

# **SAFETY COORDINATOR MANUAL**

(Revised 2023)



**Providing Christ-centered missions  
that serve people in need and  
promote spiritual growth and  
leadership development in youth and young adults**

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## **Mission Week Leadership/Adult Roles**

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**DIRECTOR:** Carries out the preparations for the week-long mission; during the week, oversees the operations and leadership; has final authority for all aspects of the mission program.

**PROGRAM COORDINATOR:** In conjunction with the Programs Team, responsible for the spiritual and recreational parts of the week. This includes worship, fellowship times, and recreation activities. Some Program teams will also include a Worship Coordinator and/or Events Coordinator.

**ADMINISTRATIVE COORDINATOR:** Assists the Director and provides administrative support. This includes managing the paperwork, collecting receipts, and entering financial data. May also assist with other roles prior to or during the mission week.

**SAFETY COORDINATOR:** Instructs and reminds participants of safety practices and general safety awareness; monitors safety at the work site and at the host church during the week

**KITCHEN COORDINATOR:** Feeds the “ARMY”; oversees the kitchen; purchases and prepares the food with a team of 2-4 assistants, depending on the size of the work camp. Responsible for the mission week duties chart/chore chart.

**SITES COORDINATOR:** Responsible for all aspects of the home repair activities for the week. This includes assessing work sites prior to the week and coordinating the work during the week through Color Group Leaders and work teams.

**COLOR GROUP LEADER:** Facilitates the work of several work teams, which together make up a color group (i.e. Red or Blue color group). This person also transports large materials to the work site for the team and encourages the team when they need a little extra help or direction with a project.

**TOOL COORDINATOR:** Manages the tool inventory and construction/building materials.

**WORK TEAM ADULT:** Working with at least one additional adult, co-leads and works with a team of 4-8 youth and is responsible for their transportation and safety. They are an equal working member of the team.

## **Work Team Leadership Roles**

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Each work team member will serve in a leadership role. In order for everyone to experience all aspect of leadership, youth and adults will rotate through the leadership roles each day. Review the leadership roles and work with your team to determine leadership for each position for the following day. NOTE: depending upon the size of your team, one person may need to assume two roles on some days.

**Devotional Leader:** He/she leads the group in the lunch devotional using the pre-written devotion (usually found at the lunch table) and encourages the homeowner to join the work team during lunch and for the devotional.

**Safety Leader:** Completes the Safety Sheet for the job site each day. Constantly monitors the site to ensure the safety of everyone. Reminds everyone to drink plenty of water and wear sunblock when working outside. Verifies that a complete work team first aid kit is in the vehicle.

**Tools & Materials Leader:** Reviews the site work sheet and gets together all tools and materials needed for that day. Make sure all tools and materials are picked up at the job site at the end of the day and warehouse tools are returned to the tool shed. It is the group's responsibility to clean off the mud and clean the paint brushes prior to returning. Works with Color Group Leader to deliver oversized tools and materials.

**Food Leader:** Makes sure everyone gets his/her lunch, as well as lunches for the homeowner, into the ice chest (with ice or an ice pack) and the water jug is full (water and ice), and the ice chest and water jug are loaded in the vehicle. At the end of the day, empties trash, washes out ice chest and returns empty ice chest to the designated area at the end of the day.

**Team Leader:** Coordinates the efforts of the work team members, checks the progress of the day's work, encourages good workmanship, and resolves problems. NOTE: this is not the adult every day; youth are encouraged to take on this role throughout the week.

**Navigator/Social Media:** Using a WTA phone or GPS, inputs the address, follows along with directions, and provides guidance to the driver. In addition to helping the team get to and from the worksite, this role is also responsible for taking pictures. Again, using an adult's phone (or a stand-alone camera), this individual will be responsible for taking team pictures throughout the day, getting pictures to the Programs team to include in the slide shows throughout the week, and, if applicable, responsible for uploading to any social media site used throughout the week and/or a U.M. ARMY media database.

## **Safety Coordinator Responsibilities**

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The most important responsibility of an adult serving the youth in mission is to represent the ideal Christian role model. The moral, spiritual, psychological and physical safety of our youth is of highest importance.

Safety during a U.M. ARMY workweek is of utmost importance. In fact, it is so important that there is a separate adult role to focus the entire group on health and safety issues. Safety cannot be overemphasized. Accidents and injuries can be avoided with proper safety techniques.

