

Unitarian Universalist
Church of Roanoke

Lifespan Faith Development

Policies & Procedures

August 2017

This document supersedes all previous policy documents and applies to all Lifespan Faith Development programs, and where indicated, to all activities at UUCR that include minors. All policies are reviewed periodically by the Lifespan Faith Development Council. The Lifespan Faith Development Council and Board reserve the right to amend this document as deemed necessary.

A. Governing Principles.....	4
1. Special Needs	4
B. Lifespan Faith Development Structure	5
1. LFD Committees.....	6
C. UUCR Child Abuse Prevention Policy	7
1. Purpose	7
2. Definition of Child Abuse.....	8
3. Selection and Screening of Volunteers	9
4. Training and Supervision of Volunteers	11
5. The Two-Adult Standard.....	11
6. Open Classrooms.....	12
7. Parents and Guardians.....	12
8. Parental Involvement in the Classroom.....	12
9. Reporting Suspected Abuse.....	13
10. Managing Convicted Sex Offenders.....	15
11. Managing the Media	16
12. Policy Review	16
D. Multi-Age Childcare Procedures for Events at UUCR	17
1. Child Caretakers.....	17
2. Nametags	17
3. Sign In.....	17
4. Outdoor Playground	17
5. Pick up	18
6. Alcohol Policy	18
E. Safety Rules for Parents.....	18
F. Behavioral Policies.....	18
1. Guidelines for Children and Youth	19
2. Guidelines for Adult LFD Students	19
3. Guidelines for Teachers, Advisors and Other LFD Volunteers	19
4. Guidelines for Parents	20
5. Emergency Suspension.....	21
6. Consequences.....	21
G. Classroom / Youth Group Policies	21
1. Registration	21
2. Curriculum	22
3. Confidential Information.....	23
4. Recruitment	23
5. Youth Group Advisor Guidelines	24
6. Substitute Teachers.....	24

7. Medical Policies	24
8. Flame Policies	25
9. Release Policy	25
10. Classroom Supplies.....	25
11. Door and Key Policy	26
12. Movie & Electronic Media Policy	26
12. Approved Driver Policy	27
13. Lock-ins and Cons Policy	28
14. Attendance by Minors at Adult RE Classes	29
15. Parent Communication for Youth Groups	29
H. LFD Visitor Guidelines to Committee and Council Meetings	29
1. Meeting Observation:.....	30
2. Addressing the Committee/Council:	30
3. Executive Session:.....	31
4. Committee/Council Response:	31
5. Recourse:	31
I. LFD Visitor Guidelines for Meetings and Classes of Minors.....	32
a) YRUU Visitation.....	33
J. Policies Regarding Use of RE Facilities	33
1. Nursery & Playground Use Guidelines	33
K. Evacuation Plan	33
1. Evacuation Areas	33
2. Portable Emergency Kit.....	34
3. Sheltering / Sheltering-In-Place.....	34
4. Evacuation of Building	35
5. Evacuation of UUCR Grounds	36
6. Contact Persons during an Emergency:.....	37
7. Reunion between Children and Parents/Guardians:.....	37

A. Governing Principles

The Lifespan Faith Development (LFD) program of the Unitarian Universalist Church of Roanoke (UUCR) is committed to creating an environment for volunteers, students, and their families that reflects our seven UU principles, and UUCR covenants.

Ours is an inclusive program: We celebrate and respect similarities and differences among individuals and families.

LFD programs do not discriminate against anyone on the basis of race, ethnicity, gender or gender identity, sexual orientation physical disability, age, national origin, religion, physical appearance, or political affiliation.

Everyone is responsible for honoring, to the best of their abilities, our shared UUCR covenants, seven UU principles, and LFD-program-specific agreements.

Our goal is to support the development of each student to her or his fullest potential.

All processes are developed within the committees, with oversight by the LFD Council. The LFD Council is responsible for reviewing and amending the LFD Program Covenant annually.

1. Special Needs

LFD welcomes children, youth and adults with special needs, but recognizes that our program may have limits to the level of assistance that we are able to provide. While UUCR provides a nurturing learning environment, it is also a small organization in terms of staffing and depends on extensive volunteer involvement to accomplish its goals.

The LFD program is limited in capacity to address special needs, and can only address a narrow range of learning and behavioral challenges. The LFD program collaborates with families to find mutually-agreeable strategies, if possible, for special-needs students.

If a child has a unique medical condition that may require intervention on a timely basis, the UUCR strongly encourages parents/guardians to inform the DLFD and teachers/advisors and provide any needed training.

B. Lifespan Faith Development Structure

LFD programs are administered by the Director of Lifespan Faith Development (DLFD), who reports to the Minister and the Board, and is overseen by the Lifespan Faith Development Council (LFDC).

The LFD program is supported by the following committee structure, currently inactive, to be implemented over FY 2017-18:

- Children's Religious Education Committee (CREC)
- Youth Adult Committee (YAC)
- Our Whole Lives Committee (OWL)
- Adult Religious Education Committee (AREC)

An ad hoc task force is also convened once every two years in support of the Coming of Age (COA) program.

The Lifespan Faith Development Council (LFDC) oversees all committee work. Members of the LFDC have voting rights, at one vote per member. The Board Liaison and Minister are ex officio members of LFDC and do not have voting rights.

LFDC serves mainly to oversee all LFD policies, and to facilitate communication between the committees. Each committee is empowered to interpret policy and to develop appropriate processes to enact policies. Committees may make decisions regarding volunteers and other matters without consulting the council.

Although decisions reside within each committee, the LFDC has oversight and may, with a majority vote, override any committee decision. Further oversight is provided by the Board. If an LFD committee ceases work for any reason, the LFDC will act on behalf of the inactive committee.

Curriculum for classes is chosen in accord with the themes designated by the LFDC and each committee. The DLFD, in consultation with the LFDC, chooses all curriculums.

1. LFD Committees

a) Children's Religious Education Committee (CREC)

CREC is responsible for LFD programming for children age 0 through 8th grade. Membership is comprised of 3-7 members, plus the DLFD. Members are encouraged to serve a term of 3 years. The Minister and Board Liaison are considered ex officio members. Voting power rests

equally in all CREC members, excluding ex-officios.

CREC will meet monthly during the programming year, with meeting times and locations posted on the church calendar. CREC oversees Middle School Youth Group (MSYG), which meets monthly, with exceptions approved by CREC.

