Policy Name: Risk Management Policy

Date Adopted: MM/DD/YYYY

Date Reviewed: MM/DD/YYYY

**Purpose**

Southwest Indiana District Church of the Nazarene (SWID) sponsors multiple activities and events involving parishioners of all age groups. We will establish procedures and protocols to prevent harm where possible, particularly to those populations most vulnerable. In those cases where prevention is not possible, safeguards will be put in place to mitigate the level of risk. This policy is being implemented to protect participants in SWID events as well as workers.

**Safety Steps**

Documentation of successful completion of the following safety steps will be required of all district workers (employees and volunteers) who work with vulnerable populations e.g. children, students/youth and susceptible adults prior to placement:

* Sexual Abuse Awareness Training and Certification
* Screening Process
* Review of Pertinent Policies and Procedures
* Criminal Background Check

Please see the policy that is applicable to the specific population involved.

**Sexual Abuse Awareness Training**

Sexual Abuse Awareness Certification must be renewed every three years. Training is to be refreshed annually. Individuals not completing the recertification or annual training refresh within 30 days of his/her renewal date will be suspended from working with any vulnerable populations until it is successfully completed.

SWID has chosen MinistrySafe to house this training and the accompanying records. SWID will pay the annual MinistrySafe access fee for the prescribed on-line training. The local church is responsible for paying the cost for all on-line certifications. In such cases where a volunteer is not involved in local student or children’s ministries, the appropriate SWID Department will bear the cost of the certification.

**Criminal Background Check**

Criminal Background Checks must be renewed every three years. The local church will pay any direct fees associated with completing a criminal background check for all volunteers working with students or children at the local level. In such cases where the volunteer is not involved in local student or children’s ministries, the appropriate SWID Department will bear the cost of the check.

SWID will accept a Criminal Background Check that is on file at a local church if:

* It was completed within the past three years
* The background check includes all areas equivalent to those provided by the service used by SWID.

**Reporting Abuse or Suspicions of Abuse/Neglect**

SWID has a **zero tolerance for abuse** in any and all programs, activities and events. Please see the pertinent policy for each vulnerable population for the proper steps to follow to report abuse, suspected abuse/neglect or suspicious or inappropriate behaviors. The entire process should be completed in two hours or less; time is of the essence.

We must be diligent to report any unacceptable behaviors expressed by anyone at an event e.g. participants, workers, visitors. You are to err on the side of reporting if there is any question.

If there appears to be evidence of abuse or neglect prior to an event, it is critical that this be documented via the same reporting steps as referenced above. Pictures should be taken as a part of the documentation. Reporting to authorities may be required and is typically undertaken after consultation with the District Superintendent and legal counsel.

In no way is any provision in this policy meant to discourage any staff member or volunteer from *personally* reporting a suspicion of abuse or neglect to the appropriate law enforcement agencies. In fact, they are encouraged to do so if they believe abuse or neglect might have occurred.

**Publicity**

SWID will take all reasonable steps to keep any reports of potential violations private as well as any ensuing actions required. It is not the intent to bring harm to anyone as a result of following our risk management processes. We understand how individual’s lives can be severely impacted by such events. However, some communication channels and/or reporting requirements may be beyond the control of the District.

**Incident Reporting**

All incidents occurring during a SWID-sponsored event are to be verbally reported to the responsible District department head e.g. SWID NYI President, SWID NMI President, SWID SDMI Chair or their on-site designate. The department head or their designate is to consult with the District Superintendent regarding appropriate next steps e.g. necessity to gather information in writing from the individuals involved in/witnessing the incident, what is the proper form on which any documentation should be placed, who are the potential liable parties, are there any legal reporting requirements, etc.

**SWID-Sponsored Events**

A SWID-sponsored event is one where SWID has entered into a contractual arrangement to lease or rent the site for the event e.g. district assembly and conventions, Lock-ins, etc. SWID will be responsible for ensuring that the SWID leaders have all safety steps completed that are required for this type of event. The participating local churches will be responsible for ensuring that their leaders have completed all required training and background checks.

**SWID-Led Events**

A SWID-led event is one typically held at a local church but coordinated/led by SWID leaders e.g. Bible quizzes located on the district. SWID will be responsible for ensuring that the SWID leaders have all safety steps completed that are required for this type of event. The participating local churches will be responsible for ensuring that their leaders have completed all required training and background checks.

**SWID Department Responsibility**

SWID Departments (primarily NYI and SDMI) are responsible for ensuring that the sections of this policy that apply to their ministries and the related Student Ministry Policy and Children’s Ministry Policy are followed and enforced including the confidential storage of all documents created pursuant to these policies.

**Safe Storage**

Arrangements will be made to provide cloud storage for all confidential documents pursuant to this and related policies and activities. Documents are not to be duplicated; rather they should be accessed via the cloud. Lists of approved volunteers pertinent to each event should be printed and available only to the specified SWID leaders with a need to know.

**Parental Consents**

SWID parental consents are required for any SWID-sponsored event involving sports activity, an overnight stay and/or SWID-provided transportation e.g. camps, Celebrate Life, regional Bible quizzes, mission trips, etc.

**Policy Review**

This SWID Risk Management Policy and all related policies are to be reviewed at a minimum every three years.

**Definitions**

**Vulnerable Adult Population:** is a person: 60 years of age or older who has the functional, mental, or physical inability to care for himself or herself or who has a developmental disability as defined under RCW [71A.10.020](http://apps.leg.wa.gov/RCW/default.aspx?cite=71A.10.020).

**Zero Tolerance:** a policy of giving the most severe punishment possible to every person who breaks the policy.