

Unitarian Universalist Church of Vancouver

Safety Handbook

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1. Introduction

A. COMMITMENT TO SAFETY

At the Unitarian Universalist Church of Vancouver (UUCV), we pledge ourselves to maintaining an environment that optimizes safety for all children and adults in our community.

B. SAFE CONGREGATIONS PHILOSOPHY

In accordance with the 1st Principle (Respect for the inherent worth and dignity of every person), UUCV is dedicated to creating a safe and nurturing environment that protects children, youth, and adults from harm and promotes their spiritual growth while part of our community. We affirm our commitment to maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, nation of origin, age, physical ability, gender or sexual orientation.

C. THE SAFETY COMMITTEE

The Safety Committee is comprised of

- A member of the Facilities and Grounds Committee Team
- The Office Administrator
- A member from the Congregation at large

The Safety Committee meets at least quarterly and is responsible for ensuring

- The handbook is kept up to date and in compliance with federal and state safety laws and all requirements of the local Fire Marshal
- A current emergency evacuation plan exists and is posted in each room

- All safety equipment is current, maintained, and in compliance with this handbook
- Routine operations follow the safe, effective and timely execution of this handbook
- That these guidelines are being carried out to the best of the institution's ability
- Providing regular training and education regarding this handbook
- Implementation of the Operational Rule for Privacy (OR 1112)

D. RELATIONSHIP WITH MINISTER(S) OF THE CONGREGATION

The congregation has high expectations of the minister(s) to remain in right relationship with the congregation, the Unitarian Universalist Association (UUA), and with the Unitarian Universalist Minister's Association (UUMA). The minister(s) is expected to abide by the UUMA Code of Professional Conduct. Misconduct of any kind harms all involved and will not be tolerated.

E. RELATIONSHIP BETWEEN UUCV AND ALL STAFF

Staff need to maintain a trusted relationship with the congregation in order to be effective in their respective areas. No employee may misuse the influence, power or authority of their position to exploit, manipulate, or take advantage of any child, youth, or adult participant.

Specifically, UUCV expects

- the Director of Lifelong Learning to fully understand and faithfully abide by the Liberal Religious Educators Association (LREDA) Code of Professional Conduct.
- the Music Director to abide by the Unitarian Universalist Musicians Network (UUMN) Code of Professional Conduct.
- all Administrative staff to abide by the Association of Unitarian Universalist of Administrators Code of Professional Conduct.

2. UUCV Facilities

A. BUILDING KEYS

All keys are maintained and issued at the discretion of the Office Administrator who maintains a record on all keys. Staff members who need regular access to the building will be assigned a key. Lay leaders may request a key from the Office Administrator for the duration of their leadership role. Any staff or lay leader who has a key and uses the building assumes full responsibility for the building during the time they or their volunteers are using the facilities.

Lost keys must be reported immediately to the Office Administrator. The person to whom the key was issued may be assessed a fee for replacing a lost or stolen key. Duplication of keys or use of locksmith contractor services is strictly prohibited.

Contract employees or other vendors may be given a key on loan for a specific period of time upon written approval from the Office Administrator. A key shall be authorized only when no other reasonable means of access is available.

B. FIREARMS

UUCV is a weapons free zone. Guns, firearms, and other explosives are prohibited on the UUCV property, including those locked in vehicles in the parking area. This handbook applies to any individual present on the congregation's property, including staff, employees, members, guests, and visitors regardless of whether such person has a concealed weapons permit. The following exceptions apply:

- State, federal and local law enforcement personnel, in conjunction with their professional duties
- Military personnel, in conjunction with their professional duties

C. ACCIDENTS OR INJURIES

Since accidents are, by definition, unavoidable, it is important to have a clear process to address any accident and subsequent injuries.

- Any medical needs will be addressed as a priority (see Medical Emergency)
- If necessary, 911 will be called to address the cause of the accident and the extent of the injuries. Medical care may be deferred to the paramedics.
- Facilities and Grounds members will be notified to secure the environment
- An incident report will be completed by the individual and/or a witness to the event (See Appendix A) and submitted to the Office Administrator within 24 hours

D. FOOD AND BEVERAGE SAFETY

Alcohol

All federal, state, city and county ordinances that govern the church must be observed. Alcohol may not be distributed to minors and individuals may be asked for a government issued photo identification to ensure the individual is above the legal age (21 in the state of Washington). This includes off-site events.