Formatted: After: 0.23", Space Before: 0.3 pt, Line spacing: Exactly 14.6 pt

In addition to the standard components of the RE program, the CREC assumes content responsibility for the physical surroundings of the upstairs RE space, the Nursery, and any other space within the church that has been assigned for RE classroom use. The committee must ensure that all physical components are acceptable, safe, and age-appropriate for the children occupying these spaces.

b) Youth Adult Committee (YAC)

YAC is an intergenerational committee within the UUCR, responsible for LFD programming for youth in grades 9-12. Membership is comprised of 4-8 members, and the DLF. YAC will strive to always have a youth majority membership. Youth are encouraged to serve a term of 1-2 years. Adults are encouraged to serve a term of 3 years. One adult and one youth serve as co-chairs of YAC. The Minister and Board Liaison are considered ex officio members. Voting power rests equally in all YAC members, excluding ex-officios. YAC will meet monthly during the programming year, with meeting times and locations posted on the church calendar. YAC oversees Young Religious Unitarian Universalists (YRUU), our high school youth group, which meets weekly, with exceptions approved by YAC.

Formatted: After: 0.12", Line spacing: single

c) Adult Religious Education Committee (AREC)

AREC is responsible for LFD programming, for ages 18+. Membership is comprised of 3-5 members, plus the DLF. Members are encouraged to serve a term of 3 years. The committee chooses the chair. The Minister and Board Liaison are considered ex officio members. Voting power rests equally in all AREC members, excluding ex-officios. AREC will meet monthly during the programming year, with meeting times and locations posted on the church calendar.

d) Our Whole Lives Committee (OWL)

OWL is responsible for the Our Whole Lives sexuality education program, for all ages. Membership is comprised of 3-5 members, plus the DLF. Members are encouraged to serve a term of 3 years. The committee chooses the chair. The Minister and Board Liaison are considered ex officio

members. Voting power rests equally in all OWL members, excluding ex-officios. OWL will meet during the programming year as needed, with meeting times and locations posted on the church calendar.

e) Coming of Age Task Force (COA)

COA is responsible for the Coming of Age mentoring program, for youth in grades 8-9. Membership is comprised of 2-3 members, plus the DLF. The task force convenes for a period of 4-6 months every two years. The Minister and Board Liaison are considered ex officio members. Voting power rests equally in all COA members, excluding ex-officios. COA meets as needed, with meeting times and locations posted on the church calendar.

C. UUCR Child Abuse Prevention Policy

1. Purpose

This policy has been written with the following objectives:

- To provide guidelines and procedures that will promote a safe and caring environment for children and youth who participate in programs offered by the UUCR.
- To provide guidelines to decrease the risk of physical, sexual and emotional abuse while an infant, child or youth is in the care of a UUCR staff person or volunteer. (See below for definition of these forms of abuse.)
- To provide guidelines and procedures regarding the selection, training, and supervision of adult staff and volunteers.
- To provide a caring and appropriate response to victims of abuse.
- To provide guidelines for dealing with a report of abuse and for communicating with authorities and with the press in such an event.
- To help reduce the UUCR's exposure to risk and liability in our programs for children and youth.

2. Definition of Child Abuse

The Commonwealth of Virginia defines child abuse in these terms:

Under section 63.1-248.2 of the Code of Virginia (1950), as amended, an abused child is defined as one who is less than eighteen years of age, whose

parents or other persons responsible for his/her care create or inflict, or threaten to create or inflict, or allow to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or create a substantial risk of death or disfigurement, or impairment of bodily or mental functions. This includes the following: failure to provide care necessary for health; abandonment; committing or allowing sexual exploitation; endangerment or neglect. Child abuse may be physical, sexual, emotional, or mental, and may be the result of action or the failure to act (e.g., lack of care for a child).

a) Physical Abuse

A physical injury, threat of injury, or creation of a real and significant danger of substantial risk of death, disfigurement, or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Example: asphyxiation; bone fracture; brain damage, skull fracture, subdural hematoma; burns, scalding; cuts, bruises, welts, abrasions; internal injuries, poisoning; sprains, dislocations; gunshot, stabbing wounds.

b) Sexual Abuse

Sexual abuse includes any act defined in the Code of Virginia that is committed, or allowed to be committed, upon a child by his/her parent or other person responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse, oral or anal penetration, exposing a child to sexual activity or pornography, verbal comments of a sexual nature, obscene phone calls, exhibitionism.

c) Emotional Abuse

Emotional abuse includes actions or verbal statements that are intended to intimidate, shame, harass, or diminish a person's sense of self-worth. Examples are name-calling, teasing that creates fear or emotional distress, threats of physical or other punishments that are outside of the accepted discipline procedure outlined below.

3. Selection and Screening of Volunteers

It is the policy of the UUCR that no one who has been convicted of any crime involving an infant, child or youth, or who has had such a conviction expunged, will be permitted to work with children and youth. This would include crimes such as contributing to the delinquency of a minor, or other non-sexual crimes.

In order to meet the variety of needs and positions required to provide education and supervision for infants, children and youth while they are in the care of the UUCR, two different levels of volunteers will be selected and screened. These levels are described below.

- **Primary Volunteer:** A primary volunteer is an adult who is at least 18 years of age and works with infants, children, or youth on a regular basis within UUCR's approved and on-going programs. Specific programs may set a different age limit as meets the needs of the children and youth who participate. High school youth may be authorized on a case-by-case basis to work as primary volunteers at the discretion of the DLF. Examples of primary volunteers would be RE teachers who are assigned to a class or YRUU advisors.
- **On-Call Volunteers:** An on-call volunteer is an adult who is at least 18 years old and works with infants, children, or youth on an occasional basis within UUCR's approved and on-going programs. Examples would be sitters for UUCR events, chaperones for lock-ins, one day summer RE teachers, or substitute teachers.

a) All primary volunteers must be active participants in the life of the congregation for at least six months before being considered for any positions involving children or youth. This requirement may be waived if a potential volunteer has been active in another congregation and is given a favorable reference by the minister and/or religious education director of that congregation.

b) With the exception of parents assisting in their child's program as required or as requested, all adult staff and all volunteers assigned to work with infants, children and youth on an on-going basis must agree to a criminal background check by an agency approved by the UUCR Board. The purpose of this check is to ascertain if a potential volunteer has ever been convicted of a crime with a child. These checks will be repeated every fourth year of a volunteer's service. The congregation will bear the cost of this check.

c) Background checks will not be required for one-time volunteers, as long as a background-checked person will also be in attendance when contact with a child or children occurs.

d) Background checks will be performed by an entity approved by our insurance carrier. Volunteers may also submit a letter from a current employer verifying successful completion of a background check within

Formatted: After: 0.39", Space Before: 0.3 pt, Line spacing: Exactly 14.6 pt

the past four years in lieu of the UUCR initiating the background check.

