

C.4.3 Safe Congregation Policies and Procedures for Supervision of Children and Youth

C.4.3.1 Policy Statement

Safety for all is a priority for the Unitarian Universalist Church of Urbana-Champaign. Even though the congregation and its leadership recognize that we cannot make any venue 100% safe, we are committed to ensure that UUCUC gatherings, programs, and activities are as safe as possible. We are especially attentive to the safety of vulnerable populations such as (but not excluded to) children, youth, and older adults. The following safety guidelines speak to our dedication to safety and our special attention to children and youth as a vulnerable population.

Child Abuse Prevention in church sponsored activities, programs and gatherings

The Unitarian Universalist Church of Urbana-Champaign recognizes the reality of child abuse in our society, its impact on children and families, and the need for a responsible means of addressing this issue. By overcoming secrecy and by providing a framework for addressing problems and concerns, we reflect our commitment to provide protective care for all children, youth and volunteers who participate in church-sponsored activities.

Child abuse means the non-accidental injury, sexual abuse (touching and non-touching), exploitation, neglectful treatment or the maltreatment of a child (from birth to 18 years) by any person under circumstances that indicate that the child's health, welfare or safety are harmed.

In this document "child" shall mean anyone aged from infancy to 12 years, and "youth" shall mean anyone aged from 12 to less than 18 years.

We will achieve these goals through:

- Screening all church staff and volunteers who work with children or youth.
- Supervising our children and youth and those who work with them.
- Providing a specific process by which allegations of abuse are reported and investigated.
- Treating all people with dignity and respect.
- Requiring those at risk of incident or accusation to refrain from contact with children or youth.

These policies are directed at those working with our children or youth. However, all members of Unitarian Universalist Church of Urbana-Champaign carry a responsibility to provide a safe and caring community in which our children and youth are respected, in which their self-worth is affirmed, and in which spiritual, social and intellectual growth are encouraged.

We are committed to the care of our children and youth, and to the principles of fairness, kindness and forgiveness that have long been part of our religious tradition. The Director of Religious Exploration and Engagement (DREE) will periodically make the congregation aware of these policies and procedures. Each person working with our children and youth will be screened in accordance with this policy, under the leadership of the DREE and minister, who may delegate tasks to responsible individuals.

C.4.3.2 Selection and Screening of Staff and Volunteers

This policy applies to all committees, task forces and organizations that function under the umbrella of Unitarian Universalist Church of Urbana-Champaign. It also applies to other groups and events sponsored by and using the facilities of Unitarian Universalist Church of Urbana-Champaign. For example, when District Youth Conferences are held at Unitarian Universalist Church of Urbana-Champaign, all adult advisors must complete the screening process described below or be screened by their church, denomination, or another organization satisfactory to the DREE or minister. This policy does not apply to non-church groups using church facilities whether for a fee or not.

The Director of Congregational Administration is responsible for screening of staff and volunteers and may work in conjunction with the DREE.

Qualifications

- Anyone expressing interest in ongoing volunteer work with children or youth in the church first must have been involved in worship or other congregational community for at least six months unless the minister and DREE determine otherwise after screening.
- Employees or volunteers who work in the nursery or provide childcare must be at least 14 years of age. They must be under the supervision of a non-parent/guardian adult over the age of 21 and must never be left alone with children.
- Employees or volunteers who work with middle school or high school aged youth (fifth grade through twelfth grade) should be at least 25 years of age. The Director of Religious Exploration and Engagement must give special approval for people under the age of 25.

Background Screening

Employees and volunteers serving in positions involving children and youth, the elderly, vulnerable populations, money, or transportation should be screened prior to any job offer or volunteer placement and annually after initial placement.

- **Employees and volunteers aged 18 years and older** are screened using the Employee + Driver package provided by Trusted Employees, Church Mutual insurance company's preferred vendor.
- **Employees and volunteers between 14 and 18 years old** must complete a special youth application which includes references. At least two references from the list must be contacted and complete a written reference following the questions on the reference contact sheet.

Required Documents

- Each person will supply a copy of their driver's license, school ID, or other photo identification before beginning their placement.

- All employees and volunteers should receive a copy of the *UUCUC Safe Congregation Policy* each year of placement. They must sign a release noting that they received and read it.
- All employees and volunteers should receive a copy of the *UUCUC Code of Ethics for Working with Children and Youth* each year of placement. They must sign a release noting that they received and read it.

