

**First Congregational United Church of Christ
Janesville, Wisconsin**

Safe Sanctuary Guidelines

1. Every adult (age 18 & older) who works with First Congregational children and youth in any way (church school teacher, helper, driver, work camp advisor, youth advisor, etc.) must agree to a criminal background check, the results of which will be known only to our Pastor or Safe Sanctuary Coordinator.
2. Every church youth activity will have a minimum of two unrelated adults present at all times (except as specified in point 8 below).
3. In case of an overnight, car ride, or event away from the church, if any child is male, at least one adult must be male; if any child is female, at least one adult must be female.
4. All Sunday school rooms will be equipped with unobstructed windows facing the hallway or open doors between classrooms. There will be either two unrelated adults in the classrooms or at least one approved adult in the classroom and a roaming adult to make random checks of classes.
5. New volunteers to our congregation must be active with us for at least six (6) months before they will be allowed to work with children or youth.
6. All volunteer supervisors must be at least 18 years old and at least five (5) years older than the children or youth they are supervising.
7. Mandatory Safe Sanctuary orientation must be attended at least once each year for all volunteers regarding recognizing and reporting abuse, inappropriate behavior, and language.
8. Transportation-car rides. Preference is for two (2) unrelated adults in vehicle with the children. However, if only one (1) adult is available, there must be at least two children. Never have only one (1) adult and one (1) unrelated child in the car. Both car and driver must be insured, and proof of driver's license and insurance must be on file.
Exception: Parental consent through signed transportation authorization form.
9. Guest volunteers may occasionally be asked to work with the children or youth for special occasions where a background check is not possible or necessary. This is acceptable as long as at least two approved volunteers or staff are present at all times when the guest(s) are with the youth. The Safe Sanctuary Coordinator must be notified of the use of guests as far in advance as possible. Guests that are used more than twice must have a background check and sign the Safe Sanctuary Guidelines document.
10. All youth events that involve overnights and/or travel away from the church must follow the Safe Sanctuary guidelines. At these events, approved adult chaperones must be present with all of our youth at all times. The Safe Sanctuary Coordinator shall review the list of all adult volunteers and guests that will be working with the youth, and verify in advance that all adults are on the approved list. If any last minute changes are made, the Safe Sanctuary Coordinator must be notified prior to the event. Parents should be notified in advance of the volunteers arranged for each activity (see the attached Parental Permission form). If the guidelines cannot be met, the event must be altered, postponed, or cancelled.
11. For all activities involving minors, a Safe Sanctuary Activity Form will be filed documenting participants.

** In the event the Safe Sanctuary Coordinator is not available for an extended period of time, the Christian Education Coordinator will be considered the back up for all documentation.*

I (name) _____, have read and understand the Safe Sanctuary Guidelines and agree to follow the rules therein. I also agree that if I intentionally violate the guidelines, I may not be allowed to participate in church activities where I would have contact with children or youth.

Signed: _____ Date _____