

SAFETY POLICIES AND PROCEDURES FOR CHILDREN AND YOUTH SERVED

Submitted by UUCC Safety Task Force: June 19, 2013

Keitha Whitaker, chair

Adopted by UUCC Board: August 21, 2013

1.0 RATIONALE/PURPOSE

The Unitarian Universalist Congregation of Columbia (UUCC) is committed to protecting children, youth, and adults in the congregation while on congregation property or engaged in congregation sponsored activities. These Safety Policies and Procedures outline the steps UUCC takes to ensure the safety of our children and youth during congregation activities. This document guides parents, volunteers, staff, and leaders in providing congregation programs and activities that are safe and that minimize risk of harm. If followed, these procedures will also help protect adults from unwarranted or false accusations of abuse or harm.

2.0 STRUCTURE

These policies are divided into the following sections:

- 3.0 Definitions
- 4.0 Notification and Response Procedures
- 5.0 Safety Requirements for UUCC RE activities
- 6.0 Worker Recruitment and Screening
- 7.0 Worker Supervision and Training
- 8.0 Safety Procedures
- 9.0 Use of Technology in RE Programs

3.0 DEFINITIONS

Policy: A statement of UUCC philosophy and direction, established to provide guidance and assistance to the congregation in the conduct of its affairs. A policy is a governing principle that mandates or constrains actions, has congregation-wide application, changes infrequently and sets a course for the foreseeable future, helps compliance with applicable laws and regulations, and is approved by the Board of Trustees.

Abuse:

1. **Child Sexual Abuse:** The employment, use, persuasion, inducement, enticement, or coercion of any minor to engage in, or assist any other person to engage in, any sexually explicit conduct, rape, statutory rape, molestation, prostitution, incest, or other form of sexual exploitation of a minor. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
2. **Child Emotional Abuse:** Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct.

3. *Child Physical Abuse or Neglect: Child physical abuse or neglect occurs when the parent, guardian or other person responsible for the child's welfare:*

- Inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions that present a substantial risk of physical or mental injury to the child, including injuries sustained as a result of excessive corporal punishment, but excluding corporal punishment or physical discipline that:
 - a. Is administered by a parent or person with guardianship status
 - b. Is perpetuated for the sole purpose of restraining or correcting the child
 - c. Is reasonable in manner and moderate in degree
 - d. Has not brought about permanent or lasting damage to the child
 - e. Is not reckless or grossly negligent behavior by the parent
- Fails to supply the child with adequate food, clothing, shelter or education, supervision appropriate to the child's age and development or health care.
- Abandons the child.
- Encourages, condones, or approves delinquent acts of the child.

Adult: A person over 18 years of age and who is not a youth as defined by this policy.

Corporal Punishment: The use of physical force or physical contact as punishment.

Non-Mandatory Infractions: Violations of UUCS policies or procedures that do not require reporting under Section 63-7-20 *South Carolina Code of Laws*.

Operational Risk Management (ORM): Understanding that risk is a part of life and can never be completely eliminated from any activity, ORM is the process of carefully considering the specific risks that are associated with a given activity and taking steps to mitigate those risks. Using ORM ensures that all that can be done will be done to insure safety, but recognizes that some risks will still remain and makes the participants in the activity aware of those risks and responsible for accepting these risks in order to participate.

OWL (Our Whole Lives): A series of sexuality education curricula for children, youth, and adults offered through UUCS's Lifespan Religious Education Program. The program covers many areas of human sexuality and offers a proactive means to protect children from sexual abuse as well as the harmful effects of the often negative sexually oriented material that is so much a part of our society.

Primary Volunteer: An adult volunteer with regularly scheduled duties or activities within the Religious Education program, such as a teacher, nursery worker, or attendant, who has been a documented Member or Supporting Friend of UUCS for at least 6 months and who has successfully completed a criminal background check.

Registered Sexual Offender: Any person who is listed as a sexual offender in the South Carolina Law Enforcement Division database of sexual predators and sexual offenders (Section 23-3-430 *South Carolina Code of Laws*).

Registered Sexual Predator: Any person who is listed as a sexual offender in the South Carolina Law Enforcement Division database of sexual predators and sexual offenders. (Section 23-3-430 *South Carolina Code of Laws*).

Religious Education (RE) Activity: Only activities or events identified as sponsored by the UUCS Children and Youth Religious Education Committee and/or officially designated by the DRE as an RE activity or event. This does not include other or general UUCS activities or events not specifically

sponsored by the Children and Youth RE Committee. Non-UUCC activities or events advertised in UUCC publications for the general interest of the UUCC community are also excluded from the definition of RE Activity.

Religious Education Volunteer: A person performing unpaid services on a regular basis for the Children and Youth Religious Education Program assisting a Primary Volunteer.

Safety Hazard: Any condition, activity, or circumstance that constitutes a threat to the health or well-being of participants in UUCC programs.

Sexual Misconduct and Abuse Response Team (SMART): Comprising the Minister, Director of Religious Education, President of the Board of Trustees, a designated member of the Shared Ministry Committee, and an additional Board member or Board designee. If there is no Minister or DRE the Board shall designate additional members.

Sponsor: An adult Member or Supporting Friend of the congregation who agrees to accompany an individual who is attending the congregation under the restrictions of *The Limited Access Agreement* (Attachment A) at UUCC activities and programs where children or youth may be present.

Youth: An individual who is under 19 years of age.

