

Safe Congregation Policy
First Unitarian Universalist Society of Exeter

March 4, 2010

The purpose of this Policy is to ensure that the First Unitarian Universalist Society of Exeter provides a safe environment supportive of spiritual growth. The Policy's mission is to create and implement practices and procedures that protect the physical, emotional, and sexual safety of all members, children, and friends of this congregation.

Table of Contents

1.	Philosophy for Safe Relationships	4
1.1.	Statement of Commitment	4
1.2.	Goals	4
1.3.	Code of Ethics	4
2.	Expectations for Adult Conduct	5
2.1.	Unitarian Universalist Principles	5
2.2.	Church Staff	5
2.3.	Minister	5
2.4.	Director of Lifespan Religious Education	5
2.5.	Abuse Response Team	DLRE16
3.	Expectations for Adult Behavior	6
3.1.	Normal Expectations	6
3.2.	Deviations from Normal Behavior	6
3.3.	Need for Immediate response	6
3.4.	Situations Permitting a Delayed Response	6
3.5.	Disruptive Behavior in the Sanctuary	7
3.6.	Guidelines for Usher Training	7
4.	Requirements for Involvement with Children and Youth	8
4.1.	Screening Forms	8
4.2.	National Background Checks	8
4.3.	Interviews	8
4.4.	Past Crimes	8
4.5.	Considering Adult Survivors of Abuse	9
4.6.	Minimum Attendance Requirements	9
4.7.	Working Alone with Children or Youth	9
4.8.	Training	9
5.	Expectations for Children's Conduct	10
5.1.	Children's Behavior in Church Activities	10

5.2.	Consequences of Children’s Negative Behavior	10
5.3.	Disruptive Behavior Policy	10
6.	Child Abuse	11
6.1.	Definition of Child Abuse	11
6.2.	Reporting Procedure for Suspected Child Abuse	12
6.3.	Types of Reporting	12
6.4.	Response to a Report of Abuse	12
6.5.	Youth Suspected of Abuse	14
6.6.	Adult Sex Offenders	15
7.	Guidelines for Health and Physical Safety	15
7.1.	Smoking	15
7.2.	Sanitation and Injury	15
7.3.	Visibility	16
7.4.	Photographs	16
7.5.	Fire Hazard	16
7.6.	Alcohol	16
7.7.	Key Policy	17
7.8.	Internet Policy	17
8.	Youth Event Rules and Guidelines	17
8.1.	Event Rules and Guidelines	18
8.2.	Covenants	18
8.3.	Youth Event Rules 18	
8.4.	Supervision Requirements	18
8.5.	Transportation Requirements	18
9.	National Background Check Information	19
10.	Assigned Responsibilities	19
11.	List of Reproducible Forms	20
12.	Index	21

List of Acronyms

ART	Abuse Response Team
DCYF	New Hampshire Division for Children, Youth and Families
DLRE	Director of Lifespan Religious Education
FUUSE	First Unitarian Universalist Society of Exeter
NH	New Hampshire
RE	Religious Education
RSA	Revised Statutes Annotated (refers to New Hampshire laws)
UU	Unitarian Universalist
UUA	Unitarian Universalist Association

1. Philosophy Supporting Safe Relationships

1.1. Commitment:

Because adults, youth and children work together to foster spiritual development of both individuals and the entire church community, it is especially important that adults be well qualified to provide the special care and support that will enable children and youth to develop a positive sense of self and a spirit of interdependence and responsibility. FUUSE recognizes the threat and existence of child abuse in our society and believes that it robs children of their innocence and dignity and steals from them their rights to a healthy emotional and sexual development. It also erodes their trust in adults in the larger society. In addition, abuse occurring within the church is damaging to the entire church community. FUUSE is committed to preventing any such abuse.

1.2. Goals

- To provide a safe environment for all children;
- To support, screen, and train adults and youth who work with other youth and especially children, they are at a vulnerable age;
- To provide a fruitful and non-threatening climate for all ages;
- To limit the church's legal risks and liabilities.

