


First Unitarian Universalist Church Columbus, Ohio		
Chapter: II. Congregational Responsibilities	Source: Safety Policy Task Force, including Scott Schricker (Chair), Lane Campbell (director of Religious Education, Fujio Hyashi, and Dan Rothert	
Title: Safety Policy		
Approved by: First UU Board of Directors	Date Approved: 11/19/2014	
Effective Date:	Date of Last Review: 11/14/14	

Preamble

We, the members of First Unitarian Universalist Church of Columbus, as a faith community, recognize the importance of creating an environment where everyone, especially our children and youth, are safe. Safety is one of our highest priorities particularly with regard to those vulnerable to incidents of abuse because of the high level of trust, the welcoming spirit and the strong reliance and need for volunteers, especially in children and youth programs.

We recognize the importance of those very factors of trust, welcome and volunteer commitment, and the necessity to adopt procedures to guard against incidents of abuse. We further realize that institutions operating in the best manner possible with all due concern still cannot guarantee an absolutely risk-free environment.

As a people of faith, we look to our Unitarian Universalist Principles to guide our policy-making. We apply our affirmation of the worth and dignity of all people and our search for justice to these procedures, which support our being together in community.

We recognize that to adequately address the need for safe environments, it will mean making changes, continually monitoring and updating policies and sacrificing some convenience, yet we know our responsibility to respond to the reality of our situation and to our children and youth.

In this spirit, we endorse the following procedures for church sponsored events.

Policy Statement

This document will contain policies pertaining to:

1. General Safety and Protection Requirements (Page 2)
2. Screening and Selection of Workers with Children and Youth (Page 3)
3. Supervision Requirements (Page 4)
4. Transporting Children and Youth (Page 6)
5. Reporting of Incidents, Response, and Removal of a Worker (Page 7)
6. Policy for Including Sex Offenders in the Church (Page 9)
7. Resources (Page 10)

These policies apply to all members, friends and congregants and will apply to all First Unitarian Universalist and Ohio Meadville (O-MD) sponsored events including those in which children and youth are present such as Events sponsored by the Religious Education Committee, YAC (Youth/Adult Committee) sponsored events and Youth Caucus at the O-MD Annual Meeting.

It is ultimately the responsibility of the entire congregation to create and maintain a safe environment that supports the growth and welfare of adults, children and youth in our church programs. Because of the particular vulnerability of children and youth, much of this policy pertains to situations in which children are in a supervised relationship with congregants other than their parents.

1. General Safety and Protection Requirements

A. General Requirements

1. The Board will convene an ad hoc safety committee to update and modify the safety policy, establish specific safety procedures and suggest changes current policies and procedures.
2. The Board will establish an incident response team consisting of the Director of Religious Education (DRE) and ministers and members with expertise to respond to allegations of abuse or other serious incidents. This is not a standing committee but be activated as needed.

B. Building

1. First aid kits brought into classroom by teachers shall be maintained by DRE. Fire extinguishers and AED's shall be readily available within the church building at all times. These items shall be maintained by the building manager as per manufacture specifications. These can be cost shared between the church and the School for Young Children (SYC) for inspection but administratively run by church
2. The DRE and the Church Administrator shall develop and maintain a fire drill plan and, along with the Fire Dept. perform at least one church wide fire drill, with alarm bell, to be held yearly by the church school. Evacuation plans shall be posted by each exit within each room and at each exit within the church building.
3. Additional procedures (Section 7) will include response to: violent intruder, bomb threat, severe weather, gas leak, fire and any other situation deemed necessary. These policies can be coordinated and shared with similar SYC policies
4. Illicit drugs and weapons are not permitted at church events or on church grounds at any time.
5. The Church including the Religious Education (RE) wing will be in compliance with building and fire codes.
6. An email list will be established to attempt to notify congregants in case of an emergency, inclement weather or other dangerous situation at the church or a church function. In addition the Church webpage be used for notification of inclement weather.

C. Training of Staff and Volunteers

1. First Aid/CPR training from a certified first aid instructor shall be encouraged for the DRE and RE assistant and staff.
2. Staff and volunteers will be informed of the location of first aid kits and fire extinguishers and AED's.
3. Teachers will be trained on procedures required for drills and emergencies.
4. A list of Congregants who have first responder or medical experience will be compiled by the Church administrator and DRE

D. The Board will make copies of this policies and subsequent procedures available in both paper and electronic form, including the Church website.

2. Screening and Selection of Workers with Children and Youth

With the exception of family assisting in their child's program as required or as requested, all other workers, defined as those persons both volunteer and compensated who provide direct care or supervision of children and/or youth at The First Unitarian Universalist Church's events must meet the following criteria:

- A. Be at least 25 years of age and have been active in the church for at least six months. Youth who are partnered with an adult must be at least 14 years of age.
- B. Complete an Application Form (Section 7, A) included in the resources section, and supply three references. These references should be people who have known the potential workers for at least three years, preferably in relation to previous work with children and youth. Government-issued photo identification, such as a driver's license, *will* be required.
- C. Will be asked to consent to a criminal background check and such check may be performed.
- D. Shall receive a copy of this Safe Congregation Policy Statement and acknowledge receipt of it in writing.
- E. Must sign the Code of Ethics/Volunteer Release for Information Form (Section 7, B).
- F. Will have attended at least one training session to understand:
 - 1. The positive roles adults can play with children and youth in a religious community
 - 2. Definitions of child abuse and other inappropriate conduct
 - 3. Church policies that govern working with children or youth
 - 4. The rationale behind screening procedures
 - 5. Reporting procedures for observed or suspected misconduct. This training session may be incorporated into a broader orientation session for teachers or youth leaders, and will be offered at least once annually by the DRE.

