

**Williamsburg United Methodist Church
Safe Sanctuaries Guidelines
Child, Youth and Vulnerable Adult Protection Policy**

Purpose

Williamsburg United Methodist Church (hereafter known as “WUMC”) via this Child, Youth and Vulnerable Adult Protection Policy (hereafter known as “Safe Sanctuaries”) affirms its absolute and unwavering commitment to provide a safe environment for all children, youth and vulnerable adults involved in its ministries. Although WUMC realizes that it cannot absolutely guarantee the safety and security of all people at all times, it believes that the risk of harm to children, youth and vulnerable adults can be reduced through the establishment of and adherence to reasonable policies and procedures. To this end, WUMC implements this “Safe Sanctuaries,” policy in order to:

1. Establish reasonable procedures to reduce the risk of physical, emotional, and sexual abuse of our children, youth and vulnerable adults as they participate in WUMC events;
2. Protect our children, youth and vulnerable adults; and
3. Protect our staff and volunteers from false allegations of misconduct

Background

The General Conference of the United Methodist Church in 1996 adopted a policy aimed at reducing the risk of child abuse. Our congregation, acting as a community of faith, adopts the following policy aimed at preventing such abuse within our church.

Biblical Foundation

Williamsburg United Methodist Church seeks to express God’s love of young persons and to provide for their personal wholeness. This faith community seeks to provide an environment which is caring and secure for all persons. The Bible is foundational to our understanding upon which all policies, procedures and ministries must stand.

And they were bringing children to Him, that He might touch them, and the disciples rebuked them. But when Jesus saw it He was indignant, and said to them, “Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.” And He took them in His arms and blessed them, laying His hands upon them. (Mark 10: 13-16)

In the Parable of the Great Banquet, Jesus reminds us that God is in the business of inviting all people to the table, where they can be nurtured and transformed to be Christ to others. Today, we continue to recognize that each individual is a child of God and must be allowed to live free of fear, surrounded by love. As Christian adults we must establish and maintain a nurturing, loving, safe and secure Christian environment, proving support and assistance to our children, and youth, remembering that our mandate is not only a responsibility, but an opportunity to protect the gift that God has bestowed upon us.

Commonwealth of Virginia Statutes

Under Section 63.2-100.1 of the *Code of Virginia* (1950) as amended, an abused child is defined as one who is less than eighteen years of age, “whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or creates a substantial risk of death or disfigurement or impairment of bodily or mental functions.”

An act of child abuse may be committed by any person responsible for the care of another individual who is less than eighteen years of age. It does not matter whether the person caring for the child under the age of 18 (hereinafter referred to as a “Child” or “Children,” which term as used in this Policy also includes youth ages 12-18) is a compensated or a volunteer worker. It does not matter whether the person routinely is entrusted with the care of children or whether the person was entrusted with the care of a child for an hour or only a moment. It only matters that a child was abused or neglected by the person who, on the occasion in question, was responsible for the child’s care.

Child Abuse

Child Abuse Definition

Child abuse refers to an act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare.

Types of Abuse (Source: Virginia Department of Social Services)

- **Physical Abuse:** A physical injury, threat of injury, or creation of a real and significant danger of substantial risk of death, disfigurement, or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, stabbing wounds.

- **Physical Neglect:** The failure to provide food, clothing, shelter, or supervision for a Child if the Child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition.

- **Sexual Abuse:** Any act defined in the *Code of Virginia* that is committed or allowed to be committed, upon a Child by his/her parent or other person responsible for the Child's care. Examples of such abuse are sexual exploitation, sexual molestation, intercourse/sodomy, and other sexual abuse.
- **Medical Neglect:** The refusal or failure by a care giver to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, which if untreated, could result in illness or developmental delays.
- **Failure to Thrive:** A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.
- **Mental Abuse/Neglect:** A pattern of acts or omissions by the caregiver that results in harm to a Child's psychological or emotional health or development.
- **Educational Neglect:** The failure of the Child's caretaker to ensure that the Child attends school or an approved alternative program of study.
- **Bizarre Discipline:** Any actions in which the caregiver uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the Child's behavior.

