

# POLICIES & PROCEDURES

## FOR

# A SAFE CHURCH

Second Congregational United Church of Christ  
35 Conant Street, Beverly, Massachusetts 01915-1722

September 4, 2004

Revised November 10, 2013

Further Revised November 1, 2016

Still Further Revised June 12, 2017

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**SECOND CONGREGATIONAL CHURCH OF BEVERLY**  
**United Church of Christ**  
**35 Conant Street, Beverly, Massachusetts 01915-1722**

**POLICIES AND PROCEDURES FOR A SAFE CHURCH**

*“Sanctuary” is more than a building. It is a peace-filled haven of safety and healing for all people.*

- I. Mission Statement:** As a part of the Body of Christ, Second Congregational Church of Beverly is called to follow Jesus’ example of respect for the integrity and dignity of all persons. This is summed up in Jesus’ Great Commandment to love God with heart, soul, mind, and strength, and others as ourselves (Luke 10:27). To follow this commandment is to pursue love, safety, peace, and security for all who come within the reaches of our ministries.

The Safe Church Policies and Procedures of Second Congregational Church of Beverly (hereafter referred to as “Second Church”) require its members to provide sanctuary for persons of all ages who are entrusted to its care. They also protect those who have responsibilities as leaders and teachers.

- II. Application and Implementation of Policies and Procedures:** The policies and procedures set forth in this document apply to all Church activities which take place within the building and properties of Second Church as well as any programs, activities, or events scheduled as part of the ministry of this Church which take place off the properties of Second Church. These Policies and Procedures are subject to yearly review by the Safety Committee and any changes will be reported at the Annual Meeting. Current copies of these Policies and Procedures are available in the church office and parlor on bookshelves. The following define Second Church’s categories of leadership covered by these policies and the responsibilities of each category.

**A. Ordained Clergy**

1. Pastors of Second Church will comply with all policies and procedures as described in the Manual for the Ministry of the United Church of Christ as well as the Policies and Procedures for a Safe Church.
2. CORI (Criminal Offender Record Information) submitted annually.
3. Sign *Statement of Compliance* (Appendix J) annually.
4. Attend a training session on Safe Church Policies and Procedures.
5. Complete and submit *Key Receipt Form* (Appendix K).
6. Will make every effort to not be alone in any of Second Church’s buildings and/or properties with a child or youth (under the age of 18) other than his/her own at unscheduled times. In the event that a one-on-one interaction occurs, guidelines will be adhered to (See Appendix N *One-on-One Interactions*).
7. When it is necessary to transport a child or youth other than his/her own, guidelines will be adhered to (See Appendix O *Transporting Young People*).

- B. Staff:** A staff person is any individual hired and compensated by Second Church on a part-time, full-time, temporary, or permanent basis.

1. Staff persons of Second Church will comply with the *Policies and Procedures for a Safe Church*.
  2. CORI (Criminal Offender Record Information) submitted annually.
  3. Attend a training session on Safe Church Policies and Procedures.
  4. Sign *Statement of Compliance* (Appendix J).
  5. Complete and submit *Key Receipt Form* (Appendix K).
  6. Will make every effort to not be alone in any of Second Church's buildings and/or properties with a child or youth (under the age of 18) other than his/her own at unscheduled times. In the event that a one-on-one interaction occurs, guidelines will be adhered to. (See Appendix N *One-on-One Interactions*)
- C. **Authorized Volunteers:** Any person who has been recruited, screened, and endorsed by the appropriate Church Board or Committee to provide volunteer services to Second Church. This includes, but is not limited to, volunteers to whom keys are assigned, Church School Teachers, Church School Aids, Jr. Choir Director.
1. Complete and submit *Authorized Supervisor and Authorized Volunteer Application* (Appendix A) for new volunteers after September 2005.
  2. Sign *Statement of Compliance* (Appendix J) annually.
  3. Attend a training session, as available, before assuming regular leadership responsibilities or before being issued a key.
  4. Complete and submit *Key Receipt Form* (Appendix K) if a key holder (Authorized Volunteers must be over 18 years of age to hold a key).
  5. Will make every effort to not be alone in any of Second Church's buildings and/or properties with a child or youth other than his/her own at unscheduled times. In the event that a one-on-one interaction occurs, guidelines will be adhered to. (See Appendix N *One-on-One Interactions*)
  6. CORI (Criminal Offender Record Information) submitted annually.
  7. When it is necessary to transport a child or youth other than his/her own, guidelines will be adhered to (See Appendix O *Transporting Young People*).
- D. **Authorized Supervisor:** Any person who has ongoing responsibility and leadership with children and youth on and off church premises in unmonitored ways and/or at times when other programs are not taking place and who has cleared a CORI check. This includes volunteers who work with our Youth Groups and drivers for any church program.
1. Complete and submit *Authorized Supervisor and Authorized Volunteer Application* (Appendix A) for new volunteers after September 2005.
  2. CORI (Criminal Offender Record Information) submitted annually.
  3. Sign *Statement of Compliance* (Appendix J) annually.
  4. Attend a training session before assuming leadership responsibilities or before being issued a key.
  5. Complete and submit *Key Receipt Form* (Appendix K) if a key holder (Authorized Supervisors must be over 18 years of age to hold a key).

6. Will make every effort to not be alone in any of Second Church's buildings and/or properties with a child or youth other than his/her own at unscheduled times. In the event that a one-on-one interaction occurs, guidelines will be adhered to (See Appendix N *One-on-One Interactions*).
7. When it is necessary to transport a child or youth other than his/her own, guidelines will be adhered to (See Appendix O *Transporting Young People*).

### III. Safe Church Committee

A. **Committee of 3 or 4 persons** appointed by Church Council: at least 1 person from Property Committee/Prudential Board, 1 from Deacons, 1 from Christian Education, 1 pastor and the Safe Church Advocate. Additional members may be added and approved by Church Council. Attention will be given to appointing men and women who represent the age range of the Church, various interest groups, and other relevant aspects of the congregation. Safe Church Committee members will submit a CORI check.

- Safe Church Advocate- a member of Second Church who meets the requirements of Authorized Supervisor, is appointed by and accountable to the Church Council for a term of 3 years and has cleared a CORI check. There may be successive terms as approved by the Church Council.
  - o Chair the Safe Church Team
  - o Coordinate implementation of policies and procedures for a safe church
  - o Receive and submit Incident Report Form (Appendix C) to the mandated reporters (clergy)
  - o Report reportable incidents to the mandated reporters who will, in turn, file a report (Appendix D) with the Department of Children and Families (D.C.F.)
- 1. Implement follow up on reports:
  - a. In teams of 2 persons, provide follow-up inquiry on all reports and information received by the Mandated Reporter.
  - b. Bring appropriate information to Church Council for its action regarding findings of inquiries.
  - c. Make recommendations to Church Council regarding inquiries into reports.
- 2. Responsible for documentation and storage of incident or mandated reports.
- 3. Responsible for annual review and update of Policies and Procedures, as recommended by the UCC and other interested church parties and governing laws. Facilitates annual training for the teachers by the CE Board.
- 4. Maintain a list/documentation of those staff members, authorized supervisors and volunteers and congregation members who attend Safe Church trainings.