e) The background check reports will go directly to the Minister and/or DLFD and the individual being checked. The specific information from the report will not be shared with any other volunteers. The Minister has the authority to veto a volunteer on the basis of the information received from the background check or other confidential information regarding the volunteer. Volunteers have the right to discuss a veto with the Minister and to take action on their own behalf, which may include an appeal to the Board.

f) The Administrator has authority to conduct and review background checks (in addition to the Minister, DLFD, and Personnel Committee Chair).

g) All volunteers in the LFD program that work with minors will submit a formal application including two references and will have an interview with the DLFD. The DLFD or LFD Administrator will conduct reference checks and keep a written record of references.

h) Screened on-call volunteers will be utilized whenever possible to fill unexpected, one-time needs in our programs for children and youth. In the event that a screened on-call adult volunteer is not available to fill an unexpected, one-time need, a parent may be utilized to fill the vacancy, as long as the second adult present is a screened volunteer, and the DLFD or another screened staff member or adult is in the vicinity. The DLFD also has the discretion of using a screened Teen Assistant as the second volunteer, if there are no more than two children present. If a second volunteer is not available, the children or youth will be returned to their parents or guardians or placed in another classroom.

4. Training and Supervision of Volunteers

All primary volunteers will be required to complete online policy training prior to volunteering with minors. Volunteers who have completed training within the last four years will not be required to complete training for subsequent volunteer years unless there has been a relevant change in the legal statutes regarding child abuse.

a) This online training will cover the congregation's policies regarding relationships between adult volunteers and children or youth, information on child abuse and how to recognize child abuse, and how to handle an incidence of child abuse or the report of child abuse.

b) All primary and on-call volunteers will receive a copy of the UUCR policy on child abuse prevention.

5. The Two-Adult Standard

It is the policy of UUCR that on-going activities and classes for infants, children and youth shall be supervised by two screened and approved volunteers.

a) In the event that an adult volunteer becomes incapacitated and unable to carry out assigned responsibilities, the DLFD or the person in charge of the program or activity shall be notified and appropriate arrangements shall be made for the care of the infants, children or youth in attendance.

b) The UUCR may choose to provide childcare for meetings, programs, classes and other events that are a part of congregational activities, at the discretion of the DLFD. If childcare is not arranged by the UUCR, parents or guardians may arrange with the Administrator to use the facilities of UUCR for childcare. The parents or guardians of these children are responsible for hiring and supervising the sitter(s) for their children. The Administrator will provide a list of screened sitters as a courtesy, but UUCR accepts no responsibility for sitters hired by the parents or guardians.

c) If a staff person or primary volunteer wishes to meet with a child or youth one-on-one outside of normal classroom or program activities, the parent or guardian of that child or youth must give explicit permission for the meeting to occur. If the child or youth does not want the parent to be notified of the meeting, then a second staff person must be present for the meeting. In the case of high school youth, a second young person of the same gender as the youth requesting the meeting may sit in.

6. Open Classrooms

a) Classrooms will be arranged so that windows are not totally obstructed and dividers or curtains are partially open.

b) The DLFD or someone appointed by the DLFD to act in her/his place will observe classrooms without prior notification to the teachers each Sunday.

c) Parents and guardians are welcome to observe RE classrooms at any time. However, whenever possible, we strongly encourage parents to inform the teacher and/or DLFD in advance, as unannounced visits can be disruptive.

7. Parents and Guardians

Parents and guardians have an important role to play in the prevention of sexual and physical abuse. To support parents and guardians as they

educate and instruct their children about this issue, the UUCR will offer a workshop on the topic of sexual and physical abuse of children, as time and resources allow.

8. Parental Involvement in the Classroom

While parents are welcome to visit a classroom without notice, a parent's ongoing presence in the classroom is still subject to the Child Abuse Prevention Policy. The policy states that all adults involved in ongoing contact with minors in classrooms are required to have background and reference checks.

There is an expectation that a child will be able to be separate from his/her parents for a one hour class, in order for a child to be enrolled. However, LFD recognizes that children may experience separation anxiety in new classrooms, particularly in settings with younger children, and is committed to helping children and parents through this transition, within the boundaries of the Child Abuse Prevention Policy.

Parents may attend a class, or a portion of a class, for three visits, to help the child transition. If further parental involvement is still required after three visits, the parent will meet with the DLFD to jointly develop a transitional plan. In this plan, the parent will leave the classroom for longer periods each week until the child is fully independent.

Should a child require parental involvement to ease separation anxiety at some future date after the initial transition has occurred, a new period of transition will begin, with the parent again able to attend classes for three visits, before a transition plan must be developed.

Parents of children with special needs may be requested or required to attend classes with their child(ren) by a teacher or the DLFD. This attendance is allowed within the confines of the Child Abuse Prevention Policy, without the requirement of a background and reference check, and with no expectation of separation, or transition plan, required.

9. Reporting Suspected Abuse

Both the Minister and Director of Lifespan Faith Development are regarded as mandated reporters if they suspect that abuse or neglect of a child has occurred. As advocates for the welfare of all children, the UUCR strongly encourages all adults who suspect the abuse or neglect of a child make a report to either the Department of Social Services or the local police.

We recognize that the issue of potential abuse must be handled with the appropriate respect and privacy for the individuals/families involved. The alleged victim, their family members, and the person accused of the abuse shall be treated with respect and dignity.

a) In order to facilitate the appropriate management of a report of suspected child abuse, the UUCR Board, in consultation with the Minister, will appoint a Task Force. The members of this Task Force should have some professional knowledge about the topic of child abuse and family issues.

b) The purpose of the Task Force is to be available to give counsel to the Minister, DLFD and President of the Board, to meet with the alleged victim and their family and also with the person accused of the abuse. The work of this Task Force is to be held in strict confidence. The names of the members of the Task Force will be posted online.

c) All volunteers and the non-mandated staff of the UUCR are strongly encouraged to report suspected child abuse, endangerment, or neglect to the appropriate authorities within 72 hours of determining that abuse or neglect may have occurred. Anyone making a report of child abuse as per above should also report his or her suspicions to the Minister, the DLFD or the President of the Executive Board. The person who receives the report will then notify the other staff person and the President.

d) When a report of suspected child abuse is made, the President will notify the District Executive of the Southeast District and the agent representing the congregation's insurance company. These contacts should be made within 24 hours of the initial report. If the President is not available, the President-Elect or a member of the Task Force should make these reports.

e) If the person who first suspects the abuse declines to make the report, the Minister or DLFD will make a report to the appropriate agency. If the Minister or DLFD are unavailable, the President or a member of the Task Force will contact the appropriate agency.

