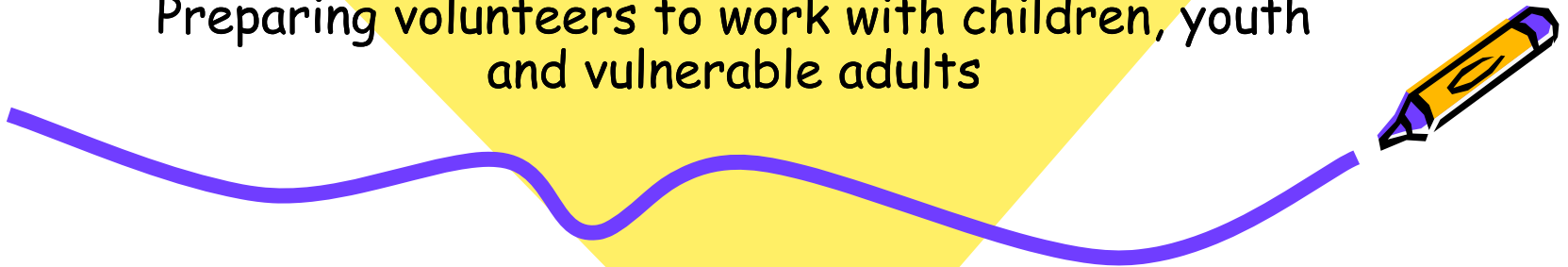




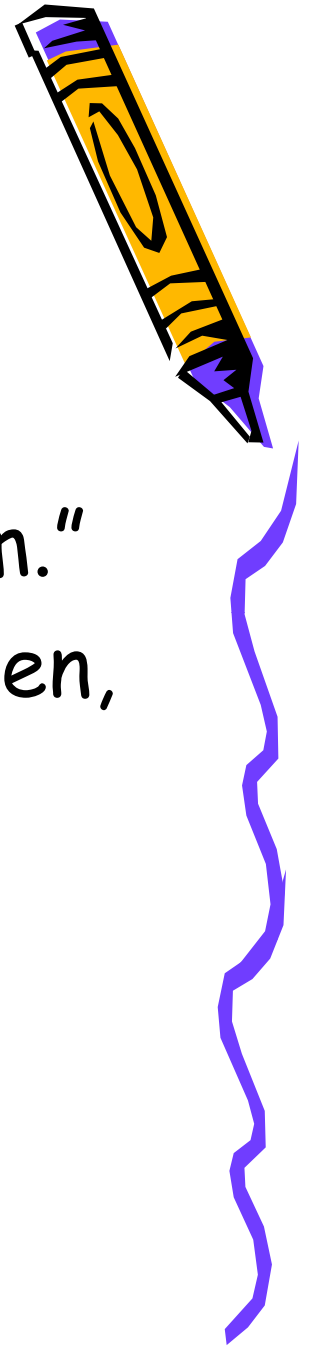
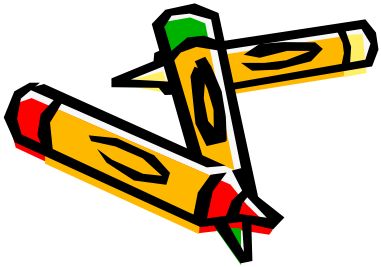
# Good Shepherd Training

Living Word United Methodist Church  
Preparing volunteers to work with children, youth  
and vulnerable adults



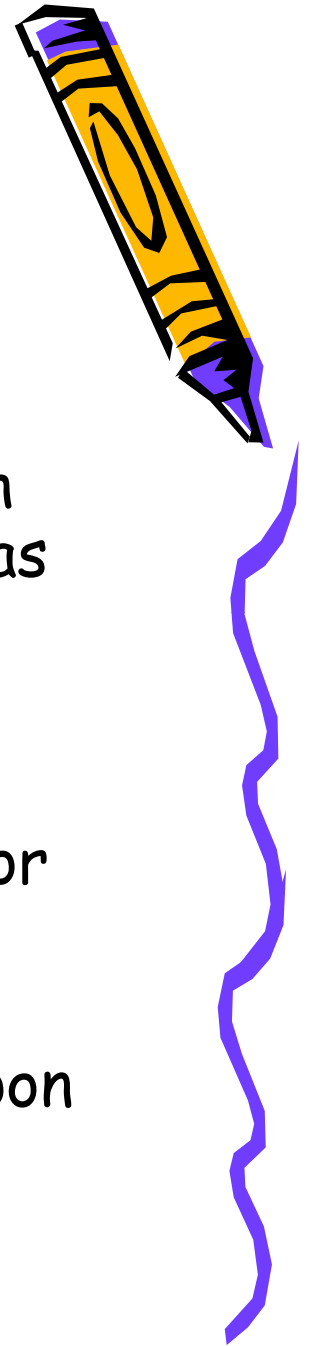
# Why is this required?

- Jesus said "Let the little children come to me and do not hinder them."
- In today's society, too many children, youth and adults have been "hindered" in the one place that should be a place of safety and welcome - THE CHURCH!