B. **The Safe Church Committee is also charged with the responsibility to implement Policies and Procedures for a Safe Church** as regards building safety. Two person team from Prudential Board/Property Committee will perform annual walk through.

1. First aid supplies and fire extinguishers.
2. Maintain maps with floor plan on bulletin boards indicating where Exits,

Fire Extinguishers, Telephones and Emergency Numbers, First Aid Kits, and Fire Pull Stations are located.

3. Ensure that fire exiting, emergency lighting, furnace, kitchen hood, and other building equipment are properly maintained and inspected as required by code.
4. Handicap access and elevator.
5. Building agreement with in-house private school must state that two adults must be present at all times when student is alone.
6. Building agreement with various groups who utilize the church must state that participants remain in assigned rooms only.

**IV. Board of Christian Education** (*has other duties as well*)

**A. Recruit Authorized Supervisors and Authorized Volunteers:** Second Church welcomes persons who are active with the Church to become involved with the various programs offered for children and youth.

1. Review all applications (Appendix A).
2. Check references indicated on CORI & statement of compliance applications, if needed.
3. Implement CORI report and statement of compliance as needed via CE Board and teacher signup/training.
4. Consult with Pastors, Staff, Authorized Supervisors, Authorized Volunteers, and Boards and Committees.
5. Forward recommendations to the appropriate Boards for action.

**B. Participate in annual Safe Church training of Authorized Supervisors and Authorized Volunteers.**

**C. Cooperate with Safe Church Committee** in application process.

**D. Cooperate with Safe Church Committee** in the annual training of Authorized Supervisors and Authorized Volunteers regarding Safe Church Policies and Procedures.

**E. Supervise implementation of Safe Church Policies and Procedures** as they apply to child and youth programs on or off Second Church properties.

1. *Prevention of Abuse and Neglect* (Appendix H)
2. *Permission Slip & Medical Release Form* (Appendix L)
3. *Incident Report Form* (Appendix C)
4. *Statement of Compliance* (Appendix J)
- \*5. *Creating a Healthful Environment* (Appendix E)
- \*6. *Toileting Procedure* (Appendix I)
- \*7. *Emergency Procedures* (Appendix F)
- \*8. *Discipline Plan* (Appendix G)

(\*Indicates will be posted in public view on Safe Church Bulletin Board, in Nursery, Toddler Room, and Men's and Ladies' rooms by CE Board Chair or Pastor.)

**F. Supervise and Implement Reporting:** Every Authorized Supervisor and Authorized Volunteer is required to complete and submit an *Incident Report Form* (Appendix C) to the Mandated Reporter should the need arise.

**G. Maintain list of Authorized Supervisors and Authorized Volunteers** who can be contacted when substitutes are needed.

**V. Prudential Board** (*has other duties as well*)

**A. Building Security:** The Prudential Board is charged with the responsibility to implement Policies and Procedures for a Safe Church as regards building security.

**B. Distribution of Keys:** The Prudential Board, in coordination with the Parish Administrator, is charged with the responsibility of determining the need to assign keys, to whom keys will be issued, and the length of time to hold a key. A key list audit will be performed periodically to audit the list of who has keys, update and remove/add access as needed. The Parish Administrator maintains the key list.

1. All key holders will complete and submit *Authorized Supervisor and Authorized Volunteer Application* (Appendix A) prior to being issued a church key.

2. Complete and submit *Key Receipt Form* (Appendix K).

3. Reasons and procedures for requesting that a key be returned:

a. Failure to comply with the Policies and Procedures for a Safe Church.

b. Loaning the key to another person.

c. Duplicating the key.

d. Other reasons and conditions the Prudential Board may deem necessary.

**C. Tenants:** Requests youth protection policies from all groups with young people in attendance using the building.

**VI. Documentation:** Copies of all forms and documents are attached to these Policies and Procedures.

A. *Authorized Supervisor and Authorized Volunteer Application* (Appendix A)

B. *Questions and Answers about Reporting Child Abuse* (Appendix B)

C. *Incident Report Form* (Appendix C)

D. *Mandated Report Form* (Appendix D)

E. *Creating a Healthful Environment* (Appendix E)

F. *Emergency Procedures* (Appendix F)

G. *Discipline Plan* (Appendix G)

H. *Prevention of Abuse and Neglect* (Appendix H)

I. *Toileting Procedure* (Appendix I)

J. *Statement of Compliance* (Appendix J)

- K. *Key Receipt Form* (Appendix K)
- L. *Youth Activity Consent Forms & Medical Release Forms* (Appendix L)
- M. *Criminal Offender Record Information-CORI Form* (Appendix M)
- N. *One-on-One Interactions* (Appendix N)
- O. *Transporting Young People* (Appendix O)
- P. *Electronic Communication* (Appendix P)
- Q. *Sex Offender Policy*





**APPENDIX B**  
**QUESTIONS AND ANSWERS ABOUT**  
**REPORTING CHILD ABUSE:**  
Rights and Responsibilities for Authorized Supervisors and  
Authorized Volunteers

**INTRODUCTION**

As an Authorized Supervisor or Authorized Volunteer providing care and programming for the children and youth of Second Church, you need to be aware of two state departments that are responsible for this area: the Department of Children and Families (D.C.F.), which handles all reports and investigations of child abuse.

Because children are particularly vulnerable, Massachusetts law extends greater protection to them than to adults in certain situations. One of the ways the law protects children is through the child abuse reporting system. As an Authorized Volunteer at Second Church you are required to report known or suspected instances of child abuse to the Mandated Reporter. After careful review of the report, if the Mandated Reporter deems it necessary to file a mandated report, he/she will make a formal report to D.C.F.

This pamphlet will describe your right and responsibilities as a person required to make a report to the Mandated Reporter.

**1. Who is a “Mandated Reporter”?**

Mandated Reporters include: physicians, medical interns, hospital personnel, medical examiners, psychologists, emergency medical technicians, dentists, nurses, chiropractors, podiatrists, osteopaths, public or private school teachers, educational administrators, guidance or family counselors, probation officers, social workers, foster parents, firefighters, clergy and police officers.

Pastors are Mandated Reporters. Within the Church administrative structure, Authorized Volunteers, Authorized Supervisors, and church staff are mandated to file an Incident Report Form with the Mandated Reporter. The Mandated Reporter is mandated by state law to file a formal report with the Department of Children and Families.

