

THE UNITARIAN UNIVERSALIST CHURCH
OF THE LEHIGH VALLEY

**SAFE CONGREGATION
GUIDELINES**

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Child Abuse Prevention Coalition of the Lehigh Valley
Liberal Religious Education Association (LREDA)
National Center for Missing and Exploited Children

1. Introduction

The leadership of the Unitarian Universalist Church of the Lehigh Valley (UUCLV) is committed to creating a safe and transparent environment for all its Religious Education (RE) programs. For the following reasons we developed the **Safe Congregation Guidelines** specifically for the children, parents, RE teachers, RE aides and paid staff. First, all involved in the Religious Education program will know what a sexually safe environment is. Secondly, all will feel they are part of the process and can address these matters where the procedures are clearly established, and finally, all can feel a measure of safety in the conduct around them.

It is especially important that volunteers recognize their roles as leaders who take seriously their responsibility to appropriately nurture, care for and support our children. Spiritual growth in human beings involves physical, emotional, intellectual and sexual identities. All adult to child communication has the potential to carry harmful messages. Communication includes body language, facial expression and tone of voice, as well as the choice of words in written and verbal expressions.

Children, youth and adults suffer damaging effects when leaders engage in physical, emotional, verbal or intellectual abuse of any kind. In addition, behavior that is seductive or erotic or contains sexual innuendo can be especially damaging. Few people want to talk about child sexual abuse and fewer still believe it can happen to their children or in their congregation. Given the alleged frequency of sexual predation, the UUCLV has put in place procedures and practices to reduce the risk in the Congregation.

Current RE programs which fall under the Guidelines are:

Nursery and Child Care; Pre-K and Kindergarten; First and Second Grades; Third and Fourth Grades; Fifth and Sixth Grades; Seventh and Eighth Grades, including the Coming-of-Age Program, used alternately with the UUA Teen Sex Education curriculum titled "Our Whole Lives;" and Senior High.

In summary, anyone in the UUCLV community who intends to work in the Religious Education Program in any capacity must:

- 1.1. Undergo a criminal background check,
- 1.2. Attend a training session on abuse prevention procedures,
- 1.3. Sign a *Volunteer Code of Ethics Statement* (Appendix E) and provide personal information (Appendix F) and references (Appendix G), and
- 1.4. Adhere to the tenets of the Safe Congregation Guidelines.

2. Definitions of Child Sexual Abuse and Assault

The precise legal definition of child sexual abuse and assault varies from state to state, but in

general includes any form of sexual misconduct or exploitation directed toward a minor (less than 18 years of age). According to The Pennsylvania Code, Title 55, Public Welfare, Subchapter A, Child Protective Services, sexual abuse or exploitation includes a number of offenses but is defined, in part, as:

2.1. "The employment, use, persuasion, inducement, enticement or coercion of a child to engage in sexually explicit conduct."

2.2. "A simulation of sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer depicting or filming, of sexually explicit conduct."

Under Pennsylvania law persons working with children professionally are required to report incidents of child abuse because of their position of employment. Accordingly, people who work with children at the UUCLV are considered to be morally responsible to report such knowledge.

In addition, all volunteers must be familiar with the concept of grooming (Appendix C). The majority of sexual abuse cases begin with an established relationship between the adult abuser and the targeted child. An important part of this relationship involves a process known as "grooming", the abuser's attempts to gain the trust of the child, his parents or caretakers, and other adults in the environment, including other congregation members. This trusted relationship is the primary tool used by the abuser to gain access to the child and opportunities (overnight stays, one-to-one visits, changing clothes, etc.) for undetected abuse.

Specific goals include gaining access to the child, gaining the child's compliance, and maintaining the child's secrecy to avoid disclosure. This process includes a series of events, which can sometimes take months or years to cultivate trusting relationships for gaining access to, and abusing, a targeted child or group of children, thereby strengthening a sex offender's abusive patterns.

It is important to increase awareness of grooming among children and adults in the congregation because it is directly linked to child sexual abuse. It is the subtlety of the grooming process that enables abuse to go undetected. It is extremely difficult to distinguish between sexually motivated grooming behaviors and perfectly normal child/adult interactions that have no sexual motivation, particularly when the witnesses have no training or knowledge about the grooming process and the tactics used by offenders. Observation of the grooming process does not warrant a report, but is a cause for increased caution and possible inquiry about the person's past behavior.

3. Procedures for Volunteering with Children

3.1. Teachers, coming of age mentors, youth advisors, sleepover chaperons, child care supervisors and drivers must be members in good standing and attend UUCLV regularly for a

minimum of six months.

3.2. All RE volunteers must agree to and sign the *Volunteer Code of Ethics Statement* and complete a *Confidential Screening Form for Positions Working with Children and Youth*, which includes previous addresses for the last seven (7) years and a list of three personal references.

3.3. All references will be reviewed by the Director of Religious Education (DRE). Confidential files on all applications will be kept by the DRE in the Church Office in a locked file.

