

Unitarian Universalist Church of Berkeley Safety Policy

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I. INTRODUCTION

A. UUCB'S MISSION AND COMMITMENT TO SAFETY

At UUCB, our mission is to “create loving community, inspire spiritual growth and encourage lives of integrity, joy, and service.” Further, we covenant to affirm and promote the inherent worth and dignity of every person. In living out these covenants, safety is essential. Therefore, we pledge ourselves to maintaining an environment that optimizes safety for all children and adults in our care.

B. SAFE CONGREGATIONS PHILOSOPHY

Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination’s purposes and principles. UUCB, being a diverse, pluralistic and inclusive community spanning a wide range of developmental needs, compels us to create a safe and nurturing environment that protects children, youth, and adults from harm and promotes their spiritual growth while part of our community. Additionally, we affirm our commitment to maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, physical ability, gender, or sexual / affectional orientation.

The policies that are described in this manual are designed to demonstrate [ensure] that all who attend our services and programming will experience an atmosphere of safety and respect. We understand these policies will naturally evolve over time as we respond to incidents and learn to better refine our safety procedures. All should consider this to be a living document and feel encouraged to contact the various leaders with primary responsibility for specific areas as well as the Coordinating Team and/or the Board of Trustees from time to time with suggestions about how it may be improved.

This congregation accepts responsibility to educate ourselves, our children, and our youth about sexual misconduct, abuse, molestation, harassment, and exploitation. We pledge to do our best to protect and support those who come to us either at risk or in crisis. And, further, understanding the possibility of a situation where someone’s safety is compromised or in question, it is our intent to prepare ourselves ahead of time to know how to respond to such needs swiftly, carefully and thoughtfully.

C. THE COORDINATING TEAM

The Coordinating Team (CT) is responsible for ensuring the safe, effective and timely execution of operational management at UUCB. Part of this responsibility includes ensuring that all aspects of this Congregational Safety Policy are up to date, in compliance with federal and state safety laws and that these policies are being carried out to the best of the institution’s ability.

The overall effectiveness of any safety program, however, is strongest when each person who is part of the congregation is aware of, in agreement with and abiding by the information in this policy. Regular efforts from UUCB stakeholders at every level of involvement are necessary to

maximize the number of people informed of and operating in compliance with the tenets of this policy.

D. RELATIONSHIP WITH MINISTER(S) OF THE CONGREGATION

We place great trust in our ministers - called, hired, affiliated or simply part of the community - to use their title, status, influence and powers only for the best interest of all congregants and never to take advantage of others for their personal gratification. Clergy misconduct can involve inappropriate sexualized behavior. But it can also involve other behaviors that inappropriately create confusion around the minister's role. The office of ministry is to serve the mission and the people of the church with honesty, integrity and transparency without exercising the powers of the office for any form of personal gain. We expect our ministers to understand thoroughly and abide faithfully by the Unitarian Universalist Ministers Association (UUMA) Code of Professional Practice. The complete text of the Code is published in the UUMA Guidelines and can be found on line at

<http://www.uuma.org/default.asp?page=guidelines>.

E. RELATIONSHIP BETWEEN UUCB AND ALL STAFF

Like the Minister, all staff must maintain a trusted relationship with the congregation in order to be effective in their respective areas. No employee may misuse the influence, power or authority of their position to exploit, manipulate, or take advantage of any child, youth, or adult participant for personal gratification, including but not limited to sexual or physical misconduct or sexualized behavior.

Specifically, UUCB expects

- **The Director of Family Ministry** to fully understand and faithfully abide by the Liberal Religious Educators Association (LREDA) Code of Professional Conduct. The LREDA Code of Professional Conduct can be accessed on the web by going to

<http://www.lreda.org/code-of-professional-practices>

- **The Music Director** to abide by the Unitarian Universalist Musicians Network (UUMN) Code of Professional Conduct. The UUMN Code of Professional Conduct can be accessed on the web by going to

<http://www.lreda.org/code-of-professional-practices>

- **All Administrative staff** to abide by the Association of Unitarian Universalist of Administrators Code of Professional Conduct. The AUUA Code of Professional Conduct can be accessed on the web by going to

<http://www.uuadmins.org/professionalism/>

II. BUILDINGS AND GROUNDS

A. THE BUILDINGS AND GROUNDS COMMITTEE

The Buildings and Grounds Committee of UUCB will be one of the primary bodies anticipating, preparing, informing and responding to the safety needs of staff, members, their families and guests. The Buildings and Grounds Team will have a subcommittee which will be the Safety Working Group. The Safety Working Group will be overseen by the Director of Administration (as liaison to the Coordinating Team). The Safety Working Group will also have two liaison members: (1) the Lead Facilities Coordinator who will act as a liaison to the overall staff team; and (2) the lay leader on the Buildings and Grounds team who acts as a liaison to the Program Council.

The Lead Facilities Coordinator will ensure:

- UUCB is in compliance with all safety requirements of the local Fire Marshal.
- Staff is trained and certified in CPR, AED and EpiPen procedures and equipment.
- A list of those certified in CPR, AED and EpiPen procedures is posted in the office, on the kiosk in the atrium and on the bulletin board in the social hall.
- A current emergency evacuation plan exists and is prominently posted in each room.

The Liaison to the Program Council will ensure

- Lay leaders are informed and invited to attend scheduled CPR, AED and EpiPen certifications - especially board members, members of the CT, Sunday morning ushers, greeters and RE teachers.
- This policy is accessible and appropriate education is offered on a regular basis.
- Each year, UUCB has at least one fire drill during the week and one fire drill on a Sunday during services.

B. BUILDING KEY POLICY

UUCB recognizes its commitment to the preservation, protection and safety of its assets and people. It also recognizes that access to facilities is essential to the smooth operation of the organization. This access necessitates an equally critical concern for the security and integrity of building facilities and their contents. Whereas it is sometimes necessary to allow access to buildings after normal operating hours, we will do so only in such a manner that ensures protection of assets and occupants, while respecting the limits of staff availability.

All keys are maintained and issued at the discretion of the Director of Administration, who maintains detailed records on all keys. Keys will be numbered and tracked and issued per written request using the form in the appendix of this document. Staff members who need regular access to the building to accomplish their responsibilities will be assigned a key. Lay leaders may request an entrance key on loan from the Director of Administration. Keys on loan will be issued by Director of Administration for a specific period of time.

Any staff or lay leader who has a key and uses the building after it has been locked and secured by the facilities team assumes full responsibility for the building during the time he/she and/or his/her volunteers are using the facilities. This responsibility includes arranging any rooms back to the condition in which they were found. Individuals or groups not adhering to the responsibilities attached to this privilege of access may lose further privileges.

- **Employees or lay leaders** will be given keys to the building at the discretion of the Director of Administration. The person who was issued a key is the person responsible for its use. Lost keys must be reported immediately to the Director of Administration. The person to whom the key was issued may be assessed a \$25.00 fee for replacing a lost or stolen key.
- **Duplication of keys** by anyone is prohibited without written approval from the Director of Administration. Use of locksmith contractor services is strictly prohibited. [Only the Director of Administration may authorize locksmith contractor services.]
- **Contract employees or other vendors** may be given a key on loan for a specific period of time upon written approval from the Director of Administration or his/her designee. A key shall be authorized only when no other reasonable means of access is available.

C. FIREARMS

Carrying guns and other explosives, even those locked in vehicles in the parking area, on any property owned or controlled by the congregation is prohibited at all times. This policy applies to any individual present on the congregation's property, including staff, employees, members, guests and visitors, regardless of whether such person has a concealed weapons permit. This policy provides for the following exceptions:

1. State, Federal and Local enforcement personnel;
2. Military personnel who are authorized to carry weapons in the performance of their duties.

D. ACCIDENTS OR INJURIES

If an accident or injury occurs on UUCB property, the following will be considered and addressed:

1. All effort and attention will go immediately toward providing the appropriate medical care for anyone who is injured.
2. If there is any doubt about the cause of the accident and extent of injuries, 911 will be called. 911 will be considered the most likely and reliable source of information about what to do regarding immediate steps for care (i.e. whether or not to move the injured person, transport them to ER or wait for EMTs, etc.)
3. Facilities staff will be notified to help secure the environment where the accident or injury took place.

E. ACCIDENT AND INCIDENT REPORTS

An incident report will be completed by the individual and/or a witness to the event. If an injury was sustained during the accident, an injury report will also be completed and attached to the incident report.

1. If it isn't possible or appropriate for the individuals involved in the accident/injury to complete the report, a staff member, member of Board of Trustees or Coordinating Team member will help fill out the report. UUCB will use the Incident Report and Injury Report Forms found in the appendix of this policy.
2. The report(s) will be turned into the Director of Administration at the most immediate opportunity (ideally within 24 hours).

III. RELATIONSHIP SAFETY

A. PREVENTING SEXUAL AND PHYSICAL ABUSE AND HARASSMENT

Preventing sexual misconduct, physical abuse, and harassment in our religious community requires multiple approaches on several fronts. We must focus on prevention, education, training, careful hiring, and safety procedures in order to create a safer environment for all concerned. The definitions in section III.B. help us to clarify what distinguishes healthy from unhealthy behavior or responses.

B. DEFINITIONS

Child

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

DFM

Director of Family Ministry

OWL

Our Whole Lives sexuality education curriculum

Volunteer Support

This person provides support for Sunday morning religious education classes and youth groups by supervising volunteers, troubleshooting issues that arise, serving as a point of contact for families with questions, and leading the volunteer reflection circle.

Youth

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

Abuse

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

Physical abuse

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

Physical harassment or molestation or exploitation

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

Sexual abuse

Any sexualized touching of a child or youth or any activity that causes a person of any age to engage in any sexualized behavior without a person's informed and free consent. Those who are under legal age are unable to offer informed and free consent. Also, anyone with limited physical, mental, emotional, or social skills or powers and who experience significant vulnerability or dependency are also unable to offer informed and free consent.

Consent

Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.

The only sure way to know whether consent is given is to ask. Consent can never be assumed based on non-verbal responses. And "no" means "no" in any sexual encounter.