4.0 NOTIFICATION PROCEDURES

4.1 Sexual or Other Abuse Notification:

4.1.1 Any adult who, in the course of any UUCC program or activity, suspects an incident of sexual or other abuse of a child (as defined in Section 3.0), shall immediately complete a UUCC Incident/Injury/Illness Report (Attachment B) and promptly notify the DRE, Minister, or President who shall receive the report, begin and maintain an action log (Attachment B), and implement the procedures in Section 4.2.

4.1.2 Mandatory Reporting by the Minister: The Minister is required by S.C.Code Ann. §63-7-310 to report information that gives him or her reason to believe that a child has been or may be abused or neglected (as defined in S.C. Code Ann. §63-7-20) if:

- (a) The information is received in his/her professional capacity, and
- (b) The information is not received from the alleged abuser during communication that is protected by the clergy/penitent privilege (as defined in S.C.Code Ann. §19-11-90).

If the alleged abuser is a parent or guardian, the Minister must report to the Department of Social Services. If the alleged abuser is not a parent or guardian, the Minister must report to the appropriate law enforcement agency.

4.2 Convening of Sexual Misconduct and Abuse Response Team (SMART): The DRE, Minister, or President shall immediately convene the Sexual Misconduct and Abuse Response Team when abuse is reported or when a Registered Sex Offender is discovered or self-identifies. SMART shall make a determination of how to proceed, up to and including recommending an individual's exclusion from the congregation.

4.2.1 Persons Reported Under Section 4.1: SMART shall schedule a meeting with the person to notify him or her of the report and the procedures to be followed by the Team.

4.2.1.1 If appropriate, the Team shall prepare a Limited Access Agreement (See Attachment A.) signed by the person, the Minister, and the President that defines

the restrictions on the person's involvement with UUCC. The letter shall stipulate that the person shall have no contact with children and youth, shall avoid the classrooms and playgrounds when children or youth are present, and shall not volunteer for children's or youth events. Additional requirements may be agreed to by all signatories. The Minister shall keep a copy of the letter in the Minister's confidential file.

- 4.2.1.2 If restrictions are imposed, it is the responsibility of the person accused or under suspicion to notify the Minister and President and to furnish supportive verification of the results of any related investigation by SCDSS or law enforcement if the investigation reveals no wrongdoing; otherwise the restrictions stand permanently.
 - 4.2.1.3 Where SMART becomes aware of an apparent violation of any of the provisions of a Limited Access Agreement signed under Section 4.2.1.1, the Team shall conduct a review to determine if a violation has occurred. If SMART determines that a violation has occurred the Team shall contact SCDSS or law enforcement for further guidance.
 - 4.2.1.4 In instances in which a member of SMART is accused of sexual misconduct, that member will be recused from the SMART.
- 4.2.2 Persons Identified as Registered Sexual Offenders: When it is discovered that a person is a Registered Sexual Offender or the individual self-identifies, SMART shall schedule a meeting with the person to determine the level of restriction that should be imposed on their involvement with UUCC.
- 4.2.2.1 SMART shall request the person to sign a release form authorizing SMART to contact his or her sex offender treatment provider, current therapist, and parole officer. If after conferring with these individuals SMART determines it is possible to ensure the safety of children, youth, and the person at UUCC, SMART shall prepare a Limited Access Agreement signed by the person, the Minister, and the President, that defines the restrictions on the person's involvement with UUCC. If the safety of the children, youth, and person cannot be assured, SMART shall bar the person from all UUCC programs and activities.
 - 4.2.2.2 Where a letter is prepared it shall stipulate that the person shall have no contact with children and youth, shall avoid the classrooms and playgrounds when children or youth are present, shall not volunteer for children's or youth events, and shall remain in the presence of a Sponsor at all times when children or youth are in the sanctuary and other multi-use spaces, including restrooms. Additional requirements may be agreed to by all signatories. The Minister shall keep a copy of the letter in the Minister's confidential file.
 - 4.2.2.3 Where SMART becomes aware of an apparent violation of any of the provisions of a Limited Access Agreement signed under Section 4.2.2.2, the Team shall conduct a review to determine if a violation has occurred. If SMART determines that a violation has occurred and the safety of the children, youth, and person cannot be assured, SMART shall bar the individual from all UUCC programs and activities and recommend to the Board that the individual be expelled from the congregation. In addition SMART shall notify the individual's sex offender treatment provider, current therapist, and parole officer.

- 4.2.2.4 After a period of at least two years separation, a person barred from all UCC programs and activities may request that SMART review their status based on affidavits supporting such a review provided by any two of the following: the person's sex offender treatment provider, current therapist, or parole officer. SMART will make a recommendation to the Board based on their review of the affidavits.
- 4.2.3 Persons Identified as Registered Sexual Predators: When it is discovered that a person is a Registered Sexual Predator or they self-identify, SMART shall prepare a letter signed by the Minister and the President barring the person from all UCC programs and activities.
- 4.3 Where SMART bars a Registered Sexual Offender or Registered Sexual Predator from all UCC programs and activities, the President shall immediately inform the other members of the Executive Board and the Chair of the Membership Committee.
- 4.4 SMART additional responsibilities:
 - 4.4.1 Know state laws regarding reporting and community resources for child abuse, treatment for sex offenders, and support groups for survivors.
 - 4.4.2 Evaluate applications for religious education teachers and youth group leaders that are flagged by the religious professionals in the congregation as needing more information or follow-up.
 - 4.4.3 Facilitate annual training for religious education staff and volunteers on issues, policies, and procedures relevant to sexual/physical abuse.
- 4.5 Safety Hazard Notification: Anyone who discovers or suspects a safety hazard should report the hazard to the DRE as soon as possible, or to the Minister if the DRE is unavailable, or to the President if the Minister and DRE are unavailable. Building or grounds hazards also should be reported to a member of the Building and Grounds Committee as soon as possible.

