

Simpsonwood United Methodist Church

Safe Sanctuary Policy

*Policies for Safe Ministries with
Vulnerable Populations*



It is recommended that this policy be reviewed and updated every two years.
(revised July 28, 2025)



Simpsonwood United Methodist Church

Mission statement:

To Know Christ and Make Him Known

Why implement a Safe Sanctuary Policy?

Our church is a community of faith—a haven and sanctuary—where children, youth, and adults can explore their faith in Christ and develop significant relationships with others.

As Christians, we must care for those in our community by caring for the whole self. As a church we are responsible to train and nurture others in the faith. We fail in our responsibilities if we neglect to take adequate precautions against abuse in our church. It is difficult to completely prevent abuse in every circumstance. Yet, it is possible for us to reduce the risk by following a thorough and practical policy of care and prevention.

This policy's purpose is to aid parents, participants, members, volunteers, and staff of Simpsonwood UMC by giving a clear understanding of what the procedures are regarding the safety of our children and vulnerable adults. The leadership of Simpsonwood UMC requests the cooperation of **all** in our church to abide by the guidelines of this policy. Adherence to this policy also constitutes part of the terms of employment at Simpsonwood UMC.

Abuse prevention and risk reduction policies and procedures are essential for every congregation, not only for the protection and safety of our vulnerable populations, but also for the protection of our volunteers and employed workers.

When allegations of child or elder abuse in the church are made, whether they eventually are proven true or false, everyone in the church suffers. The victim and his or her family suffer trauma and pain. The congregation suffers the trauma of knowing that its life-giving covenant has been broken. The family of the perpetrator suffers intense humiliation. Often when such allegations are made, litigation is the result. Criminal charges may be brought against the suspected perpetrator, or a civil lawsuit may be filed to recover monetary damages from the accused and from the local church. The costs of litigation, regardless of the outcome, are astronomical—spiritually, emotionally, and financially. These losses are experienced by all who are involved. In abuse situations, it takes years to feel that the wholeness of the community of faith has been restored.

Even when allegations of child, youth or elder abuse are proved false, the grief and trauma experienced within the church take an enormous toll. The person who is falsely accused and his or her family are terribly wronged and humiliated. The congregation is guilt-ridden about how abuse could happen in their midst; then the congregation suffers with the accused when the allegations are proven false. Finally, we must recognize that the victim who made false allegations needs the love and nurture of the faith community.

In covenant with all United Methodist congregations, we adopt this policy for the prevention of abuse in our church.

Statement of Covenant

As a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the Gospel in ways that assure the safety and spiritual health of all who participate in the ministry of our congregation as well as the workers who serve.

We will follow approved safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children, youth, and older adults regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will follow recommendations and coordinate with the District and Annual Conference, should media inquiries of an incident occur.

In Conclusion incorporated by the Holy Spirit into God's new creation and made to share in Christ's royal priesthood. Where all will be one in Christ Jesus and welcomed as a member of the family of Christ joy and thanksgiving
(pg. 43 UMH, alt.)

Definition of Terms

Children/Child - Any person aged birth to 5th Grade.

Youth – 6th grade to 18 and has not graduated high school.

Older/Vulnerable Adults – May be persons aged 18 or older who are mentally, physically, or psychologically challenged and unable to make responsible legal decisions about his/her own welfare. May be elderly, defined as age 65 and older.

Volunteer - Any person 18 (graduated high school) and older that has not met all the requirements of Simpsonwood UMC's Policies for Safe Sanctuaries.

Approved Adult – Staff or volunteer that has been background checked and completed our Safe Sanctuary training.

Approved List of Childcare/Nursery Workers – Simpsonwood UMC has compiled a list of childcare providers that have met all the requirements of SUMC's Policies for Safe Sanctuaries.

Childcare Costs – Any outside group needing childcare will pay, prior to event, our fee for childcare.

MVR – Motor Vehicle Report obtained from an outside reporting source.

