

# **Unitarian Universalist Church of the South Hills (UUCSH)**

## **Toward a Safe Congregation Policy**

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*References: "Honoring the Children" Policy, The First Unitarian Universalist Church of Nashville 1997 and "The Safe Congregation Handbook for the First Unitarian Church of Philadelphia" 2008.*

The Unitarian Universalist Church of the South Hills (UUCSH), as a spiritual community, believes that the safety and well being of our members and friends, both children and adults, is paramount to everything that we do and stand for as a liberal religious community. As stated in our first principle, “the inherent worth and dignity of every person,” we take the responsibility to provide a safe and nurturing environment for all very seriously, and to this end have established this policy for our congregation.

UUCSH strives to be an inclusive community, affirming our congregants’ varied beliefs, opinions, and life experiences. However, concern for the safety and well being of the congregation, as a whole must take priority over the privileges and inclusion of any individual.

Right relations with and openness to a wide variety of individuals are two of the prime values held by our congregation and expressed in our denomination’s purpose and principles. We believe, however, that our congregation must maintain a secure environment where right relations can flourish. Behavior that compromises our ability to fulfill our ministry and undermines our sense of community cannot be tolerated. When any person’s physical and/or emotional well being, safety, or freedom to safely express her or his beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly.

There are three main components of this policy:

- First is our commitment to protect the most vulnerable among us, namely our children. The reality and prevalence of child abuse and neglect in our society is such that as a liberal religious community, we must be open to discuss, support and ultimately prevent such acts from occurring within our congregation.
- Second, the policy will outline how the Toward a Safe Congregation Team (TSCT) will educate adults, youth and children in the congregation about these issues, and will provide guidelines for promoting a healthy and safe physical, spiritual, emotional and sexual environment.
- Third, this policy will provide clear definitions for a wide range of inappropriate behavior, including but not limited to harassment, disruptive behaviors, abuse, neglect and exploitation. The policy will also outline steps that will be taken, using the newly formed Toward a Safe Congregation Team (TSCT) to respond appropriately to any untoward event. The TSCT, each member appointed, will include a chairperson and two to three members of the congregation. The TSCT, along with the minister, DRE, and board president, will serve to handle conflicts and disruptive behavior, investigate allegations of misconduct or actions against children and youths, and will make recommendations to the Board of Trustees as needed.

## **UUCSH Toward a Safe Congregation Policy: Procedures and Guidelines**

### **I. RECRUITMENT, TRAINING, AND SUPERVISION OF STAFF AND VOLNTEERS**

**A. Selection and Screening of Staff and Volunteers:** The UUCSH will carefully screen all applicants for paid positions. The UUCSH will require Pennsylvania Child Abuse History Clearances, Pennsylvania Criminal Record Checks, and Federal Bureau of Investigation (FBI) Criminal Background Checks, which applicants must complete, sign and submit as a condition of employment or appointment, both for initial hire and ongoing work. During the recruitment process, which is conducted for each position by the immediate supervisor or supervising committee, additional screening inquiries will be made. Paid or volunteer staff known to have criminal charges pending or who have been convicted of or

pled guilty to any sexual or physical abuse or assault charge will not be allowed to work with children or youth. For any applicants under the age of 14, the parent or guardian must also sign each of the forms described below.

The three documents are as follows, copies of which are found in the Appendix of this policy (Appendices 1-3):

1. Volunteer Application and Screening Form
2. UUCSH Code of Ethics Form
3. Reference Form (two per applicant)

These documents will be used for the Minister, Director of Religious Education (DRE), church staff, paid nursery staff (over 14 years of age), Youth Group Advisors, including OWL and COA teachers and mentors, and members of the TSCT. Starting in September 2015, RE teachers will be required to complete clearances including the Pennsylvania Criminal Records Request and Pennsylvania Child Abuse checks. For those volunteers who have not lived in Pennsylvania for 10 years or more, the Federal Bureau of Investigation (FBI) Criminal Background Check will also be required. In addition to the documentation stated above, candidates must attend teacher/mentor workshops as provided by the DRE and RE committee on related congregational policies and procedures. Youth group leaders must be at least 25 years of age.

**B. Screening Process and Documentation:** The Search Committee and/or the DRE shall be responsible for overseeing completion of the appropriate paperwork and for checking references. The immediate supervisor and/or the DRE shall follow up to ensure that the reference checks have been completed and submitted appropriately. If the DRE or Search Committee does not know the applicant, confirmation of identity will be requested.

For all RE-related positions, including teachers, advisors and mentors, the applicant shall have been a congregant for at least **six** months, or have been a member of another Unitarian Universalist Congregation and be able to supply two non-familial references to the Religious Education Committee (RE Committee) and DRE. References must include the name, phone number and address of the reference, type and duration of the relationship, and a general character overview, including the person's ability to work with children/youth.

All new RE related volunteers must submit the necessary clearances to the DRE before being considered for a volunteer position. The DRE will keep records of the screening and related forms in a confidential file. Access to such information will be limited to the Personnel Committee, Minister, DRE, and Safe Congregation Committee as necessary. The Pennsylvania Child Abuse Clearance, Pennsylvania Criminal Record Check, and FBI fingerprint clearances are valid for 36 months per Pennsylvania law and must be updated with the UUCSH. The UUCSH also requires the Code of Ethics form to be signed yearly.

The Toward a Safe Congregation Team will complete an annual review of the state's known sex offender list (<http://www.pameganslaw.state.pa.us/Main.aspx>), and check it against the UUCSH mailing list. If any names appear on both, they will be brought to the attention of the SRT for investigation, following the guidelines in Section nine of this policy.

This policy encourages any member of the UUCSH who has been convicted of, or is under indictment for, or has been involved in any sexual misconduct involving a child, or child abuse, to make him/herself known to the Minister, Director of Religious Education, or President of the Board of Trustees. Other members, or friends, who become aware of such information, should report this to the minister, Director

of Religious Education, or President of the Board of Trustees who will convene a meeting with the TSCT to decide the most appropriate course. Paid or volunteer staff that are known to have criminal charges pending or have been convicted of or pled guilty to any sexual or physical abuse or assault charge will not be allowed to work with children or youth.

If it is determined that a potential volunteer should have restricted access to children, he/she shall be requested to sign a Limited Access Agreement, as described in the Section 8 of this policy. If the same is determined for a potential church staff person, the person shall not be hired.

**C. Training and Supervision of Staff and Volunteers:** Upon hire and at Pathways classes, every person shall receive a copy of this Toward a Safe Congregation Policy and acknowledge receipt in writing (Appendix 4). This policy will be reviewed with the entire congregation at least annually. The Religious Education Committee (RE Committee), DRE, and/or Minister will include a discussion of this policy and related procedures to families during orientation to the RE program. The TSCT will provide education, awareness and support to all adults, youth, and children as needed throughout the year.

As described in this policy and using supplemental materials, staff and volunteers working with children and youth shall be trained to understand the following:

Definition of child abuse, neglect and exploitation

- Sexual and physical abuse symptoms
- What constitutes inappropriate conduct
- Church policies that govern working with children or youth
- The civil and criminal consequences of misconduct
- Reporting procedures for observed or suspected misconduct
- The rationale behind screening procedures.

## **II. SUPERVISION OF CHILDREN AND YOUTH**

The supervision of children and youth while on church grounds and during congregational functions is a very important aspect of maintaining a safe environment. Everyone in the congregation needs to understand that proper supervision of children will prevent many incidents and accidents from occurring. Parents or guardians of children and youth must supervise their children at all congregational functions and outings, unless specifically left in the care of a childcare volunteer or staff.

Upon arrival to UUCSH, children should remain with their parents/guardian until their classes/activities begin and at least two adults are present. Immediately following services, parents are either expected to pick up their children from the respective teachers/nursery staff, or immediately following Chalice Club (by 11:15 a.m.). At this time parents again resume supervision responsibility for their children until leaving the grounds.

No child in grade 6 or younger will be dismissed from RE or Chalice Club without an appropriate parent or guardian. Children in grades 7 and 8 may be dismissed on their own, but not until service has ended. Youth Group may be dismissed on their own.

During coffee hour and Lifecraft, children shall be in Chalice Club and supervised by the designated two adults. Children must be supervised by their parent or guardian before or after any function for which childcare is provided and non-RE activities will not be open to children or youth for any activity until at least two adult group leaders are present. Parents are responsible for supervising their children or youth until two adult supervisors are present in the building.