RE Volunteers and Primary Volunteers are encouraged to take immediate action, if possible and appropriate, to eliminate any safety hazards – for example, an unsafe piece of playground equipment can be placed “off limits” and the DRE notified as soon as possible of the problem. If the safety hazard relates to an activity, any person may stop the activity at any time to avoid a safety problem.
- 4.6 Injury or Safety Incident Notification: Any adult who witnesses or becomes aware of an incident that could have or did result in an injury to a minor child or youth or RE Volunteer shall immediately complete a UCC Incident/Injury/Illness Report (Attachment A) and shall promptly notify the DRE, Minister, or President who shall receive the report. The DRE, Minister, or President shall notify the congregation's general liability insurer in accordance with the insurance policy.
- 4.7 Non-Mandatory Infractions by Volunteers or RE Staff: Where an RE Volunteer, Primary Volunteer, or staff person commits a non-mandatory infraction, such as a violation of the Discipline Policy (Section 5.5); the DRE shall provide correction and training as needed.
 - 4.7.1 If serious violations by a volunteer continue, the DRE shall ask the volunteer to step down. The DRE shall place a formal letter indicating the reason for removal in the volunteer's confidential file.

- 4.7.2 If serious violations by an RE staff member continue, the DRE shall place the individual on unpaid leave and consult with the Minister concerning appropriate remedies, including further training or recommending termination of employment to the Executive Board.

5.0 SAFETY REQUIREMENTS FOR UCC RE ACTIVITIES

- 5.1 Operational Risk Management (ORM): Primary Volunteers and staff shall apply ORM at all UCC RE activities to identify and mitigate to the extent possible the associated risks. Risks that are inherent to the activity but that cannot be mitigated shall be identified for the participants. For example, youth participating on a canoe trip outing shall be required to wear Personal Flotation Devices (PFDs) to mitigate the risk of drowning, but PFDs cannot prevent drowning in some circumstances. ORM would dictate that the participants in the activity be informed of the drowning risk associated with the activity of canoeing so they can take appropriate measures to reduce personal risk (e.g., limiting horseplay, using care in maneuvering the canoes, choosing routes appropriate for their skill level, etc.). An activity such as a canoe trip would have a longer list of ORM considerations than, for instance, a Sunday morning RE class in a classroom. The DRE shall train Primary Volunteers and staff annually in ORM procedures.
- 5.2 Proper Repair and Function of Equipment and Facilities: The Chair of the Buildings and Grounds Committee shall ensure that equipment and facilities used in UCC activities are in proper condition for their intended use. Equipment and facilities shall not be used for other than their intended purpose. Staff or Primary Volunteers shall report equipment that is out of repair or unsafe as described under 4.3 "Safety Hazard Notification."
- 5.3 Supervision of Activities: Any RE activity or class where children or youth are present shall be supervised by two or more adults including at least one Primary Volunteer or staff person. Under no circumstances shall a child or youth be left unsupervised with an adult who is not a Primary Volunteer or staff person. Each child and youth shall remain under the supervision of the adults in charge until a parent or guardian takes custody of the child or youth.

In the event that an RE class cannot be supervised by two adults per this policy, the DRE shall be notified and one of the following three options shall be initiated:

1. The DRE shall make random classroom checks and be available at all times via cell phone should assistance be needed; or
2. Two classes shall be combined to provide for supervision by two adults; or
3. The children shall be returned to their parents or guardians if the DRE determines this to be the best course of action for the classes and the children.

The following exceptions apply:

1. If the pre-school cannot be supervised by two adults the children shall be returned to their parents or guardians.
2. On the DRE's Sundays off the Acting DRE shall carry out the above duties.

- 5.4 Nursery Child Sign In: To ensure the safety of children in the nursery, a parent or guardian shall sign in and sign out each child. The parent or guardian who signs a child into the nursery shall sign the child out, unless the parent or guardian provides other instructions at the time of signing in. The nursery should be supervised by one staff person, age 21 or older, or Primary RE Volunteer assisted by a nursery worker or RE volunteer age 16 or older. Limit 8 children/2 care givers.

- 5.4.1 UCC staff, primary volunteers, and the DRE are the only people authorized to be in the Nursery, other than parents or guardians accompanying their own child(ren).

5.4.2 Preschool, K-2, and 3-5 also require sign out by a parent at the end of class.

Discipline Policy: Corporal punishment shall not be used or tolerated under any circumstances at UUC. UUC's discipline procedures are outlined in our Religious Education Safety Policy & Behavior Guidelines (Attachment D).

Preventing the Spread of Infectious Diseases in the RE Program: UUC's RE Program has developed a policy on infectious diseases. This policy reflects our congregation's philosophy of respect for the worth and dignity of each individual. Given the irrational fears that some infectious diseases may produce, the most effective way to avoid unnecessary exposure and provide a safe environment in the congregation's classroom settings is to learn how to prevent the spread of infectious diseases. Our RE Program recognizes policy changes in accordance with new information and regulations related to infectious diseases (Attachment D).

