



SACRAMENTO DISTRICT CHURCH OF THE NAZARENE EVENTS

EVENTS CHILD SAFETY POLICY: PREVENTING ABUSE AND NEGLECT

Revised: October 8, 2024

WELCOME TO THE SACRAMENTO DISTRICT CHURCH OF THE NAZARENE

Dear Event Directors, Leaders, Speakers/Musicians, Staff, and Volunteers,

The Sacramento District Church of the Nazarene (SACNAZ) is committed to creating a safe environment for the participants, staff, volunteers, and leaders that attend our various events. The following SACNAZ Events Child Safety Policy for Preventing Abuse and Neglect has been adopted by the Sacramento District Superintendent and the District Advisory Board. This policy is to be strictly adhered to.

Sincerely,

The SACNAZ District Superintendent and District Advisory Board

TABLE OF CONTENTS

| | |
|---|----------|
| WELCOME TO THE SACRAMENTO DISTRICT CHURCH OF THE NAZARENE | 1 |
| OVERVIEW & DEFINITIONS | 3 |
| OVERVIEW..... | 3 |
| DOCUMENT DEFINITIONS | 3 |
| SACNAZ EVENTS CHILD SAFETY POLICY SYSTEM | 4 |
| ABUSE ZERO TOLERANCE | 4 |
| STEP ONE: Sexual Abuse Awareness Training | 4 |
| STEP TWO: Screening Process | 4 |
| STEP THREE: Review the SACNAZ Events Child Safety Policy & the Guidelines | 5 |
| STEP FOUR: Criminal Background Check | 5 |
| STEP FIVE: Reporting & Record Storage | 5 |
| SACNAZ EVENTS CHILD SAFETY POLICY & GUIDELINES ACKNOWLEDGEMENT | 6 |

OVERVIEW & DEFINITIONS

OVERVIEW

This document contains the SACNAZ Events Child Safety Policy for Preventing Abuse and Neglect. The policy covers district events at which a child is in attendance and a participant. The policy was established to ensure that a safe environment for the ministry is created at district events.

To assist with the implementation of this policy, a separate SACNAZ Events Child Safety Guidelines document was developed. The guidelines provide helpful training material information, management methods, and reporting strategies.

DOCUMENT DEFINITIONS

- **Child:** Under the age of 18 (Code of Sacramento).
- **Childcare:** During a SACNAZ EVENT, it shall be the responsibility of the Event Director to identify childcare participation (what ages are included in the childcare) and the duration of the childcare. This information should be clearly stated in writing and communicated to parents/guardians, and SACNAZ EVENT STAFF and volunteers. All minors, before or after these designated times and days shall be the sole responsibility of the parent/guardian.
- **DO:** Sacramento District Church of the Nazarene – District Office.
- **Event:** A SACNAZ-sponsored event that includes participants under the age of 18.
- **Event Guests:** Speakers, musicians, and certain support staff (including tech support and others).
- **Event Staff/Volunteer:** Any person who has a leadership role or a serving role in the Event, including, but not limited to, directors, counselors, staff, and any adult volunteers.
- **Housing:** Any sleeping areas, rooms, dorms, etc. provided by the event for the use of participants.
- **Parent or Guardian:** Parent or guardian means any parent, guardian, legal custodian, or other person having immediate control or charge of a child. (Code of Sacramento)
- **Participant:** A registered child in attendance at a SACNAZ event.
- **Policy:** Sacramento District Church of the Nazarene (SACNAZ) Events Child Safety Policy
- **SACNAZ:** Sacramento District Church of the Nazarene.
- **SACNAZ ADMIN:** Sacramento District Superintendent, Sacramento District Staff and/or Event Director.

SACNAZ EVENTS CHILD SAFETY POLICY SYSTEM

ABUSE ZERO TOLERANCE

SACNAZ has a zero tolerance for child abuse. It is the responsibility of every SACNAZ staff member and volunteer to act in the best interest of participants.

Because we care for and desire to provide the safest possible experience for participants, SACNAZ requires staff members and volunteers to complete these POLICY SAFETY STEPS before placement.

STEP ONE: Sexual Abuse Awareness Training

The SACNAZ Events Child Safety Policy requires that staff members and volunteers avoid abusive or neglectful behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the SACNAZ ADMIN. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers, as well as “grooming behaviors” used by abusers to select and prepare a participant for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s caregiver or ‘gatekeeper’), manipulate the child into sexual activity, and keep the child from disclosing the abuse.