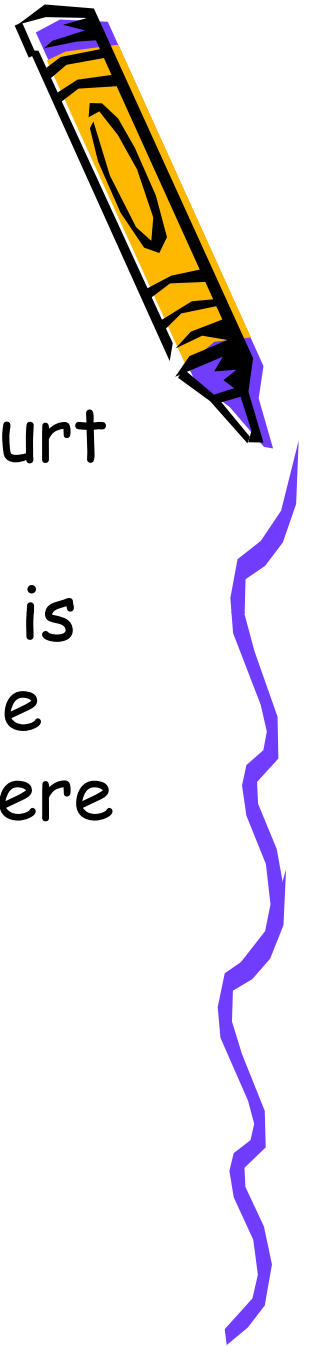
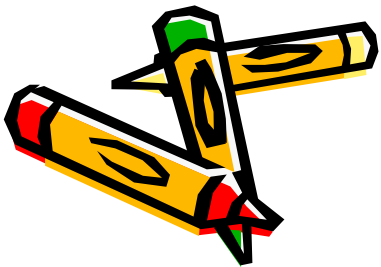
# No one should be uncomfortable in God's House!

- Persons have been hurt in God's house through abuse or accidental injury and sometimes it was "covered" up, not reported, or denied
- Denial of these incidents makes the long term damage greater for everyone involved
- Insurance companies are now paying greatly for claims against religious organizations and demanding accountability
- Pedophiles and sexual deviants have preyed upon volunteer organizations where access to children was quick and convenient



# Who would hurt someone else?

- Most people would never intentionally hurt someone else physically, emotionally or sexually, but the damage done by a few is so awful that all of us need to cooperate to create a safe, loving environment where incidents and injuries can be prevented with simple procedures, techniques and raised awareness.



# What do I need to do?

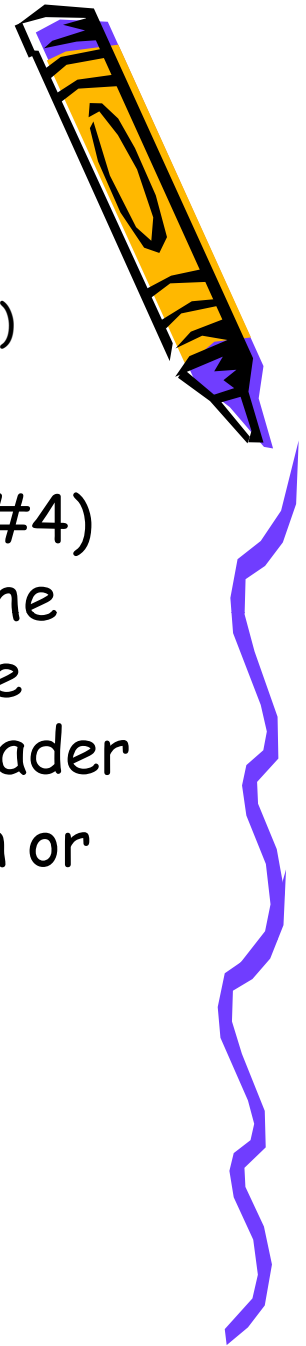
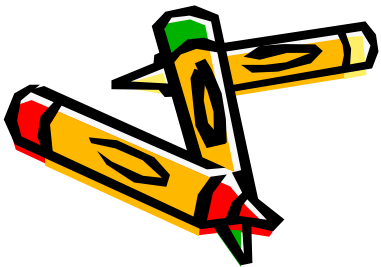
- Read through this Powerpoint training session and the Good Shepherd manual available in a Word document on this CD, on the Living Word website, or in a binder from Living Word Age-Level Ministries
- Use the Good Shepherd manual and this training module to answer questions on the verification form
- Submit a complete application (Form #2)
- Submit authorization for criminal records check (Form #3)



# What do I need to do?

(cont.)

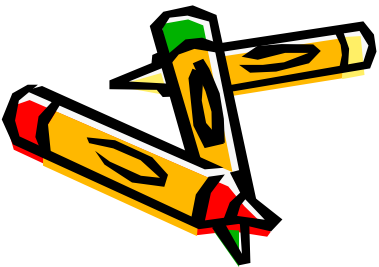
- Provide a copy of the Reference Form (Form #4) to three references and ask them to return the form to the indicated address. One reference should be a pastor or church staff ministry leader
- Submit Form #5 if you will be driving children or youth for church sponsored events
- Read, sign and return the guidelines (Forms #6,7,8 and 9) for your desired age groups



# Definitions

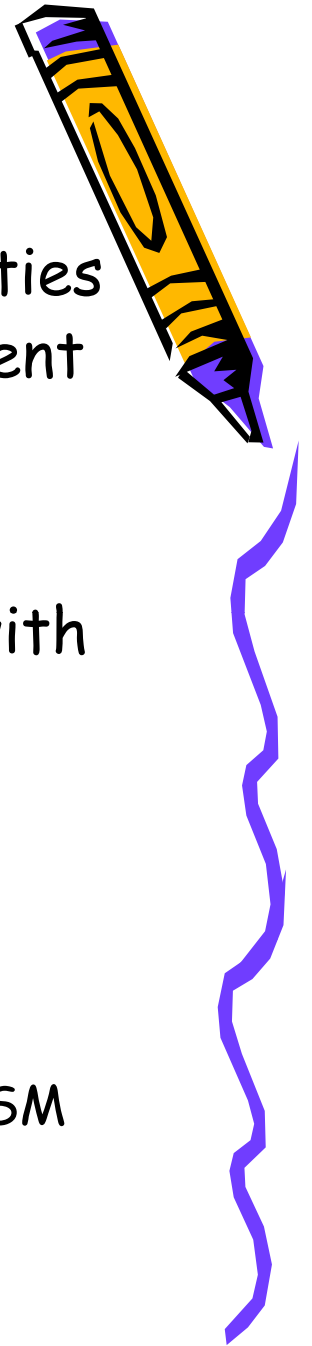
more on pgs. 5-9 of *Good Shepherd Manual (GSM)*