Non-Completion of Required Paperwork

All necessary paperwork must be completed before beginning work at the church whether as a volunteer or paid employee. If paperwork is not completed and submitted within 30 calendar days of the proposed start date, then the placement may be restricted, suspended, or terminated.

Document Retention

- **For volunteers:** Paper copies of identification, applications and reference checks, release forms, screening applications and results will be stored in a locked cabinet and should be shredded after 3 years.
- **For employees:** Follow the Record Retention Guide.

Negative Findings

- Conviction of any of the following offenses does not preclude an individual from working with children and youth: offenses involving illegal drugs; any sex offense; any felony within the past 12 years; or any offense involving violence against any person. Instead, the lead minister, DREE, and personnel committee chair will use the information to unanimously decide if and how the person is able to work with children and youth.
- If it is determined that a potential volunteer should have restricted access to children or youth, they shall be required to sign a *Limited Access Agreement* defining the particular restrictions and limitations. If the same is determined for a potential employee, the person shall not be hired.

C.4.3.3 Volunteers Needed on Short Notice

When there are not enough vetted volunteers or staff to meet this policy's guidelines, leadership will creatively find ways to ensure that the guidelines are met. This can include recruiting vetted substitutes, combining classes, or holding classes in larger rooms with other classes in other areas so that there are enough vetted adults.

C.4.3.4. Training of Staff Members, REE Teachers, Youth Advisors, and Child Care Workers

Training

Volunteers working with children and youth will attend an annual training approved by the DREE or lead minister that includes:

- The definition of child abuse and neglect
- Sexual and physical abuse symptoms,

- What constitutes inappropriate conduct,
- What are appropriate boundaries
- Church policies and practices that govern working with children or youth,
- Civil and criminal consequences of misconduct,
- Reporting procedures for observed or suspected misconduct
- The rationale behind screening procedures.

Additionally, all volunteers and staff who work directly with children or youth must complete the online Mandated Reporter training within 30 calendar days of their initial placement and every three years after the initial training by August 30.

C.4.3.6 Children and Youth Supervision Requirements

C.4.3.6.1 Safety and Supervision

- At every church sponsored activity where there are children and youth present without their parents and caregivers, there will be at least 2 screened adults supervising and/or leading the program.
- An intentional and well-communicated plan of class dismissal should be created each year based on the needs of the participants, caregivers and leaders.
- Church functions providing childcare require at least two screened childcare workers. One worker must be at least 21 years old. The second childcare worker must be at least 14 years old. There should be at least one childcare worker for every 5 children.
- Visibility and access to classrooms must be maintained at all times.
- For Sunday morning programs, a DREE/ Religious Education Associate and /or designee shall circulate in the classroom area and monitor classroom activities.
- All UUCUC outings and events, onsite or offsite, shall follow the regulations as stated in this document. Participating children and youth must have a formal permission form signed by a parent or guardian for any offsite events.

C.4.3.6.2 Nursery and any gathering with children ages 0-5

- Nursery and early childhood programming will follow the same protocols as outlined in C.4.3.6.1
- In addition, all children ages 0-5 supervised in programming shall be signed in and out by the responsible adult. A copy of the sign in and sign out form is included in Addendum A and shall be kept in a file in the locked DREE office.

C.4.3.6.3 Supervision Requirements for Field Trips, Youth Gatherings, Vehicle Rides and Sleepovers

Procedures for field trips, youth gatherings, vehicle rides, and sleepovers shall follow the Mid America Youth Con Planning Manual whenever appropriate

- Permission slip and medical release form is required for each child or youth.

- All drivers must be at least 25 years of age and must have an approved background check including a driver's background check. (E)
- Every driving adult will provide proof of adequate insurance.
- Every person transported in the vehicle must wear a seatbelt or be restrained in an appropriate car seat.
- Drivers should have two or more children or youth in the car when they are transporting children and youth to and from activities. The only exception is when the driver is transporting a child or youth with prior parent approval and notification of the DREE or minister (E)
- The DREE shall develop written procedures for supervision for field trips, youth gatherings, vehicle rides and sleepovers.
- There must be two adults at any late night or sleepovers at UUCUC. There will be at least one adult for every 5 youth in attendance.
- **All night events will develop a protocol where supervising adults take turns being awake and present for youth.**

