



NGWTE Safeguarded Servants



Introduction

The purpose of this North Georgia Walk to Emmaus (NGWTE) policy is to show our complete and steadfast pledge to the physical and mental safety of our team servants and participants who are youth, elderly or vulnerable. Our desire is for them to experience spiritual growth through participation in Walk to Emmaus, Chrysalis and Face to Face. To properly protect the youth, elderly and vulnerable in our community, this policy and accompanying procedures may be triggered by a reportable event on our premises, or by confession (or other admission) by a pilgrim, caterpillar or servant who is currently present onsite, as it relates to an offsite offense.

Covenant

As a Christian community, we enter into this covenant to the servanthood of sharing the Gospel in a manner that guarantees the safety and spiritual growth of all youth, elderly and vulnerable team servants and the adult team servants serving in partnership with them.

This covenant and policy are to be applied to all North Georgia Walk to Emmaus events including Walk to Emmaus weekends, Chrysalis weekends, and Face to Face encounters and any team preparation for the events.

Each NGWTE event team will ...

- Conduct training related to policies in serving with youth, elderly and vulnerable team servants
- Adhere to reasonable safety and security measures in serving with youth, elderly and vulnerable team servants
- Immediately and accurately report suspected incidents to appropriate team leadership

Anyone who suspects this policy is not being enforced should bring it to the attention of the event Board Representative ("Board Rep"), event Lay Director ("LD"), or the event Spiritual Director ("SD"). Note that this is a direct line of reporting; the intent is to eliminate any delay in reporting and to minimize the number of individuals who are made aware of the situation.

Safeguarded Servants Policy and Procedures

The NGWTE Coordinating Board ("Board") believes that the spiritual, emotional, and physical well-being of our youth, elderly and vulnerable team servants is imperative. We must do all that we can to nurture and protect these team servants. This policy is intended to provide a guide for the protection of the youth, elderly, and vulnerable team servants, as well as the protection of our adult team servants and the Board. This policy is enacted to insure that the parents, guardians, and team servants for NGWTE have a clear understanding of what the policies and procedures are regarding the safety of our youth, elderly and vulnerable team servants and participants. The leadership of NGWTE requests the cooperation of those who serve in this ministry, as they must abide by the guidelines of this policy.

This policy is primarily directed at protecting our youth. However, elderly adults and vulnerable adults also can face similar risk of abuse, and we must protect them as well. Safeguarded Servants is a good policy and it is the expectation of the NGWTE Board that this policy will be observed at all times, with all persons, youth, and adult.

Policy Standards and General Christian Moral Standard

Adult team servants who serve on a NGWTE event are required to adhere to these policies and standards as moral Christians.

Enforcement

All adult team servants who serve with youth, elderly or vulnerable team servants are charged with enforcing this policy. Any violation of these policies or persistent failure to follow these policies can result in the immediate



NGWTE Safeguarded Servants



dismissal from the NGWTE event or reassignment to another area of service at the discretion of the Board Rep, the LD, and the SD.

Admission or Confession of Offsite Incident

An admission of abuse by any pilgrim, caterpillar, or servant, which happened offsite prior to the current event, can result in the immediate dismissal from the NGWTE weekend event or reassignment to another area of service at the discretion of the Board Rep, LD, and/or the SD. Special consideration to confessions may include, at the discretion of the above-named authorities, removal of any youth members onsite (adult events), and/or the removal of the admitted offender.

Supervision of the Safeguarded Servants Policy

The Board will appoint a person with the responsibility of the oversight of the NGWTE Safeguarded Servants Policy. These policies govern all weekend events and team meetings held by NGWTE that involve youth team servants under the age of 18, elderly adults over the age of 60 or vulnerable adults. Generally, on a NGWTE event, the Board Rep, the LD, and the SD will work together to oversee these policies.

After the NGWTE event, the NGWTE Community Lay Director will oversee the administration of these policies, including any follow-up actions deemed appropriate. The NGWTE Board will take whatever action is reasonably necessary to fulfill this Safeguarded Servants policy.