6.0 WORKER RECRUITMENT AND SCREENING

6.1 Volunteer Application: People who wish to volunteer shall complete a Religious Education Volunteer Application (Attachment E) prior to the start of their designated duties. All approved Primary and RE Volunteers shall sign copies of the Religious Education Volunteer Contract and Code of Ethics Agreement (Attachment F). The DRE shall keep the Volunteer Application and Teacher Contract on file for as long as the volunteer serves in that position and for an additional five-year period.

6.2 Primary Volunteer Interviews and Criminal Background Checks: All applicants for a Primary Volunteer position shall participate in a personal interview, provide at least two references, and agree to undergo a criminal background check. The DRE shall conduct the interview, check all references, and complete the criminal background check. The DRE shall follow the criminal background check procedures provided by the congregation's insurer, Church Mutual Insurance Company.

Primary volunteers should be at least 25 years of age and should be members or friends of the congregation for at least six months. Exceptions may be made at the DRE's discretion.

For the purposes of RE, couples/partners/spouses are considered one teaching unit (i.e., there must be another approved UUC teacher/chaperone in the class in addition to the couple).

6.3 Staff and Minister Criminal Background Checks: As required under Section A.2.6 of the Manual of Policies and Procedures, all staff and ministerial candidates shall submit to a criminal background check following the procedures of the Church Mutual Insurance Company. Criminal background checks for non-ministerial staff shall be conducted following the procedures in the Staff Personnel Manual. Criminal background checks for interim or settled ministerial candidates shall be conducted by the designated search committee.

6.4 Additional/Repeat Screening: Primary Volunteers and staff shall undergo repeat screening if absent from the congregation community for a period of more than one year. Background checks for Primary Volunteers shall be repeated every five years and those for the Minister and staff every five years. Additional repeat screening may be requested by the DRE, Minister, or President.

6.5 Results obtained through a criminal background check for all Primary Volunteer applicants, for nursery staff, and other limited-hours or temporary staff working directly with children, shall be

reviewed ONLY by the Minister and the DRE, shall be held in the strictest confidence, and shall be filed under lock and key in the Minister's Office.

- 6.6 Results from criminal background checks for other professional staff, and limited-hours or temporary staff who do not work directly with children, shall be reviewed ONLY by the Minister, shall be held in the strictest confidence, and shall be filed under lock and key in the Minister's Office.
- 6.7 Results from a criminal background check conducted for an interim minister candidate shall be reviewed ONLY by the President of the Executive Board, shall be held in the strictest confidence, and shall be held under lock and key in the Minister's Office prior to signing a contract with the candidate. The results of the background check (cleared/not cleared) shall be conveyed to the chair of the search committee.
- 6.8 Results from a criminal background check conducted for a settled minister candidate shall be reviewed ONLY by the President of the Executive Board after the candidate is announced to the Executive Board by the search committee and shall be held in the strictest confidence. If the candidate is called by the Congregation, the results of the background check shall be filed under lock and key in the Minister's Office.
- 6.9 The reviewers of results from a criminal background check shall determine whether an applicant is suitable for a position working with children. Applicants who have been convicted of or have pled guilty to any sexual offense involving a minor, incest, rape, assault involving a minor, murder, kidnapping, child pornography, the physical abuse of a minor, or any other crime that may put children at risk, including those listed in Title 16, Section 3 of South Carolina Code of Laws, shall not be eligible for work with children of the Youth RE Program.

7.0 WORKER SUPERVISION AND TRAINING

- 7.1 Any RE volunteer who has undergone the application and screening process described above, shall work under the supervision of a Primary Volunteer or paid staff member.
- 7.2 Drivers for field trips shall provide a photocopy of their driver's license and car insurance to the DRE and shall be a staff member, Primary Volunteer, or RE Volunteer. Additionally, volunteers and staff members who drive on field trips must complete a Driving Policy & Agreement for UCC Events (Attachment G). On field trips involving car travel, adult drivers must be accompanied by at least two children or youth, unless the adult is the parent of a lone child/youth in the car.
- 7.3 Safety Training: Safety training for Primary Volunteers and staff shall be provided annually by the DRE and will cover the follow items at a minimum:
 1. Purpose and Mission of the RE Program
 2. UCC Safety Policies and Procedures (this document)
 3. Types of sexual, mental, and physical injury
 4. Signs/indicators of sexual, mental, and physical injury
 5. Reporting procedures
 6. Role playing "what if" scenarios dealing with sexual, mental, and physical injury scenarios
 7. Operational Risk Management
 8. Role playing "what if" scenarios dealing with supervision and risk management.

8.0 SAFETY PROCEDURES

Recognizing that congregation safety extends beyond the Religious Education Program, UUCC shall conduct the following safety activities using the indicated schedule:

- 8.1 Fire Drill – at least twice per year. Exact scheduling is the responsibility of the Chair of the Buildings and Grounds Committee. (See Attachment H, Fire Marshall’s Safety Code.)
- 8.2 Safety Training per Section 7.3 – at least once per year (may include optional CPR and First Aid Training open to non-RE persons). Scheduling is the responsibility of the DRE.
- 8.3 Inspection of Building and Grounds for Safety Hazards – whenever an activity is conducted at the congregation, the person or group responsible for the activity is responsible for the inspection. The DRE is responsible for Sunday morning inspection of the RE Wing and the playground.
- 8.4 Emergency Procedures:
 - 8.4.1 The DRE will notify nursery workers and classroom teachers using a code word or phrase for each of the following scenarios:
 - a) A member of the congregation falls ill in the sanctuary or on church grounds while children are in RE classes; (safe haven)
 - b) A situation involving a threat to an individual or to the congregation; (lockdown)
 - c) A fire or other emergency in which the building(s) need to be evacuated. (evacuate)
 - 8.4.2 The DRE will notify nursery workers and classroom teachers using a code phrase for the scenarios above when the emergency or danger has passed.
 - a) A member of the congregation falls ill in the sanctuary or on church grounds while children are in RE classes; (all clear)
 - b) A situation involving a threat to an individual or to the congregation; (all clear)
 - c) A fire or other emergency in which the building(s) need to be evacuated. (all clear)

