**Unitarian Universalist Church of Athens and Sheshequin**

**Safe Congregation Practices and Policies**

*Part 1 Approved by the Board of Trustees May 19, 2013*

*Part 2 Approved by the Board of Trustees Feb. 23, 2015*

*Amended Oct. 26, 2015*

**Part 1**

UUCAS will have a standing Safe Congregations committee, which will include the parish minister, a member of the Board of Trustees, and a member designated by the Committee on Ministry. If the congregation does not have a minister, the Board will appoint a third member. At least one committee member should have training or experience in dealing with sexual misconduct or harassment.

Members of the congregation will be advised of the members of the committee annually and invited to approach them about any concerns about sexual misconduct or harassment by other members.

Suspected Sexual abuse (*From UUA Balancing Acts website*):

Regardless of who is specified by the law to be a mandated reporter, any teacher or youth group leader who suspects abuse should contact both the Religious Educator and the minister with their concern immediately, so that required actions will be implemented. If a teacher or youth group leader has reason to suspect that a child would be endangered by returning home, and they cannot reach the Minister or the Religious Educator, the adult should contact the police or Child Protective Services immediately, and then leave an emergency message for the minister.

It is not the function of the congregation—neither the minister, the religious educator, the chair of the board or any member—to conduct a formal investigation into a case of alleged abuse. If a child tells you a story, listen carefully and affirm their courage for telling you. Do not ask investigative questions, which can hurt prosecution at a later time. Tell the child that you will contact the minister and that you will help them get help. It will be necessary and important for the appropriate congregational leaders to gather enough information about the facts and circumstances of the situation to make their best decisions about what actions need to be taken.

If alleged or suspected abuse occurs within the congregation or at a congregation-sponsored event, it should be reported as required and the facts and circumstances determined so that the appropriate leader can take necessary actions. When abuse is alleged or suspected involving someone who is part of the congregation – but not occurring at a congregational event—reporting requirements must be met but further investigation is not up to congregational leaders. In both situations, staff and leaders should attend to pastoral care needs and be prepared to make referrals as necessary.

In general, when suspected abuse is reported to Child Protective Services, the person reporting will be asked the child's name, date of birth, parent's name, details of the suspected abuse, the name and residence of the offender and their relationship to the child, and if possible, the address where the abuse occurred.

The UU Minister’s Code of Conduct instructs that “Recognizing that ministers are called to nourish the health and wholeness of the communities they serve, and recognizing the fiduciary nature of our profession, and as stated in our actionable Code of Conduct, ministers will not engage in sexual contact, sexualized behavior, or a sexual relationship with any person they serve as a minister.” Therefore any such behavior will be treat as suspected misconduct by the minister.

If the person suspected of misconduct is a member of the Safe Congregations Team, whoever suspects abuse will approach a different member of the Safe Congregations Team. The suspected member will step out of their role on the Safe Congregations Team for the duration of the investigation.

In addition to following the steps above, if the suspected individual is the minister or DRE, the Safe Congregations Team will contact the UUA Office of Ethics and Safety. It is also helpful to contact your Congregational Lead (currently Renee Ruchotzke)**.**

Persons with Accusations or History of Sexual Offenses

Any member of the congregation or a potential member/participant with a history or active accusation of sexual misconduct/abuse/sexual offense will make that history known to the minister or, if there is no minister, to the President of the Board of Trustees, who will follow the procedures below:

* Any person accused of a sexual offense of any kind will be placed on a limited access agreement without prejudice.
  + The Safe Congregations Committee will be convened within 10 days of such a person being made known to the minister or the President to develop the agreement (which may be subsequently revised upon more information).
  + The limited access agreement will remain in effect until all charges are dropped or confirmed (in which case see below.)
  + Persons will not continue to attend or participate in any programs or services of UUCAS until a limited access agreement is drawn up.
* Any person convicted of a sexual offense or a history of known sexual offenses will be placed on a limited access agreement without prejudice.
  + The Safe Congregations Committee will be convened within 10 days of such a person being made known to the minister or the President to develop the agreement upon consultation with the person’s parole officer and/or treatment provider if it is determined that they can participate in the adult life of the congregation safely.
* Any person accused, convicted, or with a history of known sex offenses who will not sign the Limited Access Agreement will be denied access to any programs or services at UUCAS.