- **Child/Youth** - anyone 18 years of age or under and still in high school. 18 year olds who have graduated from high school are considered young adults.
- **Vulnerable Adult** - any person 18 years of age or older with physical, mental and/or developmental disabilities



# Basic Rules

- **Two-deep rule:** All children & youth activities must have at least two non-related adults present in compliance with ratios listed on next slide.
- **6-month rule:** Must be a regular attending member/visitor for 6 months before working with children/youth (exceptions may be made by a pastor under special circumstances and with excellent reference check process)
- **Background checking is mandatory**
- **Follow "Touching Policy"** - pg. 14/15 of GSM



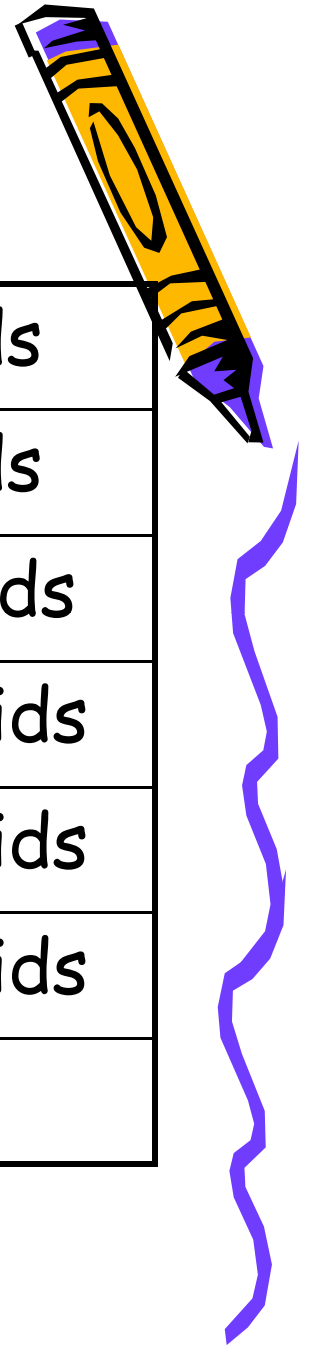
# Ratios

- No matter what the numbers, two persons are always required, but this may include the use of a **visible and unpredictable presence** such as a hallway helper when only one teacher is present in a class. In this case, the classroom door must stay open so the hallway helper can check in from time to time and hear if the teacher calls out for assistance.



# Just the ratio facts:

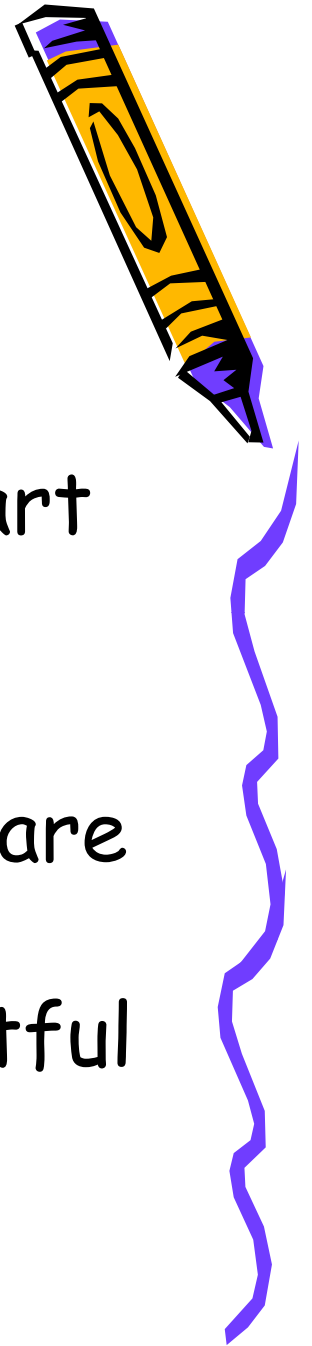
Nursery	2 workers to 6 kids
Toddlers	2 workers to 8 kids
Pre-K	2 workers to 10 kids
Elementary	2 workers to 20 kids
Middle School	2 workers to 20 kids
High School	2 workers to 20 kids
Mission Trips	(see GSM pg. 13)



# Touching Rules

(pgs. 14-15 of *GSM*)

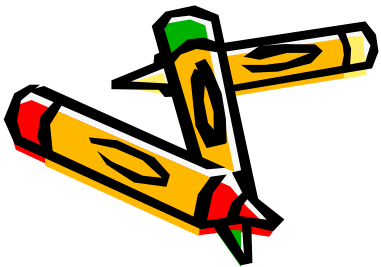
- Touching others is an important part of being human, but appropriate touch is a part of being Christian
- Please take note of the ways that are helpful in touching kids/youth and ways that can be perceived as hurtful



- Never touch a child in an area that would be covered by a bathing suit
- Touch children for affirmation and comfort only if they need it such as a side hug or high five or pat on the back.
- Don't touch a child because of your need but because of their need for comfort or affirmation
- Physical violence or corporal discipline such as spanking, hitting, grabbing arms, pulling ears, etc. is **NEVER** acceptable at church



- Touching rules require using common sense regarding your situation. Be aware of how others might "perceive" what is happening.
- Be sure that another volunteer is present to see the comforting or encouraging touch to avoid misinterpretations or misunderstandings
- Touching rules require age considerations. For example, younger children can sit in the lap of volunteer, but older kids/youth (2<sup>nd</sup> grade & up)) should not sit in the lap of a volunteer (unless it is their parent).