As the Safety Coordinator, you are responsible for providing health and safety instruction and reminders to the entire group. Included in this responsibility are visits to the work sites to check on safe work practices, correct unsafe practices, and remind the work teams of safety. Although the work sites are a major concern for safety, all locations and events, including the host church and any off-site activities, are included in the responsibility of the Safety Coordinator.

Your participation in all aspects of the program is required, including morning and evening worship, and is an important model and support for the youth as well as other leaders. Your help is needed to help with the overall organization of the mission week experience. As an adult, please watch for and take action to correct unsafe or inappropriate behavior. Other leaders will depend on you to help with the overall mission week management.

## **Daily Responsibilities**

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### ***PRIOR TO THE MISSION WEEK***

Become familiar with safe work practices and U.M. ARMY policies. Read the material contained in this manual and any other material applicable to safety.

Develop a safety theme for the week and coordinate that theme with posters, banners, and other visual displays. These types of things help raise awareness and keep the concept of safety in front of the group throughout the week. Other ideas include recognition of good safety practices through inexpensive prizes and Safety Awards. Be sure to check with your Mission Week Director about your budget for the week. Some mission weeks have incorporated safety skits or videos as another way to keep safety in the forefront. If you decide to do skits or videos, be sure to supply details to Color Groups or Work Teams during Sunday night rotations.

### ***SUNDAY EVENING (or first evening of the mission week)***

- Recommend a fire drill/practice evacuation be conducted on Sunday evening.
- Decorate the host church with posters, banners, etc. promoting safety and the safety theme.
- Prepare safety sheets, handouts, and other materials promoting safety for distribution to the work teams during orientation.
- The Safety Coordinator may be asked to keep all medications in a safe place. Please check with your Director to determine if this will be part of your role.

- **IMPORTANT NOTE:** Safety Coordinators do NOT dispense medication but are charged with keeping it safe and making it available to participants as needed. You may need to remind youth to take their medication; however, refrain from dispensing the medicine. Unless you are a trained and certified medical professional, you are not legally certified to dispense the actual drugs.

### Sunday Night Orientation

- The Safety Coordinator will be asked to cover information about this role during the Sunday Night Orientation
- Some of the things you will want to review during this time are:
  - Explain how to use the Safety Sheet (this document will be part of the materials provided to the work teams). Explain the purpose of the Safety Sheet, when to fill it out and to whom it should be returned at the end of the day.
  - Review any other safety-related forms the team needs to complete throughout the week
  - Review materials covered in this manual, including
    - Safety Policies
    - Hazards
    - How injuries occur
    - Other safety procedures/policies
  - Review health information such as the need to stay hydrated, watch out for poison ivy, what to do in a medical emergency, etc.
  - Remind work teams not to drink water or accept food from the client's house.

### **DAILY**

- Work with program staff to integrate safety into daily programming.
- Have safety checks of vehicles before leaving for the work sites.
- Visit as many work sites as possible each day to check for safety, making sure to visit every team at least once throughout the week. Recognize safe practices and point out safety concerns. Ask to see the Safety Sheet (make sure it is filled out). You may want to take an ice chest with you filled with cold towels, popsicles, etc. so they will be glad to see you.
- Collect any completed forms required from each team

### **FRIDAY (or the last full day of the mission week)**

- Assist the Director and Tool Coordinator with the tool loading, if needed

### **SATURDAY (or the last morning of the mission week)**

- Clean up your Safety workstation
- Assist with any camp close out type of activities, as requested.

# SAFETY PROCEDURES

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- Safety Coordinator role will be part of the leadership team.
- Each day, a youth should be assigned as group safety leader for each work team.
- **Get plenty of sleep** each night.
- Limit scope of work done. Don't take on work that is too difficult, complex or dangerous.
- Know, understand and adhere to your local laws around the use of power tools by age limits.
- Each small work group must have a **first aid kit**.
- Each work site participant must have **gloves** (leather preferred)
- Each participant shall wear **safety glasses or goggles** when using power tools or while work is otherwise being performed on a worksite.

