

Wesley Monumental United Methodist Church

Overview of Screening Policy

Because we love children and youth and desire to protect them, all staff members and volunteers working with children or youth are required to complete the following screening steps before ministry work or volunteer placements begin.

STEP ONE: Screening Process (required for staff and volunteers)

Staff members required to:

- complete an Employment Application and complete an in person interview
- provide references to be checked

Volunteers are required to:

- complete the Volunteer Application and complete a Volunteer Interests discussion
- provide references upon request

STEP TWO: Policies & Procedures (required for staff and all volunteers)

All staff members and volunteers are required to review the policies contained in the Safe Sanctuaries Policy and sign the Safe Sanctuaries Policies and Procedures Acknowledgement on the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP THREE: Criminal Background Check (required for staff and all volunteers)

All staff members and volunteers working in children or youth activities or programming are required to undergo a criminal background check. Written authorization must be given by the staff member and/or volunteer for the background check to be started.

The official background check vendor for Wesley Monumental is Secure Search. Staff and volunteers will have a criminal history check run by name, DOB and/or social security number.

Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with children and youth:

- Child abuse, whether physical, emotional, sexual, or neglectful
- Violent offenses, including murder, rape, assault, domestic violence, etc.
- Persons having a Criminal History of DUI or DWI conviction within the (5) years immediately prior to application shall not be allowed to act as a driver.
- Persons having a Criminal History of a drug related conviction within the ten (10) years immediately prior to application shall not be allowed to volunteer.

STEP FOUR: Training – Child/Youth Abuse Awareness Training

It is required that all staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to the Pastor or a member of the Safe Sanctuaries Committee. All staff members and volunteers are required to complete an annual Safe Sanctuaries Training as designed by the Safe Sanctuaries Committee. This training session will include, but is not limited to, information regarding the Safe Sanctuaries Policy, the signs of possible abuse and the process for reporting suspected child abuse. First Aid and CPR training classes will be offered on an annual basis through WMUMC. Certified adults are encouraged to participate in the training classes and to be certified in basic first aid and CPR. All are required to watch the video link here

<http://www.sgaumc.org/trainingvideos> . Select the **Volunteer Training** video that is 34 minutes in length.