

APPENDIX B - SAFE SANCTUARY REQUIREMENTS FOR OUTSIDE GROUPS

It is a priority of Church Street United Methodist Church to protect the safety of children, youth, vulnerable adults, and adult volunteers. Therefore, CSUMC requires that all non CSUMC groups seeking to utilize our facilities involving children, youth, or vulnerable adults agree to the following conditions:

1. **Abuse Training** - All adult leaders and volunteers from the outside group will complete an abuse awareness training course. Church Street United Methodist can provide this training through Safe Gatherings (at the expense of the outside group) if the outside group cannot offer a comparable approved option.
2. **Background Checks** - All adult leaders and volunteers from the outside group will pass a multistate background check. Church Street United Methodist can provide this training through our ministry partners for a fee if the outside group cannot offer it. The outside group will ensure that:

No individual will be allowed to serve in any position (paid or unpaid) if that individual has previously been indicted, convicted of, pled guilty, or pled no contest to any crime arising out of any act or conduct involving physical or sexual abuse OR any act or conduct which is of a physical, sexual, molesting, seductive or criminally deviant nature, whether or not such conduct involved a child.

No individual will be permitted to serve in any position (paid or unpaid) if that individual has a verdict or judgment rendered against him or her in any civil action arising out of any personal act or conduct related to physical or sexual abuse of a child, youth, or adult. These prohibitions will strictly apply regardless of the length of time elapsed since the conviction or verdict.

No individual will be permitted to serve in any position (paid or unpaid) if that individual has an open County, State or Federal investigation pending regarding suspicion of physical, emotional or sexual abuse of a child, youth, or a adult. Any such pending action suspends any activity in ministries in which children, youth or, adults may be participating.

3. **Mandatory Reporting** - Should any form of abuse (including physical abuse, sexual abuse, emotional abuse, or neglect) be suspected by or reported to a leader or volunteer, the leader will immediately report the incident as follows:
 - a. **For children and youth abuse:** The person (paid or unpaid) who observes alleged abuse or to whom such alleged abuse is reported is **required** to self-report the incident immediately to the Child Abuse Hotline **877.237.0004**. **Reports can also be filled out online <https://www.tn.gov/dcs/program-areas/child-safety/report-child-abuse.html>**. **Call 911 if there is a life-threatening emergency.**

"Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement. The reporter can remain anonymous."

- b. For elder (vulnerable) abuse: By law in Tennessee, everyone is a mandatory reporter. Tennessee law provides that "any person having reasonable cause to suspect that an adult has suffered abuse, neglect, or exploitation, shall report or cause reports to be made" giving such information to the Department. In an emergency, always call **911**. Contact **Adult Protective Services (APS) 24/7 - 1.888.APS.TENN or 1.888.277.8366**. Reports can also be filed online at https://onedhs.tn.gov/csp?id=cs_aps_assessment_landing_page&sy_sparm_lan_g=en
- c. For Domestic Abuse - Tennessee Domestic Violence Hotline 1.800.356.6767. The group leader will then immediately notify the group's CSUMC Staff Representative and/or the Administrative Pastor.

4. **Policies and Procedures** - The outside group agrees to the following rules for children and youth:

- a. Two Adult Rule - There will be two unrelated adults in each classroom, nursery, or other activity with children, youth, or vulnerable adults present. All volunteer adults will be at least 18 years of age and at least 5 years older than the oldest child and/or youth participant in the program being supervised.
- b. Bathroom Rule - No adult will be permitted to use a restroom at the same time as a child or youth. If a child requires help from an adult while in the bathroom, the Two Adult Rule will apply.
- c. Non-Single Bathroom - When children and/or youth are using a large multi-stall bathroom, the doors leading into the bathroom should be propped open as long as privacy is still able to be maintained. There should be two adults standing outside. If a child needs assistance, the corresponding adult will go in to assist, while the other one remains outside to monitor.
- d. Dressing/Bathing - Adults accompanying children and/or youth should never dress in sight of children and/or youth. Adults will shower at different times than children and/or youth when having to use the same facilities. Children and/or youth on trips should never be in visual range of adults while dressing or bathing, and adults should take every precaution to ensure privacy for children and/or youth as they bathe or change clothing.
- e. Lodging - Any outside group using the church facilities overnight will treat it as dormitory lodging. (See our Safe Sanctuary policy, page 12).
- f. Windows and Doors - Each room or space where children and/or youth are being supervised, shall have a window in the door OR the door shall be left open. All activities should occur in open view.
- g. Adult-to-Child Ratios - The outside group must ensure that the following Adult to-Child Ratios are followed in each area/room that they utilize:
 - Infants (birth through 11 months) - 2:8
 - Toddlers (12 through 35 months) - 2:12

- Pre-school (3 to 5 years} - 2:18
- Elementary (grades K-5) - 2:40
- Youth (grades 6-12} - 2:40

I understand these rules and expectations and agree to follow them as a condition of use of the Facility at Church Street United Methodist Church. I understand that failure to implement these policies will result in a termination of the use agreement.

Signature of Applicant

Date

Organization Name/ Address