A person may be incapable of giving consent. If a person with impaired cognitive understanding - either by intoxication, trauma or other methods of diminished processing - cannot give consent.

Age can also determine whether a person can legally consent to certain sexual behaviors. The age at which a person can give consent varies by country and by state within the United States. According to California State Law, a person is not considered an adult and capable of giving legal consent until age 18.

Sexual touch vs. Platonic touch

Each person participating in a physical encounter has the authority to determine whether the touch is sexual as opposed to platonic and whether the touch is appropriate and permitted. Each person can say 'no.' Anyone who hears 'no' must stop without debate or negotiation.

Sexual harassment

Making sexual advances or requests for sexual favors to another person, or other verbal or physical conduct of a sexual nature, where the other person by words or conduct has indicated that such words or conduct are not desired, or where a reasonable person would expect that such words or conduct would not be desired.

Mandated Reporter

Those persons who, because of their position of employ in this community and/or because of their professional licensing, are required by the state of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency (local police/sheriff's department). Some professionals are mandated reporters because of their licensing to work with adults, especially elder adults. Such professionally licensed individuals are required to report any known or suspected abuse to Adult Protective Services or local law enforcement.

C. UNITARIAN UNIVERSALIST PRINCIPLES AND SEXUAL ETHICS

The *Leader Resources in Creating Safe Congregations* restates our Principles in terms of sexual ethics, and appears in every age level of *Sexuality and Our Faith*, the companion volume to *Our Whole Lives*.

- The inherent worth and dignity of every person.
Every person's sexuality is sacred and is worthy of respect, and therefore, is not to be violated.
- Justice, equity and compassion in human relationships.
We treat others as we would want to be treated; therefore, sexual exploitation and interpersonal violence is wrong.
- Acceptance of one another and encouragement to spiritual growth in our congregation.
Accepting each other, as we are, means doing no harm and fostering well-being in one's self and others.
- A free and responsible search for truth and meaning.
In our relationship to others, our freedom of sexuality is as important as the responsibility for it.

- The right to conscience and the use of the democratic process within our congregation and in society at large.

As a community and as an institution, we are responsible for creating a secure and safe environment.

- The goal of a world community with peace, liberty and justice for all.

We have the opportunity to create the kind of environment that lends itself to peace, liberty and justice in human sexuality, and we can become a model for the rest of society.

- Respect for the interdependent web of all existence of which we are a part.

When we respect each person’s sexual integrity we honor the wholeness of life and we respect the web of all existence.

D. UUCB SAFETY RESPONSE TEAM

In order to ensure continuity, a Safety Response Team will be established and in place at all times, with the names and phone numbers of team members available to all members and staff of The Unitarian Universalist Church of Berkeley (UUCB).

1. This Team will be composed of the Minister, Professional Religious Educator, a member of the Board, a member of the Coordinating Team and a member of the Pastoral Associates team. It is preferable that two of the lay members of the team be familiar with issues such as sexual abuse, sexual assault, sexual harassment, human resources, and with the laws that pertain to these issues.
2. Contact information for the Safety Response Team will be regularly updated on the electronic version of this policy on the UUCB website. The current members of the Safety Response Team are as follows:

Team Member	Role	Phone	email
Rev. Christian Schmidt* Rev. Kristin Schmidt*	Senior Co-Ministers	510-525-0302 510-592-8738	revchristian@uucb.org revkristin@uucb.org
Merrin Clough*	Director of Family Ministry	510-525-0302	merrin@uucb.org
Jack Duggan	Board of Trustees Representative	415-505-4928	jduggan@earthlink.net
Deborah Schmidt	Coordinating Team Representative	510-206-2183	ct@uucb.org
Barbara Cullinane*	Pastoral Care Representative	510-420-0415 510-542-7838	bb725c87@gmail.com

* indicates Mandated Reporter

3. In cases of a conflict of interest, a Safety Response Team member must be excused from participation and replaced by a suitable alternate. Each team member must function, individually and collectively, to offer confidential support, advice, and counsel with concern for the safety of all parties involved. The Safety Response Team will generally have the following responsibilities:
 - a. Know basic information about child abuse – varieties, symptoms, etc.
 - b. Know about community resources for child abuse, treatment for sex offenders, and support groups for survivors.
 - c. Know about general laws and Mandated Reporting laws and know the identity of UUCB’s Mandated Reporters (currently, the professional minister(s), Director of Family Ministry, all personnel hired to care for children and youth under the age of 18. There may be other members or friends of UUCB who, because of current or previous licensing associated with their professional responsibilities outside of UUCB, have been or are currently considered mandated reporters. Although UUCB cannot always know the identity of all members who are mandated reporters, we will seek to always optimize the safety of all persons by working in cooperation with mandated reporters when they make themselves known.
 - d. Receive allegations of possible abuse and develop a process for expedient handling of such allegations.
 - e. Be a resource for people who need to voice their concerns.
 - f. Be available to be present and/or facilitate annual training for RE staff and teachers on issues, policies, and procedures relevant to sexual/physical abuse.
 - g. Be aware of the RE Committee’s aims to offer sexual abuse education sections of the *Our Whole Lives* curricula to the spectrum of age levels.
 - h. Work with the Minister to develop a Limited Access Agreement for convicted sex offenders interested in entering a limited relationship with UUCB activities.
4. All activities of the response team will be conducted in a confidential fashion and may only be disclosed when necessary and appropriate as determined by the Safety Response Team.

E. RESPONDING TO COMPLAINTS OF SEXUAL OR PHYSICAL ABUSE OR HARASSMENT

Situations which may prompt a response from the Safety Response Team include, but not are not limited to:

- A child, youth or adult reports possible abuse by a UUCB staff person or leader, member or attendee;

- UUCB Staff, leader, member, or attendee reports suspicion that a child or youth is being abused;
- Child or youth reports possible abuse by a family member or other individual; or
- UUCB Staff, leader, member or attendee reports learning that someone within the community is under investigation for allegedly abusing others.

Because child abuse is addressed directly in California state law, such cases require adherence to reporting laws.

F. REPORTING CHILD ABUSE TO COMMUNITY AUTHORITIES

It is not the function of the Minister, Director of Family Ministry or President / Board of Trustees member to conduct an investigation into accusations of child abuse. Both California law and this policy require immediately complete and file a report of any situation in which any person has reasonable cause to suspect that a child has been, or is likely to be, abused or neglected.

- Such a report needs to be filed with Police, Sheriff, or the County Welfare Dept. The number to call for Emergency Response in Contra Costa County is (510) 374-3324. They can help clarify questions and the appropriate steps to take.
- Once a report is made to the appropriate authorities, UUCB will rely on the decisions of those authorities as to the validity of the complaint. It is also the Society's responsibility under these guidelines to develop an appropriate plan of response to the allegations.
- In all cases, the Minister will also notify the President of the Board and the PCD, and seek their advice and counsel. Additionally, the Minister will confer with the Coordinating Team and notify UUCB's insurance company.
- In the event the person suspected or accused of abuse is the Minister, reports will be filed by the President of the Board of Trustees to the appropriate authorities. In addition UUCB's Coordinating Team will be notified as well as the PCD and Western Regional Services personnel of the UUA.

G. STEPS TAKEN FOLLOWING AN INCIDENT OR REPORT OF ABUSE

1. **Creation of an Interim Safety Plan:** When a report is filed by any person on behalf of any child and the suspected abuser is a member, attendee or employee of UUCB, the Safety Response Team will develop an interim safety plan while allegations of abuse are being investigated. This interim plan may include, but not be limited to implementation of a draft Limited Access Agreement. The purpose of this plan is not only to safeguard our children, but also to provide protection to the accused abuser from further complaints. If the accused abuser is another youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser or, if a minor, his or her parents or guardians, by the Safety Response Team. The Minister and/or Director of Family Ministry may implement similar steps while awaiting initial action of the Safety Response Team.

2. **Permanent Safety Plan:** Upon final disposition by appropriate authorities, a permanent Limited Access Agreement will be developed by the Safety Response Team. A disposition requiring a response would be substantiation by the appropriate County Welfare Agencies (Child Protective Services) or conviction by a Court of Law.
3. In all cases, the Safety Response Team, Minister, Director of Family Ministry or Representative of Board of Trustees may recommend seeking legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

1. INCIDENTS NOT REQUIRING LAW ENFORCEMENT OR WELFARE

Incidents of alleged sexual or physical harassment of minors which do not warrant involvement of law enforcement or County Welfare agencies, after reporting, shall be referred to the Director of Family Ministry and Minister. They may request that the Safety Response Team be made aware of such allegations. The Safety Response Team's involvement is to

1. Clarify to all involved that UUCB will not tolerate harassment of any form;
2. Provide information about appropriate counseling or other resources for both the person(s) being harassed and the alleged offender;
3. Inform parent(s)/guardian(s) of any minor(s) of any plans to limit specific individuals' behavior or access to persons or activities;
4. Be available to discuss concerns regarding situations that have felt uncomfortable but may not constitute abuse or harassment as defined in this Policy;
5. Help individuals clarify the source of their discomfort, brainstorm effective means of resolving the problem, and share information about appropriate resources.

2. HARASSMENT OF STAFF

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

3. INDIVIDUALS ACCUSED OR CONVICTED OF SEXUALLY AGGRESSIVE BEHAVIOR

Situations may occur involving individuals accused or convicted of sexually aggressive behavior. Those situations will be addressed as follows

1. An individual who has been convicted of or pled guilty to a charge of sexual misconduct or who has been determined to have engaged in any form of child abuse in any civil, criminal, administrative or ecclesiastical forum will not have contact with children or youth or the parties involved.
2. If an individual has been legally accused of sexual misconduct and is currently involved in civil or criminal litigation of such a charge, that individual will not have contact with children or youth or the parties involved until there is final disposition of the case (resolution).
3. In the event that a person has been convicted of a sexual offense and completed a term of incarceration and seeks to enter the life of UUCB, the Safety Response Team

will meet to make a determination as to whether or not the individual may be safely involved in the life of the congregation. If it is determined that the person can participate in congregational life, a Limited Access Plan will be developed.