3.4. Comprehensive background checks on volunteers will be conducted through Church Mutual Insurance, CIA Research in Texas, or similar services. Volunteers who have moved recently from others states will be given background checks from those states. Pennsylvania background checks will be used only if the individual has never lived in another state. Volunteers may be asked to assist with the costs.

3.5. RE volunteers who are not members or not taking membership classes must interview with the RE Committee or the DRE after submitting their paperwork. Non-members must make every effort to make themselves known to the community by attending church, social events and community programs. It is highly recommended that non-members seek membership and attend the New UU Class.

3.6. Last minute substitute teachers or event volunteers must be known to the UUCLV community for a minimum of six months and be approved by the DRE.

3.7. All volunteers must embrace and practice the ethical standards set forth by the UUA as contained in the Seven Principles of our shared Unitarian Universalist Faith.

3.8. Requirements for drivers, *Driver's Checklist* (Appendix H) and *Acknowledgement of Driving Responsibility* (Appendix I), are found in the Appendices.

3.9. Confidential, personal interviews of potential RE volunteers will be conducted and documented at the discretion of the Minister, the DRE or the Religious Education Committee.

4. Training of Volunteers / Staff and Availability of the Guidelines

4.1. Once a year all volunteers and staff who work with children must attend a training to educate them on the procedures for reducing the risk of abuse. Repeat volunteers may attend every other year.

4.2. The DRE will give the Guidelines to all church staff members, RE volunteers and committee chairs.

4.3. The "Safe Congregation Guidelines" will be available in the church office or on the church

web site at www.uuclvpa.org

4.4. Annually, the DRE will review this Guideline for its effectiveness and workability in the Congregation.

5. General Procedures for All RE Classrooms

The following procedures for the classroom and related activities for children and youths are applicable to all RE programs.

5.1. Avoiding Isolation:

Volunteers should not be in an isolated setting with children or youth.

5.1.1. There shall be two volunteers present in each classroom during church school. Only one of these volunteers may be a substitute. In the event that two volunteers are not available for a given class, the DRE shall be informed. The DRE will fill in or find a substitute. If no substitute can be found, children will be sent to the church sanctuary to attend services with their parents.

5.1.2. For church outings or events at other locations or for a UUCLV- sponsored overnight event, volunteers and staff are to work together as a team and not allow one adult to become isolated with a child or adolescent.

5.1.3. If it is necessary for a volunteer or staff member to meet individually with a child or youth, the recommendation is that it be done in a public setting or where they are clearly visible by others. If a public place is chosen, it is further recommended that transportation be provided by the parent of the child.

5.1.4. Volunteers or staff members should not spend time alone with a child or youth without the written consent of that individual's parent/guardian.

5.2. Establishing a Formal Procedure for Accepting and Releasing Children

5.2.1. Teachers and child care aides should have the first-time users of RE or child care services complete the *Registration and Permission Form* to identify who is authorized to pick up the child. This requirement extends through the ninth grade. First-time users should accompany their children to the classroom to introduce themselves to the teachers. Parents, guardians or designees must provide contact and medical information (i.e., allergies, or mental health or medical issues that would preclude participation in certain activities, or any other special needs).

5.2.2. Teachers should not accept anyone (except high school students) whose parent, guardian or designee will not remain within the physical confines of the church. This ensures that teachers can immediately contact parents in an emergency.

5.2.3. Children will be released only to their parents or guardians at the end of the class. No child will be released from the nursery except into the care of the person who signed him in, unless another adult, named in writing, will be meeting the child. Parents or appointees should meet their children promptly at the end of class at 11:45 a.m. Seventh graders and up may leave on their own. Parents of teens should inform youth advisors if they are meeting the youth after class.

5.2.4. Two volunteers should remain in the classroom until all students have departed.

5.3. Practicing Non-violent Discipline

5.3.1. Classroom discipline should always be non-violent and non-threatening consistent with the standards of our Unitarian Universalist Principles.

5.3.2. In case of discipline problems, the teacher shall refer to the classroom covenant and behavioral guidelines.

5.3.3. When unacceptable behavior persists, an in-room time-out period should be used. One minute per age of the child is acceptable, unless otherwise directed by the parents.

5.3.4. If the behavioral problem escalates or is consistently reoccurring, the teacher will summon the DRE or hall monitor to either find the parent or take the child to the sanctuary. The DRE will then work with the parents to form an individual behavioral covenant with the child whose participation in RE will be contingent on agreement with the individual covenant.

5.4. Persons in the Classroom

No one other than the DRE, teachers, child care aides, parents or guardians should be allowed in the classrooms (unless previously agreed to, e.g. guest speakers or extra/alternate helpers).

6. Specific Age Group Activity Guidelines

6.1. The RE Nursery and Child Care for Church Events

6.1.1. Parents will be asked to take their children to the bathroom before admitting them so that the child won't have to leave the room. Children are taken only upon request or if the child shows obvious signs of needing to use the restroom. If the child requests a volunteer's help in the bathroom, the child should be told to try to help himself as much as possible.

