

# SafeConduct™ Policy & Procedure

## Frequently Asked Questions

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1. Is the training available to everyone? YES – We will setup access to the Praesidium training system for all those that work with youth and vulnerable adults for the church. Anyone else within the congregation is able to ask for access and will setup your access to be able to take the training. The Presidium training system and program is available to all UCC churches free of charge.
2. Is it available on line? YES – Once it is approved at annual meeting to be implemented, we will be posting the policy on our church website. It will be located on same page as the church by-laws and constitution. We will have separate links for different pieces of the policy, like the Emergency Manual, Sex Offender Policy & Covenant, Users Duties, etc.
3. Is it consistent with the law? YES - It is in alignment with State of NH laws.
4. Is it consistent with UCC? YES – It is in alignment with NH UCC Emergency Manual, revised to meet our church needs
5. How will this be communicated to our youth? Our Sunday School teachers will review and practice the emergency procedures with the youth on a regular basis. It is expected of the parents/guardians to review this policy with their children around code of conduct, appropriate and inappropriate conduct, and any other sections that pertain to their family.
6. Page 18 on Physical Contact, is there a difference between adult to youth and adult to adult? YES – It is really common sense if you view it from the point of the youth and/or vulnerable adult.
7. Will everyone that works with youth and vulnerable adults require a motor vehicle background check? Only those that transport for the church, like when the youth go on trips the drivers for that activity, we would need to validate their MV record.
8. What about folks that drive others to church on Sunday, like from Taylor? If you drive folks to church on your own than the church will not need to do a MV background check. But if the church asks you to pickup or drive a youth or vulnerable adult on behalf of the church, then yes, a MV record will be required and the insurance coverage noted in the policy will be required as well.
9. The ratios of 2 persons, is that required for even when the church is used for like piano lessons with one youth? Because you're on-church property, yes the policy needs to be followed but as noted in the policy if a 2<sup>nd</sup> person is not available and you have written approval from the parents/guardian that they are ok with you being 1 on 1 with their youth, then you are covered.

You can even use the parental permission form in the policy and write the specifics of piano lessons dates/times/etc. if you want.

10. What about times that we only have one person in the church? We should always have 2 for protection of each other. Especially when overnight.
11. What is a temple hug? When someone is in a wheelchair and you lean down and touch your foreheads when not able to do a full hug.
12. Someone violates the policy, like part of the code of conduct, what happens? We educate them of what the policy states, we help with training, it is all about helping to build a church community of safe conduct. We are an open and affirming as well as a peace, green church, that means we support everyone and help build our community based on the word of God. We do not punish and kick folks out for making mistakes.
13. What about active shooters, is that covered in this policy? YES and NO - We have violence in the church covered and because this is NH the law allows concealed carry. We do not state there are no guns on church property. Instead we are following what the UCC has in their Emergency Manual for the ALICE response plan.
14. Do we have training on active shooter ALICE response? Only what is in the manual. We do have the option to have the Sanbornton Police to come talk to us on how they handle active shooters and what they want us to do that aligns with the ALICE process.
15. Is the National UCC doing SafeConduct policies? YES - They are recommending that all UCC churches implement a SafeConduct policy and Emergency Manual, which is where we leveraged this policy and procedure from. We also leveraged the Insurance Board template and others from UCC and other churches to develop this for Sanbornton Congregational Church.
16. The access to the Praesidium training, can two people with the same email get access? YES – They use the other info on the access request form to create ID and Password for users. The email is only used to send your ID and Password to you with link to access.
17. Sex Offenders that have been convicted are public records on line, but what if not convicted? Yes - You don't know if there are sex offenders among you unless they tell you or they are convicted and you search your community for known offenders. This sex offender policy is to address a convicted offender that wants to attend church and is allowed to as part of their parole and/or part of their program to re-enter the community. The covenant is not for non-convicted offenders of abuse, that is why we have the Code of Conduct, the training, and this policy to be implemented to help support our congregation and families to be safe.