

APPENDIX 9  
**Safe Sanctuary Policy and Procedures: Child, Youth, and Adult Safety**  
**Cowan Fellowship Church (CFC)**

**IMPLEMENTATION CHECKLIST**

As stated in the *CFC Safe Sanctuary Policy*: “The CFC Safe Sanctuary team will meet quarterly to evaluate the safety policy and its implementation during the previous quarter and will revise policy and procedures as appropriate for the next quarter.” (page 1, Policies & Procedures section).

**Date of Policy Review:** \_\_\_\_\_

**Team Members: (Chairperson):** \_\_\_\_\_

1. In its Quarterly Review of the CFC Safe Sanctuary policy, the Safe Sanctuary team will:
  - Review the Safe Sanctuary policy, procedures and appendix items -- making changes as necessary to better reflect the needs of the church.
    - When policy, procedure, and/or appendix items have been revised the team will:
      - Present policy revisions to the Governing Council for approval;
      - Note the date of the Governing Council’s approval in the footnote of the revised policy or appendix item.
      - Update the following when revisions are made:
        - The master policy notebooks (the kitchen copy and the pastor’s copy)
        - The church website
        - Provide copies of the revisions to the pastor, program leaders and volunteers (as specified on page 1, Policies & Procedures section).
  - Update the congregation about policy changes with reminders that the policy updates are posted on the church website ([www.cowanfellowship.org](http://www.cowanfellowship.org)), a policy notebook is available in the kitchen, and that personal copies are available upon request.
  - Annually in January send policy revisions made in the previous year to;
    - **Conference UMC**; <http://www.tnumc.org/>; 304 S. Perimeter Park Drive, Nashville, TN 37211; 615.329.1177; Fax: 615.329.0884.
    - **Presbytery of Middle TN**; <http://www.presbyteryofmiddletennessee.org/>; 618 Grassmere Park Drive, Suite 2, Nashville, TN 37211; 615-332-3330; Fax: 615-332-3337.
2. Do periodic checks of the following items:
  - The policy notebook is in its place in the kitchen for access to all.
    - Check the kitchen notebook for adequate “ready to use copies” of the following appendix items (to allow for spur of the moment activities):
      - Volunteer Guidelines for Children/Youth Programs
      - Volunteer Sign-In Forms
      - Volunteer Application

APPENDIX 9

- Volunteer Training Topics
  - Parent Permission Forms A & B
  - Child/Youth Sign-in and Sign-out Forms
  - Child/Youth Protection Incident Reporting Form
  - UMC TN Conference Background Check Information
  - Implementation Checklist
- Completed documents are securely stored in the filing cabinet in the pastor’s study to be kept for five years (includes Sign-In Sheets for children/youth & volunteers, Permission Forms, Incident Reporting Form and associated documentation, Volunteer Applications, Background Check Results, notes from parents/guardians, anecdotal records, etc.
  - Refresh the First Aid Kit as items are used.

.....  
**ATTACH A COPY OF THE SAFE SANCTUARY TEAM’S SUGGESTED REVISIONS FOR REVIEW BY THE GOVERNING COUNCIL.**

**This review was completed by the following members of the Safe Sanctuary Team:**

Chair Person – Signature	Signature	Signature
--------------------------	-----------	-----------

Date: \_\_\_\_\_

.....  
**A report of this review was presented at the Governing Council Meeting on \_\_\_\_\_ (Date)**

**Action taken by the Governing Council: (Check One Below)**  
 **Approved as amended**       **Other Action (describe below)**

Pastor	Governing Council Secretary	Chair of Trustee’s Committee
--------	-----------------------------	------------------------------

\_\_\_\_\_  
Date