

IF YOU HAVE CONCERNS...

If you know of or suspect misconduct of any kind, immediately report the incident to the person in charge of the ministry or activity and a pastor. Similarly, if you learn of or suspect an incident of abuse or misconduct involving a church-sponsored activity, immediately report this to the employee supervising the activity and a pastor.

If you directly witness someone being abused in any way, take immediate steps to assure the safety of that person. Additionally, when child abuse is suspected, make an immediate report directly to Montgomery County Child Protective Services.

Known or suspected misconduct by a pastor shall be reported immediately to the Stated Clerk of National Capital Presbytery.

If you have questions or concerns about PPC's Safe Church Policies or any of our safe church practices, please talk with Associate Pastor Kendra Grams who administers PPC Safe Church Policies.

KEY CONTACTS

Stated Clerk-National Capital Presbytery

240-514-5348

Montgomery County Child Protective Services

240-777-4417

Pastor Sean Miller & Assoc. Pastor Kendra Grams

301-299-6007



SAFE CHURCH POLICIES SUMMARY

10301 River Road
Potomac, MD 20854
301-299-6007

www.potomacpresbyterian.org
admin@potomacpresbyterian.org

This brochure summarizes key points of PPC Safe Church Policies for members and volunteers; it does not comprehensively review the Policies. PPC Safe Church Policies can be reviewed in their entirety on the church's website or in the church office.

RATIONALE



All persons are created by God, in the image of God (Genesis 1:27). Thus, every person possesses an intrinsic dignity and is of inestimable worth. Throughout scripture, God calls us to honor the integrity of each person and to reflect God's love, care, and respect for all of humanity. Jesus taught, healed, and ministered to all who came to him, treating them with dignity and respect. And, Jesus charges us to love one another

as he had loves us (John 13:34).

God intends for the church to be a safe place for all to encounter God and grow into lives of service and fulfillment. Accordingly, we seek to provide a safe physical, psychological, and spiritual environment, which clearly and firmly discourages exploitative, abusive, and harmful behaviors, and actively nurtures and enhances the well being of our members, employees, and guests. In prayer and action, we seek God's guidance and wisdom with each step we take.

CHILD PROTECTION

The care and nurture of children and youth is a sacred trust. Accordingly, we expect those who work with children and youth to uphold that trust by:

- providing relevant personal information and submitting to screening appropriate to their level of involvement
- meeting with staff or supervisors to discuss responsibilities
- attending training on safety standards and procedures
- upholding the Child Protection Code of Conduct in order to provide a safe environment where the well-being of children and youth is encouraged.



People working with children and youth will also follow prescribed supervision and classroom management standards, including:

- maintaining visual access to all rooms

- staffing classes and events with multiple adults
- providing proper bathroom supervision as needed
- releasing children only to a parent, guardian, or other authorized adult
- providing discipline that encourages positive, corrective behavior.

Additionally, respecting privacy and parental wishes, PPC will not publish or reproduce any child or youth's personal information, image, or voice in any public forum, such as a web site or newsletter, without written permission by the parent or guardian.

We also recognize that there are adults in our community who are vulnerable because they lack the physical or mental capacity to provide for their daily needs. Therefore, these vulnerable adults are covered under our Child Protection Policy.

SAFE SANCTUARY FOR ADULTS



PPC intends the church to be a safe and nurturing environment for persons of all ages. We are guided by the biblical teaching that we ought to treat others the way that we wish to be treated. We endeavor to act with humility, sympathy, and tolerance toward one another and guests of PPC.

Immoral, illegal, uncivil, intimidating, or harassing behavior is not acceptable and will not be tolerated. Similarly, making unwelcome sexual advances or innuendoes, making sexually explicit references or using profanity at PPC functions is not acceptable conduct and will not be tolerated. Adults shall refrain from excessive use of alcohol or other intoxicating substances during any PPC functions.

PPC intends to create a safe and wholesome working environment for all its employees and expects all members to honor this commitment. Further, out of respect for PPC employees and their time constraints, members of the congregation should arrange desired appointments in advance whenever possible.

EMERGENCY PREPAREDNESS

In the event of severe weather, seek cover as advised by emergency personnel and alert warnings given current weather conditions.



In case of fire, be aware of the location of at least two fire extinguishers. Keep all exits free of obstruction in case evacuation is required. If evacuation is necessary, the playground for Potomac Elementary School will be used as the emergency assembly area. If the playground for Potomac Elementary School is unavailable or deemed unsafe, Potomac Post Office will be used as the emergency assembly area.



In case of a medical emergency, First Aid kits are located in the coat closet between the narthex and Fellowship Hall, the resource room between the downstairs classrooms, and in the main office. An automated external defibrillator (AED) is located in the coat closet between the narthex and Fellowship Hall. Administer emergency care only if you are trained to do so and call for help as needed. In the event of an injury, please complete an Incident Report as soon as is practical.



If an intruder gains access to PPC facilities or property, establish communication with the police immediately using any available phone. Leaders in the direct vicinity of the intruder should draw the intruder's attention while

others seek cover and safety as they are able. If a lockdown is necessary, all those in rooms that are not occupied by an intruder should shut, lock, and barricade their doors until police say otherwise. Close blinds and stay away from windows. Phones should be used to communicate with police and other officials outside the building. When police arrive, stay in position and avoid sudden movements until told otherwise by police. The Property Committee maintains emergency response kits for police use in the event that an intruder gains access to the church.



HEALTH AND SAFETY PRACTICES



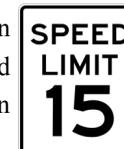
We strive to have facilities that are free of hazards and accessible to all persons, regardless of their personal mobility. Accessibility and building safety concerns should be reported to the Property Committee so that they can be addressed.

Safety checklists for each classroom are provided in emergency binders. Teachers or class facilitators should complete the checklist on the last Sunday of each month to ensure classroom hazards are dealt with in a timely manner.



We ask that all PPC members and visitors use particular caution in higher risk areas, such as the

parking lot. The presence of young children and persons with disabilities requires reduced vehicular speeds, not to exceed 15 mph, on church grounds.



We desire to provide a safe environment for those with food and other allergies. We try to minimize the presence of highly allergenic foods such as peanuts. However, PPC is not a nut free/allergen free environment.

Those who have food or other severe allergies are encouraged to report their allergies to an employee so that these can be noted in the emergency file in the church office.

For allergy and other safety reasons, anyone desiring to bring a pet (other than a service animal) into the church



building should seek approval from the Pastor before doing so.

To provide a healthy environment for all employees, members, and visitors, PPC is a smoke free, drug free, and anti-violence environment.

Smoking is not permitted anywhere in the church or on church grounds. Similarly, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the church's property. Verbal or physical threats of any kind or abuse of employees, members, or visitors will not be tolerated.

