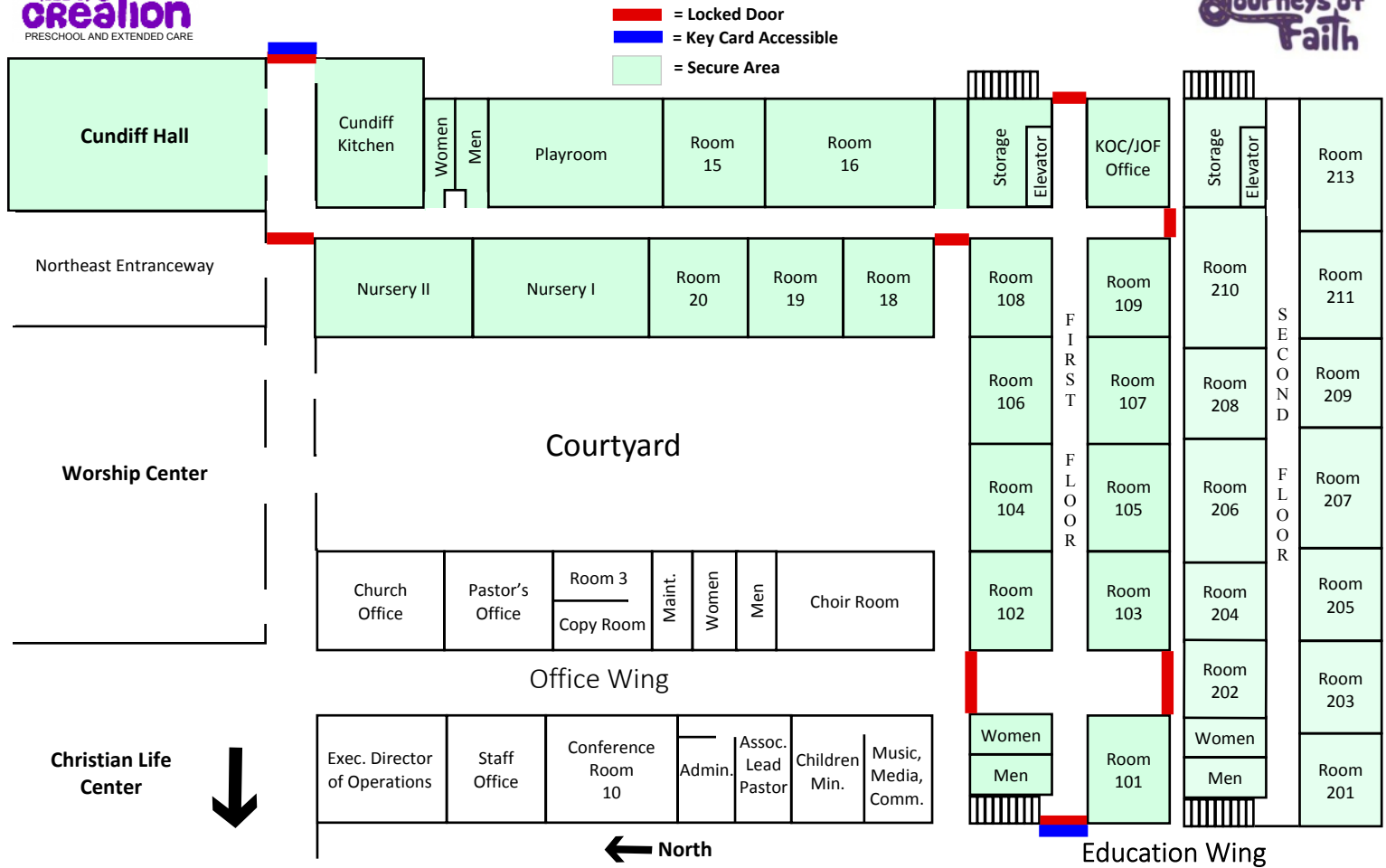
Child 4's printed name _____ Child 4's signature _____

Parent or Guardian's Printed Name _____

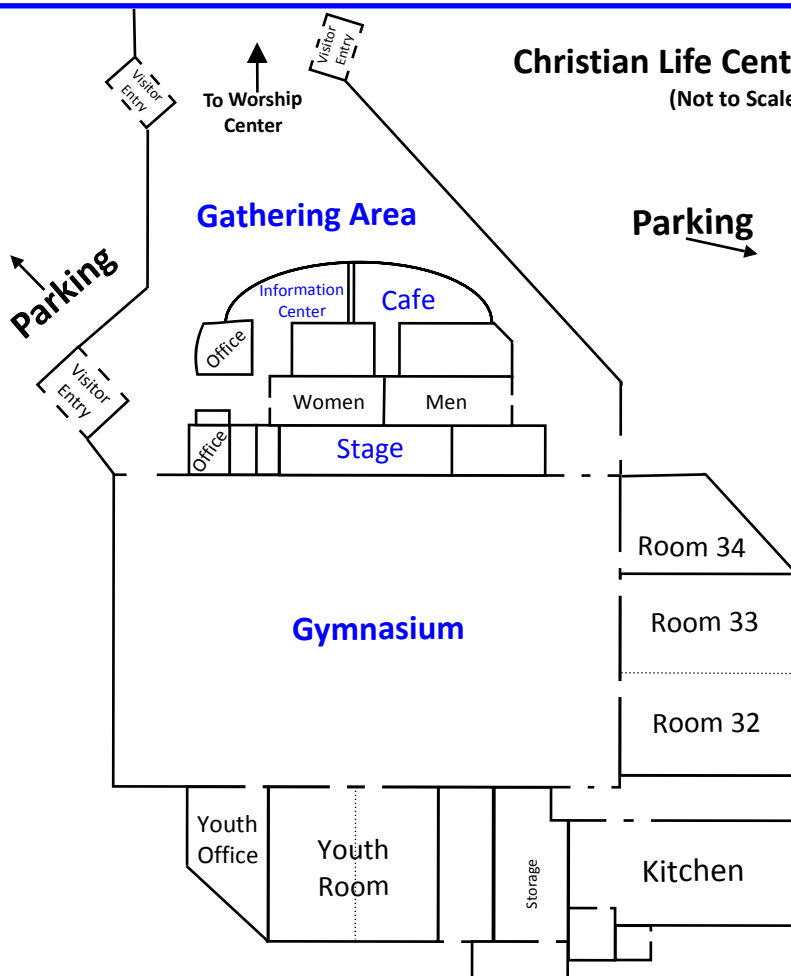
Parent or Guardian's Signature _____

Date _____

KOC/JOF Preschool Lock-down Diagram



Christian Life Center Diagram (Not to Scale)





Sunday School

THE SOURCE
youth ministry

VBS



MO Child Abuse Hotline No.: 800-392-3738