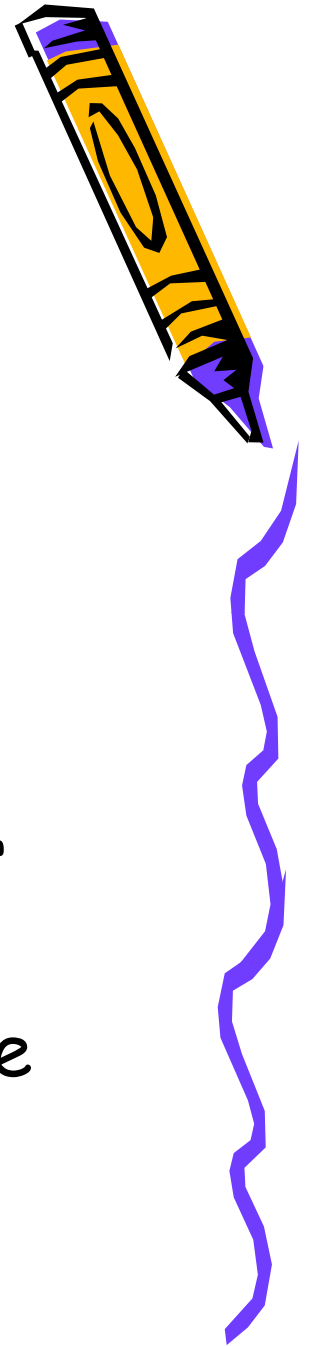
## • Preschoolers & Potties

- Have boys & girls use separate bathrooms or take turns if only one
- Adult should coach from the hallway or have two workers in the bathroom
- Encourage the child to provide their own self care needs including wiping, re-dressing, washing hands and drying them.
- If a child needs assistance, have another adult present and tell the child what you are doing.  
"Let's use the toilet paper to clean up" "Let's get your clothes on" "Let's get our hands washed with soap and water."
- Tell the parent about the child's need for help and how you helped so the parent is not surprised at home if the child talks about being touched by the church worker in the bathroom.



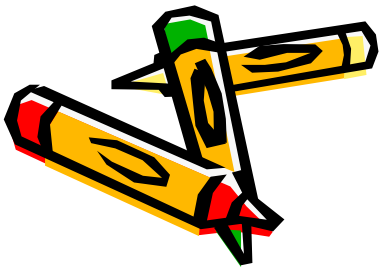
# What is the application process?

- Complete the verification form (quiz) following this presentation and the application which includes basic information, criminal background check permission, and guidelines
- Give 3 Reference forms to 3 people for their return
- Put in Age-Level Ministry administrative assistant mailbox (Cindy Brown)



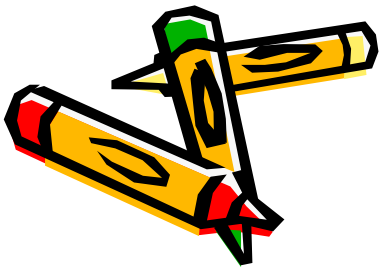
# Other documents needed?

- If you will be driving others, you will need to complete the driving application (Form #5) and submit a copy of your driver's license and insurance card

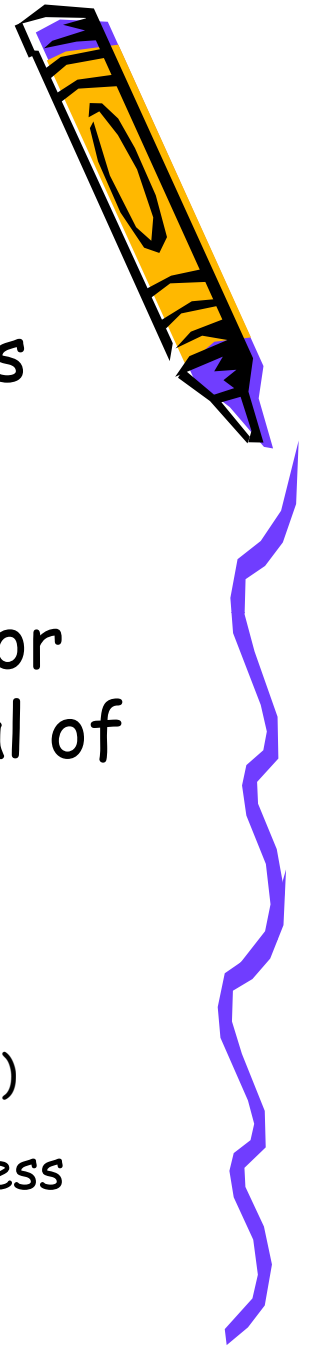


# What's special about youth volunteers?

- Volunteering with Living Word activities requires the Good Shepherd training & application process
- If you want to volunteer for a district or conference youth event such as Festival of Sharing, WOW or a conference mission trip, then you must also complete a conference Safe Sanctuary training  
(a UMC Missouri Conference requirement now available online)

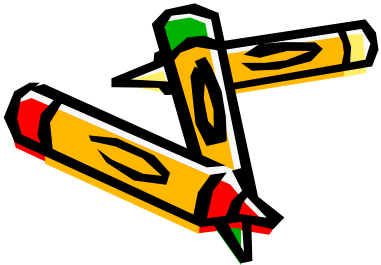


Safe Sanctuary Certification is a separate process from Living Word Good Shepherd Certification.