9.0 USE OF TECHNOLOGY IN RE PROGRAMS

- 9.1 UUCC Property. UUCC computers and electronic equipment may not be operated by children or youth except under the direct supervision of a staff member or adult volunteer. UUCC computers and electronic equipment may not be used to intentionally access, download, or otherwise view or use material that contains obscenity, profanity, pornography, gratuitous violence, or any other content that might be inappropriate for children.
- 9.2 Personal Computers and Electronics.
 - 9.2.1 Staff and volunteers may bring personal computers or electronic equipment to UUCC for use in RE programs. UUCC is not responsible for destruction, damage, or theft of personal computers or electronic equipment and the owner brings such to UUCC at his or her own risk. Such computers and electronic equipment must be free of any material that contains obscenity, profanity, pornography, gratuitous violence, or any other content that might be inappropriate for children and may not be used to access, download, or otherwise view or use such material while at UUCC.
 - 9.2.2 Children and youth should be strongly discouraged from bringing computers, handheld devices, and other electronic equipment to UUCC. UUCC is not responsible for destruction, damage, or theft of personal computers or electronic equipment. Parents or guardians who permit their children and youth to bring such to UUCC do so at their own risk. Such

computers and electronic equipment must be free of any material that contains any sexual content, any violent content, or any other content that might be inappropriate or disruptive and may not be used to access, download, or otherwise view or use such material while at UUCC. Any computer, handheld device, or other electronic equipment used in violation of this policy will be confiscated and delivered to the DRE, who will return it to the appropriate parent or guardian after consultation.

- 9.3 Video Ratings. Staff and volunteers may show movies, videos, or video games that are rated G (movies), E (video games), TV-Y or TV-E (television programs). Staff and volunteers must obtain written consent of parents and guardians before showing movies, videos, or video games with ratings other than G (movies), E (video games), TV-Y or TV-E (television programs).
- 9.4 Social Media. UUCC staff and volunteers may communicate with RE Program participants, including children and youth, through electronic and social media. UUCC staff and volunteers shall refrain from engaging in any inappropriate behavior in any form that is likely to be viewed or used by RE Program participants. Inappropriate behavior includes that of a violent, sexual, or profane nature; use, or the promotion of the use of, illegal substances; abuse of, or the promotion of underage use of, alcohol or tobacco; and bullying or harassment. All posts, including announcements, comments, and photographs, on any UUCC sponsored social media site are subject to the review of, and removal by, the DRE or other person designated as the moderator for the site.

Attachment A

Limited Access Agreement

Introductory Paragraph in cases of allegation:

A legal complaint or allegation, now under review, has been made about you. While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further allegations, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the Minister, Board President, and RE Director and other members of the Sexual Misconduct and Abuse Response Team (SMART). It will be kept in a locked file.

Introductory Paragraph in cases of convicted sex offender:

The Unitarian Universalist Congregation of Columbia affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us and participate in congregational activities. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited in ways to ensure the safety of our children and to assure that you will not be subject to future accusations.

The Agreement:

Within these guidelines, the UJCC welcomes your participation in adult worship services, coffee hour, committee meetings, program groups, adult education, all adult social events, and well supervised multigenerational events. You are to avoid all contact with children and youth affiliated with this congregation on congregation property or at any congregation-sponsored events at any location. This agreement includes but is not limited to the following:

- Do not communicate in person or through any media with children.
- Do not volunteer or agree to lead, chaperone, or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during multigenerational events, driving or otherwise transporting children and/or youth.
- Remain in the presence of a same-sex adult who knows your situation at all times when children are present (a "sponsor" designated by SMART).
- If a child in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
- Do not enter the building unsupervised when activities involving children are in session, such as youth group.
- Do not enter the RE wing of the building or playground without explicit permission to attend an adult activity in that area (such as a committee meeting or program group. In addition, you must be accompanied by a sponsor.
- Do not establish or continue a relationship with a child or youth outside the congregation.

I accept that the following people will be told of my circumstances in order for them to protect the children/young people for whom they care: INSERT NAMES AND/OR POSITIONS WITHIN THE CONGREGATION

I will remain in the presence of at least one of the following sponsors when children are present: INSERT NAMES AND/OR POSITIONS WITHIN THE CONGREGATION

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property.

I understand that this contract will be reviewed and revised as needed every three months and will remain in effect for an indefinite period.

Signature: _____ Date: _____

Minister: _____ Date: _____

Board President: _____ Date: _____

RE Director: _____ Date: _____

Attachment C

SEXUAL OR OTHER ABUSE ACTION LOG

DATE: _____

Subject: _____

Communication to/from: _____

Method of communication: _____

Description: _____

Action taken: _____

Report given to: _____

Follow-up planned: _____

.....

DATE: _____

Subject: _____

Communication to/from: _____

Method of communication: _____

Description: _____

Action taken: _____

Report given to: _____

Follow-up planned: _____



Religious Education Safety Policy & Behavior Guidelines

The following Safety Policy and Behavior Guidelines have been developed by the Religious Education Committee for all RE program participants to follow at all times.