At least two approved adults must be present in each classroom and for every church community related activity involving children. It is assumed that RE class capacity is 15 students; for safety reasons, when the class exceeds 15, another adult should be recruited to assist. During RE, nursery, and congregational functions for which childcare is provided, at least one appropriately screened person, as defined above, will be present in the classroom or facility involving children/youth. Every attempt will be made to ensure that both will be present at all times, but there may be times when one will temporarily be out of the classroom (snack run, walking child to bathroom, first aid situations). No other non-parent adults will be allowed in the class, unless approved in advance by the DRE.

Classroom windows and doorways shall remain unobstructed so that someone walking by the room can see what is going on in the room. Adults are not permitted to shut the door of a classroom or bathroom if alone with a child who is not related to them. Assistance may be given to a child with clothing or hand washing, with the door open and the knowledge of the DRE or other roaming supervisor.

A roaming supervisor (DRE or designee) will be present in the RE classroom area during RE to provide supervision for children going to the bathroom or removed from class for disciplinary or other purposes. This supervisor must meet the requirements listed in Section A of this policy.

For congregation-related field trips and off-site functions when parents are not present, the following guidelines must be adhered to:

- Volunteers and employees are not allowed to pick up children/youth to/from home, from UUCSH, or to be alone in a car with one child/youth except by prior parental arrangement and notification of DRE via email or phone.
- Permission slips and medical release forms for each child/youth must be signed and submitted to the activity supervisor prior to the start of the trip/activity.
- Group leaders must have a list of participant names, emergency contacts, medical conditions and allergies with them at all times.
- Proof of current auto insurance for every driver must be submitted to the DRE prior to the start of the trip/activity.
- Every person transported in the vehicle must wear a seatbelt.
- The group leader must bring a First Aid Kit to every function.

A fully stocked first aid kit will be available in the church administrator's office that is labeled RE Field Trips.

For a Staff/Volunteer meeting alone with a child: with as much advance notice as possible, the volunteer or staff is required to inform the DRE as to the date, time, location, and purpose of any private meeting.

#### CONDUCT FOR ADULTS WORKING WITH CHILDREN

1. Adults are expected to treat everyone in the classroom with respect and kindness. They should be engaged with the child's best interests in mind.
2. There exist power differences in relationships between an adult and a child. The power difference places greater responsibility on the adult. It is always the adult's responsibility to maintain appropriate boundaries.
3. It is recommended that adults working with children refrain from one-on-one electronic communications with children in church programs.

4. Physical affection such as hugs is acceptable, but the child should initiate, and the adult must be sensitive to not allow affection to become too frequent or prolonged.

### **Nursery-Specific Information**

The UUCSH Nursery is offered to families with children aged four and under for childcare during regular Sunday services and other specified congregation functions. The UUCSH will hire and train one paid Nursery Supervisor as well as paid Nursery Aides to properly staff the nursery. The following guidelines shall be applied to regular nursery time and other events as well.

The primary role of the Nursery Supervisor and aides/volunteers is to provide a safe and nurturing environment for children. In order to accomplish this, the Nursery Handbook document, (Appendix 5) which is posted in the nursery and provided to parents upon request, must be followed by all parties involved, including staff, volunteers, and parents who use the nursery. The Nursery Guidelines include safety and supervision related information, including use of the bathroom, diapering, and transferring children from the nursery back to their parents at the end of a service or event.

### **III. PHYSICAL SAFETY OF CHILDREN AND ADULTS**

Proper attention to and management of physical safety concerns is another important aspect of maintaining a safe congregation. The UUCSH has established a Buildings and Grounds Committee that meets regularly to address all physical safety related issues that arise, and to discuss future project and planning needs. In order to protect everyone's physical safety, all congregants are asked to be aware of their surroundings, and to bring any physical safety concerns immediately to the attention of the DRE, Buildings and Grounds, or TSCT Chairperson for action. Any area of our grounds may be a potential safety risk if children are left unsupervised, and again proper supervision is extremely important.

In addition to taking action on immediate safety issues that arise, the following steps will be implemented to routinely monitor physical safety: In August and March of each year, a semi-annual safety inspection will be performed of both the interior and exterior grounds of UUCSH by the DRE, Chairperson of Buildings and Grounds Committee, and designee of TSCT. These inspectors will pay special attention to child safety areas of plant and playground.

This Safety Checklist (Appendix 6) will be completed for both of these sites and submitted to the Buildings and Grounds Committee for review and recommendations as needed. The TSCT will receive a copy of the checklist as well.

CPR classes will be offered to congregants on a yearly basis. RE teachers are encouraged to attend this class. Participants of the class will receive a certificate of completion, and may renew their certificate every two years.

### **IV. DISRUPTIVE BEHAVIOR**

The management of disruptive behavior is another important aspect of maintaining a safe congregation. All members of the congregation are reminded to conduct themselves in a respectful, courteous manner during congregation functions, including social settings. This type of communication is encouraged in person-to-person communication, correspondence, while on the phone, and even on UUCSH's social media sites or via email. If a disagreement or controversy arises, congregants are asked to maintain a calm demeanor and respectful tone. Such self-restraint will serve to minimize disruptive behavior and untoward

events. Requesting assistance from another person, either the minister or another congregant, is a safe alternative to losing control.

In the event of a disruption, a member of the TSCT, if present, will approach the disruptive person(s). Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided. During regular Sunday services, the minister or leader will signal to a member of the TSCT to approach the pulpit/disruptive person if assistance is necessary. During other congregation functions, a similar system will be utilized to handle situations that arise. If a member of the TSCT is not present, the group leader will be designated in charge and will handle the situation. The DRE will handle any conflict that arises with a child during RE or at an RE-related event, and will receive assistance from the TSCT if needed.

If an immediate response or outside assistance is required, the group leader will assess the situation, and take immediate action as necessary. There will be no tolerance for physical violence of any type, and anyone involved in such a dispute will be asked to leave or escorted off the premises immediately. Depending on the nature of the disruption, immediate action may include temporarily suspending the meeting or activity until it can safely be resumed, asking the offending person or persons to leave, or any other action deemed appropriate at that time. If further assistance is required, the police may be called. The group leader will make this call, and will be the primary communicator with EMS. Anytime such actions are undertaken without a member of the TSCT or the DRE present, he/she must be notified as soon as the emergency has been alleviated.

Anytime a disruptive event occurs, the person in charge is expected to, and will handle the situation, with a courteous, respectful tone, and will deal individually with the person in conflict. It is imperative that others present, especially children, are protected from harm, and are removed if necessary in a calm and dignified manner. The guidelines in section seven of this policy will assist to aid in the evaluation and decision-making for the incident, and also details documentation requirements.

## **V. SEXUAL HARASSMENT/HOSTILE ENVIRONMENT**

Because UUCSH should be a safe environment for all, no form of sexual harassment can be tolerated. Accordingly, complaints of sexual harassment will be taken seriously and dealt with in a spirit of compassion and justice. Those who have a complaint relating to any incident of sexual harassment will follow a standard procedure.

Sexual harassment is defined as:

- Any sexual solicitation or advance directed at an individual or group by another individual or group of the same or opposite sex who knows (or ought reasonably to know) that this attention is unwanted, or
- Any implied or expressed promise of reward for complying with a sexual solicitation or advance, or any threat of reprisal for refusing to comply with an implied or expressed sexual solicitation or advance, or
- Repeated behavior, verbal or physical, that, by denigrating an individual or group on the basis of sexual orientation or gender, interferes with the environment appropriate to a religious community.
- Sexual harassment can be verbal or physical. Examples include:
  - Demeaning remarks, jokes, or other types of verbal abuse of a sexual nature directed at an individual or group, or Inappropriate and uncalled for comments about an individual's dress or body, or

- Inappropriate and uncalled for display at UUCSH of sexually suggestive objects or pictures, including material obtained from the Internet and /or displayed on a electronic device, or
- Unwelcome touching, offensive gestures, etc., or compromising invitations or demands for sexual favors, or Sexual assault (a criminal offense).

All reports of harassment will be handled in a prompt, confidential manner, following guidelines in Section nine of this policy.