4. In all cases, the Safety Response Team, Minister, Director of Family Ministry or President of the Board of Trustees may seek legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

H. PASTORAL NEEDS OF THE CONGREGATION REGARDING REPORTS OF ABUSE

Following a report of suspected abuse, the Safety Response Team will also develop a plan to address the pastoral needs of our congregation, including

1. **The person/child who has allegedly been sexually abused:** This may include providing information about or referrals to appropriate professional, community, and Society or UU resources, as needed. Additionally, the Safety Response Team may assist in dealing with the Division of Child Protective Services, the Prosecutor's Office or the Police Department.
2. **Those members, friends, or attendees immediately affected by the incident** (such as family members or partners) whose needs we can help meet, either directly or indirectly;
3. **The Minister (or other members of UUCB's staff)** whose workload may increase dramatically in dealing with the pastoral needs of the victim or accused person;
4. **Any in the congregation who witnessed** one or more incidents or who, having heard about them, are reminded of their own past hurts or history;
5. **Other congregation members and friends** who are relied on to a great degree by the person / child who has allegedly been sexually abused or accused offender (or those connected to them).
6. **The accused person.** Support may include helping the accused person access the appropriate professional, community, and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, he or she also deserves our support; withdrawing support at this critical point in that person's life might have severe detrimental long-term effects on his or her behavior in the future. It remains the mission of this congregation to recognize and support the integrity and inherent worth and dignity of that person and treat him/her with compassion, even though we do not condone inappropriate behaviors;
7. **Other persons/children who could potentially have been sexually abused** and / or may have been reluctant to initially come forward: If warranted, the response plan will include a way of reaching out to these individuals in a manner that is non-threatening.

I. RESPONSE TO DISCLOSURE OF ABUSE

In the event that a child/youth discloses abuse to an adult, that adult to whom the child/youth has disclosed abuse will:

- Remain calm and not show strong reaction.
- Request the presence of the Director of Religious Education or the Minister as a second adult during the conversation.
- Put the child at ease by listening and seeking to understand.
- Ask permission before touching the child, including reassuring pats. Any touch may be associated with physical or emotional pain.
- Reassure the child/youth that he/she is not in trouble.
- Use the child/youth's vocabulary.
- Let the child/youth know what you will do: "We are going to tell Natalie and Peg, and then they will decide what to do from there."
- Support the child: "I am very sorry that has happened to you. Do you need anything right now?" or "You must feel very confused/scared/etc."
- Do what you can to make certain the child is safe from further abuse.

The adult to whom the child/youth has disclosed the abuse will NOT:

- Press the child/youth for details. It is not the adult's responsibility to prove abuse has occurred.
- Ask "why" questions. These questions require children/youth to explain actions they may not understand.
- Promise that you will not tell anyone else about the disclosure.
- Ask leading or suggesting questions.
- Make angry or critical remarks or comments about the alleged perpetrator. The child/youth often knows, loves, or likes this person.
- Disclose information indiscriminately, keeping in mind the rules of confidentiality in this policy.
- Make the child feel different or singled out.
- Investigate a case him/herself. That is the job of the Police and Child Protective Services.

The plan established will be such that other individuals are not put at risk for further incidents.

J. SAFETY OF ADULTS AND ELDERS

In addition to children and youth, UUCB also feels a responsibility for vulnerable adults and elders, especially those with physical, sensory, mental or cognitive disabilities.

The National Center on Elder Abuse defines seven different types of elder abuse: physical abuse; sexual abuse; emotional abuse; financial exploitation; neglect; abandonment; and self-neglect. Responses to elder abuse are governed by laws and governmental agencies similar to those for children.

Elderly individuals, in particular, are vulnerable to scams, fraud and/or financial abuse. This can involve those who are in care-taking positions - both family and non-family. Persons with cognitive deficits, especially, may lack good reasoning and judgment and be unduly prone to persuasion by persons of unprincipled and even criminal intent. Even without persuasion, an elder with cognitive changes affecting judgment might be unusually generous and make a contribution or pledge in an amount far exceeding that which they would have made with normal cognition. Members of the Stewardship and Endowment teams will therefore remain aware of this possibility.

If staff and/or those on the Pastoral Associates team witness anything that would lead to the suspicion of elder abuse, they are encouraged to contact the Safety Response Team. The Safety Response Team will respond in a manner similar to working with Children and Youth and use the appropriate resources for community or institutional dwelling elders listed in the appendix.

If abuse is observed or suspected involving a church member being visited by the minister or a member of our Pastoral Associates Program who is a mandated reporter, it will be reported to the appropriate county Adult Protective Services, Ombudsman's office or law enforcement agency.

K. DISRUPTIVE BEHAVIOR

The Unitarian Universalist Church of Berkeley (UUCB) has enjoyed a long tradition of peace, fellowship, and civility within its congregation. Our Covenant of Right Relations affirms

We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and assume good intentions. We endeavor to communicate directly, honestly, and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.

Each Sunday we affirm our commitment to be a free and open community where differences are respected. In order to secure our tradition of civility and tolerance, we recognize the need to address the potential for behavior that may challenge our sense of individual and communal safety and well-being. Therefore, the following shall be the policy of UUCB if and when such a challenge may arise:

1. Situations involving disruptive behavior will be brought to the attention of the Convener of the Coordinating Team and the Minister. Either of these two may choose to refer the situation to the Safety Response Team. The President of the Board of Trustees will be informed whenever a concern has been raised and whenever the Safety Response Team has been summoned.
2. The Safety Response Team will investigate the matter using this policy for guidance. This team 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 UUCB. The team will be composed of the Minister, the Director of Family Ministry, a member of the Board of Trustees, a member of the Coordinating Team, and a Member of the Pastoral Associates. In cases of a conflict of interest, a team member must be excused from participation and replaced by a suitable alternate. Members of the team will be educated in the Policy and will become knowledgeable about available resources for adults and children. Their function individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved.
3. If an immediate response is required, this will be undertaken by the Minister, if available, and/or the Chair / Leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called. Any time any of these actions are undertaken without the Minister being present, the Minister and the President of the Board of Trustees must be notified. All plans for follow up steps will be referred to the Safety Response Team.
4. Persons identified as being disruptive will be responded to as individuals of dignity and worth.
5. Information concerning the alleged incident(s) that led to concern will be systematically collected from the concerned parties by delegated Safety Response Team members and documented before any action is taken.
6. The Safety Response Team will meet to assess the findings and decide on a course of action, with the following four levels of response recommended to them.
 - a. **Level One:** A Safety Response Team member or members contacts the person named as the source of the disruption and informs them of the nature of the concern. The person's viewpoint of the matter will be explored, understood (not implying *agreement* of perspective) to the disrupter's satisfaction, and documented. Safety Response Team members will then assess the situation.
 - b. **Level Two:** If the basis of the original concern is determined to be valid, this finding will be clearly communicated to the person in question and a contract for clearly defined behavior change will be negotiated. Such communication and contract will be documented.

- c. **Level Three:** If the person in question refuses to negotiate a contract, refuses to abide by a contract or is engaging in behavior of sufficient severity, he or she may be excluded from the UUCB for a specified period of time - [SEP] with reasons for such action, and conditions for return, clearly communicated and documented.
- d. **Level Four:** The person in question is permanently excluded from the Church and the UUCB premises with [SEP] steps taken as needed to enforce the integrity of this decision.

Should the Safety Response Team decide that exclusion or expulsion from UUCB is necessary, they will consult the Coordinating Team and inform the President of the Board of Trustees prior to taking action.

1. The four levels of response recommended by this policy may be applied in the order determined by the Safety Response Team and the Coordinating Team in their judgment. [AWK]
2. If appropriate, the Safety Response Team may offer referrals for professional services.
3. All documentation developed in the course of investigating and resolving allegations of disruptive behavior will be kept confidential. The President of the Board of Trustees will be responsible for determining access to such documentation and for ensuring its security.
4. To aid in evaluating the problem and determining the appropriate response, the following points will be used in assessing the nature and severity of referred problems:
 - a. **Dangerousness:** Is the individual a source of threat or harm to persons or property?
 - b. **Disruptiveness:** What is the extent of disruption to UUCB functions?
 - c. **Congregational Integrity:** How likely is it that existing or prospective UUCB members will be driven away by [SEP] the alleged behavior?
 - d. **Causes:** Why is the disruption occurring? Is it a conflict between the individual and others in the UUCB? Is it [SEP] due to a professionally diagnosed condition of mental illness?
 - e. **Probability of Change:** How likely is it that the problem behavior will diminish in the future?
 - f. **History:** What has been the frequency and the degree of disruption caused by the individual in the past?

IV. SAFETY OF CHILDREN AND YOUTH

The Unitarian Universalist Church of Berkeley is committed to providing a safe environment for children and youth. We recognize that religious communities should be sanctuaries in every sense of the word, and we appreciate and recognize the dedicated, caring, and generous adults who devote their time and energy to work with the children and youth of our congregation.

Adults working with children and youth in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power, influence and responsibility. Whether in the role of youth advisor, chaperone, childcare worker, teacher, mentor, choir member, or any other capacity, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and to the adult.

It is important that adults maintain trust and appropriate boundaries with the young people they work with. In this context, adults must exercise good judgment and mature wisdom and have awareness of their influence with children and youth. It is UUCB's goal to provide physical, emotional, and sexual safety for every child and youth while participating in UUCB activities.

It is unfortunately necessary to recognize the reality of physical, sexual, and emotional abuse of children and youth in our society. It exists throughout society, including religious communities. In fact, religious communities are particularly vulnerable to incidents of abuse because of the high level of trust, the welcoming spirit, and the strong reliance upon volunteers, especially in programs for children and youth. We further acknowledge that institutions operating in the best possible manner with all due concern still cannot guarantee an absolutely risk-free setting.

Because of the potentially devastating impact of abuse upon children and youth and the religious society to which they belong, we are willing to make the changes and sacrifices of convenience that this policy will require. We seek to preserve the spirit of welcome, respect, and trust in balance with our concern for the protection and safety of our children. We declare that we will do all that we reasonably can to see that no harm occurs to our children and youth.

