

MILBURN CHAPEL

Cumberland Presbyterian Church

West Paducah, Kentucky

SAFE SANCTUARY

CHILD AND YOUTH PROTECTION POLICY



CHILD AND YOUTH PROTECTION POLICY

SAFE SANCTUARY PART I

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Child & Youth Protection Policy

Milburn Chapel Cumberland Presbyterian Church (MCCPC) West Paducah, KY

As Christians, we live according to the gospel of Jesus Christ. Jesus said, "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." Mark 10:13-16

POLICY PURPOSE

Milburn Chapel Cumberland Presbyterian Church ("MCCPC") is committed to providing a church environment that is a safe place for children and youth and that will protect them from any abuse when they are involved in church-related activities. MCCPC adopts these policies and procedures not only to maximize safety and prevent child abuse from occurring within its church community, but also to guide volunteers and employees. The Child & Youth Safety Committee, the Pastor and the Session are responsible for the implementation of this policy. This policy applies to lay volunteers and paid staff serving in any church activity, regardless of location, for children ages birth to 18.

POLICY INSTRUCTION

All volunteer and paid staff will be required to attend an annual orientation for policy instruction before working with children and youth. In the case that this is not possible, the staff person/volunteer may only serve as an assistant with another trained adult and under the stipulation that they attend the next training session. Training will cover the policy, Code of Conduct and Child Abuse Awareness and Prevention. All volunteers and staff are required annually to review this policy, to attend a policy instruction session and to sign a new participation statement kept on file at the church.

POLICY REVIEW

The provisions of this Policy shall be reviewed annually by the Christian Education Committee. Any proposed changes to the Policy will be brought to the attention of the Session for its input, if any, prior to any such changes by the Christian Education Committee becoming final. The Christian Education Committee shall report periodically to the Session and recommend any changes deemed appropriate.

DEFINITIONS OF CHILD ABUSE

Child Abuse may be any act committed by a person in a position of trust (parent, care giver, Sunday School teacher, Pastor, or other) which harms or threatens to harm a child's welfare, physical, spiritual or mental health.

We recognize child abuse may fall into one or more of the following four categories:

1. **PHYSICAL ABUSE** occurs any time a child's physical health or welfare is harmed or threatened with harm. Physical abuse refers to the infliction of physical pain, and may include injury, disfigurement, impairment of a bodily organ, or death.
2. **SEXUAL ABUSE** occurs any time a minor is used for the sexual stimulation of an adult or older minor. The minor is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution and/or exposure to adult sexual activity.
3. **EMOTIONAL ABUSE** deeply affects a minor's self-esteem by submitting him/her to verbal assault or emotional cruelty. Emotional abuse most often occurs in conjunction with another form of abuse, but is the only kind of abuse that can occur alone. It does not always involve injuries we can see.
4. **NEGLECT** - or harm through lack of action – refers to a failure to supply the child with adequate food, clothing, shelter, education, supervision or healthcare.

REPORTING ABUSE/ALLEGED ABUSE (KRS 620.030 COPY ATTACHED)

All reports of suspected child abuse must be taken seriously. Whenever a person has reason to suspect that a person has been abused, reports must immediately be made to Children's Services and the Child & Youth Safety Committee & Pastor. In the event the victim feels uncomfortable reporting to the Pastor or if the suspected abuse involves the Pastor, reports may be made to the Child & Youth Safety Committee & other program staff. The Pastor, program staff and the Child & Youth Safety Committee are also responsible for reporting the suspected abuse to the Department of Children's Services.

Any volunteer who suspects an incident of child abuse has occurred shall notify the staff member in charge of the activity and the Pastor and a member of the Youth and Child Safety Committee. **The volunteer shall complete an abuse report form and follow up with a report to the Cabinet for Families and Children. (KRS 620.030)**

Any volunteer personally witnessing an occurrence of or encountering a situation which presents suspicion of the occurrence of abuse is required to report the situation to the staff member in charge of the activity and the Pastor and a member of the Child and Youth Safety Committee. **The Volunteer shall complete an abuse report form and follow up with a report to the Cabinet for Families and Children. (KRS 620.030)**

Any report of abuse made by a minor about their care or treatment by a parent, guardian, youth, adult, or MCCPC volunteer, despite the fact that the issue has not yet been investigated and no matter how unlikely the report may seem, the report shall be relayed to the staff member, the Pastor, and the Child & Youth Safety Committee immediately after the occurrence or the report. **The volunteer shall complete an abuse report form and follow up with a report to the Cabinet for Families and Children. (KRS 620.030)**

INVESTIGATION

CHILDREN'S SERVICES AND/OR LAW ENFORCEMENT WILL BE RESPONSIBLE FOR CONDUCTING THE OFFICIAL INVESTIGATION. ABUSE REPORT FORM IS ATTACHED.