The template for a limited access agreement is attached to this policy (Appendix 2).

For further procedures on responding to a person accused, convicted, or with a history of known sex offenses, UUCAS will follow the procedures outlined in Balancing Acts. (http://www.uua.org/safe/children/index.shtml).

This policy will be:

* posted on the UUCAS web site
* conveyed at the annual meeting or other congregational meeting
* reviewed annually with all YRE volunteers
* reviewed annually by the Safe Congregations Committee
* included in new member orientation

The Safe Congregation Committee will report annually to the congregation. The report will include a brief training on the policy and notice of the number of persons currently attending who have signed a Limited Access Agreement.

**Part 2**

All staff will have background checks as a condition of employment. All new applicants will complete the application form (Appendix 3) and Voluntary Disclosure Form (Appendix 4) and be subject to a background check. New ministers will be screened by the Search Committee. Other staff will be screened by their supervisor. We will not hire anyone who has a criminal record of sexual or physical abuse.

Background checks will be done as follows, per Children in Church Policy (approved June 2009):

For paid childcare staff the Search Team or supervisor will:

Call the 3 references listed on their application

* Check their criminal backgrounds with Church Mutual
* Staff will sign a code of ethics (Appendix 5)

For Minister, the Search Committee will:

* Do a background check using UUA guidelines
* Have the minister sign a code of ethics (Appendix 5)

For Volunteer staff (YRE teachers, childcare volunteers, Coming of Age Mentors), the Board of Trustees will insure that:

* All volunteer staff sign a code of ethics (Appendix 5)
* All volunteer staff attend annual training in sexual abuse prevention.

Childcare volunteers are encouraged to take a community babysitting course and a first aid course.

Training

A workshop for adults on child sexual abuse prevention will be held each year. We will utilize community resources to provide training.

Information for children on child sexual abuse prevention will be provided by the church.

Volunteers who work with children, members of the Safe Congregations Team, and representatives from the Board of Trustees will attend the annual training. Any member of the congregation may attend the training.

Staffing of RE programs

There will be two teachers who are not related to each other in all RE classrooms at all times; this may necessitate an adult volunteer’s staying if one of the adult teachers is not present. At least one of the teachers will be an adult (at least 18 years old); the second teacher must be at least 14 years old. Any teacher younger than 18 years old must have written permission from his/her parent before serving as a teacher.

All drivers to RE activities must provide copies of driver’s licenses and insurance.

Ideally, two adults who are not related to each other will be in any car transporting minors who are not related to either of the two adults.

If it is not possible to have two unrelated adults in each car, there will be at least two children in a single driver’s car, and rest stops will be coordinated with other drivers.

If only one car is used, there must be two adults who are not related to each other in the car.

Appendices:

1. Possible Signs of an Adult’s Being an Abuser
2. Draft Limited Access Agreement—Confidential
3. Application for Employment (volunteer or paid)
4. Voluntary Disclosure Form
5. UUCAS Code of Ethics

**Appendix 1: Possible Signs of an Adult’s Being an Abuser**

Do you know an adult or older child who:

* Refuses to let a child set any of his or her own limits?
* Insists on hugging, touching, kissing, tickling, wrestling with or holding a child even when the child does not want this affection?
* Is overly interested in the sexuality of a particular child or teen (e.g., talks repeatedly about the child's developing body or interferes with normal teen dating)?
* Manages to get time alone or insists on time alone with a child with no interruptions?
* Spends most of his/her spare time with children and has little interest in spending time with someone their own age?
* Regularly offers to baby-sit many different children for free or takes children on overnight outings alone?
* Buys children expensive gifts or gives them money for no apparent reason?
* Frequently walks in on children/teens in the bathroom?
* Allows children or teens to consistently get away with inappropriate behaviors?