DFCS – Division of Family and Children Services is part of the Department of Human Services that investigates child abuse.

Basic Procedures for Safe Ministries at Simpsonwood UMC

Supervision of Children, Youth and Vulnerable Adults

Simpsonwood UMC takes seriously its responsibility to provide a safe and nurturing environment for children, youth, and vulnerable adults who participate in our ministries. To provide a safe community, this church requires all church employees, approved adults, and volunteers to commit themselves to this Safe Sanctuary Policy for the protection of children, youth, and vulnerable adults which has been adopted by the Church Council of SUMC. Anyone who suspects this policy is not being enforced should bring it to the attention of the person who is deemed “person in charge” of the specific program or event. This person must take immediate action on this violation within 24 hours. All reports must be brought before the Senior Pastor(s) and/or their designee immediately.

Older Adults

Abuse of older adults comes in the same forms as child abuse: physical, sexual, emotional, ritual, and neglect. In addition, there is financial abuse of older adults within the context of ministries and must be taken seriously. First Aid/CPR/AED training is important for those working with senior adults. All church staff members are required to be certified and will be present when possible when working with older adults. Maintaining appropriate interpersonal relationships will allow for the development of strong friendships and fellowship within the context of our ministries and reduce the likelihood of those friendships being taken advantage of. Having two approved adults in every ministry setting as leaders is important to lessen the opportunity for abuse. In our older adult programs, the leaders will be trained in Safe Sanctuary. When planning events and trips physical abilities of the participants should be considered. We must be vigilant for signs of abuse in our adult membership and report any suspected abuse.

First Aid/CPR/AED Training

First Aid, CPR and AED training will be provided for all church staff to aid in assuring the safety of everyone in our ministries. This training will take place every two years in accordance with the recommendation of the certified training organizations. If training is needed for a new staff member they will be given opportunities to receive training through a certified training organization.

It is hoped that First Aid, CPR and AED would never be needed in the church. Nevertheless, ministries with children, youth, and vulnerable adults inevitably involve activities that can result in bumps, bruises, and scrapes. Having workers who are prepared to deal with these competently goes a long way toward building the confidence of the children and the parents involved in the ministry of the church.

Background Check

Simpsonwood UMC will conduct a background check on every person who volunteers with children, youth, and vulnerable adults. This information is completely confidential. The only people to have access to the results are the senior pastor(s), church administrator, and manager of this policy. All background reports will be kept on an encrypted website where only the people listed above will have access and these background checks will be renewed every 3 years. If a background check comes back with flags that persons involvement in ministry will be determined by the senior pastor(s).

The “Two-Adult Rule”

The “Two-Adult Rule” requires at least two unrelated, approved adults to always be present during any program, event, or ministry involving children, youth, and vulnerable adults at Simpsonwood UMC. This includes transportation in any form of vehicle, and on-line (Zoom) classes. In the event that a car transporting children or youth only has one adult, permission from parents will be required for their child to travel in that vehicle.

Abusers thrive on secrecy, isolation, and their ability to manipulate victims. When abusers know they will never have a chance to be alone with potential victims, they quickly lose interest in working with the children.

Furthermore, vigilant adherence to the “Two-Adult Rule” provides important protection to the church workers. Adults, children, and youth who know that two adults will be present always are less likely to make false allegations. Church members will be more confident when they volunteer, knowing that they will not bear the total burden of leadership and knowing that the church has made a commitment to protecting them as the ministry participants.