6.1.2. There should be an adult volunteer in charge who supervises the child care aides and who is visibly identified as the person in charge. The volunteer is subject to the same screening procedures as other RE volunteers.

6.1.3. For all church events where child care has been requested, the number of child care aides should be dependent upon the number of children expected. Child care aides should be in the room 10 to 15 minutes before the event and should not leave until the last child is picked up by a parent or guardian.

6.1.4. As noted above, no one, other than children or youth five years of age or younger, is allowed in the nursery except the two designated child care aides and the adult volunteer. Parents or guardians of nursery participants are welcome to stay and observe but should not be put in a supervisory position if they have not been properly screened. Some flexibility is allowed for child care in other settings during church events.

6.1.5. Child care aides or adult supervisors should not accept any child whose parent, guardian or designated caregiver will not remain within the physical confines of the church. This is to ensure that the child's parents, guardians or designated caregiver can be immediately contacted in the event of an emergency.

6.1.6. Diaper changes must be done in the Nursery Room according to the posted guidelines, unless done by parents or guardians.

6.2. Pre-K to Fourth Grade Bathroom Procedures

6.2.1. Parents will be asked to take their children to the bathroom before RE so that children won't have to leave the supervised room.

6.2.2. Children should be taken to the bathroom only upon their request or if the child shows obvious signs of needing a bathroom. The teacher will summon the hall monitor who will escort the child to the bathroom. Diaper changes will be done in the Nursery Room according to the posted guidelines, unless done by parents or guardians.

6.2.3. A hall monitor should be available in the hallway to make sure the child goes into the bathroom (and does not wander). The hall monitor will remain in the hallway right outside the bathroom and make sure that the child returns to class in a timely manner.

6.2.4. If a child requests assistance, the hall monitor should encourage the child to act independently with clothing or cleanliness. In the event that encouragement does not fill the need of the given situation, hall monitors shall use their best judgment to assist the child with clothing utilizing the hand over hand method to clean the child as best as this process allows (place your hands over the child's hands in helping with fastening clothes, wiping skin, and the like). Spend as little time in the bathroom as possible.

6.2.5. If a hall monitor is not available, the teacher should decide if the child needs to be escorted to the bathroom. When a child is being escorted to the bathroom, the teacher shall remain in clear view of the classroom with the classroom door open.

6.3. Fifth through Junior High-Bathroom Procedures

6.3.1. Children should use the bathroom before RE so they won't have to leave the supervised room. Children may use the lavatory upon request or if the child shows obvious signs of needing a lavatory. The teacher will summon the hall monitor.

6.3.2. A hall monitor should be available in the hallway to make sure the child enters the lavatory (and does not wander). The hall monitor will remain in the hallway outside the bathroom and make sure that the child returns to his class in a timely manner. The hall monitor should not have to assist a child of this age in the lavatory and should therefore remain outside in the hallway.

6.3.3. If a hall monitor is not available, the teacher should decide if the child is capable of escorting himself. When a child is being escorted to the bathroom, the teacher shall escort the child downstairs and then allow the hall monitor to supervise so the teacher can return to the classroom promptly.

6.3.4. The teacher or hall monitor should ensure that the child washes his or her hands after using the restroom.

6.4. Senior High School-Advisors and Restrooms

6.4.1. Two advisors should be in the classroom when the teens arrive. If only one advisor is in the room and one teen arrives before the others, the door should remain open until another student or the other advisor arrives. If no one else arrives, then the teacher should notify the DRE and the student and advisor should join the adults in the church service.

6.4.2. Youths should not leave the room unless there is an emergency (sickness) or unless the parent/guardian retrieves them. Youths should use the restroom prior to the beginning of class.

6.4.3. A hall monitor should be available in the second floor hallway to make sure the youth enters the restroom. The hall monitor will make sure the youth returns to the classroom in a timely manner.

6.5. Overnight Activities

6.5.1. Adult chaperones are required to have a comprehensive background check as described in Section 3.4.

6.5.2. Volunteers are to work together as a team and not be isolated with an adolescent.

6.5.3. The youth-to-volunteer ratio should be no greater than 5 to 1.

6.5.4. Two or three youths should not be alone together for long periods of time.

6.5.5. Sleeping arrangements are to be separate by gender by room if at all possible and, if not possible, because of the number of adult chaperones, females should be assigned one side of the room and males should be assigned the other side. Chaperones should be alert to the possibility of bullying of youths and be prepared to intercede.

6.5.6. Youth should not be released from an overnight activity to anyone but the parent or guardian during the night unless there is notification of or permission by that parent or guardian.

6.5.7. In the event of a physical, emotional or medical emergency, the parent or guardian should be notified immediately and the child will be released to the parent or guardian or, by their wishes, to any authorities that could provide the proper attention to the emergency.

7. Guidelines for Youth Advisors and Coming-of-Age Mentors

The UUA specifically recommends that youth advisors and mentors watch their relationships with young people so that the relationship is above reproach. All relationships between youth and adults outside of UUCLV-sponsored events must be with the knowledge and consent of the parents. Also the Minister or DRE should be advised of the activity.