Event coordinators are responsible for knowing and adhering to these policies. Adult supervision is required at all times during events where alcohol is available. Alcoholic beverages and food containing alcohol must be clearly labeled and identified. Alcohol will not be served to intoxicated persons at events. The serving of alcoholic beverages at events will not be publicized as a primary attraction of the event. Any alcohol remaining after an event must be removed or secured in a locked area.

Renters and contractors of UUCV facilities will receive information regarding this handbook and are expected to adhere to it. They must inform the rental coordinator of their intent to serve alcohol. In addition, at permitted events, the selling of food or

beverages (including alcohol) to the outside public must meet all health and other applicable codes.

Food Allergies

In recognition of the potential for significant reactions to allergens in food, UUCV asks that anyone bringing communal food to UUCV label the ingredients before making it available.

UUCV will strive to be a nut-free space. Ultimately however, because it is simply not possible to eliminate the risks, we ask UUCV participants and parents of allergen sensitive children to take their own precautions and use their own best judgment with regard to any event.

In those rare occurrences where food with known common allergens are brought in, the food will be allowed to be served with the following provisions:

- In RE - the DLL, teachers, and childcare workers are notified
- The food is segregated and clearly marked that it has allergens in it
- There is active communication with the attendees of the event, so they can avoid it if they so choose
- Proper cleanup procedures are followed after the event, to ensure the safety of all food products and eliminate the possibility of cross-contamination, including the wiping down of tables and backs of chairs.

E. MEDICAL EMERGENCY

UUCV staff and volunteers are not professional medical personnel. However, medical emergencies do happen and some individuals may be able to provide basic first aid. First aid kits are located in the coat closet and kitchen in the Sanctuary Building and in RE outside the RE kitchen along the counter and upstairs above the hallway sink. The Safety Committee will be responsible for monitoring the first aid kits and ensuring that they are filled, updated as appropriate on a regular basis. In the course of a true medical emergency, the following steps shall be taken:

- The environment will be assessed to determine continued safety at the event
- Appropriate medical care may be given to the person(s) if others at the event feel comfortable doing so
- 911 will be called. The 911 dispatcher may direct care while waiting for the paramedics
- After the safety of the individual has been determined, an incident report will be filed

Use of Epinephrine Autoinjector

If a person has an anaphylactic reaction and has an epinephrine autoinjector or other emergency medication, the following will be done:

- Retrieve the provided prescribed emergency medication

- Administer the prescribed emergency medication
- Call 911
- Notify parents, if applicable

Trainings on how to administer an epinephrine autoinjector will be available for staff and the safety committee.

The church does not provide medication of any kind, with the exception of youth overnights (see 4B below). Any medication, including emergency medication, must be prescribed by a physician for a specific person and personally brought to the church each time they are in attendance. It is the responsibility of the individual to ensure that medications are current and appropriately labeled.

F. EMERGENCY EVACUATION

Each building has an evacuation plan, should evacuation be necessary. These plans are clearly posted in each room. Exits are to remain clear during all events and occupancy rules are to be followed. The Safety Committee will ensure that the evacuation plans remain current and that appropriate trainings are available to staff and volunteers.

The Facilities and Grounds Committee will ensure that the facilities are in compliance with fire code and that all doors are operating correctly and unlocked when the building is in use. Event leaders will be aware of the evacuation plan and ensure that all exits remain clear.

Evacuation of Groups from Main Buildings during Large Events

Worship Associates, Staff, and RE Educators will maintain calm and give instructions:

- Instruct occupants on the exit route and evacuation destination (first choice- Lawn next to Main Parking Lot, second choice- Upper Parking Lot)
- Assign persons, as appropriate, to lead the evacuation and help individuals who may need support (i.e. those with walkers, canes, wheelchairs, as well as those temporarily disoriented by the disruption)
- Ensure all have exited the area- RE Educators will, if possible, bring the attendance sheet to account for all children
- If appropriate, turn off the lights and shut (but do not lock) the door

Once at the evacuation destinations, RE Educators will:

- Keep the class together to allow parents to easily find their children
- Ensure all children/youth are accounted for
- Remain in the designated area until either:
 - the Fire/Police Department calls off the evacuation
 - the parents have reunited with their children
- If possible, have parents sign their children/youth out using the attendance sheet

No person will re-enter the building until permission is given by the fire/police department.

G. FIRE SAFETY

In the event of a fire, use the RACE response:

- Rescue persons in immediate danger, if possible
- Alert the fire department at 911
- Contain fire and smoke, if possible
- Evacuate

Closing doors and turning lights off may greatly mitigate the effects of a fire, including damage due to smoke.