**2. How do I decide whether or not to report?**

If you are an Authorized Volunteer, you are not necessarily a Mandated Reporter, however, you are **required** to file a report with the Mandated Reporter if you have a reasonable cause to believe that:

- (a) a child is suffering serious physical or emotional injury resulting from abuse inflicted upon him/her, including sexual abuse;
- (b) a child is suffering from neglect, including malnutrition;
- (c) a child is physically dependent upon an addictive drug at birth.

### Appendix B continued

“Reasonable cause” means that, after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse. This is a “reasonable person” standard commonly used in the law. It really is saying you should use your training and/or experience, and your personal knowledge of the child, to make an informed decision. If you are at all unsure of the facts in a particular situation, please consult with the Mandated Reporter.

#### **3. Should I tell the parent/guardian before I report?**

This is probably the most difficult decision you will have to make. Discuss with minister before doing so.

Of course, if a child is in imminent danger, and you believe the parent/guardian might disappear with the child, call the police immediately and do not tell the parent. If a parent reports to the minister a restraining order is in place, the minister will notify the CE Board Chair, who will notify the teacher. If the person appears to pick up his/her child, the Mandated Reporter will be notified and appropriate action will be taken. More frequently, however, you will be faced with a situation where you know and care for the parent, and the child is not in imminent danger. Telling the parent will frequently evoke a hostile, angry display of feelings, and may spur the parent/guardian to remove the child from your care. On the other hand, if you fail to inform a parent/guardian, s/he may feel betrayed or deceived, and this may destroy your relationship with him/her. As a general rule, discuss this with one of the Pastors before making a decision. When or if a report is ultimately made to D.C.F. by the Mandated Reporter is the time at which the decision will be made whether or not to inform the parent/guardian.

Filing a report can be described as making a referral to a social services agency to request that help and supportive services be rendered to the child and the family. The reporting process does not always go smoothly, but the ultimate concern is about the child and the family. The process will do everything to see that the child and the family receive help. The intent of the law is to provide safety for the child and to maintain family unity. Social workers will remove the child from the home only as a last resort. Parents need to know that they are not inherently “bad” parents, they can be helped, and that their problem is not unique.

#### **4. To whom must I report?**

As an Authorized Volunteer, once you have determined that a report is necessary, contact the Mandated Reporter within 24 hours. A pastor or a representative from the Safe Church team will assist you in completing the *Incident Report Form*. *Incident Report Forms* and instructions for contacting members of the Safe Church Committee are available in the church library or from any member of the Safe Church Committee.

If a child is in immediate physical danger, call the police, then inform one of the Pastors.

## Appendix B continued

### **5. What information must a report contain?**

An *Incident Report Form* will ask for all the necessary information. It is extremely important that you provide as much information as possible. Your name **will not** be indicated on the *Mandated Report Form* filed with D.C.F. The Mandated Reporter will be the identified reporter for these filings.

Please provide as much detail as possible. The more detailed the report, the more likely the response will be appropriate to the particular situation. You will be kept informed by the Safe Church Committee of the decisions and progress related to your report.

### **6. What if the report turns out to be untrue?**

**All mandated and required reporters** are immune by law from civil or criminal liability for filing a report, even if it is not verified by the investigator. This means that even if someone sues you for reporting, the court will dismiss the case when it is revealed that you are a mandated or required reporter. Note: Volunteers are not mandated reporters, thus the report should be made by a mandated reporter.

### **7. What if I fail to file a report?**

If a mandated reporter fails to report known or suspected instances of child abuse, s/he may be punished by a fine of up to \$1,000.00. Failure to report might also result in civil liability if a child is harmed after the mandated reporter gains knowledge of the abuse and fails to report.

The duty to report is an **individual** duty. Even if your supervisor or co-workers discourage you or try to prevent you from reporting, if you know or reasonably believe abuse has occurred, you must file an *Incident Report Form*. When two or more co-workers jointly have knowledge of child abuse, only one report must be filed. The names of all the Authorized Volunteers who have information or knowledge regarding the incident must be included on the report form. This will avoid confusion and ensure the process goes smoothly.

### **8. Do I have a right to know what happens after I report?**

The Safe Church Advocate has the right to find out the results of any investigation arising out of a *Mandated Report*. If a *Mandated Report* is filed, the Authorized Volunteer(s) named on the *Incident Report Form* will be kept apprised of this information. If the decision is made not to file a *Mandated Report*, the Authorized Volunteer(s) named on the *Incident Report Form* will be informed of this and apprised of any subsequent action taken by the Safe Church Committee regarding the report.

If you believe the child continues to be in danger, tell one of the Pastors or any member of the Safe Church Committee who will immediately direct the Mandated Reporter to file a *Mandated Report* to D.C.F. You will file an *Incident Report Form* indicating your continued concern.

## Appendix B continued

### **9. What if a child shows up with an untreated injury?**

If a child is left in your care with an injury which requires immediate medical attention, report it **immediately** to one of the Pastors. The Pastors will follow through based on the *Emergency Procedures*. If this action must be taken, first make arrangements for the child to be transported by ambulance, then make all reasonable attempts to immediately inform one of the Pastors who will manage conveying appropriate information to the parent/guardian.

An *Incident Report Form* must be completed and filled out as soon as possible and filed with the Mandated Reporter.

### **10. May I discipline children in my care the same ways their parents do?**

No. Department of Early Education and Care regulations prohibit child care providers from using corporal (physical) punishment, or from interfering for punitive reasons with daily functions of living such as eating, sleeping, or toileting.

Note that this standard of behavior for Authorized Volunteers is more stringent than for parents, who are permitted greater leeway in administering “reasonable discipline.”

If you know or reasonably suspect that an Authorized Volunteer or any other care provider has violated these regulations, you must file an *Incident Report Form* with the Mandated Reporter within 24 hours of the incident.

### **11. What if I am accused of abuse?**

If a complaint of child abuse is filed against you, an inquiry will be conducted by the Mandated Reporter as described in the Policies and Procedures for a Safe Church. If the Mandated Reporter determines the need to file a *Mandated Report*, he/she will be directed to do so. This complaint will be investigated by D.C.F. The investigator may want to talk to parents of the other children in your care, and you may ask for a list of current registrants. It is possible that if you are one of the people most knowledgeable about a child, you may become involved in a larger investigation, even if there has been no specific complaint against you. If the Department substantiates the report after investigation, the Department may report the matter to the District Attorney’s Office for possible criminal investigation. If you believe you are a suspect, don’t panic, but you should probably consult a lawyer about your rights.

### **12. Reporting Child-to-Child Sexual Abuse and Sexualized Behaviors**

The thought that one child may sexually abuse another child does not occur to many people. Unfortunately, abuse between peers has increased in the past few years. Child-to-child sexual activity and sexualized behaviors often remain unreported in organizations because employees and volunteers are not comfortable documenting these situations, or may not know how.