Safety Policy

To ensure the safety of all participants, possessing any of the following in the building or on the grounds is considered intolerable: weapons of any kind, materials for producing fire, fireworks including cherry and smoke bombs, illegal drugs, all inappropriate materials for age, including cigarettes and sexually explicit materials not used as part of a curriculum. These are all strictly forbidden.

Intolerable behavior includes the following: violent behavior towards oneself or others, inappropriate sexual behavior, threats or threatening behavior, leaving supervised areas (classrooms, playground, church buildings and patios) without approval from teacher or parent, and destruction of personal or church property.

Discipline Procedure if Safety Policy is not followed

Any violation of the Safety Policy will result in a child being returned to his or her parent immediately, even if it means parents are called out of the service. The DRE and RE Chair will discuss the problem with the involved parties to ensure no further violations occur.

Behavior Guidelines based on our Seven UU principles:

1. **We believe that each and every person is important.** Safety is our first concern! Only gentle play is appropriate on church grounds. Treat everyone with respect. Use caring language and behavior. Children in 5th grade or younger must remain in classrooms or supervised areas until picked up by parents.
2. **We believe that all people should be treated fairly and kindly.** Listen and follow directions. Be polite. Take turns. Care about one another. No bullying.
3. **We believe that we should accept one another and keep on learning together.** Make a commitment to regular attendance. Your friends and teachers depend upon you. Include everyone in activities and planning. Friends are welcome. Let them know our rules. Participate with enthusiasm.
4. **We believe that each person is free to search for what is true and right in life.** Share your ideas and respect the ideas of others.
5. **We believe that all persons should have the right to speak out and have a vote about what concerns them.** Express your opinions constructively. Respect group decisions.
6. **We believe in working for a peaceful, fair and free world.** Ask for help when you need it. Do your best to get along with others and to be helpful. Be willing to listen to reminders about your behavior.
7. **We believe in caring for our planet earth, the home we share with all living things.** Take good care of our church. Help clean up. Be careful with our space, furniture and materials. Use only what you need. Be gentle with the plants and animals.

Discipline Procedure if Behavior Guidelines are not followed

If behavior guidelines are not followed there is a three-part discipline procedure:

- Part One - When a problem arises, teachers will refer to the class guidelines and specify which one(s) is/are not being followed. If the problem continues, give one verbal warning. If the problem still continues, remove the child from class to the care of the DRE or designated person. DRE will discuss behavior with child and either the child will be returned to classroom or continue time with DRE. DRE will bring the behavior problem to the attention of the parent after the service either in person or via phone call or email. In cases of persistent violations of behavior guidelines, please complete a Behavior Report and submit to the DRE.
- Part Two - If a child is sent to the DRE a second time in a calendar year, the DRE will discuss the behavior problem with the parent and child.
- Part Three - If problem continues, a meeting will be scheduled with all parties to develop a partnership and plan for improvement.

The Religious Education Committee encourages talking together to learn from each other in search of our own beliefs. We respect others and each person's right to speak. At the beginning of each school year, the teachers and students will discuss the Behavior Guidelines each family is required to sign as well as the guidelines below. Each class will then adapt them appropriately to their class and post in a conspicuous place in the classroom. All participants must agree to follow these guidelines. Teachers will remind students periodically of their agreement.

- Respect yourself and each other.
- One person talks at a time. Raise your hand to be recognized.
- Listen quietly when another person is talking.
- Make only positive comments about another person.
- Use indoor voices.
- Each person has personal space. Control your own body.
- Follow teacher's first request.
- You are allowed to "pass" during discussion.
- You are to remain in the group during all activities.

General Guidelines to prevent the spread of infectious diseases

UCC's policy and guidelines on infectious diseases reflect our congregation's philosophy of respect for the worth and dignity of each individual. Given the irrational fears that some infectious diseases may produce, the most effective way to avoid unnecessary exposure and provide a safe environment in the church school setting is to learn how to prevent the spread of infectious diseases. Our RE program recognizes policy changes in accordance with new information and regulations.

Since we may not always know who has an infectious disease, it is important that the RE staff and volunteers use universal precautions when caring for children. Universal precautions will be reviewed annually during the fall teacher training.

Procedures related to personal hygiene:

- *Implement a proper hand-washing technique: Apply soap with ten seconds of friction and then rinse with running water.*
- Wear disposable gloves when touching blood or other body fluids. Change gloves after contact with each child.

Procedures related to food handling:

- RE staff, volunteers, and children will wash their hands before preparing or serving food, and before eating meals or snacks. Alternatively, a hand sanitizer may be used to rid hands of germs.
- Surfaces used for food preparation and serving will be cleaned.

Procedures related to toilet use and diaper changing:

- RE staff, volunteers, and children will wash their hands after using the toilet, changing diapers, assisting a child with toilet use, or coming into contact with blood, urine, or fecal material.

Procedures related to cleaning:

- Surfaces soiled with urine, blood, or fecal material will be cleaned with a disinfecting cleaner.
- Soiled materials (gloves, paper towels, tissues, and so on) will be placed in a readily identifiable bag for disposal.

Additionally, please follow these precautions:

- Children who have an infectious disease that can be communicated to others should be kept at home.
- When a child becomes ill, the child will be kept separated from the other children, and parent(s) will be called to come and take the child home.
- The child may return to UUCC when the illness has passed.