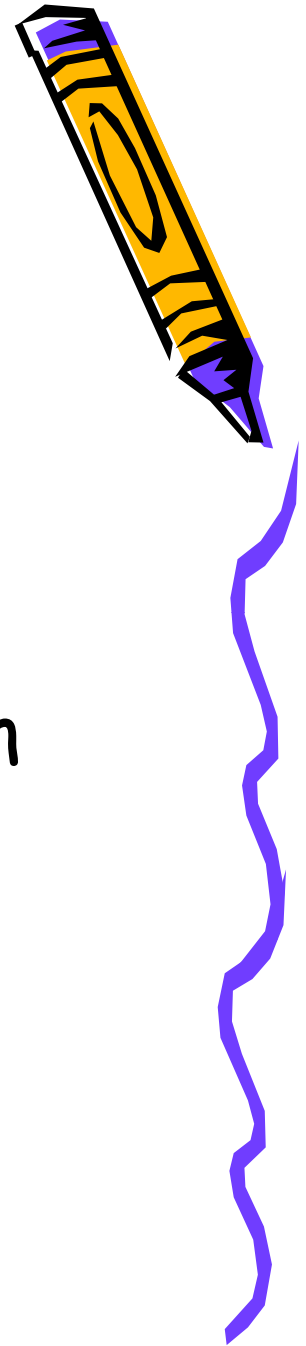


# What if I suspect a child is being abused?

- If you see unexplained bruises or marks on a child that resemble handprints, belt marks or cigarette burns, etc., then please document your findings and immediately report the concerns to your direct staff supervisor
- Emotional and sexual abuse victims may have symptoms such as excessive fear, depression, violent outbursts, strange reactions to being touched, sexually "acting out" with toys or other children, etc. (these symptoms alone do not mean a child is being abused, but still should be noted and reported to direct staff supervisor)

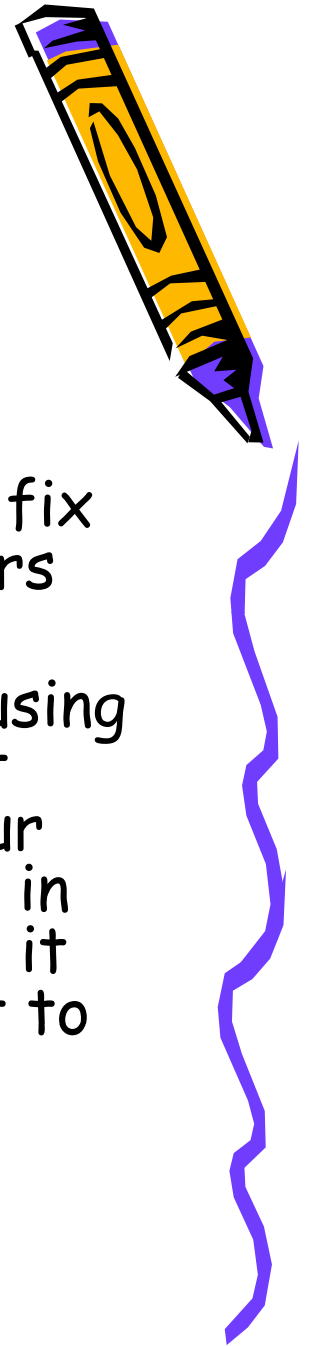


- Missouri is a mandatory reporting state for volunteers and paid workers with children (see GSM pg. 7)
- If you see a child being abused or suspect abuse, you must report to your staff supervisor who will then accept responsibility for the reporting to the state if deemed necessary after investigation



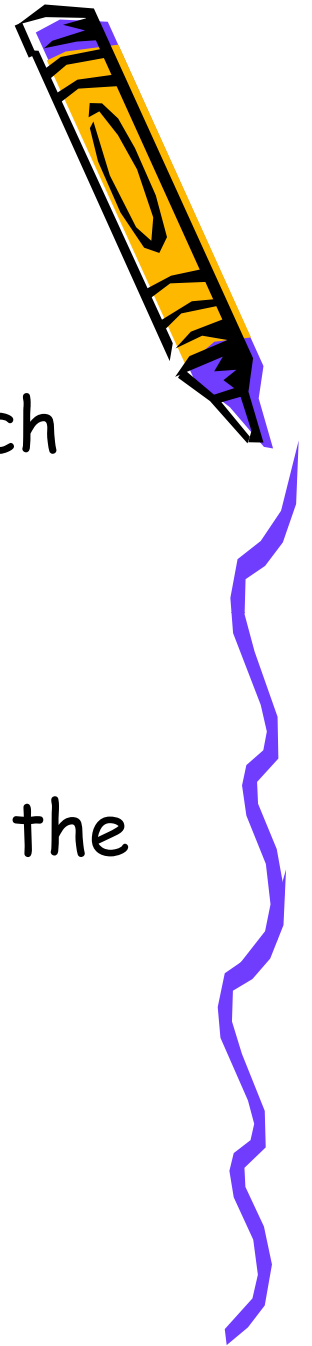
# What if I see a staff or volunteer using inappropriate behavior?

- Use corrective action if necessary such as reminding the volunteer of the policy and contacting the volunteer/staff leader to help fix a situation such as not having enough volunteers for the student ratio
- If you witness a staff person or volunteer abusing another person of any age, you must document what you can of the incident and report to your staff supervisor. If it is the staff supervisor in question, then report to the senior pastor. If it is an appointed pastor in question, then report to the chairperson of the Staff Parish Relations Committee.



