

## **Safe Church Policy and Its Implementation**

### Policy Statement

Concord Church is committed to creating and maintaining a worship and work community in which members, their children, friends, staff and volunteers can worship and work together in an atmosphere that is safe, both physically and psychologically, and is free of exploitation or intimidation. Here at Concord Church we strive to provide an environment that is welcoming and in which every person in our congregation feels valued. This atmosphere also pertains to visitors and those from our community who use our facility. We recognize that our congregation's health and safety is a key aspect of our culture of caring. This is especially true for the children and youth who are entrusted to our care. To that end, Concord Church has established the following procedures to assure that sound safety measures are established, exercised and periodically reviewed.

### Safety Coordinator

There shall be a Safety Coordinator appointed by the Session to serve for a one year term which is renewable. The Safety Coordinator will call upon the Chairs of Physical Plant, Christian Education, Staff Relations and Finance for assistance from time to time as required.

The responsibilities of the Safety Coordinator are to:

1. Assure that hiring procedures for employed staff are in place that provide notice to prospective employees that employment is contingent on a satisfactory background inquiry through reference checking and a Criminal Record Background Check.
2. Recommend to the Session for their approval those positions, both employed and volunteer, that require a satisfactory Criminal Record Background Check as a condition of employment or appointment as a volunteer.
3. Recommend to the Session and once adopted implement procedures for the confidential maintenance of background check reports and for the appropriate handling of those results that come back with a negative history. In order to provide for restricted knowledge of background check results, access will be limited to the Safety Coordinator and the individual, with further referral to the Pastor and/or the Christian Education Chair if necessary.
4. Collaborate and coordinate with the Director of Youth Ministries and the Christian Education Chair on the development and implementation of procedures that focus on the safety of children and youth.
5. Collaborate and coordinate with the Physical Plant Chair on the development and implementation of procedures related to building safety and security both by church groups as well as by non-church groups who use and/or rent the facility.
6. Conduct an annual safety and security inspection of the church facilities assisted by appropriate committee chairs and staff.
7. Maintain a file of copies of driver's licenses and insurance cards for all volunteers who transport other persons in private vehicles to church functions or on church business.
8. Develop and disseminate appropriately procedures for reporting suspected child abuse to the Delaware Division of Family Services.
9. Review on at least an annual basis all of the responsibilities outlined above and provide a report to the Session.