If a fire is relatively small (smaller than a trash can) and it is safe to do so, consider using a fire extinguisher using the PASS method. Fire extinguishers are located throughout the Sanctuary and RE buildings. Refer to posted maps for specific locations.

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep the spray across the breadth of the fire

Fire extinguisher training will be available for staff and interested volunteers, with special emphasis on those working regularly in the kitchen.

H. EARTHQUAKE SAFETY

In case of an earthquake, use the “Drop-Cover-Hold On” method of protection:

- DROP down onto your hands and knees to protect from falling but allowing for movement.
- Take COVER under a sturdy table or desk. If there is no shelter nearby, seek an interior wall and cover your head and neck with your arms and hands.
- HOLD ON to your shelter until the shaking stops. Be prepared to move with your shelter as it moves.

While there is shaking, do not attempt to move to another room or leave the building. Once shaking has stopped, follow the evacuation protocol as outlined above. If outside the building, move to designated open spaces away from buildings and overhead power lines. Position yourself close to the ground.

I. INDIVIDUAL ACTS OF VIOLENCE

Preparation

Before service, Greeters and Ushers will be aware of indications of unusual behavior including extreme nervousness, agitation, determined or aggressive focus or stride, and concealing or brandishing an obvious weapon. Greeters and Ushers will communicate any concerns with staff and Worship Associates. Event coordinators are responsible for monitoring events.

Response

If verbal or physical aggression breaks out

- Alert the Worship Associates, staff, or event coordinator immediately
- Do not engage the attacker
- If appropriate, call 911 to report the disturbance

If a weapon is brandished or discharged

- Exit the building as quickly as it is safe to do so and hide in a safe location out of sight (Note: different from the general evacuation described above)
- If possible, assist individuals who may need support
- When it is safe, call 911

If exiting the building isn't possible

- Shelter in place
- Lock doors, turn out lights, and remain silent until instructed to leave by emergency personnel

Follow Up

Report any aggressive or violent incident to the Office Administrator and complete an incident report.

J. SEVERE WEATHER

Severe weather in the Pacific Northwest can range from high winds to snow and ice. If necessary, individuals should shelter in place away from windows. Close all blinds and curtains to prevent flying glass. In the event of snow and ice, services and events may be cancelled.

3. Relationship Safety

A. PREVENTING SEXUAL AND PHYSICAL ABUSE AND HARASSMENT

Abuse of any individual at any time will not be tolerated. Preventing sexual misconduct, physical abuse, and harassment in our religious community requires multiple approaches on several fronts. In order to be clear about what distinguishes healthy from unhealthy behavior or responses, it is important to understand the full scope of healthy interactions. For the full legal definition of various terms, please refer to Washington State Law RCW 74.34.020.

B. OVERVIEW OF TERMS AND CONCEPTS

Abuse

Non-accidental conduct that involves bodily injury or impairment; offensive physical or sexual contact, including physical or sexual abuse; physical or sexual harassment; physical or sexual molestation; or physical or sexual exploitation. Legal definitions of elder abuse also include abandonment, emotional abuse, financial or material exploitation, neglect, and self-neglect.

Physical abuse

Aggressive and invasive physical contact or activity that causes bodily injury.

Sexual abuse

Any sexualized touching of a child or youth or any activity that causes a person to engage in any sexual act or conduct without that person's consent or without that person's capacity to offer consent due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

Physical harassment, molestation, and exploitation

Activity that places a person in fear of bodily injury by such acts as threatening or tormenting behavior; compelling a person by force or threat of force to engage in conduct from which the person has a right to abstain; knowingly restricting substantially the movements of another person without that other person's consent; communicating to a person a threat to commit an act against that person or another person or entity where the natural consequence of the threat is to place that person in fear or cause that person to engage in conduct in which that person otherwise would not engage, or similar repeated offensive physical or verbal conduct.

Sexual harassment, molestation, and sexual exploitation

Activity that places another person in a situation where that person feels compelled to engage in sexual conduct to which that person would not otherwise voluntarily consent; or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

Consent

Mutual agreement to participate in mutual action, specifically in regards to sexual activity. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop the activity. Consenting to one behavior on one occasion does not obligate a person to consent to any other behaviors at any other time. Consent can never be assumed

based on non-verbal responses. A person may not be capable of giving consent. If a person has impaired cognitive understanding - either by intoxication, trauma or other methods of diminished processing - they cannot give consent. Children and some youth cannot legally give consent. According to Washington State Law, a person is not considered capable of giving legal consent until age 16.

