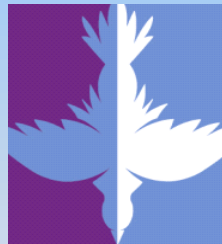


ANNUAL SAFE SANCTUARIES UPDATE



Davidson United Methodist Church

233 South Main Street | P.O. Box 718 | Davidson, NC 28036

Hello, and welcome to Davidson United Methodist Church's Annual Safe Sanctuary update. Up to this point...

- * You have been a vital volunteer in the children and youth ministries of the church for at least one year.
- * You have undergone a background check (renewed every five years) and provided addresses of references in the following order of preference: (1) previous church, (2) employer, and (3) personal.
- * You know that most United Methodist Churches have Safe Sanctuary policies.
- * You have read DUMC 's Safe Sanctuary policy and attended at least one Safe Sanctuary Seminar at the church.



Offering this update online serves two purposes:

1. You, a very important volunteer, will update your Safe Sanctuary status as required by Davidson United Methodist Church's policy for volunteers who serve in the children or youth ministries of our church.
2. You are able to do this at your convenience, in the comfort of your own home.

If you are viewing this and have not attended at least one Safe Sanctuary seminar at DUMC, please stop the presentation and contact Susan Cavasinni at 704-892-8277, ext. 283.

She will be able to let you know when the next seminar will be held at the church. You can use this presentation next year for your annual update.

We truly appreciate YOU as a member of the Davidson United Methodist Church community of believers who have answered the call to serve in the role of teacher, substitute, childcare employee/volunteer, hall monitor, small group leader, mentor, counselor, or other vital role in the ministry of our church.

Ministry cannot happen without people to take on these roles. By renewing your Safe Sanctuaries training, it means that you have already served for one year and are renewing your commitment.

Thank you for taking a part in these ministries!



DUMC's Safe Sanctuary policy is in place to protect the children and youth of our church, as well as the leaders. Let's review main points of the policy that pertain to your area of ministry...

- Adult volunteers must be active at DUMC for **at least six months** before serving as a volunteer.
- **Two unrelated adults** must be in the classroom before children or youth can be accepted at the door.
 - If they are the only adult present, a teacher should ask the adult who has arrived to drop off a child to stay until the second teacher arrives.
 - The lone teacher may also ask parents and children to wait outside the door until the second teacher is present in the classroom.
- **Related adults** may teach together, but a third unrelated adult must be present in the room.
- Adults (defined as persons 19 years and older) and children of leaders must be **at least five years older** than the children/youth whom they serve.

- Youth volunteers may assist **as a third person** in the room.
- **Adults** are the only persons who may assist children in the restrooms.
- **Youth who would like to volunteer** in the childcare area must complete a babysitting course, bring a copy of their certificate to the childcare area on a Sunday morning, and register to be put on the schedule. Youth must be at least 11 years old in order to assist in the childcare area.



- Children and youth seek affection. In your area, **hugs are acceptable only if initiated by the child/youth**. For children who are first grade and older, we encourage side to side hugs.
- All children through fifth grade are to be escorted to and from class by a designated adult – **no siblings may drop children off or pick them up** from any program.
- Youth are asked to use the **buddy system** and travel by two's or three's when possible.
- If a family wants children to stay together (especially if they are visiting), our policy is for the children to **attend the class of the younger child**.
- Parents with **pagers** should turn in the pager before collecting their children and their belongings.

➤ **Hall monitors** are available to run errands for teachers or to stay in classrooms in place of the teacher. Do not send teen helpers on errands by themselves.

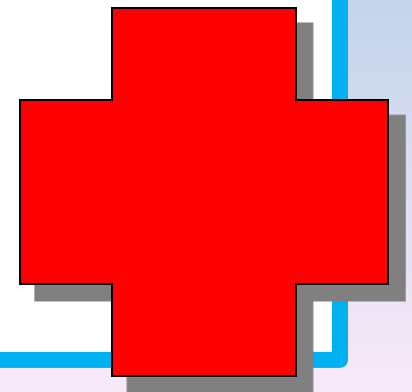
➤ **Bathroom use:**

- For younger children
 - Leave the door propped and only enter if asked to do so by the child (let a witness know that your help has been requested).
 - Try to leave the “paper work” for the child (provide them with a wipe or two, if necessary).
 - If they need assistance with zipping or buttoning, have them step out of the bathroom into the classroom.
- For older children
 - Leave the hallway bathroom door slightly propped open.
 - Have no more than two children in the bathroom at a time.
 - Be cautious of blending age groups in order to prevent bullying.

- Parents are prompted to let teachers know of **food allergies** on the attendance card in the preschool department or yellow allergy cards for grade school children. Preschool attendance cards will be red if a child has an allergy. Parents should mark their child present and hand the card to the teacher. Parents of elementary children turn in allergy cards and a list is kept in the classroom. Hall monitors also have lists of grade school children with allergies.
- **No medications are to be administered. Epi pens and Benadryl with a parent's signature and dosage instructions are the only exception.** Benadryl is usually the first medication to be administered in the case of an allergic reaction. Benadryl can only be administered if we have up to date dosage instructions from the parents, along with one of their signatures. If Benadryl is administered, parents will be paged. Parents who have children with life threatening allergies are requested to ask the teachers for a pager to be used in the event that they are needed. Communication between the parent and all teachers on the team is imperative. (DUMC has a practice Epi pen for those who wish to become familiar with them.)
- No formula is to be mixed by childcare employees or volunteers. **Parents must mix their own children's bottles.**



- DUMC has one **AED (automated electro cardio defibrillator)** located on the wall to the right of the men's restroom just outside the Fellowship Hall. A set of paddles for a child is in the back of the box.
- There is a small baggie of simple **first aid supplies** in each classroom. . . wipes, Neosporin, and Band-Aids. These are taped just inside the cabinet door identified with the red cross.
- For safety, **First Alert alarms** are located on the outside door of each preschool classroom. Please be sure the alarms are turned on each Sunday when you enter the classroom. These are in place to alert you about a child who may be trying to open the door. We don't want any child to slip outside unnoticed.
- Also for safety, the **exterior gates of the playground** are chained during Sunday School. This is also so that a child doesn't slip out of the playground unnoticed. The hall monitor has quick access to the key in the event of an emergency.



- If you have any transition time during class – to a puppet show or to the playground – **count the children in your class before you leave the room, as you travel, and when you return.**
- If discipline issues are encountered, leaders/teachers are asked to **make one effort to resolve the issue** without embarrassing the child and with a witness present. If the inappropriate behavior continues, please contact the program staff person who relates to you, Ellen Johnson or Menita Mercuri, and they will speak with the parent to see how we can help the child and the class get beyond the issue.
- Always **be aware of signs of abuse**, for instance, bruises in places that a child wouldn't normally get from a fall or reported soreness in an unusual area of the body, and report them to the program staff person to whom you relate.

Again, we are grateful to you for your continued interest and support of the children and youth of Davidson United Methodist Church. Thank you for updating your Safe Sanctuary status and continuing to volunteer. Submit an “Annual Update Quiz” to complete this process.