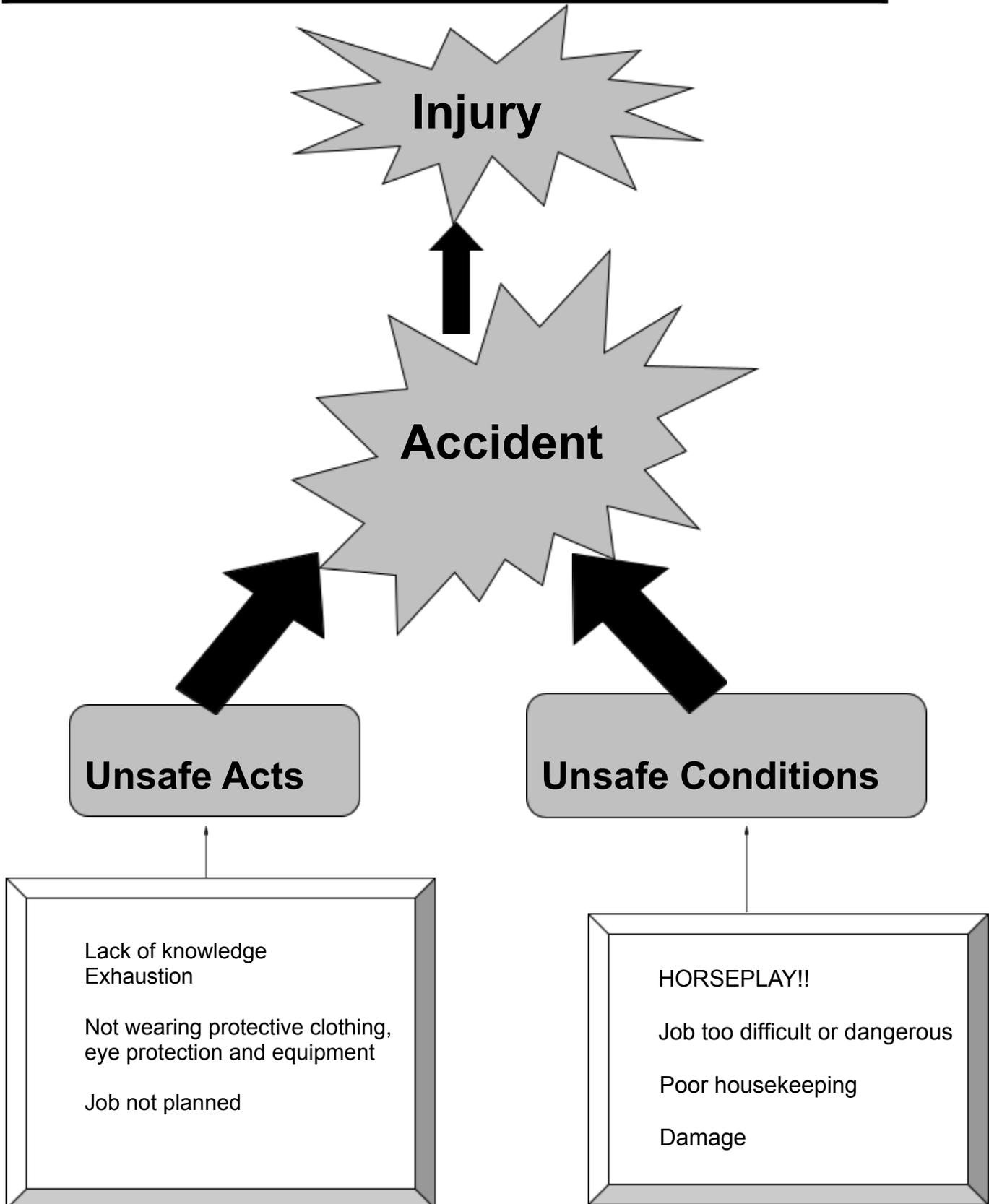
***NOTE: Safety codes and child labor laws vary by state, so check with your Director for a complete list.***

# POTENTIAL HAZARDS

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- Falling from roofs and ladders.
- Electrocution from faulty wiring, poor connections, or working around water.
- Misuse of hand tools (hammers, saws, knives, screw drivers).
- Misuse of **power tools** (circular saws and chop saws may only be used by participants 18 years and older).
- Stepping on nails, broken glass, and other sharp objects.
- Heat exhaustion.
- Poison ivy, insects and snakes.
- Tripping on debris, materials.
- Dust and flying objects entering eyes (yard work, power tools).
- Running (unfamiliar surroundings, improper shoes).
- Dropping things (smashed fingers and toes).
- Slipping in showers.
- Swimming in unfamiliar areas.
- Improper use or handling of ladders.
- **HORSEPLAY!**

# How Injuries Occur



## **NATIONAL APPENDIXES**

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### **Policy and Procedure Number:** CLDR 1- Selection of Mission Leadership and Adults

Volunteer, adult leadership will be selected based on an individual's demonstrated integrity, leadership traits, people skills, common sense, maturity, wisdom, and Christian faith. Each leadership position candidate (director and all coordinators) must be approved by the Region before the appointment is final.