If you answered "yes" to some of these questions, talk to that person. If you are uncomfortable, but don't see these signs, be sure to trust your instincts and ask questions. For information and advice on how to talk to someone, please call the [Stop It Now!](http://www.stopitnow.org) Toll-Free Helpline at 1-888-PREVENT.

**Appendix 2: Draft Limited Access Agreement—Confidential**

Note: The template for a limited access agreement can be found at:

<http://www.uua.org/leaders/leaderslibrary/balancingacts/index.shtml>

Introductory paragraph in cases of allegation:

A serious complaint or allegation, now under review, has been made about you to the Safe CongregationsTeam. While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the Minister, the Religious Educator and the members of the Safe CongregationsTeam. It will be kept in a locked file in the office

Introductory paragraph in cases of convicted sex offender:

UUCAS affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited in ways to ensure the safety of our children and to assure that you will not be subject to future accusations.

Agreement:

You understand that you will not be allowed to volunteer or chaperone events for children and adolescents, including children's religious education classes, talks with children/adolescents during worship, youth group, children's and adolescents' activities during intergenerational events, and driving children and young people.

The following activities checked "Yes" are activities that we feel are appropriate for your participation.

* Worship services   
  No ( ) Yes ( ) With support person\* No ( ) Yes ( )
* Coffee Hour  
  No ( ) Yes ( ) With support person\* No ( ) Yes ( )
* Adult meetings with children in building, such as choir  
  No ( ) Yes ( )
* Adult meetings without children in building  
  No ( ) Yes ( )
* Have a key to the building  
  No ( ) Yes ( )
* Intergenerational church activities  
  No ( ) Yes ( ) With support person\* No ( ) Yes ( )
* Intergenerational group outings such as ice skating, baseball games, etc  
  No ( ) Yes ( ) With support person\* No ( ) Yes ( )
* Alone in building with minister or other staff  
  No ( ) Yes ( )
* Access to church computer  
  No ( ) Yes ( )
* Social activities in other member's homes with children present  
  No ( ) Yes ( ) With support person\* No ( ) Yes ( )
* Other:
  + Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    No ( ) Yes ( )
  + Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    No ( ) Yes ( )
  + Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    No ( ) Yes ( )

\*A support person is a person who knows about your history/situation and has been designated by you with our approval to accompany you to activities where children and youth may be present.

* I accept that the following people will be told of my circumstances in order for them to protect the children/young people for whom they care: INSERT NAMES AND/OR POSITION IN CONGREGATIONAL LEADERSHIP.
* I have reviewed this covenant and agree to abide by its provisions. I agree that if I violate this agreement, I will be denied access to future church functions and church property.
* I understand that this contract will be reviewed regularly every six months and will remain for an indefinite period.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Director/Coordinator/Minister of Religious Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Appendix 3: Application for paid or volunteer employment**

Date of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last first middle

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street / apartment city state zip

Social security number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternative/Fax number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you can begin work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of position or role you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary desired (if paid employment): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Past work history: Provide a full record of all employment – paid and volunteer – and explain any gaps in employment (use a separate sheet if needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Employer/Supervisor | Address & phone | Nature of work | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Indicate any employer whom you do not wish us to contact and the reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References: Give names and addresses of three persons (not relatives) having knowledge of your character, experience, work habits, and ability (use a separate sheet if needed)

|  |  |  |
| --- | --- | --- |
| Name | Address | Phone |
|  |  |  |
|  |  |  |
|  |  |  |

Education: Beyond High School

|  |  |  |  |
| --- | --- | --- | --- |
| Year | School | City and State | Degree Granted |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Answer the following questions only if applying for a position that requires driving:

Do you have a valid driver’s license? Yes\_\_\_\_ No\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_

Do you have a current chauffeur’s-type license? Yes\_\_\_\_ No\_\_\_\_

Do you have a commercial driver’s license? Yes\_\_\_\_ No\_\_\_\_

Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense?

If yes, please describe. (Note: A prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the congregation before any decision is made.)