Appropriate Interpersonal Boundaries

Adult workers must be attentive to appropriate dress, appropriate use of language, and appropriate demonstrations of affection and encouragement. A good rule of thumb for adult leaders is to never initiate a hug and to always be the one to end the hug. A side hug is the appropriate hug to give. Remember that you are the adult, and it is your responsibility to behave professionally, even if you are a volunteer. (At the discretion of the supervising staff member.) **No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.** If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

Cyber Safety

Photos on social media are not always safe from predators. Advance parental permission is required for all pictures of any child or youth when used on the church social media accounts. Staff will obtain advance parental permission to communicate with a child by email, cell phone, instant/direct messaging, or text messaging. When emailing, texting, or messaging a minor on a social media platform, staff must copy another adult (ideally a parent or guardian) on the message, or post it in a public venue (i.e. a Facebook wall as opposed to a private message). This will allow adults to maintain the “two adults present” Safe Sanctuaries standard when using social media. Children must initiate the friend request on social media. Social media, even though it offers convenient and private channels, is not an appropriate medium for counseling – especially with minors. Begin or transition a pastoral conversation into an approved Safe Sanctuary model (i.e., office with windows, two adult rule abiding settings, etc.). Any future social media platforms apply to these guidelines.

Annual Orientation for Workers

All workers with children or youth, whether the workers are paid, volunteer, part-time, full-time, clergy or lay, shall be required to attend an orientation session, presented by the Safe Sanctuary Committee in which they are informed of the:

- Church's policies for the prevention of child, youth, or elder abuse
- Procedures to be used in all ministries with children, youth, and vulnerable adults
- Appropriate steps to report an incident of child, youth, or elder abuse
- Details of the state laws regarding child abuse and elder abuse

The “Five-Years-Older” Rule

Any approved adult (*a person 18 and over that has met all the requirements of Simpsonwood UMC's Policies for Safe Sanctuaries*) who works with children or youth in any manner must be at least 5 years older than the children that they are supervising. Regardless of age, anyone not meeting the 5-year requirement will not be counted as an approved adult.

No Workers under the Age of Eighteen

When a church implements this rule, it goes a long way toward reducing the risks of injuries to its children and youth. While in some situations they may provide excellent help, people under the age of 18 cannot be expected to have developed the maturity and judgment that is needed to be fully responsible for younger children. **Putting children in charge of children invites disaster.** Therefore, we do not allow anyone under the age of 18 to volunteer as an approved adult in the nursery, or children's programs.

Windows in all Classroom Doors

Each room set aside for use by children/youth should have a door with a window in it or a half door. A window in every door removes the opportunity for secrecy and isolation - conditions every child abuser seeks. At no time should the window be covered. A half door also offers protection against children wandering outside the classroom and allows for full visual access.

Diapering or Restroom Activity

Procedure for all workers with children in diapers:

- Make sure another adult is in the room when a diaper is being changed.
- Diapering should occur in a visible area.

Procedure for all workers with preschool children using restrooms:

- If a toilet adjoins the room in use, teachers must supervise and the door must remain open, even if just a little.
- If there has been a potty “accident” and a worker needs to assist a child (changing, clothes, clean up, etc.), two adults must be present and a parent may be notified if further cleaning is necessary.

Procedures for all workers with elementary age children:

- Tell another adult you will be taking children to the restroom.
- Check the restroom first before sending children to the restroom.
- Take more than one at a time, allowing children to be as independent as possible.
- It is recommended that a female escort girls and boys and males only escort boys; the best option is for females to escort girls and males to escort boys.
- Inform another adult when you have returned.

Open-Door Counseling

At any counseling sessions with children/youth, the door of the room used will remain open for the entire session. Another worker or staff member must be notified of the counseling session. The session should be conducted at a time when others are nearby, even if they are not within listening distance. Counseling sessions conducted behind closed doors are a breeding ground for false allegations of abuse. Closed doors also make it too easy for the child abuser to have the privacy and isolation he or she needs. Sessions in which life-threatening or harmful information is shared, volunteers or staff will be required to report this using our reporting guidelines.

In all counseling sessions, including those with children/youth and older adults, it is encouraged to follow the two-adult rule.

Appropriate Equipment

Any equipment used by children, youth, or older adults must be safe and clean. Use of any equipment should be age appropriate. If issues arise with the safety of equipment located on the church property, please notify the staff member in charge. He or she will then report it to the Trustees Committee, and they will take the proper steps to ensure that all areas of our property are safe. Trustees are required to inspect all playground equipment on a yearly basis and remove or repair equipment that is deemed unsafe.