C.4.3.6.4 Maintaining Healthy Boundaries

Tobacco, Drugs and Alcohol- Children and youth are prohibited from using tobacco, drugs or alcohol, and must not be allowed to engage in illegal behavior while participating in church – sanctioned activities. Volunteers and paid staff should always be aware that their own behavior is a powerful statement to children and youth. Adults, while actively supervising children and youth at a church sponsored event or gathering, must not consume alcohol, use illegal drugs, or use tobacco products. (E)

Whenever alcohol is present at an UUCUC event, adults of legal drinking age (21 and older) who are consuming alcohol are expected to do so in a responsible manner, which does not endanger themselves or others, and follows UUCUC policy.

Communication. All communication, regardless of the method, between adults and children and youth **must be AND appear to be** above reproach. It is highly recommended that all communication with youth include either parent or caregivers unless explicit written permission to communicate directly with youth has been provided by parents and caregivers and approved by DREE or religious education staff (i.e., youth coordinator). In the permission, the mode of communication must be identified. (E)

C.4.3.6.5 Rules for Youth Events and Lock-ins These rules are based on suggestions from the youth of UUCUC in the fall of 2014. They will be the rules used for events such as late nights, sleepovers, lock-ins and any youth event at the church. When away at an event, it is expected that the youth follow the rules stated in the signed covenant of the event.

1. If coming late, notify organizers, as there will be a clear start time.
2. Do not bring, use, or arrive under the influence of tobacco, alcohol, illegal drugs, or controlled substances.
3. Refrain from any sexual behavior. There is a ZERO tolerance policy.
4. NO means NO.
5. Be aware of personal space. Make sure there is no pair-wise space.

6. Maintain the wearing of appropriate clothing at all times. Dress as if you going to school in front of parents. Upper and lower torso must be covered at all times.
7. The bringing or use of weapons, fireworks, explosives or flammable items is prohibited.
8. No pets.
9. Consuming or bringing energy drinks or pills is not allowed.
10. Events have clear end times. Youth are not allowed to leave church without the agreement of one supervisor.
11. Be sure to take care of yourself.
12. Be careful not to break the law.
13. Do not take photos, video, or audio or post pictures without the permission of all the people in the photo video or audio conversation. (Think of the Vegas Rule)
14. No sexting on cell phones will be allowed.
15. There will be two sleeping spaces:
 - Loud and quiet. NO SLEEPING ELSEWHERE.
 - Designated (per event) sleeping time.
 - Supervising adults will work with the youth to develop a plan so that adults are available and present. **(C) (Added to V.12 Children & Youth Permission Participation Form)**

C.4.3.7 Reporting and Responding Procedures

C.4.3.7.1 Reporting Suspected Child Abuse or Neglect

Mandated reporters are the state's "early warning system" to identify probable abuse early enough to avoid serious and long-term damage to a child. The Illinois Abused and Neglected Child Reporting Act (IANCRA) identifies all volunteers and staff who work with children and youth as Mandated Reporters. A Mandated Reporter must report all suspected physical abuse, neglect, or sexual abuse.

All mandated reporters must immediately report or cause a report to be made about suspected abuse or neglect if they have "reasonable cause." This includes witnessing or hearing about abuse or neglect by a parent, another immediate family member, any person residing in the child's home, or any person who is responsible for a child's welfare.

- The volunteer or employee must notify the lead minister, DREE, or the chair of the personnel committee if they believe a report must be made. Ideally, the mandated reporter with the most direct knowledge of the suspected abuse should be the one to make the call, however this is not a requirement. IANCRA prohibits any individual, even a supervisor, from suppressing, changing, or editing a report
- Written documentation including a description of the incident, the name and age of children and youth involved, the name and age of adults involved, and the name and position of the reporter shall be compiled and kept in a locked file.

- Reports can be made by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.
- Reports may be submitted online report online at <https://dcfsonlinereporting.dcf.illinois.gov/>.

When 2 or more people who volunteer or work together share a reasonable cause to believe that a child may be abused or neglected, one may be designated to make a single report. The report shall include the names and contact information for the other mandated reporters. The designated reporter must provide written confirmation of the report to those mandated reporters within 48 hours. If confirmation is not provided, those mandated reporters are individually responsible for immediately ensuring a report is made.