f) All reports of suspected child abuse will be documented using the appropriate forms at the time that the report is made. The person writing the report will sign it and the staff person who first received the report of the incident shall keep a copy.

g) Anyone suspected of child abuse will not be permitted to have contact with children or youth of this congregation while on UUCR property pending resolution of the allegation. Staff accused of abuse shall be immediately relieved of any responsibilities involving children or youth and are

forbidden to have any contact with UUCR children or youth on or off UUCR property with the exception of their own family members, pending resolution of the allegation.

h) In the event that an accusation of abuse is made against the Minister, the President will notify the Task Force, the UUA Department of Ministry and the District Executive. If the President is not available, the President-Elect will make the contacts. The President or President-Elect will convene an emergency meeting of the board to inform the board of the allegations.

i) The President of the Board, in consultation with the board, the Minister, the DLF, and the Task Force will determine how information about the allegation of child abuse will be communicated to the congregation. If the allegation is against the Minister, DLF, Board member or Task Force, the Board will consult with the alleged party regarding timeline and the communication plan. The Board may also meet in session closed to the alleged party. The Board will make final determination regarding course of communication.

10. Managing Convicted Sex Offenders

Adults, youth and children who are known to have criminal charge pending or pled guilty to or have been convicted of either child sexual or physical abuse, or as a sex offender, will not be allowed to work with children or youth.

If it becomes known that a convicted sex offender is attending the church or any church activities, the following steps shall be taken.

a) The Minister will check the local sex offender registry and meet with the individual to discuss the concerns that have been raised.

b) The person will then be asked to meet with the Task Force.

c) The individual will be asked to sign a release form so that the Minister can contact his/her sex offender treatment provider and/or current therapist, as well as the person's parole officer. The therapist and the parole officer will be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. The individual may also be asked to go for a professional assessment with a therapist who specializes in working with sex offenders. If the offender refuses permission to contact the therapist or refuses to go for an assessment, the congregation may refuse participation in any congregation activity.

d) If the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Task Force will develop a Limited Access Agreement. If the professional assessment indicates that the person is at high risk for re-offending, the person will be denied involvement in the faith community until treatment is successful at reducing the risk.

e) All persons with past histories of sexual offenses will be asked to sign a Limited Access Agreement. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the offender refuses to do so, he/she may then be denied access to congregation functions and church property.

f) The Task Force will meet at least quarterly with any individual with whom it has a Limited Access Agreement to review the arrangement and address any concerns.

g) The President of the Board, in consultation with the board, the Minister, the DLFD and the Task Force will determine how information about the presence of a convicted sex offender will be communicated to the congregation.

11. Managing the Media

a) In the event that a report of suspected child abuse becomes public, the Minister and the President of the Congregation will be the contacts for the media. The Minister and the President should be in frequent contact with each other to maintain consistency in the information that is released to the media.

b) In the event that either the Minister or the President is accused of child abuse, the President-Elect shall be the second contact person for the press and the congregation.

c) The advice of the District, the UUA and an attorney should be sought before a public statement is released. Statements should be factual and should avoid blaming or speculation of the outcome of any investigation or prosecution.

12. Policy Review

The Child Abuse Prevention Policy of the UUCR shall be reviewed annually by the Lifespan Faith Development Council which may make suggestions for changes to the Board.

D. Multi-Age Childcare Procedures for Events at UUCR

1. Child Caretakers

In accordance with the State of Virginia's guidelines for adult to child ratios for center-based care, adult caretakers 18 years or older will be assigned using these guidelines:

- Infants (1:4)
- Young toddlers (1:5)
- 2 and 3 years (1:10)
- 4 years (1:12)
- School age (1:20)
- Multi-age should use an appropriate ratio based on the age of the children attending, or, if unknown, default to the ratio for lowest age child expected to attend.

In addition to adults, there may be youth volunteers assisting with childcare.

2. Nametags

All adults and teens involved in providing childcare will wear a nametag, which also identifies them as "Childcare Staff". All children will wear nametags so that staff can identify all children by name.

3. Sign In

Parents will sign-in on a list requesting parent's names and children's names and ages in case staff needs to locate them during the event. A copy of these guidelines will be posted for parents to read.

4. Outdoor Playground

An adult must be present on the playground at all times when children are playing there. Adults must read and enforce playground rules.

5. Pick up

At the end of the event, children will not be released from the childcare area until they are picked up by the parents.

6. Alcohol Policy

Alcohol may not be consumed by caregivers in areas where UUCR is providing childcare.

E. Safety Rules for Parents

1. Parents are responsible for the supervision of their children before and after RE classes, inside and outside the UUCR building, or anywhere on our grounds.
2. Parents are asked to greet their children as soon as RE classes end each Sunday, in accordance with the release policy (page 24 of this document).
3. Outside boundaries that are acceptable play areas for children include any of the grassy areas.
4. Children are asked to follow the same behavioral expectations at church as they do at their school or educational gathering. For the safety of our very young and very old attendees, no running is allowed indoors.
5. Parents are asked to discuss the expectations and rules for safety with their children.

F. Behavioral Policies

In all policies, the goal of UUCR is to affirm our seven UU principles. Because children, youth and adults are at different stages of development, we recognize that reasonable expectations of their accountability and responsibility are also different. The LFD program expects all participants, at all ages and stages, and in all roles, to covenant with each other and to model our UU principles, consistent with their developmental stage.

The following are prohibited during all UUCR-sanctioned LFD activities:

- Sexualized behavior of any kind.
- Possession and/or use of drugs and alcohol.
- All forms of violence (physical, verbal, sexual, and otherwise).
- Weapons.

Additional behavioral guidelines specific to LFD roles are below.

1. Guidelines for Children and Youth

Our goal is to aid in the development of each student to the student's fullest potential. The following policies are specific to LFD children and youth:

- Children and youth must ask, and be granted permission by an adult LFD volunteer or the DLF, before leaving the classroom or meeting space during LFD program time.
- Supplies and property must be respected and not wasted or destroyed.
- Everyone waits their turn to speak.
- Everyone cleans up their own messes.
- Disparaging comments and put-downs will not be tolerated. Students are encouraged to recognize and resist stereotypes and biases and to challenge prejudice.

2. Guidelines for Adult LFD Students

Adult students and adult RE teachers will abide by all UCR behavioral covenants for adults. In addition to the LFD policies noted above, classroom teachers and attendees may also form classroom covenants as a guideline for behavior.

3. Guidelines for Teachers, Advisors and Other LFD Volunteers

UCR aspires to support its teachers, advisors and volunteers in creating and sustaining safe, inclusive classroom and group experiences. We view the LFD program as a partnership with parents. Consistent communication between volunteers and parents is essential.