In this spirit, we adopt this policy statement and apply it to all Family Ministry related events at the Unitarian Universalist Church of Berkeley, as well as similar events conducted off-site in which children and youth are under the protection of members of UUCB. If an event is sponsored by another Unitarian Universalist organization – such as any camp or conference hosted by any district, region, or member congregation of the Unitarian Universalist Association – the safety policy of the host organization shall take precedence.

A. VOLUNTEERS – APPLICATION, SELECTION, SUPERVISION, TRAINING

1. FAMILY MINISTRY VOLUNTEER APPLICATIONS

Because children and youth are particularly vulnerable, monitoring volunteerism in these programs is particularly important. For this reason, the Family Ministry program will keep a record of all volunteer applications. In cases where individuals apply to volunteer in our children and youth program and are determined unsuitable by the DFM, the DFM will

1. Inform the volunteer of the decision and why it was made
2. Inform the following people of the decision and why it was made
 - a. The Director of Administration
 - b. The Minister

- c. The CT
- d. The Board President
- e. Documentation of all volunteer applications will be kept on file by the DFM.

2. SELECTION OF VOLUNTEERS WORKING WITH CHILDREN AND YOUTH

The Director of Family Ministry (DFM) is responsible for ensuring that all adults working with children and youth are carefully screened and selected with due diligence, according to the procedures outlined in this policy.

Adult religious education volunteers working with children/youth must meet the following criteria:

- **Be active participants at UUCB or another UU church for at least 6 months.** Active participants are church members or contributing attendees who are involved with church activities, events and/or committees. Active participants are not hired as staff.
- **Undergo Live Scan fingerprinting** with a screening service contracted by UUCB. These fingerprints will be submitted in a background check request to the Dept. of Justice (DoJ). (The DoJ will report any arrests – locally as well as nationwide – of any kind, including sexual offenses. If any crimes are committed subsequently, the service will notify UUCB of any arrests of those people whose fingerprints we submitted.)
- **Complete a volunteer application**
- **Agree to the terms set in the UUCB Safety Policy**, and confirm such by signing the Code of Conduct Agreement.
- In addition, Our Whole Lives (OWL) volunteers must submit 3 references recommending them to the role and attend a UUA sponsored sexuality training designed for the age group they will be teaching.
- **Age specific criteria**
 - Adults working with elementary school aged children and younger must be at least 18 years of age.
 - Adults working with middle school aged youth must be at least 21 years of age.
 - Adults working with high school aged youth must be at least 25 years of age.
 - Our Whole Lives (OWL) sexuality education volunteers must be at least 25 years of age.
 - Volunteers under 18 years of age do not count toward the minimum of two screened adults required for supervision.

3. SUPERVISION OF FAMILY MINISTRY VOLUNTEERS

The following methods will be used to supervise volunteers:

- Volunteers will work within teams in which they will hold each other accountable to the Safety Policies.
- On Sunday mornings the DFM or Volunteer Support will do walk-throughs of all spaces used for Family Ministry programs to check in with volunteers and ensure the safety policy is being followed.
- Volunteers will be scheduled so that children/youth will be supervised by a minimum of two volunteers or staff screened by UUCB. Volunteers and staff related by birth, marriage, or adoption or in a committed relationship may not be scheduled for the same event unless another non-related care provider is also scheduled for that event.
- Religious education teachers and youth group advisors will attend weekly reflection circles, or, as needed, meet with the DFM for regular consultations.
- Religious education teachers and youth group advisors will attend two volunteer trainings per year (in fall and spring).

4. TRAINING OF FAMILY MINISTRY VOLUNTEERS

The Director of Family Ministry with support from the Family Ministry committee is responsible for ensuring that volunteers receive adequate training. Volunteers are expected to attend two trainings each year, one in the fall and one in the spring. All volunteers will participate in training in the following topic areas:

- **Child/Youth Development:** Information about childhood & adolescent development, including clarification and understanding of the complex aspects of sexuality. Note that authorized, approved, and supervised curriculum (such as Our Whole Lives) may appropriately contain sexually explicit and/or sensitive materials.
- **Code of Conduct and Responsibilities:** The Code of Conduct for Family Ministry Interactions (section IV.D. of this policy) details right relations expectations for those working with children and youth. The Code of Conduct Agreement is reviewed annually. Also the supervisory responsibilities of volunteers (section IV.B.2.) and related procedures are reviewed annually.
- **Communication:** All forms of communication between children/youth and adults at UUCB, including social media, will be grounded in right relations as described in this Safety Policy (section IV.D.7.). These guidelines will also be shared with parents, children and youth.
- **Legal Mandates:** Information about abuse prevention and specific UUCB policies for responding to and reporting suspected abuse or concerns for a child/youth's well being appear in the Relationship Safety portion of this policy (section III). Family Ministry staff and professionally licensed lay leaders (such as social workers, nurses, exc.) are 'mandated reporters' who are required by law to report observations or evidence that could indicate possible abuse. (Refer to section III.D. for information about Safety Response Team.)

- **Special Needs:** General information on learning differences and, as needed, information on specific special needs of children/youth. Procedures for sharing special needs information with volunteers. For designated individuals, medication administration procedures.
- **Emergency Procedures:** Annual trainings will cover general information on first aid and procedures for medical emergencies. In addition, these trainings cover emergency procedures to follow in case of crisis situations such as fire and earthquakes, acts of violence as well as medical emergencies.

B. SUPERVISION OF CHILDREN AND YOUTH

1. RESPONSIBILITY OF PARENTS/GUARDIANS

- **Registration:** All parents/guardians of children/youth attending Family Ministry activities must fill out a Connection Card, providing a cell phone number for emergency contact. They may designate who, other than the parent/guardian(s), can pick up their children.
- **Responsibility for Supervision of Children/Youth:** Parents/guardians have the primary responsibility for supervising their child/youth when they are at UUCB or at a UUCB sponsored activity. On Sunday mornings, children/youth who are not participating in Family Ministry activities should be under the supervision of a parent/guardian or designated adult. Children are not permitted to roam or gather unsupervised in the building or on church property. Under no circumstance are adults, children, or youth allowed to climb the trees on UUCB's property.
- **Special Needs:** Parents are responsible for sharing information about the needs of their child/children with medical conditions, including allergies, developmental disabilities, learning disabilities, behavioral challenges and/or family circumstances that may impact their ability to fully and safely participate in Family Ministry programs. As needed, accommodations will be implemented to assure access to activities and programs for children with developmental and/or physical disabilities.
- **Sign Out:** Children should be picked up promptly by the end of an event. Children in 5th grade and under must be signed out by a parent/guardian, or designee of the parent/guardian. Any child/youth who has been signed into an activity, either by a parent or themselves, must be signed out, even if they have a self-release permission on file.
- **Self-Release:** Youth in 6th grade and above will be dismissed from activities if a parent/guardian has completed the self-release permission section on the Connector Card; otherwise parents/guardians are expected to sign them out. Self-release permission forms apply only to Sunday Family Ministry activities. Youth who participate in UUCB sponsored events, such as retreats or social functions, must be signed in and out by a parent/guardian or designee of the parent/guardian.

2. GUIDELINES FOR SUPERVISION OF CHILDREN/YOUTH

Family Ministry staff and volunteers are responsible for children and youth participants during designated program times, as published on the UUCB calendar. Specifically on Sunday mornings this is from the time children/youth leave the sanctuary for religious education until the end of that time when they are reunited with their parents/guardians.

a. Visibility

All activities must have at least two volunteer adults present and be visible for supervision (i.e. through window or open door). Adults may not take children/youth apart from the group. No adult will ever be alone or meet one-on-one with a child/youth. The only situation where a volunteer and a child are allowed to be alone is when the adult is the parent/guardian.

b. Teamwork

All activities must have at least two volunteer or staff adults present. In the event that it becomes impossible for two adults to be present at a child/youth group activity (for example, an unexpected emergency requires one adult to leave), the door to the room will remain open and the remaining adult will do everything to maintain complete transparency in the situation until another adult rejoins the gathering. If a second adult is not available to join the group, the remaining adult should try to move the group to a shared classroom or to a common area, such as the social hall.

c. No Private Meetings

An adult may not take a child/youth apart from the group. No adult will ever meet privately, one-on-one, with a child/youth. The only situation where a volunteer and a child/youth are allowed to be alone together is when the adult is the parent/guardian of the child/youth.

d. Adult to Child Ratio

With at least two adults present, the following ratios will not be exceeded:

Infants (birth to 12 months) – 1 adult to every 3 children

Toddler (1 to 3 years) – 1 adult to every 4 children

Preschool (3 to 5 years) – 1 adult to every 8 children

Kindergarten (5 to 6 years) – 1 adult to every 10 children

Elementary (1st to 5th grades) – 1 adult to every 15 children

Youth Groups (6th to 12th grades) – 1 adult to every 15 youth

Youth special events (sixth grade & above) – 1 adult to every 7 youth

e. Special Needs and Support

Whenever possible, accommodations will be made to support children and youth with special needs. When appropriate, the Director will work with parents to create a Support & Special Response Plan related to medical conditions, developmental disabilities, learning disabilities, behavioral challenges and/or family circumstances that may impact a child's ability to fully and

safely participate in Family Ministry programs. This plan will be communicated to volunteers/staff working directly with the child.

C. MENTORING RELATIONSHIPS

If an adult other than a parent/guardian (for example, a Coming of Age mentor) has a one-on-one meeting with a child or youth, that meeting, its location, and its purpose will be disclosed to the parent/guardian of the child/youth and the Director of Family Ministry. The meeting will take place in a public venue such as a restaurant or a coffee shop. Informal meetings between an adult and a youth for social reasons are not allowed. Please refer to Code of Conduct in section IV.D. below.

D. CODE OF CONDUCT FOR FAMILY MINISTRY INTERACTIONS

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

1. GUIDELINES FOR INTERACTION

It is the mission of the Family Ministry Program to provide nurturing care and support to all children/youth and work to help them develop a positive sense of self and a spirit of independence. This can only be accomplished by respecting the selfhood of each child/youth, including the absolute rights to privacy of their own minds and body.