7.1. Youth advisors or mentors should not transport a student alone. At least two adults or at least two students should be present.

7.2. At least two youth advisors must be present at youth activities.

7.3. Youth advisors should not leave students alone at the church waiting for transportation. If only one student remains, two youth advisors should remain when possible.

7.4. A youth advisor must not interact with a student in any sexual manner (e.g. physical, verbal, visual) or engage in a romantic relationship with any youth.

7.5. A youth advisor or mentor should avoid one-on-one meetings in private places with youth (same or opposite sex). If this is unavoidable, the DRE as well as the parent(s) or guardian(s) should be made aware in writing of the time, date and place where the meetings take place.

7.6. Youth advisors and mentors are strongly discouraged from exchanging with youths any personal gifts or private notes, private e-mails, private instant messages or private Myspace & Facebook messages. If any gifts, messages, notes, or other written or electronic communications occur between a youth advisor or mentor and a student, at least one other person, a parent, minister or DRE should be made aware in writing of the time, date and content of the gift or message.

7.7. When youth advisors or mentors have legitimate reasons to be alone with a student, they must first:

7.7.1. Obtain the written consent of the student's parent or guardian before going out alone with or spending time with the student in an unsupervised situation. (For students who come on a regular basis, consent can be given for the year.)

7.7.2. Notify the DRE of such meetings in advance.

7.8. Any non-scheduled or impromptu meetings (one-on-one, etc.) should have an adult chaperone of the same sex as the student participants and, preferably, should be followed by a written notification or a phone call informing the parent or guardian of the meeting.

7.9. Youth advisors and mentors should have parental permission for each student's involvement in church-sponsored programs or activities. For students who come on a regular basis, this can be done yearly. First-time students must bring permission slips with them the next time they come. For overnight or out-of-town activities, date specific permission forms should be obtained and given to the DRE a week prior to the activity or event.

7.10. Youth advisors and mentors must have background checks at least one week in advance before they can chaperone an overnight activity that involves youth. Chaperones are required to complete the UUCLV confidential screening form.

8. Policy for Drivers

For the protection of our youth and our drivers, the following guidelines should be observed.

8.1. All drivers must have a current license and be 21 or older to transport youth to and from events.

8.2. If not already a "cleared" volunteer, then church drivers must complete a *Confidential Screening Form for Positions Working with Children and Youth* (Appendix F), as well as an *Acknowledgment of Driving Responsibility* (Appendix I) form. The following forms must be signed and on record in the church office.

8.2.1 Comprehensive background check through Church Mutual or equivalent.

8.2.2. *Driver Checklist* (Appendix H) and *Acknowledgment of Driving Responsibility* (Appendix I).

8.3. Prior to the trip, the driver must provide evidence that the car is current in registration and has received scheduled maintenance.

8.4. All drivers must have a current license and be 21 or older to transport youth to and from events. See the *Driver's Checklist* for further details (Appendix H).

8.5. The capacity of the vehicle is determined by the number of seat belts such that no individual in the car should be without a seat belt.

8.6. The driver should obey all state driving and speed regulations (any violation that constitutes a fine will be the responsibility of the driver) and should drive defensively and carefully.

8.7. If a rental vehicle is being used, it should be arranged at least a week prior to the event for pick-up the day of the event.

8.8. A driver shall in no way be under the influence of drugs, alcohol or prescription medications that might impair vision, judgment or motor skills

8.9. The driver will wait until each child has been picked up by a parent/guardian unless prior arrangements have been made with the parent/guardian's written consent. A youth is not to be released to another youth unless there is written permission by the participant's parent/guardian acknowledging the release.

9. Response Plans

There are grey areas that could lead to an allegation of child sexual abuse. Volunteers working with children and youth may not realize when their actions could be interpreted as inappropriate (e.g. excessive tickling or hugging). Mutual supervision is important to this process, thus each volunteer is encouraged to carefully, but clearly, bring this to the attention of the person who is acting inappropriately. If questionable behavior is persistent, the volunteer must report it to the DRE or the Minister, as detailed below. If this is implemented with care and sensitivity, actual instances of abuse or molestation, or false allegations, can be avoided.

9.1. If Child Sexual Abuse is Suspected

The primary responsibility of someone reporting suspected sexual abuse is to ensure the safety of the child who is attending the UUCLV or its activities. Discrete and confidential reporting of suspected sexual abuse is critical to abuse prevention. Reporting abuse reflects caring and is not an act of disloyalty. Failure to report information on a potentially sexually abusive situation may compromise safety. As long as the report is based on a good faith suspicion that abuse occurred, the reporter is immune from civil and criminal proceedings that could result.

For the "Safe Congregation Guidelines," the Minister is the authorized reporting person or the "required reporter" and will phone ChildLine immediately and submit a written report within forty-eight hours to the County Children and Youth Agency.