Vulnerable Adult Abuse

Vulnerable Adult Abuse Definition

Vulnerable Adult Abuse as defined by Adult Protective Services, is “the willful infliction of physical pain, injury or mental anguish or unreasonable confinement upon a person 18 years or older whose vulnerability is related to impaired physical and/or mental health and/or physical disability.” Abuse includes battery and other forms of physical violence including, but not limited to, hitting, kicking, burning, choking, scratching, rough handling, cutting, biting, etc. It includes sexual assault, inflicting pornography, voyeurism, exhibitionism, and other forms of forced sexual activity on an elder or an adult with disabilities. It includes any sexual activity with an adult who is unable to understand or give consent. It includes the control of an adult through the use of threats and intimidation and through the abuse of a relationship of trust (*Code of Virginia*, §63.2-100.6).

Types of Abuse (Source: Virginia Department of Social Services)

- **Neglect:** An adult living under such circumstance that he is not able to provide for himself or is not being provided such services as are necessary to maintain his physical and mental health and that the failure to receive such necessary services impairs or threatens to impair his well-being. This definition

incorporates both those who are self-neglected, i.e., living under such circumstance that he/she is not able to provide for himself/herself, and those whose need for physical and mental health services are not being provided by another person. Indicators of neglect include, but are not limited to, malnourishment, dehydration, the presence of pressure sores, inadequate personal hygiene, inadequate and/or inappropriate clothing, inadequate or inappropriate supervision, extreme filth of person or home, severe pest/rodent infestation, offensive odors, inadequate heat, no fuel, no electricity, no refrigerator, or untreated physical or mental health problems. Abandonment is also a form of neglect.

- **Exploitation:** The illegal use of an incapacitated adult or his resources for another's profit or advantage. Exploitation, or financial abuse, is accomplished by the use of covert, subtle, and deceitful means. It is usually a pattern of behavior rather than a single episode. Financial exploitation includes, but is not limited to, the crimes of larceny, embezzlement, theft by false pretenses, burglary, forgery, false impersonation, and extortion. Indicators that a person is being financially exploited may include, but is not limited to: activity in that adult's bank account that is erratic, unusual, or uncharacteristic of that person; the person's automatic teller card is used and the account owner is unable to use the card; new acquaintances have taken up residence in the older person's home; change in the older person's property titles, will, or other documents, particularly if the person is confused and/or the documents favor new acquaintances; a power of attorney is executed by a confused older person; documents and/or property is missing; the older person is being evicted and believes he/she owns the house; or the elder's mail has been redirected to a different address.

Additional Adult Abuse Definitions

The Virginia Department of Mental Health, Mental Retardation, and Substance Abuse Services (DMHMRSAS) means "any act or failure to act by an employee or other person responsible for the care of an individual that was performed or was failed to be performed knowingly, recklessly, or intentionally, and that caused or might have caused physical or psychological harm, injury, or death to an individual receiving services. Examples of abuse include but are not limited to the following:

- Rape, sexual assault, or other criminal behavior;
- Assault or battery;
- Use of language that demeans, threatens, intimidates or humiliates the person;
- Misuse or misappropriation of the person's assets, goods or property;
- Use of excessive force when placing a person in physical or mechanical restraint;
- Use on a person of physical or mechanical restraints that is not in compliance with federal and state laws, regulations, and policies, professionally accepted standards of practice or the person's individualized services plan; and
- Use of more restrictive or intensive services or denial of services to punish the person or that is not consistent with his individualized services plan.

Reducing the Risk of Abuse in the Church

Safe Sanctuaries Committee

A Safe Sanctuaries Committee consisting of five (5) persons shall be established and trained.

1. The Senior Pastor or designated representative, the Director of Christian Education and Discipleship and the Chairperson of Staff Parish Relations Committee shall be members. The Church Council shall appoint the three (3) additional members.
2. Spouses, and/or family members shall not serve together on this committee. The committee shall consist of both men and women.
3. The Safe Sanctuaries Committee shall annually review and propose any revisions to this policy. The Committee shall also be responsible for the policy administration and interpretations.
4. The Committee shall insure annual training of paid staff and volunteers takes place. Training shall consist of:
 - a) Familiarization with this policy and relevant reporting requirements.
 - b) Guidance for discipline.
 - c) CPR and First Aid training as can be scheduled.