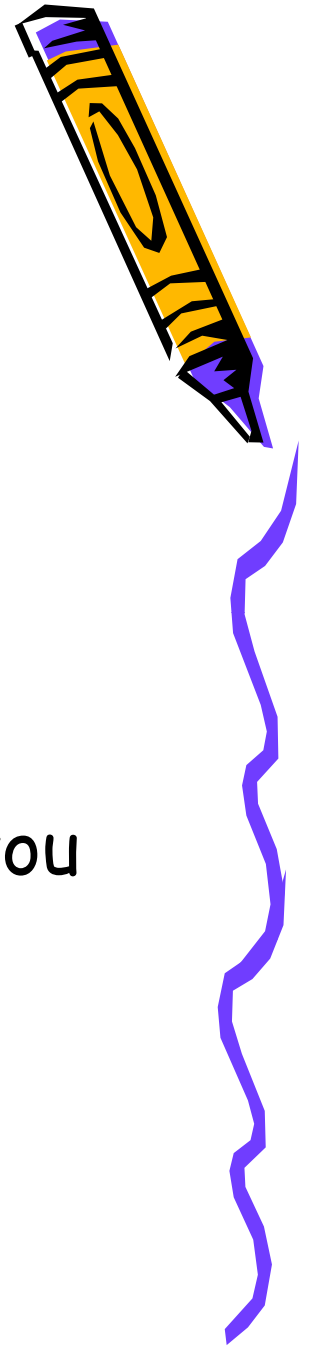
# If it is an Appointed Pastor in question...

- Then a committee made up of the church council chair, staff parish chair, a non-implicated pastor, and two persons identified by church council as Good Shepherd committee members shall be convened to evaluate evidence, contact the District Superintendent and determine public relations needs with media involvement



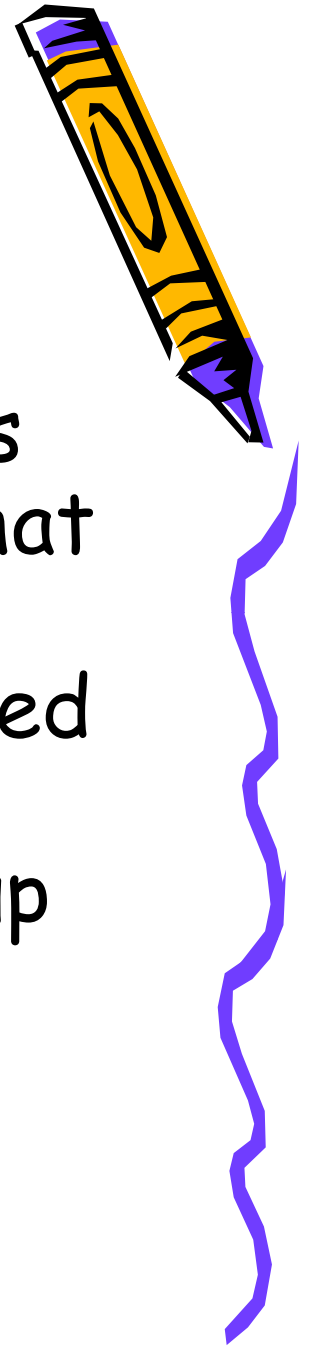
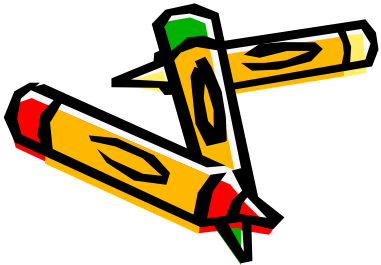
# What should I report?

- Report the date(s) of the incident(s)
- What exactly did you witness
- What was said by "accused" (alleged perpetrator) or "victim"
- Who else was there to see the incident
- What was the response of the person you feel was "abused/injured"
- Was anything said to the "accused"



# What if I'm not sure?

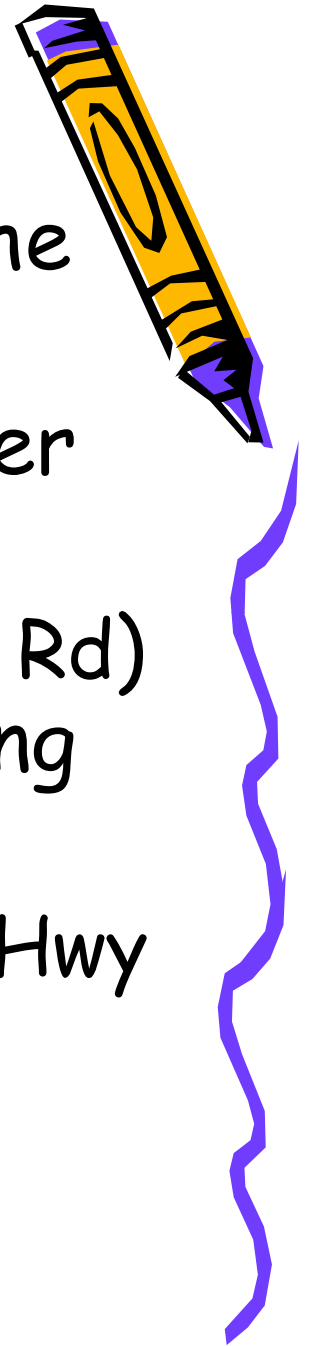
- If your gut feels that something is not right, it is better to report what you know and have seen to a staff person so that it can be investigated than to rationalize away a possible situation that may require follow up care to protect a child/youth or adult from further harm



# Emergency Procedures FIRE

- In case of fire, get your group to the nearest exit
- Grab a copy of the attendance roster to check when outside
- If exiting to the south (Manchester Rd) go to the farthest end of the parking lot
- If exiting to the north (playground/Hwy 100) go to the far end of the flat "Phase 2" grassy area