3. Supervision Requirements

A. Church Responsibility

Best practices for safety require that there will be a minimum of two adults scheduled to supervise groups. Exceptions for exigent circumstances may only be made by the primary on-site adult leader. This policy protects both the children and the adult in that it minimizes the opportunity for abuse as well as minimizes the risk of false accusations. Exceptions to this guideline require written permission from parents (for example, to transport children from one location to another).

For the purposes of these requirements a “group” is defined as those children and youth who have been assigned to a nursery, or individual class or specific program or activity within the context of that class, program or event, as well as youth who are taking part in a planned, organized component of a program or event.

1. Minimum children/youth-to-adult ratio is as follows:

Infants through age 3 -	4:1
Age 4 through second Grade -	6:1
Age 8 and Older -	10:1

2. In the event of Youth run/Youth led events, all Youth in leadership positions must sign the Code of Ethics/Volunteer Release for Information Form (Section 7, B) and submit it to the DRE.
3. Corporal punishment may not be used under any circumstances.
4. No worker or volunteer is to be alone with a child or youth either on-site or off-site, except as noted in the communication policy.
5. The building will not be open to children or youth for any activity until two adults are present. Parents are responsible for supervising their children or youth until two adult supervisors are present in the classroom(s) or in the church building for any church-sponsored activity.
6. A roaming supervisor (like the DRE) will be present in the RE Wing during Sunday school to provide supervision for children going to the lavatory.
7. Overnight events must have at least one male and female adult advisor.
8. Youth under the age of 18, who are attending an O-MD sponsored event, must have an on-site sponsor. It is up to the registrar of each event to verify to the best of their ability that each youth has an adult sponsor.
9. In case of a minor injury requiring a band-aid or less, the children will be treated and the parents notified following church services.
10. In case of more serious injury, parents will be immediately notified and emergency services will be contacted if necessary. A written incident report shall be made and the DRE or RE assistant is contacted.

B. Parent Responsibilities

1. Parents or guardians of children in Sunday school are responsible for supervising their children before and after classes. Parents of preschool through third graders must pick up their children promptly after the formal church service ends. In addition, parents of preschool through third graders must sign the children in and out of the classroom. Parents of fourth and fifth graders may make arrangements with the teacher to have their child dismissed independently in writing.
2. Parents must fill out an Pick-up Authorization Form (Section 7, C) the first day they bring their child(ren) to RE classes.
3. Parents of Nursery age children must sign in and out of the room with the Nursery caregiver. There must be at least one caregiver for every four children in the Nursery. Parents will be asked to volunteer to stay in the nursery to meet this ratio if needed.
4. Parents of toddler room children must sign in and out of the room with the toddler room coordinator. There must be at least one caregiver for every four children in the toddler room. Parents will be asked to volunteer to stay in the nursery to meet this ratio if needed.
5. Parents visiting for the first time must fill out a Visitor Form (Section 7, D).
6. Parents of children kindergarten age and younger must remain on church premises. Parents of children in grades 1-3 must remain within five minutes of the church premises and provide direct contact information (cell phone # etc.) to teachers/supervisors. Parents of older children may drop-off the children to services or activities and provide direct contact information (cell phone #) to

- teachers/supervisors; but must pick them up following services or activities. If the case of a child whose parents cannot be located authorities will be contacted.
7. Medications: Parents and/or Guardians must be responsible for administering all medications (prescription or over-the-counter) to their children. Under no circumstances will the Church authorize staff of volunteers administer medications.
 8. Allergies: All serious or life threatening allergies and food allergies must be noted on your child's registration form and be made known to the teachers/supervisors to assure adequate monitoring (such as snacks, insects, etc.)
- C. Communication Policy: Social Media, Electronic, or other means
1. Employees and volunteers who supervise children are strongly discouraged from having any private communication with children; social media, electronic, or other means.
 2. Acceptable social media and electronic communication may be group emails or an open Facebook page pertaining to church groups or activities.
 3. In no case should vulgar, harassing or defamatory content or links be included in any electronic communication.
 4. In certain circumstances, private communications, such as between an OWL teacher or mentor and student may take place. While the content of this communication should be private, parents and/or the DRE should be notified that such communication is taking place. **Any one to one interactions outside the Church facility should take place in a public place or in a private setting with parent permission.**

4. Transporting Children and Youth

- A. It is the responsibility of the church and/the parents or guardians to provide safe transportation to and from all church events. All youth and children being transported will ride with adults who meet the requirements below.
- B. All drivers of vehicles containing minors other than their own children must be at least 25 years of age and must provide proof of insurance, a valid driver's license and fill out a Drivers Form (Section 7, E). At no time will a vehicle contain one adult/one child unless that child is the drivers own child.
- C. There must be enough functioning seat belts for everyone and everyone must wear a seat belt. When transporting young children, the driver must follow the state's laws for the use of car seats and booster seats of its regulations as to where children should be seated in the vehicle. The need for seat belts supersedes the need for two adults to be in each vehicle, however, upon arrival at the destination, a minimum of two adults must accompany a group of children or youth when off-site.
- D. There shall be at least one adult (age 25 or older) for every six Junior High youth at overnights and one adult for every eight Senior High youth. There shall be at least one adult for every five children for church-sponsored field trips.
- E. A Blanket Permission Form (Section 7, F) will be kept on file with youth's health insurance card. Emergency contact information including name of physician, health insurance information and consent to treat in case of an emergency must accompany all minors who are being transported by adults other than their parents. During travel, a copy of this form will be kept by the driver of the vehicle, or the responsible adult traveling with a group using an alternate form of transportation, i.e., bus or train. Each adult driving will leave the names of all children accompanying them and an emergency contact number if possible, such as cell phone or pager, with the DRE.
- F. No driver may be sleep-deprived, consume alcohol or use any form of drug that can affect physical or mental performance during carrying out his/her duty as a driver.