Personnel Selection

All paid staff and volunteers who have routine contact with children, youth, and vulnerable adults in any capacity shall adhere to the following procedure:

1. Application forms (Addendum I) shall be required for all volunteers with children, youth, and vulnerable adults. Once completed, these forms shall be submitted to the Director of Christian Education and Discipleship (children), the Director of Youth (youth), or the Director of Respite Care (vulnerable adults) as appropriate.
2. All paid staff and as well as all volunteers who work with children, youth, and vulnerable adults will be required to read the Safe Sanctuaries policy, and sign a form indicating that they have read and that they understand the policy, and agree to abide by it. Annual training is required of all paid staff and volunteers who work with children, youth and vulnerable adults.
3. Paid staff and volunteers who work with children, youth and vulnerable adults to include chaperones and drivers who stay overnight with children, youth and vulnerable adults shall be required to be screened through a national background check paid for by the church. These paid staff and volunteers will complete the authorization for the background check (Addendum II) and submit it to the Director of Christian Education and Discipleship. This background check will be repeated every ~~three~~ two years for as long as the staff person or volunteer is still working on a routine basis with children, youth or vulnerable adults.
4. The church Business Administrator (or their designated representative) will Results of the background checks are maintained electronically by Smart-Trak and are accessed only by the church Business Administrator (or their designated representative).
5. Anyone who has had a child, youth or vulnerable adult abuse conviction or a violent crime conviction (see Addendum III) as well as anyone refusing to sign the statement will not be permitted to work with children, youth or vulnerable adults.

6. Persons with substance abuse convictions or any other prior convictions not including violent crimes or child abuse will be reviewed on a case by case basis. The final decision will be left to the discretion of Safe Sanctuaries Committee.
7. Occasional volunteers, such as chaperones, drivers or other volunteers at any function at the church are exempt from the national background checks unless they act in such a capacity more than two (2) times in any calendar year in which case they will be screened through a national background check.

Staffing of Classes, Activities, and Overnights

Our goal is to staff all classes, activities, and overnights in accordance with the following general guidelines:

1. Two unrelated adult workers to work with children's and youth classes or groups involved in the church's ministries. If there are not two leaders available for each group, then either the group will be combined with another group to make possible the presence of two leaders or visual access must be obtainable to the group by other adults present. If these conditions are not met, the activity will be canceled on that occasion.
2. Only those people who have continuous active involvement in Williamsburg United Methodist Church for at least six months will be considered as volunteers with children, youth or vulnerable adults. However, if potential volunteers have been active in another church, complete an application form with references checked (to include the senior pastor in the previous church) and have a national background check, the six month rule will not apply.
3. The following ratios will apply for each group beyond the initial two-adult rule:
 - One adult to three children, zero to twelve months of age.
 - One adult to four children, ages twelve to twenty-four months
 - One adult to six children, ages twenty-four months to thirty-six months
 - One adult to eight children, youth (ages three to seventeen years) or vulnerable adults
 - The specific needs of any child, youth or vulnerable adult may require a change from these guidelines.
4. No workers under the age of eighteen unless supervised by two (2) adults
5. No workers less than five (5) years older than the oldest child/youth in the program
6. An adult "rover" to make random, unannounced inspections of all rooms and activities.
7. Overnights
 - If any group stays overnight at the church, or if a church sponsored group leaves the premises, two or more leaders must be present and must include at least one male and one female not related by marriage if the group is mixed in gender. The ratio of adult supervision to children, youth or vulnerable adults must be in accordance with this policy's guidelines.

- 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 the children.
8. Transportation
 - Two adults should be present in a vehicle transporting children, youth or vulnerable adults.
 - If adequate adult staffing is not available, parents/caregivers should drop off and collect their child, youth or vulnerable adult at the event if local.
 - On longer trips, vehicles should travel in convoy, stopping together at predesignated areas or as is necessary as a group.
 - Adults should drive no more than two hours at a time without a break.
 - Driver cell phones should be hands-free.
 9. Leaders of community groups of children, youth or vulnerable adults who use the church facility, including its outdoor facilities, are required to read this policy, and sign the Williamsburg United Methodist Church acknowledgment form. This requirement is to be included in any agreement or approval to use the facility whether entered into by the Trustees or any other church authority.