Be prepared to report to the fire department if anyone is missing



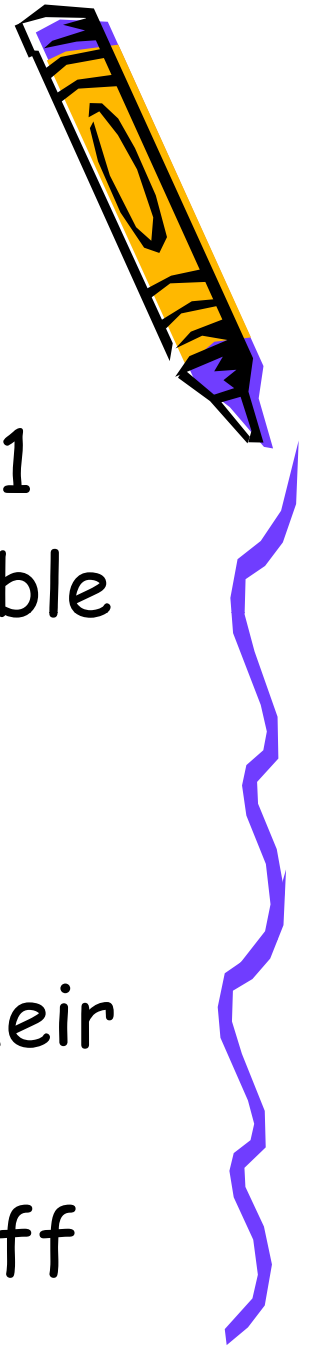
# Emergency Procedures

## TORNADO

- In case of tornado or inclement weather, move your group to level 1
- Try to get as many people as possible in room 104. Other rooms on the inside wall can also be used
- Have kids up against walls in the tucked position with hands over their heads



Wait for an all clear from staff



# Emergency Procedures

## Earthquake

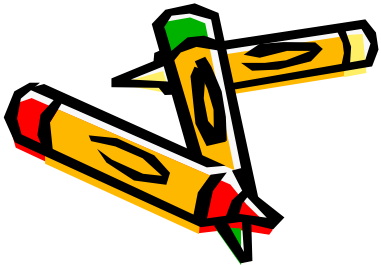
- In case of earthquake - get out of building if at all possible using emergency exits
- If not possible, get into door frames with kids under heavy objects such as tables



# Emergency Procedures

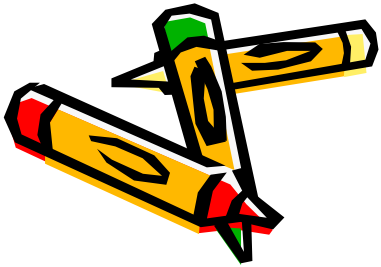
## Intruder Alert

- In case of an intruder in the building who is a threat because of impaired condition and/or violence with or without a weapon, give "intruder alert"
- From a church phone, dial 9 to get an outside line, then call 911.
- From a church phone, dial 1001 and then say "Intruder alert" to warn others in building (Note: dialing 1001 is for emergency use ONLY and should NEVER be used for general all-church pages)
- Get the children to a room that can be locked from the inside: Room 104 on level 1 or Room 220 on level 2 (go to back hallway of staff offices)



# Emergency Procedures Missing Child

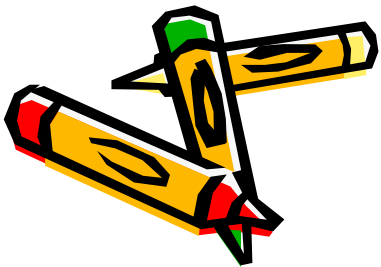
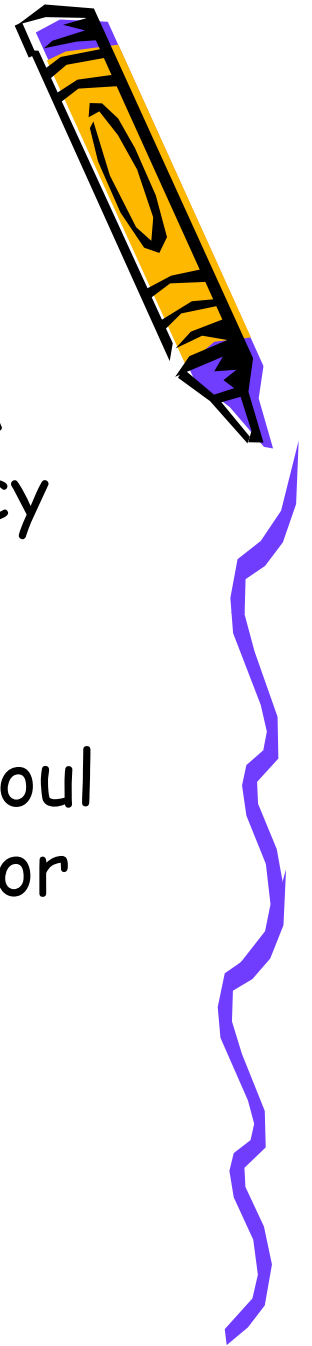
- If a child is missing from your group, have all adults immediately seek out the child
- Get a physical description including clothing out to the volunteers/searchers
- Have the rest of your group stay in a secured area such as a classroom
- Identify if there is any reason the person might be missing (angry, sad, playing a hiding game, etc.)



