



Safe Sanctuaries/Gatherings Guidelines for Mission Service

UMVIM provides these general guidelines for your information. Your team is expected to review and follow your annual conference's Safe Sanctuaries/Gatherings policy. These policies have been put in place to: Prevent abuse from happening; help children and vulnerable adults feel safe in disclosing abuse; and protect volunteers and employees.

It is each team leader's and members' responsibility to provide a safe and secure environment for all children, youth, and vulnerable adults during the mission journey.

General Guidelines

- Follow your Annual Conference Safe Sanctuaries/Gathering Guidelines including background checks and Safe Sanctuary/Gatherings Training as required for UMVIM Team Leaders and team members.
- Be aware the signs of child abuse
- Report any concern or incident to the Team Leader or Site Host as trained using established procedures.
- Follow the host site Safe Sanctuary/Gathering Guidelines and their safety procedures and regulations.
 - Obtain those regulations ahead of time and train your mission team on their expectations and yours.
 - Discern appropriate physical touch of children/vulnerable adults.
- Team leaders are responsible for ensuring the Safe Sanctuary/Gathering guidelines and safety standards are part of the team training and are followed during the mission journey.
 - Consider safety in your activities with games and equipment.
 - Make sure your volunteer staff has a plan for emergency procedures.
 - Take a first aid kit with you.

Guidelines for Working with Children/Youth/Vulnerable Adults

1. Never be alone with a child.
2. There should be two adults with children, youth, or vulnerable adults at all times, and preferably a translator should be present for international teams.
 - Adults must be at least 5 years older than the oldest child in the group with whom you are assisting.
 - Leaders should be at least the age of 21 in order to oversee a group.
 - Wear name tags.
 - Take the time to get to know the children and let them warm up to you.
 - Hug the children only if they reach out to hug you first. This allows for sensitivity to the child's comfort level.
 - Perfect the side hug and provide appropriate touch.

- Make sure that you interact with the children in an age-appropriate manner.
 - Let the children come to you.
 - Appropriate example: a two-year-old coming to sit in your lap is appropriate but you should let the child come to you on his or her own and sit in your lap instead of taking the action to sit them there.
 - Inappropriate example, a twelve-year-old sitting in your lap.
- Gain permission to take pictures of the children, become pen pals, or communicate via social media.
- Never take children, youth, or vulnerable adults off site without permission and always with another adult and preferable with a translator, if applicable.
- Let the host or administrators of the facility pass out any gifts to the children.
- If you are staying in the same facility where children reside, do not stay in the same place with these children or share the same bathing facility.

Team Lodging

- Do not allow adults to stay in the room with minors.
- Boys and girls may not sleep in the same room unless there is no other option as a result of shortage of chaperones or because of the nature of the space. If they are in the same room and there is a divider available, it shall be used to separate the genders. If there is no divider available, the individuals should maintain a minimum must be three feet apart.
- There shall be at least one adult of the same gender in the sleeping quarter, two adults for each gender if there less than three youth/children are present.