The Pastor, program staff and the Child & Youth Safety Committee shall gather information pertaining to the suspected abuse. Interim measures may be taken during the investigation to safeguard the potential victim or victims. At the conclusion of the investigation, appropriate actions shall be taken. Depending upon the findings, this may include termination of employment and Volunteer position.

VOLUNTEER SELECTION & SCREENING

Volunteers called to serve child or youth ministries shall exhibit the following characteristics. They shall be loving, trustworthy, patient, and nurturing. They should demonstrate Christian tenets by example, be guided by doctrines of MCCPC and respectful of the Policies & Code of Conduct of MCCPC. Church leaders charged with the responsibility of calling volunteer for children's and youth ministries shall prayerfully respond to God's call to seek members who demonstrate these characteristics. **Volunteer candidates will provide the information on the Employee & Volunteer Ministry Application Form.** The Session of Milburn Chapel will approve all teachers (Sunday School, Youth & Children's activities, etc.) The Christian Education Ministry Team will approve all other volunteers.

"SIX MONTH" RULE

All adult volunteer authority figures involved with children or youth of our church must have been an active part of the congregation for at least six months before beginning a volunteer assignment. Persons not meeting this minimum requirement may serve only as an assistant with another trained adult.

Milburn Chapel Cumberland Presbyterian Church will conduct a criminal records check on all child and youth volunteers and staff prior to serving with the children or youth. **Volunteers and/or staff must agree and authorize a criminal background check as requested.** Volunteers and/or staff are required to report to the pastor of Milburn Chapel Cumberland Presbyterian Church as to any arrests or other criminal background additions within fifteen (15) days of the event and agree that MCCPC holds, in its discretion, the authority to continue or discontinue their services or volunteer activities accordingly.

An essential component of preventing abuse by Authority Figures, Assistants and Staff is careful screening. Although we recognize the integrity of an overwhelming number of persons with discerned calling to ministries with children, youth and vulnerable persons, we realize that abuse may occur in the church. Therefore, we believe that all Authority Figures, Assistants and all employees must be properly screened. Students under eighteen will complete a modified application and will be interviewed, but no background check or reference check will be required of them.

THE FOLLOWING STEPS ARE USED FOR SCREENING VOLUNTEERS AND PAID APPLICANTS:

COMPLETE AN EMPLOYEE/VOLUNTEER APPLICATION .

A completed application form will be required of Authority Figures, Assistants and all employees and will be kept on file at MCCPC.

CONDUCT AN INTERVIEW WITH APPLICANT.

An interview will be conducted with all applicants. The interviewer should not ask for information about marital status or handicapping conditions as stated in Federal/State discrimination guidelines. The interviewer should also be sensitive to age and sex discrimination guidelines; however adequate information may be requested to ensure compliance with this policy's minimum standard.

COMPLETE BACKGROUND CHECKS ON ADULTS AND COLLEGE STUDENTS.

Background checks may include, but are not limited to:

- Criminal histories
- Motor Vehicle Record
- Registered Sexual Offenders

(MCCPC may accept satisfactory prior criminal records checks conducted by other organizations within the past year (of the start date of the volunteer/staff member service with the church) such as schools or other churches.

FEDERAL AND STATE LAW

The requirements of any and all Federal laws or State laws affecting or relating to employment or child abuse must be complied with, and in any case where there is a conflict between such laws and the procedure outlined in this document, said laws shall prevail and the procedure outlined in this document shall be modified to the extent necessary to eliminate such conflict. This policy is subject to all Federal and/or State laws relating to employment and child abuse.

PRIVACY NOTICE

MCCPC staff will maintain in a secure location a roster of completed criminal record checks with only the general finding of "SATISFACTORY" or "UNSAFISFACTORY". The Child and Youth Safety Committee and the Pastor will make the determination of what is deemed unsatisfactory. MCCPC reserves the right check references other than listed Personal References. In the event of an unsatisfactory finding, the Pastor and a member of the Child & Youth Safety Committee will counsel the individual, and ensure that the individual does not serve as a child or youth volunteer.