1.3. Code of Ethics

The relationship between young people and adults must be one of mutual respect in order to achieve positive outcomes. There are no more important areas of growth than those of trust, self-worth, and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Children suffer damaging effects when adults become sexually involved with them. Therefore, adults and older youth shall refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they harass any youth sexually, verbally, emotionally or physically. Furthermore, New Hampshire RSA 169-C states "Any person who has reason to suspect that a child under the age of 18 has been abused or neglected must make a report to the Division of Children, Youth and Families." In addition, FUUSE expects that adults who witness any inappropriate behavior will intervene and report the behavior to the DLRE and/or the Minister.

These ideas are more completely described in the UUA Code of Ethics, a document listed under Reproducible Forms in Sect. 10 of this Safe Congregation Policy. It is the DLRE's responsibility to have all individuals involved with children read and sign this Code of Ethics.

2. Philosophy Affecting Adult Conduct

2.1. Unitarian Universalist Principles

FUUSE members abide by the seven UU principles in their relationships with others. The first two principles ask us to affirm and promote the “inherent worth and dignity of every person” as well as “justice, equity and compassion in human relations.” “Affirming the inherent worth and dignity of every person” means that every person is worthy of respect. Promoting justice, equity and compassion in human relations means treating others as we ourselves would want to be treated. FUUSE members have a responsibility to ensure that our congregation is a place where people feel safe from interpersonal abuse, verbal, physical, or sexual.

2.2. Church Staff

All who work for the congregation have a ministry here and do this work together. To support each other in their work, the staff must abide by these rules:

- Keep each other informed of the community’s needs, both spiritual and non-spiritual;
- Keep in confidence all private conversations regarding members of the congregation;
- Keep open lines of communication, which will help in times of crisis or conflict;
- Speak well of each other;
- Avoid triangulation. That is, if a member of the community complains to a staff member about another staff member, the first staff member must ask the complainant to address the concern with the party involved.

2.3. Minister (policy required by UU Minister Association; <http://www.uuma.org>)

The Minister is bound by the UUA Code of Professional Practice as last revised. Copies of this code are available in the administrative office or from the Chair of the FUUSE Board of Trustees.

The Minister is expected to respect and protect his or her own needs for spiritual growth and ethical integrity and to model healthy boundaries regarding sexuality and interpersonal relationships.

2.4. Director of Lifespan Religious Education (DLRE)

The Liberal Religious Educators Association has a Code of Ethics that binds all religious education staff members, including FUUSE’s DLRE. Copies of the code are available in the administrative office or from the Chair of the FUUSE Board of Trustees. The Association’s web site is as follows:

http://www.mbdoua.org/uploads/MBD_Ethics_Safety_Guidelines.pdf)

The DLRE is expected to respect and protect his or her own needs for spiritual growth and ethical integrity and to model healthy boundaries regarding sexuality and interpersonal relationships.

2.5. Abuse Response Team (ART)

Any charge of abuse or mistreatment, as described in the rest of this Policy, must cause the DLRE, the Minister, or any member of the FUUSE Board of Trustees to convene an ad hoc ART. The ART may include the Minister, DLRE, Chair of the Board of Trustees, the church attorney, and others as needed.

3. Expectations for Adult Conduct

3.1. Normal Expectations for Conduct Between Adults

Adults are to conduct themselves appropriately and in accordance with UU principles.

3.2. Deviations from Normal Behavior

Any of the following actions should induce a response:

- Perceived threats to the safety of others;
- The disruption of church activities;
- Physical, emotional, or sexual abuse.

3.3. Need for Immediate Response

If misconduct requires an immediate response, the Minister, if available, and/or the leader of the group involved, must act by either asking the offending person or persons to leave, or must suspend the meeting or activity until it can safely be resumed. If further assistance is required, the Police Department may be called. The Minister must always be notified of the event if not present. The Minister and the chair of the Board of Trustees must send a follow-up letter to the parties involved detailing what steps must be taken before returning to regular attendance.