## Appendix B continued

### **Child-to-Child Interactions**

Most serious incidents of child-to-child abuse are preceded by more subtle incidents such as name-calling, taunting or roughhousing. Interrupting these interactions early and establishing and communicating standards of behavior can keep the church environment safe. Our church recognizes that the following interactions are high risk and should be prohibited:

- hazing
- bullying
- derogatory name-calling
- games of truth or dare
- singling out one child for different treatment
- ridicule or humiliation

In order to adequately respond to and track incidents within the church, all sexual activity between children and sexualized behaviors of children must be consistently documented.

### **Employee and Volunteer Response**

In the event that an employee or volunteer sees a child exhibit sexualized behaviors or suspects child-to-child sexual activity, the employee or volunteer is instructed to do the following:

- Interrupt the behavior and separated the children. Do not investigate.
- Report the behavior to a CE Person of the Month or pastor. The CE Person of the Month is a representative from the CE Board that serves as a floater on Sunday mornings. The duties of the CE Person of the month encompass setting up classroom space, checking in with the classes and teachers, making sure attendance gets taken, acting as liaison between classrooms and parents/guardians in the sanctuary.
- Document the behavior in an incident report with factual information only. Opinions should not be included on the report.

### **Leadership Response-Pastoral**

- Determine whether or not to conduct a review of the incident
- Notify parents of children involved
- Notify authorities if required by state mandates
- Document incident
- Develop a follow up plan

### **13. How can I be involved in prevention?**

An Authorized Volunteer may note early warning signs of a potentially abusive or neglectful situation. This is, of course, the best time to act. Your training as an Authorized Volunteer will include signs and symptoms of potential abuse. You will also be informed about local service agencies in the community which provide needed support services, such as respite care, counseling, temporary shelter, drug treatment, food stamps, etc. Let parents/guardians know if you recognize signs of stress in their children. Share your concerns with parents/guardians and help them to share their concerns with you.

Early intervention could save a child from harm and maintain a family's integrity. Sometimes the most appropriate early intervention is to file a report. Intervention for prevention is your responsibility as an Authorized Volunteer. Discuss with members of the Safe Church Committee ways to approach parents/guardians. Make it part of your care of children to get to know parents/guardians and to build a trusting, sharing relationship with them.

**APPENDIX C**  
**INCIDENT REPORT FORM**

This form is to be used to register all injuries, mishaps that take place during church programs or events that take place on or off church premises. It is also to be used for all suspicions of child abuse or neglect.

Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Home Address: \_\_\_\_\_ zip: \_\_\_\_\_

Telephone Number :(\_\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_

Home Address: \_\_\_\_\_ zip: \_\_\_\_\_

Tel. Numbers (\_\_\_\_\_) \_\_\_\_\_ work (\_\_\_\_\_) \_\_\_\_\_

1. Briefly describe the nature and extent of the injury, accident or abuse. Include specifics such as date, Time, and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Describe the circumstances under which you became aware of the incident. Include the names of Witnesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Indicate action taken by Staff and/or Authorized Volunteers. Include the names of Staff and/or Authorized Volunteers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Please give any other information which you think might be helpful in establishing the cause of the incident(s) and/or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix C continued**

As an Authorized Volunteer, once you have determined that a report is necessary contact the Mandated Reporter within 24 hours. The Safe Church resource person will assist you in completing the Incident Report Form. Incident Report Forms and instructions for contacting the Safe Church Committee are available in the church office or from any member of the Safe Church Committee.

Signature of Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Role/Function/Position of Reporter: \_\_\_\_\_

**For Office Use Only**

Date Report Received: \_\_\_\_\_ Report Received By: \_\_\_\_\_

If injured person is a child, copy submitted to Parents/Guardians.

Date submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Copy submitted to reporter. Date submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Further Action:

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Comments:

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**APPENDIX D**  
**MANDATED REPORT FORM**

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Children and Families by oral communication. This written report must then be completed within 48 hours of making the oral report and should be sent to the appropriate Department office.

Please complete all sections of this form. If some data is unknown, please signify. If some data is uncertain, place a question mark after the entry.

**DATA ON CHILD (REN) REPORTED:**

<u>Name</u>	<u>Current Location/Address</u>	<u>Age or Date of Birth</u>
1. _____		_____ ( ) M ( ) F _____
2. _____		_____ ( ) M ( ) F _____
3. _____		_____ ( ) M ( ) F _____
4. _____		_____ ( ) M ( ) F _____
5. _____		_____ ( ) M ( ) F _____

**DATA ON GUARDIAN/ PARENT:**

Name: \_\_\_\_\_

First	Last	Middle		
-------	------	--------	--	--

Address: \_\_\_\_\_

Street & Number	City/Town	State	Zip
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Telephone Number: (\_\_\_\_) \_\_\_\_\_ Age: \_\_\_\_\_

**DATA ON GUARDIAN/ PARENT:**

Name: \_\_\_\_\_

First	Last	Middle		
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Address: \_\_\_\_\_

Street & Number	City/Town	State	Zip
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Telephone Number: (\_\_\_\_) \_\_\_\_\_ Age: \_\_\_\_\_

**DATA ON REPORTER/REPORT:**

Date of Report: \_\_\_\_\_  Mandatory Report  Voluntary Report

Reporter's Name: \_\_\_\_\_

First	Last
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Reporter's Address: (If the reporter represents an institution, school, or facility please indicate.)

\_\_\_\_\_

Street & Number	City/Town	State	Zip
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Telephone Number :(\_\_\_\_) \_\_\_\_\_

**Appendix D continued**

Has reporter informed caretaker of report? \_\_\_\_ Yes \_\_\_\_ No

What is the nature and extent of the injury, abuse, maltreatment or neglect, including prior evidence of same?  
(Please cite the source of this information if not observed first hand.)

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What are the circumstances under which the reporter became aware of the injuries, abuse, maltreatment or neglect?

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What action has been taken thus far to treat, shelter or otherwise assist the child to deal with this situation?

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Please give other information which you think might be helpful in establishing the cause of the injury and/or the person responsible for it. If known, please provide the name(s) of the alleged perpetrator(s).

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\_\_\_\_\_  
Signature of Reporter

\_\_\_\_\_  
Date

**APPENDIX E**  
**CREATING A HEALTHFUL ENVIRONMENT**

**HAND WASHING:** Hand washing is the first line of defense against infectious disease. Numerous studies have shown that unwashed or improperly washed hands are the primary carriers of infections. When you wash and how often you wash are as important as what you wash with.