4. Reporting of Incidents, Response, and Removal of a Worker with Children and Youth

- A. Definition of Abuse – Those who work with children and youth on a regular basis should recognize that child abuse is generally defined as the following:
1. Physical Abuse – bodily injury to a person. This includes, but is not limited to hitting, biting, scalding, burning and strangulation or suffocation.
 2. Physical Neglect – the failure to adequately provide the essentials of life, such as food, shelter, clothing, and medical care.
 3. Sexual Abuse – the exploitation of a child or youth for the gratification of an adult. It includes, but is not limited to inappropriate touching, intercourse, incest, rape and sodomy as well as exhibitionism, voyeurism and the use of children in pornography.
 4. Emotion maltreatment – the failure to provide love, care, support and guidance necessary for healthy psychological development. This includes, but is not limited to verbal abuse, such as excessive teasing, belittling, and rejection.

B. Incident Response Team

The Incident Response Team will be comprised consisting of the DRE and ministers and members with specific expertise appointed by the Board of Trustees. It will be established and in place at all times, with the names and phone numbers of team members available to all members and friends of the church. These people will be chosen by their qualification of deal with allegation of abuse. The Incident Response Team serves three purposes:

1. Their function, individually and collectively, will be to offer confidential support, advice and counsel, with concern for the safety of all parties involved. The team may be used as a resource for children or adult survivors of sexual abuse, victims of violence, and perpetrators in treatment as they look to their religious community for support until a professional is identified.
2. The second purpose is to aid in filing a report to OH Department of Job and Family Services if a member of the congregation observes or has reasonable cause to suspect behavior they believe constitutes abuse of a child, or if someone discloses such abuse.
3. To suggest changes and procedures to the Board.

C. Reporting Procedures.

All compensated workers, volunteers, adults or youth, who acquire knowledge or a reasonable suspicion that one or more adult, child or youth at an event have been sexually molested or exploited, injured or have been the victim of significant objectionable conduct shall:

1. Immediately report the incident to the Minister, DRE or other incident response team member.
2. The incident response team will follow the incident report procedure.
3. Reporting procedures must be implemented within the 24 hours following the incident.

In the event that a person who is not part of the program acquires knowledge or a reasonable suspicion that a child or youth has been sexually molested or exploited, injured or been a victim of significant objectionable conduct, that person is asked to follow the procedure outlined above beginning with the first step, by reporting the incident to the Minister, DRE or other incident response team member.

D. Confidentiality

We recognize that while we must encourage reporting of all concerns or suspicions of child abuse, harassment, or other inappropriate conduct, reporting must occur with a guarantee of maximum confidentiality so that no one need fear retaliation or recrimination.

E. Youth Who May Be Abusers

One of the most difficult possible situations is when a teenager or child in the congregation has been accused of inappropriately sexually touching a child in the congregation. If an older child forces sex on a younger child or exposes his or her genitals to a younger child, both of these children will need professional help. If an older child demonstrates inappropriate sexual interest in younger children that doesn't extend to these behaviors, the situation should be further investigated

After such an incident comes to the attention of the minister, DRE, or member of the Incident Response Team, they should initiate contact individually with the parents of both children to discuss the allegation and next steps. Depending on the state law and the nature of the incident, it may be necessary to call Child Protective Services. Regardless, before the initiator is allowed to continue to attend religious education, this

child should receive an extensive assessment by a child psychologist or psychiatrist with experience with children with sexual behavior problems. It is NOT the responsibility of the minister or the response team to decide if abuse has occurred, but rather to assure that such assessment does take place. It may make sense to remove the child from religious education during this time. It would certainly be prudent for the child not to be allowed unsupervised time with other children until the assessment is complete.

F. False Accusations

Protecting adults who teach in the RE program or otherwise interact with children at church from false or mistaken allegations is also an important goal of this policy (Section 3). A key way to prevent false or mistaken allegations is to abide by the prevention guidelines outlined in the Supervision Guidelines portion of this policy. We should be sensitive to the disruption and damage a false accusation may cause to both the adults and the children involved. This is true even when the accusation is one due to a misunderstanding or misinterpretation of what seems a child's straightforward report of an event.

G. Other Inappropriate Behavior

Some incidents or allegations in RE or other children or youth programs may involve behavior that is not clearly child abuse, but may be in other ways deemed inappropriate by a parent, by the DRE or by the RE Council. In such cases, a Response Team, including the DRE, the Minister and appropriate members of the RE Council may be called together to review the situation and decide what action to take.

H. Reporting to Police in Response to Criminal Behavior

When an allegation of misbehavior constitutes a crime, a report must be made to the police.

I. Role of the Board

The Board Chair of the First Unitarian Church of Columbus will be informed about any allegation of sexual abuse in which the Incident Response Team is involved. Depending on the level of concern, identities of the victim, accused and reporter may be withheld. In the most serious situation, in which a staff member violates the policy, the Board will make the final determination of any additional consequences appropriate to the violation of this policy, including, but not limited to, termination of a staff person (except for Minister). Violation of this policy by the Minister or DRE shall constitute good cause for discipline.