The most important responsibility of an adult serving the youth in mission is to represent the ideal Christian role model. The moral, spiritual, psychological and physical safety of our youth is of highest importance. An adult whose criminal background, core beliefs, maturity level or known actions would place that safety at risk, does not meet the criteria for participation in the U.M. ARMY program.

U.M. ARMY participants come from a broad range of political and theological backgrounds. While we celebrate the compassionate discussions in love, U.M. ARMY is not the place for adults to encourage or discourage hot button political or theological conversation. Every adult must uphold the best interests of U.M. ARMY youth, the clients and the organization as their top priority.

Sexualized behavior or language on the part of any participant is inappropriate and unacceptable and shall be subject to disciplinary action. Such disciplinary action shall be determined by mission, and in extreme cases, Regional, leadership.

Prior to mission week, the senior minister of each participating church shall attest to the screening of all their participants and to each adult's character and fitness.

### **Policy and Procedure Number:** CLDR 2- Mandatory Training

Mission Directors and Program Coordinators will complete a mandatory training session each year. Other adults attending mission week will complete a training session each year that is provided by the Region. The Region and/or the Mission Directors will direct attending churches to the training session and/or information. Prior to mission week, the senior minister or participating church coordinator of each participating church shall attest to the completion of the training by their adults attending mission week.

**Policy and Procedure Number:** CLDR 4-Adult Volunteers

With the exception of employees of U.M. ARMY, all U.M. ARMY participants are volunteers. This precludes the hiring of any staff members, program or otherwise, either using U.M. ARMY funds or money from the participating churches. This does not preclude the paying of an honorarium for a one-time event such as a square dance caller for one evening, but rather applies to hiring someone for multiple day occurrences.

**Policy and Procedure Number:** PAR 1-Participant Guidelines – U.M. ARMY Mission Weeks

U.M. ARMY is dedicated to youth ministry. Current programs offered under the U.M. ARMY model are:

- High School Aged Programs – completed 8th grade thru completed 12th grade
- Mixed Aged Programs – completed 6th grade thru completed 12th grade
- BASIC by U.M. ARMY / Middle School / JUMMP– completed 5th grade thru completed 8th grade
- College/Young Adult – participants 18-24 years of age.

Young adult participants who have completed their first year of college or who are at least 1 year past high school are welcome to attend High School, Basic, or Mixed Age programs at the discretion of the Mission Director who will assign them supporting roles assisting adult leaders.

Each Region and the Mission Weeks they hold are located in a specific geographic area of a United Methodist Conference or Jurisdiction defined by their Region. Each Region must uphold the Safe Sanctuary policies of their specific conference and program location as well as the Safe Sanctuary Policy provided by U.M. ARMY.

For all High School, Middle School or Mixed Age programs the National policy defines the eligibility age of an adult participant, in a support or leadership role, to be 21 UNLESS it conflicts with the local United Methodist Safe Sanctuary policy, or is otherwise defined herein. If such a conflict arises the local conference policy must be followed by the Region.

Adults serving in support or leadership roles in young adult /college programs must be at least 25 years old.

Due to the team concept of U.M. ARMY, all participants are expected to arrive when the Mission Week begins and will stay until the week closes. No one may arrive late or leave early. Any deviation

from this National policy must be discussed and sanctioned by the Mission Director prior to Mission Week.

**Policy and Procedure Number:** PAR 5-Adult Conduct

Adults are expected to conduct themselves in a manner which serves as a positive, Christian role model for the youth and which affirms and supports the core values of U.M. ARMY. They should be relaxed and supportive of the youth. They should allow the youth to assume leadership roles and responsibilities on the team, advise when appropriate, ensure all work is safe, and exert authority when common sense requires. Adults should not dominate the team nor should they allow conduct which is unsafe, irresponsible, or unbecoming to U.M. ARMY. Adults are also expected to adhere to and enforce all U.M. ARMY policies and procedures.

Adults are expected to exhibit the highest standards of respect to individuals and should not tolerate degrading actions of any kind or for any purpose.

**Policy and Procedure Number:** SAF 2-Vehicle Safety

No passengers are allowed to ride in the bed of pickups or in trailers. No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21.

At the discretion of the Mission Director, college age participants may drive themselves.

Seat belts will be worn by all drivers and passengers.

All drivers must have a current driver's license and proof of valid automobile insurance.