## **VI. PREVENTION OF ABUSE, NEGLECT, AND EXPLOITATION**

Prevention of abuse, neglect and exploitation at UUCSH is addressed through education of children, parents, and staff members. This includes educating people on the prevalence of child abuse, programs for parents to educate their children about healthy relationships, and ensuring that staff, lay leaders, and volunteers properly handle a suspected case of abuse of any kind; sexual, physical, or emotional abuse or neglect.

A quality sexuality education program such as the UUA curriculum Our Whole Lives (OWL) is one of the best methods to prevent or decrease the risk of sexual abuse. OWL or another similar program will assist children and youth to recognize when someone is behaving in an inappropriate manner toward them.

It is equally important for children and youth to develop a learned response in the event that anyone tries to engage them in inappropriate behavior. A child who understands that their body belongs to them and that no one else should touch any part of it without their permission is less likely to be vulnerable to abuse. At UUCSH, we will offer:

- Sexual abuse prevention as a part of our RE program, once during early elementary school (K-2), once during later elementary (3-5), once during middle school, and again during high school.
- Our Whole Lives (UUA program)- The DRE will establish a schedule for this program, which will be made available to families and communicated to congregants in UUCSH’s newsletter, order of service, and website.
- Primary prevention is the key. The TSCT is committed to develop relationships with local organizations and experts for education and consultation as needed. The committee will work with the Board of Trustees to offer as much education as is needed, including but not limited to the following:
  - Sermon on child sex abuse
  - Order of service insert
  - Healing service for survivors
  - Minister’s letter to members
  - Newsletter articles
  - Adult RE Class
  - OWL
  - Open congregation meeting
  - Annual training classes
  - Special topic speakers

## **VII. DEFINITION OF ABUSE**

Below are the legal definitions of abuse from the Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63]).



Intentionally, knowingly or recklessly doing any of the following:

1. Physical abuse: Causing bodily injury through any recent act or failure to act. Creating reasonable likelihood of bodily injury to a child through any recent act or failure to act. Bodily injury is impairment of physical condition or substantial pain.

The following are "per se" acts of child abuse (meaning the act itself, apart from the outcome, is considered child abuse).

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - Forcefully shaking a child under one year of age.
  - Forcefully slapping or otherwise striking a child under one year of age.
  - Interfering with the breathing of a child.
  - Causing a child to be present at a location while a violation of 18 P AC.S. §7508.2 (relating to operation of a methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease, which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
  3. Mental abuse: Causing or substantially contributing to serious mental injury to a child through an act or failure to act or a series of such acts or failures to act. Serious mental injury is a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:
    - (1) renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
    - (2) seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
  4. Neglect: Causing serious physical neglect of a child. Serious physical neglect is any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:
    - (1) A repeated, prolonged or unconscionable egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
    - (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
  5. Causing the death of the child through any act or failure to act.
  6. Sexual abuse: causing sexual abuse or exploitation of a child through any act or failure to act. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act. Sexual abuse or exploitation is any of the following:
    - (1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
      - (i) Looking at the sexual or other intimate parts of a child or another individual for the

- purpose of arousing or gratifying sexual desire in any individual.
- (ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - (iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - (iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

The following are per se acts of child abuse:

Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

- Is required to register as a Tier II or Tier III sexual offender under 42 PA.C.S. Ch. 97 Subchapter H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
- Has been determined to be a sexually violent predator under 42 PA.C.S. §9799.24 (relating to assessments) or any of its predecessors.
- Has been determined to be a sexually violent delinquent child as defined in 42 PA.C.S. §9799.12 (relating to definitions)

Any of the following offenses committed against a child (Criminal code)

- (i) Rape, as defined in 18 PA.C.S. § 3121 (relating to rape).
- (ii) Statutory sexual assault, as defined in 18 PA.C.S. § 3122.1 (relating to statutory sexual assault).
- (iii) Involuntary deviate sexual intercourse, as defined in 18 PA.C.S. § 3123 (relating to involuntary deviate sexual intercourse).
- (iv) Sexual assault, as defined in 18 PA.C.S. § 3124.1 (relating to sexual assault).
- (v) Institutional sexual assault, as defined in 18 PA.C.S. § 3124.2 (relating to institutional sexual assault).
- (vi) Aggravated indecent assault, as defined in 18 PA.C.S. § 3125 (relating to aggravated indecent assault).
- (vii) Indecent assault, as defined in 18 P A.C.S. § 3126 (relating to indecent assault).
- (viii) Indecent exposure, as defined in 18 PA.C.S. § 3127 (relating to indecent exposure).
- (ix) Incest, as defined in 18 PA.C.S. § 4302 (relating to incest).
- (x) Prostitution, as defined in 18 PA.C.S. § 5902 (relating to prostitution and related offenses).
- (xi) Sexual abuse, as defined in 18 PA.C.S. § 6312 (relating to sexual abuse of children).
- (xii) Unlawful contact with a minor, as defined in 18 PA.C.S. § 6318 (relating to unlawful contact with minor).
- (xiii) Sexual exploitation, as defined in 18 PA.C.S. § 6320 (relating to sexual exploitation of children).

Any **recent act or failure to act** is defined as occurring within the last two years.

## VIII. EXPANSION OF DEFINITIONS & ABUSE INDICATORS

**Adult** is someone age 18 and older

**Age of Consent in Pennsylvania** is based on the notion that a minor under a certain age is not able to legally consent to sexual activity. A minor is not able to meaningfully understand the consequences and have the ability to say no to an older partner with authority or power, who can have influence over the objections of the minor. Therefore, the law determines that the minor did not effectively consent, even though no force was used and the participation in the sexual activity was willing. The following are subject to PA criminal law, sexual assault statute, and some other sexual crimes:

- Sexual activity with someone *less than 13 years old*
- Sexual activity with someone *under 16 unless the other party is within 4 years of the same age as the partner*

**Board of Trustees** is the church leadership voted into office by church members.

**Child** is anyone under the age of 18.

**Religious Education Programs** includes students in nursery- twelfth grade.

**Church Community** refers to our community at large both religious and educational.

**Congregant** refers to someone who attends Sunday morning worship.

**Fondling** is any unwanted touching of a person's intimate parts, such as breasts, buttocks, or genitalia.

**Mandated Reporter** is any individual who comes into contact with children in the course of his or her work or professional practice or an individual paid or unpaid who on the basis of the individual's role has an integral part of a regularly scheduled program, activity or service that accepts responsibility for a child. For staff, this includes supervisors of other staff members that supervise children and youth. Unitarian Universalist ministers are included as mandated reporters since they are not considered as having absolute privilege (unlike Catholic priests). You must be age 18 or older to be a mandatory reporter.

**Perpetrator** is someone who is fourteen years or older who is responsible for the welfare of a child or someone who is eighteen years or older who doesn't live in the child's home but is responsible for that child's welfare.

**Possible sexual abuse behavioral indicators** include nightmares, sleeping problems, regressive behavior, spacing out at odd times (dissociation), psychosomatic complaints, compulsive masturbation, eating disorders, self-harming behaviors, or sexual promiscuity (adolescent). Possible sexual abuse physical indicators include injury to genitals, difficulty sitting or walking, sexually transmitted infections, frequent urinary tract or yeast infections, suspicious stains or blood on underwear, painful bowel movement or retention, early unexplained pregnancy, or frequent unexplained sore throats.

**Sexual Harassment** includes improper comments of a sexual nature and comments regarding sexual orientation or gender identity. Sexual harassment also includes "quid pro quo" harassment, where someone in a position of authority demands sexual favors from the victim in order for the victim to receive a raise, promotion, or some other benefit he or she may be entitled to. Other forms of sexual

harassment include physical harassment such as bra snapping and other forms of horseplay of a sexual nature, which may not run afoul of the law. Men and women can be "harassers" and can be "victims."

**Sexual intercourse** can be vaginal, anal, oral, or digital. It can be forced either by use of physical force or emotional coercion.

**Statutory Sexual Assault** means children under the age of thirteen can never consent to participate in sexual activity with adults, and children under sixteen can never consent to sexual activity with anyone four or more years older than themselves.

**Toward a Safe Congregation Team** is the authorized body responsible for all Unitarian Universalist Church of the South Hills formal responses to allegations/reports of abuse or misconduct as outlined in this policy.

