

## Ministry Standards for The Protection of Youth & Vulnerable Adults

### Intent of Ministry Standards

These ministry standards are intended to provide a safe environment for youth and vulnerable adults in a variety of circumstances. From time to time it may not be possible to fulfill the standard to the letter. Permission is granted to SoCal Mission Inn employees and volunteers in leadership to waive a standard with justification. If it is found that consistent fulfillment of a standard is not practicable, the matter shall be elevated to the Pastors of First Christian Church Orange for resolution or amendment of these standards.

### Adult-Youth Ratios

For all activities, an adult-youth ratio of 1:5 shall be maintained, except that a ratio of 1:20 may apply to a classroom environment with youth above the age of 14.

In all cases, an employee or volunteer under the age of 18 working with minor children shall be under the supervision of an adult over the age of 21.

Employees or volunteer leaders under the age of 21 shall not supervise or lead a youth group in which the oldest participating minor is less than four years younger than the supervisor/leader.

### Bathrooms and Out-of-the-Way Locations

The following practices shall apply to supervision of bathrooms and changing areas:

1. Minimize presence of diverse minor age groups at the same time.
2. No employee/volunteer shall enter with a single unrelated youth unless the entry door is ajar (propped open) in a way that the employee/volunteer can be observed by others.
3. Employees and volunteers in leadership are randomly check bathrooms to assure their security.
4. The following areas are off-limits: Fireside Room Storage areas

### Transition and “Free” Time:

Due to the nature of out-of-town mission trips, youth will periodically not be engaged in a supervised activity led by SoCal Mission Inn. Supervision by adult leaders of youth groups shall be maintained during free time to minimize the opportunity for security breach or youth-on-youth incidents.

## **Transportation of Youth:**

Each group is responsible for their own transportation.

Transportation of youth, whether in buses, vans, or private passenger vehicles, is a serious responsibility. Especially when utilizing private vehicles of employees and volunteers, utmost care shall be taken in view of the risks associated with managing transportation.

The following standards shall apply:

1. No employee/ volunteer/ group leader shall transport a single minor that is not his/her own, except as may be required in an emergency with the approval of a supervisor. Communications shall be established to verify the whereabouts, expected arrival, and change of custody of the child.
2. Any driver operating a vehicle which holds 16 passengers or more, including the driver, shall possess a valid Commercial Driver License (CDL).
3. Adult-youth ratios shall be maintained and within the safe loading limits of the vehicles being used.
4. All passengers are to be seated and to use safety belts.
5. When passengers must disembark at a rest facility or destination, care shall be taken to obtain a headcount on arrival and departure. All passengers shall be required to complete a trip on the same vehicle to assure accountability.

## **Off-site Activities (Day Trips)**

Off-site activities are the responsibility of each group's adult leaders. SoCal Mission Inn expects adult leaders to maintain the adult-youth ratio of 1:5 at all times during their week at SoCal Mission Inn, even when engaged in off-site activities. Some settings may be appropriate for an alternate arrangement; please consult SoCal Mission Inn staff/volunteer leaders. All other supervisory rules and expectations are to be made clear by the visiting group's leader.

# Ministry Standards & Background Check Signature Form

I, \_\_\_\_\_ hereby certify that I have received and reviewed a copy of SoCal Mission Inn’s Ministry Standards for the Protection of Youth and Vulnerable Adults.

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

## Background Check Information and Signature Form:

SoCal Mission Inn strongly suggests that background checks be completed on all adult participants (age 18 and older) in our programs. It is recommended that a national (or multi-state) criminal background check be completed, rather than a state or county check. Additionally, it is important to confirm that the company you are using for background checks is doing a thorough national or multi-state background check. If a national (or multi-state) background check has been completed within the last three years by your organization, it is not necessary to request a new background check.

SoCal Mission Inn has not set legal parameters on who can or cannot take part in our programs. Please do not send us the results of the background check. We are entrusting you and your church leadership with the responsibility to give adults approval to work with youth and children. We expect adult members of your group to abide by the ministry standards laid out in the document (Ministry Standards Form) attached to this form.

Please list the names of each adult (age 18 or older) leader in your group and indicate whether or not you have completed a national (or multi-state) background Check for each person.

	national or multi-state background check completed	Y _____ N _____
	national or multi-state background check completed	Y _____ N _____
	national or multi-state background check completed	Y _____ N _____
	national or multi-state background check completed	Y _____ N _____
	national or multi-state background check completed	Y _____ N _____

I, \_\_\_\_\_ hereby certify that  
(name of church)

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accepts full legal responsibility for the actions of the adults listed above whether a national or multi-state criminal background check has been processed. I will not initiate legal action against SoCal Mission Inn, First Christian Church Orange, or any staff or volunteers of these institutions due to illegal behavior committed by any of our group's adult leaders (age 18 or older).

**SoCal Mission Inn**

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