Physical Facilities

Our goal is to conduct observation of classes and activities in such a fashion that minimizes interruption and respects appropriate privacy:

1. Glass should be left uncovered in classroom doors
2. One-on-one mentoring or consultation between an adult and a child, youth or vulnerable adult will be conducted in a room or area that is in plain view of others.

Discipline

Children and youth should be made aware that appropriate behavior is expected at all times. In cases where behavior has to be addressed, adult leaders should handle the situation by first redirecting behavior to another activity. If the inappropriate behavior continues, a reasonable response might include a period of quiet time away from the other children or youth to regain self-control. This should be done with necessary supervision keeping safe sanctuary guidelines in mind. In no case is physical discipline or ridicule appropriate measures to deal with problems. Keeping parents/guardians involved is critical. They need to be kept up to date on behavior challenges. An Incident Report (Addendum IV) should be filled out by the supervising adult. This report should then be given to the Director of Christian Education and Discipleship (children) or the Youth Director (youth) as appropriate who will keep the report on file in their office.

Physical Injury/Accidents

The safety and well-being of participants should be a top priority during every ministry activity. However, should an accident occur resulting in physical injury, the parent/caregiver should be immediately notified. An Accident Report form (Addendum V) should be completed by the

supervising adult and then given to the Director of Christian Education and Discipleship (children), the Youth Director (youth) or the Director of Respite Care (vulnerable adults) as appropriate who will keep the report on file in their office.

Reporting Abuse Incidents

Generally

Those who observe other's inappropriate behavior towards a child, youth or vulnerable adult or the results of such inappropriate behavior (abuse/neglect) towards a child, youth or vulnerable adult are usually troubled by what they have seen and have questions regarding the appropriate course of action to take. The following procedures set forth in this policy are designed to:

1. provide reassurance to those that have observed such behavior by setting forth the appropriate actions to be taken;
2. establish procedures that are in accordance with the *Code of Virginia* and the United Methodist Church.

Statutory Obligation to Report: Child or Youth Abuse or Neglect

The *Code of Virginia*, section 63.2-1509, requires “. . . [a]ny teacher or other person employed in a public or private school, kindergarten or nursery school . . . any person providing full-time or part-time child care for pay on a regularly planned basis . . . any person associated with or employed by any private organization responsible for the care, custody or control of children . . . who in his/her professional or official capacity has reason to suspect that a child or youth is abused or neglected, shall report the matter immediately.”

Statutory Obligation to Report: Vulnerable Adult Abuse or Neglect

The *Code of Virginia*, section 63.2-1606, requires “the following persons acting in their professional capacity. . . [a]ny person licensed, certified or registered by health regulatory boards . . . any guardian or conservator of an adult . . . any person employed by or contracted with a public or private agency or facility and working with adults in an administrative, supportive or direct care capacity . . . any person providing full, intermittent or occasional care to an adult for compensation, including but not limited to, companion, chore, homemaker and personal care workers . . .” to report matters giving reason to suspect the abuse, neglect or exploitation of a vulnerable adult.

“Reason to Suspect”

Neither the *Code of Virginia* nor The United Methodist Church requires an individual to know with certainty or to confirm that a child, youth or vulnerable adult has been abused or neglected prior to notifying the appropriate officials. Moreover, investigating whether an individual has or has not been abused and ultimately whether a report of suspected abuse or neglected is based upon fact is a matter to be resolved by local and state professionals.

Immunity of Person Making a Report, etc., from Liability

The *Code of Virginia* section 63.2-1512 states: “Any person making a report (of child, youth or vulnerable adult abuse or neglect) . . . or who participates in a judicial proceeding resulting

therefrom shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent.”