Failure to comply with mandatory State of Illinois reporting requirements is a misdemeanor for the first offense and a Class 4 Felony for subsequent offenses.

Anyone who suspects child abuse, including an employee, volunteer, member or attendee of the church should notify the minister, the chair of the personnel committee, or the DREE as soon as possible. Of these three, whoever receives the information shall be responsible for reporting to the others. If the charges involve a minister, the next point of contact shall be the board chair, who shall then notify and consult with the Mid America Regional Staff or the UUA Department of Ministry.

Procedures for dealing with reports of abuse or neglect and a format for reporting suspected abuse are found in the document, “Form for Reporting Suspected Abuse,” which also outlines duties and responsibilities of the person receiving the report, the DREE, minister and the personnel committee chair. (V.13) (C)

If the report involves a church employee, volunteer, or youth (C) then the minister, the personnel committee chair, and the DREE shall additionally:

- Collect and review all pertinent facts regarding the incident or charges;
- Review application and reference forms kept on the person;
- Determine what, if any, actions need to be taken
- Carefully document all meetings, conversations, information, etc. regarding the matter, and keep all related information as confidential as the circumstances warrant.
- If knowledge of the incident becomes public, the minister personnel committee chair, shall designate a spokesperson for the church. The spokesperson shall use the text of a prepared statement to answer the news media and convey the incident to the congregation, taking care to safeguard the privacy of all parties involved.
- The minister, personnel committee chair, and the DREE shall carefully document the handling of the incident, and report the incident, as appropriate, immediately to the child’s or youth’s parents and inform the church’s insurance company.
- The minister, personnel committee chair, and the DREE (or one of them) shall consult an attorney for advice as to what steps are necessary or prudent to protect the interests of the children and the church.

- The minister, personnel committee chair, and the DREE shall determine how to address the incident within the congregation with an understanding that transparency is better than secrecy
- If the accused is the minister, DREE or personnel committee chair, that person shall be removed from the decision-making process for the review of the alleged abuse, and the remaining two shall select a third person as a replacement to conduct this process.

C.4.3.7.2 Actions by the Church Regarding Employees, Volunteers, Congregants and Attendees

The minister, personnel committee chair, and DREE may implement one of the following:

- Require a *Limited Access Agreement* which includes supervision requirements. If these allegations are to a person under the age of 18, then restrictions from regular youth gatherings and future lock-ins or CONS may be a part of the *Limited Access Agreement*. If the person is under the age of 18, their parents or caregiver must be a part of the negotiations of the *Limited Access Agreement*.
- Determine who in the church and the larger community should be notified, and means of notification;
- Suspend or terminate volunteer duties or membership, or in the case of an employee recommending termination to the personnel committee. In case termination of membership is the decision of the minister, DREE, and personnel committee chair, they shall report the decision to the Board of Trustees and inform the individual of the right to appeal the decision to that body.
- Take any other action(s) that, in the opinion of the minister, DREE, and personnel committee chair would be in the interests of the church, the church community, or children or youth.

C.4.3.7.3 Working with and Caring for a Person against Whom Allegations of Abuse or Neglect Have Been Made

Under this policy, the persons charged with the responsibility for determining, for church purposes, whether allegations of abuse or neglect are more likely true than not are the minister, the DREE and the personnel committee chair. Until they have decided, all allegations must be considered unproven.

- Throughout the review process, the accused shall be treated with dignity and respect.
- If the accused is a paid staff person or a volunteer, that person shall be suspended immediately from all activities involving the supervision or care of children, youth or other vulnerable persons. If the accused is a youth in the situation of sexual misconduct, he or she shall be suspended from all youth activities. This is true for an incident that allegedly occurred either within or outside the realm of the church.
- Regardless of where or under what circumstances any incident is alleged to occur, if the minister, DREE and personnel committee chair have placed restrictions upon an

employee, volunteer or youth those restrictions shall remain in effect until all allegations have been cleared to the satisfaction of the Board of Trustees.

- The minister, DREE and personnel committee chair. may remove the person from service at their discretion, and for employees, that removal may be with or without pay. The youth may be removed from the youth gatherings, lock-ins, CONS and REE programs for one or more meetings.