J. Removal of a Worker with Children or Youth

Should circumstances or events arise that indicate or cause reasonable suspicion that a worker is no longer a suitable person for working with children or youth, steps will be taken to remove said worker from involvement or contact with children or youth. Any person with concerns about a worker shall immediately contact the DRE or Ministers. An assessment will be done regarding the need for removal. The DRE and/or Ministers will consult with the necessary parties, and determine if action is necessary.

In taking such action, the DRE and Ministers, will afford the affected worker an opportunity to know the accusations against him or her, to know the evidence supporting such charges, and the right to reply to or rebut such charges. Our Unitarian Universalist principles which call on us to apply fairness and compassion in our relationships with each other, will guide our actions and decisions.

It is understood that such action will be handled with due caution and discretion, and that the Professional Staff of First Unitarian Universalist Church has the full backing and support of the DRE and Ministers in following through on such action for removal.

K. Should a person not adhere to the above policy or is deemed to pose a risk to the congregation the following reasons may exclude them from all congregational activity.

1. Refusing permission for the minister to contact their treatment provider and/or parole officer.
2. Refusal to go for a risk assessment with a qualified therapist.
3. Report by a treatment provider that the individual is at too high risk for recidivism.
4. Refusal to sign a Limited Access Agreement, for example see resource section.
5. Refusal to comply with the requirements of the Limited Access Agreement.

Once an individual decides that they can comply with these conditions, the process would begin again to reassess the individual and see if they could be welcomed into the life of the congregation anew.

L. The DRE or Ministers will develop procedures that outline specific responses to allegations of abuse.

6. Policy for Including Sex Offenders in the Church.

- A. The purpose of this policy is an attempt to balance the need for the Church to be inclusive and the need to maintain a safe environment for adults and children. It should be recognized that this is a delicate and divisive issue, many members are victims of abuse, unknown sex offenders are likely present in the church and sex offenders will have spiritual needs.
- B. The church will establish procedures such as consent degrees to separate sex offenders from vulnerable populations within the church especially children. Sex offenders:
 - 1. Must be supervised with a trusted 'buddy' at all times
 - 2. Must have limited contact with children
 - 3. Will not enter the RE part of the church
- C. The Church will evaluate each individual and situation on a case-by-case basis as sex offenders become known to the church. In some cases exclusion may be appropriate, in others limited access to services and Church activities may be appropriate as outlined above.

6. Resources. The following section will contain documents and procedures that will support the Safety Policy.

A. Limited Access Agreement Form	Page 11
B. Volunteer Application Form	Page 12
C. Code of Ethics	Page 14
D. Volunteer Release for Information Form	Page 15
E. Pick-up Authorization Form	Page 16
F. Visitor Form	Page 17
G. Drivers Form	Page 18
H. Blanket Permissions	Page 19
I. Incident Report Forms	Page 21
J. Safety Procedures	Page 22
1. Evacuation Procedure	
2. In the Case of a Dangerous Person or Situation Inside Building	
3. Bomb Threat	
4. Severe Weather	
5. Gas Leak	
6. Fire	
7. In the Event of a Tornado	
8. Filing an Incident Report	
9. In the Event of Allegations of Abuse	
10. Assessment for Volunteer Removal	

A. Limited Access Agreement Form (Taken from UUA Website)

Introductory paragraph in cases of allegation:

A serious complaint or allegation, now under review, has been made about you to the Incident Response 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 Incident Response Team (or other appropriate congregational entity). It will be kept in a locked file in the office.

Introductory paragraph in cases of convicted sex offender:

The First Unitarian Universalist Church of Columbus 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 will 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: INSERT NAMES AND/OR POSITIONS WITHIN THE CONGREGATION

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

I understand that this contract will be reviewed 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:

B. FIRST UNITARIAN UNIVERSALIST CHURCH OF COLUMBUS
APPLICATION FORM -- VOLUNTEERS/LEADERS OF CHILDREN'S AND YOUTH
PROGRAMS

With the exception of family assisting in their child's program as required or as requested, all other workers, defined as those persons both volunteer and compensated who provide direct care or supervision of children and/or youth at The First Unitarian Universalist Church's events must meet the following criteria:

1. Be at least 25 years of age and have been active in the church for at least six months. Youth who are partnered with an adult must be at least 14 years of age.
2. Complete an application form and supply three references. These references should be people who have known the potential workers for at least three years, preferably in relation to previous work with children and youth. Government-issued photo identification, such as a driver's license, *will* be required.
 3. Will be asked to consent to a criminal background check and such check may be performed.
 4. Shall receive a copy of this Safe Congregation Policy Statement and acknowledge receipt of it in writing.
5. Must sign the Code of Ethics form. A copy of this form is included in the Resource section of this document.
 6. Will have attended at least one training session to understand:
 - a. The positive roles adults can play with children and youth in a religious community
 - b. Definitions of child abuse and other inappropriate conduct
 - c. Church policies that govern working with children or youth
 - d. The rationale behind screening procedures
 - e. Reporting procedures for observed or suspected misconduct. This training session may be incorporated into a broader orientation session for teachers or youth leaders, and will be offered at least once annually by the DRE.