It is a requirement of law that clergy are expected to report instances of sexual abuse to the Pennsylvania Department of Public Welfare through **ChildLine (1-800-932-0313)**. Further, those who volunteer to work with children at UUCLV are morally responsible, upon hearing of, or

suspecting child abuse, to report directly to the Minister. Reports made in good faith have immunity from civil and criminal liability. In the event that the Minister is the alleged perpetrator, a trustee will call ChildLine.

ChildLine is staffed twenty-four hours a day, seven days a week by the Pennsylvania Department of Public Welfare. This is the number to call in Pennsylvania regardless of the county the child lives. If the alleged perpetrator is not related to the victim, ChildLine will direct the reporting party to call the police department where the alleged abuse took place.

9.1.1. The suspected perpetrator of abuse should be removed from his or her proximity to children at UUCLV during the investigation. Anyone who becomes aware of suspected sexual abuse by staff or a volunteer is to report it directly to the Minister.

9.1.2. If a volunteer wishes to call ChildLine himself/herself, it is strongly recommended that the phone call be made in the presence of the Minister. The reporting party can still remain anonymous to the authorities. However, the UUCLV Task Force on Prevention of Sexual Abuse recommends that parties elect to identify themselves to avoid problems of slander, etc.

9.1.3. If the volunteer suspects abuse or hears an allegation of abuse occurring in the home, the volunteer is encouraged to file a report as detailed below. In this case, the Minister does not need to be notified, unless the suspected perpetrator is a child/youth volunteer at UUCLV. However, it is strongly recommended that the Minister be notified. ChildLine authorities will determine if the suspicion warrants an investigation.

9.1.5. The caller should be prepared to answer as many of the following questions as possible. The first three items are the most important information to be provided.

9.1.5.1 Why do you suspect an abuse has occurred?

9.1.5.2 What is the name of the child?

9.1.5.3 What are the address, phone number, and the name of the school or institution?

9.1.5.4. Who is the alleged perpetrator of abuse?

9.1.5.5. How did you find out?

9.1.5.6. Who else knows about the abuse?

9.1.5.7. What are the names of the parents and their address?

9.1.5.8. Are there any siblings in the home or the family?

9.1.6. Callers can choose to remain anonymous when calling ChildLine or the police. ChildLine will do a perpetrator search to find out if it has previous information on this victim or perpetrator. ChildLine contacts the County Department of Children and Youth for the county in which that child lives, and, if necessary, the police.

9.1.7. It is recommended that callers identify themselves in case ChildLine requires additional

information. Authorities will keep names and information sources confidential. The county investigator is obligated to see the child within 24 hours of receiving the report if ChildLine determines there is enough information.

9.2. If an Allegation is Made

9.2.1. When an abuse allegation by a church volunteer is brought to the attention of the Minister, the Board of Trustees will convene a Crisis Task Force, which will consist of any three of the following: the Minister, the DRE, Board President, UUCLV attorney or RE Committee volunteers, unless any of these individuals were named as an alleged abuser.

9.2.2. The Crisis Task Force will meet within 48 hours with the volunteer or worker who is the alleged abuser to discuss the allegation and to prohibit participation in RE until the investigation into allegation is complete.

9.2.3. The Crisis Task Force will document all of its activities.

9.2.4 The DRE shall make note of the allegation and its outcome on the volunteer's confidential application form.

9.2.5. The Crisis Task Force will outline the necessary steps in response to the filed report. It will not attempt an in-depth investigation which is the role task of appropriate government authorities.

9.2.6. It is recommended that the Crisis Task Force:

9.2.6.1. Document all efforts handling the incident (e.g. who was contacted and when, using specific times and dates) while maintaining strict confidentiality.

9.2.6.2. Notify UUCLV's liability insurance carrier.

9.2.6.3. Take the advice of the police or ChildLine (for the specific situation) as to whether to notify the parents or guardians.

9.2.6.4. Confront the accused after the safety of the child or youth member is secured.

9.2.6.5. Designate a specific spokesperson for the church if media become involved.

9.2.6.6. Discretely remove the alleged offender from his or her UUCLV position(s) while the investigation is being conducted.

9.3. Handling Allegations

9.3.1. The accused person will need to provide evidence, if he/she can obtain this, of innocence. This information would be placed in the accused's file along with his application for the volunteer position. Once the investigation is begun by civil authorities, the details and information are kept confidential from the public, including UUCLV members. In the majority of cases, the allegations become unsubstantiated from a legal standpoint. If this occurs, but the accuser remains steadfast in his allegation, the volunteer will be prohibited from working with children at UUCLV.

9.3.2. If the accuser recants the allegation, then every effort will be made to exonerate, reconcile and restore the accused person. Also, a public statement by the Crisis Task Force will be made if the accused person desires.

9.3.3. The Crisis Task Force will respond with concern, care and love for the complainant(s), for the accused and his/her family, and for the congregation.

9.3.4. The accused will be notified in writing that a copy of the filed report and investigation findings will be retained for legal purposes by the UUCLV. The report will be confidential and only the Minister or DRE will have access to the file.