To equip SACNAZ staff members and volunteers with the information necessary to recognize abuser characteristics and grooming behavior, SACNAZ requires staff members and volunteers to complete Nazarene Safe sexual abuse awareness training (e.g., live, or online at <https://ministrysafe.com/>). This training is to be renewed every two years. Spanish language training is available at www.ministrysafe.com.

Volunteers may provide documentation of appropriate safety training (by completing the appropriate Verification Form or providing a copy of a training certificate.)

STEP TWO: Screening Process

Staff members and volunteers are required to complete the SACNAZ Screening Process, which requires a staff member or volunteer to:

- Read and sign the acknowledgement and agreement of this policy
- Provide a member in good standing letter from their local church pastor (volunteers, may not apply to staff)
- Provide documentation that required training has been completed

STEP THREE: Review the SACNAZ Events Child Safety Policy & the Guidelines

Staff members and volunteers are required to review the SACNAZ Events Child Safety Policy, and the SACNAZ Events Child Safety Guidelines, and sign the appropriate acknowledgment form. The director for each Sacramento District event is responsible for ensuring and documenting that this step has been completed.

IMPLEMENTATION

SACNAZ staff members/volunteers and/or those who supervise employees/volunteers are charged with implementation of the SACNAZ Events Child Safety Policy and the Guidelines. Violations of the Policy and the Guidelines is grounds for immediate dismissal, disciplinary action, or reassignment for either volunteers or staff members.

STEP FOUR: Criminal Background Check

SACNAZ requires that staff members and volunteers* to pass criminal background checks through Ministry Safe online and through LiveScan in person fingerprinting, every two years. As required, the SACNAZ District will provide access to and ongoing storage of Criminal Background Checks. Expenses for the background check are borne by each individual volunteer or their Local Church.

(*18 years of age and older)

STEP FIVE: Reporting & Record Storage

Reporting Inappropriate Behavior

In the event a staff member or volunteer observes inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual), it is the responsibility of the staff member or volunteer to immediately report their observations to a supervisor: such as Event Director or SACNAZ ADMIN. Event Directors are required to inform the District Superintendent within 24 hours of any reported or observed inappropriate behaviors as noted above.

Reporting Suspicious or Grooming Behavior

Staff members or volunteers are required to report suspicions of abusive behavior to the event director. Such reports of abuse will be taken seriously and will be reported as necessary to local authorities.

Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report possible ‘grooming’ behaviors, any policy violations, or any suspicious behaviors to the Event Director.

Record Keeping

The ministry leader/director will see that appropriate records of the four steps above are kept and provided to the district within 30 days of the close of the event. The responsibility to provide the documentation is with the event leader. The storage of records is kept by the office staff at the Do in a confidential file location (either physically or electronically).

SACNAZ EVENTS CHILD SAFETY POLICY & GUIDELINES

STATEMENT OF ACKNOWLEDGMENT AND AGREEMENT

I received and read the SACNAZ Events Child Safety Policy and the SACNAZ Events Child Safety Guidelines for preventing abuse and neglect. I understand the importance of these matters as expressed in these documents. I agree to follow and abide by the Policy and the Guidelines during my service at the SACNAZ event.

Further, I understand that the documents may be modified at any time and that any guidelines may be amended, revised, or eliminated at any time by SACNAZ.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in my employment or volunteer position description. While, ideally, I will serve for the full term specified in the position description, I understand that my service or employment is voluntary and that I may choose to end this relationship at any time (if possible, by providing two weeks' notice to my supervisor).

I further acknowledge and understand that the SACNAZ Events Child Safety Policy and the SACNAZ Events Child Safety Guidelines in no way express or imply a contractual employment relationship between SACNAZ and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for the hours that I have worked.

Finally, I understand that it is my responsibility to review new/edited policies or any new/edited guidelines that are distributed.

I hereby acknowledge receipt of the SACNAZ Events Child Safety Policy and the SACNAZ Events Child Safety Guidelines documents for preventing abuse and neglect.

Local Church Name: _____

Staff Member or Volunteer's name (please print)_____

Staff Member or Volunteer's Signature Date:_____

Staff Member or Volunteer's Email Address: _____

Staff Member or Volunteer's Phone Number: _____

A copy is to be kept by the employee or volunteer.