3.4. Situations Permitting a Delayed Response

Situations not requiring immediate response must be referred to ART, who must collect all necessary information to determine why the disruption occurred. ART must consider the frequency and degree of disruption, and the likelihood that the problem behavior will diminish. ART should consider three levels of response:

- Danger - Is the individual the source of a threat or perceived threat, including unwanted attention, to persons or property?
- Disruption - How much interference occurs with church functions?
- Offensiveness - How likely is it that prospective or existing members will be driven away?

ART must decide on the necessary response on a case-by-case basis. If it is determined that action is required, the following three options should be considered:

3.4.1. First Level

A member of ART and the Minister, or the Minister alone, must meet with the offending individual to communicate the concern as soon as possible and to develop a Limited Access Agreement.

3.4.2. Second Level

If the offensive behavior continues, the individual may be excluded from the church and/or specific church activities for a limited period of time. The reasons and the conditions of return must be made clear.

3.4.3. Third Level

If the behavior continues, the offending individual may be excluded permanently from the church premises and all church activities. Before this happens, ART must consult with the full Board of Trustees. If it is decided that expulsion is required, the Minister must send a letter explaining the expulsion and the individual's rights and possible recourse.

3.5. Disruptive Behavior in the Sanctuary

Ushers are responsible for monitoring behavior in the sanctuary during services and for responding appropriately. In addition, it may be necessary to provide an aide to accompany certain individuals. Ushers must be trained to detect disruptive behavior. A selected group of church members must be trained to deal with disruptive behavior at other church activities.

3.6. Guidelines for Usher Training

Ushers must be alert to anything that makes another congregant uncomfortable or that disturbs the whole service.

In the event that such behavior is seen, ushers must obtain the name of the person involved, ask him or her to leave the sanctuary, and report the incident to the minister.

A first-aid kit should be available in the vestibule that includes a stimulant, such as smelling salts in case of fainting.

4. Requirements for Involvement with Children and Youth

“Youth” in this document are defined as being at least 11 years in age or in the 6th grade or above in school. Anyone 18 years old is considered an adult. The State of New Hampshire makes no distinction between “youth” and “child.”

4.1. Screening Forms (required by State law)

All paid staff, including clergy, and all volunteers working with children, including substitutes, must fill out Primary Screening Forms. (Refer to Section 11 of this Policy for a list of such forms.)

Secondary Screening Forms are to be used for volunteers who are not in charge of children (e.g., a worship leader or outside speaker).

All completed screening forms must be kept in a locked file. Only the DLRE and Minister are allowed to review these forms. Any individual may review his or her own form, however.

4.2. National Background Checks (required by State law)

The church must conduct a national background check on all paid staff, and also on all volunteers who work in any program dealing with children.

4.3. Interviews

The Minister must interview all applicants for paid staff positions. The DLRE must interview nursery and youth group advisors and candidates for the nursery, youth advisor position and provide teacher training before religious education classes begin. The interview for teachers must include questioning about previous sexual abuse involving the applicant either as a survivor or perpetrator. The interview provides an opportunity to educate both paid staff and volunteers about FUUSE’s commitment to the physical and emotional safety of all church members.

4.4. Past Crimes (required by insurance policy)

People found to have criminal records must be interviewed by the Minister to consider whether or not they can work with children and youth. Some crimes are not automatic disqualifiers because they do not suggest a risk of child abuse or molestation. Those in this category must be screened and are allowed to work with children and youth only at the discretion of the Minister.

Any adult with a prior history as a perpetrator of child physical or sexual abuse must not be allowed to teach or attend activities where children are present. Such activities include social hours, game nights, meals, and fairs. Attendance at Church services and Adult RE will be permitted. Some automatic disqualifiers from work with children and youth would include criminal record of incest, rape, sodomy and assaults involving minors, murder, kidnapping, child pornography, and the physical abuse of a minor.