**Policy and Procedure Number:** PAR 6-Adult to Youth Ratio

In order to provide sufficient adults, each participating church must provide a minimum number of adults for the number of youth participating based on the following ratio:

Minimum of two (2) adults for every five (5) youth for all High School, Middle School or Mixed Age Mission Weeks.. Young adults or college age persons do not count when determining the number of adults needed.

Minimum of one (1) adult for every 3 young adults or college age youth for Young Adult weeks with fractional values being rounded up to the nearest whole number.

**Policy and Procedure Number:** R/D 1-Mission Week Rules and Discipline

1. U.M. ARMY proudly defines its Mission weeks as a smoke-free, drug-free environment. All participants, adult and youth, are asked to adhere to the no smoking, no use of drugs, and no

weapon policy.\*

2. Participants are expected to abide by the U.M. ARMY Covenant of Conduct and safety guidelines.
3. Participants are expected to adhere to thoughtful, safe behavior in every aspect.
4. Everyone participates in all events unless physically or mentally unable.
5. No one may leave the host facility without permission of the Mission Director.
6. Dress will be modest and appropriate for a prescribed church related event. No T-shirts advertising alcohol or other objectionable material are allowed. Shirts must be worn at all times.
7. No one may enter the dorm of the opposite sex.
8. The use of personal electronic entertainment technology is strictly prohibited.
9. Cell phones and cell phone use by youth is prohibited
10. Cell phone usage is permitted for adult roles. Adults are expected to use their phones ONLY for the purposes of supporting U.M. ARMY activities. We ask that you respect our policy, as it pertains to our youth, and not use your cell phone for personal use.
11. Awards, skits and presentations should be in keeping with spirituality and not demeaning, crude or offensive in nature.
12. "Paint Fights" will not be allowed due to environmental concerns, the cost of paint, and the negative perception by the public.
13. Non-registered youth, including the host church youth, may not participate, as participants, in mission week activities. Host church youth are encouraged to register and participate in a U.M. ARMY mission outside of their home base. Youth and Adults in the host church and community are able to attend an event or function provided they are doing so as a member of the church group or community organization acting as that specific group and not as a U.M. ARMY participant. This policy is specifically set in place as our liability insurance only covers registered participants in any U.M. ARMY Mission.

**U.M. ARMY reserves the right in discipline cases to send a participant home.**

\*We acknowledge that law enforcement agents sometimes participate within their jurisdictional boundaries and are compelled to follow laws governing their service weapons. We ask that all law enforcement agents discuss this, at length, with the Mission Director prior to participation. This policy will be incorporated into the Mission Director manual and related adult training materials.

**Policy and Procedure Number:** R/D2-Misconduct of a Sexual Nature

U.M. ARMY affirms the United Methodist Church current Book of Discipline, Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church as incompatible with biblical teachings of hospitality, justice and healing. As the promise of Galatians 3:26-29, states all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender. While the *Book of Discipline* is written for the church, we adopt paragraph 161i, as the model that U.M. ARMY is seeking to achieve in its operations.

Sexual abuse within relationships occurs when a person in a leadership role engages in sexual contact or sexualized behavior with a participant, client, employee, youth or volunteer.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, which is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (the *Book of Discipline*, 161i).

Sexual abuse within a U.M. ARMY relationships involve a betrayal of sacred trust, a violation of the Christian role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

Misconduct of a sexual nature within U.M. ARMY interferes with its moral mission. U.M. ARMY stands in opposition to the sin of misconduct of a sexual nature in U.M. ARMY operations and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within U.M. ARMY and to take action deemed appropriate by the Mission Directors as guided by U.M. ARMY procedures and the principles set forth in the *Book of Discipline*. Further, U.M. ARMY seeks to create a nurturing environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

**Policy and Procedure Number:** R/D 3-Discipline Procedure

In matters where a participant has violated the rules of U.M. ARMY and disciplinary action is warranted, disciplinary action decisions reside with the Mission Director. The adult church representative of the participant should be involved in any disciplinary action. They can be a big help by giving you background or other pertinent information on the individual.

Other resources that could be involved depending on the offense are the Executive Director, Regional Director, Program Coordinator, the Participating Church Coordinator of the participant and participating Pastors— Most of these people have had years of experience (especially with youth) of dealing with problem cases. They will probably have some insight as to there being a way to modify the behavior of the participant that would allow them to stay in Mission. The goal here would be to fix the problem, not eliminate it if possible.

Regardless of the incident or whether any actions have been taken or not, all disciplinary discussions require the completion of an Accident/incident form which must be filed. The Mission Director must retain a copy and submit a copy to the Regional Director with the Mission Director's report. A copy should be given to the Participating Church Coordinator and the pastor of that church as well and reported annually to the Executive Director.