Date _____

Name _____
 First Middle Last

Current Address _____
 Number Street City Zip Code

Home Phone _____ Work Phone _____

Please list any other congregations you have attended regularly during the past three years:

Name of Congregation	City, State	Dates of Attendance
----------------------	-------------	---------------------

Please list previous church and non-church work involving children and/or youth (Please include the name of the church or organization and your role or duties):

Please share information on your talents, callings, training, education, gifts or other resources that you can share with the children and youth at FirstUU:

Please describe the reasons you are interested in this position:

In keeping with the First UU's safety policy concerns:

Have you ever been charged or convicted of a criminal offense related to actual or attempted sexual misconduct or molestation of a minor, or of child abuse? () Yes () No

If yes, please explain:

Has any civil judgment ever been made against you for reasons related to sexual misconduct or child abuse?

() Yes () No

If yes, please explain:

Have you ever resigned from employment or been disciplined or terminated by an employer because you were accused of sexual misconduct or child abuse? () Yes () No

If yes, please explain:

Other than the above, 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 children and youth?

() Yes () No

If yes, please explain:

Signature

Date

C. CODE OF ETHICS

For Persons Working with Children and Youth in UUA Sponsored Programming

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 youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting youth in these areas of growth. Wisdom dictates that youth and adults suffer damaging effects when engaging in sexual, seductive, or erotic behavior with youth. Neither shall they sexually harass or engage in behavior with youth which constitutes 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.

ORC 109.575 states any volunteer who is in a position to have unsupervised access to a child on a regular basis "... might be required to provide a set of impressions of the person's fingerprints and a criminal records check might be conducted with respect to the person."

Policy of the Board of Trustees
First Unitarian Universalist Church of Columbus
Adopted September 10, 2014

No person working under the auspices of the First Unitarian Universalist Church of Columbus shall engage in sexual, seductive, or erotic behavior with youth under age 18. Neither shall s/he sexually harass or engage in behavior with youth, which constitutes verbal, emotional, or physical abuse. S/he will also abide by the communication policy in the safety policy

When anyone working under the auspices of First Unitarian Universalist Church of Columbus has reason to suspect that a youth or child under 18 has been the victim of sexual abuse, physical abuse, or neglect, these suspicions shall be immediately reported. Those who suspect abuse or neglect shall immediately report their suspicions to a First UU minister or the director of religious education (DRE). It shall be the responsibility of the minister/director to investigate these suspicions and in those cases where sufficient causes exist, the minister shall make appropriate reports to authorities as required by ORC 2151.421.

I understand that if I have been charged with a crime involving a minor, I will notify a First UU minister/director of this fact, or will resign from my church school responsibilities.

My signature indicates that I have read the above code of ethics the safety policy, and agree to the expectation and action implied therein.

Date: _____

Signature: _____

Printed Name: _____

D. VOLUNTEER RELEASE FOR INFORMATION

I authorize the congregation to contact references and other congregations to obtain information about my background regarding my character and fitness for work with children and youth. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless this congregation, its trustees, employees and volunteers. Further, I understand that a member of the staff may check the sex offender registry and/or contact the local police for more information about my background.

This information will be available only to those responsible for screening staff or volunteers or participating in a response team, or as required by law.

I attest that the above information is true and correct.

Signature _____ Date _____

Please supply the names, addresses and phone numbers of three references. See p. 1 of application form for descriptors.

1. _____
2. _____
3. _____

Please complete all information should a check take place.

PLEASE FILL IN EACH BLANK SPACE:	
NAME:	PHONE:
FORMER NAME:	SOCIAL SECURITY #:
CURRENT ADDRESS:	PREVIOUS ADDRESS:
CITY:	CITY:
STATE: ZIP:	STATE: ZIP:
COUNTY:	COUNTY:
LENGTH OF RESIDENCE: Years: _____ Months: _____	LENGTH OF RESIDENCE: Years: _____ Months: _____
DRIVERS LICENSE #: _____ STATE: _____	
DATE OF BIRTH:	HAVE YOU EVER BEEN CONVICTED OF A CRIME?
MAY WE CONTACT YOUR PRESENT EMPLOYER? ____ YES ____ NO	____ YES ____ NO IF YES, APPROX. DATE: _____ CITY: _____ STATE: _____

E.
FIRST UNITARIAN UNIVERSALIST CHURCH OF COLUMBUS
Revised 7/2014
PARENTAL PICK UP AUTHORIZATION FORM
TODDLER – 3RD GRADE

The safety policy of the First Unitarian Universalist Church of Columbus is that parents or the adult who dropped the child off at the classroom must be the one to pick up their child from the classroom after Sunday school at approximately 10:30 a.m. for the first service and 12:15 p.m. for the second service.

Name of Parent(s) and/or Guardians: _____

Name of Child(ren): _____

If you wish to authorize other people to pick up your child (K-3rd grade), First UU Sunday School requires that you sign the following authorization form:

My child in _____ grade may be dismissed by the teachers from Sunday School class at the end of their class time to the following people:

Name/ Relation:

Name/ Relation:

Name/ Relation:

My child knows these persons and we have agreed that they will meet me at/in:

My signature below gives blanket permission for the entire 2014-15 Sunday school term for my child to be dismissed from class to these people.

Signed: _____

Date:

**VISITOR FORM • Religious Education Programs
of First Unitarian Universalist Church of Columbus**

(office use only) Temporary ☐
Possible Registrant ☐

Today's Date _____ ☐ 9:15 service ☐ 11:00 service

Welcome to First UU! You are invited to rejoin the adult service as soon as your child is comfortable in their class. Adults are expected to pick up Grade 5-&-under children *immediately* after the worship service. Older children can meet you in the Fellowship Hall.