Advance Notice to Parents

A basic rule is to **always** give parents advance notice and full information regarding off campus or non-scheduled event(s) in which their children or youth will be participating. Before such events, parents must give permission for their child's participation. Advance information demonstrates that the church takes its ministries seriously enough to plan thoroughly and to provide for the safest possible experiences.

Medical forms for children and youth are kept in a folder and a new form is updated on an annual basis. Medical forms are typically to be used for longer off-campus activities such as retreats or mission trips. Blank copies of this form may be picked up from the church office. Children, youth, and approved adults will not be permitted to participate in off-campus activities without a completed permission and or medical form. For each off-campus event a permission slip/medical release will be filled out for each participant or family and will be carried with the leader and used in case of an emergency.

Covenant for Student Ministries Volunteers and Leaders

A written covenant of participation will be provided to all volunteers and leaders in Student Ministries. The covenant is a statement in which the participants and leaders agree to:

- Take part in the ministry
- Give their best efforts to the ministry
- Respect the other participants
- Treat others as well as they would wish to be treated.

This may be in the form of a short covenant or a handbook.

Privacy of Information

Physical addresses, phone numbers, and email addresses will not be printed or emailed to the general email list or church bulletin. Predators look for an easy way to take advantage of those who are sick and weak. The church will not print, use in social media, or send out contact information on any of its members without prior consent from the member.

Not “If It Happens” but “When It Happens”

When an allegation of child, youth, or elder abuse is made against a worker or member, be prepared to do the following:

- Notify the person in charge of the activity who should immediately notify the senior pastor(s).
- If the person in charge is the alleged violator, the senior pastor(s) should immediately be notified.
- Do not confront the accused abuser.
- Write down all pertaining information and do not discuss with others.
- Be prepared to cooperate fully with any investigation that may be conducted.

The pastor(s) will:

- Notify the parents of the child/youth or the caretaker of the older adult and take any necessary steps to assure that person's safety until a parent or caretaker arrives. ***The safety of the child/youth or older adult must be the church's primary concern.***
- Immediately remove the accused from further involvement with children, youth, or older adults.
- Notify the proper law enforcement or child protective services agency.
- Notify the annual conference authorities, the church's insurance agent, and the church's attorney.
- Keep a written record of the steps taken by the church in response. (Using the Incident Report Forms available in the office)
- Call upon the designated spokesperson to make any necessary statements or responses to the news media.
- If the pastor(s) feel it is deemed necessary a prepared brief and honest statement that can be made to the congregation **without giving unnecessary details, placing blame, interfering with anyone's privacy or violation of any confidentiality concerns.** This statement should be approved by the chair of Administrative Council before it is released.

Requirements for working or volunteering with Children, Youth or Vulnerable Adults

Recruitment and Screening Practices

A. Approved Adult Volunteer

1. An approved background check for convictions of violence, sexual misbehavior, (anything pertaining to children), and MVR, must be completed prior to any activity involving children, youth, and/or older adults.
2. Complete the Volunteer Information form with references.
3. Must receive a copy of Simpsonwood UMC's Safe Sanctuary policy and return a signed copy of the covenant statement.
4. All volunteers must attend regular Safe Sanctuary training held at the church provided by our Safe Sanctuary Committee.
5. Each volunteer should be in place no later than **5 minutes before** an activity is to begin. **All volunteers are asked to always maintain the two-adult rules, until the last child or youth has left.**
6. Volunteer must be 18/graduated from High School and 5 years older than children they are supervising.