Adults working with children and youth will practice respect for themselves and others by not engaging in or allowing bullying (verbal, emotional, or physical), not acting in a prejudiced manner, not exhibiting behavior that makes any one person feel uncomfortable or embarrassed, and not allowing any behavior which passively or actively excludes any person from participating in an activity or discussion.

2. FRIENDSHIP WITH YOUTH

The primary roles of an adult leader of youth should be as a teacher, overseer, and/or mentor. Friendships can conflict with those responsibilities; therefore, it is the adult's duty to always put those tasks ahead of friendship. Care must be taken to avoid any relationship with youth that could be seen as inappropriate given the large differences in power and maturity inherent in adult/youth interactions or potentially lead to the appearance of favoritism. In short, any cross-generational friendships come with the restriction that the adult must maintain age-appropriate boundaries at all times.

Once participation in a mentoring program or volunteer role has ended, adults must be mindful of the ongoing dynamics of the mentoring relationship and the inherent inequality that continues to exist. Therefore, adults will not encourage adult level friendships with youth who have graduated from high school or become 18 years of age. Likewise, young adults are not

encouraged to seek out peer-level friendships with adults who were in a mentoring or advisory role while that young adult was a youth. An appropriate mentor relationship may continue, but youth and adult leaders are encouraged not to connect socially with each other one-on-one until the youth has reached the age of 25.

3. ONGOING CONTACT WITH YOUTH BEYOND FAMILY MINISTRY PROGRAM

Sometimes, an informal but genuine mentoring relationship will naturally develop between a youth and an adult at church. These can be, not only healthy, but transformative for both. Concerns arise, however, when a person who does not have the best interest of the youth at heart tries to disguise an unhealthy relationship as a mentoring relationship. For this reason, adults who wish to spend time, outside of Family Ministry programming, with particular children or youth will obtain written permission from the parent/guardian to meet with the child/youth for mentoring purposes. The meetings will take place in a public setting.

4. SEXUALIZED BEHAVIOR

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

5. CONFIDENTIALITY OF CONVERSATIONS

A covenant of confidentiality is actually considered a “privileged conversation,” meaning that no one repeats information told in confidence. Children/youth need to feel that they can trust the adults with whom they develop relationships, but must also understand the limits of confidentiality. Private conversations and information shared in confidence by children and youth with Family Ministry staff or volunteers will not be disclosed with the following exceptions: the adult believes the child/youth is vulnerable to physical or emotional harm or receives report of or is suspected of child abuse or neglect. This information includes any occurrence of abuse, the potential of harm to self or others, problems with drugs or alcohol, or any type of threat or extortion. Adults working with children and youth must be clear on these guidelines and clearly explain them to children and youth. If an adult is either uncertain about the issue of confidentiality or becomes aware of a situation in which a child/youth’s well-being is at risk or has been compromised, including transgression of covenantal relationships, the adult will report their concern to the DFM immediately to outline next steps. Parent/guardians will be informed of all concerns for the wellbeing of their children, with exception when the parent is a suspected as the perpetrator of abuse. See Safety Response Team section above.

6. POSSESSION OF CONTRABAND ITEMS

Children, youth, and adults should not be in possession of the following: firearms, fireworks, other explosives or weapons of any kind, illegal drugs, drug paraphernalia, alcohol, or pornography. Children/youth are prohibited from using nicotine products, drugs, alcohol, and are barred from exhibiting any other illegal behavior while engaged in church-sanctioned

activities. Adult staff and volunteers acting in a supervisory capacity should not use substances such as nicotine products, alcohol, or marijuana before and while on duty with children and youth.

Possession of contraband will be reported to the Director of Family Ministry, the Minister, and the parent/guardian if the person in possession of such items is a youth or child. The DFM and the Minister will determine the appropriate response, with input from the Right Relationship Process if the incident is at a youth special event. An Incident Report of possession of contraband or other infractions of agreed code of conduct, or report of injuries requiring medical care due to these infractions, will be kept on file by the DFM indefinitely.

Sexualized or offensive text or images on clothing or other materials can be protested by anyone who is offended and the adults in charge can confiscate such materials on the grounds of respect.

7. COMMUNICATION GUIDELINES

Whether in the role of youth advisor, chaperone, childcare worker, teacher, mentor, or any other capacity, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring. We seek to preserve the spirit of welcome, respect, and trust in balance with our concern for the safety of our children and apply reasonable and thorough precaution to guidelines we adopt.

a. Electronic Church Communication

UUCB will not post any personal identifying information, photo or any other likeness or voice imprint of anyone under the age of 18 on UUCB media outlets without signed permission of that child's parent or guardian.

b. Social Media and Virtual Communication Conduct

We recognize that it is impractical to set out specific rules about interactions online because there are a seemingly infinite number of platforms to use and they change so rapidly. However, it is essential to ensure that virtual communications follow the same general principles of inclusion and safety outlined in these guidelines. These guidelines offer key points to keep in mind for social media usage with youth, as well as emails, phone calls, video chats, text messages, webinars, and any other communications that do not happen in person.

c. Confidentiality and Media Contact

Other than the aforementioned *legal mandate* to report suspected abuse, the matter is to remain *confidential*. Release of information could interfere with successful prosecution, could result in unwarranted damage to the reputation of the accused, or may endanger the child.

If the media contacts UUCB's Administrative Office during business hours or approaches any member of the congregation individually, the person being approached is not to speak to the media under any circumstances.

In general, the following guidelines apply for these situations with regard to public media:

- Because of the issue of confidentiality, in the best interest of the child, specific cases cannot be discussed in a public context. Particularly, if litigation seems possible, it is important to protect both UUCB and the interest of the child and his/her family.
- The Minister, Director of Religious Education, or designated spokesperson may freely discuss what steps have been taken to guard against abusive situations, including the content of this policy.

With respect to sharing information within the congregation regarding transgressions of this policy, the guiding principle is ensuring safety of children and youth. Accordingly, information will be shared on a “need to know” basis, as determined by the Minister and DFM in consultation with the Safety Response Team.

d. Appropriateness

All messages and images shared by youth and adults in church related communications should affirm UU values and UUCB’s Covenant of Right Relationship. Adults should ensure that communications sent through social media outside their role at UUCB should not violate the volunteer role they maintain with youth at church or the Code of Conduct Agreement. Examples include not allowing youth to be Facebook friends with you, or allowing them to friend you but placing them in a filter so they only see certain posts; this also applies to personal Twitter feeds, blogs, etc.

e. Youth Comfort and Privacy

Since many young people consider social media platforms safe environments, adults should consider applications previously occupied by youth as youth domain. While also being able to use these same platforms for their own personal and professional uses, adults should not initiate friend requests to youth (i.e. adults should wait for a youth to ‘friend them’ as opposed to sending them a ‘friend request’). Adults are advised to refrain from making uninvited comments on youths’ personal material.

f. Groups and Witnesses

It is always better to have multiple people (particularly multiple adults) present for virtual communications, to preserve a “group-appropriate” standard and to provide for corroboration should future questions arise. Examples are closed Facebook groups, webinars, video chats or Google+ hangouts with three or more people.

g. Documentation

Written evidence or a recording of a communication offers proof should future questions arise. Examples of documented communications include email or recorded video chats, whereas one-on-one phone calls or automatically deleted text messages (such as SnapChat) could prove problematic.

h. Parental Permission

Parents or guardians of youth should be notified and consulted about communication platforms and expectations, such as Facebook, email or phone calls, and be given the opportunity to limit their youth’s participation. Parents and guardians should also be informed as to who would be

communicating with their youth is talking to or with, and have the opportunity to meet these people (virtually or in person).

i. Accessibility to Youth

Youth who are participating in a group, committee, team, etc. should be comfortable and able to access the group's expected communications. For example, if the group wants to communicate via Facebook group then the youth needs to have parental permission, or if the group expects quick email responses then youth members should be informed how often they need to check their email.

E. SPECIAL EVENTS AND TRIPS

1. EVENT ANNOUNCEMENT

The destination of all trips, with expected times of departure and return, plus emergency contact information, will be communicated by the event leaders to the parents and the DFM in writing via the event announcement and Permission Form at least two weeks before the event.

2. PERMISSION FORM

A Permission Form shall be used for each event sponsored by UUCB outside Sunday morning church hours. No child/youth may participate in sponsored events unless a Connection Card and a Permission Form is on file with the DFM. A Permission Form must be signed by all youth and adults attending the event and include the following:

- Health information and permission-to-treat in the event of a medical emergency
- Community Covenant developed by the children/youth and their adult leaders
- Behavioral Guidelines as outlined in this policy

Any youth or adults who break these agreements may be removed from the event by one of the event leaders and, if a youth, their parent may be asked to pick up youth from the premises regardless of time of day or distance of event.

A copy of the Permission Form will travel with event drivers then given to event leaders for the duration of the event. The Permission Form will then be returned with event drivers and returned to the DFM.

3. BEHAVIORAL GUIDELINES

The event leaders may add additional expectations to the following guidelines:

- **No violence or weapons or dangerous items** – This includes physical violence, verbal threats or harassment, or possession of weapons or explosives such as fireworks. Respect property/no vandalism – respecting local facilities and the community's possessions, and no theft.
- **No drugs, alcohol, illegal substances, drug paraphernalia, or nicotine products** – this includes not possessing or using prescription medication inappropriately or failing to turn prescription medication over to an adult if required for that event.

- **No sexualized behaviors or sexual activity** – while sexuality is a healthy and important part of young people’s lives, there are times and places where it is inappropriate. Exclusive relationships detract from the community. All sexualized behavior (any touch, language, or activity meant to arouse) is prohibited.
- **No harassment** – including unsolicited remarks, jokes, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any race, color, national origin, religion, age, sex, gender, sexual orientation, or disability.
- **No unwanted, uninvited touch** – only a very explicit “yes” means yes.
- **No leaving the event location without proper permission** – what constitutes permission may vary by event but must require permission by the adult responsible for supervising the youth.