In classroom situations, teachers will guide students to create age-appropriate rules and consequences. With older children, a covenanting process may be used. Covenants or rules that are created for classrooms will be posted in class and reviewed periodically.

In addition to the overall behavioral guidelines noted above, teachers, advisors and other LFD volunteers are expected to follow the policies below:

- No corporal punishment or verbal abuse (ridicule) will be used.
- Teachers, Advisors and other LFD volunteers will develop and enforce classroom/group covenants and rules with their students.
- Repeated, or serious, violation of classroom/group covenants or rules will be brought to parent/guardians' attention through written and/or verbal communication, at the teacher or DLF's discretion.
- If significant, intentional damage to property or physical injury

occurs, there will be an Accident/Incident report written and given to the parent, and held in a confidential file in the church main office.

- Because a single child will not be permitted to compromise the experience for the entire class, it may be necessary in some cases for the child to be placed under the supervision of the parent or guardian during RE class time.

Teachers, advisors and other volunteers will consult the DLFD about specific or ongoing behavior problems.

4. Guidelines for Parents

When at UUCR, parents/guardians are responsible for their children's behavior and well-being at all times other than activities sponsored by classes or youth groups.

Acceptance and adherence to the LFD Program Covenant is required for registration of children into the LFD program. Violation of UUCR/LFD rules and/or policies may result in removal from, or denial of registration for, LFD programming.

5. Emergency Suspension

Any child, youth or adult, whose presence poses an immediate danger to persons and/or property, and/ or an ongoing threat of disruption, may be removed from the UUCR property immediately. Processes regarding suspension will occur as soon as practicable thereafter.

6. Consequences

The DLFD, in consultation with the Minister, will determine the appropriate consequences for policy violations and/or a substantive breaking of covenant. The DLFD and Minister may consult with any LFD volunteer deemed necessary for best discernment.

Should the DLFD's child be involved in such an incident, the Minister will assume the role normally held by the DLFD to determine consequences. Should the Minister's child be involved in an incident, the Board Liaison for LFD will assume the Minister's role of consultant to the DLFD. In both cases, the DLFD or Minister is free to participate in the role of parent.

The DLFD and Minister may choose to inform any and all volunteers engaged in supervisory roles in LFD programs, if their leadership in programs will be best supported by knowledge of policy violations, broken

covenants, and/or subsequent consequences.

The DLFD will maintain a record of such incidents in a confidential file, located in the church main office.

G. Classroom / Youth Group Policies

The following policies apply to all UUCR classes and youth group meetings that are attended by minors, including minors in the Nursery. All activities and meetings will be held in accordance with the requirements of the UUCR Child Abuse Protection Policy. All volunteers will be supervised in their role with the youth. The DLFD or Minister may attend or be present at all classes and meetings.

1. Registration

Children and youth should be registered annually each fall in the appropriate programs. Registration information will be sent to returning families in late summer for fall registration. New families may register at any time during the year. Special programs, such as OWL and Coming for Age, may hold separate registration drives at a time appropriate for the program.

Registration per group:

- Nursery: open to children age 0-3 years old
- RE classes: open to children age 3 through 8th grade
- MSYG: open to youth in grades 6-8
- YRUU: open to youth in grades 9-12
- OWL: open to children and youth in appropriate age designation for class (grades K-1; 4-6; 8-9), and open to ages 18+ for Adult OWL classes.
- Coming of Age: open to youth in grades 8-9

2. Curriculum

Curriculum for all classes is chosen by the DLFD, in consultation with the appropriate committee. Classes or events chosen for inclusion on the LFD calendar will be promoted in UUCR advertising venues. Choice of venue and timing is at the discretion of the DLFD, in consultation with the Administrator.

Individuals or groups who would like LFD to sponsor a class or event should submit a prospectus to the DLFD and the appropriate committee, which will review class suggestions at their monthly meetings. LFD retains the right to choose the timing and teachers/facilitators for all offerings.

LFD sponsored activities are bound by the UUCR Communications Policy, and are to be advertised as UUCR events. All advertising must be approved by the DLFD and/or Communications Committee.

Individuals who book space independently to hold a class or discussion group for adults are not considered as part of the LFD program. These classes are not advertised at UUCR. Rental space is booked through the Administrator.

LFD retains the right to change its class or event offerings at any time with no notice.

3. Confidential Information

Teachers and advisors may come in contact with information of a confidential nature during check-ins or classes/meetings. A child/youth's confidentiality should be respected, except under the following circumstances:

- If a child is doing harm to themselves
- If a child is doing harm to another
- If someone else is doing harm to a child

Under these circumstances, the parent/guardian of the child/youth, or the DLFD or Minister, should be informed. The safety of the child/youth must be the primary driver.

If a volunteer is uncertain as to whether or not information should be shared, s/he can speak to the DLFD or Minister, who will maintain confidentiality if it is determined that confidentiality should not be breached. When in doubt, the Minister will make the final decision on whether or not information should remain confidential.

Additionally, in keeping with UUA best practices, LFD teachers and advisors who are married or involved in a romantic partnership may not serve as the sole two adult primary volunteers in a classroom or other program. Although they may both volunteer for the same activity, attendance at the activity must be on different dates, or in the presence of a third adult volunteer, approved by the DLFD. Married/romantically involved adults may volunteer together in on-call volunteer positions.

4. Recruitment

With the exception of the circumstances outlined in section 3. *Confidential*

Information, LFDC believes that it is important to respect the privacy of youth at older ages.

To that end, parents/guardians of children registered in YRUU will not be recruited or approved as YRUU advisors.

We will also not recruit or approve parents/guardians as OWL teachers at grades 8-9 or above for classes in which the parent's child is registered.

Except for these circumstances, parents are free to volunteer in other activities in which their own child(ren) are registered.

5. Youth Group Advisor Guidelines

Youth groups should strive to have at least one adult female and one adult male on an advisor team. 4-6 advisors will be recruited annually for each youth group.

Two adult advisors are required to be present with youth at all times. If needed, permissible additional adult advisors may be other team members, committee liaisons, and/or parents approved by advisors and/or DLFD. The adult-to-youth ratio will be no less than 1:7.

Any offsite meetings must be approved in advance by the DLFD and/or the governing committee.

At the end of all meetings, advisors will ensure that all youth are picked up by parents, or have a designated ride, before leaving UUCR or the offsite meeting location.

6. Substitute Teachers

If a substitute is required for a class or meeting, teachers and advisors should attempt to arrange for a substitute in this order:

- a) Other team members
- b) Substitute from approved list (DLFD will provide a substitute list)
- c) Parents of child in the classroom or group

For Sunday morning classrooms with no more than 2 children present, a Teen Assistant may be used as an assisting teacher.