B. Paid Workers

1. Background checks for convictions of violence, sexual misbehavior, (and anything pertaining to children), and MVRs, must be completed prior to any activity involving children, youth, and/or older adults.
2. Application with references (personal and work, 3 each), if applicant does not have three (3) work references, applicant must provide an explanation of any gap in work history.
3. Must receive a copy of Simpsonwood UMC's Safe Sanctuary policy and return a signed copy of the covenant statement.
4. All paid workers must attend regular Safe Sanctuary training (provided by the Safe Sanctuary Committee), and CPR/First Aid/AED training every two years. *(Copy of CPR/First Aid/AED certificate to be kept on file in the church office)*
5. Worker must be over 18/Graduated High School and 5 years older than children that they are supervising.

Building Use and Outside Groups

Adult – Child Ratio

A. During Sunday School, Church Services and Church Activities

1. Student Ministry Director will be present at all events pertaining to children/youth activities or provide adequate volunteers.
2. Must have two (2) approved adults in each room.
3. Ratio of children to adults:
 - a. Birth-1 years - 4:1
 - b. 13 months – 3-year-old - 6:1
 - c. 4-year-olds through 5th grade - 8:1
 - d. Youth (6th through 12th grade) - 8:1
4. Parents are required to pick their child up in the appropriate room. **No child under 6th grade will be released to find their parents.**
5. At no time will youth be left unattended in the hallway, room or waiting for pickup inside or outside.
6. Approved adult is to be sure the building is secure after use.

B. Preschool

In addition to our Safe Sanctuary Policy, the Preschool Handbook (available in the preschool office) details the Preschool program and policies specific to preschool.

1. During preschool hours, doors closest to classrooms will remain unlocked during drop-off and pick-up.
2. After drop-off and pick-up, the doors will be locked.
3. All regular preschool teachers will wear their name badges daily.
4. Preschool ratio of children to adults:
 - a. 12 months – 18 months – 4:1
 - b. Young 2's – 5:1
 - c. Older 2's – 6:1
 - d. 3-year old's – 7:1
 - e. 4-year old's – 8:1
 - f. 5-year old's – 9:1

C. Youth (6th -12th grades)

1. Director of Youth Ministry is required to be in the youth center when youth activities are going on or have adequate volunteers in place.
2. Must have two (2) approved adults in each room. Director of Youth Ministry will sub in if there are not two adults available.
3. Ratio of children to adults:
 - a. Grades 6th through 12th grade - 8: 1
4. At no time will youth be left unattended in the hallway, room or waiting for pickup inside or outside. Youth do not need to be picked up by a parent.
5. Approved adult is to be sure the building is secure after the meeting/event.

D. Handicapped Accessible

1. All facilities should seek to comply with regulations and suggestions put forth by the American Disabilities Act.
 - a. Trustees should have the elevator inspected per Gwinnett County ordinance.
 - b. Adequate parking spaces should be identified for those with handicap parking stickers.
 - c. Adequate signage, showing handicap accessible entrances, should be erected around the church facilities.

Outside Groups

1. If childcare is needed, only a worker from Simpsonwood UMC's approved list may provide childcare at the cost of the group. The outside group may submit caregivers to be approved by Simpsonwood UMC. Once approved, these caregivers can be added to the list.
2. Each group must follow the two-adult rule and all policies of Simpsonwood UMC's Safe Sanctuary policies.
3. The organization using the building must complete our Facility Use Form and schedule use of the building.
4. There must be one person on file that is approved for adhering to the policies of the church and making sure the building is secure after the meeting. This person must sign the church's Facility Use form.
5. At no time will children 18 or under be left unattended in the hallway, room or waiting for pickup inside or outside.
6. Any group or organization misusing Simpsonwood UMC or not abiding by all policies and procedures will be given one warning. If the problem persists, that group will be asked to find another meeting facility.
7. We recommend that a "Church Host" (approved staff/volunteer) be present when groups who are unfamiliar with our policy (such as one-time users) are meeting in our facilities. It is also recommended that the group renting the facilities pay "Church Hosts".
8. Manager of this policy will make certain that all groups are informed of SUMC's Safe Sanctuary policy.

