



**MISSION
CENTRAL**

Safe Sanctuary Policy

Reducing the Risk of Abuse

On average, a child is abused or neglected every 15 seconds. Often, the abuse occurs in settings where children, youth or vulnerable adults should have been able to feel safe -- places like homes, schools, camps and sadly church. In more than three quarters of the reported incidents of abuse, the victim was related to or acquainted with the abuser.

Mission Central is committed to ensuring that our facility is one that is safe for all. We will do everything possible to see that those who come here are protected and cared for.

Adults in charge of minors must have current background checks and clearances and/or signed permission from the parents. In addition to those clearances, the following rules and procedures will be followed.

SUPERVISION:

Supervision procedures are designed to reduce the possibility of abuse to children or vulnerable adults and to protect staff persons and volunteers from unwarranted accusations. These are MINIMUM standards and each children's activity may adopt more stringent requirements as necessary.

1. Minimum supervisory standards will include the "two-adult rule". The two-adult rule requires that no matter the size of the group, there will always be two unrelated adults present. This may include the presence of an adult "roamer" who moves in and out of rooms. At least one adult must have current clearances.
2. No child will be left unsupervised while attending a Mission Central activity.
3. Each room or space where children are being cared for shall have a window in the door or the door shall be left open. All activities should occur in open view.
4. Should the children's activity be an outdoor program or occur in a setting which makes it difficult to comply with this Policy, the staff person in charge of the activity shall take appropriate measures to make sure that the setting suits the activity, and the children are properly supervised.

5. Registration materials for activities in which children are outside of the direct supervision of their parents/guardians shall require signed written permission forms.
6. All participants who can understand a covenant shall sign a participation covenant. This covenant can be in the form of clear, posted or printed rules that are explained to the participants at the outset of the program.
7. No person shall supervise an age group unless he/she is AT LEAST 18 years of age or older and is 5 years older than the children being supervised.
8. Accurate participation records shall be maintained for all children's activities. At a minimum, these records should list the date and hours of the activity, its location, the names of the children participating (including whether any were dismissed early and the times of such dismissals), and the names of the adults involved directly in the activity and other supervisors on site that day.
9. When using the restroom, minors will go in groups of at least three. If an adult must escort a minor to the restroom, the adult will remain in the hallway with the door held open.

Reporting:

If you see any abuse occur or are made aware of any abuse, please notify a Mission Central staff member immediately. **In any instance where someone is in danger or if you feel it is warranted, please call 911 immediately and then report to a Mission Central staff member.**

Please remember that unless you witness the abuse occur and need to intervene due to someone's safety, an investigation must occur for the protection of all involved.

Any person who is the object of the abuse report will be required to refrain from all children's activities until the incident has been resolved or the investigation is complete. **Use discretion when removing anyone from children's activities.**

If media is involved, volunteers are not permitted to speak on behalf of Mission Central. **Please refer all media requests to a Mission Central staff member.**