C.4.3.7.4 Working with and Caring for a Person Who Has Engaged in Abuse, Neglect, or Inappropriate Behavior (C)

Because we affirm the inherent worth and dignity of every person, we do not believe any person should be automatically excluded from participation because of his or her actions. However, we have a responsibility to ensure the well-being of all attendees. The ability of some perpetrators to change their behavior is uncertain. If someone wishes to participate in this church that has been convicted or found “indicated” by DCFS of abuse or neglect, we will welcome that individual. However, the person’s participation may be limited to ensure the safety of all.

- If it is determined that any person should have restricted access to children, youth or other populations, he/she shall be required to sign a *Limited Access Agreement* and shall not be allowed to have access to children, youth or other populations except as consistent with that agreement. The minister, DREE and personnel committee chair. shall determine if a *Limited Access Agreement* is necessary, and the terms of that agreement.

C.4.3.8 Monitoring Policies and Procedures

This policy should be routinely communicated with the religious education council, membership committee, committee council, and all volunteers who work with children and youth. This policy shall be posted on the church website and annually be placed in *some form of church communication*.

The lead minister and DREE shall determine who is responsible for implementing screening procedures, and initial training for all volunteers working with children and youth, and the lead minister shall ensure that all staff are up to date on the most current guideline. The Board shall see that these responsibilities are performed.

The DREE, lead minister and board of trustees will review this policy every two years to be sure it is up to date and appropriate for the current congregation.

The first edition of this safer congregation policy was adopted by the Unitarian Universalist Church of Urbana-Champaign on June 10, 2008 with revisions approved on June 9, 2015.

This version is adopted on _____

**V.12 Children and Youth Participation Release and Authorization for
Emergency Medical Treatment
CHILDREN AND YOUTH PARTICIPATION RELEASE
AND AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

I, _____, represent that I am the parent/guardian of _____. I grant permission for my child/youth to participate in the following supervised activity:

This activity will take place at _____ from _____ AM/PM to _____ AM/PM on _____/20 _____. I also grant permission for my child/youth to be transported to and from the location.

I know that the Unitarian Universalist Church of Urbana Champaign will do everything in their power to keep my child safe. I agree to hereby release the Unitarian Universalist Church of Urbana-Champaign from any and all liability which may arise from damages, loss or injuries, either to person or property, which my child/youth or I may sustain while my child/youth or I engage in the activity conducted including, but not limited to, any damages, loss or injuries that may be sustained through transportation to and from the activity, except that this release shall not apply to any damages, loss or injuries covered by liability insurance of the Unitarian Universalist Church of Urbana-Champaign. I further agree to assume responsibility for any liability that may arise from damage to property caused or contributed to by my son or daughter.

Should any injury or illness occur, I grant permission for my child/youth listed above to receive treatment from a health care provider to be selected by a supervisor of the activity, when in such supervisor's opinion the need for such treatment is immediate, and when efforts to contact me/us are unsuccessful. I also agree to pay and be responsible for all medical, hospital or other expenses that may be incurred because of such treatment.

Home Address _____

Home Phone _____ Emergency Phone _____ Cell Phone _____

Employer _____

Family Physician _____ Phone _____

Health Insurance Provider and Record Number _____

Child's Allergies _____

Medication child is currently taking _____

I HAVE PROVIDED ALL NECESSARY MEDICATIONS FOR MY CHILD OR YOUTH, INCLUDING WRITTEN INSTRUCTIONS FROM THE PHYSICIAN REGARDING SUCH MEDICATION. MYCHILD OR YOUTH WILL HAVE THE MEDICATIONS WITH HIM OR HER, AND MY CHILD/YOUTH IS CAPABLE OF SELF-ADMINISTERING THE MEDICATION OR I HAVE PROVIDED INSTRUCTIONS FOR USE OF MEDICATION, WHICH THE DIRECTOR OF RELIGIOUS EDUCATION HAS APPROVED FOR THIS ACTIVITY.

Signature _____ Date _____

C.4.3.6.5 Rules for Youth Events and Lock-ins These rules are based on suggestions from the youth of UUCUC in the fall of 2014. They are based on the rules used at CMWD events. They will be the rules used at late nights, sleepovers, lock-ins and any youth event at the church. When away at an event it is expected that the youth follow the rules stated in the signed covenant of the event.