No\_\_\_ Yes\_\_\_ - Explain: (use a separate sheet if needed)

Applicant’s Statement and Release:

I certify that the information in the Application for Paid or Voluntary Employment in the Voluntary Disclosure Statement is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the Unitarian Universalist Church of Athens and Sheshequin to make inquiries regarding my history and character of prior employers, schools, etc. and hereby release employers, schools, or individuals from all liability in responding to inquiry in connection with my application and release the employer from all liability with respect to such inquiries.

I understand that, if employed, I will be an employee “at will” and may terminate my employment at any time with or without cause or notice and that the employer also has that right. I also understand that no representative of the Unitarian Universalist Church of Athens and Sheshequin, other than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing. If I am employed, I agree to abide by the employer’s policies, rules, and procedures and any changes thereto.

Applicant Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 4: Voluntary Disclosure Statement**

Date of application\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

last first middle

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip

Social Security #\_\_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_ Other names used (e.g. birth names)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone ( )\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_ Alternate ( )\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Driver’s Lic. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State issued\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Previous residence(s) for last 7 years (include college and home residences)

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_Years\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_Years\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_Years\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_Years\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_Years\_\_\_\_\_\_\_\_\_

(continue on a separate sheet if needed)

2. Have you ever been convicted of any crime relating in any manner to children, youth, or vulnerable adults and/or your conduct with them?

\_\_\_\_\_Yes \_\_\_\_No If yes, please explain: (use a separate sheet if needed)

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

3. Have you ever been convicted of any crime whatsoever involving children, youth or vulnerable adults?

\_\_\_\_\_Yes \_\_\_\_No If yes, please explain: (use a separate sheet if needed)

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

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, youth of vulnerable adults?

\_\_\_\_\_Yes \_\_\_\_No If yes, please explain: (use a separate sheet if needed)

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

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, youth, or vulnerable adult, including, but not limited to a domestic order for protection? \_\_\_\_\_Yes \_\_\_\_No If yes, please explain: (use a separate sheet if needed)

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

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

\_\_\_\_\_Yes \_\_\_\_No If yes, please explain: (use a separate sheet if needed)

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

I understand that:

1. The congregation may deny employment, paid or volunteer, to any person who answers “yes” to any of the above questions. If hired and the congregation later discovers circumstances that would indicate a “yes” answer to any of the above questions, employment may be terminated immediately.
2. The congregation may terminate employment or volunteer services or any person if that person is found, regardless of when discovered, to:
   1. have a history of complaints of abuse to a minor;
   2. have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor, youth, or vulnerable adult; and/or
   3. have falsified or omitted information in this disclosure statement.
3. The information provided on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.
4. This disclosure must be updated yearly.

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

Signed by Minor’s Parent of Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 5: UUCAS Code of Ethics**

Code of Ethics/Safety Policy Agreement

1. Code of Ethics for people working with children and youth in UUCAS-sponsored programming.

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership position be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.

There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore, leaders will refrain from engaging in sexual, seductive or erotic behavior with children or youth which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

2. Safety Policy Agreement

No minister, adult leader, child care employee, church school teacher or other person working under the auspices of UUCAS shall engage in sexual, seductive or erotic behavior with young people under the age of 18 years. Neither shall they sexually harass nor engage in behavior with young people that constitutes verbal, emotional or physical abuse.

The following specific behaviors are inappropriate:

* off-color jokes
* sexual remarks and harassment of any kind, including abusive or demeaning behavior, sexual or other verbal or emotional abuse
* unsolicited physical contact

When any minister, adult leader, child care employee, church school teacher or other person working under the auspices of UUCAS has reason to suspect that a young person under the age of 18 years has been the victim of physical abuse, emotional abuse, sexual abuse or neglect, these suspicions will be immediately reported to the minister or President of the Board of Trustees. It will be the responsibility of these people to investigate these suspicions and in cases where sufficient cause exists, to make appropriate reports to the authorities as required by Pennsylvania law.

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I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read, understand, and agree to abide by the above policies while working with any youth.

(signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_