These policies must be reviewed annually and re-approved by the Board and be presented during team training for all NGWTE events. These policies may be altered at any time with the approval of the NGWTE Board.

Classification of Adult Team Servants

Primary Servants. All adult servants in leadership or “head” roles with a greater responsibility shall be classified as Primary Servants and will be required to meet Primary Servant responsibilities. Primary Servants have the primary responsibility for supervision of all team servants. Examples are (but not limited to) Lay Director, Housing Coordinator, Kitchen Coordinator, Agape Coordinator, and Chapel Coordinator.

Secondary Servants. Secondary servants are all other team servant positions. These persons work with supervision of a Primary Servant. All servants are responsible for helping to adhere to Safeguarded Servants policies and procedures.

Guidelines for Team Servants

All Primary Servants must be 24 years of age. All team servants under the age of 18 must have written permission from a parent or legal guardian to attend the weekend event. Those without written permission will not be allowed to participate in the NGWTE weekend event.

Any person wishing to serve on a NGWTE event must have been a member or steady visitor of their home church for at least 6 months before being allowed to serve. This policy can be waived only by the Community Lay Director, on a case by case basis, when necessary.

Training

All team servants must have a Safeguarded Servants training as part of their team meetings. The training will provide information on abuse, safety, and an explanation of the policies.

Two Servant Rule

There must be two adult team servants who are not related to each other in an area when there is a youth, elderly, or vulnerable team servant present. This rule is for the protection of the youth, elderly or vulnerable team servant(s) as well as protection of the adult team servant(s).



NGWTE Safeguarded Servants



Roaming Rule

This rule allows for only one adult Primary Servant to be in a room when there is another adult Primary Servant regularly roaming the halls and the servant areas. When using this rule, doors must remain open at all times. If there is a Floater Servant available, they should regularly and randomly check servant areas for compliance.

Open Door Counseling

Any one-on-one counseling session with a youth, elderly or vulnerable team servant or participant will be done with the door open. If at all possible, it should be done when another adult team servant is nearby but not necessarily within hearing distance.

Transportation

Transportation to and from a NGWTE event is not the community's or team's responsibility.

Sleeping Arrangements

Large dorm rooms with multiple bunks are used during NGWTE and Chrysalis weekend events. The events are same-sex weekend events. The dorms are same-sex sleeping arrangements at all times. In the case of a different gender being present (usually spiritual servants or other volunteers), a separate house on the property is used for the opposite gender servants. There are to be two adult team servants in the dorm areas when servants, pilgrims or caterpillars are in the dorm areas on weekend events. The adult team servants for the dorm should sleep by the hallway doors in the dorm.

Electronic Communications

Email and other forms of electronic communications from adult team servants sent to youth team servants should be limited to information related to the NGWTE event only.

Communication of Policies

Copies of this policy will be available for all parents, guardians and other interested parties upon written request (by email or paper to the Community Lay Director). All team servants will receive a copy of this policy document during the team training manuals. Any revisions to the policy must be communicated as soon as possible. During team training, an educational briefing will be given to the team on Safeguarded Servants Policies. Each team servant will be required to sign a document acknowledging receipt of the training, receipt of the policies document, and agreement to adhere to the Safeguarded Servants Policies.

Reporting Abuse

NGWTE regards any form of abuse and evidence thereof as unacceptable and has a strict policy regarding the reporting of such abuse. This is potentially a criminal allegation and will be taken seriously. Any adult individual with knowledge of any form of abuse, and who has reasonable cause to believe the information is true, is bound by this policy to report.

Please do not hesitate to contact the Board Rep if you feel there is abuse occurring.

If any team servant becomes aware of an abuse allegation, he or she must report it IMMEDIATELY to the Board Rep assigned to the NGWTE event. All incidents, regardless of how minor, MUST be reported. If there is not a Board Rep on the grounds, then the LD and the HS must be notified. The Board Rep will immediately gather and document the facts from the team servant who is aware of an abuse allegation, and the Board Rep will work with that individual to report the abuse as soon as possible (either the same day, or within 24 hours at the latest). DO NOT "interview" the alleged perpetrator or the victim to try to get more information. Only report the information



NGWTE Safeguarded Servants



of which you were made aware. There is to be NO conversation related to the allegation with ANY other persons present, other than those listed above.