4.5. Considering Adult Survivors of Abuse

An adult survivor of childhood abuse, identified at the initial interview, must meet with the Minister before working with children or youth in order to demonstrate evidence of recovery and healing. This requirement is necessary to assure appropriate response to any situation that may occur.

4.6. Minimum Attendance Requirements (required by insurance)

All volunteers who work with children must have a minimum of six months of church attendance; those who work with youth need a minimum of one year. This does not require church membership but does require regular church attendance. The six-month/one-year policy includes all volunteers, both regular and infrequent (such as substitutes).

4.7. Prohibition Against Working Alone with Children or Youth

No one is allowed to work alone with children and youth. Instead, another trained person must always be present for the safety of the children and caregivers.

4.8. Training

4.8.1. Training of All Workers

The DLRE must train every person (employee or volunteer) who works with children and youth regarding sexual abuse prevention and reporting requirements. This training must cover:

- Definition of child abuse;
- Recognition of sexual and physical abuse symptoms;
- Basics of child sexual development and expected age-related behaviors;
- Characteristics of inappropriate behavior ;
- Review of FUUSE's Safe Congregation policy;
- Rationale behind screening procedures;
- Reporting procedures for observed or suspect child abuse.

4.8.2. Classes for New Church Members

New member classes must include a review and discussion of the FUUSE Safe Congregation policy.

5. Expectations for Children's Conduct

5.1. Children's Behavior in Religious Education Activities

Acceptable children's behavior excludes biting, hitting, bullying, speaking harshly, teasing, and speaking out of turn beyond reasonable limits. Acceptable behavior includes respecting each others physical space, respecting church property, and obtaining permission from the child's parent or guardian before leaving the activity area.

5.2. Consequences of Children's Negative Behavior

Children sometimes have difficulty controlling their own behavior. The DLRE and the adults in charge will strive to determine why the child is struggling. The DLRE and the adults must talk with the parents or legal guardians to decide appropriate steps to ensure the safety of the child and of others. However, in the interest of maintaining a safe and well-run RE program, appropriate action must be taken. The following actions are suggested:

- Warning by adult in charge;
- Time out with an appropriate adult;
- Speaking with the DLRE;
- Requiring a social service project around the church to be determined by the DLRE and Minister.

For some more serious offenses, a letter of apology to the appropriate person must be written before participating in future church activities.

5.3. Disruptive Behavior Policy for Children

Any infractions of the rules shown in Sect. 5.1 or of the following actions must induce a response:

- Perceived threats to the safety of others;
- The disruption of church activities;
- Physical, emotional, or sexual abuse.

If an immediate response is required, the Minister, if available, and/or the leader of the group involved must respond either by asking the offending person or persons to leave,

or by suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called. When any of these actions are undertaken without the Minister being present, the Minister must be notified. A follow-up letter detailing what steps are to be taken before returning to the activities involved must be sent by the Minister(s) and the chair of the Board of Trustees to the offending party or parties.

Situations not requiring immediate response must be referred to ART who will collect all necessary information to determine why the disruption occurred, considering the frequency and degree of disruption, and the likelihood that the problem behavior will diminish. ART must respond and decide on the necessary response on a case-by-case basis. However, the following three levels of response are recommended:

5.3.1. First Level

A member of ART and the Minister, or the Minister alone, must meet with the offending child and parent or guardian to communicate the concern as soon as possible and to develop a Limited Access Agreement. (Refer to Sect. 11 for a list of prepared forms.)

5.3.2. Second Level

If the offensive behavior continues, the child may be excluded from the church and/or specific church activities for a limited period of time. Reasons and the conditions of return must be made clear.

5.3.3. Third Level

If the behavior continues, the offending individual must be excluded permanently from the church premises and all church activities. Before this happens, ART must consult with the full Board of Trustees. If it is decided that expulsion must take place, the Minister should send a letter to the parent and child explaining the expulsion and the child's rights and possible recourse.