Child

A person who is in 5th grade or younger, typically 11 years old or younger.

Youth

A person who is in grades 6 through 12 grade, typically between the ages of 11 and 18. Specifically, middle school youth are in grades 6 through 8; high school youth are grades 9 through 12.

Mandatory Reporter

Those persons who, because of their position of employ in this community and/or because of their professional licensing, are required by the state of Washington to report any known or suspected abuse or neglect to the appropriate government reporting agency.

C. SAFETY RESPONSE TEAM

The UUCV Board of Trustees will establish a Safety Response Team (SRT). Names and contact information of team members will be accessible. The SRT will include the Minister, Director of Lifelong Learning, a member of the Board of Trustees, and a member of the Safety Committee. SRT will meet at least once annually to review responsibilities.

The SRT will have the following responsibilities:

- Be familiar with the definition, symptoms, and signs of abuse
- Be familiar with community resources for abuse, treatment for sex offenders, and support groups for survivors
- Be aware of mandatory reporting laws and know the identity of UUCV's Mandated Reporters (currently, the professional minister, DLL, and all personnel hired to care for children and youth under the age of 18).
- Receive reports of possible abuse and develop a process for expedient response. Reports of abuse may include but are not limited to:
 - Abuse by a UUCV staff person or leader
 - Abuse of a UUCV member by an outside person
 - Abuse of an outside person by a UUCV member
- Be available during and/or facilitate training for RE staff and teachers on issues, policies, and procedures relevant to sexual or physical abuse.

- Manage the Limited Access Agreement (Appendix B) for convicted sex offenders interested in entering a relationship with UUCV

All activities of the response team will be conducted in a confidential fashion and may only be disclosed when necessary and appropriate as determined by the SRT.

D. REPORTING ABUSE TO COMMUNITY AUTHORITIES

Any reports of abuse will be reported to the Washington State Abuse Hotline (1-866-363-4276) and/or local police. It is not the function of the Minister, DLL, or SRT to conduct an investigation into reports of abuse.

Once a report is made to the appropriate authorities, UUCV will rely on the decisions of those authorities as to the validity of the complaint. It is also the SRT's responsibility under these guidelines to develop an appropriate plan of response to the allegations.

In all cases, the SRT will as soon as possible notify the President of the wBoard, Safety Committee, and UUCV's insurance company.

In the event the person suspected or accused of abuse is the Minister, reports will be filed by the President of the Congregation to the appropriate authorities as well as to the Pacific Northwest District of the UUA.

E. STEPS TAKEN FOLLOWING AN INCIDENT OR REPORT OF ABUSE

Interim Safety Plan

When a report of abuse is filed and the suspected abuser is a member, attendee or employee of UUCV, the SRT will develop an interim safety plan pending the results of the official investigation. This interim plan may include implementation of a draft Limited Access Agreement. The purpose of this plan is to protect both the reported victim and the accused abuser from further complaints. If the accused abuser or victim is a child or youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser or, if a minor, his or her parents or guardians, by a member of the SRT.

Permanent Safety Plan:

Upon final disposition by appropriate authorities, a permanent Limited Access Agreement will be developed by the SRT. A disposition requiring a response would be substantiation by the appropriate County Welfare Agencies or conviction by a Court of Law.

In all cases, the Minister, DLL, or Representative of Board of Trustees may recommend seeking legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

Incidents of alleged sexual or physical harassment of staff are handled in the Personnel Handbook.

F. CONVICTED SEXUAL PREDATORS

An individual who has been convicted or pled guilty to a charge of sexual misconduct may still be in relationship with the UUCV congregation. It is the role of the SRT to establish and maintain a Limited Access Agreement with such an individual. If necessary, the SRT may seek legal counsel for advice in establishing such an agreement.

G. SAFETY REGARDING FINANCES

Financial abuse is very common, especially among older adults. The Budget Director, Endowment Board, and Treasurer will be aware of inconsistencies in giving patterns and potential for financial abuse of congregants with failing cognition. Financial abuse is reported to the State of Washington in the same manner as any other abuse.

H. DISRUPTIVE BEHAVIOR

In the event of disruptive behavior, a priority will be placed on maintaining a calm, safe environment for all attendants.