In Georgia, all calls related to youth abuse go to the Georgia hotline. That number is 1-855-422-4453 or 1-855-4ACHLD. All calls related to elder and vulnerable abuse go to 1-800-715-4225.

The Board Rep, the LD, and the HS will work with the NGWTE Community Lay Director in reporting abuse to appropriate law enforcement agencies. The individual who has first-hand knowledge of the incident must report the abuse to the proper authorities. If the individual who has first-hand knowledge of the incident refuses to report, then the NGWTE Community Lay Director will determine who is in the best position to report the incident and will follow-up to ensure compliance.

The Board Rep must complete the appropriate form for reporting back to the Board within 24 hours. Should the media become involved, only an approved community spokesperson (usually the Community Lay Director) should respond to media requests.

The following are definitions supplied by the Georgia Department of Family and Child Services related to youth:

- Physical abuse is injury to a child under age 18, by a parent or caretaker, which results in bruises, welts, fractures, burns, cuts, or internal injuries.
- Neglect is the failure of the parent or caretaker to see that the child is adequately supervised, fed, clothed, housed, or provided medical care.
- Sexual abuse occurs when a parent or other adult uses a child under age 18 for sexual stimulation.

The following are definitions supplied by the Georgia Division on Aging Services related to elderly and at-risk, or vulnerable, adults:

Abuse of at-risk adults occurs when someone intentionally causes harm or puts someone at risk for harm. Neglect occurs when someone intentionally or unknowingly withholds basic necessities or care. At-risk adult abuse can take several forms, including:

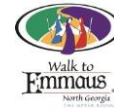
- **Physical abuse** - using physical force to coerce or to inflict bodily harm. It often, but not always, causes physical discomfort, pain or injury. It may include the willful deprivation of essential services, such as medical care, food or water.
- **Emotional abuse** - using tactics, such as harassment, insults, intimidation, isolation or threats that cause mental or emotional anguish. It diminishes the person's sense of identity, dignity, and self worth.
- **Sexual abuse** - any kind of sexual behavior directed towards an at-risk adult without the person's full knowledge and consent. A spouse, partner, family member or other trusted person can perpetrate sexual abuse.
- **Financial abuse or exploitation** - improperly or illegally using a person's resources for the benefit of another person, for example, using a Power of Attorney to gain access to an adult's assets for personal gain or using undue influence, false representation and other means to gain access to an adult's monthly government checks.
- **Neglect** - occurs when a caregiver refuses or fails to provide essential services (food, water, shelter, medical care, etc.) to the degree that it harms or threatens to harm an older and/or disabled adult.

Accidents

The Board Rep must be informed of all accidents that occur during a NGWTE event. The attached form must be filled out as soon as possible after the accident. There may be multiple forms completed for each adult team servant that witnessed or participated in the post-accident treatment. All forms must be presented to the NGWTE Board as part of the Board Rep's report of the event.



NGWTE Safeguarded Servants



Report of Suspected Incident of Abuse

Team servant observing/receiving disclosure of abuse:	
Address:	
Email and phone:	
Victim's name and age:	
County where victim resides (if known):	
Date / place of witnessed activity or conversation with victim:	
Victim's or team servant's statement:	
Person accused of abuse:	
Relationship of accused to victim:	
Board Rep receiving report:	
Date and time report received:	
Summary:	

[] Event protected by clergy privilege pending counsel. Documents will be maintained in great detail, including the notification of proper authorities by the Head Spiritual and Community Lay Director.

Name of parent or guardian contacted:	
Date and time contacted:	
Summary:	

Call to Department of Family and Children Services or Division on Aging Services

Spoke with:	
Date and time of contact:	
Summary:	

Call to Local Law Enforcement

Spoke with:	
Date and time of contact:	
Summary:	

Other Contacts Made

Spoke with:	
Date and time of contact:	
Summary:	