Confidentiality is often a medical and legal requirement. Only RE staff and volunteer personnel who have a need to know will be informed of a child's specific health condition. Other children who may have come in contact with as infectious illness will be informed in more general terms.

The child's parents will notify the church if the child has attended UUCC programming while having an infectious illness. UUCC will then inform parents of other children in that class so they can watch for potential symptoms.

UUCC will not employ a person whose health or conduct impairs the person's ability to properly protect the children's health, safety, and welfare.

Our family has reviewed the above policy and guidelines, as well as the policies regarding violations, and we agree to support them.

_____ Parent/Guardian	_____ Parent/Guardian
_____ Child	_____ Child
_____ Child	_____ Child

Unitarian Universalist Congregation of Columbia

Religious Education Behavior Report

Please use this form to document repeated violations of UUCC Behavior Guidelines.

Name of Child/Youth _____ Date _____

Other individuals involved: _____

Location: _____ Time of incident: _____

Witnesses: _____

Please describe incident(s): _____

Action Taken: _____

Parent/Guardian notified: _____ Yes _____ No

Staff or Volunteer completing this report:

Printed name

Signature

Please give this report to your congregation's Director of Religious Education or the Guest DRE on duty.

Attachment E



2701 Heyward St. • Columbia, SC 29205 • (803) 799-0845 • uucolumbia.org

Religious Education Volunteer Application

Name: _____ Phone(s): _____

Address: _____

Email: _____

Number of years involved with UUCC: _____ Number of years a Unitarian Universalist: _____

Areas of interest in volunteering (see descriptions on reverse side; check all that apply):

- RE Committee Teaching Preschool Teaching K-2nd Teaching 3rd-5th
- Teaching 6th-8th Teaching 9th-12 Youth Advisor Summer Program Teacher
- Summer Camp Help Playground Supervisor Snack Coordinator Jr. Choir Assistant
- Field Trip Chaperone Lock-In Chaperone CON Chaperone Photography
- Administrative Help Special Events/Fundraising Coordinating Multigenerational Services

Do you have other experience teaching or working with children and youth? If so, please detail below.

Do you have children in our Religious Education program? If so, please list their names and ages.

Skills, talents, experience, etc. that might benefit our RE program: _____

Other areas of interest, comments, recommendations, etc.: _____

Special Talents: Please let us know if you have experience with signing, are certified in CPR, fluently speak a second language, have a background in/knowledge of world religions, or have other talents (photography, art, music, drama), that you can share!

UUCC Religious Education Program - Volunteer Roles & Expectations

The Religious Education Program at UUCC is a cooperative effort. The quality and scope of our program depends on the active involvement of adults. Each returning family is asked to give a commitment of time and effort to help our program thrive and flourish. Please speak to the DRE if circumstances prevent you from volunteering at this time.

If this is your first year in our RE program, welcome! We encourage you to spend this year getting to know us. One of the best ways to connect is to get involved, so look over the activities and volunteer as you wish.

Please note that volunteers may be asked to sign an ethics agreement and primary volunteers (teachers, assistants, chaperones) will be asked to submit to a background check.

Religious Education Committee: Serving on the R.E. Committee involves commitment to oversee and plan the RE Program and associated efforts, with the assistance of the Director of Religious Education. Meetings are held the second Sunday of each month from 12:30-2 p.m.

*** Teaching Staff:** Teachers typically work as co-leaders on a teaching team, approximately two Sundays per month, September through May. Assistants work one-two Sundays per month. Substitutes are needed to fill in as needed. People with special talents (photography, art, music, drama) are also needed. Typical age groupings: Preschool (ages 3-5), Kindergarten-2nd Grade, 3rd-5th Grade, 6th-8th Grade, and 9th-12th Grade. We usually ask that parents of high school students not teach the high school class; otherwise, parents may choose to teach in their child(ren)'s class or teach another age group, depending on both the adult's and child's personal preference.

*** Youth Group Advising:** Volunteers are needed to support the Youth Coordinators' work with both the Middle School Youth Group (grades 6-8) and the High School Youth Group (grades 9 - 12), to help out with group activities including social action efforts, field trips, etc.

*** Summer Program Teachers:** Our summer program will undergo some changes in 2013. Instead of having multiple ages in one or two lessons, we will divide up into three age groups with bigger age ranges (Preschool-1st grade, 2nd-5th grade and 6th-12th grade). Each class will have a specific curriculum and follow the lesson plans all summer, though summer classes of less didactic than our school-year program. We need an estimated 18 teachers (9 leads and 9 assistants) to each teach approximately once per month in June, July and August.

Summer Camp Help: Volunteers are needed to serve as Hogwarts "professors," which typically involves leading two classes per week (approx. 45 minutes each) in a specific subject area (e.g. potions, herbology, etc.) Other summer camp volunteer needs include decorating the RE Wing, providing childcare for the children of other camp volunteers, setting up for Quidditch, etc.

Playground Supervisor: Once a month, supervise children on the UUCC playground from Noon-12:30 p.m.

Snack Coordinator: Once a month, set up snacks in RE Wing and clean up afterwards. Approx. 45 minutes.

Junior Choir Assistant: Help supervise children and youth during Junior Choir rehearsals, approx. three times per month from 10:20-10:50 a.m., September-May. Please indicate whether you are available one, two or three Sundays per month.