4. OVERNIGHT SUPERVISION AND SLEEPING ARRANGEMENTS

All church sponsored events will have adult supervision at all times. An adult volunteer is at least five years older than the oldest youth in their charge who has undergone the selection process outlined in section 3.1. At least two of the adult volunteers must have had Advisor Training. The ratio of one adult to every seven youth will be maintained with a minimum of two adults at all events.

At all overnight events the sleeping rooms will be open and monitored by adults meeting the adult/youth ratio. At the discretion of event leaders, sleeping rooms may be all-gender or segregated by gender/gender identity. All sleeping areas used will have at least two adult supervisors present throughout the night. Each participant must have their own bedding and there must be visible floor space between participants. Adults must ensure that each youth in their charge is present and accounted for at bedtime. Adult volunteers will stay awake until at least 30 minutes after lights out. Rooms in use will be unlocked and accessibility maintained at all times in order to ensure that pathways and emergency exits are clear in the event of a fire or other cause for evacuation.

5. MEDICATIONS

To ensure the safety and proper administration of medication, guardians must list all medications and necessary instructions on the event permission slip prior to leaving children/youth in the care of the event leaders. Full disclosure is necessary, including the types of prescription and non-prescription medication a child/youth takes regularly, dosage, and frequency. If the guardians are leaving the church grounds (such as in the case of an overnight), the medication bottle or box, complete with label, must be given to the event leader, and will be kept on site for the duration of the event. Medications will always be secured and administered by an adult. Event leaders will not administer any medication (including non-prescription medication) without written permission and instructions from guardians.

6. PARENT ORGANIZED CARPOOLS

UUCB realizes that for practical reasons parents/guardians will arrange for carpooling to UU events for their children and youth. When these arrangements are made between families, it is at the discretion of the parents and the liability rests on the parents, not UUCB. But if UUCB arranges the transportation of children and youth the criteria in section IV.E.7., UUCB Driver Requirements, must be met.

7. UUCB DRIVER REQUIREMENTS

Adult drivers to, from, or during events sponsored by UUCB, including cluster, district, regional, and continental events of the Unitarian Universalist Association, must meet the following guidelines and turn in required documentation annually. The DFM will keep these documents on file.

- Proof of drivers being at least 25 years of age.
- Proof of current liability insurance that meets at least the minimum coverage required by the laws of the State of California (\$100K collision/property/\$300k liability).
- A copy of a current, valid CA Driver's License that has not been revoked or suspended in the last five years.
- Submit a personal driving record that reflects no citations other than minor violations as defined by the State of CA (these records are available at DMV for \$5.00).
- Sign a Transportation Covenant that includes a promise to abide by all posted speed limits and abstain from the use of tobacco, alcohol, or other non-prescription drugs while on any trip. Abstinence includes the 12 hours immediately preceding the trip in the case of alcohol and prescription and nonprescription drugs that may impair judgment while driving.
- Ensure that the vehicle is in good maintenance and repair, and that all safety precautions are taken.
- A first aid kit will be kept inside the vehicle at all times.

All adult drivers will have the opportunity to sleep for at least eight hours on the night prior to departure from an event. The hosting institution will be responsible for providing adequate adult roamers to monitor the facility during drivers' sleeping hours. Each adult will take individual responsibility for getting adequate sleep to promote good judgment and clear thinking.

8. VEHICLE OCCUPANCY

In every vehicle in which seat belts are required by law, vehicle occupancy will not exceed the number of seat belts, and all occupants must be properly secured in the seat belts at all times. If age appropriate, laws regarding car seats will be followed.

9. ADULT SUPERVISION DURING TRANSIT AND OFF-SITE

A minimum of two adults must accompany a group going off-site. At all times, the appropriate child/youth to adult ratio must be maintained, as stated in this policy. In the event of an emergency, the primary on-site adult event leader or staff member may make an exception for a person who needs to seek medical attention

When possible, it is best to have two adults in each car. If this is not possible, one adult may drive a car containing two or more children or youth if that car is part of a caravan. Care must be taken that the caravan stays together and that no one vehicle takes a side trip or stops unexpectedly.

One adult will never drive one child or youth unless that adult is the parent/guardian of the child or youth.

10. OFF-SITE EVENTS

All off-site functions begin when the child/youth arrives at the rendezvous point of travel and is remanded to the care of the adult event leaders. All off-site functions end when the child/youth is picked-up by the parent/guardian.

At no point will child or youth participants, in an event sponsored by UUCB, leave the campus of the hosting institution, except as part of planned and previously announced off-site event under the leadership of the host institution (UUCB, camp, conference, or other congregation).

Side trips enroute to or from an event are not allowed unless authorized in advance and noted on the trip's permission form.

11. OFF-SITE EMERGENCY MEDICAL CARE

Adult event leaders or chaperones will have in their possession signed medical release forms for all children and youth with whom they are traveling and they shall be responsible for obtaining appropriate medical care for any child/youth in their custody. After arrival, the host institution is responsible for assisting that adult in obtaining such care. A parent/guardian will be notified of the need for and provider of care as soon as possible. In the absence of a parent/guardian, an adult event leader will accompany the child/youth to the medical care facility.

V. EMERGENCIES

It is essential that staff, members and guests are prepared and equipped to deal with sudden and unexpected events which require immediate action. This section of the policy describes instructions for responding to emergencies and disasters.

A. GENERAL INFORMATION

In the event of any verified emergency, staff or leadership will

- Call 911. If it is safe to call from a landline that is preferred (911 calls in the Berkeley area go to the CHP dispatch center in Vallejo, where the dispatcher receives only

information regarding the cell phone number making the call. The dispatcher will need information about location of the emergency and transfer the call to the appropriate local law enforcement agency. If safety or expediency would be significantly compromised by finding a landline, use a cell phone and be prepared to provide your exact location).

- If the emergency occurs on a Sunday or a day of high occupancy, locate the list posted in the office and on the kiosk and on the bulletin board indicating CPR, AED and EpiPen certified personnel and lay leaders.
- Let the professionals decide whether or not they are needed.
- Remember that your physical safety and that of other occupants are the highest priority.
- Avoid any action that places you in danger.
- Avoid any procedures for which you have not had training.

B. PROTOCOL FOR CRISIS RESPONSE

A crisis is a disruption in operations at UUCB that threaten health and physical or emotional well-being of patrons. Possible types of crises may include heart attack, stroke, accident, acts of violence, or natural disasters. Safety instruction or safety intervention is designed to eliminate or reduce further harm due to any life threatening conditions and ensure the safety and well-being of all persons on site.

A training for key safety protocol and procedures - including CPR, AED, EpiPen and evacuation procedures - will be provided annually and made available for the following lay leaders:

- The President of the Board of Trustees
- Members of the Safety Response Team
- Members of the Board of Trustees
- Ushers
- Convener of the Coordinating Team
- Convener of the Program Council

This training will also be required for the following staff positions:

- The Minister(s)
- The Director of Family Ministry
- Childcare workers
- The Director of Music
- The Director of Administration
- The Office Administrator
- All Facilities Personnel

If an emergency situation arises on a Sunday morning or during a time when the buildings have high occupancy, the above people will have the highest likelihood of being able to communicate and direct others regarding UUCB's safety policies and procedures.

C. INDIVIDUAL MEDICAL EMERGENCY

In the event of a medical emergency that cannot be immediately remedied, 911 will be called. If a medical emergency occurs on a Sunday morning or during high occupancy, available staff or lay leaders will take expedient measures to communicate with the person in medical need and ascertain whether to cancel the 911 call. If there is any doubt, 911 will be called and someone will be instructed to wait for them in the parking lot and direct them immediately to the medical emergency.

If the patient's symptoms are consistent with cardiac arrest, the AED equipment will be retrieved from its location in the offices by the mailbox. If an AED trained person is not available, responders will take instruction from 911 dispatch and / or wait for paramedics to arrive.

When the paramedics arrive, the person instructed to greet them will lead them to scene of the emergency. The paramedics will want to know

- Was the patient accompanied by anyone who might know medical history, and
- Does the patient have a purse or bag that might contain medical information or medicines.

Efforts will be made to keep the number of people involved in the emergency response limited. Refrain from communicating information to non-emergency personnel. Let paramedics handle the situation.

If the medical emergency involves a child or youth, 911 will be called and parents/guardians will be notified.

1. FIRST AID KITS

First aid kits are distributed throughout the buildings for easy access. Their location is visible or, if in a closet (to discourage access by children), there is a visible label on the closet door so as to be obvious and available in emergency situations. The location of First Aid Kits will be part of periodic safety trainings arranged by the Safety Working Group. The contents of the First Aid Kits will be maintained by staff representative of the Safety Working Group.

D. EMERGENCY EVACUATION

The best way to optimize safety in the event of an emergency evacuation is for all personnel to be prepared of basic safety practices and be aware of and trained for agreed upon evacuation procedures.

Facilities staff will ensure:

- Buildings and grounds are in compliance with fire code.

- All event leaders are aware of and remain in compliance with this code.
- Ensure that exits are not obstructed.
- Ensure that all doors are unlocked and operating correctly whenever the building is in use.

The Administrative staff will ensure:

- There is a print out of the daily calendar, listing the rooms in use during the day. This sheet should be posted in the Atrium and readily available in case of an evacuation.

All Family Ministry staff and volunteers will ensure:

- A group roster is generated within 10 minutes of the start of each session, listing who is present and the total number of participants

All Leaders will:

- Be aware of the closest exits and evacuation route of their meeting space in event of an emergency
- Ensure that exits are not obstructed in the setting up of their event

In the event of an evacuation, an alarm should be audible. If an alarm is not audible, it is imperative to pull one of the fire alarms. Once the fire alarm system has been activated, the fire department will respond within minutes.

