

# Safe Sanctuary

Ministry with Minors

Information to be given to all volunteer & staff applicants:

- Executive Director Letter
- Child Sexual Abuse Position Statement
- Code of Ethics and Rules for Those Working with Children and Youth
- Texas Annual Conference Consent to Perform Criminal History/Background Check
- Acknowledgement of Safe Sanctuary Policy



# CY-HOPE

Making Life Better for Kids in Cy-Fair



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Dear Cy-Hope Volunteer,

Thank you for volunteering to serve with Cy-Hope. You will have an opportunity to contribute significantly to make life better for children in Cy-Fair.

Like you, the staff at Cy-Hope cares deeply about the children who have been entrusted to our care, and we will take every precaution to protect them. In order to minimize the risk to our children and youth, we require all our volunteers who have contact with children and youth to submit to a criminal background check.

Please read over our Safe Sanctuary policy and sign the attached acknowledgement form. This policy isn't merely to teach us appropriate interaction with children, but also know how to shelter our kids from others. I know the vast majority of us know how to relate appropriately to children, but these are the signs of the times, and I appreciate your continued cooperation.

Cy-Hope already has a Safe Sanctuary policy in place. However, in order to be fully compliant with the new Texas Annual Conference program, we need to make some changes. We will begin using forms provided by the Conference and doing our searches with the company the Conference has contracted with. This new program is very thorough because it searches over 150 databases nationwide. This is a good thing.

Attached you will find a form that I'm asking you to fill out A.S.A.P. and return it to your staff liaison or to the Business Office. Rest assured that we only check for criminal activity. Thanks again, and God bless you for serving our kids.

Thank you,

Lynda Zelenka  
Executive Director

# Cy-Hope

## Child Sexual Abuse Position Statement

Cy-Hope, in desiring to provide a safe and caring environment for our children and youth and to protect those who work with our children and youth, has adopted the following guidelines and precautions:

- I. Procedure for Screening Individuals Working with Minors
  - A. Each volunteer/paid worker will fill out a Texas Annual Conference Consent To Perform Criminal History/Background Check.
  - B. Volunteers/paid workers will be required to provide three (3) references.
  - C. Director of appropriate age group reviews applications.
  
- II. Policy Statement for Workers with Minors
  - A. Adults who have been convicted of physical and/or sexual abuse will not be allowed to volunteer service in any Cy-Hope sponsored activity or program for children or youth.
  - B. Adult volunteers/paid workers should observe the "Two Adult Rule" - never be alone with a minor whenever reasonably possible - and all others listed in the Code of Ethics and Rules for Those Working with Children and Youth.
  - C. If an adult volunteer desires to plan an activity off campus, she/he must:
    1. Request permission well in advance from appropriate age-level Director.
    2. Coordinate with staff member to notify parents, in advance, of specific plans.
    3. Have at least one other adult present whenever reasonably possible.
  - D. All trips that require overnight stays must follow all approved information guidelines and sponsor requirements for camps and other trips. Any and all adult chaperones supervising overnight stays of minors must have been approved by designated Director and have an approved current Safe Sanctuary on file. There must be at least one male and one female chaperone for any overnight event involving children of both sexes.
  
- III. Response Plan
  - A. All workers should report any signs of abuse to age-level Director within 24 hours. Age-level Director will report all information to the Executive Director.
  - B. If any worker is accused of abuse, the appropriate age-level Director will immediately contact the Executive Director.
  - C. Thereafter, the appropriate course of action will be determined on a case by case basis.

# Cy-Hope

## Code of Ethics and Rules for Those Working with Children and Youth

- ▼ Youth/Children/Preschool volunteers and staff will each serve as a positive role model for youth and children by maintaining an attitude of respect, loyalty, patience, courtesy and maturity. Workers will be expected to act and react with love and understanding in all situations.
- ▼ Smoking or using tobacco products, alcoholic products or illegal drugs in the presence of children or youth is prohibited.
- ▼ Youth/Children/Preschool volunteers and staff shall not use profanity in the presence of children or youth.
- ▼ Youth/Children/Preschool volunteers and staff must treat children and youth of all races, religions and cultures with respect and consideration.
- ▼ No adult leader should initiate or encourage inappropriate physical or intimate contact with or among children or youth. Setting appropriate boundaries is the responsibility of the adults.
- ▼ No child or youth shall be disciplined by the use of spanking, hitting, slapping or any form of physical punishment.
- ▼ Verbal reprimands shall not include destructive criticism, insults, offensive language or screaming.
- ▼ Youth/Children/Preschool volunteers and staff will do everything in their power to avoid being put in a situation where they are alone with a child or youth other than their own, and whenever reasonably possible, observe the "Two Adult Rule" -never be alone with a minor.
- ▼ Youth/Children/Preschool volunteers and staff who transport minors in a personal, church or leased vehicle must authorize a driving record check and be on the insurance approved drivers list.
- ▼ Any inappropriate conduct or relationship between an adult worker and a child or youth shall be promptly reported to the Executive Director.
- ▼ Any violation of this code or these rules may be grounds for removal of a volunteer or staff member.



The following are my responses to questions about my criminal history (if any).

1.  YES  NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (Exclude minor traffic misdemeanors).  
If yes, please provide details below.

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense:     /     /

Details of conviction:  
\_\_\_\_\_  
\_\_\_\_\_

2.  YES  NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense?  
If yes, please provide details below.

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Details of offense:  
\_\_\_\_\_  
\_\_\_\_\_

3.  YES  NO Have you ever received probation or community supervision for any federal, state or municipal offense?  
If yes, please provide details below.

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Details of supervision:  
\_\_\_\_\_  
\_\_\_\_\_

4.  YES  NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

Country: \_\_\_\_\_ City: \_\_\_\_\_ Date of Offense: \_\_\_\_\_

Details of conviction:  
\_\_\_\_\_  
\_\_\_\_\_

5.  YES  NO As of the date of this consent form, do you have any pending charges against you?  
If yes, please provide details below.

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Arrest \_\_\_\_\_

Details of pending charges:  
\_\_\_\_\_  
\_\_\_\_\_



# Safe Sanctuary Acknowledgement

Ministry with Minors

I have read and understand the  
Cy-Hope Safe Sanctuary Ministry with Minors Policy.

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Employee/Volunteer Signature

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Date



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