STANDARDS

TWO ADULT RULE:

It is the goal of the Church that two adults be present with children at all Church-sponsored activities. The Church recognizes that there will be times when an unaccompanied adult may be present with a group of children or youth or with a single child or youth. In those circumstances, if an adult must be alone with children or youth for a brief given time (such as Sunday school or Bible class), he/she can only do so when subject to being visually observed at all times, such as through an **open door or door with window**. If children and youth need to be transported it should be in groups. While mentoring and counseling are encouraged and supported, adults and authority figures should take every precaution to never be alone with a child or youth in inaccessible areas. This can include, but is not limited to:

- An automobile while taking a child home;
- A classroom with windowless/locked doors.

VOLUNTEER DRIVERS

All volunteers who serve as a vehicle driver shall have a current license and shall obey traffic laws. A copy of driver's license and insurance will be maintained by the church staff. Volunteer drivers shall be at least 25 years old. At no time will one adult and one child or youth be in a vehicle alone.

OVERNIGHT TRIPS & CHAPERONES

Volunteers who serve as chaperones for overnight trips shall be at least 25 years old. If the event includes both genders, chaperones will be of both genders, with at least one chaperone for every eight children or youth. Sleeping accommodations shall be such that chaperones sleep with their corresponding gender group.

ROOMING

The Two Adult Rule will be followed when groups are staying in cabins, tents, etc. on overnight trips. In the event of a hotel room, 1 adult can be with 2 or more youth with parental consent. These adults must be the same sex as the children or youth. Adults cannot sleep in the same bed with children or youth, unless it is a father-son or mother-daughter situation.

OUTSIDE GROUPS

All outside groups who use MCCPC facilities and supervise children & youth are expected to adhere to the Child & Youth Protection Policy and sign the Outside Group Release Form to acknowledge their review of the Policy and to confirm their agreement to follow the Policy.

MCCPC STAFF & VOLUNTEER CODE OF CONDUCT

1. Staff and volunteers are required to adhere to the MCCPC Child Protection Policy guidelines in all their interactions with children and youth.
2. Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say no.
3. Staff and volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. Physical restraint is used only in situations necessary to protect the child, other children, or staff from harm.
5. While supervising children and youth participating in MCCPC programs, staff and volunteers should know where participants are at all times.
6. Restroom supervision: Whenever possible, volunteers will make sure any restroom used is not occupied by any suspicious or unknown individual before allowing children and youth to use the facilities. The staff or volunteer, will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff or volunteer (not being alone with a child). Staff and volunteers shall strongly encourage parents to take children to the restroom whenever possible.
7. Diapering and potty training should be done primarily by staff members/paid caregivers.
8. Volunteers may be asked to help in certain situations and should follow posted nursery guidelines when performing diapering.
9. Staff and volunteers should be alert to the physical and emotional state of children. Any signs of injury or possible child abuse must be reported according to the MCCPC Child Protection Policy.
10. Staff and volunteers are discouraged from being alone with children or youth without parental permission.
11. Consuming, using, possessing, or being under the influence of alcohol or illegal drugs while working or volunteering with children or youth is prohibited.
12. Being impaired by legally prescribed drugs while working or volunteering with children or youth is prohibited.
13. Possessing or using concealed weapons or firearms while working or volunteering with children or youth is prohibited.
14. Smoking or use of tobacco *in the presence of* children, youth, or parents while working or volunteering is prohibited.
15. Staff and volunteers should not release children to any adult or family member, including older siblings, other than the child's parent/guardian unless prior verbal permission has been obtained from the parent.
16. Profanity, inappropriate jokes and media, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth, or parents are prohibited.
17. Staff and volunteers will be mindful of the content on any portable electronic device, social networking pages, or other electronic media that might be accessible to any children and youth.
18. Staff and volunteer adult and youth leaders shall wear appropriate dress when volunteering with children and/or youth.
19. Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years of age.
20. Staff and volunteers are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will attend training sessions on the subject.
21. In the event that a one-on-one child/youth to adult scenario arises, i.e., unexpected transportation needs, confirmation mentoring, or otherwise, parent permission should be granted in writing or by phone when possible. It is preferred to have mentors and confirmands meet in pairs or to meet in public places.

Milburn Chapel Cumberland Presbyterian Church

Employee & Volunteer Ministry Application Form

This application form is to be completed by all MCCPC employees and any volunteers desiring a ministry position involving the supervision or custody of children and/or youth. This form will be completed at the onset of ministry. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This confidential information will be stored in compliance with MCCPC's privacy notice, which discloses the privacy practices for Milburn Chapel Cumberland Presbyterian Church. This privacy notice applies solely to information gathered by Milburn Chapel Cumberland Presbyterian Church.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____

Occupation _____ Places of Employment _____

How long at this address? _____

If less than five years, give previous address and number of years:

Years _____ Address _____

Years _____ Address _____

VOLUNTEERS

MCCPC member since _____

List (names and addresses) other churches you attended regularly during the last five years.