Reporting Procedures

Reports of suspected child, youth or vulnerable adult abuse or neglect can be made in either of two ways:

1. Directly to the local department of the county or city wherein the child/adult resides or where in the abuse or neglect is believed to have occurred or to the Virginia Department of Social Services’ toll-free hotlines, 1-800-552-7096 (children) or 1-888-83-ADULT (vulnerable adults).
2. Directly to the senior pastor and/or a member of the Safe Sanctuaries Committee unless the allegations involve the senior pastor. The person notified shall immediately contact the pastor and/or other members of the Safe Sanctuaries Committee. As many members of the Safe Sanctuaries Committee as are immediately accessible shall be convened either in person or by telephone and the allegations shall be evaluated initially to determine whether there is a reason to suspect that abuse has occurred. An “Incident Report of Suspected Abuse” form (Addendum VI) will be filled out by the Safe Sanctuaries Committee for documentation.
3. The function of the Safe Sanctuaries Committee at this stage is not to conduct an investigation, but to determine, based upon the allegations and the information at hand, whether a reason to suspect abuse exists. In making such a determination, the Safe Sanctuaries Committee shall avail itself of such counsel as it deems necessary and as is immediately available, including, but not limited to, consultation with an attorney, with a representative of the church’s insurance company, with the district superintendent, and anonymously with the Virginia Department of Social Services.

A complaint involving the Senior Pastor, other clergy and/or their families is to be reported to the Chairperson of the Staff Parish Relations Committee who shall notify the District Superintendent who shall then direct the next steps taken by the church in responding to the allegations.

All reports will be taken seriously

In some cases, only clarification of policy or appropriate behavior may be warranted. The Safe Sanctuaries Committee will determine the correct procedure. If reportable, the Safe Sanctuaries Committee will take the following steps:

1. Immediately notify the Virginia Department of Social Services of the allegation.
2. Immediately notify the parents if it is not known that they have previous knowledge.
3. Immediately notify the church’s insurance company.
4. Immediately notify the District Superintendent.

If the Safe Sanctuaries Committee determines that the notification steps listed above are appropriate, and the accused has assigned duties within the life of the church, then that person must be temporarily relieved of their duties until the investigation is concluded. The Staff Parish Relations Committee will be notified immediately.

Official Spokesperson

The Safe Sanctuaries Committee shall designate one of its members or another person as the official spokesperson to respond to internal or external requests for information about any incident.

Review of this Policy

This policy may be reviewed and amended by action of the Church Council at any time. The full policy will be reviewed and re-approved by the Church Council at least every three (3) years.

Failure to adhere to this policy is grounds for disciplinary action, up to and including termination of employment and/or volunteer service.

Provisional Approval by Church Council: June 28, 2016

**ACKNOWLEDGMENT
Of
WUMC SAFE SANCTUARIES POLICY**

After reviewing the foregoing Policy, please sign, date, detach and return this portion to indicate that you have read, understood and accept The Safe Sanctuaries Policy of Williamsburg United Methodist Church.

Name _____

Address _____

City _____ State _____ Zip _____ Phone Number _____

I have read and understand the Safe Sanctuaries Policy of Williamsburg United Methodist Church. I agree to abide by this policy.

Signature _____ Date _____

Addendum I

Williamsburg United Methodist Church Safe Sanctuaries Guidelines Volunteer Application

Name _____

Address _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

1) Are you are a member of the church?

- Yes
- No

If yes, since when: Month _____ Year _____

2) Do you regularly attend worship services?

- Yes
- No

3) Do you regularly attend a Bible Study or have quiet time with the Lord?

- Yes
- No

4) I would like to volunteer because (also, please list previous volunteer experience):

5) Special interest, hobbies or skills

6) Please provide two personal references and contact information for each.

a) Name _____
Phone _____
Email _____
Relationship to Applicant _____

b) Name _____
Phone _____
Email _____
Relationship to Applicant _____

Signature of Applicant

Date

To be submitted to the Director of Christian Education and Discipleship, the Director of Youth, or the Director of Respite Care as appropriate.

Addendum II

Williamsburg United Methodist Church Safe Sanctuaries Guidelines Authorization and Release for the Procurement of a National Records Check

Williamsburg United Methodist Church (WUMC) is responsible for ensuring a safe environment at any and all ministries on behalf of children, youth and vulnerable adults. To this end, WUMC has implemented a "Child, Youth, and Vulnerable Adult Protection Policy" in order to:

- 1) Establish reasonable procedures to reduce the risk of physical, emotional and sexual abuse of our children, youth, and vulnerable adults as they participate in WUMC ministries and events;
- 2) Protect our children, youth, and vulnerable adults; and
- 3) Protect our staff and volunteers from false allegations of misconduct.