**Policy and Procedure Number:** R/D4-Safe Sanctuary Policy – Reducing the Risk of Abuse

### **Introduction to Policy**

The purpose of this policy is to address the safety of our youth and leaders at all U.M. ARMY events and mission weeks. The United Methodist Church and U.M. ARMY recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of youth and (2) to help protect workers from false accusations and/or suspicions.

### **Scope of Policy**

This policy and its provisions shall apply to all persons including all paid and unpaid leaders, whether lay or clergy, who have any direct or indirect contact with youth and who participate in any activities or events sponsored by U.M. ARMY.

### **Definition of Youth, Young Adult and Adult**

- Youth are U.M. ARMY participants registered as youth.
- Young Adult is someone 18-20 years of age with a high school diploma or equivalent.
- Adult is someone who is twenty-one (21) years of age or older.
- Young Adults and Adults are, collectively, Leaders.

- Nothing within this policy shall be interpreted as an obligation of U.M. ARMY to accept the registration of an adult as a Youth. U.M. ARMY reserves the right to refuse any registration of any individual.

## **Supervision**

Recognizing that there is safety in numbers, youth will be instructed to use the “buddy system.” Conceptually meaning, Youth should consciously avoid situations where they are separated one on one with anyone. It is also strongly encouraged that there be at least one leader who is trained and certified in First Aid and CPR at each mission week.

Supervision for Youth:

- U.M. ARMY leadership shall observe the “2 Deep Rule” when Youth are present, where possible (2 Adults per room, 2 Adults within line of sight when outdoors). For example, where Youth are present at a client’s home, the 2 Deep Rule shall apply. The client shall not serve as a Leader unless that client has undergone the same screening and approval process required of participating Leaders.
- Exceptions to allow 1 Adult/1 Young Adult may be made with the approval of the Director on a case by case basis.
- Exception to allow second Leader to float between work sites that are closely situated, e.g., within the same neighborhood
- Exception to allow 1 or no Leaders in a confined room on a worksite (e.g., painting a small bath), in which case, the door shall remain open and the Leader(s) shall be within the line of sight/ear shout.
- Any one-to-one mentoring or consulting with a Youth shall be conducted in sight of another Leader.
- Adults, Young Adults, and Youth shall not provide supervision for children and other youth who are members of the local community

## **Overnight Accommodations**

- At least (2) Leaders shall be present in every room where possible.
- Where it is impossible to have two (2) Leaders present in each room, Leaders shall sleep in separate rooms from Youth.
- Sleeping accommodations shall be separated by gender. In the event a participant (Youth, Young Adult or Adult) requests an alternative accommodation, the Director shall call the U.M. ARMY Executive Director for guidance.

## **Transportation**

- All Youth shall be transported by a licensed Adult in a registered and insured automobile and shall wear seat belts at all times.
- One (1) Adult may provide transportation for two (2) or more Youth. An Adult may provide transportation for their son or daughter without other Youth being present.

One Youth may be transported by one Leader if emergency circumstances warrant.

## **Definitions of Abuse**

- Verbal Abuse– Any verbal act that humiliates, degrades or threatens any child or youth.
- Physical Abuse– Any act of omission or an act that endangers a person's physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.
- Sexual Abuse– Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of a Youth, 6) sexualized behavior that communicates sexual interest and/or content. Examples include but are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse.

## **Screening for Leaders**

Careful screening is one way to prevent the abuse of children and youth. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

- Each participating church is responsible for conducting references and screening applications for its Leaders. All screening and documentation shall be done in accordance with guidelines consistent with its respective United Methodist Conference.
- If the applicant is found to have been involved in, or credibly accused of, any activity in which the applicant abused or exploited children or youth, the applicant will not be approved. Any conviction of a crime against children or youth shall disqualify any applicant.

- Persons having a criminal history of any of the following types of offenses shall not be Leaders:
  - 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 five (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 five (5) years immediately prior to application shall not be allowed to participate in the event.

## **Training**

U.M. ARMY shall, through dependence on its participating churches, utilize Safe Sanctuary or equivalent trained Leaders. We recommend that at the beginning of each mission week a review of this policy be conducted by the Director.