What leadership/volunteer experience have you had with children / youth during the last five years? (Be specific. Where possible, include dates and places, if not at MCCPC.)

Please list any other MCCPC ministries in which you are involved in the last five years.

Sexual Offender Policy at MILBURN CHAPEL Cumberland Presbyterian Church
As voted by the Church Session on April 2, 2017

1. A convicted sexual offender cannot participate in any of the child or youth programs in any way.
2. A convicted sexual offender must report in and be assigned to an escort or “shepherd” who will accompany him or her at all times while on church property.
3. A convicted sexual offender can only participate in worship services, adult Sunday School and other ministries when accompanied by the adult “shepherd”.
4. The congregation needs to be made aware that a convicted sexual offender is attending. However, the name does not need to be disclosed.

CONFIDENTIAL INFORMATION — TO BE USED ONLY AS STATED IN POLICY

Auto Insurance Carrier _____

Do you have any medical training? _____

Are you currently CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain. .

Personal References: (Must be over 18 years old and not related to you.)

Name _____ Address _____ Phone _____ Relationship _____

Name _____ Address _____ Phone _____ Relationship _____

Name _____ Address _____ Phone _____ Relationship _____

The questions listed below are necessary in order to help ensure a safe and secure environment for our children and for the protection of our volunteer and/or paid staff. All information is held strictly confidential. Please answer these questions. If you are an MCCPC employee or applicant and have any concerns regarding the questions, please consult with the Executive Pastor. If any one or more of the question(s) is marked Yes, the application will be reviewed by the Pastor. If you are an MCCPC volunteer and have any concerns regarding the questions, please consult with the Child & Youth Safety Committee. If any one or more of the question(s) is marked Yes, the application will be reviewed by the Child & Youth Safety Committee.

Have you ever been convicted of or pled guilty or nolo contendere (no contest) to traffic violation(s) in the last five years?

Yes No

If yes, please describe all convictions for the past five years and any conviction resulting in the suspension of your license, whether or not within the past five years.

Have you been convicted for the possession, use or sale of drugs?

Yes No

Have you been hospitalized or treated for alcohol, substance abuse or mental illness ?

Yes No

Have you been arrested for a criminal offense excluding minor traffic violations?

Yes No

Have you been arrested or convicted for any sexually related crimes?

Yes No

Have you ever been denied participation in supervising youth activities in any organization?

Yes No

Please explain any yes answers. Add more pages as needed: _

Applicant's Statement

The information contained in this application is correct and complete to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give you any information they may have (including employer's opinions) regarding my character and fitness for working with children or youth and I hereby release all such references, churches, or other organizations from liability for damages of whatever kind or nature that may result from furnishing such evaluations to you. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to follow the Child and Youth Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of this Policy or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

I have no past conviction of or pending proceeding addressing an allegation of child abuse or neglect. I authorize that a Criminal and Civil Records Check may be conducted on me and that any information which pertains to any record of convictions contained in police files or any criminal or civil file maintained on me, whether national, state, or local, be released to Milburn Chapel Cumberland Presbyterian Church (MCCPC). In so authorizing, I release any law enforcement agencies, MCCPC or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

I acknowledge that I have read the MCCPC Child and Youth Protection Policy and have received copies for my personal use.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT IN EXCHANGE FOR THE OPPORTUNITY TO SERVE AS AN MCCPC EMPLOYEE OR VOLUNTEER. This is a legally binding agreement, which I have read and understand. I understand that the personal information will be held confidential by the professional church staff.

Applicant's Signature _____ Date _____

620.030 Duty to report dependency, neglect, abuse, or human trafficking -- Husband-wife and professional-client/patient privileges not grounds for refusal to report -- Exceptions -- Penalties.