In the event of significant disruptive behavior, the following steps will be taken

- If during Service, the Worship Associate will report any disruptive behavior to the Minister and SRT.
- If an immediate response is required, the Minister or (in the Minister's absence) Worship Associate will respond. This may include deescalating the disturbance, asking the individual to leave, or suspending the meeting or service until such a time as it can be safely resumed.
- If during a church event, event coordinators will report any behavior to the SRT. If an immediate response is necessary, event coordinators will respond as above.
- If further assistance is required, 911 may be called (See Individual Acts of Violence in Section 2 in this handbook)
- An Incident Report will be filed by the SRT

The SRT is responsible for investigating each documented disturbance and determining any responsive actions. These actions may include

- Discussing the nature of the disturbance with the source of the disruption
- Facilitating communication with the aim of resolution
- In some cases, negotiating a behavioral contract with an individual
- In extreme cases, recommending a membership revocation to the Board of Trustees

I. PRIVACY

UUCV places an emphasis on maintaining personal privacy for congregants. To that end, the following will be considered:

- Server email addresses (name@uucvan.org) and church phone numbers should be considered as the safest and most appropriate contact options, especially on the web site. Server addresses can be created by the Communications Team for any groups wishing to be contacted by email.
- No captions or photo image file names used on the website shall contain both the first and last names of any member.
- No personal identifying information, photo, or any other likeness or voice imprint of anyone under the age of 18 shall be permitted on UUCV media outlets without signed permission of that child's parent or guardian. A media release is included in RE registration forms.
- Individuals and parents can opt out of having last names and/or photos included in church communications by submitting an 'Opt Out' form (Appendix C). The Communications Team will be responsible for maintaining a current Opt Out list and ensuring the privacy of those individuals.
- The Church Directory shall not be made available to casual or walk-in visitors. After initial distribution, extra copies will be kept in the office. Individuals are encouraged to shred outdated directories or return them to the office for shredding.

4. Safety of Children and Youth

A. VOLUNTEERS AND STAFF

All volunteers and staff in the Religious Education (RE) Department and providers of childcare will be subject to a background check.

Adults working with elementary school aged children and younger must be at least 18 years of age. Adults working with middle school aged youth must be at least 21 years of age. Adults working with high school aged youth must be at least 25 years of age. Our Whole Lives (OWL) sexuality education volunteers must be at least 25 years of age.

Training will be provided for RE Volunteers and childcare providers. This training will include:

- First Aid
- Emergency Procedures
- Evacuation Procedures
- Abuse Reporting

B. REGISTRATION

All parents/guardians of children/youth attending Religious Education activities must complete an RE Registration Form (Appendix D), providing an emergency contact and any pertinent medical information.

Special Needs

Parents are responsible for sharing information about the needs of their child/children with medical conditions, developmental disabilities, learning disabilities, behavioral challenges and/or family circumstances that may impact their ability to fully and safely participate in Religious Education programs. As needed, accommodations will be implemented to assure access to activities and programs for all children. When appropriate, the DLL will work with parents to create a Support & Special Response Plan.

Medications and Allergies

RE staff and volunteers are not to administer or supervise a child's administration of medication except in the event of an overnight event where the parent or guardian cannot be present, and the parent or guardian have provided written authorization to administer the medication. Parents and guardians are welcome to retrieve their child from a UUCV class or event at any time to administer or supervise the administration of medication.

Parent/guardians will provide the DLL with a Response Plan for any children/youth who have prescribed emergency medication. This plan will detail signs and symptoms that indicate the need for the emergency medication to be administered, where the medication is stored, how to administer the medication, immediate follow up procedures, and emergency contact information of parents. This plan will be communicated to all volunteers and staff working directly with the child. In addition to developing a Response Plan, parents will provide the DLL a current copy of their child's prescribed allergy action plan from their physician. Any emergency medication will be stored in a locked file cabinet in the RE office. Parents/guardians are responsible for ensuring the medication is current and ready for administration.

C. SUPERVISION OF CHILDREN AND YOUTH

Parents/guardians have the primary responsibility for supervising their child/youth at UUCV or at off-site activities. On Sunday mornings, children and youth may be supervised by RE volunteers or childcare providers. Any children or youth who are not participating in Religious Education activities will be under the supervision of a parent/guardian or designated adult.

Supervision Ratios

At least two RE volunteers or childcare providers will be present to provide adequate supervision. One worker may be a youth under 18 if the other is an adult. No volunteer will ever intentionally be alone with a child or youth.