# Emergency Procedures

## Missing Child, part 2

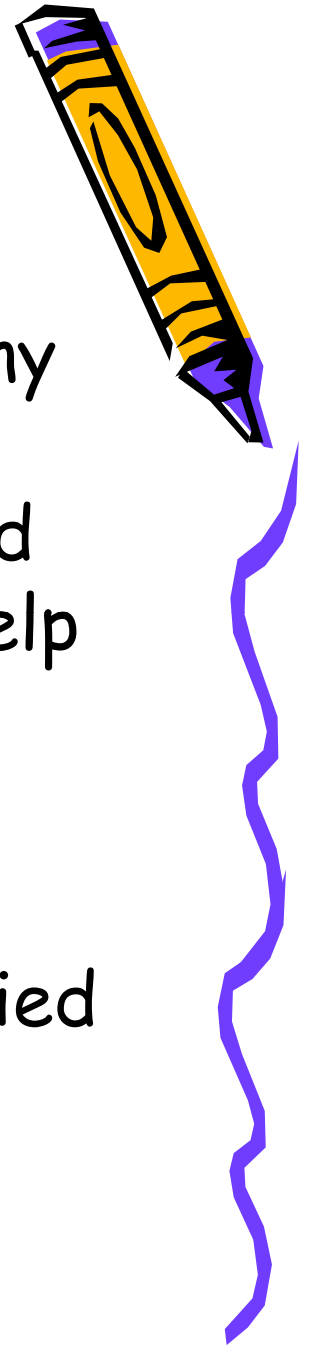
- If the child/youth is not found within a short amount of time contact emergency help immediately including notifying parents as you keep searching
- If there is any reason to believe that foul play is involved such as a custody issue or kidnapping, contact police immediately



# Emergency Procedures

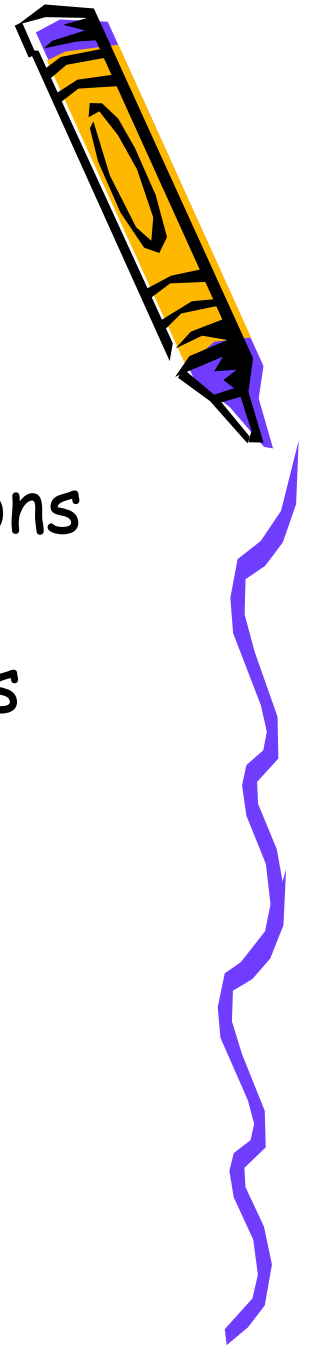
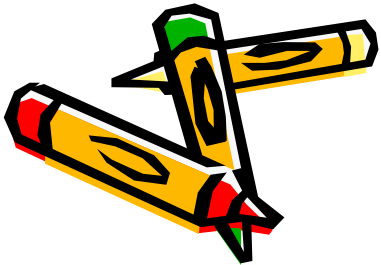
## Damage to building

- If during an event at church there is any damage to building, please contact the chair of the trustees listed on the rapid response booklet and let that person help you make the best choices for repairing/containing the damage.
- Example: a broken window must be boarded up securely and trustees notified so a replacement can be ordered



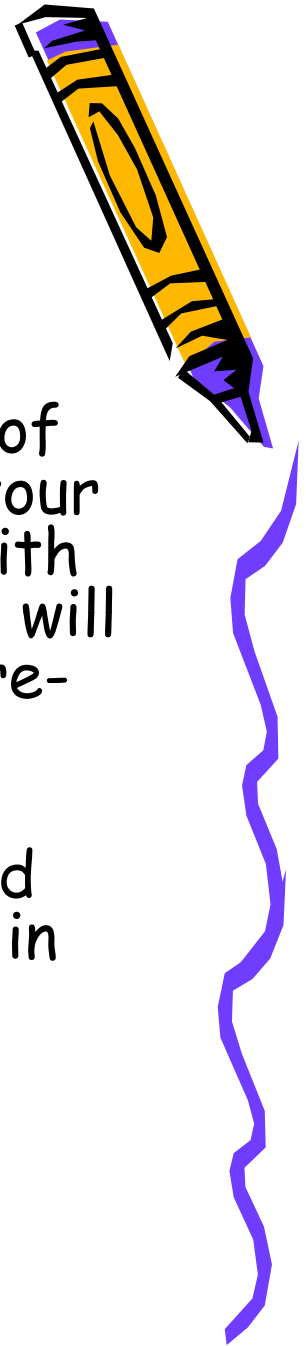
# When will I know I'm "certified" Good Shepherd?

- After completing this training and correctly answering 80% of the questions
- After completing and submitting the proper forms, including your references returning their forms
- After background check is complete
- Then you'll be "certified" and receive a Good Shepherd nametag



# Will I have to do this again?

- Yes! You will need to re-certify by January 1 of the year following the 3-year anniversary of your initial certification to continue volunteering with children, youth, and/or vulnerable adults. You will be notified by Living Word when you need to re-certify.
- Re-certification ensures that our volunteers remain aware of the latest policy revisions, and ensures that Living Word is aware of changes in volunteer records.



# What do I have to do to re-certify?

- You do NOT have to re-submit the application or the 3 personal references.
- You DO have to re-submit an authorization to perform background checks, signed guidelines, the auto-safety form (if driving), and the self-training quiz. Background and driving checks will be re-run before you are re-certified. You will receive a new Good Shepherd nametag indicating the expiration date of your current certification.



# Almost Finished!

- Using this CD on your computer, open the word document, entitled, "Good Shepherd Quiz." Print out the quiz, answer the questions, and return it with all paperwork to Living Word.
- If you have problems opening, then contact Cindy Brown for a hard copy.