6. Definition of Child Abuse and Neglect

6.1. Definition of Child Abuse

Both child abuse and child neglect can take many forms. The former may be physical, emotional, or sexual. Neglect may be as damaging and life threatening as abuse.

6.1.1 Physical Abuse is harm to a child caused intentionally or from excessive or inappropriate discipline methods. Common signs of physical abuse are bruises, welts, human bite marks, bald spots, cigarette burns, immersion burns, fractures, lacerations, and abrasions.

6.1.2 Emotional abuse is psychological injury to a child caused by excessive belittling, berating, name-calling, or similar acts. It might include parents not securing needed psychological treatment for a child.

6.1.3 Sexual abuse is improper sexual contact with, or any form of sexual exploitation of, a child or youth, including incest or making pornography.

6.1.4 Neglect is the failure to provide a child with basic needs of food, clothing, shelter, hygiene, medical attention, supervision, or education as required by law. It might involve abandonment or parental alcohol or drug abuse.

6.2. Reporting Procedure for Suspected Child Abuse

(From New Hampshire RSA 169-C:29) “Any person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter.”

In the event of a report of suspected child abuse to the Minister or the DLRE, the Minister and Chair of the Board of Trustees must handle the report in accordance with the relevant statutory provisions of child abuse for the State of New Hampshire, following the guidelines of NH Dept. of Health and Human Services. In addition, the Minister or DLRE receiving the report must handle it with the highest ethical regard for the best interests of the child, children, or youth involved, as well as for the welfare, dignity and civil rights of the suspected abuser.

In the event the charges involve the Minister, the next points of contact will be the board chair, the district executive of the Northern New England District and the UUA Department of Ministry.

6.3. Types of Reporting

6.3.1. Written report

Volunteers working with children will be given incident report forms that must be completed upon witnessing or hearing a report of suspected child abuse. For all other church members or attendees, blank report forms will be found in a labeled manila folder on the RE bulletin board in the Community Room. Once completed, the forms must be given to the DLRE or Minister for safekeeping in a locked file.

6.3.2. Oral report

Oral reports must be made immediately to the DLRE or Minister, who must then request a written report within 48 hours.

6.4. Responding to a Report of Child Abuse (req'd by State law)

In the event of a report of abuse, the Minister or the DLRE, shall:

- Respond to the incident report by verifying the date of the incident, and adding the date the report was received;
- Immediately contact the NH DCYF;
- Convene a meeting of the ART within 24 hours.

Once convened, ART will:

- Review the application and reference forms kept on the accused person if the person is a church employee or volunteer;
- Carefully document all meetings and conversations regarding this matter;
- Keep all this information as confidential as the circumstances warrant;
- Contact the church attorney;
- Contact the church insurance company;
- Discuss care of the accused, the victim, and the families involved;
- Discuss the Church's response to the press and the congregation (see Sects. 6.4.2 and 6.4.3 below);
- Reduce the likelihood of any reprisal or retaliation.
- [Act to prevent retaliation or ostracism of either party or their families. The Limited Access Agreement should be considered and used to set safe boundaries, rather than for ostracism, retaliation or punishment.](#)

6.4.1. Care of the Victim

The accused should not be confronted until the safety of the injured child or youth is secured. The Minister, the board chair, and DLRE must reach out to the alleged victim and the family involved, providing whatever care and support is required to prevent further harm. Staff must also extend whatever resources are needed, remembering that the care and safety of the victim is the first priority. The Church must not respond to the alleged victim in a negative or non-supportive manner as such a response can increase the anger and pain of the victim and his or her family, making future reconciliation more difficult and increasing the possibility of damaging litigation.

6.4.2. Response to the Press

Church leaders should defer to the counsel of their lawyers with respect to addressing questions from the press.