## **IV. Toward a Safe Congregation Team**

### **A. Formation**

The Board of Trustees shall appoint a Toward a Safe Congregation Team (TSCT) of at least three members, consisting of one Board representative and at least two members of the congregation. Members shall serve a 1-3 year term. Both men and women shall be represented. Replacements will be appointed by the Leadership Development Team, as necessary or as terms expire. It is strongly recommended that one or more TSCT members have some professional experience in child abuse issues. The TSCT will appoint a chairperson and a back-up chairperson.

### **B. Guidelines**

1. All complaints shall be given prompt and fair consideration.
2. Persons presenting complaints shall be free of coercion, restraints, interference, discrimination or reprisal.
3. The Committee shall act with confidentiality, sensitivity, objectivity and fairness in handling these complaints.
4. In the event of an incident, the minister or the President of the Board of Trustees will be responsible for considering the pastoral needs of the congregation, including that of the accused member.
5. A confidential written record will be kept of each complaint and case, pending and resolved. It will remain indefinitely in a locked file.

### **C. Procedures**

In the event of perceived threats to safety or allegations of abuse inside or outside of the Church Community, the Minister and/or the TSCT Chair will convene a TSCT Meeting.

#### **1. Intervention**

The minister, church staff and church board all have the right to exclude or remove from the church premises, by any lawful means, any person whose conduct is so disruptive and/or offensive so as to impair the functioning of the church. This conduct may come to their attention by direct observation or by verbal or written complaint of another member or guest. The objectionable conduct may be in person, by mail, telephone, social media, or by other means. Allegations of child sexual abuse will be immediately reported to the minister and/or the Director of Religious Education, who will then notify the appropriate authorities as required by the PA Mandatory Reporting Law.

## **2. Informal Resolution**

If the complainant and/or church official (minister, staff and board) believes the person committing the objectionable behavior is not aware that his or her actions are disruptive or offensive, the complainant and/or church official can attempt to resolve the situation by approaching the person in this way:

- a. Clearly and directly tell the person what action is disruptive and/or offensive.
- b. State that you expect the person to stop this behavior.
- c. Firmly tell the person that if his or her actions persist, you will file a formal action with the TSCT whose role includes investigation and resolution of such issues.

## **3. Formal Meeting**

If attempts at informal resolution are ineffective, or if such an approach is deemed unacceptable or inadvisable, the complainant will initiate the formal resolution process.

- a. Complainant makes a confidential written statement and delivers it to any member of the TSCT
- b. The alleged offender will be notified of the complaint and included as appropriate in any relevant meetings resulting from the complaint so long as it does not endanger the well being of the complainant. The complainant's identity can be kept confidential if he/ she or the panel believes there to be a possible risk of harm.
- c. A panel made up of the TSCT and the minister will meet promptly and attempt mediation and/ or resolution, while respecting the confidentiality of all parties concerned. The panel must have a quorum of at least three persons, one of whom must be the minister or the Board of Trustees President.
- d. The TSCT panel has the right to bar the alleged offender from church functions until the complaint is resolved if this is deemed necessary for the safety or well-being of the congregation.
- e. Complaint against the minister  
If the complaint is against the minister, the panel will consist of the TSCT and a Board of Trustees Co-Chair. If the complainant alleges that sexual relations occurred, the Panel must immediately report this to the Ohio Meadville District Unitarian Universalist Ministers' Association (OMDUUMA) chapter's "Good Officers Person."
- f. Known Child-Sexual-Offender Entering the Congregation. If a person with a prior conviction of a sexual offense against a minor joins the congregation, or regularly attends church a formal meeting of the panel (the TSCT plus the minister) will be convened and all procedures will be followed. The panel will utilize the Limited Access Agreement (Appendix 8) to protect the children of the congregation while supporting the personal growth of the offender. Because children are especially vulnerable, the congregation will be notified by mail of the presence of a child-sexual offender and of the steps taken to ensure the safety of our congregation's children. New members will be notified during the membership classes. It is recommended that offenders be invited to a sharing circle where they can talk with concerned members of the congregation. The TSCT, designed to promote healing and support, would carefully facilitate this meeting. It would be strictly voluntary.

## **4. Resolution**

- a. A decision by the SCC shall be issued promptly.
- b. At any point in this process, the TSCT may determine that it is not the appropriate body to address or deal with this complaint and will refer the matter to an appropriate body.
- c. If no disciplinary action is involved, the TSCT's decision can close the complaint process.
- d. If the TSCT deems it warranted, it can recommend disciplinary action to the Board of Trustees. Once

the Council assigns disciplinary action, the TSCT is responsible for overseeing the implementation of these actions. Such recommended disciplinary actions may include, but are not limited to:

1. Requirement that offender must read, agree to and sign the Limited Access Agreement (see Appendix 8).
2. Permanent or temporary barring of offender(s) from church premises or functions.
3. Termination of committee, board, teaching or volunteer positions.
4. Requirement that offender enters a therapeutic program to remain a church member.
5. Removal of offender from church membership.
6. Filing of formal charges under State and/or Federal Law.

### **Response to Situations/Allegations**

UUCSH will take seriously all allegations and reports of mistreatment, misconduct or any other incident deemed unsafe. Based on the nature of the allegation or report, specific action will be taken, as described below. Action and follow-up will differ based on against whom the allegation is made, i.e., minister to congregant, congregant to congregant, adult to child, youth to child, the reverse of any of the above, or a physical safety related issue. All reports, allegations, findings, results and action taken will be kept strictly confidential unless deemed necessary for the congregation or any subset to be made aware.

The UUCSH has established TSCT, specifically trained to handle issues and incidents involving safety, abuse, harassment, or neglect. The TSCT is comprised of the Minister, the DRE, the Chairperson of the TSCT, and two other appointees. The TSCT will work together, with at least two members of the team handling each situation, first to alleviate any immediate concern, and then to investigate allegations and make recommendations for action and follow-up as needed.

**Physical Safety Issue:** In the event that a physical safety issue is brought to the attention of the TSCT, the team member to whom the report is made will first ensure the immediate safety of the area or persons, complete an Incident Report (Appendix 8), and will then decide on action to be taken, including but not limited to the following:

- Request parental involvement to alleviate the issue
- Request remediation from the Building and Grounds Committee
- Bring the issue to the Safe Congregation Committee for discussion and recommendation to the Board

**Allegation/Report of Abuse, Neglect or Exploitation:** UUCSH strongly encourages those who have reason to believe that any form of mistreatment is occurring within our congregation to report it. Reporting of such issues helps to assist the victim in obtaining support, attempts to guide others to treatment, and affirms the inherent worth and dignity of all. To report such a situation within UUCSH, contact any member of the TSCT, the names and pictures of who are posted on the bulletin board in the church, or the Minister and DRE.

The TSCT member to whom the report was made will be responsible to inform either the Minister or DRE (if a child is involved) and begin the investigation process. An investigation must be conducted as promptly as possible, and shall be comprised of gathering information about the incident or allegations, requesting statements from witnesses, if appropriate, and requesting that an Incident Report (Appendix 8) be completed by the person making the report or allegation. Suspected abuse should immediately be reported to Child Line; the 24 hour hot-line number is (800) 932-0313.

During all investigative contact, the TSCT will maintain the highest standards of compassion and professionalism, and will utilize the seven UU principles as a guide during interactions with all parties. All meetings, conversations and information must be clearly documented and kept confidential.

Pennsylvania state law mandates that any person who “has reasonable cause to believe that a child has been a subject of child abuse, including abuse, neglect or exploitation, physical, sexual or mental, by a child’s parent, guardian, or other person having his custody and control” must make a report to the Office of Children, Youth and Family (CYF). For any congregation related incident, the call to CYF will be made by the President of the Board of Trustees, Minister, DRE, or designee.

Anyone may report suspected abuse; mandated reporters are those people who are required by law to report suspected child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse. Pennsylvania’s Child Protective Services Law (CPSL) was amended in 2014, including substantial changes to the list of people who are mandated reporters. **Effective December 31, 2014, people in these positions at UUCSH are mandated to report child abuse:** Minister; DRE; an individual paid or unpaid; who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child; an individual supervised or managed by a person listed above who has direct contact with children in the course of their employment.

UUCSH will use this method of communication with any governmental agency or outside entities, including the media, police, neighbors, etc., in order to protect all parties involved to the greatest extent possible. Any congregant who is approached regarding an accusation or situation should direct the caller to the Board President.