1. If coming late, notify organizers, as there will be a clear start time.
2. Do not bring, use, or arrive under the influence of tobacco, alcohol, illegal drugs, or controlled substances.
3. Refrain from any sexualized behavior. There is a ZERO tolerance policy.
4. NO means NO.
5. Be aware of personal space. Make sure there is no pair-wise space.
6. Maintain the wearing of appropriate clothing at all times. Dress as if you going to school in front of parents. Upper and lower torso must be covered at all times.
7. The bringing or use of weapons, fireworks, explosives or flammable items is prohibited.
8. No pets.
9. Consuming or bringing energy drinks or pills is not allowed.
10. Events have clear end times. Youth are not allowed to leave church without the agreement of one supervisor.
11. Be sure to take care of yourself.
12. Be careful not to break the law.
13. Do not take photos, video, or audio or post pictures without the permission of all the people in the photo video or audio conversation. (Think of the Vegas Rule)
14. No sexting on cell phone will be allowed.
15. There will be two sleeping spaces:
 - Loud and quiet. NO SLEEPING ELSEWHERE.
 - Designated (per event) sleeping time.
 - There will be at least one advisor in each sleeping space. The advisors present at the event may switch off this position. **(C) (Added to V.12 Children & Youth Permission Participation Form)**

V.13 Form for Reporting Suspected Abuse

Unitarian Universalist Church of Urbana-Champaign Form for Reporting Suspected Abuse

Child abuse means the non-accidental injury, sexual abuse (touching and non-touching), exploitation, neglectful treatment or the maltreatment of a child (from birth to 18 years) by any person under circumstances which indicate that the child's health, welfare or safety are harmed.

If any teacher, volunteer, advisor, childcare worker, or church employee (other than the minister or DREE) is in a situation where a child, youth or other person discloses information that causes suspicion of abuse, the recipient should do the following:

1. Listen carefully.
2. Provide an appropriate setting. If, for example, a child begins to reveal possible abuse during an REE program, have the assistant teacher or another appropriately screened leader take over your supervising responsibilities, and take the child out of the room but stay with him/her.
3. Be open to his/her story and affirm his or her courage; do not be surprised by silences or tears.
4. Be honest with the person telling the story. Don't make promises you can't keep, such as guaranteeing confidentiality in all circumstances. Offer support and hope.
5. Write notes on what is said. If it is not possible to take notes while the story is being told, write them immediately afterward, so you can record the person's story as accurately as possible. Include all details offered. (*Remember, however, that you are recording, not investigating.*) If you ask questions, they should be open-ended, for example, "And then what happened?" or "How did you feel?" Be sure to indicate in your notes your name, the victim's name and the time and date you received the story. Your notes will enable you to make an accurate report. You will need them if you are asked to testify later.
6. Tell the person, if you have not already done so, that you won't be able to help him/her by yourself and will have to tell someone else.
7. If you feel the child or youth is in imminent danger, report *immediately* to the DREE, the minister or the Chair of the Board of Trustees. If you feel it is safe to allow the child or youth to go home with the person scheduled to pick him/her up, do so, but *do not mention the incident to the parent, guardian or other supervising person at this time.*
8. Whether or not you believe the child or youth is in immediate danger make your report as soon as possible to the DREE, minister or the Chair of the Board of Trustees.

9. Whichever church leader receives this information is responsible for informing the others, and one or more of them should report the matter to the Illinois Department of Children and Family Services (DCFS) by calling the child abuse hotline (800 25-ABUSE). If the charges involve a minister, the church leader should contact the District Executive of the Central Midwest District or the UUA Department of Ministry.
10. The Illinois Abused and Neglected Child Reporting Act states that *any person* who has reason to suspect that a child or youth has been abused and/or neglected may make a report to DCFS. The law also provides that people who report alleged child abuse or neglect in good faith cannot be held liable for damages under criminal or civil law. In addition, their names are not given to the person they name as the abuser or to anyone else unless ordered by a hearing officer or judge. Members of the public may make reports without giving their names.
11. The person who received the information in conjunction with one or more of the church leaders shall call the DCFS hotline immediately. (1-800-252-2873, 1-800-25-ABUSE). They should also consider calling the police -- especially in emergencies or when the child or youth has been injured.
12. Keep careful notes of the conversation with the DCFS caseworker, including the time and date of the call, and the name of the caseworker.
13. It is important not to disclose the contents of the report except as required by the courts, police or DCFS caseworkers, since careless recital of the report of abuse may, by rumor or otherwise, come to be known by the abuser, resulting in increased risk to the child or youth.