- (1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. If the cabinet receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian, or person exercising custodial control or supervision, the cabinet shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Department of Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report.
- (2) Any person, including but not limited to a physician, osteopathic physician, nurse, teacher, school personnel, social worker, coroner, medical examiner, child-caring personnel, resident, intern, chiropractor, dentist, optometrist, emergency medical technician, paramedic, health professional, mental health professional, peace officer, or any organization or agency for any of the above, who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, regardless of whether the person believed to have caused the dependency, neglect, or abuse is a parent, guardian, person exercising custodial control or supervision, or another person, or who has attended such child as a part of his or her professional duties shall, if requested, in addition to the report required in subsection (1) or (3) of this section, file with the local law enforcement agency or the Department of Kentucky State Police or the Commonwealth's or county attorney, the cabinet or its designated representative within forty-eight (48) hours of the original report a written report containing:
 - (a) The names and addresses of the child and his or her parents or other persons exercising custodial control or supervision;
 - (b) The child's age;
 - (c) The nature and extent of the child's alleged dependency, neglect, or abuse, including any previous charges of dependency, neglect, or abuse, to this child or his or her siblings;
 - (d) The name and address of the person allegedly responsible for the abuse or neglect; and
 - (e) Any other information that the person making the report believes may be helpful in the furtherance of the purpose of this section.
- (3) Any person who knows or has reasonable cause to believe that a child is a victim of human trafficking as defined in KRS 529.010 shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; or the cabinet or its designated representative; or the Commonwealth's attorney or the county attorney; by telephone or otherwise. This subsection shall apply regardless of whether the person believed to have caused the human trafficking of the child is a parent, guardian, or person exercising custodial control or supervision.
- (4) Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding a dependent, neglected, or abused child or the cause thereof, in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding a dependent, neglected, or abused child.
- (5) The cabinet upon request shall receive from any agency of the state or any other agency, institution, or facility providing services to the child or his or her family, such cooperation, assistance, and information as will enable the cabinet to fulfill its responsibilities under KRS 620.030, 620.040, and 620.050.
- (6) Any person who intentionally violates the provisions of this section shall be guilty of a:
 - (a) Class B misdemeanor for the first offense;
 - (b) Class A misdemeanor for the second offense; and
 - (c) Class D felony for each subsequent offense.

Effective: June 25, 2013

History: Amended 2013 Ky. Acts ch. 25, sec. 2, effective June 25, 2013. -- Amended 2008 Ky. Acts ch. 72, sec. 4, effective July 15, 2008. -- Amended 2007 Ky. Acts ch. 85, sec. 330, effective June 26, 2007. -- Amended 1988 Ky. Acts ch. 258, sec. 2, effective July 15, 1988; and ch. 350, sec. 43, effective April 10, 1988. -- Created 1986 Ky. Acts ch. 423, sec. 64, effective July 1, 1987.

Legislative Research Commission Note. The 1988 amendments to this section are effective April 10, 1988, except for the second sentence of subsection (1), which is effective July 15, 1988.

CABINET FOR FAMILIES & CHILDREN INTAKE #1-877-597-2331

MILBURN CHAPEL
CUMBERLAND PRESBYTERIAN CHURCH

Agreement for Non-Affiliated Groups Utilizing Church Facilities

As a supervising member/leader of _____ (name of _____ group), I am responsible for the activities of the members of _____ (name of group), while using the facilities of or being present on the grounds of Milburn Chapel Cumberland Presbyterian Church. I have received and read a copy of Milburn Chapel Cumberland Presbyterian Church Child and Youth Protection Policy (the "Policy"). I agree to abide by policies and procedures set forth in the Policy. I understand, however, that Milburn Chapel Cumberland Presbyterian Church will not perform background checks, personal and professional reference checks, or provide training to the leaders, supervisors, or representatives of _____ (name of group.) I further understand that failure to abide by the Policy may result in the termination of _____ (name of group) use of Milburn Chapel Cumberland Presbyterian Church's facilities on a temporary or permanent basis.

Signature of Leader/Supervisor _____ Date _____

MILBURN CHAPEL
CUMBERLAND PRESBYTERIAN CHURCH

Employee and Volunteer Recommitment Form

This renewal of commitment form is to be completed annually by all employees and those desiring a volunteer ministry position involving the supervision or custody of children and/or youth. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____ Occupation _____

Place of Employment _____

In the past year, are there pending, or have you been convicted of, or pled guilty or nolo contendere (no contest) to any criminal charges other than minor traffic offenses.

If yes, please describe _____

Do you have any medical training? _____

Are you CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain. _____

Please list the MCCPC ministries in which you are currently involved.

Applicant's Recommitment Statement

The information in this Recommitment Form is correct and complete to the best of my knowledge. I acknowledge that I have read the MCCPC Child and Youth Protection Policy and the Code of Conduct. I agree to follow the Child and Youth Protection Policy & Code of Conduct and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of the Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

Applicant's Signature _____ Date _____

SAFE SANCTUARY PART II

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**MILBURN CHAPEL CUMBERLAND PRESBYTERIAN CHURCH
HEREIN KNOWN AS MCCPC**

BUILDING AND EMERGENCY PLAN

MCCPC located at 3760 Metropolis Lake Road, West Paducah, Kentucky 42086.