6.4.3. Response to the Congregation

ART must work with the victim's family and the church's attorney to decide how, if at all, to inform the congregation of a child abuse occurrence. (See 6.4 above.)

6.4.4. Care of the Accused

Accusing a youth or child in the congregation of inappropriately sexually touching another person creates a difficult situation. Some youth may simply be acting impulsively, not understanding the importance of boundaries. In this situation, the Minister or DLRE should discuss the behavior with the youth and parents/guardians and affirm the importance of boundaries and acceptable behavior. In other cases, youth and children who engage in sexual activity with younger children may have been victims of sexual contact themselves and/or may become future adult offenders. If an older child demonstrates inappropriate sexual interest in younger children that doesn't extend to these behaviors, there may or may not be cause for congregational involvement. However, any youth who initiates sexual activity with a much younger child, or coerces someone to engage in sex, is not exhibiting acceptable sexual behavior and requires stronger church intervention. This may include restriction from engaging in FUUSE activities and and/or require therapy.

If a child has been expelled from church involvement, he or she may be allowed to return to FUUSE activities at a later time. The family may request such a return from ART but must include documentation from the therapist that it is safe for the child participate in FUUSE activities.

6.4.5. Care of the Families

Pastoral care and support for the families involved in any of these cases is crucial. The parents or legal guardians involved will need the support of the church community, especially the Minister and DLRE. Helping families to feel welcome and supported is essential, as is the ongoing offer of ministry.

6.5. Youth Suspected of Abuse (policy required by State law)

6.5.1. First Steps After an Accusation Against a Youth

The Minister and/or DLRE must be informed of the incident and the accused youth must immediately be removed from all church activities until further evaluation.

See Section 6.3 of this Policy for information on reporting sexual abuse.

6.5.2 Evaluating the Accusation Against a Youth

The Minister & DLRE must decide if the situation appears to be, (a), merely a case of inappropriate boundaries or impulsive behavior, or (b), an abuse. If deemed the

former, (a), the Minister and parents/guardians must meet with the youth to discuss the harm it can do to others, the importance of not repeating the behavior, and the consequences of a repetition, which may mean suspension from all further FUUSE activities. If, however, the Minister & DLRE are uncertain about the degree of concern, they should consult with a therapist with expertise in the sexual abuse field.

6.5.3. Action Regarding the Accused Youth

If the youth's action is deemed to be abusive, as described in Sect. 6.5.2, the parents/guardians must be encouraged to obtain an evaluation from a therapist with experience in sexual abuse for the purpose of determining whether it is safe for the youth to participate in FUUSE activities. FUUSE cannot be responsible for payment for this evaluation or any ensuing therapy. Neither will FUUSE have access to the therapist's findings except for obtaining a written statement as to whether and under what conditions it is safe for the youth to participate in FUUSE activities.

The Minister, DLRE, and ART will together consider the therapist's statement, along with any other pertinent information, and make a final decision regarding the resumption of activities.

6.6. Adult Sexual Offenders

ART must immediately become involved when a sexual offense involving adults is reported. The steps to be followed could be as simple as a Limited Access Agreement signed by the accused but may instead extend to forbidding the offender from attending church. Reporting an incident to the police will be required if a child is involved.

7. Guidelines for Health and Physical Safety.

The following are general rules regarding physical health and safety:

7.1. Smoking

Smoking is not allowed in any FUUSE building.

7.2. Sanitation and Injury (policy required by insurance):

- Rubber gloves must be worn whenever there is a risk of contacting blood or any bodily fluid. When changing diapers, universal procedures must be followed. Instructions for diaper changing will be posted above all changing tables;
- Each rest room must be equipped with either a first aid kit or a sign indicating where a kit can be found;

- The teacher or caregiver must complete an injury report form if a child needs any first aid treatment (including Band-Aids and/or ice). The original report will be filed with the DLRE and a copy given to the parents or legal guardian;
- In case of serious bodily injury, the teacher must notify parents or legal guardian and the DLRE, who may call an ambulance if necessary.