For incidents that may have occurred outside of the church setting, meaning events unrelated to our Congregation (e.g., threatening or harmful behaviors, or accusations of child endangerment which have become public knowledge), the TSCT will act to protect youth from potential dangers.

The TSCT will handle each complaint on a case-by-case basis, using the guidelines in Section 9. As a general rule, the TSCT will direct opposing parties not to have any contact with each other during the investigation process, until an outcome is decided upon. After speaking confidentially with all those concerned, the TSCT may recommend any number of actions or follow-up, based on the nature of the situation. These responses may include but are not limited the following:

- Restriction or ban on contact or communication between the parties involved, either temporary during the investigation or on a permanent basis once the investigation is complete;
- A recommendation for counseling;
- Suspension, withdrawal or limited access of the accused party;
- Dismissal of the complaint.

Any limited access or expulsion from congregation functions requires the approval of the Board of Trustees prior to implementation.

Should either the complainant or the accused wish to pursue the matter within UUCSH, the matter may be brought to the Board of Trustees, which shall appoint an additional response team of 3-5 members to investigate the concern. All persons appointed to the committee must be acceptable to both the complainant and the accused.

If the accused person is a paid staff or volunteer, that person shall be suspended from all activities involving children, pending investigation and resolution of the complaint. Reinstatement of a paid staff member or volunteer will occur only after all allegations have been cleared to the satisfaction of the Board of Trustees. The Board will receive a recommendation from the TSCT before making the final determination.

**Contact with the Media:** In the event that the media contacts UUCSH regarding an incident of abuse involving UUCSH, only the Board President will speak for UUCSH. Members and friends are asked to defer any questions asked of them to the Board President. The Board President may issue a statement or basic information such as steps that have been taken to guard against further incidents, but will not divulge any confidential information including the name of any involved parties.

**Allegations involving the Minister:** Any allegation of misconduct by the Minister must be brought to the attention of the President of the Board of Trustees and to the UUA District office. The investigation will follow UUA guidelines.

## **X. Restricted Access/Limited Access Agreements**

From the seven principles of Unitarian Universalism:

- “The inherent worth and dignity of every person”
- “Justice, equity and compassion in human relations”
- “Acceptance of one another and encouragement to spiritual growth”

With these principles in mind, the inclusion into UUCSH of someone who has committed a crime or is a known sex offender is a reality that this policy must address. However, protecting our children and youth must be our highest calling. It is our hope that UUCSH be a place of reconciliation, a supportive environment for individuals with varied backgrounds and experiences. However, in order to fully embrace the supportive aspect of UUCSH, everyone must be aware of not only their rights as participants, but also their responsibilities to greater community of UUCSH.

The Limited Access agreement, (Appendix 9) will be used to welcome either known sex offenders, or individuals that have had an incident within the Congregation, to specified Congregation services, functions and events, under specified conditions. The Limited Access Agreement will be implemented using following the guidelines:

- The terms and conditions of the Agreement will be decided by the TSCT and Board of Trustees prior to implementation
- The Agreement must be signed by the individual and by a witness on the Board of Trustees. Failure to sign the Agreement in a timely manner will result in refused admittance to all services, events and functions.
- The individual must participate in a non-congregational related rehabilitation/therapeutic program, and must be willing to communicate the details of such to the TSCT. Failure to participate in such a program or to communicate details of the program with the TSCT will result in refused admission to all services, events and functions.
- The Agreement will be reviewed and signed annually.
- Any violation of the Agreement is grounds for expulsion from UUCSH
- There may be additional unforeseeable events or circumstances that warrant a revision or termination of the Agreement. Any such change is at the discretion of the TSCT with approval by the Board of Trustees.



- The Agreement will be kept confidential, with access limited to members of the TSCT and the Board of Trustees.

<b>Acronym</b>	<b>Term/Definition</b>
COA	Coming of Age: UU program for youth between the ages of 14-16 to mark the transition from child to adulthood. The program utilizes a mentoring relationship and ends with a ceremony in front of the congregation.
DRE	Director of Religious Education
OCYF	Office of Youth of Children, Youth and Families Services: a PA state department charged with investigating allegations of abuse, neglect and exploitation, especially of children.
UUCSH	Unitarian Universalist Church of the South Hills
RE	Religious Education
RE Committee	Religious Education Committee
SCC	Safe Congregation Committee: A standing committee which meets regularly to address safety policy and issues.
SRT	Safety Response Team A subcommittee of the Safe Congregation Committee comprised of the Minister, DRE, SCC Chair and 1-2 other appointees; tasked with investigating allegations or incidents of harassment, abuse or neglect.
OWL	Our Whole Lives: UUA-sponsored sexuality education program for children and parents.

## APPENDIX

<b>Appendix</b>	<b>Form Name</b>
1	Volunteer Application and Screening Form
2	UUCSH Code of Ethics Form
3	Reference Form
4	Toward a Safe Congregation Acknowledgement
5	UUCSH RE Nursery Handbook
6	UUCSH Safety Checklist
7	Incident Report
8	Limited Access Agreement
9	Implementation Plan

**APPENDIX 1**

**Volunteer Application and Screening Form  
For Paid Caregivers and Volunteers (Confidential)**

Thank you for your interest in working with the children and youth of the Unitarian Universalist Church of the South Hills (UUCSH). UUCSH takes seriously our responsibility to assure the safety of our children and youth. Thank you for helping to provide a safe and secure environment for all of our children and youth.

Please return a completed and signed Application to the Director of Religious Education by \_\_\_\_\_.

Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Have you ever used a different name? \_\_\_ YES \_\_\_ NO

If you answered *yes*, please list names and dates used:

- 1.
- 2.
- 3.

How long have you been attending UUCSH? \_\_\_\_\_

Please answer the following questions (please use the back if necessary):

1. What is your experience working with children/youth?

2. What skills and interests do you bring to this volunteer position?

3. What volunteer experience do you bring to this position?

4. Do you have a valid driver's license?  YES  NO

· Driver's license number: \_\_\_\_\_

· Expiration date: \_\_\_\_\_ State issued: \_\_\_\_\_

5. Has your license ever been revoked or suspended?  YES  NO

· If yes, please describe the circumstances:

6. Do you have a current PA Act 33 or 34 Clearance?  YES  NO

· If yes, date granted \_\_\_\_\_ (Please attach copy)

7. Have you had clearance from another youth-serving agency in the past year?

YES  NO

· If yes, date granted \_\_\_\_\_ (Please attach copy)

8. Background screening:

a. Do you currently use (1) illegal drugs, (2) any prescription drugs inconsistent with the prescription, or (3) any medication that can impair you mentally or physically?

YES  NO

· If yes, provide details:

b. Do you abuse alcohol?  YES  NO

· If yes, provide details:

c. Have you been accused or convicted of the use or sale of drugs?

YES  NO

· If yes, provide details:

d. Have you ever been accused or convicted of child abuse (physical or sexual) or neglect?  YES

NO

· If yes, provide details:

e. Have you ever been accused or convicted of any crimes against a person, including rape, incest, sexual exploitation of a minor, or sexual or physical assault or battery?  YES  NO

· If yes, provide details:

f. Have you ever resigned from employment or been disciplined or terminated by any employer for reasons related to sexual or criminal misconduct? \_\_\_YES \_\_\_NO

· If yes, provide details:

g. Have you ever resigned from employment or been disciplined or terminated by any employer or volunteer work for any reason other than poor performance, leaving for another job, dissatisfaction with your current position, moving, or layoff?

\_\_\_YES \_\_\_NO

· If yes, provide details:

h. Have you ever been accused or convicted of a criminal offense other than those listed in c or d?

\_\_\_YES \_\_\_NO

· If yes, provide details:

i. Other than the above matters, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?\_\_\_ YES \_\_\_NO

· If yes, provide details:

## APPENDIX 2

### **UUCSH Code of Ethics for Adults and Older Youth Working with Children and Youth**

Adults and older youth who are 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 nurture, 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 youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity. Adults play a key role in assisting children and youth in these areas of growth.

At no time will the Unitarian Universalist Church of the South Hills tolerate sexual or inappropriate involvement with young persons in their care. At no time will the Unitarian Universalist Church of the South Hills tolerate harassment of any kind, including but not limited to verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role.

In cases of violation of this code, appropriate action will be taken.

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

I have been given the chance to ask any questions I have about the contents, and I understand the answers to any of these questions.