7. Medical Policies

- a) Food Allergies
 - Parents are encouraged to inform the DLFD of food or other allergies

that a child may be in contact with during their time at UUCR. The DLFDF will notify teachers accordingly.

- No outside food may be brought into classrooms or the Nursery. If needed, snacks will be provided by the CREC, DLFDF or teachers.
- If a teacher is providing a snack, the teacher will ensure that no ingredient listed on a child's registration as an allergen is used.
- If outside volunteers are asked to provide food for a children's party, volunteers may be asked to provide an ingredient list for prepared food.
- If there are a high incidence of children registered who are allergic to nuts, the DLFDF may declare the entire upstairs to be a "nut free" zone. In that event, teachers will ensure that no snacks provided contain nuts or have ingredients processed in a facility that also processes nuts, and volunteers will be asked to provide food that is nut-free.

b) Confidentiality

- All information concerning a child, including, but not limited to, medical conditions, learning or developmental disabilities, or discipline issues is considered confidential and will not be shared beyond the DLFDF, teaching team and/or governing committee.

Formatted: After: 0.09", Space Before: 0.45 pt, Line spacing: Exactly 14.5 pt

8. Flame Policies

No open flames are allowed in any classroom of children in grade 5 or below. Please use a LED candle or chalice alternative. Use of flame for classes/activities of those older than grade 5 is at the discretion of the activity leader or DLFDF. No smoking is allowed of any kind on either floor, including sage and other incense.

9. Release Policy

Children registered in RE in preschool through Grade 3 may not leave the RE classrooms until picked up by their parents or a designated guardian after the service. Children grade 4 and up may wait for their parents in the upstairs RE hallway. No child may exit the building without permission of a parent or guardian.

Class time ends at approximately 12:15. If the service ends before 12:15, parents may wait in the hallways until class is over, or may be invited into the classroom at the discretion of the teacher. When the service runs past 12:15, children must remain in their classrooms.

10. Classroom Supplies

Each classroom will have its own RE supply cabinet to store curriculum materials and supplies that are used regularly. All cabinets in all classrooms will be organized in a similar way for consistency. Teachers should assist by putting supplies back in the proper place. Teachers should check with the DLFD before purchasing any additional items.

11. Door and Key Policy

For the safety of our students, the fire escape doors will remain locked during classroom time, or during planned activities in which a large group of children are present upstairs.

Teachers and Assistants wishing to use the outdoors for classes must seek prior approval from the DLFD.

12. Movie & Electronic Media Policy

When using movies and electronic media for classrooms and youth groups, the selection of an appropriate movie should be made that is mindful of the age and experience diversity within the classroom/group, and is respectful and inclusive to all.

Movies are chosen by the group viewing the movie:

- YRUU members chose movies for YRUU, with approval by YAC.
- MSYG advisors chose movies for MSYG, with approval by CREC.
- OWL teachers chose movies for OWL, with approval by the OWL Committee.

The DLFD and parents will be informed of any movies that will be shown in advance of the showing and provided a link for a movie review from the Parents Guide at www.imdb.com.

No R-rated movies will be shown to MSYG. MSYG advisors should choose a movie with unrestricted access, such as G, PG, and PG-13. For all groups, efforts should be taken to choose movies that do not promote or glamorize disrespectful relationships or behavior; unsafe sex, or casual sex without commitment; senseless, disturbing and/or glamorized violence; or the use of illegal substances or unhealthy lifestyles.

YRUU and OWL will be required to seek permission from their overseeing committee and the DLFD before showing an R-rated movie. Efforts should first be made to acquire a suitable movie with a lower rating to ensure inclusion of all youth. Before approving an R-rated movie, committee members and the DLFD will review the movie to determine

appropriateness of youth viewing.

No youth will be required to view a chosen film. Parents will be required to sign a permission form for R-rated movies.

12. Approved Driver Policy

A minimum of two LFD approved adult volunteers (age 21 or older) must chaperone all offsite officially scheduled events. At least one volunteer must be a primary volunteer with the group traveling offsite (i.e. YRUU advisor for YRUU events; MSYG advisor for MSYG events; RE Teacher for RE events).

Any person planning to drive youth to an offsite event must be an Approved Driver. Approved Drivers are required to:

- Complete a Volunteer Application
- Submit to a background check
- Submit to a reference check
- Complete a Driver Information form
- Show proof of a valid driver's license, and proof of current insurance covering injury and loss of life in their vehicle and other involved vehicles should there be an accident
- Have a good driving record

The minimum adult-to-youth ratio will be no less than 1:7.

Before embarking on any trip outside the New River Valley, the LFD group will develop a travel plan that will include route, waypoints, and a plan for staying in touch.

If the group size requires only one vehicle, two approved adults must travel in that vehicle. If the trip requires two or more vehicles, only one Approved Driver (serving as the driver) is required in the vehicle, up to a maximum of 7 youth per one adult driver, as long as vehicles have come to agreement about how to stay in touch. If two or more vehicles are not traveling together in communication, but are instead traveling essentially on their own, two approved adults must travel in each vehicle.

Ten or more passenger vehicles require two approved adults to travel in the vehicle, one of which must be an Approved Driver (serving as the driver). For trips longer than 5 hours or 300 miles away, both adults must be Approved Drivers, so that no single driver will have to drive for too many hours before getting a break.

When two drivers are required per car and an approved adult volunteer who is not an Approved Driver is used as the second adult, the second adult in a car may be the parent of another child in the car, but may not be the other parent of the driver's child. The second adult may also be an LFD volunteer who has a current background check on file.

When youth are carpooling to the event location, transportation will be a personal decision between parents and not subject to LFD Policies.

13. Lock-ins and Cons Policy

When scheduled, lock-ins will be considered a part of the program and will be planned to promote the mission of the LFD group. The primary goal of conducting the lock-in must be the emotional safety and well-being of our youth. During a lock-in, all LFD policies remain in effect.

Lock-ins may only be held on the premises of the UUCR and will be held no more than twice per year. Each participant will need a signed permission form from his/her parent/guardian.

Lock-ins will occur on evenings that provide sufficient time the next morning for clean-up and wrap-up of activities. Despite the high-energy potential of lock-ins, it is recommended that lock-ins have lights-out by midnight, to ensure adequate sleep.