## **Reporting of Incidents**

1. When a Leader suspects that abuse or any suspected violation of the applicable laws is taking or has taken place, he or she shall immediately notify the mission week Director for consultation and collectively report the abuse to the appropriate local law enforcement agency and/or child protective services. The Director shall contact the Executive Director immediately, and Leadership will cooperate fully with the investigation conducted by law enforcement officials or child protective services.
2. The Director shall address any needs the child or youth may have, medical or otherwise and report to the parent(s) and/or legal guardians(s) of the Youth.
3. The person suspected of abuse (respondent) shall, for the safety and well being of the Youth, be removed with dignity from further contact with the Youth until an appropriate investigation has taken place. The matter shall remain confidential. If the Director and or leader is the respondent, then the report should be made to the Executive Director.
4. Following the report of an incident, the Director shall document the report and cooperate fully with any investigation. Careful and confidential documentation is essential. The documentation should include the following:
  - a. The name of the individual observing or receiving the disclosure of abuse, including the date, time and place and any action taken by this person.

- b. The alleged victim's name, age, and date of birth.
  - c. Any statement made by the alleged victim.
  - d. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.
  - e. Any action taken, i.e. suspension of the respondent.
  - f. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.
  - g. Date and time of call to law enforcement agency, name of officer spoken to and content of that conversation.
  - h. Date and time of any other contacts made regarding this incident.
5. The Executive Director shall notify the pastor of the participating church for each of the involved Youth (with the permission of the parent(s) and/or legal guardian(s), unless the respondent is the parent or legal guardian) and respondent. Where the respondent is a pastor or church employee, the Executive Director shall notify the Conference/District authorities.
6. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness.
7. Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.

### **Media Response**

The Executive Director shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, all inquiries shall be referred to the Executive Director. No other Leader shall provide any information, and shall simply state that all inquiries will be answered by a U.M. ARMY spokesperson.

### **Appropriate Discipline**

Youth should be made aware that appropriate behavior is expected at all times during a mission week. Gentle reminders may be necessary when dealing with Youth. When these reminders don't work, then discipline needs to move to the next step. In cases where behavior persists, the Director, Adult(s) working with the Youth during the mission week, Adult from the Youth's church and the Youth's parent(s) and/or legal guardian(s) should consult and develop an appropriate plan. In no

case is physical discipline an appropriate measure to deal with problems. For serious offenses, the appropriate response will be to send the Youth home immediately. Parents and the adults from the Youth's church shall make proper arrangements.

### **Local Policies**

This policy was created with the intent to conform to safe sanctuary policies and guidelines of the United Methodist Church. Recognizing that U.M. ARMY is a national organization serving many United Methodist Conferences and that there may be diversity in the details of policies, where a mission week Director is given written notice reasonably in advance of a mission week that the local safe sanctuary policy of the local conference, a participating church or a host church has a more stringent requirement than what has been set forth herein, the Director shall take reasonable measures to comply with such policy. In the event that the Director believes that compliance with the policy is not reasonable given the circumstances, the Director shall present the issue to the U.M. ARMY Board of Directors. If the Director is provided notice of the policy without sufficient time to adequately adapt to the policy, the Director shall notify the Executive Director for guidance.

### **Policy and Procedure Number: SAF 1-Use of Hand Tools and Power Tools**

Work Teams will be encouraged to use hand held power tools such as electric drills, saber saws, or circular saws where labor laws allow.

The use of power hand tools and manual labor rather than more sophisticated hydraulic or pneumatic tools is purposeful and planned. Teams must rely upon each other and learn to work together to implement solutions for the client on their worksite with the tools at hand focusing on time with each other and the client rather than speed to complete the work.

As an example, adults and youth working side- by-side to scrape paint from homes builds team unity, sharing and strengthens the team. Some of these specialized tools can also pose a significant safety hazard; may require skilled adult operators and should not be operated by any of the youth participants.

Safety glasses or goggles shall be worn by anyone using power tools or while work is otherwise being performed on a worksite.

The safe use of hand tools and power tools should be instructed by each participating church prior to the Mission Week. It is the responsibility of each participating church to ensure that all of their participants have had instruction in the safe use of tools.

Tool Training is ongoing throughout the Mission week. Participants are encouraged to ask for training on the use of any tool they are not familiar with before they use it.

**Policy and Procedure Number:** SAF 3– Accident and Incident Reports

The Mission Director will ensure that Accident and Incident Reports are completed for every injury. These reports will be included in the final report mailed to the Regional Director. Injury Reports shall be reported to the Executive Director annually and will be reviewed and used to enhance the safety guide procedures. Each accident, injury or incident will be investigated to determine the root cause and recommended preventive actions.

