

The following rules apply to every event, activity and travel hosted by SUMC, the Ozarks North or other district or the Missouri Conference and attended by one or more participants.

- A. **Forms rule.** A parent/legal guardian of each participant must complete, sign and submit the following SUMC forms to the program director:
1. Participant Enrollment Form;
 2. Health Release Form;
 3. Special Event, Activity or Travel Consent Form prior to each special event, activity or travel that requires the form.

The person in charge ensures these three forms for each participant are current and appropriately filed.

- B. **Gender rule.** When a group consists of both genders, accompanying staff/volunteers must represent both genders.
- C. **Hall walker rule.** Any time fewer than two certified staff/volunteers are present at an event or activity in an enclosed room (such as a Sunday school classroom), a designated Safe Sanctuaries certified adult staff/volunteer walks the halls to supplement the one Safe Sanctuaries certified staff/volunteer. The hall walker also watches for inappropriate conduct in other parts of the building. In the event hall walker finds her/himself alone with a participant, the hall walker immediately finds a second adult as the circumstances require.
- D. **Motel rule.** A staff/volunteer and a participant may not share a motel/hotel room unless the staff/volunteer is a parent or legal guardian of the participant.
- Participants of the same gender may share a room adjacent to a room shared by staff/volunteers of the same gender with an open door connecting the two rooms. When no connecting rooms are available, participants of the same gender may share a room separate from a room shared by staff/volunteers of the same gender, subject to random room checks.
- E. **Open door rule.** All event or activity rooms must have windows or open doors that allow hall walkers to see inside.
- F. **Separate shower rule.** Males and females do not shower together. Participants and staff/volunteers do not

shower together. Designate separate shower times as necessary.

- G. **Sleeping area rule.** Males and females sleep in separate sleeping areas at all church sponsored events.
- H. **Special events rule.** Prior to events that target large numbers of guests, the person in charge coordinates with the Safe Sanctuaries Committee to create a Safe Sanctuaries event plan.
- I. **Staff/Volunteer to participant ratios rule**
1. Staff/volunteer to children under three years old – 1 : 4;
 2. Staff/volunteer to preschool children – 1 : 6;
 3. Staff/volunteer to elementary age and above children and vulnerable adults – 1 : 6;
 4. Staff/volunteer to work camp or mission trip participant – 1 : 4.
- J. **Touching rule.** It is OK to shake hands, lightly touch a shoulder or one hand, lightly hold a hand as in a “therapeutic touch,” give a “high five,” and give an “A-frame” or sideways hug. Avoid full frontal hugs, lap sitting, prolonged or inappropriate touch.
- K. **Travel rule.** Two adult rule applies, except spouses or a single staff/volunteer may provide rides for a participant if participant’s parent/legal guardian gives written permission. Youth may not transport other youth on trips beyond Stockton without a Safe Sanctuaries certified adult present.
- L. **Two adult rule.** At least two Safe Sanctuaries certified staff/volunteers must be present. If two cannot be present, the hall walker rule applies. In any situation in which one certified staff/volunteer is augmented with a hall walker, classes or small groups must meet in rooms with an open door or in an open space within sight and sound of others. Spouses may not serve as the only two certified staff/volunteers present.
- M. **Work camp and mission trip rules.** Staff/volunteer to participant ratio – 1 : 4 which includes at least two certified staff/volunteers present at each work site on mission trips. On mission trips, participants and staff/volunteers do not spend time alone with those served.
- N. **Exceptions to the rules** above may be approved by the Safe Sanctuaries Committee.