MCCPC is committed to provide an emergency plan that can be implemented for the protection of the congregation while attending any or all church functions in the building or on the church grounds. MCCPC adopts these policies and procedures to maximize safety and help to prevent the possibilities of injuries. This policy applies to all members, visitors, paid and unpaid staff and children, attending or serving in any capacity.

This emergency plan covers the following:

1. Fire
2. Earthquake Response
3. Tornado/Severe Weather
4. Chemical Release
5. Bomb Threat
6. Church Violence

PURPOSE

This emergency plan provides MCCPC with specific directions to be followed in an event of an emergency. All people in the church should review this Emergency Plan, ANNUALLY, for their own protection.

POLICY INSTRUCTIONS

All volunteers and paid staff are required, by April 30, each year, to attend an annual orientation on the **Building and Emergency Plans**. This training will consist of going over the entire plan. If a person cannot attend orientation they will have to serve as an assistant to another adult until they can attend the next orientation session.

All volunteers and staff will have to date and initial that they attended the annual orientation session (see attachment).

POLICY REVIEW

These policies shall be reviewed annually (every February) by the Building & Grounds committee. Any proposed changes will be brought before the Church Session. Its approval is required before being finalized by the Building & Grounds committee.

EMERGENCY TELEPHONE NUMBERS

Keep a list of all emergency telephone numbers at church phones which are located in the church office and in the kitchen. (see attachment).

BUILDING COORDINATOR/ COORDINATOR ASSISTANTS

Select a building coordinator/assistants and add other volunteers to provide instructions in case of emergencies.

Building coordinators and volunteers are trained to know the floor plan of the building and the emergency procedures for any emergency, such as fire, tornado, earthquake, hazard material spill or medical.

EMERGENCY VOLUNTEERS

A building coordinator or trained volunteers will take over in case an emergency should occur. The volunteers will be able to direct the people, in the Church, where to go and what to do in case of an emergency.

MEDICAL RESPONSE MEMBERS

After the selection of two or more, (medical members), they will take over medical emergencies and will provide the following.

1. Medical assistance and support until Emergency Response Members with higher training arrive.
2. Report any known personal information about the situation to Emergency Response Members.
3. Fill out an injury report on injuries (see attachment).

FIRE

REPORTING A FIRE

Persons observing a fire should report it immediately by pulling the nearest fire alarm box, and then Call-911.

Persons reporting the fire should remain near the area to direct emergency responders if it is safe to do so.

Person reporting fire also should ensure area near fire has been evacuated.

Use fire extinguisher to put out an incipient fire if trained to do so and if the fire can be extinguished safely.

PROTECTIVE ACTIONS

In the event of a fire at MCCPC the people will be alerted by Fire Alarm, Sanctuary P A system, and by building coordinators and volunteers.

PROTECTIVE ACTIONS FOR FIRE

Upon receiving a warning to evacuate via alarm or direct order, people should evacuate the church by the nearest exit, proceed to the designated evacuation point and listen for further instructions from emergency responders.

IF FIRE WARNING ALARM SOUNDS

A- Evacuate immediately, using the nearest exit. Walk quickly. Do not run. (see attachment)

B- Assist disabled persons in your area.

C- Move upwind of the building at least 75 feet away from the building and beyond if necessary.
Go to your designated assembly area (if possible.)

D- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.

E- Do not re-enter the building until an "all clear" is issued by the incident coordinator, or Fire Department.

EVACUATION POINT FOR FIRE

The evacuation assembly point is located Northwest of the building (basketball goal area) at least 75 feet from building, and listen for further instructions, if any.

EARTHQUAKE

MCCPC lies within the New Madrid earthquake zone.

PROTECTIVE ACTIONS DURING THE QUAKE

If indoors, be alert for falling objects such as light fixtures, bookcases, and filing cabinets. To prevent personal injury, immediately crawl under a table located in a corner away from windows, move to a strong doorway, or proceed to a small interior space such as a restroom, bathroom. Move out of the sanctuary into the hallways. DO NOT PANIC and DO NOT attempt to immediately move outside. Evacuate the Church when the shaking stops.

AFTER THE QUAKE

A- Check for any personal injury, fires, leaking pipes, any electrical hazards.

B- Go to the designated assembly point and follow instructions from building coordinator.

C- Assist the injured to the best of your ability.

D- Have family members account for their family and any others they know to be present. This information will be used to determine if a search and rescue is required.