The following rules are publicized and followed:

- Sexualized behavior of any kind is not permitted at a UUCR sanctioned event.
- Possession or Use of Drugs and Alcohol are prohibited.
- All forms of violence, physical, verbal, sexual, or otherwise will not be tolerated during any UUCR sanctioned event. Weapons are not permitted.
- Separate housing arrangements shall be provided for males and females under the age of eighteen or for others upon request, at all UUA sponsored or financed youth events. Adequate adult supervision shall be provided when this is not feasible.

Under no circumstances should a planned lock-in be announced on the UUCR website or advertised to the general public.

14. Attendance by Minors at Adult RE Classes

AREC classes, events and activities are intended for those ages 18 and older. Youth participants require advance permission from the teacher/

facilitator or the DLF, and must have consent from a parent or guardian. Youth participants are expected to participate fully in the class or activity as adults.

A permission form signed by a parent/guardian will be required for any minor attending the viewing of an R-rated movie at UUCR.

15. Parent Communication for Youth Groups

a) Parents will be invited to a kickoff at the beginning of the year, hosted by the advisors, with the assistance and support of the governing committee, in which plans for the year will be presented and questions and/or issues may be addressed.

b) Parents will receive contact information regarding advisors, parents, and participating youth.

c) Advisors will provide parents with information about upcoming activity plans during the year on a regular basis either through mail, e-mail, or the UUCR newsletter. Parent feedback will be invited and shared among the advisors, committee, and DLF.

H. LFD Visitor Guidelines to Committee and Council Meetings

The LFD program welcomes open communication between the committees and our congregants. If a congregant has feedback or issues that s/he would like to discuss, we recommend that the first avenue of communication be with the DLF, the appropriate committee or council chair, and/or the Minister. An initial conversation can help determine the best course of action for official communications that need to move forward to the committee or council level. Congregants wishing to address the committee/ council as a whole may request time on a meeting agenda or avail themselves of the brief time allowed at the beginning of all LFD meetings for congregant input.

Because each LFD committee/council undertakes a large workload, productive meetings are essential. To ensure that the committee/council has enough time during the planned meeting to accomplish the needed work while also ensuring that the committee/council is accessible to UUCR congregants, LFD has created these guidelines.

1. Meeting Observation:

a) Any member/friend of the congregation may observe any LFD meeting,

with the exception of conversations about minors, families and volunteers that are considered confidential or private, pursuant to UUCR policy and legal requirements (See Executive Session).

- b) LFD Committees/Council requests that those desiring to observe a LFD meeting make their intentions known in advance of the meeting date so that the agenda can be arranged, as much as possible, to accommodate their presence. Meeting dates may be found online at www.uuroanoke.org in the Calendar. Participation of those observing in the meeting itself is limited to the constraints placed by the committee or council.

Field Code Changed

2. Addressing the Committee/Council:

- a) Any congregant may request to be added to any LFD committee or council meeting agenda. LFD asks for requests to be made one week or more in advance of the posted meeting date.
- b) Requests made with less than one week notice will be added to the agenda, only if the agenda is light enough to allow the item's inclusion. If declined, the item will be added to the agenda for the meeting the following month.
- c) LFD reserves the right to limit the time allowed for congregants to address the committee. Items will be added to the agenda on a "first come, first served" basis, with consideration for urgency.
- d) If a congregant attends a meeting and requests to address the committee/council with no prior notice, each congregant will have three minutes to identify his/her issue.
- e) LFD reserves the right to limit the number of congregants addressing a committee/council at any one meeting to three. A special meeting may be called at the discretion of the committee/council.
- f) Should a congregant have an issue which s/he feels cannot wait until the next planned meeting, the congregant may contact the DLF, the committee/council Chair, the Congregant Liaison, and/or the Minister.

3. Executive Session:

- a) Confidential or private information will be discussed only in Executive Session, open only to committee/council members, the Minister, and the LFD Board Liaison. During Executive Session discussions that involve a minor, the parent(s)/guardian(s) of the child may also attend and participate.

- b) By process, a committee/council will announce their intention to move into Executive Session citing the need for confidentiality. No names or other details will be given. Decisions made in Executive Session will be reflected in the minutes only if they do not violate confidentiality.

4. Committee/Council Response:

- a) For all issues brought to the committee/council by congregants, the committee/council will decide if the issue will be addressed at that meeting or if a later response is appropriate. For issues that are not addressed at that meeting, the congregant will receive a written response within three days. Responses may include:
 - i) A request that the congregant attend another meeting for more in-depth discussion, and placement of the item on the agenda for the following month.
 - ii) Designation of a committee/council member to speak with the congregant within one week.
 - iii) A determination that the issue is not appropriate for the LFD committee/council, with a suggestion of the appropriate committee/council for bringing forth the issue.
 - iv) An approximate timeline for review, if the Committee's/Council's "response" will take more than 72 hours.

5. Recourse:

- a) Disputes with the decisions of any LFD committee may be taken to the LFD Council.
- b) Disputes with the decisions of the LFD Council may be taken to the Minister, and subsequently to the Board, as needed. The decisions of the Board are considered final.
- c) Once a Board decision is rendered, the issue is considered closed by the committee and council and the committee/council will no longer accept discussion of this issue during meeting time.

I. LFD Visitor Guidelines for Meetings and Classes of Minors

The following guidelines apply to RE classes, OWL classes, Middle School Youth Group meetings, YRUU meetings, Coming of Age meetings, and any other meeting that is predominately attended by minors.

In classroom and youth group settings, safety is the predominant concern of the Lifespan Faith Development program. UUCR and LFD use Safe Congregation recommendations in creating policy governing adult interactions with minors.

At the heart of all policy is the Child Abuse Prevention Policy, located in the UUCR Policy and Procedures Manual Part I. This policy mandates background and reference checks for adult volunteers in ongoing relationships with minors, as well as the presence of two adults in all classroom and youth group settings.

LFD has additional long-standing policies around adult attendance in rooms with minors:

- With the exception of a parent with a child in the class/meeting, no adult may attend a RE or OWL class or youth group meeting, or other meeting predominantly attended by minors, without prior approval of the DLFD, Minister, or lead teacher/advisor.
- Other than the DLFD, the Minister, or youth group advisors, adult attendance at YRUU meetings and OWL meetings of grade 4 and above may also be subject to approval by the youth in YRUU/OWL. Parents who wish to attend a YRUU meeting or OWL class may be requested to wait to join the meeting/class until after check-in is complete, and are requested to contact an advisor or teacher prior to attending.

a) YRUU Visitation

Former members of YRUU may return to visit YRUU meetings once bridged, but may not regularly attend meetings.

Adults, youth, or friends of members can visit YRUU meetings with advanced notice to the advisors; visiting adults are **discouraged** to be present for YRUU check-in due to confidentiality. YRUU members may request that the visitor sit out of check-in.