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

Print Name: \_\_\_\_\_

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

**APPENDIX 3**

**Character References**

Please list two character references. A character reference may not include a spouse, immediate family member, or member of Unitarian Universalist Church of the South Hills (UUCSH). Please include complete names, addresses, phone numbers, and relationship of reference to applicant (i.e. friend, co-worker, supervisor, etc.):

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Relationship to Applicant \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Relationship to Applicant \_\_\_\_\_

I understand that UUCSH may verify the information I have provided by contacting persons or organizations named on this form, or through a criminal background check. I hereby release from liability (1) any person or organization that provides information concerning me to any individual associated or affiliated with UUCSH and/or (2) any individual associated or affiliated with UUCSH. I also understand that I will be automatically suspended, pending further investigation, from participating as a volunteer if there is at any time any question regarding my violation of the Code of Ethics or local, state, or national laws. In signing this form, I affirm that the information I have given herein is true and correct.

I have received a copy of the Toward a Safe Congregation Policy Statement, and I acknowledge receipt of it by my signature. I have been given the opportunity to ask any questions I have about the contents, and I understand the answers to any of these questions.

Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

**APPENDIX 4**

**Toward a Safe Congregation Acknowledgement Form**

I hereby acknowledge that I have been notified that the **Unitarian Universalist Church of the South Hills (UUCSH)** has adopted a written Sexual Misconduct And Abuse Policy (hereinafter “**Toward a Safe Congregations Policy**”).

I understand that said **Toward a Safe Congregations Policy** prohibits certain behavior, including, but not limited to, the following:

- Abuse of children
- Intentional injury or harm of any kind to children
- Sexual abuse or sexual molestation of children
- Sexual harassment of children
- Violence, harassment, intimidation, interference with personal liberty and any other inappropriate activity with children or adults.

**I agree to not** engage in any of the above behavior.

**I agree to** abide by the **Toward a Safe Congregations Policy of Unitarian Universalist Church of the South Hills (UUCSH)** and to conduct myself consistent with the provisions of said Policy.

**I understand** that this document applies to any location where youth activities sponsored by **UUCSH** take place.

**I acknowledge** that I have been given the opportunity to read and review said **Toward a Safe Congregations Policy** and that said Policy is both applicable to me and will be enforced by **UUCSH**.

**I further affirm and represent** that I have never engaged in conduct involving child abuse, sexual misconduct, or sexual harassment, and I have never been convicted of a felony.

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

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

Print Full Name: \_\_\_\_\_

**APPENDIX 5**

**Nursery Handbook  
For Parents and Caregivers**

**Unitarian Universalist Church of the South Hills  
1240 Washington Rd · Pittsburgh, PA 15228  
(412) 561-6277 · [www.sunnyhill.org](http://www.sunnyhill.org)**

**For more information:  
Jennifer McGlothin, Director of Religious Education  
(412) 561-6277  
[dre@sunnyhill.org](mailto:dre@sunnyhill.org)**



## Nursery Handbook for Parents and Caregivers

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**Welcome to the Nursery**  
**At the Unitarian Universalist Church of the South Hills (UUCSH)**

As Unitarian Universalists, we adhere to the Seven Principles:

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

It is in the spirit of these Seven Principles that UUCSH developed this handbook for parents and for caregivers (paid and volunteer) who work with our youngest children in the nursery. Our goal is to provide a clean, safe, and nurturing environment for the children who visit our nursery.

**Handbook Agreement for Parents**

Each time you sign your child into the nursery, you are agreeing to abide by the policies and procedures outlined in the *Nursery Handbook for Parents and Caregivers*. If you have any questions or concerns about anything included in this handbook, please let us know so we can consider your views on the policies outlined. UUCSH will revise the handbook periodically to reflect new childcare needs at the church. After each revision, UUCSH will make an electronic available on the church website. Parents can request a printed copy directly from the Director of Religious Education or the Church Administrator.

**Who Can Visit the Nursery?**

The nursery is for babies who are crawling and toddlers through age four.

- Infants should remain with parents during the service. Parents can sit with fussy babies in the crying room on the second floor and still hear the service.
- Once a child reaches age four, the child will join the PreK-3rd grade RE class.
- After a child has visited the nursery four times, parents are asked to complete a RE registration form.

**Parent Responsibilities when Bringing a Child to the Nursery**

- Sign in your child
- Inform caregivers of any allergies
- Provide your cell phone number on the sign in sheet and make sure it is turned to vibrate when you are in service
- Make sure your diaper bag is labeled and full of necessary items

- Arrive promptly to pick up your child and sign them out
- Remain on church premises. (At least one parent *must* remain on church premises at all times while a child is in the nursery.)

Parents are welcome to stay to help their child adjust to the nursery. If a child cries more than ten minutes, a caregiver will contact parents and ask them to come to the nursery.

### **Nursery Hours**

- The nursery is available year round and opens fifteen minutes before each service. (Service times do change throughout the year. Check the church calendar on the website for service times.)
- The nursery remains open during LifeCraft programming.
- The nursery closes promptly after the second service.

### **Nursery Basics**

UUCSH takes the care of our babies and children seriously. We staff our nursery with two paid caregivers. Our lead caregiver must have been affiliated with UUCSH for at least six months before application can be made for a paid nursery position. Nursery caregivers, like our RE teachers, complete an application and screening form, sign a code of ethics, sign a teaching agreement, and pass a background check (please see appendix for sample documents).

Our goal is a ratio of one caregiver for every five children. If the number of children exceeds ten, we will ask a parent volunteer to assist the two paid caregivers. In the event that a paid caregiver is not available, a volunteer may step in to help. The volunteer is often the parent of one of the children in the nursery. If we cannot provide two caregivers (paid or volunteer), then we will close the nursery.

### **Supplies Provided by Parents**

A bag labeled with your child's name that includes these items:

- Sufficient supply of diapers
- Wipes
- Bottle or sippy cup
- Change of clothes

### **Health and Safety**

***Illness.*** In the best interest of your child and in consideration of other children in the nursery, please keep your child home if any of these symptoms are present: green or yellow nasal discharge, temperature over 100 degrees, diarrhea, vomiting, sore throat, ear ache, unexplained rash, open sores, pink eye, drainage from eyes or ears, or any other sign of illness.

**Hygiene.** We strive to maintain a clean, healthy environment in our nursery. Caregivers must wash hands before beginning childcare, and hand sanitizer is readily available. Caregivers use non-latex, non-powdered gloves to change diapers, and caregivers wash their hands after every diaper change. We try to change diapers as necessary, if parents have provided all supplies. Either the Director of Religious Education or a caregiver brings the child to the first floor changing table in the bathroom. If this situation leaves only one caregiver in the nursery, this caregiver is 100% concerned with the safety and security of the remaining children in the nursery. We try to avoid this situation at all costs.

**Safety.** UUCSH strives to maintain a safe environment in the nursery. Our goal is for every caregiver to be infant/child CPR certified. Currently, both the Director of Religious Education and the lead nursery caregiver are certified in infant/child CPR through MRTSA (Medical Rescue Team South Authority).

### **Child Incident Report**

If an injury in the nursery results in a bump, bruise, or requires a band-aid, the caregiver will issue a Child Injury Report. One copy of the report goes to the parent of the injured child, and one copy remains on file in the church office. Parents—please let the caregiver know of a pre-existing injury (bump, bruise, cut, etc.).

### **Dietary Restrictions, Allergies, and Snacks**

A small snack usually is provided to the nursery caregivers for distribution to the children. A typical snack is goldfish or animal crackers or Cheerios. Parents—please tell the nursery caregivers if your child has dietary restrictions (vegan, vegetarian, gluten-free) or has a food allergy. Parents are welcome to pack a light, non-perishable, non-messy approved snack for their child. Water may also be provided.