*** Chaperone** (field trips, CONs, lock-ins, etc.): For field trips, adult volunteer will drive youth or children to destination and supervise their activities. For CONs, will drive groups to The Mountain or other Youth CON and supervise children and youth as directed by Mountain staff; for lock-ins, will help plan and supervise activities and be present at UUCC for all or part of the lock-in. Please note that for field trips and CONs, a driver agreement is required.

Administrative Volunteers: Volunteers perform a variety of tasks: working the RE table in the Social Hall on Sunday mornings, working in the supply room or library on a regular basis, purchasing supplies, arranging bulletin boards, helping with mass mailings and other clerical duties in the RE office.

Special Events/Fundraising: Help coordinate and work events such as monthly Share the Pancakes breakfast, annual Chili Cookoff, potlucks, Chocolate Auction, Easter egg hunt and other special events following Multigenerational services. Funds from these events are typically used for bi-annual Boston Youth Heritage trip, CON scholarships or summer camp scholarships.

Multigenerational Service: Help coordinate and plan one of our six Multigenerational Services each year (Flower Communion at Easter, RE Celebration/Bridging Ceremony in May, Summer Camp/Hogwarts in July, Water Communion in August, Cornbread Communion in November, and Holiday Pageant in December).

*** Background check required**

Attachment F



2701 Heyward St. · Columbia, SC 29205 · (803) 799-0845 · uucolumbia.org

Religious Education Volunteer Contract and Code of Ethics Agreement

I, _____, understand that as a teacher, assistant, advisor, mentor or other volunteer for the Religious Education Program of UUCC, I am expected to make a sincere effort to fulfill my commitment the children and youth of this congregation.

Adults in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurturing, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized.

One of the most important areas of growth is the development of self-worth and a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care. Therefore, leaders will refrain from engaging in sexual, seductive or erotic behavior of any kind, including suggestive language, gestures or touching, while in the presence of children or youth. Neither shall they sexually harass or engage in behavior with youth which constitutes verbal, emotional, or physical abuse.

Adults should also model the positive and respectful behaviors that we expect of children and youth, including courtesy, timeliness, orderliness, use of affirming verbal and body language, and refraining from smoking or drinking alcohol in front of the children and youth. Remember, we are all here for the youth and to make their experience as fulfilling as possible.

I have read, understand and agree to the above statements of expectations and actions.

Signed: _____ Date: _____

Printed name: _____

Attachment G

Driving Policy & Agreement for UUCC Events

1. All cars must be properly registered, insured, and operated by adults, age 21 and over, with a valid license. Drivers will be asked to provide a copy of their driver's license and car insurance card.
2. All passengers must wear seat belts and the number of passengers cannot exceed the intended passenger limits of the vehicle.
3. There must be a minimum of two children in each car/in each group unless the grouping is parent and his or her own child.
4. A trip plan must be left with the DRE and a designated contact person. Destination, expected time of return, and directions must be filed with the DRE.
6. Parent/Guardian must sign the Field Trip permission slip with health information when registering their child/children for field trips/CONs.
7. The leaders must have a list of names, emergency contacts and medical conditions with them at all times and one designated leader must take head counts at appropriate times.
8. For youth with serious health issues with the potential for emergency care the parent/guardian needs to take responsibility by accompanying the class on the trip or designating and educating an adult leader.
9. Drivers will not use cell phones or other electronic devices while driving, including Blue-Tooth or other wireless or hands-free technology.

I have read the Driving Policy for UUCC and agree to abide by this policy.

_____	_____
Designated Driver (Sign)	Date
_____	_____
Print Name	Cell number
_____	_____
Insurance Carrier	Policy Number

Please provide a copy of your driver's license and proof of insurance to the DRE along with this completed form

Attachment H

Fire Marshall's Safety Code

Monitoring sanctuary as per Fire Marshall's safety code (est. 2012)

1. The sanctuary's center aisle and back aisle to the foyer exit need to be 4 feet wide. This includes the center aisle of the alcove and the aisle along the Art Exhibits wall. Observe spacing as per the Fire Marshall's code.
2. All exit aisles and the room divider behind alcove seating should be kept 4 feet wide for the handicapped with walkers and in wheel chairs.
3. All chairs need to be locked (ganged) together with sufficient room between rows for people to pass through.
4. No seats along the back wall of the sanctuary should be within 4 feet of the double doors to the foyer.
5. Side aisles in the sanctuary should allow for easy passage by individuals.
6. Exit signs should be in place above each exit door. A fire extinguisher must be visible and readily available.

Monitoring the sanctuary to support the Fire Safety Code after a planned event

At the conclusion of Coffeehouse nights and other special events, representatives from the event should check the sanctuary making sure:

- 1 All seats are locked together,
- 2 The 4-ft. aisle spacing fire safety code is maintained,
- 3 All litter and trash (clutter) is removed from the foyer, sanctuary, and social hall.

RESOURCES

Balancing Acts: Keeping Children Safe in Congregations. <http://www.uua.org/safe/children/>

Safe Congregations

<http://www.uua.org/safe/>

UUA: Safe Congregation Handbook

<http://www.uua.org/safe/handbook/>

Church Mutual Safety Resources

<https://www.churchmutual.com/98/Safety-Resources>

Key Liability Risks for Religious Organizations, Presented by Richard Hammar

Church Mutual webinar presented November 1, 2012

Guide for Developing High Quality Emergency Operations Plans for Houses of Worship

http://www.dhs.gov/sites/default/files/publications/Developing_EOPs_for_Houses_of_Worship_FINAL.PDF

What Is Child Abuse and Neglect? Recognizing the Signs and Symptoms

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>