The following ratios will not be exceeded:

- Infants (birth to 12 months) – 1 adult to every 4 children
- Toddler (1 to 3 years) – 1 adult to every 7 children
- Preschool (3 to 5 years) – 1 adult to every 10 children
- School (K to 12th grades) – 1 adult to every 15 children
- Youth special events (overnights, cons, etc) – 1 adult to every 8 youth

On occasion, UUCV offers a coming-of-age program with one-on-one mentoring between RE volunteers and youth. In this scenario, an adult may meet with a youth in a public venue with the parent/guardian's prior knowledge.

Pick-Up

RE volunteers will be responsible for children until the end of the service. Children must be picked up by a parent/guardian or other designated adult. The adult must be listed on the child's RE registration and may be asked to provide photo id to confirm identity. Youth will be dismissed from activities to meet their parent/guardian. They are expected to go find their parent/guardian and it is then the parent /guardian's responsibility to supervise the youth. During events other than Sunday worship it is the parent/guardian's responsibility to promptly retrieve youth from childcare providers.

F. CODE OF ETHICS FOR ADULTS WORKING WITH CHILDREN / YOUTH

Those who take on the responsibility of working with our young people have an obligation and special opportunity to interact with children and youth in ways that create affirming and inspiring experiences. Relationships in this context require a high level of maturity and responsibility of adults. All staff and volunteers working with children and youth must affirm their commitment by signing the Code of Ethics Agreement (Appendix E).

Guidelines for Interaction

Adults working with children and youth will practice respect for themselves and others by not engaging in or allowing the following behaviors:

- Bullying (verbal, emotional, or physical)
- Prejudiced behaviors
- Exclusionary behaviors
- Deliberately making any one person feel uncomfortable or embarrassed

Friendship with Youth

While friendships may develop between an RE volunteer and a child or youth, it is the duty of the adult to maintain appropriate boundaries. Care must be taken to avoid inappropriate relationships with youth given the large differences in power and maturity inherent in adult/youth interaction. This care must extend beyond in-person interactions to email and social media.

Sexualized Behavior

It is never appropriate for adults to engage in any manner of sexualized behavior with a child or youth. This behavior refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language. It includes jokes with sexual content, connotations or “double-entendres.” Care should be taken with physical expressions of affection such as hugs, making sure that they are reasonable and appropriate.

Confidentiality of Conversations

Private conversations and information shared in confidence by children and youth with RE staff or volunteers will not be disclosed with the following exceptions:

- The child or youth is vulnerable to harm
- The child or youth reports abuse
- The child or youth reports a potential for self harm
- The child or youth reports a plan to harm others
- The child or youth reports another child or youth who has stated their intent to harm themselves or others

In any of these situations, the adult will report their concern to the DLL and SRT. Parent/guardians will be informed of all concerns for the wellbeing of their children, with the exception of a report of parental abuse.

Possession of Contraband Items

Children and youth should not be in possession of the following:

- Firearms
- Fireworks
- Weapons
- Nicotine Products
- Illegal drugs or drug paraphernalia
- Alcohol
- Pornography

Possession of contraband items will be reported to the DLL, the Minister, and the parent/guardians and the items will be confiscated. The SRT will determine the appropriate response and an Incident Report will be filed.

Clothing with sexualized or offensive text or images can be confiscated by the RE volunteers or childcare providers.

H. SPECIAL EVENTS AND TRIPS

Event Announcement

The destination of all trips, with expected times of departure and return, plus emergency contact information, will be communicated by the event leaders to parent/guardians and the DLL at least two weeks before the event. The event begins when the parent/guardian leaves the child or youth with the RE volunteers and staff and ends when the parent/guardian picks them back up. Children or youth may not leave the event without their parent/guardian.

Permission Form

A permission form shall be used for each event sponsored by UUCV outside typical RE class time. Each child or youth is required to be registered with the RE Department and submit a signed permission form to attend.

Inappropriate Behavior

- Sexualized behaviors or sexual activity while at UUCV sponsored events. All sexualized behavior (any touch, language, or activity meant to arouse) is prohibited.
- Harassment – including unsolicited remarks, jokes, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any race, color, national origin, religion, age, sex, gender, sexual orientation, or disability.
- Leaving the event location without proper permission

Overnight Supervision and Sleeping Arrangements

At all overnight events the sleeping rooms will be open and monitored. At the discretion of event leaders, sleeping rooms may be all-gender or segregated by gender/gender identity. All sleeping areas used will have at least two adult supervisors present throughout the night. Each participant must have their own bedding and there must be visible floor space between participants. Adults must ensure that each youth in their charge is present and accounted for at bedtime. Rooms in use will be unlocked and accessibility maintained at all times in order to ensure that pathways and emergency exits are clear in the event of a fire or other cause for evacuation. Adults may be assigned to remain awake during overnight hours.