J. Policies Regarding Use of RE Facilities

1. Nursery & Playground Use Guidelines

K. Evacuation Plan

In the event that evacuation is necessary, parents should not attempt to go

upstairs and retrieve their children. Parents should follow their own evacuation plan while the RE staff and teachers will evacuate the children. We will ensure that reunion occurs once danger has passed. Below follows the evacuation plan for children.

1. Evacuation Areas

- a) The designated evacuation areas for UUCR are (1) the south corner of the property (corner of Grandin Rd and Laburnum Ave), and (2) the east corner of the lawn adjacent to the south corner of the main parking lot; an alternate evacuation point is the parking area across Grandin Rd adjacent to Patrick Henry High School. If the DLFd determines that the designated evacuation areas do not provide adequate protection for the children, a previously determined alternate evacuation assembly area will be utilized.
- i) Outdoor Assembly Point: Parking area across Grandin Rd adjacent to Patrick Henry High School (must cross Grandin Rd)
 - ii) Site Evacuation Point: South Corner of Christ Lutheran Church lawn (must cross Brandon Ave)
- c) The Emergency Response Team will assist in the orderly evacuation of the children.

Formatted: Underline

2. Portable Emergency Kit

The Portable Emergency Kit shall be located in the church main office. This kit shall contain: Essential documents (sign-in record and child emergency information), a portable first aid kit, a battery operated rechargeable flashlight, and a battery operated FM / NOAA weather radio. The Portable Emergency Kit shall be carried by a caregiver at all times during any evacuation.

3. Sheltering / Sheltering-In-Place

In the event of a natural emergency (e.g. tornado, severe storms, or hazardous airborne chemicals incident outside the church's facility) the children and other occupants of the building will shelter in place in the prearranged designated areas as necessary. Sheltering **in place** is defined as moving people into the building and isolating the building environment from the outside.

During a Shelter-in-Place evacuation:

- Staff and students shall remain calm and assemble in either the upstairs hall, breakroom, or DLFd / Music office (away from

- windows and/or visual contact).
- Staff shall ensure all students are accounted for.
- Any items that may fall on sheltered people will be removed to a safe place.
- Windows and doors will remain closed and, in the event of a hazardous airborne materials emergency, all air intake vents will be covered to provide protection.
- If necessary, emergency response personnel will shut off all HVAC systems to isolate the outside air from the building if the system has not already shut down.
- Staff and students shall remain in the building until notified by the emergency response authorities that the situation has been resolved or that an evacuation has been ordered.

4. Evacuation of Building

The decision to evacuate the church building will be made by the DLFD. When the decision is made to evacuate the building, the DLFD will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instructions and/or activate the building fire alarm. The DLFD will notify appropriate personnel.

Teachers will evacuate their children as follows:

- Collect clipboards with attendance sheets. Gather children in a group and supervise an orderly evacuation through the upstairs fire escape to the designated assembly area.
- Nursery personnel will gather children in a group and move to the Olin Room. A nursery care worker will position themselves on the inside of an outdoor window and pass the children through to a nursery care worker on the outside.
- Account for all children, staff, and visitors during the evacuation process. Attach and display green sign to front of clipboard if all children are accounted for and no help is needed; attach and display red sign to front of clipboard if all children are not accounted for, or if immediate help is needed.
- Remain in assembly area until either: 1) the DLFD determines the need for an alternative on-site evacuation point; 2) the DLFD determines the need for an evacuation off church grounds; or 3) the DLFD clears the return to the evacuated facility.

Formatted: Not Expanded by / Condensed by

Formatted

Formatted: Indent: Before: 0.07", After: 0.17"

Formatted: Font: (Default) Verdana, (Asian) Verdana, 12 pt, Complex Script Font: Verdana, 12 pt, Character scale: 100%

Formatted: Indent: Before: 0.07", After: 0.17", Line spacing: single, Tab stops: Not at 0.58"

Formatted

Formatted

Formatted

Formatted

5. Evacuation of UUCR Grounds

In the event of an emergency requiring an evacuation away from UUCR premises, UUCR shall coordinate necessary provisions. Teachers shall

remain with the students until all children are able to evacuate to their homes with a parent/guardian or emergency contact person.

Evacuation Procedures

The following measures should be taken during an evacuation of church grounds:

- Collect the clipboard with Attendance Record to use during the evacuation and take it along during transport to host facility.
- Leave the building in a safe and orderly manner as quickly as possible.
- Upon arrival at the Assembly Site, account for all children, staff, and visitors during the evacuation process. Hold up a green or red sign in accordance with procedure above.
- Transport all necessary supplies, records, emergency numbers, and cell phone in Portable Emergency Kit.
- Determine host facility (Christ Lutheran Church, Raleigh Court Library, Patrick Henry High School) based on situation.
- Confirm transportation and arrival time.
- Contact host facility with estimated time for arrival of children and staff.
- Notify families of evacuation and host facility information
- Make arrangements for support of children at host facility until reunited with families or returned to evacuated facility.

Formatted: Indent: Before: 0.32", Hanging: 0.18"

Initiating an Evacuation from Church Grounds:

The DLFD is responsible for notifying building occupants to initiate evacuation of the building, ensuring that the building has been safely evacuated, and for ensuring accountability for all occupants.

Evacuation duties:

- Initiate evacuation procedure by either pulling the fire alarm box and/or verbally notifying building occupants.
- Report to the designated assembly area.
- Account for all students and staff.
- Determine if evacuation area provides adequate safety of children. Initiate further evacuation to other facility if necessary.
- Coordinate with the town emergency response personnel as needed.
- Notify UUCR of evacuation initiation.

The Teachers are responsible for ensuring that all occupants in their assigned areas safely and properly evacuate to their designated assembly areas.

6. Contact Persons during an Emergency:

- Liaison between church and emergency services: Chair of Safety

Formatted: Underline

Committee. This person will be responsible for greeting fire/rescue/police personnel, and for reporting all known details of the situation. In absence of the Safety Committee Chair, another committee member will serve as alternate.

Formatted: Underline

- Media contact: the Minister and the President of the Congregation will be the contacts for the media. The Minister and the President should be in frequent contact with each other to maintain consistency in the information that is released to the media. If either is unavailable, the media contact will be the Past President or President-Elect, in that order.

7. Reunion between Children and Parents/Guardians:

- Parents will follow their own evacuation plans and should not attempt a reunion with their child(ren) until it has been determined that all danger is past.
- The DLF and Safety Committee Chair will determine when reunion may occur and will make an announcement to parents.
- Teachers will remain with children until all children have been reunited with parents.

Formatted: Underline