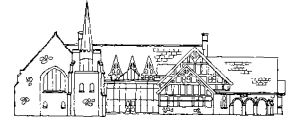


# First Universalist Unitarian Church of Wausau

## Religious Education Child Interaction Policies and Procedures



First Universalist Unitarian Church of Wausau aspires to keep our children safe. We feel that safety is best achieved by not depending solely on any one rule or procedure, but rather by creating an environment in which many checks and balances work together to limit the possibility of danger to children.

Every person who volunteers or works with the RE program in any capacity at the First Universalist Unitarian Church will receive a copy of the Religious Education Child Interaction Policies and Procedures. All volunteers must fill out a Religious Education Volunteer Application, sign a Religious Education Volunteer Agreement, sign a code of ethics, and acknowledge receipt of this document.

A child is defined as any individual under the age of 18 years. An adult is defined as any individual who is 18 years old or older.

### Child Interaction Policies and Procedures

- During Sunday morning services, we will have two adults (whenever possible) in each classroom or where children are present. If there is only one adult, then the DRE (Director of Religious Education) should be informed, the door of the room should be left open, and neighboring teachers should be alerted that a teacher is alone in the class with children.
- Three mixed-gender adults are required for RE-sponsored off-site or overnight events, including, for example, field trips, youth group events, and OWL overnights.
- Childcare may be performed by teenagers between the ages of 12-17 with the approval of the DRE. If a teen is providing care, then he or she must work with an approved childcare staff member or approved adult volunteer. In addition, the childcare and the event must both be held at the church when a teenager is one of the childcare providers.
- We will maintain the 5:1 child-to-adult ratio specified by our building policy for any events held in the church. This includes both RE-sponsored and non-RE-sponsored events.
- Parents or Guardians are responsible for children when children are not in class or not participating in an RE-sponsored activity. This policy is in effect during Glorified Coffee Hour when children have been released from class.
- Paid staff members of the church will complete CPR and First Aid Training. The Religious Education Committee will pay for this training. This training must be renewed every two years.
- The windows in the doors of the classrooms will remain uncovered when children are present.
- Parents are welcome anytime in RE classrooms (with the exception of certain Coming of Age and OWL activities — see the DRE).
- Reports of abuse will be directed to an emergency task force made up of the chairs of the Personnel and Religious Education committees, the minister, and the Director of Religious Education. This task force will decide how to go forward on a case-by-case basis.
- A basic background check will be performed by the DRE on all volunteers and paid staff of the church.

End Religious Education Child Interaction Policies and Procedures. Page 1 of 1.

First Universalist Unitarian Church of Wausau  
**Religious Education Volunteer Application**



Please fill out the following form and give it to **Samantha Masterton**, Director of Religious Education. Thank you for your willingness to work with our fantastic kids, and for helping to provide a safe environment for all of us.

NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS(ES) \_\_\_\_\_  
\_\_\_\_\_

If you have been associated with the church for less than one year, please list two references who are not relatives who have known you for at least three years and who are familiar with your character as it pertains to your experience with children or youth:

Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

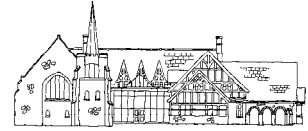
I authorize the congregation to contact references to obtain information about my background regarding my character and fitness for work with children (age 0-18). I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless this congregation, its trustees, employees and volunteers.

Further, I understand that a criminal background check will be performed based on the above information before I can work with children in this congregation.

I attest that the above information is true and correct.

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

First Universalist Unitarian Church of Wausau  
**Religious Education Volunteer Agreement**



Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

I have read and understand the Religious Education Child Interaction Policies and Procedures. I have signed the Code of Ethics statement.

I agree to uphold these policies and follow these procedures in my work with the children (age 0-18), adults, and families of First Universalist Unitarian Church of Wausau.

I affirm that I have never been accused of, convicted of, or pled guilty to any sexual crime. I have never engaged in any form of child abuse, including sexual abuse. I have never been determined to have engaged in any sexual offenses in any civil, administrative, or ecclesiastical forum or other forum.

If there are any facts or circumstances in my background that call into question my being entrusted with the supervision, guidance, and care of children, youth, or vulnerable adults, I have met to review this information confidentially with the Minister and the Director of Religious Education.

If I have reason to believe that abuse of any child has occurred on our premises, during any church-related events, or by church staff or volunteers, I must report this information to the Minister or the Director of Religious Education.

Further, as long as I am working with children in this congregation, I agree to notify the Minister and the Director of Religious Education immediately should I be accused of sexual abuse, sexual offenses, sexual harassment, or other sexual improprieties that occur outside the context of the First Universalist Unitarian Church of Wausau.

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

First Universalist Unitarian Church of Wausau  
**Code of Ethics for Adults and Youth Working with Children**



Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken as outlined in the Religious Education Child Interaction Policies and Procedures packet.

I have read and understand the above statements of position, expectations, and actions.

Name Printed \_\_\_\_\_

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

**First Universalist Unitarian Church of Wausau  
Consent to Perform Criminal File Search**



**DISCLOSURE**

As part of the employment process, First Universalist Unitarian Church of Wausau will perform a criminal file search, which I understand may include information regarding court activity, criminal records, sexual offences, character, general reputation, or personal characteristics.

**AUTHORIZATION**

During the application process and at any time during the tenure of my employment with the Company, I hereby authorize ChoicePoint WorkPlace Solutions Inc., on behalf of First Universalist Unitarian Church of Wausau, to perform a criminal file search, which I understand may include information regarding court activity, criminal records, sexual offences, character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Employee Printed Name

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Social Security Number \*

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

\* For Identification Purposes Only

Printed Name \_\_\_\_\_

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

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