Accidents and incidents requiring treatment at a medical facility shall be reported as soon as practicable to the Mission Director, Regional Director and Executive Director.

**Policy and Procedure Number:** SAF4-U.M. ARMY LEAD PAINT HAZARD SAFETY PROCEDURE

There is a possibility that some of the older homes may have existing paint, which contains an inorganic lead additive. This inorganic lead additive can cause health problems if a significant amount is allowed to get into your body. Inorganic lead can only get into your body by breathing dust particles or swallowing it. Keeping dust levels to a minimum, wearing dust masks and following good hygiene practices will protect ***you, your client, the local community and the environment.*** Paint that is produced and used today does not contain inorganic lead additives. If you suspect that the client's home you will be painting contains an inorganic lead additive, then are the basic lead protection procedures to be followed:

1. Exterior Paint: Wear gloves, masks and safety glasses at all times. Remove loose peeling paint with a high pressure nozzle on a garden hose, or pressure washer. If scraping is necessary, ***make sure the surface is damp.*** Spread drop cloths and dispose of them when you are done. Do not leave paint chips on the ground or around the house.
2. Interior Paint: Wear dust masks, gloves and safety glasses at all times. Clean surface with a damp rag prior to painting. Do NOT sand or scrape. Be especially careful on doors, door frames, and window sills and frames
3. *Always wash your hands* and face before leaving the work area, eating, drinking, or using the restroom.
4. Pick up and properly dispose of as much of any scraped paint as possible.
5. Place disposed paint pieces in a plastic garbage bag, seal garbage bags and place them in the trash can. If possible, sweep and mop flooring after cleaning up. Wash hands and *face after*

*cleaning* up and before leaving work area, eating, drinking or using the restroom.

6. Reapply lead-free, paint to scraped areas.

**Policy and Procedure Number:** SAF5-U.M. ARMY ASBESTOS HAZARD SAFETY PROCEDURE

Asbestos is a mineral fiber that was used extensively in older homes in a variety of products and applications such as floor tiles, ceiling tiles, exterior siding, and attic insulation. It is the microscopic fiber that, when inhaled, poses a significant risk factor, especially in large quantities. As long as the fibers are locked into their product and not airborne, they pose no risk.

For our purposes we should avoid removing or handling any asbestos product in a manner that would release fibers into the air. Standard dust masks offer no protection from these fibers. It is not uncommon to encounter asbestos on an older home. This product is typically 12'x24', about 1/8" thick, and installed on the exterior sides with pieces lapping over the top of each other similar to roof shingles. They are very brittle and often the bottom pieces are chipped or cracked. For missing pieces a replacement product is available that does not contain asbestos.

Asbestos siding can be safely water cleaned and painted with no health risks. **DO NOT** sand, scrape, or use a wire brush on asbestos siding.

**Policy and Procedure Number:** SAF6-U.M. ARMY BIOHAZARD SAFETY PROCEDURE

Latex gloves, or similar, are required when cleaning the inside of a client's home, garage or storage area of debris and refuse. U.M. ARMY participants shall not handle medical equipment and/or medical supplies under any circumstances where a risk of exposure to biohazards exists. In certain situations, masks should be worn to protect from dust and allergens that are in the air. Latex gloves and masks will give added protection from unknown hazards and unsanitary conditions. Avoid picking up hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or any unquestionable object.

**Policy and Procedure Number:** WS 1-Type of Work at Sites

U.M. ARMY limits itself to the minor repair of homes, maintenance, and modifications for handicap access and weatherization. Typical work would include painting, screen replacement, replacement of broken glass, repairs or replacement of porches, new steps and handrails, wheelchair ramp

construction, roof patching and/or new roll roofing, replacement of sheet rock, replacement of rotten wood, and yard work.

Work Teams will not do electrical repairs, plumbing repairs, or build additional rooms to a home.

Because of the legal and liability issues NO participant in a U.M. ARMY Mission is allowed to make repairs or do work on the following:

- Electrical components; including but not limited to wiring, plugs, wall outlets, switches, etc.
- Plumbing: including water, waste water, heating or natural gas.
- Major roof repairs.

Work Teams will be assigned to residential home repairs where there is permission from the property owner. The property designated as a U.M. ARMY work site must be owned by the current resident.

In some cases, work at a non-profit, church or local community site is appropriate. This should be discussed with the mission leadership and if needed the Regional Director.

## **REGIONAL APPENDIXES**

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- **Safety Guidelines (by region)**
- **Other Regional-specific information applicable to this role**