Your Name _____

Date and Time _____

Victim's Name _____

Story exactly as it is told to you:

V.14 Training for Staff Members, RE Teachers, Youth Advisors and Child Care Workers

What is child abuse?

Child abuse means the non-accidental injury, sexual abuse (touching and non-touching), exploitation, neglectful treatment or the maltreatment of a child (from birth to 18 years) by any person under circumstances that indicate that the child's health, welfare or safety are harmed.

Sexual and physical abuse symptoms

www.churchmutual.com

Church Mutual has a proven record of maintaining the most up to date training and resources for congregations. Church Mutual is UUCUC's insurance company.

Signs of Physical Abuse

Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Signs of Sexual Abuse

Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver
- Reports being inappropriately touched by another youth or adult (C)

What constitutes appropriate conduct for those working with our children and youth?

Adults who work with children and youth at the Unitarian Universalist Church of Urbana-Champaign are expected to have the best interests of children and youth at heart. They are expected to nurture their physical, emotional and spiritual growth by fostering an environment of kindness, trust, respectfulness and fun. Their charge is to encourage kindness and genuineness among the children and youth, and to discourage unkindness and falseness.

Friendship with Youth

It is the adult volunteer or compensated worker's responsibility to avoid or discourage inappropriate friendships. The adult should take the responsibility to establish and maintain appropriate friendships. The adult should take the responsibility to establish and maintain appropriate boundaries and to cultivate a healthy atmosphere of trust.

A teenage child is no more responsible to maintain healthy boundaries than is a 3-year-old. In fact, teens may have more confusion about appropriate boundaries and should be treated appropriately.

Unofficial Contact with Youth

Sometimes a genuine mentoring relationship will develop between a youth and an adult. These relationships can be healthy and transformative for both. However, it is our concern that someone who might not have the best interest of the youth at heart could try to disguise an unhealthy relationship with a youth as a mentoring relationship. Any relationship developed between an adult and a youth outside of church must be with the knowledge and consent of the youth's parents. This is for the protection of the youth and the adults. Adults will best protect themselves from false accusations of misconduct by keeping the parents informed of their actions.

Sexualized Behavior

It is never appropriate to engage in any manner of sexualized behavior with a or among children or youth. (C) This refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language. It is inappropriate to tell jokes with sexual content, for instance, or to make "double entendres." Physical expressions of affection such as hugs certainly have their place, but it is best to allow the child or youth to initiate them, and the adult must be sensitive not to allow them to be prolonged.

Confidentiality

If a child discloses incidents of abuse or neglect, the church volunteer or staff should follow the guidelines in the Form for Reporting Suspected Abuse, (V.13) including contacting the minister, director of religious education, board chair or assistant for services as soon as possible. While you can assure a child that you will respect the information, never give the child the impression that you will keep secrets. If the child is in harm's way, the information must be shared with people who can help the child.

Rationale for Screening Procedures

One provision of the proposed Safe Congregation Policies and Procedures for the church is a requirement that all staff and volunteers working with children or youth go through a background screening process. It's one way we are seeking to care for our children and youth by reducing the risk of abuse in our church.

What does such a screening consist of?

First, the Director of Religious Exploration and Engagement (DREE) will initiate criminal and other public records checks including the National Criminal Database, Illinois Sex Offender Database and Department of Children and Family Services' Child Abuse and Neglect Tracking System. Applicants will be asked to sign an authorization form before the checks are conducted.

Next, any applicant new to a position, or who hasn't served within the previous two years, will also be asked to provide the names and contact information for two references who have known the applicant for at least two years and are not related to the applicant. The DREE or designee will personally speak with those two references.

The DREE will also verify the identity of all applicants by photo ID. Results of the reference and database checks will be maintained in writing and retained in locked files by the minister.

What are we looking for?

First, we are NOT looking for the record of an arrest during a student protest or a DUI offense from 20 years ago. We are primarily looking for indications that the applicant might use the position as a way of getting close to children for the purpose of abusing them. We are also looking for convictions of a crime involving violence or a felony. The policy is intended to protect our children from persons who might act in a violent or dishonest way when under stress.