7.3. Visibility (required by insurance)

Every classroom must include a viewing window so that activities in the room are visible from the outside.

7.4 Photography and Videos

Photographing and videoing children at FUUSE is allowed, but the publication of the results anywhere outside FUUSE, such as in newspapers and on the internet, is permitted only with the written permission of a parent or guardian. A Photography/Video Release Form is available from the DLRE.

20

7.5. Fire Hazard (required by town)

Floor plans showing evacuation routes must be posted by every door in every classroom and fire extinguishers must be available on every floor.

In the event of a fire, the Director of Lifespan Religious must pull a fire alarm box if the alarm system has not already been activated. Everyone must leave the building immediately by pre-designated routes and re-congregate in the field by the garage where parents or legal guardians may find their children. Only the fire department, or the DLRE if the fire department was not called, is allowed to determine when the buildings are safe to reenter;

Fire drills come under the supervision of the Facilities Committee, which is expected to conduct one every year.

7.6. Alcohol

7.6.1. An alcohol policy is required by FUUSE's insurance company since the church may be held liable for any accident that happens as a result of alcohol excess. The choices are to either ban alcohol or to monitor its use.

7.6.2. The presence of alcohol at a FUUSE function brings with it the risk that someone indulges and has some kind of an accident resulting in a lawsuit against the church. To avoid this possibility, the following procedure must be observed.

- Before an event serving alcohol, a monitor must be appointed to supervise the consumption of alcohol and must also call the Church Mutual Insurance Co. to inform them that alcohol will be served. The company's phone number is 1-800-554-2642. Select Option 1, then ext. 24 to connect with a customer service representative. The policy number is 0176795-02-070857;
- The monitor must provide in advance chits of paper (i.e., 1"x2") and give a maximum of two to each person of legal drinking age (21 at this writing). Each chit entitles the bearer to one drink;
- The monitor must be sure that no children have access to alcohol. If, for example, the meeting involves more than one room, the alcohol must not be left unattended;
- The monitor must supervise the alcoholic beverages to be sure that a chit is surrendered for each drink taken;
- The monitor must be sure that all alcohol is removed from the premises at the end of the function;.
- The monitor may enlist aides to assist with the duties;
- Forbidden is any money collection or donation for drinks. This is necessary to avoid any suggestion that alcohol is being sold.

7.7. Key Policy (required by insurance)

All committee chairs are given keys and are responsible for returning them when they leave office. All keys for church buildings must be distributed through the church office during normal office hours. In addition, key keepers will be available some Sundays during coffee hour to sign out keys.

7.8. Internet Policy

- Children using computers must be monitored by an adult program leader;
- Church computers must be password-protected and passwords changed at least yearly, or more frequently as circumstances dictate in order to protect against improper use. Passwords must be maintained by the church administrator;
- No personal information shall be posted on the Internet or the FUUSE web page;
- Using the church directory for non-church business (e.g., any solicitation) is forbidden;
- Cyber-bullying is forbidden.

The ART must deal with reports of Internet misuse.

8. Youth

8.1. Event Rules and Guidelines

Unitarian Universalists show respect for the interdependent web of all existence of

which we are a part, which means that we show consideration for our physical and emotional well-being and that of our hosts and friends. In addition, UUs treat the place of gathering with respect.

8.2. Covenants

Before any off-site youth event, the youth and their leaders together must create a covenant that includes rules and guidelines governing conduct during the event. Everyone must have an input in establishing these rules so that conformity to them can be expected.

8.3. Youth Event Rules

- No alcohol, smoking, illegal drugs, or weapons;
- No sex, nudity, or sexual harassment;
- No leaving the event without proper notification to the youth leader;
- No walk-ins; only people who are part of the organized group are allowed;
- No verbal or physical bullying;
- Permission slips must be read and signed by both youth and parents or legal guardians.

