



Child and Youth Protection Policy

Administered by: Religious Education Committee Prepared by: Religious Education Committee Policy # RED-02	Date originally approved: 03/2014 Date revised & approved: 07/20/2016
It is the policy of the Fellowship to work diligently to protect the children and youth of the Fellowship from harm. However, should an incident occur, it is our policy to react with truth, compassion, support, and affirmation and to protect against further harm. The following procedures will help protect our minors and will also protect our Staff and Volunteers from the possibility of unfounded accusations. The procedures are intended to assure compliance with North Carolina State and Federal laws and, in the case of conflict between the procedures and these laws, the laws will govern.	

Procedures

1. Parents are asked to complete an annual registration form for each minor child from birth through completion of senior year in high school.
2. Parents/guardians of unregistered children and youth are asked to provide parental contact and health information to teachers each week and are requested to complete annual Registration after their third visit.
3. At least two Leaders will be scheduled and present for each Religious Education class for children and youth otherwise class will be canceled.
4. Corporal punishment shall not be used to discipline children or youth.
5. Staff and Volunteers shall not: harass, threaten, imply, or use emotional, verbal, physical, or sexual abuse against any child, youth, or adult.
6. All children and youth wishing to participate in overnight or off-site events must be registered. Unregistered children and youth may not participate in such events.
7. Leaders/volunteers chaperoning children and youth on off-site or overnight events must have a current background check (per the safe congregations policies) on file in the Administrative Office.
8. At least one chaperone/driver will carry a basic First Aid Kit on any off-site trip.
9. Fire Escape Maps showing escape routes are posted in every classroom.
10. Written procedures for the emergency evacuation of the building will be posted in each classroom and provided to each volunteer teacher.
11. Children in the Nursery through 5th grade should be signed out by a parent or guardian at the end of Sunday morning Religious Education Classes. Youth in 6th-12th grade may sign themselves out of their Religious Education Classes provided that he/she

consistently behaves appropriately and that his/her parent/guardian has not submitted a written objection.

12. Religious Education Policies and Safety Rules should be posted on the Fellowship's website and reviewed by the RE Committee annually.
13. First Aid Kits are located in each Religious Education classroom. Universal precautions should be used at all times when administering First Aid or when there is a risk of contact with body fluids.
14. First Aid may be administered to children, youth, and adults in the event of an accident or illness. UU Fellowship Staff and/or Religious Education volunteers shall obtain emergency medical care if reasonably deemed necessary.
15. Prescription Medications will be administered to children and youth only during off-site or overnight events with written parental permission OR, in the absence of written permission, only in the case of an emergency (such as an EpiPen).
16. Religious Education Teachers, Program Leaders/Chaperones/Advisors, Religious Education Committee, and the Director of Religious Education will enforce the Big Four Rules at all youth events:
 - a. No use of illegal or controlled substances nor improper use of legal medications.
 - b. No sexual relations or sexualized behavior.
 - c. No weapons.
 - d. No violence in words or actions.
17. Drivers transporting children, youth, and adults for Fellowship programs must:
 - a. be at least 25 years old;
 - b. have a valid driver's license;
 - c. have active automotive liability insurance;
 - d. be qualified to operate the vehicle that they will drive.
18. Drivers transporting children, youth, and adults for Fellowship programs shall obey traffic laws, including but not limited to child restraint and seat belt laws as well as posted speed limits.
19. Youth participants may not serve as Drivers for Fellowship programs/events/trips.
20. A signed Photograph Waiver form must be on file in the Administrative Office prior to the use of photographs, videos, or personal information of a minor on the Fellowship's: website, newsletters, Facebook page, or other social media.
21. Accusations of the violation of the health or safety of a child or youth participating in any RE Program, accidents, health situations, abuse incidents, or violations of the Big Four, shall immediately be reported to the Minister or Director of Religious Education by the Leaders in charge of the event. Should the Minister and Director of Religious Education both be unavailable, the Leaders on duty should advise either a member of the Committee on Ministry or a member of the Board of Trustees.
22. The Director of Religious Education or the Leader in charge of the event will contact the child or youth's parent or guardian as soon as possible following any accident, health situation, abuse incident, or violation of the Big Four.

23. All incidents reported to the Minister or Director of Religious Education will be investigated, addressed, and documented.
24. In compliance with North Carolina's mandatory reporting law, any suspicions of abuse, neglect, or criminal activity against a child or youth should be immediately reported to the Director of Religious Education or Minister, who shall follow North Carolina law in reporting to the appropriate authorities.
25. Convicted Sex Offenders and anyone required to be listed on the Sex Offenders Registry are required to alert the Minister to their presence. They should provide their current legal status along with any terms of their probation, parole, or special instructions of the Court.
26. Should a Convicted Offender or person required to be listed on the Sex Offenders Registry fail to: alert the Minister to their presence; adhere to their plan; or otherwise become an unacceptable risk, the Minister and Director of Religious Education, collectively, shall require that the individual not return to the Fellowship or any off-site Fellowship function.
27. Anyone who has reason to believe that a Convicted Sex Offender or person required to be listed on the Sex Offenders Registry has attempted to access minors (or has otherwise disregarded rules that limit their access) shall advise the Minister or Director of Religious Education.

**This revised policy was approved by the Religious Education Committee and the Safe Congregations Committee prior to Board approval.*