9.3.5. If the investigation substantiates abuse, the offender will be permanently removed from susceptible environments and offices in the UUCLV ministry.

9.3.6. The Board of Trustees will weigh the risks and determine church membership status for the offender.

10. Ministry and Support for both the Victim and the Perpetrator

10.1. Confidentiality will be maintained in all cases.

10.2. A person from the UUCLV membership will serve as an advocate and a support to the victim(s) and his family (families), preferably a member who has experience in a mental health field or counseling setting. If there is more than one victim, multiple advocates will be chosen. The same support will be made available for the alleged perpetrator.

10.3. Sensitivity, love, and pastoral care will be extended to both the victim and his family and the perpetrator and his family. In case of multiple victims, opportunities will be offered for victims to meet together for support, prayer, healing and encouragement.

10.4. A list of qualified counselors will be researched and provided by the Minister for psychological counseling if needed.

10.5. The UUCLV may provide some financial assistance for counseling if necessary, the amount of which shall not exceed any per visit co-pays or, if the victim is uninsured, the amount shall not

exceed 80% for the cost of the first 10 counseling sessions.

10.6. Continued pastoral care and counseling will be offered to the offender and his family during rehabilitation.

10.7. People who have noticed themselves becoming involved in potentially abusive relationships or who are having troubling thoughts involving harm to children, can reach the Stop It Now Help Center at 1-888-PREVENT or online at (<http://www.stopitnow.com/results/>).

By mobilizing adults, families and communities to take actions that protect children before they are harmed, the Stop It Now Help Center provides phone and online support for the social, emotional, and behavioral health of both child sexual abuse victims and perpetrators who have committed, or are planning to commit, child sexual abuse.

REFERENCES

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The Pennsylvania Code, Title 55, Public Welfare, Subchapter A, Child Protective Services

APPENDIX A

DEFINITIONS OF CHILD ABUSE AND NEGLECT

Pennsylvania's Child Protective Services Law (CPSL) defines as follows five types of abuse, all of which must result from an act or failure to act by a perpetrator:

A1. Non-accidental Serious Physical Injury: A recent* injury that causes the child severe pain or significantly impairs the child's physical functioning, either temporarily or permanently.

A2. Serious Physical Neglect: Prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which results in the child sustaining a condition that endangers the child's life or development or impairs the child's functioning.

A3. Sexual Abuse or Exploitation: Rape, sexual assault, statutory sexual assault, involuntary deviate sexual intercourse, indecent assault, aggravated indecent assault, molestation, incest, indecent exposure, promoting prostitution, pornography, or other form of sexual exploitation of children.

A4. Serious Mental Injury: A psychological condition, as diagnosed by a physician or licensed psychologist, that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that his or her life or safety is threatened, or seriously interferes with the child's ability to accomplish age-appropriate developmental and social tasks.

A5. Imminent Risk: A recent* act or failure to act that creates an imminent risk of serious physical injury or sexual abuse/exploitation of the child that occurs during an incident or series of incidents.

*Within two years of the date of the report.

APPENDIX B

POSSIBLE INDICATORS OF CHILD ABUSE Ref: National Center for Missing and Exploited Children

Most cases of child sexual abuse go undetected. There may be no apparent physical signs or there may be physical signs that are detected only through a medical examination. However, there are some signals that a worker may observe that will indicate whether sexual abuse is occurring. Indicators of abuse which may warrant a report are:

- B1. A child reports being abused.
- B2. A child has unusual and repeated bruises, welts, or burns. A child gives varied or different reasons for the same injury.
- B3. A child has explicit sexual knowledge above age expectations. This includes extensive knowledge of sexual acts, slang/technical terms and/or demonstrated sexual behavior in conversation or play.

The following should raise concern for the possibility of abuse and could suggest the need to explore further. **The presence of several of these could warrant a report.**

Child's Appearance	Child's Behavior	Caretaker's Behavior
<ul style="list-style-type: none"> ■ Difficulty in walking or sitting ■ Torn, stained, or bloody underclothing ■ Pain, bleeding or swollen genitalia ■ Semen around mouth, genitalia or on clothing ■ Venereal disease, especially in preteens. ■ Pregnancy ■ Lacerations around mouth ■ Warts around genital area 	<ul style="list-style-type: none"> ■ Suddenly withdrawn; engages in fantasy or infantile behavior ■ Poor peer relationships ■ Unwilling to participate in physical activities ■ Engages in delinquent acts or runs away ■ States he/she has been sexually assaulted by parent/caregiver ■ Fear of rest rooms, a particular place, or being left alone ■ Unusual sexual knowledge ■ Does not want to go home from church ■ Becomes self-abusive: pulling hair out, banging head, cutting themselves 	<ul style="list-style-type: none"> ■ Extremely protective or jealous of child ■ Experiencing marital difficulties ■ Misuses alcohol/drugs ■ Frequently absent from home ■ Experienced sexual abuse as a child

APPENDIX C

POTENTIAL INDICATORS OF SEXUAL GROOMING

The following behaviors are potential indicators of sexual grooming and should be watched.