► Please list any allergies, medical conditions, special family situations or special needs. ◀				
	First Name	Last Name	Preferred Name?	Current Grade
CHILD #1				
Special info?				<input type="checkbox"/> Nursery <input type="checkbox"/> Toddler <input type="checkbox"/> PreSchool
CHILD #2				
Special info?				<input type="checkbox"/> Nursery <input type="checkbox"/> Toddler <input type="checkbox"/> PreSchool
CHILD #3				
Special info?				<input type="checkbox"/> Nursery <input type="checkbox"/> Toddler <input type="checkbox"/> PreSchool
Adult(s) Contact Information				
Primary Contact		Secondary Contact		
Relationship to Child(ren) <input type="checkbox"/>		Relationship to Child(ren) <input type="checkbox"/>		
()		()		
Cell Phone <input type="checkbox"/>		Cell Phone <input type="checkbox"/>		
()		()		
Home Phone <input type="checkbox"/>		Home Phone <input type="checkbox"/>		
Address		Address		
City, ST ZIP Code		City, ST ZIP Code		
E-mail		<i>Give this part to R.E. teacher(s) [Staff: make copies if more than one]</i>		
✕				
For the Director of Religious Education:		<input type="checkbox"/> Temporary <input type="checkbox"/> Possible Registrant		
Today's Date _____		<input type="checkbox"/> 9:15 service <input type="checkbox"/> 11:00 service		
Primary Contact		()		
E-mail		Home Phone		
		()		
		Cell Phone		
Child(ren)'s Name(s) & Age(s)		Relationship to Child(ren)		

FIRST UNITARIAN UNIVERSALIST CHURCH OF COLUMBUS
Driver Information Form
2013-2014

I hereby offer my time and my vehicle to provide transportation for youth trips during the 2013-2014 church year. I release The First Unitarian Universalist Church of Columbus, its board, employees and volunteers from any and all

liability of any kind which may arise during or relating to the activity or trip, except liability for damages and injuries caused by the sole negligence of The First Unitarian Universalist Church of Columbus. I understand that this authorization may be withdrawn at any time in writing.

Signature of Driver

Date

Please complete the following sections of this form and provide a copy of your driver's license and auto insurance card. Inform the church of any changes in the information and authorization as they occur and prior to each activity or trip. **PLEASE PRINT LEGIBLY.**

Driver Information

Driver Name _____	Birthdate _____
Address _____	Email _____
_____	Home Phone _____
	Cell Phone _____
	Work Phone _____
Car Insurance Carrier _____	Policy No. _____
Health Insurance Carrier _____	Policy No. _____
Make/Model/Yr of Car _____	License Plate _____
	# Miles _____
	# Seatbelts _____
Driver's License No. _____	# Points _____
	ANY DUI's? _____
Emergency Contact _____	Home Phone _____
Relationship _____	Work Phone _____
	Cell Phone _____

Emergency Medical Information

Food Allergies _____	Medicine Allergies _____	
Insect Allergies _____	Other Allergies _____	
Is EPI-PEN required? <input type="checkbox"/> Yes <input type="checkbox"/>		
Current Medications:		
Name _____	Dosage _____	Frequency _____
Name _____	Dosage _____	Frequency _____
Name _____	Dosage _____	Frequency _____

Health Condition/Concerns _____ **Draft**

This form serves as a permission slip for ALL activities from 8/01/13 through 8/31/14.

H.

FIRST UNITARIAN UNIVERSALIST CHURCH OF COLUMBUS
Blanket Field Trip/Activity Permission and Emergency Medical Authorization Form

2013-2014

I hereby grant my permission for my child to participate in activities and trips during the 2013-2014 church year. I release The First Unitarian Universalist Church of Columbus, its board, employees and volunteers from any and all liability of any kind which may arise during or relating to the activity or trip.

Signature of Parent or Legal Guardian

Date

Please complete the Emergency Contact Information, Medical Information and Authorization **sections of this form.** Attach a copy (both sides) of your health insurance card. **Inform the church of any changes in the information and authorization as they occur and prior to each activity or trip.** PLEASE PRINT LEGIBLY.

Emergency Contact Information

Youth Name _____ **Birthdate** _____

Address _____ **Telephone** _____

Email _____

Primary Insurance Carrier _____ **Policy No.** _____

Secondary Insurance Carrier _____ **Policy No.** _____

Parent's Name _____ **Home Phone** _____

Work Phone _____

Cell Phone _____

Parent's Name _____ **Home Phone** _____

Work Phone _____

Cell Phone _____

Other Responsible Party _____ **Home Phone** _____

Relationship _____ **Work Phone** _____

Cell Phone _____

Emergency Medical Information

Food Allergies _____ **Medicine Allergies** _____

Insect Allergies _____ **Other Allergies** _____

Is EPI-PEN required? ____ Yes ____ No

Current Medications:

Name	Dosage	Frequency
------	--------	-----------

Name _____ Dosage _____ Frequency _____

Name _____ Dosage _____ Frequency _____

Health Conditions/Concerns _____

Youth Name _____

Page 2 of 2

Consent to Emergency Treatment

I give my consent for the emergency medical treatment of my child. I give my consent for all information in this form to be provided to those providing treatment. In the event of illness or injury requiring emergency treatment, I wish for church authorities and volunteers to make reasonable attempts to contact all emergency numbers listed above. In the even that no parent or guardian listed can be reached, I hereby give my consent for the administration of any treatment deemed necessary by:

Preferred Physician _____ **Phone** _____

Preferred Dentist _____ **Phone** _____

Preferred Specialist _____ **Phone** _____

In the event the designated preferred practitioners are not available, by another licensed physician or dentist and the transfer of the child to:

Preferred Hospital _____ **Address** _____

Or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Signature of Parent or Legal Guardian

Date

Refusal to Consent to Emergency Treatment

I do not give my consent for the emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish church authorities and volunteers to TAKE NO ACTION OR TO _____

_____.

Signature of Parent or Legal Guardian

Date

J. SAFETY PROCEDURES

Evacuation Procedure

Sanctuary

- Ushers stand by Gallery exit and by North-facing doors to guide people out of exits and into parking lot.
- In the event of a person present who is in a wheelchair, guide that person to exit out of the Gallery entrance. Should the Gallery entrance be blocked, direct the person in the wheelchair to the exit behind the chancel.
- Ministers and worship associates turn off lights, check to make sure space is empty, and are last to leave.

RE Wing

- Teachers are to collect attendance books and exit rooms through outward-facing doors.
- In the event an outward exit is blocked by a hazard, please travel to hallway exit and leave building through East Entrance.
- Gather children and youth on the lawn area next to the big rock.
- Take attendance and make sure all children are present.
- Director of Religious Education and RE Assistant will walk through Religious Education Wing and ensure all youth and children are out. Then, they will sweep through classes gathered outside to see check to see if any children or youth are unaccounted for. If children or youth are missing, authorities will immediately be contacted.

Office Wing

- Church Administrator and Front Desk Secretary will secure Office Wing and use back exit to evacuate to Parking Lot.

Fellowship Hall/Kitchen

- All people on Kitchen area and Fellowship Hall exit through West Entrance.
- Church Administrator will sweep area and ensure people have left before exiting through West Entrance.
- In the event the West Entrance is blocked, evacuate through the East Entrance or the back exit into the Parking Lot.

In the Event of Needing an Off-Site Location

- The primary location to evacuate to is Panera Bread at 4519 N. High Street.
- The secondary location is Our Lady of Peace Catholic Parish at 20 E. Dominion Blvd.

In the Case of a Dangerous Person or Situation Inside Building

Sanctuary

- West Entrance will immediately be locked by Office Staff or by Ushers on Sunday morning.
- Sanctuary entrance will be locked by Ushers.
- People will be directed to exit through Sanctuary external doors to the Parking Lot.
- Ushers will assist anyone in a wheelchair to exit through West Entrance, if possible. If not possible, exit behind chancel is wheelchair accessible.

RE Wing

- Teachers lock classroom doors, if it feels safe to do so.
- DRE and RE Assistant will lock main doors.

- DRE calls 911.
- If able, DRE and RE Assistant will come to each class and tell teachers the circumstances, directing teachers where to bring children.
- If DRE and RE Assistant are unable to enter the RE Wing, teachers will be contacted on their cell phones.
- Teachers gather: first aid kits, attendance binders, and cell phones if it feels safe to do so.
- Teachers move children to safest location possible depending on situation making sure to lock doors when possible.
 - Rooms 1 and 2: Classroom Bathroom, Room 5, Basement, Outside- away from danger
 - Rooms 3 and 4: Classroom Bathroom, Room 5, Basement, Outside- away from danger
 - Room 5: place climber in front of outside or inside doors, family bathroom, basement, outside- away from danger
 - Room 6: Basement, General Bathrooms, Bathrooms off Room 9, Outside- away from danger
 - Room 7: Basement, General Bathrooms, Bathrooms off Room 9, Outside- away from danger
 - Room 8: Basement, General Bathrooms, Bathrooms off Room 9, Outside- away from danger
 - Room 9: Kitchenette, Classroom Bathrooms, Basement, Outside- away from danger
 - Room 10: Family Bathrooms, Kitchenette, Basement, Outside- away from danger
- Parents will be contacted immediately by cell phone, if it feels safe to do so.
- At conclusion of the emergency, DRE and RE Assistant will announce, "Lockdown lifted."
- An email will go out to families following any such incident, explaining what happened and highlighting resources for family support.

Office Wing

- Office Staff will lock West Entrance doors, if it feels safe to do so.
- Office Staff will lock front and rear Office Wing doors and exit out of side entrance to Parking Lot.
- In the event of a dangerous person outside of the church, Office Staff will convene in the Conference Room or the Senior Minister's office and lock the doors.

Fellowship Hall/Kitchen

- These areas need to be evacuated, as they do not have doors that lock.
- Church Administrator will direct people to evacuate to the Basement or the General Bathrooms, should the situation require people stay indoors for safety.
- Evacuation to the outdoors will happen through back Service Entrance and into the Parking Lot.
- Area will be secured by Church Administrator, if it feels safe to do so.

Bomb Threat

- Church will be closed immediately following a bomb threat incident. Authorities will be contacted by the person receiving the threat and a member of First UU Staff.
- An evacuation procedure will be enacted if people are in the building at the time of a bomb threat.
- A notice will go out on the church website indicating the building has been closed as well as an email blast.
- All people leading events on the day of a bomb threat will be notified by phone that the church will be closed for the day due to emergency circumstances.

Severe Weather

- In the event of severe weather where the church building will be closed, there will be a notice on the church website and an email will go out to the all-church email list.
- The canceling of events and meetings at First UU are up to the discretion of the convenor. It is the responsibility of the convenor to inform people who are anticipated to attend an event or meeting that the event has been cancelled
- First UU will close the building in the event of a Level 2 weather emergency and as needed.