### **Responsibilities of Paid Nursery Caregivers**

#### ***Arrival and Check In:***

- Arrive by 8:30 a.m. and sign in with the Director of Religious Education (DRE)
- Wash hands
- Check nursery for safety and cleanliness
- Check for snack and snack supplies
- Wear a name tag so parents know who you are
- Greet parents and children as they arrive (learn children's names)
- Make sure every child is signed in by a parent
- Inquire about pre-existing injuries such as bumps, bruises, cuts, etc.
- Inquire about dietary restrictions and allergies

### *Nursery Care:*

- Calmly contact parents if a child is injured (bump, bruise, cut, etc.), becomes ill, or becomes inconsolable (cries non-stop for ten minutes). First, send a text message to the parents. If the parents do not respond, locate the parents in the service and ask them to accompany you to the nursery. Keep interruptions to the service to a minimum, but remember that child safety comes first.
- A first aid kit is provided for treating minor injuries
- In the event of an injury, fill out an incident report, and contact the DRE
- Change diapers and supervise potty visits as necessary. While one caregiver is changing a diaper or accompanying a child to the potty, the other caregiver has 100% responsibility for the remaining children in the nursery.
- Use the changing table in the upstairs bathroom for diaper changes. Wear gloves during the diaper change and sanitize the changing table after. Wash hands after every diaper change.

As church services end, encourage children to help you tidy the nursery and put toys away.

- Make sure every child is signed out by a parent
- Put away remaining toys, sanitize tables, put away snacks, and vacuum room.
- If toxic or infectious trash was thrown away, tie up the trash bag and leave outside nursery
- Sign out with the DRE
- If you are unable to work as scheduled, contact the Director of Religious Education as soon as possible so that the director can identify a volunteer replacement.

## Child Incident Report

Please complete two copies of the Child Incident Report.  
Give one copy to the parents, and one copy to the Director of Religious Education.

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of events:

Parts of body involved:

Treatment given/action taken:

Treatment given by whom: \_\_\_\_\_

Name of parent notified: \_\_\_\_\_

Time notified: \_\_\_\_\_

Signature of person notifying parent: \_\_\_\_\_

Corrective action needed to prevent reoccurrence:

Signature of nursery caregiver: \_\_\_\_\_

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

Signature of parent/guardian: \_\_\_\_\_

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

**Agreement to Teach  
For Religious Education Teachers and Youth Group Leaders**

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

- I have read and understand our congregation's policies for keeping children, youth, and vulnerable adults safe.
- I agree to uphold these principles in my work with the children, youth, adults, and families of the Unitarian Universalist Church of the South Hills.
- I have signed the Code of Ethics statement.
- I affirm that I have never been accused of, convicted of, or pled guilty to any sexual crime. I also have not pled guilty to a lesser charge after having been charged with a sexual crime. I have never engaged in any form of child abuse, including sexual abuse. I have never been determined to have engaged in any sexual offenses in any civil, administrative, or ecclesiastical forum or other forum.
- I further affirm that I have never been accused of, convicted of, or pled guilty to any crime, or any other activity, that would have an impact on my ability to perform my duties or affect the reputation or good will of the Unitarian Universalist Church of the South Hills.
- If there are any facts or circumstances in my background that call into question my being entrusted with the supervision, guidance, and care of children, youth, or vulnerable adults, I have met to review this information confidentially with the Minister and the Director of Religious Education.
- Further, I agree to notify the Minister and the Director of Religious Education immediately should I be accused of sexual abuse, sexual offenses, sexual harassment, or other sexual improprieties in the time that I am working with children and youth in this congregation.

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

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

**Volunteer Application and Screening Form  
For Paid Caregivers and Volunteers (Confidential)**

Thank you for your interest in working with the children and youth of the Unitarian Universalist Church of the South Hills (UUCSH). UUCSH takes seriously our responsibility to assure the safety of our children and youth. Thank you for helping to provide a safe and secure environment for all of our children and youth.

Please return a completed and signed Application to the Director of Religious Education by \_\_\_\_\_.

Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Have you ever used a different name? \_\_\_ YES \_\_\_ NO

If you answered *yes*, please list names and dates used:

- 1.
- 2.
- 3.

How long have you been attending UUCSH? \_\_\_\_\_

Please answer the following questions (please use the back if necessary):

1. What is your experience working with children/youth?

2. What skills and interests do you bring to this volunteer position?

3. What volunteer experience do you bring to this position?



4. Do you have a valid driver's license?  YES  NO

- Driver's license number: \_\_\_\_\_
- Expiration date: \_\_\_\_\_ State issued: \_\_\_\_\_

5. Has your license ever been revoked or suspended?  YES  NO

- If yes, please describe the circumstances:

6. Do you have a current PA Act 33 or 34 Clearance?  YES  NO

- If yes, date granted \_\_\_\_\_ (Please attach copy)

7. Have you had clearance from another youth-serving agency in the past year?

YES  NO

- If yes, date granted \_\_\_\_\_ (Please attach copy)

8. Background screening:

a. Do you currently use (1) illegal drugs, (2) any prescription drugs inconsistent with the prescription, or (3) any medication that can impair you mentally or physically?

YES  NO

- If yes, provide details:

b. Do you abuse alcohol?  YES  NO

- If yes, provide details:

c. Have you been accused or convicted of the use or sale of drugs?

YES  NO

- If yes, provide details:

d. Have you ever been accused or convicted of child abuse (physical or sexual) or neglect?  YES

NO

- If yes, provide details:

e. Have you ever been accused or convicted of any crimes against a person, including rape, incest, sexual exploitation of a minor, or sexual or physical assault or battery?  YES  NO

- If yes, provide details:

f. Have you ever resigned from employment or been disciplined or terminated by any employer for reasons related to sexual or criminal misconduct? \_\_\_ YES \_\_\_ NO

· If yes, provide details:

g. Have you ever resigned from employment or been disciplined or terminated by any employer or volunteer work for any reason other than poor performance, leaving for another job, dissatisfaction with your current position, moving, or layoff?

\_\_\_ YES \_\_\_ NO

· If yes, provide details:

h. Have you ever been accused or convicted of a criminal offense other than those listed in c or d?

\_\_\_ YES \_\_\_ NO

· If yes, provide details:

i. Other than the above matters, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? \_\_\_ YES \_\_\_ NO

· If yes, provide details:

## Character References

Please list two character references. A character reference may not include a spouse, immediate family member, or member of Unitarian Universalist Church of the South Hills (UUCSH). Please include complete names, addresses, phone numbers, and relationship of reference to applicant (i.e. friend, co-worker, supervisor, etc.):

1. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

I understand that UUCSH may verify the information I have provided by contacting persons or organizations named on this form, or through a criminal background check. I hereby release from liability (1) any person or organization that provides information concerning me to any individual associated or affiliated with UUCSH and/or (2) any individual associated or affiliated with UUCSH. I also understand that I will be automatically suspended, pending further investigation, from participating as a volunteer if there is at any time any question regarding my violation of the Code of Ethics or local, state, or national laws. In signing this form, I affirm that the information I have given herein is true and correct.

I have received a copy of this Safe Congregation Policy Statement, and I acknowledge receipt of it by my signature. I have been given the opportunity to ask any questions I have about the contents, and I understand the answers to any of these questions.

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

Print Name: \_\_\_\_\_

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

## **Code of Ethics for Adults and Older Youth Working with Children and Youth**

Adults and older youth who are 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 nurture, 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 youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity. Adults play a key role in assisting children and youth in these areas of growth.

At no time will the Unitarian Universalist Church of the South Hills tolerate sexual or inappropriate involvement with young persons in their care. At no time will the Unitarian Universalist Church of the South Hills tolerate harassment of any kind, including but not limited to verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role.

In cases of violation of this code, appropriate action will be taken.

I have read and understand the above statements of position, expectations, and actions.  
I have been given the chance to ask any questions I have about the contents, and I understand the answers to any of these questions.

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

Print Name: \_\_\_\_\_

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

**APPENDIX 6**

**UUCSH SAFETY CHECKLIST**

## UUCSH Safety Checklist

### **Buildings and Grounds**

	Satisfactory	Needs Attention	Not Applicable
Are roofs acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of building deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the walkways clear of loose gravel and other foreign materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any tripping hazards on the sidewalk, lawn or parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there potholes in the driveways or parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parking lot traffic signs in good condition and positioned for easy viewing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are driveway and parking lot equipped with reflectors for visibility at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the parking lot adequately marked and lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there exterior dusk-to-dawn lighting on all sides of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a wheelchair-accessible ramp, and is it inspected frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sidewalks and steps free of raised cracks or chips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are handrails securely anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fences in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trees maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are lightning protection systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Playground Equipment

	Satisfactory	Needs Attention	Not Applicable
Do surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand or pea gravel, or are mats made of safety-tested rubber or rubber-like materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does protective surfacing extend at least 6 feet in all directions from play equipment? For swings, surfacing should extend twice the height of the suspending bar in back and front.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are play structures that are more than 30 inches high spaced at least 9 feet apart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all equipment securely anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there dangerous hardware, such as open “S” hooks or protruding bolt ends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do openings in guardrails or between ladder rungs measure less than 3.5 inches or more than 9 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there sharp points or edges in equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there tripping hazards such as exposed concrete footings, tree stumps and rocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all elevated surfaces such as platforms and ramps, have guardrails to prevent falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are playgrounds checked regularly to see that equipment and surfacing are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Fire Protection and Prevention

Satisfactory      Needs Attention      Not Applicable

Are all fire extinguishers checked and tagged annually by a qualified servicing contractor?