Vehicle & Rental Van Usage Policy

All drivers for off-campus events with children and youth must be at least twenty-five (25) years of age to drive the church van and any children in any vehicle. They will be required to complete a MVR background check as well as provide the church with a copy of their driver's license and auto insurance card prior to driving for a church event.

When driving anyone off church grounds a permission form **must** be completed for all passengers. Leader of the group will keep this form during the trip. A list of all in the vehicle should be submitted to the Church Administrator either physically or digitally.

Two adults, not related, are required to be in the vehicle when children are being transported. In the event that a car transporting children or youth only has one adult, permission from parents will be required for their child to travel in that vehicle.

Minors may not transport other minors for church activities unless they are related.

Drivers may not operate cell phones while driving, except for navigation and emergency phone calls. They may not text while driving.

Only adults are allowed in the front seat.

No smoking or consumption of alcohol is allowed at any time in any vehicle.

All accidents **MUST** be reported to the church administrator immediately, no matter how small.

Forms

Volunteer Application Form and Statement of Covenant

Medical Release and Liability Form

Permission Slip/ Medical Release form for An Adult

Permission Slip/ Medical Release form for a Child/Youth

Policy Guidelines for Reporting Incident of Abuse

Accident Report Forms

Incident Report Forms

Report of Suspected Incident of Child or Elder Abuse

Office Use Only:
Dates: Received _____ Background Check _____ References called _____ Screening completed _____



Simpsonwood United Methodist Church Volunteer Application and Applicant Covenant Statement

Note: All information on this completed form will be kept strictly confidential and access will be restricted to those few people with a legitimate interest in the information.

Personal Information

Name: _____

Address: _____

How long at this address? _____ Day phone: _____ Evening phone: _____

Cell phone: _____ email: _____

Driver's License Number and State of Issue: _____

Are you over 18 years of age? _____

Are you at least 5 years older than the age level with which you wish to work? _____

Church History and Prior Work Experience with Children and/or Youth

Are you a member at Simpsonwood? _____ How long? _____ List previous church names and locations during last 7 years: _____

List previous church volunteer positions with children and or youth: _____

List previous non-church work involving children and/or youth: _____

Age with which you wish to work: ____0-2 yrs ____3-5 yrs ____Kdg-5th grade ____6th-12th grade

Reasons for volunteering for this position: _____

List qualities, gifts, training, or experience that prepared you for working with children and/or youth: _____

Criminal History

Have you ever been convicted of or pleaded guilty to a crime, either misdemeanor or felony (including but not limited to drug or alcohol charges, child abuse, other crimes of violence or theft)? _____

If yes, please explain fully. _____

Were you a victim of abuse or molestation while a minor? _____ If yes, how do you feel about the incident now? _____

(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the ordained clergy rather than answering it on the form. Answering yes or leaving the question unanswered, will not automatically disqualify you from working with children and/or youth.)

References

Please list 3 references (who are unrelated to you by blood or marriage) and provide contact information for each. As stated above, all responses are kept confidential.

1. Name and Address: _____

Day and Evening Phones: _____

2. Name and Address: _____

Day and Evening Phones: _____

3. Name and Address: _____

Day and Evening Phones: _____

Applicant's Covenant Statement

The Simpsonwood United Methodist congregation is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by this church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

1. No person who has been convicted of child abuse – either sexual, physical, or emotional – should volunteer to work with children or youth in any church-sponsored activity.
2. Survivors of child abuse need the love and support of our congregation. Any survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our ordained clergies before accepting an assignment.
3. All volunteers involved with children or youth of our church must have been active for at least six months before beginning a volunteer assignment or be paired with a person who has been cleared through background check and reference check.
4. Volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

As a volunteer in this congregation, I will:

1. Observe and abide by all church policies regarding working with children and youth? Yes No
2. Abide by the six-month rule before beginning a volunteer assignment? Yes No
3. Always abide by the "Two-Adult Rule"? Yes No
4. Participate in training and education events provided by the church related to your volunteer assignment? Yes No
5. Will you promptly report abusive or inappropriate behavior to my supervisor, staff member or minister of this church? Yes No
6. Discuss with SUMC ordained clergy my experience, if any, as a survivor of child abuse? Yes No N/A
(Answering yes to this question does not automatically disqualify you from volunteering with children.)
7. Inform an ordained clergy of this congregation if I have ever been convicted of child or elder abuse?
Yes No

I have read this Covenant, and I agree to observe and abide by the policies set forth above.