Always wash your hands:

- ◆ Before eating or handling food;
- ◆ Before feeding a child
- ◆ After using the toilet;
- ◆ After handling or cleaning body fluids (blood, mucus, vomit) and after wiping noses, mouths, and sores;
- ◆ After handling or feeding pets; and
- ◆ After playing in dirt or sand outdoors

The 5 most important concepts to remember about hand washing are:

1. You must use running water that drains - not a stoppered sink or container. A common container of water spreads germs!
2. You must use liquid soap. (Liquid soap is required under Office for Children regulations.)
3. You must rub your hands together for about 20 seconds. This friction helps remove the germs. With your fingers lower than your wrists, rinse hands well under running water until all the soil and soap is gone.
4. Because you use your dirty hands to turn on the faucet, you must turn off the faucet with a paper towel. The faucet is considered dirty at all times. If you touch it with clean hands, you will be re-contaminated.
5. The paper towel should be thrown into a lined, covered trash container.

**DISPOSABLE GLOVES:** Latex or vinyl gloves should be used as a second line of defense and can provide a protective barrier against germs. All disposable gloves must be waterproof. Gloves must be changed and disposed of properly after contact with each child. Gloves must never be used as a substitute for hand washing. Gloves can be found in the CE Office and the kitchen.

Disposable latex or vinyl gloves must be worn:

- ◆ When contact with blood or blood-containing fluids from a child is likely (such as when giving first aid for a cut or changing a diaper with bloody diarrhea)
- ◆ When cleaning surfaces that have been contaminated with blood or large amounts of other body fluids, such as vomit or feces

Hands and other skin surfaces must be washed immediately and thoroughly if touched by blood or other body fluids. Hands must be washed immediately after gloves are removed.

Second Church- Diapering – A parent or guardian will be notified if a child needs diapering. No staff member, authorized supervisor, authorized volunteer or student helper will diaper a child.

## **PROPOSED PROCEDURE (REVISED)**

### **APPENDIX F**

#### **EMERGENCY PROCEDURES**

In June, each Board (Deacons, Prudential/Property Committee, Christian Education, Mission and Social Action) will designate one Zone Captain and alternate(s). These designations will be provided to the Safe Church Team. The Moderator or Assistant Moderator serves as the Response Supervisor.

Each fall an annual fire drill should be initiated. The Safe Church Team working with the Deacons and Prudential Board/Property Committee will schedule the drill. The designated safety zone is across Conant Street on the sidewalk.

Each Sunday teachers (including Nursery), Zone Captains or alternates will be issued and use radios set to Broadcast channel 111.

#### **WHEN FIRE ALARM SOUNDS**

- Each teacher takes her/his class out the designated exit to the designated safety zone. Each teacher takes attendance once outside. Teachers will use the radios to call in status.
  - Teachers will keep their class together at the safety zone until the alarm is cleared and they can safely return to their classrooms.
- The Christian Education Zone Captain or alternate insures lower level classrooms, lower fellowship hall, parlor, kitchen and restrooms near kitchen are clear.
  - The Christian Education Zone Captain or alternate will use radio to call in status.
- The Deacons are responsible for the safe evacuation of the sanctuary to the designated safety zone. Wheelchair bound individuals or others with mobility issues can remain at the top of the front steps, if safe. When the evacuation is complete, the Deacon Zone Captain or alternate will report their status.
  - The Ministers will assist with the evacuation and maintain order at the designated safety zone.
- The Prudential Board Zone Captain or alternate is responsible for making sure the second floor classrooms, upper parish hall and bathrooms are safely evacuated. When evacuation is complete, the Prudential Board Zone Captain or alternate will call in status.
- The Mission and Social Action Zone Captain or alternate is responsible for making sure the balcony, third floor classrooms and restroom are safely evacuated. When evacuation is complete, the Mission and Social Action Zone Captain or alternate will report their status.

#### **ANY OTHER EMERGENCY (i.e. Lockdown or Active Shooter instances)**

- The Response Supervisor will make any emergency decisions required for the safety of the congregation, Church School students and staff. This includes emergency medical treatment, shelter in place, lockdown procedures or calling the police for any security reasons.

**APPENDIX G**  
**DISCIPLINE PLAN**

Limit setting is directed toward maximizing the growth and development of the children and for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate disciplining. Verbalize to the child when s/he is behaving in an appropriate manner. Redirect a child who appears to be “headed for trouble.” If a child is repeatedly displaying inappropriate behavior, and redirecting has not worked, and talking to the child has not worked, then s/he may be in need of a “break”. S/he will be asked to sit with another adult or helper. The adult or the helper will talk to the child after the child has calmed down to see if they are ready to rejoin the Church School lesson/activity. If there is a safety concern, the adult will remove the danger, recognizing this might not be necessary in every situation. Communication will occur with the parents or guardians of the child regarding the disciplinary incident\*.

**SECOND CONGREGATIONAL CHURCH SCHOOL WILL NOT**

- ◆ Use corporal punishment, including spanking
- ◆ Subject children to cruel or severe punishment, humiliation or verbal abuse
- ◆ Deny any child food as a form of punishment
- ◆ Punish any child for soiling, wetting or not using the toilet

**\*Each child present in Church School must have an adult in the building who is responsible for that young person.**

**APPENDIX H**  
**PREVENTION OF ABUSE AND NEGLECT**

Second Congregational Church of Beverly takes every precaution to protect children and youth from child abuse and neglect while they are participating in all scheduled programs and events.

These strategies help to insure that children are well protected while they are participating in scheduled programs and events.

**CHURCH SCHOOL**

- ❖ There are at least two volunteers assigned to each group of children. All of our children and youth in the Church School shall be under the care and supervision of an adult primary teacher who is an Authorized Volunteer and another adult who is an Authorized Volunteer or a high school helper. Primary teachers are adults, at least 5 years older than their students. When a primary teacher temporarily excuses him or herself from the classroom, a high school aide can fulfill the responsibility of the primary teacher.
- ❖ There are observation windows in at least one door of each classroom. When a class activity is in a room without an observation window, the door will remain ajar.
- ❖ Church School teachers of nursery through preschool students will accompany their students at all times.
- ❖ Nursery through preschool students will not be released to anyone other than the child's parents/guardian without written parental permission. Anyone, including parents/guardians, not known to the teacher **must** show identification before a child will be released to their care.
- ❖ Members of the Board of Christian Education are frequently in and out of the classrooms.

**YOUTH PROGRAMS AND EVENTS**

- ❖ All youth leaders are Authorized Supervisors. Other adult chaperones for off-site youth events will be Authorized Volunteers.
- ❖ There is an Authorized Supervisor and at least one Authorized Volunteer assigned to each youth program or event.
- ❖ Authorized Volunteers will remain with any youth whose parent/guardian is late picking up their youth. Parents/Guardians are responsible to bring and pick up their youth and expected to do so in a timely fashion.
- ❖ Signed Permission Slips and Medical Release Forms must be on file with the youth pastor/director before any youth can participate in a youth program or event taking place off Church properties.
- ❖ Only Authorized Volunteers will be allowed to provide transportation for any youth program or event.
- ❖ All adult chaperones supervising overnight stays of Church children or youth shall have been cleared to do so by the Pastor and are Authorized Volunteers. At least, one adult male will dorm with boys and one adult female with girls; and should these adults be husband and wife, a third adult advisor is to be present. Last minute substitute or additional advisors are permissible as long as parental permission of child/youth participants is secured (either signed or witnessed phone contact).

