

# Conference Council on Youth Ministry

## *Safe Sanctuaries Policies/Procedures*

### **Basic Rules and Guidelines**

#### ***The Two Adult Rule***

*All events involving youth will be led by at least two adults (persons over 18 years of age).*

#### ***The Five-Years-Older Rule***

*The adult leading a group of youth must be 5 or more years older than the young people being led. (e.g. A 21 year old person can not be responsible for leading a youth group of high school students.)*

#### ***Assistant Positions***

*Youth helpers under the age of 18 and adult helpers who have not completed the volunteer application process will be clearly identified and will not be allowed to have responsibility for youth and they do not count against the two adult rule.*

#### ***Open Door Counseling***

*At any counseling session with youth, the door of the room used, if applicable, should remain open for the entire session*

#### ***Annual Orientation for Workers/Volunteers***

*All adults who work with our youth, whether paid, volunteer or clergy, are required to complete annual safe sanctuaries orientation which will include:*

- *CCYM policies for the prevention of child abuse*
- *CCYM procedures to be used in our youth ministry*
- *Appropriate steps to report an incident of child abuse*
- *Details of the state law regarding child abuse*

#### ***Participation Covenant for All Participants and Leaders***

*Covenants are especially useful for retreats and trips establishing behavior standards for everyone. The CCYM Covenant will be provided to all leaders and participants in our ministry. The CCYM Covenant is a statement in which the participant and leaders agree to:*

- *Take part in the ministry*
- *Give their best efforts to the ministry*
- *Respect the other participants*
- *Treat others with kindness and respect*

## ***Practices for Recruiting, Screening and Accepting Volunteers***

### ***Interviews***

*A personal interview is not required for every applicant working with youth, but will be done at the discretion of the CCYM Administration and on all prime leadership positions.*

### ***Screening Volunteers***

*Appropriate forms will be completed by applicants, reviewed by the CCYM Administration and stored securely in a binder in the Project Manager's Office.*

*The forms include:*

- *Volunteer Application Form*
- *Personal Reference form*
- *Consent to criminal background check*
- *Annual Sexual Misconduct Questionnaire*