The responses I have made on this form are complete, true, and accurate.

Signature of Applicant

Date

Print Name

Simpsonwood United Methodist Church

4500 Jones Bridge Circle || Peachtree Corners, Georgia 30092

Office: 770-441-2181

Front of Card

PERMISSION SLIP/WAIVER IN LIEU OF HEALTH EXAMINATION
(Please fill out the reverse side and include a copy of your insurance card)

I hereby give permission for _____
Last Name First Name

Address: _____
Street City Zip Code

Primary Phone: _____ Emergency Contact and Number: _____

to participate in the United Methodist enterprise ("enterprise") for which he/she is enrolled, and do not hold the enterprise or the **Simpsonwood United Methodist Church**, any of their representatives, staff, or officers (to include officers, etc. of enterprise) responsible for sickness, injury or death resulting from any physical unfitness to participate in the enterprise activities. In case of a medical emergency, I understand every effort will be made to contact a family member. The information provided on the reverse side of this card regarding my/my child's medical history and condition is complete and correct to the best of my knowledge. In the event I cannot be reached, I hereby give permission to the physician selected by the **Simpsonwood United Methodist Church** staff, representatives, or officers to hospitalize, secure proper treatment for, and to order injections, anesthesia, or surgery for me/my child.

Signature of parent or participant if over 18 years.

Subscribed and sworn to before me this ____ day of

STATE OF GEORGIA
COUNTY OF _____

(month and year) (expires one year from date)

My Commission expires: _____

NOTARY PUBLIC

Back of card

Please attach a copy of your insurance card

Participant's Doctor: _____
Name Address Phone

Participant's Birthdate: ____/____/____ Participant's Height: _____ Weight: _____

Address: _____
Street

City Zip Code

Primary Phone: _____

Medical History

1. Is there a history of chronic infection of nose, throat, ears, sinus, or lungs? _____
If so, what? _____
2. Is there a history of heart pathology requiring restricted activity? _____
3. Is this person subject to any skin disease? _____
4. List allergies to drugs, medications, or food: _____
5. Has there been recent illness or exposure to contagious disease? _____
If so, what? _____
6. Is this person subject to any of the following (circle all that apply)?
Fainting Convulsive Seizures Diabetic Nosebleed Cramps Asthma

What medications are prescribed for the preceding conditions? _____
7. Limitations of activity: _____
8. Please list any drug or medications to be taken regularly _____
9. Date of last tetanus shot: _____
10. Pictures taken of the individual may be used in publicity of Simpsonwood United Methodist Church. ☐ **opt Out**

Simpsonwood United Methodist Church

*Permission Slip/ Medical Release form for An **Adult***

I, _____, will be participating
(name of person attending)

in the _____
(name and/or location of event/activity)

on ____/____/____.

I give permission to a Simpsonwood United Methodist Church representative to seek medical assistance for me, in the event of an emergency, and will not hold the church or any of their representatives or staff responsible for sickness, injury or death resulting from physical unfitness of me to participate in the activities described above. In case of medical emergency, I understand every effort will be made to contact the person listed below.

Simpsonwood United Methodist Church has my permission to use any photo that I (we) am in on their social media and or website unless the below Opted out box is checked.

☐ Opted Out of pictures. My face may be blurred if used.

Signature

Date

Home Phone _____ Cell phone _____

Name of person to contact in the event of a medical emergency:

Name: _____

Relation to me: _____

Phone: _____

Simpsonwood United Methodist Church

Permission Slip/ Medical Release form for **Child/Youth**

I give permission for my child, _____ to participate
(name of child/children attending)

in the _____
(name and/or location of event/activity)

on ____/____/____.