**APPENDIX I**  
**TOILETING PROCEDURE**

1. Remembering to ask parents about their child's word preferences, such as urine, pee, b.m., poop, and gestures that will ask for help undressing or getting to the toilet and to communicate the urge to "go."
2. No child will be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
3. Teachers in the Toddler through Kindergarten classrooms shall discuss and become familiar with toileting procedures amongst themselves. Toileting Procedures will be discussed in the teacher training.
4. Diapering – A parent should be notified if a child needs diapering. No staff member, authorized supervisor, authorized volunteer or student will diaper a child.
5. Bathroom supervision of Church School Children - If a teacher, advisor, or aide accompanies a child to the bathroom, he/she should remain outside the bathroom while the child is inside. If a child needs assistance with zipping, buttoning, buckling a teacher will assist with another helper/aide present. If clean-up or wiping, etc. is needed, two adults need to be present, one of whom may be a high school aide.

In cases where the child needs help wiping, pulling up clothing, or washing hands (tasks that should only occur in the bathroom) if a second adult is not immediately available, the CE/Staff person on duty should be paged/called to come witness the assistance. In the case of buckling or zipping, if a second adult is not readily available to witness the assistance, the child can be brought back to the classroom for assistance. A note describing the help needed and the people present shall be given to the C.E. Board person of the month or to a Pastor at the close of Church School and the parent shall be notified with the same information when the child is picked up. If, for any reason, a teacher or aide is left alone in a classroom, the teacher in the nearest or neighboring classroom should be so informed.
6. Children will wash their hands with soap and running water after toileting and before snacks and meals or handling food. Staff members will wash their hands with soap and running water after assisting children with toileting or toileting themselves. Individual paper towels will be used to dry hands.
7. Clothing or cloth diapers soiled by feces, urine, vomitus or blood shall be double bagged in sealed plastic bags and stored separately.

**APPENDIX J**  
**SECOND CONGEGATIONAL CHURCH OF BEVERLY**  
**STATEMENT OF COMPLIANCE**

I acknowledge that I have read and understand the "Policies and Procedures for a Safe Church" and I agree to follow that document in my activities involving youth and children. I have been approved as (check one):

Authorized Volunteer  
 Authorized Supervisor

To indicate your understanding and compliance with the conditions set forth by Second Church please initial each of the following paragraphs and complete the final box in this document.

I understand that I am required to report child abuse and neglect. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child or youth has occurred at the child's home, in any of Second Church's buildings and/or properties or while on a Church-sponsored event, I am required to file an *Incident Report Form* with the Mandated Reporter within 24 hours as per the "Policies and Procedures for a Safe Church."

\_\_\_\_\_  
(Initials)

In compliance with the "Policies and Procedures for a Safe Church," I will try my best to not be alone in any rooms of Second Church's buildings and/or properties with a child or youth other than my own at any time.

\_\_\_\_\_  
(Initials)

I agree to abide by all policies and procedures regarding the use of all buildings and properties of Second Church. I understand that failure to comply with any of the provisions set forth in this document may result in the loss of my standing as an Authorized Volunteer or Authorized Supervisor.

\_\_\_\_\_  
(Initials)

I understand that there are copies of the "Policies and Procedures for a Safe Church" available in the church office and the CE office and that I have both the right and responsibility to familiarize myself with those documents. I also understand that I may contact a member of the Safe Church Committee for any clarifications I need.

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Board/Committee to which you report: \_\_\_\_\_  
A copy of this document will be on file with the Safe Church Committee.

**APPENDIX K**  
**KEY RECEIPT FORM**

\_\_\_\_\_  
(Print name clearly)

Please check one of the following:

\_\_\_\_\_ I am receiving a key as a Member of Second Church for the following purpose(s):

\_\_\_\_\_

\_\_\_\_\_ I am not a Member of Second Church and am receiving a key for the following purpose(s):

\_\_\_\_\_

Please initial each of the following paragraphs to indicate your understanding and compliance with the conditions set forth by Second Church.

- \* I acknowledge receipt of key # \_\_\_\_\_ and agree that
- \* I will not lend this key to anyone else.
- \* I will not duplicate this key for any reason.
- \* I will not tag or otherwise identify this key as providing access to Second Church.
- \* I will be entirely responsible for the security of this key and I will return it when
- \* I no longer have the responsibility for the above-named purpose or when its return is requested by the Prudential Board or its representative.

\_\_\_\_\_  
(Initials)

In receiving this key, I agree to abide by all policies and procedures regarding the use of all buildings and properties of Second Church.

\_\_\_\_\_  
(Initials)

I understand that, as a key holder, I am required to report child abuse and neglect as defined and set forth by the Department of Social Services. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child or youth has occurred in any of Second Church's buildings and/or properties, I am required to file an *Incident Report Form* with the Mandated Reporter as per the Policies and Procedures for a Safe Church. Failure to do so may result in my loss of privilege to be a key holder.

\_\_\_\_\_  
(Initials)

I understand that, as a key holder, I am responsible for the Policies and Procedures for a Safe Church while any properties and/or facilities of Second Church are unlocked by the key that I hold.

\_\_\_\_\_  
(Initials)

I have received a copy of the "Safe Church Policies and Procedures" and I will familiarize myself with those documents. I also understand that I may contact the Safe Church Committee for any clarifications I need.

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Prudential Board Member

\_\_\_\_\_  
Date

\$25.00 Deposit Received \_\_\_\_\_ (for non-church members)  
Check # \_\_\_\_\_

A copy of this document will be on file with the Parish Administrator.

**Copies of the “Safe Church Policies and Procedures” are available in the church office.**

**APPENDIX L**  
**YOUTH ACTIVITY CONSENT FORM**

Second Congregational Church  
United Church of Christ  
35 Conant Street, Beverly MA 01915  
Telephone: 978.922.5722

**Church School & Youth Fellowship Related Events**

Date(s) of event: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Time from Second Church: \_\_\_\_\_

Return Time to Second Church: \_\_\_\_\_

Chaperones: \_\_\_\_\_

Drivers (if different): \_\_\_\_\_  
-----

I give my permission for my child: \_\_\_\_\_  
to participate in this event \_\_\_\_\_ (please check) detailed above.