1. RESPONSIBILITIES DURING AN EVACUATION

If an evacuation is initiated at a time when the building is at high occupancy (such as Sunday morning), church leaders will help in the following ways:

- **Clergy or Worship Associate** - Announce the evacuation plan over the sound system
- **Facilities staff** - Collect the daily calendar sheet from the atrium to give to the Fire Department upon their arrival. Meet the fire department with keys to the building in the East Parking Lot
- **Ushers, & Musicians** - Assist evacuation in the Sanctuary & Music room
- **Board of Trustees** - Assist evacuation in the Atrium & Fireside room
- **Greeters** - Assist evacuation in the Atrium and Terrace
- **Program Council** - Assist evacuation in the Social Hall & Kitchen
- **Family Ministry staff & volunteers** - Evacuate all religious education meeting spaces

2. EVACUATION OF GROUPS FROM MAIN BUILDINGS

(Sanctuary, Music Room, Basement rooms, Atrium, Fireside Room, Offices, Social Hall and Main Bathrooms)

1. Remind everyone to remain calm and quiet;

2. Instruct occupants on the exit route and evacuation destination (East Parking Lot);
3. Inform parents that they will be escorted to their children once they arrive at the East Parking Lot evacuation destination;
4. If needed, assign persons as appropriate to lead the group along the evacuation route
5. Help people who may need support (i.e. those with walkers, canes, wheelchairs as well as those temporarily disoriented by the disruption)
6. Ensure all have exited the area
7. If appropriate, turn off the lights and shut (but do not lock) the door

3. EVACUATION OF GROUPS FROM ALL OTHER BUILDINGS

(Safir / Chrysalis building, RE Building, Skytown and RE bathrooms)

1. Adult leaders will remind everyone to remain calm and quiet
2. Instruct people to gather at the exit door and quickly describe the evacuation route and the evacuation destination (North Parking Lot). The route is posted just inside the door of each room
3. If evacuation occurs during Sunday morning class time, have the attendance sheet & group binder in hand
4. Assign adults as appropriate to lead the group along the evacuation route
5. If present count all children / youth as they exit the room
6. Ensure all children/youth have exited before turning off lights and shutting (but not locking) the door

Once at one of the evacuation destinations, adult leaders will:

- Instruct children/youth to sit down & keep the group together
- Ensure all children/youth are accounted for
- Let the children/youth know:
 - They are to remain here until the Fire/Police Department calls off the evacuation
 - Their parents have been evacuated to the East Parking Lot
 - If it is safe to do so, parents may move from the East Parking Lot to the North Parking Lot to be with their children
- Ensure parents sign their children/youth out using the attendance sheet

4. ONCE ALL OCCUPANTS ARE EVACUATED

All present will remain in evacuation collection areas until permission is given by the fire/police department to cease evacuation. No person will re-enter the building until permission is given by the fire/police department.

Facilities staff will:

- Meet the fire/police department in the East Parking Lot with keys to the building and information on the status of the emergency and or the evacuation.
- Provide the fire/police department with the daily schedule, highlighting which rooms were in use at the time of the evacuation.
- In the event of an earthquake, turn off all water and gas lines and inspect for leaks.

Board of Trustees and Coordinating Team will:

- In the event of an earthquake, monitor the radio to determine if it is possible for occupants to safely return to their homes. If no CT members are present, the Facilities staff will assign one person to do this.
- If any immediate decisions need to be made on the part of the church, these will be made by the CT.

Director of Family Ministry and all Family Ministry staff and volunteers will:

- Account for all children/assistants in their classrooms.
- Immediately report any missing persons to Emergency Response Personnel.

The Minister and all other staff (as well as ushers and greeters) will:

- Help identify anyone needing medical attention.
- Report medical needs to Emergency Response Personnel.
- Offer assistance or care where needed.

E. EVACUATION DRILLS

An evacuation (fire) drill shall be conducted annually. It is recommended that representatives of the fire department and law enforcement be involved for input. The training will include, but not be limited to:

- An overview of the evacuation responsibilities of key leaders
- Identification of evacuation route signs, emergency exits, fire alarm pull boxes, and fire extinguishers throughout the church
- An opportunity for each participant to review the evacuation route assigned to their area of occupancy
- A simulation of the Evacuation Plan

All people occupying the building shall participate in the drills. A record of drills and evaluations, specifically methods and their effectiveness, shall be maintained by the Safety Working Group of the Buildings and Grounds Committee.

F. FIRE SAFETY

1. METHOD OF FIRE RESPONSE

If you discover a fire, or see or smell smoke use the R.A.C.E. method to respond.

R- Rescue persons in immediate danger if you can safely do so.

A- Call the fire department at 9-1-1.

C- Contain fire and smoke by closing as many doors in the church as possible. In many fires the primary cause of damage is smoke - closing doors will keep the fire from spreading and will help limit smoke damage.

E- Evacuate immediately all persons to the assembly area

2. FIRE EQUIPMENT INFORMATION

The design of our building incorporates the following fire prevention equipment and features:

- **Automatic smoke detection system.** Ceiling mounted smoke detectors are located in each room.
- **Heat sensors** are located in the kitchen.
- **All emergency exits are marked** with illuminated EXIT signs that remain lit even when the electricity is turned off.
- **A Fixed Extinguishing System** is part of the range hood setup in the kitchen.
- **Fire extinguishers** (10 pound ABC Multipurpose, Dry Chemical) are conspicuously located throughout the building

3. WHEN TO USE A FIRE EXTINGUISHER

One should attempt to extinguish the fire with portable fire extinguisher only if:

- You have been trained on how to operate a fire extinguisher
- The evacuation has already begun
- The fire department has already been called
- You do not put yourself or anyone else in danger
- The fire is very small and contained

G. EARTHQUAKE SAFETY

1. IMMEDIATE RESPONSE TO AN EARTHQUAKE

In case of an Earthquake, use the “Drop-Cover-Hold On” method of protection (adult leaders will aid children and youth).

DROP down onto your hands and knees (before the earthquakes can knock you down). This position protects you from falling but allows you to still move if necessary.

COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Wherever you are, **PROTECT** yourself! You may be in situation where you cannot find shelter beneath furniture (or low against a wall, with your arms covering your head and neck). It is important to think about what you will do to protect yourself wherever you are.

If **outside the building**, move to designated open spaces away from buildings and overhead power lines. Position yourself close to the ground.

While there is **shaking**, do not attempt to move to another room or leave the building. Once shaking has stopped, follow the evacuation protocol as outlined above.

Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the door becomes jammed, it may be necessary to wait for help or to push or pry the door open and/or to use gloves to break windows to exit the rooms.

H. INDIVIDUAL ACTS OF VIOLENCE

Individual Acts of Violence are, unfortunately, a concern for which safety conscious congregations need to be aware and prepared. *Christianity Today* quotes a security expert, Carl Chinn, who says that from 1999 through 2012 there were 638 “deadly force incidents” on church properties in the United States. Unfortunately, these are still increasing. The largest percent of incidents had robbery as a motive. Other repeated incidences of church violence have been connected with domestic relationship violence, or conflicts with specific other individuals in a church. 9% were related to confirmed mental illness, and 7% were connected to religious bias. Most incidents of violence in churches involved guns or knives. A third of the incidents occurred inside buildings and two-thirds were outside or at offsite church activities.

1. PREPARATION

The best way to be safe regarding individual acts of violence is be prepared. For this reason, Greeters and ushers will participate in annual trainings that ask

- While welcoming members and newcomers alike on Sunday mornings, pay attention to indications of unusual behavior (extreme nervousness, agitation, determined or aggressive focus or stride), concealing of or brandishing an obvious weapon.
- Communicate. Each usher and greeter prepares by having the other ushers/greeters cell numbers (as well as cell numbers of the Minister, DFM and Facilities Coordinators) in their cell phone.

2. RESPONSE

If shouting or physical aggression breaks out

- Greeters and ushers will summon staff and church leaders to the scene to act as calming, soothing presence.
- Depending on the severity of the disruption, greeters and ushers are advised to call 911, give location and can mention, "... we don't know if this person has a weapon..." (Use of the word, 'weapon' tends to increase response rate)

If a weapon is brandished or discharged in your immediate vicinity

- Exit the building as quickly as it is safe to do so and hide in a safe location out of plain sight (Note: difference from the general evacuation described below).
- Take others with you, such as children and the disabled.
- When it is safe, use a cell phone to call 911 and be prepared to give your exact location.

IF exiting the building isn't possible, hide in a room where you can lock doors, turn out lights, and remain silent.

- If the sanctuary is occupied and the individual(s) brandishing a weapon have not yet entered, ushers will close and lock sanctuary doors. Ushers will collect the strongest persons in the sanctuary to guard the door. All others will exit into the music room, close and lock the doors or position themselves on the floor, under the pews.
- If the violent individual(s) have or will enter the occupied sanctuary and exiting is not possible, ushers will instruct worshippers to 'get down' in or under the pews.
- If neither exit nor hiding is an option, adults in immediate danger should consider disrupting or incapacitating the shooter by whatever means available.

When First Responders appear all occupants will follow their directions.

I. SEVERE WEATHER

Severe weather can be accompanied by high winds. If this type of weather poses any risk to the church members, the following shall be carried out:

- All should take cover in the shielded areas in the building. Stay away from windows.
- Close all blinds and curtains.

- Monitor the weather radio and AM radio station.
- Notify 911 of any break in utility lines.

J. FOOD EMERGENCY PROCEDURES

Refer to this UUCB Safety Policy for medical emergency regarding steps to follow for food allergies.

Training on administration of an EpiPen will be held annually for staff and lay leaders.

The Director of Family Ministry will work with parent/guardians to develop a Support & Special Response Plan for any children/youth who have a prescribed EpiPen. This plan will detail signs and symptoms that indicate the need for the EpiPen, where the EpiPen is kept, how to administer the medication, immediate follow up procedures, and emergency contact info for parents. This plan will be communicated to all volunteers and staff working directly with the child.

The church does not provide EpiPens. They must be prescribed by a physician for a specific child and brought to the church by a parent each time the child is in attendance. Parents are responsible for ensuring that prescription is current and EpiPen is not past expiration date.

Parents may provide UUCB with an EpiPen and copy of prescription at beginning of church year. EpiPens will be stored in secure location.

