**SAFE SANCTUARY SELF-PACED TRAINING GUIDE**

Welcome to your Self-Paced Safe Sanctuary program! Our Safe Sanctuary policy is a vital part of our Children and Youth Ministry at Rapid City First United Methodist Church. We recognize that your time is valuable and are striving to provide alternative ways to communicate the safety rules that we expect our leaders to know and follow.

Before beginning this training, you will need to download a copy of the Rapid City First United Methodist Children and Youth Ministry Handbook. This document will give you the information you need to complete the training. At the end of the section titled Safe Sanctuary, you will find the Leader Covenant Statement. This statement should be signed, dated and returned to the church office. In addition, please return your completed and signed training guide to the church office.

You may be asking, how often do I need to do the Safe Sanctuary Training? This training needs to be done every calendar year. In addition, if you are a leader who regularly serves with the children and youth, you will also be asked to complete a background check. The background checks need to be completed every three years. The church staff will keep records of who has completed training and background checks and remind you when you need to complete them.

At the end of this training you should know:

* How to define and recognize child abuse
* What the church’s policy and procedure is on child abuse
* Appropriate discipline for maintaining a positive classroom environment
* Appropriate behavior for teacher and leaders of child/youth events
* Abuse reporting responsibilities and procedures
* The definition of appropriate interpersonal boundaries

Ready to begin? Grab a copy of the Children and Youth Ministry Handbook, and keep listening! The training audio is divided into sections to address each of the above points. The questions in the guide can be answered using the ministry manual. If you have any questions, please contact Anne Torgerson at rcfumcchildrensministry@gmail.com.

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Directions: Please use the Safe Sanctuary Policy found on page 19 of the Rapid City First United Methodist Church Children and Youth Ministry Handbook to complete the following questions.

**SECTION ONE: Introduction**

Why did the United Methodist Church adopt a resolution protecting children/youth and other vulnerable people from abuse and neglect?

**SECTION TWO: Selection and Screening of Church Staff and Adult Volunteers**

Who needs to fill out a Screening Form?

Based on your answer, do you feel you need to fill out a screening form?

**SECTION THREE: Training**

Name 2 things that should be included in training.

Based on your answer, when you reach the end of this training, did you find the information related to these topics in this guide? If the answer is ‘no’, will you seek out the Director of Education to find the answer?

**SECTION FOUR: Supervision**

**General**

When should we use a designated roamer during children and youth groups?

When should a door be left open to a room when there are children and youth events?

**Classroom Activities**

How many screened adults need to be present in all classroom activities?

How many leaders need to be present in any classroom activity?

**Time Following Group Events**

How many leaders need to wait for children to be picked up by their parents?

**SECTION FIVE: Transportation**

Does an adult driver need to have another adult with them in the vehicle?

**Trips and Retreats**

What is the gender policy for overnight events?

Do adult leaders need to be screened for overnight events?

**SECTION SIX: On-line Safety**

Is it permissible for a volunteer or staff member to initiate a connection (friend, following, etc) on social media?

When can adult leaders post photos on social network sites?

Can a leader use their personal on-line account for an on-line church activity?

**SECTION SEVEN: Responding to Allegations of Child Abuse**

Complete the sentence

The moral mandate to report child abuse or neglect is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for all who care for and lead ministry with children, youth and other vulnerable people.