E- DO NOT re-enter the building until it is examined by a competent person, as it may be damaged and no longer habitable. Some damage may not be readily visible.

EVACUATION POINT

The assembly point is to the East of the building at the edge of the parking lot, (toward Paducah).

Depending on the nature and extent of the emergency, an alternate assembly point may be provided in the evacuation order.

CHEMICAL SPILL

DOWN WIND OF A CHEMICAL SPILL

The people attending MCCPC and/or personnel downwind of a chemical spill may be in danger. (Example: Wreck on Highway 60, near our church, with a truck hauling a hazardous material.) Immediate protective actions by persons downwind can significantly reduce the health risk from an approaching chemical plume. Normally this would be on one of the highways close to the church.

Observing a spill, immediately phone - 911.

Warning of a chemical spill plume typically will come from outside the building. It will come with an order either to evacuate or shelter in place.

PROTECTIVE ACTIONS FOR CHEMICAL SPILL

IF INSTRUCTED TO EVACUATE

Upon hearing an evacuation call or order to evacuate, people should evacuate the area by the nearest exit, warn others who may be nearby, and report to the designated point by a safe route upwind or follow specific directions provided by the person in charge or telephone orders. The designated point will be announced by the person in charge.

IF INSTRUCTED TO SHELTER-IN-PLACE

1. Go inside immediately.
2. Close all windows and doors.
3. Turn off all sources of outside ventilation (fans, air conditioner, furnace, etc.)
4. Remain indoors until the shelter-in-place order is lifted.
5. Maintain telephone contact with outside caller if at all possible.

TORNADO/ SEVERE WEATHER

RECEIVING A SEVERE WEATHER REPORT

Thunderstorm or Tornado watch announcement may be made from sound system or by door to door contact. Tornado warning will be made through the PA system and by word of mouth to the Sunday School rooms.

PROTECTIVE ACTIONS FOR SEVERE WEATHER

Thunderstorm or Tornado Watch---Upon receiving notification of a thunderstorm or tornado watch, no protective action is required. A Thunderstorm or Tornado Watch is merely a precautionary measure that conditions may deteriorate. All people should stay alert for further updates or warnings.

Tornado Warning---Upon receiving a Tornado warning, or take cover warning, the people should take cover in the designated take cover location.

DESIGNATED TAKE-COVER LOCATION

The designated take cover location for the men, women, and children is, in the hallways, plus men's bathroom, and choir/storage rooms, (stay away from all windows and doors, and stay away from exterior walls and out of sanctuary.)

AFTER A TORNADO STRIKE

1. Meet at designated point.
2. Identify any missing persons.
3. Search for missing persons after building has been cleared for entry etc.
4. Assist the injured to the best of your ability.
5. Stay away from all electrical wire until electricity has been turned off.
6. Turn all water lines off at main source, if possible

BOMB THREATS /UNIDENTIFIED CONTAINER OR PACKAGES

BOMB THREAT or DEVICE DISCOVERY RESPONSE

WARNING: Telephone and radio transmissions could cause a blasting cap (electronic initiator) to detonate prematurely. The use of telephones near suspected devices or inside search areas could result in premature detonation of the explosive device.

TELEPHONE BOMB THREAT

Anyoneshould perform the following upon receiving a **telephone bomb threat**.

1. Obtain all available information about the threat by utilizing the Telephone Bomb Threat Check.
List (found in this packet) hanging on the wall and beside each telephone in the office and kitchen.

2. Attempt to keep the caller talking. Try to determine
 - location of suspected item
 - time of detonation
 - size, type, and arming device
 - who planted the device, why, and how
 - where, when, and under what circumstances device was planted
 - who gave this information to the caller
 - background noises, music, TV's, airplane noise, etc.
3. Notify **911** immediately and leave the building

WRITTEN BOMB THREAT

Person should perform the following upon receiving a WRITTEN BOMB THREAT.

1. Protect and preserve the written communication. Do not handle the communication excessively.
2. Notify **911** and/or Police

PERSONAL CONTACT ABOUT A BOMB

The person should perform the following upon receiving information through personal contact about a bomb threat.

1. Obtain all available information about the explosive device with endangering own personnel safety or the Safety of other. (see attachment)
2. Call **911** as soon as possible

As a precaution, the responding law enforcement authorities may direct evacuated people to relocate to another assembly area further away from the building.

SUSPICIOUS PACKAGES and POSSIBLE LETTER/MAIL BOMBS or DISCOVERING an EXPLOSIVE DEVICE

Mail bombs may be restricted endorsements such as "Personal" or "Private."

Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering. Letter bombs may feel rigid or appear uneven or lopsided.

If you are suspicious of a mailing and are unable to verify the contents, with the addressee, or sender, or upon discovering an explosive device or any other suspicious object in the mail, in an office **or** other areas of the church.

1. Do not open it.
2. Treat it as suspect.
3. Leave the suspected device undisturbed.
4. Notify other people, immediately evacuate away from suspected device/object to an area away from the church.
5. Notify **911**.

CHURCH VIOLENCE

Preparing for an active shooter incident:

Goal: To make the congregation at Milburn Chapel a safer place to worship and fellowship.

Objective: To inform and prepare the congregation on how to help prevent and/or conduct themselves in case of an active shooting incident.

COURSE OF ACTION

How to make MCCPC less vulnerable to violence.

Develop a church Security Team of three or more people and appoint one person to be the Security Director. This person can be the same person as the Building Coordinator.

This teams Job will be to:

Develop a security plan and use as many of the following as they can, ushers, greeters, any other volunteers as security people.

Designate seating locations in Foyer and in the sanctuary.

Install recordable video cameras at strategic places. These cameras to be monitored at church functions.

Use communication devices and /or duress alarms on security people during church functions.

Lock down procedure:

1. Keep (back doors and kitchen door) locked at all times.
2. Lock side doors (East and West) after Sunday School each Sunday.
 3. Keep a Security Team person at Front Entrance at all times, when the door is unlocked, on Sunday.
4. In case of an emergency it is the responsibility of the Pastor, Song leader or Security team member, to take charge and provide orders to be followed.
 5. All orders must be clear and direct such as:
 - A. - "Ushers secure the building"
 - B. - "_____ contact the Police"
 - C. - "_____ secure the Nursery"
 - D. - "Everyone take cover on the floor"
 - E. - "Exit the building away from the intruder"
6. Share information with the first responders.

Preventing a possible shooting incident or other altercation:

Some warning signs to look for are behavioral indicators that prompt further exploration and attention from the church family. These behaviors often include:

Development of personal grievance.

Contextually inappropriate and recent acquiring of multiple weapons.

Inappropriate and recent escalation in target practice and weapon training.

Inappropriate and recent interest in explosives.

Inappropriate and intense interest or fascination with previous shootings or mass attacks.

Acting extremely different after a real or perceived personal loss such as death, breakup, divorce, or loss of job.

Another serious concern that everyone must keep in mind is the importance of **relying on facts** (including observed behavior) and avoid unfair labeling or stereotyping of individuals.

YEARLY ORIENTATION VERIFICATION SHEET FOR THE BUILDING AND EMERGENCY PLAN

[illegible]

EMERGENCY TELEPHONE NUMBERS

For All Emergencies DIAL 911

Treat minor injuries from supplies in the first aid kits. The first aid kits are located in the office and in the kitchen.

OTHER IMPORTANT NUMBERS

Building Coordinators, Assistants and Volunteers

Name	Telephone Number
1. Howard Pulley	270-210-4857
Pastor Larry Buchanan	270-519-9292

Church Office: 270-488-2588

Medical Response Members

Name	Telephone Number
1. Joan Jones	270-556-0359
2. Pat Dillworth	270-816-1779

THREATS

In the event you receive a threatening call (i.e. bomb threat, armed assault, custody issues), remain calm, if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could main or injure innocent people.

Threat Checklist:

Complete this list if you receive a threat.

Exact time of the call: _____ Date: _____

Exact words of the caller:

Caller's voice: (circle)

Male Female Youth Adult

Estimate of Age: _____

White	Black	Hispanic	Asian	Other: _____
Calm	Disguised	Nasal	Rapid	Accent
Nervous	Angry	Sincere	Slurred	Loud
Excited	Giggling	Stressed	Crying	

If the voice is familiar, whose did it sound like: _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery
Cars/Trucks Other:

DO NOT HANG UP! OBTAIN AS MUCH INFORMATION AS POSSIBLE!

- When is the bomb going to explode?
- Where is the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- Method of activation: mechanical, clock, movement, chemical action?
- Method of deactivation?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?

What is your name?

Call Received by: _____

Note: In the event you receive a bomb threat call 911, identify yourself, give location, I have received a threat.

INJURY REPORT

Date: _____

Injured Person: _____

Completed by: _____

Where were you when the injury occurred: _____

Description of injury and how did it occur:

Witnesses: _____

Action Taken/Medical Treatment Provided: _____

