

UUFB Safety Policy for Children and Youth

As members of the Unitarian Universalist Fellowship of Bozeman (UUFB), our principles and purposes, as well as our conscience, require that we respect and protect our children of all ages. We will make every effort possible to ensure that no child shall be subjected to sexual, physical or psychological abuse whether at our facilities or at an event which we sponsor.

Recognizing and desiring the need for a consistently safe environment for our children, the Lifespan Religious Education Committee has developed the following guidelines:

1. Teacher, Volunteer and Staffing Policies

a. Screening and Qualifications

- i. A screening process will be in place requiring applicants for UUFB paid positions to provide three references. A criminal background check will be required for all staff and for all volunteers working with children and youth.
- ii. No person who has been convicted of or pled guilty to charges of child abuse will be allowed to have direct contact with children or youth.
- iii. All potential volunteers will be approved by the Minister prior to assignment as a volunteer or teacher with children or youth.
- iv. Adults must be parents of the children involved or have been actively involved in UUFB activities for six months prior to assuming roles in children's activities.

b. Staffing Requirements

- i. There must be a minimum of two unrelated adults present in the building for children's activities, Sunday classes, childcare and youth group meetings or other events involving children and youth of the church.
- ii. Adult caregiver numbers should be at or above the Montana state guidelines for group care of:
 1. Infants (6 wks-18mos.): 1 adult per 4 infants
 2. Toddlers (18 mos-3years): 1 adult per 8 toddlers
 3. Preschool+ (3 years and up): 1 adult per 10 kids
- iii. There must be no use of alcohol or illegal drugs at events specifically created for the children or youth groups. At general UUFB events where children and youth

may be present with their parent(s) or other supervisory adult, there may be use of alcohol by adults.

c. Staff Training

- i. RE Staff, employees, LRE committee members and volunteers shall be made aware of this safety policy during onboarding and ongoing training efforts, and the policy shall be kept in teacher notebooks in the RE classroom.
- ii. RE Staff, employees, LRE committee members and volunteers shall specifically receive training in recognizing and responding to suspected physical and sexual abuse. If abuse is suspected, reported, or observed, the matter must be immediately reported to the CRE and the Minister. These individuals will review the concerns and a report will be made to Children's Protective Services in accordance with state laws when child abuse is suspected. Because of its sensitive nature, such information will be otherwise held confidential.

2. Parent Permission and Contact Information

- a. RE Staff will be responsible for collecting and organizing appropriate information when parents are leaving their child in care of RE in the form of registration, permission slips or sign in sheets, including but not limited to:
 - i. Child's full names
 - ii. Parent's names
 - iii. Contact information
 - iv. Health History/Medical conditions
 - v. Photography releases
 - vi. Behavioral concerns
- b. Should UUFB Youth or children's activities have parents drop off children or youth off-site of the church, a sign in sheet or permission form shall be used to ensure staff have necessary information about children in attendance.
- c. Staffing requirements listed above apply for off-site events as well.
- d. All drivers transporting children for a UU event must be covered by car insurance. All drivers must be over the age of 21.
- e. Children six and under must be in appropriate car seats.

3. Building Safety

- a. A first aid kit must be readily available in every RE classroom. An escape plan and the location of the fire extinguisher must be posted near each classroom door.
- b. A review of first aid skills and emergency plans must be part of teacher training annually.