In the event of a medical emergency, I herewith authorize the above listed chaperones to see that medical treatment is provided for my child. I understand that every effort will be made to contact me as this child's parent or guardian in such an event, and provide the following telephone number(s) where I can be reached during this activity: \_\_\_\_\_

Signed,

\_\_\_\_\_

Parent or legal guardian

\_\_\_\_\_

Telephone number

# SECOND CONGREGATIONAL CHURCH

United Church of Christ

35 Conant Street, Beverly MA 01915

SECCC  
172H  
FE736

Second Congregational Church, United Church of Christ is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6, § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

-----  
APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

MAIDEN NAME OR ALIAS (IF APPLICABLE) \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_ \*ID Theft Index PIN (if applicable) \_\_\_\_\_  
(Requested but not required)

MOTHER'S MAIDEN NAME \_\_\_\_\_

CURRENT AND FORMER ADDRESSES:

\_\_\_\_\_  
\_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_  
(Include state of issue)

THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
Signature of CORI Authorized Employee

Second Congregational Church United Church of Christ has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant for the position of **VOLUNTEER**, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information above is correct to the best of my knowledge.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

\*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.**

**APPENDIX N**  
**ONE ON ONE INTERACTIONS**

Most abuse occurs when an adult is alone with a child. Our church aims to eliminate or reduce these situations and prohibits private one-on-one interactions between an adult and child unless approved in advance by a member of the pastoral team.

In those situations where one-on-one interactions are approved, employees and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with a child, always do so in a public place where you are in full view of others. (For example: hallway, Lower Hall, Narthex)
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with a child and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- Given that some of our High School young people serve as aides in classrooms, there will be times when Adult Volunteers may be alone with the high school aide. In these instances, the above protocol must be followed.

Appendix O  
**TRANSPORTING YOUNG PEOPLE**

Transporting children may increase the risk of abuse or false allegations of abuse because employees and volunteers may be alone with a child or may make unauthorized stops with children. In addition, transportation activities may provide a time for unsupervised children to engage in child-to-child sexual activity.

When it is necessary to transport children, employees and volunteers must adhere to the steps described below.

When transporting children by bus or van:

- a. Pastoral Staff must be notified of all transportation activities.
- b. Children must never be transported without written permission from a parent. Employees and volunteers must take these permission forms and medical releases with them on the trip.
- c. Determine the number of employees and volunteers necessary to adequately supervise the children (1:4).
- d. Employees and volunteers should be seated throughout the bus/van for easier supervision of children, with at least one employee or volunteer in the middle of the bus and one in the far rear (children should not be seated behind employees). Employees and volunteers should sit in an outside seat so they can supervise children on the bus.
- f. Children should be seated by grade, gender, and behaviors. If possible, high-risk children should be seated by themselves or next to an employee.
- g. Take a head count or roll call before loading and after unloading vehicles.

When public transportation is used:

- a. In addition to the transportation procedures listed above, children should remain in one area of the bus, if possible.
- b. Employees and volunteers that are assigned to a group should remain with that group on the bus.
- c. Take a head count or call roll immediately after entering and leaving the bus.

In situations where employees and volunteers must transport children in non-church vehicles:

- a. Pastors/ Authorized Supervisors must be notified of all transportation activities.
- b. Use the “rule of three” when transporting children: At least two adults must transport a single child, or at least two children must be present if transported by a single adult.

**Appendix O contd.**

- c. Children/young people must never be transported without permission from a parent. Employees or volunteers will call parent/guardian to inform them that the young person is on the way home.
- d. Children/young people must be transported directly to their destination. No unauthorized stops may be made.
- e. When possible, children/young people will sit in the back seat of the vehicle.
- f. Employees and volunteers must avoid unnecessary physical contact with children while in vehicles.
- g. If an employee or volunteer finds him/herself alone with a child/ young person in the church parking lot, the two individuals will wait outside the vehicle for the guardian to pick up the young person.
- h. When possible, employees and volunteers should avoid engaging in sensitive conversations with children.

**APPENDIX P**  
**ELECTRONIC COMMUNICATIONS & TEXTING**

Given that communication occurs in a variety of ways, when an Adult Volunteer or Supervisor is using email, a social net-working site such as Facebook or Twitter, etc., or texting a young person the following guidelines will be adhered to:

- Comments will not be made that are, or could be construed by any observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Comments will not be sexually oriented conversations or discussions about sexual activities.
- Private messages between employees and volunteers and children will be kept to a minimum and every effort will be made to include the parents/guardians in the communication.
- Posting inappropriate pictures or inappropriate comments on pictures is not allowed.

If there is a concern about inappropriate communication that occurs between a staff person, Adult Volunteer or Supervisor and a young person, the concern should be brought to the attention of the Pastor and an investigation of the communication will occur.

**Recommendations from CTCUCC– Safe Church (Minor to Adult Relationships)**

**Social Networking Sites-Relationship and Group status**

1. Adults should not submit “friend” requests to minors or youth. Youth may request friendships with adults, and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.
2. When and where available, authorized youth workers may choose to create separate private and professional profiles on networking sites to create a line of privacy.
3. If an authorized youth worker chooses to accept friend requests from minors or youth that are associated with their community of faith, we recommend that other youth workers (within the same community of faith) have full access to the professional youth worker’s profile and correspondence.
4. Authorized youth workers who choose to accept friend requests from minors or youth should use all privacy settings applicable to shield youth from any inappropriate content that may exist within the authorized youth worker’s profile.
5. All youth and adults should be informed that any communication that is sent via digital means (email, social networking site notes or posts, etc.) is not confidential and may be reported or shared with others.
6. We strongly recommend “closed” groups, but not “hidden” groups be used for Youth groups. These groups should have both youth and adult administrators.

## **APPENDIX P contd.**

7. Youth groups should decide within their covenant whether or not their social networking site groups are open to parents of current members.
8. Covenants should be created to govern what is appropriate and inappropriate content to be placed and displayed in the online group for a Youth group.
9. Any inappropriate material that is not covered by “Mandatory Reporting” laws should be deleted from the site. Any material that is covered by “Mandatory Reporting” laws should be reported to the clergy (within your community of faith), documented for church records, and then deleted from the site.
10. Any content that details inappropriate behavior (outside of the bounds of the established covenant) during a church sponsored event or activity should be addressed by authorized youth workers and parents.
11. Parents should be informed that content that appears on youth pages or groups that are not sponsored by the church are NOT within the purview of authorized youth workers.

### **Recommendations – Boundaries (Adult to Adult relationships)**

#### **Social Networking Sites-Relationship and Group status**

1. Adult members of congregations or communities of faith who seek religious or spiritual advice from clergy via digital means (email, social networking site posts, etc.) should be informed that their communication is NOT confidential. Use of digital means to communicate nullifies confidentiality.
2. When and where available, clergy are encouraged to consider creating a personal and a professional account to maintain appropriate boundaries with members of their congregations or other members of communities of faith.
3. Clergy should consider the impact of declining a “friend” request from their church members. These encounters may create tension in “real world” relationships.
4. Clergy who work directly with youth are encouraged to establish church sponsored digital communications groups to maintain contact with youth members.
5. Clergy are encouraged to use privacy settings to shield both adult and youth members from viewing content that may be inappropriate.