Medications on Trips

In the event that a parent/guardian cannot be present to administer physician prescribed medication (such as a youth overnight), they must sign a release form allowing RE staff

or volunteers to administer the medication. In such circumstances the prescription bottle or packaging containing physician prescribed instructions must be presented along with the medication. All medications must be kept with their physician instructions and signed release by the DLL or other clearly designated volunteer until the trip is over. UUCV volunteers and staff are not permitted to administer non-prescribed medications (including over the counter medications) for any reason.

Parent Organized Carpools

UUCV realizes that for practical reasons parents/guardians will arrange for carpooling to UU events for their children and youth. When these arrangements are made between families, it is at the discretion of the parents and the liability rests on the parents, not UUCV.

UUCV Organized Carpools

Adult drivers to, from, or during events sponsored by UUCV must meet the following guidelines and turn in required documentation annually. The DLL will keep these documents on file.

- Proof of drivers being at least 25 years of age.
- Proof of current liability insurance that meets at least the minimum coverage required by the laws of the State of Washington.
- A copy of a current state issued Driver's License that has not been revoked or suspended in the last five years.

Seat belts are required to be worn by law and vehicle occupancy will not exceed the number of seat belts. Laws regarding car seats will be followed if applicable. In addition, drivers will comply with speed limits and all other official road signage and directions.

Off-site Emergency Medical Care

Should a youth or child need emergency medical care during an off-site event, the following steps will be taken:

- If necessary, 911 will be called
- Appropriate medical releases will be obtained from the permission form
- A parent/guardian will be notified
- An adult leader will accompany the child or youth until the parent/guardian is able to reunite with them

Appendix A

Incident Report

ACCIDENT/INCIDENT REPORT (Congregant)

Name of Member, Friend, Visitor, etc

Mailing address

Age _____ Identifies as Male _____ Female _____

Witnesses (if applicable)

Date of accident/incident

Time of accident/incident

Location of accident/incident

Description of accident/incident

Nature of injuries (if any)

Name of Physician (if consulted)

If hospitalized, name of hospital

By signing this document, you acknowledge that you have read and understood the information contained herein

Member/Visitor's Signature _____ Date

Put this report in the Secretary's mailbox in the church office

Office Use Only
Turned in to insurance? _____ No _____ Yes If yes, Date
Comments: _____ _____
What actions were or will be undertaken to avoid such accidents in the future? _____ _____
_____ Staff Signature _____ Date

_____ copy to person above
_____ original to file

_____ copy to Facilities/Ground Chair

Appendix B

Limited Access Agreement

The Unitarian Universalist Church of Vancouver (UUCV) welcomes and encourages all. At the same time, the safety and well-being of the congregation as a whole must be maintained..

Based on your background, we have concerns about your contact with youth and children in the congregation. The following requirements are designed to reduce the risk to both you and them of an incident or an accusation. We welcome you into our congregation, but your participation will be necessarily limited to maintain your own program of healthy boundaries as well as to ensure the safety of our congregation.

Within these requirements, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, adult choir, all adult social events, and select approved well-supervised intergenerational events. We ask that you covenant with the congregation to avoid all contact with children and youth, with these specific required restrictions:

- Do not talk with children.
- Do not volunteer for 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 or youth.
- Do not participate in individual leadership capacities which would cause you to be a familiar or public face to children in the congregation. This includes musical performances in ensembles of fewer than four persons.
- Remain in the presence of an adult who is aware of your circumstances and the limitations of the agreement at all times when children are present.
- If a child in the congregation approaches you, either at church or in community locations, politely and immediately excuse yourself from the situation.
- Avoid being in the building unsupervised when activities involving children are in session.

I accept that the following people, who have committed to maintaining appropriate confidence, will be told of my circumstances in order for them to protect the children/youth in their care: UUCV Minister, Director of Lifelong Learning, Music Director, and Congregational President.

I will also meet with the Minister a minimum of three times each year to review and reassess the terms of this limited access agreement and my overall relationship to the

congregation.