Source: <http://www.stopitnow.com/results/>

Child Target Characteristics	Caretaker Grooming Characteristics
<ul style="list-style-type: none"> ■ Appear emotionally or physically vulnerable ■ Often seem lonely or isolated ■ Comes from single parent household ■ Appears exceptionally needy of attention and affection ■ Frequently talks about or requests to be in the company of an adult with multiple grooming characteristics ■ Appears quiet/ less talkative ■ Often picked on by other children ■ Shows low self esteem / talks poorly about themselves ■ Easily trusting of adults ■ Appears eager to please / compliant ■ Spends a lot of time unsupervised ■ Naturally curious ■ Easily led by adults ■ Rebellious / need to defy parents 	<ul style="list-style-type: none"> ■ Comes off as very charming and trustworthy ■ Willing to do many jobs around the youth organization; often those others are not interested in ■ Hints or jokes about sexual content in conversations with or involving children ■ Consistently provides "special" or "secret" gifts and/or privileges to specific children or groups of children with specific characteristics (shared age, physical features, etc.) ■ Sends personal notes, emails, instant messages, or Myspace & Facebook messages to a specific child; these messages may or may not contain sexual content ■ Possible premature separation from military ■ Frequent and unexpected moves ■ Multiple prior arrests ■ Older than 25, single, never married ■ Lives alone or with parents ■ Limited dating relationships ■ Excessive interest in children ■ Associates / friends are young ■ Limited adult peer relationships ■ Refers to children as "clean," "pure," "innocent," "impish," or objectifies them ■ Spends a lot of time in activities with children, often excluding adults ■ Hobbies, interests, and home decorations are appealing to children ■ Photographing specific children

APPENDIX D

SPECIFIC UUA RECOMMENDATIONS FOR AGE APPROPRIATE MESSAGES FOR PRESCHOOLERS

All children, from the age of three onward, can learn three little words, "No, Go, Tell". Children could say no to the abuse, leave the situation immediately or as soon as possible, and tell a parent or caregiver if someone tries to hurt them or asks them to keep a secret about touching. Age appropriate messages for pre-school children are presented below.

- Your body belongs to you.
- Other children's bodies belong to them. You should not touch another child's body in any way without their permission.
- Tell your parent if any other person makes you feel bad or funny or does something that makes you think, "uh-oh."
- You can tell someone, even a grown up and even a relative, not to touch.
- If someone touches you and tells you to keep it a secret, tell a parent or other grownup anyway.

Age appropriate messages for early elementary school-age children include:

- No adult should touch a child's genitals except at a doctor's office.
- Sexual abuse occurs when an older, stronger, or more powerful person looks at or touches a child's genitals for no legitimate reason.
- A person who is sexually abusing a child may tell the child to keep the behavior secret.
- Tell a parent right away if unwanted or uncomfortable touching occurs.
- Most adults would never abuse children.
- Both boys and girls can be sexually abused.

Primary prevention is the key. Possibilities include:

- Sermon on child sexual abuse
- Order of service insert on policy
- Healing service for survivors
- Minister's letter to members
- Newsletter articles
- Adult RE class
- Our Whole Lives
- Open Congregation Meeting
- Annual training for RE Teachers, Board of Trustees, and staff
- Special speakers
- Relationships with local organizations and experts to consult with should the need arise.

APPENDIX D - Continued

Programs for parents on talking with their children about sexuality, including how to keep their children safe from abuse, can be offered by the congregation, and are especially important if they are not offered elsewhere in the general community.

Parents need support in providing their children with healthy messages about sexuality that are age appropriate. They also need to be able to recognize the signs of possible child sexual abuse. Parents need to know that

(1) while sex play between children of similar ages is often healthy curiosity, sex play between children more than three years apart in age is most often problematic,

(2) it is expected for children to play doctor or "you show me yours, I'll show you mine", but that any type of penetration, whether with fingers, objects, or penises, is not typical but a sign to be concerned, and

(3) it is important to screen child care workers and babysitters for histories of sex offenses and to ask that day care and nursery school caregivers, coaches, scout leaders, after school workers, etc. be screened by the sponsoring agency.

APPENDIX E

VOLUNTEER CODE OF ETHICS STATEMENT

The relationship between young people and their leaders is based on mutual respect.

I am committed to a physical, social and spiritual environment of trust and safety for all.

I understand that at least two adults must be present in any gathering of children and that all classrooms are monitored regularly.

I affirm that there is nothing in my background that would call into question my being entrusted with the supervision, guidance and care of children and youth.

I affirm that I have never been convicted of a crime involving a child or welfare of a child nor have a court or child welfare agency determined that I have abused, neglected, or endangered the welfare of a child.

I understand that this congregation's Safe Congregation Guidelines authorize criminal background checks and child abuse histories of its volunteers. I give my full cooperation in helping the Congregation obtain my criminal background check and sexual abuse clearance from the State of Pennsylvania or any other state of prior residence.