1. USE OF EPIPENS (EPINEPHRINE AUTOINJECTOR)

UUCB staff and volunteers are not professional medical personnel. However, if a child has an anaphylactic reaction and has an EpiPen, the following will be done in the absence of parents:

1. Retrieve the provided EpiPen
2. Administer the EpiPen
3. Call 911
4. Notify parents

VI. FOOD AND BEVERAGE SAFETY

A. ALCOHOL

1. All federal, state, city and county ordinances that govern the church must be observed.
2. Alcohol may not be distributed to minors and people will be asked for a state identification that includes a photograph if there is any question regarding whether a person is of legal drinking age (21 is the age when one can legally drink alcohol in California).
3. No alcohol may be available at any event directed primarily to and for minors.
4. Adult supervision is required at the alcohol table AT ALL TIMES alcohol is available.

5. At any event where alcohol is served, easy-to-locate and ample non-alcoholic beverages will be offered on a table separate from where the alcohol is served. Food will always be served when alcohol is available.
6. Alcoholic beverages and food containing alcohol must be clearly labeled and identified.
7. Alcohol will not be served to intoxicated persons and drunkenness will be interpreted as an issue of personal and communal safety requiring an intervention. Such intervention will be a caring and careful limiting of additional alcoholic consumption by servers. Such decision about limits can be appealed to any board member, any facilities team member or minister on site. Resistance to these appealed limits will be addressed under the “Disruptive Behavior” clause of the UUCB Safety Policy
8. The serving of alcoholic beverages at events will not be publicized as an attraction.
9. Off-site UUCB sponsored events will follow this alcohol policy.
10. Sponsors and chaperones of events are responsible for ensuring that these policies are strictly enforced.
11. Renters of UUCB facilities will receive a copy of this policy and are expected to adhere to the stated policies. The church rental coordinator is responsible for distributing this policy to renters.
12. Renters of UUCB facilities must inform UUCB of their intent to serve alcohol.
13. Any alcohol remaining after an event at UUCB must be removed from the premises or secured in a locked area. Any alcohol found on the premises not in a locked area will be promptly disposed of.
14. Clergy, staff, and members of the Board are responsible for ensuring these Guidelines are made known and observed.

B. FOOD ALLERGIES

According to the National Center for Chronic Disease Prevention and Health Promotion of the Centers for Disease Control:

Food allergy is an abnormal immune response to certain food(s) that the body reacts to as harmful. Estimates of the prevalence of food allergies range from approximately 4% to 8% of children and 2% of adults. There are eight foods that account for 90% of all food-allergy reactions: cow’s milk, egg, peanut, tree nuts (for example, walnuts, pecans, almonds, and cashews), fish, shellfish, soybeans, and wheat. While 3.3 million Americans are allergic to peanuts or tree nuts, 6.9 million are allergic to seafood. Combined, food allergies cause 30,000 cases of anaphylaxis, 2,000 hospitalizations, and 150 deaths annually.

The best method for managing food allergies is prevention by way of strict avoidance of any food that triggers a reaction.

Despite our best efforts to be allergy aware, we recognize that this policy cannot guarantee that products with nuts will not be served. Nor can we be sure that all allergy items will be accurately listed on food allergen cards.

Because of these circumstances and because nut allergy symptoms tend to be rather severe and account for the majority of instances of fatal or near fatal anaphylactic shock, our UUCB policy focuses on peanut butter, peanuts, and tree nuts.

To help minimize exposure for those sensitive to nut allergens, we ask all UUCB participants to:

- Refrain, as far as possible, from bringing peanut butter, peanuts, or tree nuts (for example, walnuts, pecans, almonds, and cashews) into the building. UUCB participants are asked to use nut-free alternatives whenever possible
- When bringing communal food to UUCB, please label the ingredients before making it available.

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

In those rare occurrences where food with nuts must be brought in, the food will be allowed to be served with the following provisions:

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

APPENDICES

Basic Background on Mandated reporting and Reporters

<http://www.mandatedreporterca.com/images/Pub132.pdf>
<http://www.mandatedreporterca.com/default.htm>

Course in Mandated Reporting

<http://educators.mandatedreporterca.com>

California child abuse reporting information:

<http://www.wccusd.net/cms/lib03/CA01001466/Centricity/Domain/53/Mandated-Reporting.pdf>

California Department of Consumer Affairs, Reporting Elder Abuse

https://www.dca.ca.gov/dca/consumer/seniors/elder_abuse.html

California Department of Justice, Crime and Violence Prevention Center

“A Citizen’s Guide to Preventing and Reporting Elder Abuse”

http://ag.ca.gov/bmfea/pdfs/citizens_guide.pdf

California Department of Justice, Office of the Attorney General, re Elder Abuse

<http://oag.ca.gov/bmfea/elder>

California Department of Social Services, Adult Protective Services (APS)

<http://www.cdss.ca.gov/agedblinddisabled/PG1298.htm>

In Alameda County

Adult Protective Services 24 Hour Elder Abuse Hotline: 1-866-225-5277 1-866-CALL-APS

Alameda County Social Services/ Elders and Disabled Adults

http://www.alamedasocialservices.org/public/services/elders_and_disabled_adults/

In Contra Costa County

Contra Costa County Adult Protective Services

<http://www.co.contra-costa.ca.us/914/Adult-Protective-Services>

Contra Costa County/ Reporting Abuse

<http://www.co.contra-costa.ca.us/912/Reporting-Abuse>

UUCB Key Loan Request Form

UUCB recognizes its commitment to the preservation, protection and safety of its assets and people. It also recognizes that access to facilities is essential to the smooth operation of the organization. This access implies an equally critical concern for the security and integrity of building facilities and their contents. Whereas it is sometimes necessary to allow access to buildings after normal operating hours, we will do so only in such a manner that ensures protection of assets and occupants, while respecting the limits of staff availability.

All keys are maintained and issued at the discretion of the Director of Administration, who maintains a record on all keys. Keys will be numbered and tracked and issued per written request using this form. **Staff members** who need regular access to the building to accomplish their responsibilities will be assigned a key. **Lay leaders** may request an entrance key on loan from the Director of Administration. Keys on loan will be issued by Director of Administration for a specific period of time.

Any staff or lay leader who has a key and uses the building after it has been locked and secured by the facilities team assumes full responsibility for the building during the time he/she and/or his/her volunteers are using the facilities. This responsibility includes arranging any rooms back to the condition in which they were found. Individuals or groups not adhering to the responsibilities attached to this privilege of access may lose further privileges.

Employees or lay leaders will be given keys to the building at the discretion of the Director of Administration. The person who was issued a key is the person responsible for its use. Lost keys must be reported immediately to the Director of Administration. The person to whom the key was issued may be assessed a \$25.00 fee for replacing a lost or stolen key.

Duplication of keys by anyone is prohibited without written approval from the Director of Administration. Use of locksmith contractor services is strictly prohibited.

Key(s): _____

Date: _____

User Name: _____

Title: _____

Signatures:

User

Director of Administration:

Date: _____

Date: _____

UUCB INCIDENT REPORT

(1/16)

Instructions: Please complete this form with all the info available and include any attachments. File the originals with Mary Ellen Morgan, Director of Administration (mailbox 19)

PLEASE PRINT!

When did the incident occur?

Date: _____

Time: _____

Where did the incident occur?

List All People who were present and/or involved:

If anyone was injured, please complete a "Notice of Injury" form and attach a copy.

Description of Incident:

Description, cont.

Was a report filed with the Kensington Police? _____
(yes or no)

If yes, please attach.

Report written by:

Name

Title

Signature

Date

Phone:

Email:

Report received by:

Mary Ellen Morgan Date
Director of Administration



Notice of Injury

Organization	Name: _____ Address: _____
Time and Place of Injury	Date of Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did the injury occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the injured party have personal medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____ _____
Full Description of Incident	_____ _____ _____ _____
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Signature: _____ Date of report: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney.



LIMITED ACCESS AGREEMENT

Dear **[NAME]**,

The Unitarian Universalist Church of Berkeley 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, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual in some of our communal activities.

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

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

Please do not talk with children.

Please do not volunteer for or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children or youth.

Please do not participate in individual leadership capacities which would cause you to be a familiar or public face to children in the congregation. This includes musical performances in ensembles less than four persons.

Please remain in the presence of an adult who is aware of your circumstances and the limitations of the agreement at all times when children are present.

If a child in the congregation approaches you, either at church or in a community places, politely and immediately excuse yourself from the situation.

Please avoid being in the building unsupervised when activities involving children are in session.

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

I will also meet with [Minister] a minimum of three times each year to review and re-asses the terms of this limited access agreement and my overall relationship to the congregation.

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

[NAME]

Date

[MINISTER]

Date

[DIRECTOR OF FAMILY MINISTRY]

Date

[PRESIDENT OF THE BOARD OF TRUSTEES]

Date

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1.1 EPIPEN

INDICATIONS AND USAGE

EpiPen® and EpiPen Jr® contain epinephrine, a non-selective alpha and beta-adrenergic receptor agonist, indicated in the emergency treatment of allergic reactions (Type I) including anaphylaxis. (1)

DOSAGE AND ADMINISTRATION

- Patients greater than or equal to 30 kg (66 lbs): EpiPen® 0.3 mg (2)
- Patients 15 to 30 kg (33 lbs to 66 lbs): EpiPen Jr® 0.15 mg (2)

Inject EpiPen® and EpiPen Jr® intramuscularly or subcutaneously into the anterolateral aspect of the thigh, through clothing if necessary. Each device is a single-use injection. (2)

WARNINGS AND PRECAUTIONS

- In conjunction with use, seek immediate medical or hospital care.
- Do not inject intravenously, into buttock, or into digits, hands, or feet
- The presence of a sulfite in this product should not deter use.
- Administer with caution in patients with heart disease; may aggravate angina pectoris or produce ventricular arrhythmias.

ADVERSE REACTIONS

Adverse reactions to epinephrine include anxiety, apprehensiveness, restlessness, tremor, weakness, dizziness, sweating, palpitations, pallor, nausea and vomiting, headache, and/or respiratory difficulties