Gas Leak

- Church will be closed immediately following the detection of a gas leak.
- The Church Administrator will contact the gas company and file the appropriate report.
- An evacuation procedure will be enacted if people are in the building at the time a gas leak is reported. Staff will direct people to gather at Panera Bread at 4519 N. High Street. (Need permissions for this.)

- A notice will go out on the church website indicating the building has been closed as well as an email blast. All people leading events that day will be notified by phone that the church will be closed for the day due to emergency circumstances.

Fire

- In the event of a fire, Office Staff will call 9-1-1.
- All people occupying the building will be directed to follow the Evacuation Procedure.

In the Event of a Tornado

Worship Center

- Ministers or worship leader will announce the need for an evacuation due to a tornado watch.
- Ushers will direct people in the Worship Center to exit through the main entrance.
- People will be directed towards the Staff Offices hallway, A/B Lounge, the basement, or the general restrooms.
- Once the tornado has passed, office staff or the ministers will say, "Tornado threat passed."

RE Wing

- DRE and RE Assistant will inform teachers of a needed evacuation and will provide location of evacuation.
- Teachers will move children and youth into the East Entrance hallway, lining them up against the wall. Double doors in the hallway will be closed.
- Additional evacuation locations: family restrooms, general restrooms, and basement.
- Once the tornado has passed, DRE or RE Assistant will say, "Tornado threat passed."

Office Wing

- Staff will evacuate offices, secure doors, and line up along the wall in Office Wing Hallway.

Fellowship Hall/Kitchen Area

- Church Administrator will direct people in the Fellowship Hall and Kitchen area towards appropriate area.
- People congregating in the kitchen or Fellowship Hall will evacuate to general restrooms or the basement.
- Church Administrator will secure doorways of Fellowship Hall as well as Kitchen, ensuring everyone has gotten out, and will be last to leave.
- Once the tornado has passed, Church Administrator will say, "Tornado threat passed."

Filing an Incident Report

- Incident Report Forms are located in the Volunteer Workroom on top of the desk in a file folder labeled "Incident Report Forms."
- Incident Report Forms are to be filled out when an accident or injury has occurred on First UU Church grounds.
- Please describe the incident in terms of details- names of persons involved, location, what happened to prompt injury, and where person was injured on their body. Please also indicate contact information of witnesses.
- Incident Report Forms are to be copied and submitted to the Church Administrator and the Director of Religious Education.

In the Event of Allegations of Abuse

Should an event occur where a member, visitor, or friend of First UU is accused of abuse taking place on the grounds of First UU, that individual will be asked to refrain from attending First UU as an investigation is conducted. Below are some guidelines for procedures First UU is encouraged to follow:

- Immediately report an incident of abuse to the DRE or ministers.

- An Incident Response Team will be assembled, including the DRE, ministers, and three other members of the congregation with particular backgrounds and expertise to address the identified situation.
- Should the incident involve leadership of the church (staff, clergy, Board member) strict confidentiality must be maintained and the accused and those with a conflict of interest must not take part in any procedures.
- Any incidents reported involving the ministers must also include procedures outlined in the Unitarian Universalist Ministers Association Guidelines.
- The person in charge of an event to whom a report of molestation, injury, or objectionable conduct is made shall submit a copy of an Incident Report to the Ministers and DRE.
- If indicated, the person to whom the report is made will then assist the person who reported the incident in reporting to any local authorities of the jurisdiction in which the incident occurred.
- Reporting procedures must be implemented within 24 hours following the incident.
- The Incident Response Team will be in conversation about who to inform about the incident and whether or not the congregation needs to be informed.
- All precautions will be taken to ensure emotional, physical, and mental safety of all parties involved.
- The intent of the Incident Response Team is not to conduct an investigation, but rather to make sure incidents are responded to with appropriate reporting procedures and support.
- Should allegations of abuse be confirmed, it is the job of the Incident Response Team to respond with creating a Limited Access Agreement (see Resource Section).
- Should the Limited Access Agreement not be followed, members of the Incident Response Team will ask the accused party to terminate attendance and membership at First UU.

Assessment for Volunteer Removal

In the event a report of abuse or misconduct is brought forward for a person in a volunteer role at First UU, below are some procedures to follow. As holding a volunteer position gives a member access to vulnerable populations, it is best practice to ask the volunteer to step out of their volunteer role while the situation is being investigated.

Both the volunteer and the party making the accusation will be asked to record an account of the situation including a description of the incident(s), witnesses, and any pertinent historical information about relationships between parties, previous disagreements, etc.

Documentation of the event will be passed along to the Director of Religious Education and the Ministers and a report will be filed with the proper authorities, if necessary.

The DRE and/or the Ministers will follow-up with witnesses listed and ask for additional documentation as needed.

The Incident Response Team will be assembled as needed and will determine whether the incident requires volunteer removal and/or an additional Limited Access Agreement as well as who needs to be informed in the congregation.

Grounds for volunteer removal:

- Any acts of abuse or misconduct towards a child, youth, member, or visitor while on First UU campus.
- Failure to be accountable to First UU's Code of Ethics in volunteer positions that apply.
- A history of sexual abuse or misconduct as revealed by a background check initiated for a volunteer position.
- Disruptive behavior that prevents other volunteers from engaging in their work or that prevents people in the program served from fully participating.