Should I be disallowed to work with children and youth, I understand that I shall have no recourse against the congregation, its clergy or its staff.

SIGNATURE

WITNESS

DATE

** If you are unable to complete this form, please see a member of our clergy before volunteering to work with children in any capacity.

APPENDIX F

CONFIDENTIAL SCREENING FORM FOR PEOPLE WORKING WITH CHILDREN OR YOUTH

This application is to be completed by all volunteers for the supervision or care of minors. This is not an employment application but is being used to help the church provide a safe environment for the children and youth who participate in our program and use our facilities. All information will be kept confidential.

Name (Print) _____

Member of UUCLV since: _____ E-Mail: _____

Phone number: (w): _____ (h): _____ (cell): _____

Home Address:

Other addresses, in the past seven (7) years:

1. _____

2. _____

Date of Birth: _____

Driver's License Number: _____

Social Security Number: _____

Area of youth work at the UUCLV: _____

List any training or education in youth-related work: _____

List experiences working with children or youth. Include dates and names of other churches and supervisors:

APPENDIX F
Unitarian Universalist Church of the Lehigh Valley
Confidential Screening Form for Positions Working With Children or Youth
PART 2 - PERSONAL REFERENCES

1. Name _____ Telephone: _____

Address: _____

In what capacity do you know the reference? _____

2. Name _____ Telephone: _____

Address: _____

In what capacity do you know the reference? _____

3. Name _____ Telephone: _____

Address: _____

In what capacity do you know the reference?

I authorize the DRE or designee to contact my references. I have received and read a copy of the *Safe Congregation Guidelines* and *Volunteer Code of Ethics Statement* and I agree to the expectations and actions applied therein. The information in this application is true and accurate to the best of my knowledge.

Signature: _____ DATE: _____

Name (Print): _____

APPENDIX G
REFERENCE CONTACT FORM - For Internal Use Only

Name of the Person Making Contact: _____

Name of the Applicant: _____

Reference - Church:	Person Contacted:
Date and Time of Contact	
Method of Contact - Phone: _____ Letter: _____ Personal Conversation: _____ (Check all applicable methods)	
Summary of Conversation (The reference's remarks about the applicant's fitness and suitability for youth or children's work: 	
Reference - Church:	Person Contacted:
Date and Time of Contact	
Method of Contact - Phone: _____ Letter: _____ Personal Conversation: _____ (Check all applicable methods)	
Summary of Conversation (The reference's remarks about the applicant's fitness and suitability for youth or children's work: 	
Reference - Church:	Person Contacted:
Date and Time of Contact	
Method of Contact - Phone: _____ Letter: _____ Personal Conversation: _____ (Check all applicable methods)	
Summary of Conversation (The reference's remarks about the applicant's fitness and suitability for youth or children's work: 	

APPENDIX H

DRIVER CHECKLIST

H1. Prior to the trip:

H1.1. Car must have current registration

H1.2. Car should be up-to-date on scheduled maintenance

- a) Capacity of the vehicle is determined by the number of seat belts (1:1)
- b) Obey all *State Driving and Speed Regulations*. (Any violation that results in a fine will be the responsibility of the driver).
- c) Drive defensively and carefully.

H1.3. If a rental vehicle is being used, it should be organized at least a week prior to the event or pick up the day of the event.

H1.4. Driver must have current license and be over 21 years of age.

H1.5. Driver will log his/her mileage and keep receipts of tolls, gas and costs to be eligible for reimbursement of those expenses.

H1.6. A driver shall in no way be under the influence of drugs, alcohol or prescription medications that might impair vision, judgment or motor skills.

H1.7. Driver must sign acknowledgements of driving responsibilities.

H2. After the trip:

H2.1. Driver will wait until each child has been picked up by a parent or guardian unless prior arrangement has been made with the parent/guardian's written consent.

H2.2. Driver will be reimbursed for costs incurred by driving to event upon completion of the reimbursement sheet and submitting it to the Treasurer of the UUCLV.

H3.3 By no means is a youth to be released to another youth unless there is written permission by both participant's parents acknowledging the release.

APPENDIX I

ACKNOWLEDGEMENT OF DRIVING RESPONSIBILITY

I have read and will adhere to the responsibilities outlined in the driver checklist while transporting the youth to and from any church-sponsored events.

I am aware that my auto insurance is current and that, in the event of an accident, it is my responsibility to seek reimbursement from my own and/or the other parties insurance company for any damages, loss or injury that might occur regardless of whether I am at fault for the accident. I am aware that transporting youth as such subjects me to certain liability risks for which I will not hold the UUCLV, its staff members or congregation responsible.

1. Name of Vehicle Owner: _____ Year: _____

2. Make of Vehicle: _____ Model: _____

3. License Plate No.: _____

4. Driver License ID No: _____

5. Auto Insurance Provider: _____

6. Insurance ID No.: _____

Signature of Driver _____ Date _____

Print Name : _____