Specifically, the policy states: Conviction of any of the following offenses shall preclude the individual from working with children or youth: any offenses involving illegal drugs; any sex offense; any felony within the past 12 years; or any offense involving violence against any person. Because we know that some people have made mistakes in the past that do not reflect on their ability to be a child or youth worker or volunteer, the policy also states that the DREE and minister may make exceptions on a case-by-case basis by agreement.

In addition, the DREE may choose not to approve any person wishing to work with children or youth if there is substantial evidence the person committed any of the crimes listed above, even if there is no conviction. This might happen, for example, if the person pled guilty, but received a type of probation that resulted in no conviction.

We realize that at first a few people may be uncomfortable with undergoing screening. However, this type of inquiry is now mandatory for working in schools, and most people accept that background checks are necessary to protect children. We believe the same

protections should apply to our church school. Although the Safe Congregations Policies and Procedures adhere to UU principles of fairness, kindness and forgiveness, our top priority is safeguarding our children and youth.

V.15 Limited Access Agreement

[Sample Form to be modified by Minister, DREE, and Board Chair

As Appropriate to the Circumstances]

Confidential **Limited Access Agreement**

The Unitarian Universalist Church of Urbana-Champaign has reason for concern that your contact with children, youth, or other persons who may be vulnerable in our congregation potentially places both you and them at risk of incident or accusation. The Unitarian Universalist Church of Urbana-Champaign specifies that the following is required of you. Within these terms, the Unitarian Universalist Church of Urbana-Champaign welcomes your participation in worship services, committee meetings, adult discussion groups, and adult social events.

Unless in the presence of a church-approved chaperon you must:

1. Avoid all contact with children and youth on church property or at church-sponsored events.
2. Not enter the nursery or religious education classes (except adult religious education classes).
3. Not attend coffee hour or intergenerational events.
4. The Unitarian Universalist Church of Urbana-Champaign must provide safety for a variety of groups that use the building during the week. To that end, you are not allowed in a church building unsupervised when activities involving children or youth are in session. You may not possess or borrow a key to any church room.

The Unitarian Universalist Church of Urbana-Champaign will attempt to keep this matter as confidential as deemed prudent by the minister, DREE and board chair, while ensuring the church remains a safe place for our children and youth. Please contact the minister or the board chair should you have questions or are unsure of how to handle a particular situation.

Agreement

I have reviewed these terms, and I agree to abide by them. If I do not follow these terms, I will relinquish my participation and/or membership in this church.

Signature

Board Chair

Date

Date

V.16 Annual Notice for *UUCUC electronic communication* Regarding the Safe Congregation Policies and Procedures for Supervision of Children and Youth

All members of the Unitarian Universalist Church of Urbana-Champaign have responsibility to provide a safe and caring community in which our children and youth are respected, in which their self-worth is affirmed, and in which spiritual, social, and intellectual growth are encouraged.

We will achieve these goals in part through the implementation of the Safe Congregation Policies and Procedures (SCPP) for Supervision of Children and Youth. A complete copy of the SCPP is available on the church web site and the church office. Some important highlights are:

- Staff and volunteers working with children or youth will be screened and trained, and volunteers will have attended the Unitarian Universalist Church of Urbana-Champaign regularly for at least six months unless approved by the DREE.
- Two appropriately screened supervisors will be present at all times in the nursery, religious education classrooms, and during any church-sponsored activity involving children or youth.
- The church building will not be open to children or youth for any activity until one screened supervisor is present.
- Rules for youth events have been written by the youth (YRUU class of 2014-2015) and should be read, signed and agreed to for each youth event.
- No child younger than fifth grade will be dismissed from religious education class without an appropriate parent, guardian or other supervisor.
- Other children will be dismissed without supervision to join their parent/guardian or other appropriate supervisor.
- All children in the nursery will need to be signed in and out.
- Church functions providing childcare require at least two screened childcare workers.

V.17 Religious Education Program Accident Report Form

RELIGIOUS EDUCATION PROGRAM ACCIDENT REPORT FORM

Date of accident_____ **Time of accident**_____

Place(s) where accident occurred:

Name(s) of person(s) involved:

Brief description of accident:

Treatment for injuries was:

(Use the back of this form as needed or attach any supporting materials when completing.)

Did you observe the described accident directly? Yes No

If not, who or what was your source of this information?

Did you notify the parents? Yes No When? _____

Signature_____

Signed date- _____

(Please return this completed form with any supporting material to the Director of Religious Exploration & Engagement.)