### **General Recommendations for Communication and Contact**

#### **Recommendations for Transitions**

1. Clergy who are leaving a specific ministry setting (congregation, cluster youth ministry, association, conference) should refrain from offering pastoral care through digital communication after the END date of their contract/call/covenant with their community of faith.

## APPENDIX P contd.

2. Former youth members and adult leaders of youth groups, due to departure, removal or loss of eligibility (aged out of a program) should be removed from digital communication youth groups (Facebook groups, list serves, etc.) (See Covenant recommendations for additional information).

### **Recommendations for Digital Covenants**

1. Digital Covenants should acknowledge that materials posted on Church Sponsored sites (and or group pages) are not CONFIDENTIAL.
2. Digital Covenants should acknowledge that content deemed inappropriate will be removed from the site or group page.
3. Digital Covenants for communities of faith should address the following issues:
  - appropriate language,
  - eligibility of membership (do you have to be a member of a local congregation or youth group, are parents of current members eligible, are their age requirements/restrictions for participation, etc.),
  - content that can be posted/published on the site or page (Rule of thumb: post your information and not others'),
  - who, how and when may photos be tagged (members identified by name; for example, individuals may tag themselves in photos but should not tag others),
  - stipulate appropriate and inappropriate (bullying, pictures that depict abuse, violence, sexual acts, etc.) behavior of members and the consequence for inappropriate behavior,
  - transitions, due to departure, loss of eligibility or removal of youth members and/or adult leaders, and
  - mandatory reporting laws will be followed (See glossary of terms for additional information on mandatory reporting laws).

### **Recommendations for Video Chats, Blogs or Video Blogs**

1. Adults should refrain from initiating video chats with youth.
2. Participants in a video chat or blog should consider what will be shown in the video such as their surroundings, their clothing/state of dress, etc.
3. All transcripts of on-line text chats, video chats, blogs or video blogs should be saved when possible.

#### **APPENDIX P contd.**

4. All clergy and authorized youth workers should consider the content and nature of any post that will be read by or visible to youth. Your voice is often considered the voice of the church, and your content may be viewed as church policy.

#### **Recommendations for Publishing/Posting Content Online**

1. All Communities of faith should take care to secure signed Media Release forms from adults and guardians of minor children who will or may participate in activities that may be photographed or videoed for distribution.
2. Any congregation that distributes video of its congregational services or activities on the web or via other broadcast media MUST post signs that indicate the service will be broadcast.
3. Congregations are NOT considered PUBLIC space and therefore must inform participants when they are being videoed.
4. Photos that are published on church sponsored sites should not include name or contact information for minor children or youth.

## Second Congregational Church Sex Offender Policy – (updated 1-2017)

Second Congregational Church, United Church of Christ, Beverly, Massachusetts (Second Church), is an Open and Affirming congregation. With open hearts and minds, we open our doors and welcome everyone to worship with us. At the same time we strive to provide a safe and secure facility for all, especially those who are most vulnerable, our children. Sometimes this can lead to a conflict when those who wish to worship with us have admitted inappropriate sexualized behavior, been convicted of sexual offenses and/or are registered sex offenders. This Sex Offender Policy addresses those circumstances.

When the Ordained Clergy, Staff, Authorized Volunteers, Safe Church Advocate or Safe Church Committee, are informed that a registered sex offender, or an individual who has admitted such an offense, is attending the church, there are steps that must be taken to manage risk. These include the following:

1. Obtain a record of the sex offender's prior criminal convictions by conducting a Massachusetts and if possible, a national criminal records check. The church must be fully informed regarding the sex offender's criminal background. If the sex offender is on probation, identify his or her probation officer and ascertain the conditions that have been imposed. In some cases, sex offenders are not even allowed to attend church. If the probation officer says that the offender is free to attend church, ask the officer if he or she would recommend that the offender be allowed to attend church, and if so, under what conditions. Obtain this information in writing, or, if that is not possible, make a detailed written account of the officer's response. Second Church will procure both the Police Record and Criminal Offense Records Identification (CORI) records.
2. Condition the sex offender's right to attend church services and activities on his or her completing and submitting the "Sexual Offender Application Form to Attend Services" and signing and submitting a "conditional attendance agreement" (CAA).
3. The sex offender's application will and be reviewed and approved by the Ordained Clergy and Safe Church Advocate of Second Church.

In some cases, exclusion of the offender from church is the only viable option. This option is advisable if (1) for any reason the conditional attendance option is not feasible or enforceable; or (2) if the offender's crimes are so frequent or heinous that exclusion is the only appropriate option; or (3) one or more of the offender's victims attends the church. This will be a decision made by the Ordained Clergy and Safe Church Advocate.

Second Church will review available information on all offenders as defined above, and may prohibit them from serving in areas that may put them or others at risk.

**SEXUAL OFFENDER APPLICATION FORM TO ATTEND SERVICES**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_

What was your prior address and how long did you live there?

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Time \_\_\_\_\_

What is your marital status? \_\_\_ Single \_\_\_ Married \_\_\_ Single-again \_\_\_ Separated \_\_\_ Widowed

Occupation: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Business phone: \_\_\_\_\_

If you are part of an ongoing discipleship small group at Second Congregational Church or elsewhere, what group is it?

(Leader's name if known) \_\_\_\_\_

Please write a brief statement of your Christian faith and experience (Conversion, spiritual growth, etc.):

Of what criminal offense/offenses have you been convicted or to what offenses have you confessed?

**Conditional Attendance Agreement**

I, \_\_\_\_\_, will strive to live a life worthy of the calling that Christ has given me. I also know that doing so will take time. Therefore, I agree to abide by all requirements made of me by this agreement while attending Second Congregational Church. Furthermore, I agree to adhere to the guidance, counsel and requests made of me by the leadership of Second Congregational Church, not only while in attendance at Church functions, but in my personal life as well. This will require full submission by me to the Leadership no different than Jesus' disciples were asked of them by their Master.

The following guidelines are set as parameters in order that I, \_\_\_\_\_, may be restored to right relationship in covenant with Second Congregational Church, UCC.

I will not work with minors in any capacity in the church.

I will not transport minors to or from church, or any church activity.

I will not attend any youth or children's functions while on church property, except for those involving my own child or children, and only if in the presence of an escort designated by the Safe Church Team (see below).

I will always be in the presence of a designated escort while on church property. This includes religious services, educational classes, activities, and restroom breaks. The escort will meet me at the entrance of the church, and accompany me on church premises until returned to my vehicle.

I will work out details of connecting with my assigned escort prior to arriving at church. If I am on Church premises without a Church escort, I understand I will not be allowed to return to Second Congregational Church.

A single violation of these conditions will result in an immediate termination of my privilege to attend the church.

I understand that Church leadership must provide me documented approval to attend any other functions, in addition to those already approved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Church Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Escort: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_