I understand and agree to the following:

1. A background check is not only for the benefit of WUMC as a sound practice, but also for the benefit of all who participate in ministry programs. It is no reflection on an applicant.
2. All reports are confidential, and provided to WUMC for the purpose of service within ministry settings only. WUMC uses Trak 1 for its criminal records screening.
3. The information contained on this authorization/release form is true and correct and that my application or service may be terminated based on any false, omitted, or fraudulent information.

Your signature _____ Date _____

Last Name _____ First Name _____ Middle Name _____

Email _____

Addendum III

Williamsburg United Methodist Church Safe Sanctuaries Guidelines Violent Crime Convictions

- Breaking and Entering with Intent to Commit a Felony/Larceny (with or without a deadly weapon)
- Breaking and Entering with Intent to Commit Rape, Murder, Robbery, or Arson
- Breaking and Entering Dwelling House with Intent to Commit other Misdemeanor (when committed with a deadly weapon)
- Drug Possession with the Intent to Distribute
- Drug Distribution
- Drug Manufacturing
- Robbery
- Malicious/Unlawful Wounding
- Felonious Assault
- Maiming
- Murder
- Manslaughter – Involuntary or Voluntary
- Production, publication, sale, financing, etc., or child pornography
- Shooting into an Occupied Vehicle or Building
- Arson of an Occupied Vehicle or Building
- Hit and Run/Leaving the Scene of an Accident with Injury
- Election Fraud
- Rape
- Forcible Sodomy/Sodomy of a Minor
- Carnal Knowledge of a Minor
- Carnal Knowledge of an Inmate by Correctional or Law Enforcement Officer
- Breaking and Entering with Intent to Commit Rape or Assault
- Accommodation Sale of a Controlled Substance
- Child Abuse or Neglect
- Statutory Burglary with Intent to Commit Murder, Rape, Robbery or Arson
- Statutory Burglary under VA Code 18.2 – 91 (when committed with a deadly weapon)

Source: “Crime in the Commonwealth of Virginia”

Addendum IV

**Williamsburg United Methodist Church
Safe Sanctuaries Guidelines
Incident Report Form**

To be completed by the Supervising Adult:

Name of person(s) filling out report: _____

Date and time of incident: _____

Name of person(s) involved: _____

Location of incident: _____

Name of person(s) who witnessed the Incident:

Incident Description:

Signature of Incident Reporter

Date

To be submitted to the Director of Christian Education and Discipleship (children) or the Director of Youth (youth) as appropriate.

Addendum V

**Williamsburg United Methodist Church
Safe Sanctuaries Guidelines
Accident Report Form**

Name of person(s) filling out report: _____

Date and time of accident: _____

Name of person(s) involved: _____

Location of accident: _____

Name of person(s) who witnessed the accident:

Accident Description:

Medical Care (if necessary): _____

Signature of Accident Reporter Date

This form is to be filled out by the supervising adult and given to either the Director of Christian Education and Discipleship, Director of Youth or the Director or the Respite Care as appropriate.

Addendum VI:

**Williamsburg United Methodist Church
Safe Sanctuaries Guidelines
Incident Report of Suspected Child, Youth or
Vulnerable Adult Abuse**

To Be Completed by the Safe Sanctuaries Committee

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

_____.

2. Suspected victim's name: _____.

Suspected victim's age/date of birth: _____.

3. Date/Place of initial conversation with/report from suspected victim:

_____.

4. Suspected victim's statement (give a detailed summary here) :

_____.

5. Name of person(s) accused of abuse: _____.

Relationship of accused to victim (paid staff, volunteer, family member, other).

_____.

6. Reported to Pastor or Member of the Safe Sanctuaries Committee:

To Whom Reported: _____

Date/time: _____

Summary:

_____.

7. Call to local children and family service agency: _____.

Date/time: _____.

Spoke with: _____

Summary:

_____.

_____.

8. Call to suspected victim's parent(s)/guardian(s):

Date / time: _____.