                                          

Are all fire extinguishers checked monthly by staff?

                                          

Are all fire extinguishers properly mounted on a wall in a conspicuous location?

                                          

Are specifically hazardous areas such as the furnace/boiler room (Type-ABC) or kitchen (Type-K) equipped with a proper fire extinguisher in accordance with National Fire Protection Association standards?

                                          

Is each floor level (including balconies) equipped with a proper fire extinguisher (Type-ABC)?

                                          

Are fire extinguishers placed so the maximum travel distance does not exceed 75 feet?  
Are employees periodically instructed in the use of extinguishers and fire protection procedures?

                                          

Is the fire alarm system tested at least annually?

                                          

Are all smoke detectors hardwired into the electrical system and equipped with battery backup?

                                          

Is good housekeeping maintained in the furnace or boiler room?

                                          

Is good housekeeping maintained in storage areas?

                                          

Are hardwired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters?



	Satisfactor y	Needs Attention	Not Applicable
Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet? (Plastic plugs are not recommended.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable electrical tools and equipment grounded or of the double insulated type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any electrical cords frayed, cracked or dried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are properly grounded receptacles placed where machinery or tools are used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are refrigerators, freezers, air conditioners and electrical water coolers grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do extension cords being used have a grounding conductor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (T-type multi-adapters are not acceptable.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use the proper size fuse for each circuit in your fuse box?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are circuits identified on the fuse box cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

source of a fire?

## Kitchen

Is the kitchen exit located away from the potential

## Public Areas

Are rugs, carpets and floor tiles free of tears, rips, or

Is the kitchen area, including appliances, walls, floors, etc., free of grease accumulation?

Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break?

Is the kitchen fire extinguisher mounted on a wall near an outside exit?

Is the fire extinguisher a Type-K?

Are proper waste containers used for waste food accumulation?

Are waste containers emptied immediately when filled?

Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?

If frequent cooking takes place, are exhaust hoods equipped with removable filters and are explosion-proof lights installed above the cooking equipment?

Are the hood, filters and exhaust duct cleaned on a regular basis?

Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?

Is the hood fire suppression system inspected and in working order.

chipping that could cause tripping?

	Satisfactory	Needs Attention	Not Applicable
Are “walk-off” mats used at all entrances to collect grit, water, ice and snow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are “walk-off” mats cleaned frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are “Caution Wet Floor” signs available when maintaining floors or after cleaning up a spill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is good housekeeping maintained and are all floor obstructions and tripping hazards removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension, telephone or sound equipment cords away from floor or steps where they can create trip-and-fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency phone numbers posted by all telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are poisonous substances stored away from areas where children congregate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Stairway Conditions

	Satisfactory	Needs Attention	Not Applicable
Are steps on stairs and stairways designed or provided with a surface that is slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are standard stair rails or handrails on all stairways with four or more steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the rise in concrete at entranceways identified to prevent slips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper illumination on stairways and access to light switches on both levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Access to Exits

Do all emergency exits open in an outward direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency exit doors equipped with panic hardware?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency exits kept unlocked and free of obstructions when buildings are occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there two exits, remote from each other, for each level of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits marked with a lighted exit sign and also powered by an emergency source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit route maps displayed at regular intervals throughout your facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it a policy to replace backup batteries in exit signs and emergency lights once a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," and the like.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPENDIX 7**

**Child Incident Report**

Please complete two copies of the Child Incident Report.  
Give one copy to the parents, and one copy to the Director of Religious Education.

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of events:

Parts of body involved:

Treatment given/action taken:

Treatment given by whom: \_\_\_\_\_

Name of parent notified: \_\_\_\_\_

Time notified: \_\_\_\_\_

Signature of person notifying parent: \_\_\_\_\_

Corrective action needed to prevent reoccurrence:

Signature of nursery caregiver: \_\_\_\_\_

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

Signature of parent/guardian: \_\_\_\_\_

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

## APPENDIX 8

### LIMITED ACCESS AGREEMENT

#### *Introductory paragraph in cases of allegation:*

A serious complaint or allegation, now under review, has been made about you to the Toward a Safe Congregation Team. 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 suspicion, 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, the Religious Educator and the members of the TSCC. It will be kept in a locked file in the office.

#### *Introductory paragraph in cases of convicted sex offender:*

The UUCSH affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. 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 must be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

#### **Agreement:**

Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well-supervised intergenerational events. You are to avoid all contact with children on congregation property or congregation-sponsored events. This includes the following:

- Please do not talk with children.
- Please 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 intergenerational events, driving or otherwise transporting children and/or youth.
- Please remain in the presence of an adult who knows your situation at all times when children are present.
- If a child in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
- Please avoid being in the building unsupervised when activities involving children are in session, such as nursery school or youth group.

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: Minister, Director of Religious Education, President of the Board of Trustees, and the Chairperson of the TSCT.

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 regularly every six months and will remain for an indefinite period.

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

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

Witness: \_\_\_\_\_

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

Minister: \_\_\_\_\_

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

Director of Religious Education: \_\_\_\_\_

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

Board Chair: \_\_\_\_\_

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

## APPENDIX 10

### TOWARD A SAFE CONGREGATION: A PLAN FOR IMPLEMENTATION

Specific and implementable programs need to be developed for the congregation, leadership, Religious Education (RE) teachers and youth group leaders, parents/guardians, and children and youth to meet the needs defined in Section III. Prevention, under Education.

Who will develop?

Who will implement?

How often will these programs be given?

Under Trust, Confidentiality

Need a dedicated, secure and locked safe that is accessible only by the TSCT and the President of the Congregation

Under Safety Procedures for Adult Volunteers

DRE keeps all application forms on file.

Who is responsible for annually checking the Sex Offender Registry for Levels 2 and 3?

What criteria might be used to determine if a Level 1 check needs to be done?

Is UUCSH teacher training already done? How is participation recorded?

All requirements listed in Requirements for RE Classes must be met. Who is responsible for seeing that all requirements are met? Must there be a record that these criteria were met each Sunday?

Coming of Age

DRE keeps all applications of mentors on file COA youth must attend the program on safety?

Who is going to develop this program?

DRE will keep a record that all youth attended this program each year.

Family Responsibility

Registration forms kept on file by DRE

Who will be sure that every child has a parent on premises, or that another arrangement has been made?

DRE will record that youth 16+ may bring self to RE without parent on premises

General Supervision

Checklist that records that DRE or other did a walk-through each Sunday and that all criteria were met

Childcare for Congregational Events

Up-to-date list of approved childcare providers

What are criteria to approve them, except that everyone must have been active participants in UUCSH for one year? What defines active participation? This is to be kept by the Childcare Coordinator – where will it be kept?

All guidelines must be kept

Sleep-over guidelines



Approval of adult volunteers – how are they approved? By whom?  
DRE maintains file of Consent and Medical Release forms  
DRE will maintain file of signed Code of Ethics for each event  
DRE will keep the list of attendees for each event including the number of adults  
Record of when door was locked and unlocked kept by DRE

Transportation to and from events  
DRE maintains Consent forms from parents of youth  
DRE maintains code of ethics signed by drivers as well as proof of license, registration and insurance

SRT  
DRE maintains record of members of TSCT, including terms, ensure that gender requirements are met.  
What are requirements for TSCT members given their responsibilities?  
How will TSCT members assist the DRE and RE Committee in planning and implementing training?  
How will TSCT members maintain familiarity with community resources?  
DRE will maintain records that SRT attended training.  
What are the response procedures that need to be followed when someone is revealed to have a Sex Offender record?  
TSCT members will follow the requirements in this section.