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

Limited Access Agreement (cont.)

Name Date

Minister Date

Director of Lifelong Learning Date

Congregational President Date

Appendix C

UUCV Opt-Out Form

I, (print name) _____, choose to opt out of allowing the use of my/our () last names and/or () photographs, for/in any church communications.

Exceptions: _____

Family members included in this Opt-Out Form:

Signature _____ Date _____

Appendix D

RE Registration Form

NEW RELIGIOUS EDUCATION REGISTRATION

Parent/Guardian Name(s):

Child(s) Name:

Child(s) Incoming Grade:

Address:

Phone Number:

E-mail address:

Please List Any Allergies:

1. Allergies (If applicable):

- a. Do you have a current allergy action plan on file with UUCV?
- b. Do you have a current UUCV allergy care form on file with UUCV?
- c. If your child has emergency allergy medication, do you have a current RX in the RE Office?
- d. I understand UUCV RE Staff and Volunteers cannot provide intervention in the event of an allergic reaction without explicit consent stated on both a prescribed physician action plan and allergy care form? _____
Guardian Initials
- e. I understand that it is my responsibility to keep my child's allergy physician action plan, church care form, and any emergency medications up to date throughout the time that my child is cared for at UUCV. _____
Guardian Initials

2. Prescription and OTC Medications:

- a. I understand that UUCV RE Staff and Volunteers are not medical professionals and are not permitted to administer medication or supervise the administration of medication during regular program hours. _____
Guardian Initials
- b. During non-program hours such as youth field trips, I understand that supervising RE staff or volunteers must be presented with a physician prescription or physician note for all medications that the child must receive during their care. This note must include clear dosage instructions and times for administration. _____
Guardian Initials

3. Picking Up Children at UUCV

- a. I understand that it is my responsibility to pick up my child at the time that their program ends, and notify the DLL if I am going to be late due to an emergency. _____ Guardian Initials
 - b. I also understand that my child will not be released under any circumstances to persons not listed as a parent or guardian unless I notify the DLL when I drop my children off for the activity. Alternatively, approved pickup persons can be added on the registration form below. _____ Guardian Initials
 - c. If my child is in 6th grade or above, I understand that they will be released from their classrooms at the end of programming to attend coffee hour with family members on Sunday mornings. I acknowledge that my youth must be visible to me at any time they are not under the direct supervision of an RE volunteer. _____ Guardian Initials
4. Youth (6th-12th grade only):
- a. I understand that it is a privilege to leave my RE classroom on my own after Sunday morning programming. I acknowledge that the expectation is for me to find my parents or guardians at this time. I know that I am to stay within their sight during the remainder of time that I am on church property. I understand that if I am found outside of the view of my parents or guardians on Sunday mornings that I will no longer be permitted to leave my RE classroom without the supervision of my youth leaders. _____ Youth Initials
5. Approved Pickup Persons:

Media Permissions:

- I grant permission for my child's photo to be used on closed social media sites (those not open to the public). Yes _____ No _____
- I grant permission for my child's photo to be used at church (such as in a PowerPoint for a service or on the wall in an RE classroom). Yes _____ No _____

Appendix E

RE Code of Ethics

UUCV CODE OF ETHICS
FOR ALL VOLUNTEERS WHO RELATE TO CHILDREN AND YOUTH

Adults and older youth leaders play a key role in fostering the spiritual development of individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurturing care and support that will enable children and youth to develop in self and spirit.

Therefore, those who lead children and youth will:

- Provide nurturing care and support to all children and youth.
- Work to help children develop a positive sense of self and a spirit of independence.
- Help children and youth develop a sense of responsibility.
- Respect selfhood of each child and youth, including the absolute right to privacy of his or her own mind and body.
- Will provide evidence of a background check completed within the last three years, or agree to allow UUCV to perform a background check.
- Will not engage in any behavior with children or youth that constitutes verbal, emotional or physical abuse.
- Will not engage in behavior or language that is personally threatening or demeaning.
- Will not engage in any sexually harassing behavior, nor any other sexually seductive or erotic behavior with children or youth.
- Will not encourage or promote any sort of illegal activities on the part of the children or youth.
- Will report any suspected instances of abuse or neglect in a timely manner.

I have read the above Code of Ethics and understand that these guidelines govern my expected behavior when working with children and youth at the Unitarian Universalist Church of Vancouver, WA.

Date _____ Volunteer's Name (printed) _____
Volunteer's Signature _____