I give permission to a Simpsonwood United Methodist Church representative to seek medical assistance for my child, in the event of an emergency, and will not hold the church or any of their representatives or staff responsible for sickness, injury or death resulting from physical unfitness of my child to participate in the activities described above. In case of medical emergency, I understand every effort will be made to contact a parent or guardian at the information listed below.

Simpsonwood United Methodist Church has my permission to use any photo that I (we) am in on their social media and or website unless the below Opted out box is checked.

☐ Opted Out of pictures. My face may be blurred if used.

Parent/Guardian Signature

Date

Home Phone _____ Cell phone _____

Name of person to contact in the event of emergency if we cannot contact parent:

Name _____

Phone _____



ACCIDENT REPORT FORM

This form is to be completed by the person witnessing an unintentional act involving anyone participating in activities (on or off campus) with SUMC and in which the individual(s) is hurt.

Date of Accident: _____ Time of Accident: _____

Name of Individual Injured: _____ Age: _____

Location of Accident: _____

Name of Person(s) who witnessed the accident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe the accident: _____

Parent or Guardian: _____ Notified? _____

Resolution/Follow-up: _____

Reporter Signature

Date

Ministry Supervisor Signature

Date

Once this form is completed, please submit the form to the Pastor/Ministry Supervisor in charge. A copy of this report will be kept on file in the Simpsonwood United Methodist Church main office.



INCIDENT REPORT FORM

This form is to be completed by the person witnessing an incident involving questionable behavior that does not require reporting to DFCS but does require attention. This covers anyone participating in activities (on or off campus) with SUMC.

Date of Incident: _____ Time of Incident: _____

Name of person involved: _____

Address of person involved: _____

Location of incident: _____

Parent or guardian: _____

Name of Person(s) who witnessed the incident:

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Describe the incident: _____

Print name of person filing report: _____

Reporter Signature

Date

Ministry Supervisor Signature

Date

Once this form is completed, please submit the form to the Pastor/Ministry Supervisor in charge. A copy of this report will be kept on file in the Simpsonwood United Methodist Church main office.



REPORT OF SUSPECTED INCIDENT OF CHILD OR ELDER ABUSE FORM

When one sees, has been told, or suspects child/elder abuse has taken place in any way. It is imperative that the person completing this form be familiar with the state law reporting requirements before taking any action or completing this report. Failure to report is a misdemeanor. Anyone making a report in good faith is immune from any civil or criminal liability.

Name or worker observing/receiving disclosure of abuse: _____

Address: _____ Phone #: _____

Victim's name: _____ Victim's Age/Date of Birth: _____

Date/Place of witnessed activity or initial conversation with victim: _____

Victim's statement: _____

Name of person accused of abuse: _____

Relationship of accused to victim: _____

Name of Pastor/Ministry Supervisor to whom you reported: _____

Date/time: _____

Summary: _____

The following should be completed by the Pastor/Ministry Supervisor in charge:

Name of parent/guardian to whom reported: _____

Date/Time: _____

Summary: _____

Call to Division of Family and Children Services

Spoke with: _____ Date/Time: _____

Summary: _____

Call to Local Law Enforcement

Spoke with: _____ Date/Time: _____

Summary: _____

Other contacts/Action Taken

Reporter Signature

Date

Ministry Supervisor Signature

Date

Once this form is completed, please submit the form to the Pastor/Ministry Supervisor in charge. A copy of this report will be kept on file in the Simpsonwood United Methodist Church main office.

Safe Sanctuary Policy
*Policies for Safe Ministries with
Vulnerable Populations*

Simpsonwood United Methodist Church
4500 Jones Bridge Circle, Peachtree Corners, Georgia 30092
770-441-2181
www.simpsonwoodumc.org

It is recommended that this policy be reviewed and updated every two years.
Rev. July 28, 2025