8.4. Supervision Requirements

- A minimum of two adults must be present to supervise any youth event;
- No event can begin until two adults are present;
- There must be an additional adult present for every ten youth;
- No adult, other than a child's parents or legal guardian is allowed to be alone with a child offsite.

8.5. Transportation Requirements

- All drivers must hold a valid driver's license and provide proof of automobile insurance;
- All vehicles used to transport youth must be equipped with seatbelts for all passengers and occupants must wear their seatbelts;
- No driver may consume alcohol or any other form of drug that may impair his or her mental or physical performance during or before transporting youth;
- Written permission slips must include the date and location of the event, the time of departure, and the time of return.
- Drivers are forbidden from driving while using any distracting device, examples being cell phones or laptop computers. This restriction includes "hands-free" types of cell phones. Drivers are also prohibited from programming any GPS device while driving. More broadly, the driver is not allowed to use any distracting devices.

9. Background Check Information

Background checks are done by a commercial investigation agency, which may be reached at the following location:

Trusted Employee

<https://www.trustedemployees.com/>

National Background Investigations, Inc.

www.nationalbackground.com

PO Box 966

Stevensville MD 21666

Phone 410-604-6200

FAX 410-604-2496

www.nationalbackground.com

10. Assigned Responsibilities

Previous sections of this Policy assign responsibilities to a variety of FUUSE organizations. The following lists those organizations and their assignments.

Facilities Committee:

Provide viewing windows (Sect. 7.3);

Plan and post evacuation routes (Sect. 7.5);

Conduct fire drills (Sect. 7.5).

Religious Education Committee:

Provide first aid kits and other sanitary equipment (Sect. 7.2).

???: (responsibility for these activities has not been established)

Train ushers (Sect. 3.6);

Provide first aid kit in vestibule with smelling salts (Sect. 3.6).

All committees and organizations:

Inform the insurance company of any event serving alcohol (Sect. 7.5.2).

The responsibilities assigned to the staff (Minister and DLRE) are assumed to be part of their job descriptions and are not listed here.

11. Reproducible Forms

The following list indicates the variety of forms available covering these cited topics. The forms are available from the office manager, the DLRE and the Minister.

- Secondary Screening Form;
- Limited Access Agreement (in the case of an alleged abuse of one or more children that involves a person at church);
- Limited Access Agreement (in the case of a child abuse conviction that involves a person at church);
- Reference Interview Questions;
- Additional Reference Interview Questions;
- Universal precautions for bodily fluids;
- Diaper changing procedure;
- Injury Report Form;
- Field Trip permission form;
- Code of Ethics for adults and older youth working with children and youth.
- Photography/Video Release Form

12. Index

Abuse

Adult survivors of, 9

Reporting, 10-12, 14

See also Child abuse

Accused, care of, 13, 14

Acronyms, List of, 3

Alcohol, 11, 15-18

Assault Response Team (ART), 6, 7, 11-15, 17

Attendance requirement for working with children, 9

Background checks, 8, 18

Behavior

Adults, 6-7

Children, 10-15

Child Abuse

Definition of, 11, 12

Prevention of, 9

Reporting, 8-12, 14

Code of Ethics, 4, 5, 18

Covenants, 17

Criminal records, 8

DLRE, 4-15, 18

Field Trips 18

See Transportation Requirements

Fire, 15

Injury, 15, 18

Interviews, 8, 18

Limited Access Agreement, 10, 11, 14, 18

Minister, 4-8, 10-14, 18

Photography, 16
Sanitation, 15
Screening forms, 7, 9, 18
Sexual abuse, Adult survivors of, 5
Smoking, 15, 17
Staff, 5, 7, 12, 18
Supervision, 15, 17
Training, 7–9
Transportation requirements, 18
Universal precautions, 18
Ushers, 7
Victims care of, 12-14
Videos, 16
Visibility, 15
Youth events, Rules for, 16, 17