

SAFETY POLICY FOR CHILDREN AND TEENS
AT THE UNITARIAN UNIVERSALIST CHURCH OF ROCKVILLE

Revised January 3, 2008

Recognizing the need for a consistently safe environment for our children and teens, the Religious Education Committee and the Board of Trustees approve the following guidelines:

1. Field trips, overnights, and retreats:
 - a. Parents must sign permission slips when children and teens are leaving the church premises by vehicle, having an overnight or retreat. The destination and expected time of return must be posted near the church entrance. The leaders must have a list of names, emergency contacts, medical conditions, and a parent-signed emergency treatment authorization with them at all times. (See attached permission form.) If a child or teen does not have a signed permission form from their parent or guardian, that child or teen will not be allowed to participate in the scheduled event.
 - b. There must be a minimum of two adults with the group or the activity is cancelled.
 - c. All drivers must provide proof of car insurance to the Director of Religious Education before the trip.
 - d. Children, teens, and adult leaders must use seatbelts and children four and under must be in car seats in compliance with Maryland state law.
 - e. If a driver is under 21, children and teens must be driven only with written permission of each child's parent. If a child or teen does not have written permission from a parent or guardian, that child or teen will not be allowed to ride with the under age 21 driver. All drivers must be at least 18.
 - f. "Rules for Groups of Teens on Overnights" developed by the Youth Adult Committee will apply to overnights and retreats (see attached).
 - g. A first aid kit is to be taken on field trips, overnights, and retreats.
 - h. Anytime children and/or teens will be going into water, flotation devices must be available.

2. Building Safety:

- a. We need to have three first aid kits; a large one in Building 4, 2 smaller ones--one in the supply closet in Building 2 and one in the closet in Room 33 in Building 3. A first aid kit should be taken on field trips. An emergency blanket should be in each first aid kit.
- b. A review of first aid skills and fire escape plans may be part of teacher training.
- c. R.E. teachers may conduct a Sunday morning fire drill annually. In the event of a fire, one adult should begin moving the children outdoors through either the outside door or hallway, whichever is safest. Another adult should alert all other classes, use the fire extinguisher or call 911, whichever is needed. The DRE or person covering the R.E. office should be notified and will evacuate other buildings as needed. Children and teachers evacuating the building should go to the lower parking lot.

3. Child and teen protection and safety:

- a. There must be a minimum of two adults present in the building, at youth group meetings and at other events involving children and youth of the church.
- b. If a teacher or youth group leader suspects or is made aware of child or teen abuse or has a concern about a child's or teen's safety and well-being at a church activity or elsewhere, this information must be reported to the Director of Religious Education or the Minister as soon as possible.
- c. There must be no use of alcohol, illegal drugs, or tobacco products by adults leading field trips, overnights, retreats, or any programs for children and/or teens.

RULES FOR GROUPS OF TEENS ON OVERNIGHTS,
revised January 3, 2008

Developed by the Youth Adult Committee

Adult leaders will call the Director of Religious Education upon any rules infractions.

Be considerate of each other, the adults with you, the neighbors outside the church, and church property.

More specifically,

1. Keep the on-site ratio of adults (people over 21) to teens at least 1/10, with a minimum of two adults or the event will be canceled. Keep the off-site ratio of adults to teens at least 1/6, with a minimum of 3.
2. Obey the legal limit of people who can sleep in the church buildings.
3. Do not go outside after dark unless accompanied by adult leader(s) or with leader(s)' permission. One warning and then the parents are called and the teen may be sent home.
4. Stay with the group or designated smaller group. One warning and then the parents are called and the teen may be sent home.
5. No firearms or other weapons, fireworks, illegal drugs, or alcohol. Parents will be called and the teen is under adult leader supervision until the earliest possible time a parent can arrive to take the teen home. The teen cannot participate in overnights, retreats, field trips for one calendar year and then may resume participation if approved by the Director of Religious Education.
6. No smoking or tobacco products. Parents are called, cigarettes and/or tobacco products are confiscated, one warning, and then the teen may be sent home. Further participation by the teen in overnights, retreats, field trips would require a contract with the adult leaders, the Director of Religious Education, and the parents.
7. No sexual activity. Sexual behavior is inappropriate. It is exclusive behavior and detracts from the group environment and sense of group safety of a trip, retreat or church overnight. Parents will be called and the teen may be sent home. Further participation by the teen in overnights, retreats, field trips would require a contract with the adult leaders, the

Director of Religious Education, the group and the parents.

8. No destruction of property. Parents will be notified, restitution will be required and the teen may be sent home.
9. Obey set sleeping curfew. One warning and then the parents are called and the teen may be sent home.
10. Clean up before you leave and before the church needs the room.
11. Do not abuse the leaders or chaperones. One warning and then the parents are called and the teen may be sent home.
12. Be nice to each other.

ACTIVITY PERMISSION STATEMENT
FOR UNITARIAN UNIVERSALIST CHURCH OF ROCKVILLE

Activity: _____

Activity Date(s): _____

Activity Location: _____

Depart from UUCR at _____ (time) _____ (date)

Expected Return to UUCR _____ (time) _____ (date)

Estimated Cost _____

My son/daughter _____ has my permission to participate in the above activity under UUCR supervision on the scheduled date(s), with the understanding that UUCR will assure that the activity is properly supervised, I hereby relieve UUCR, the leadership thereof, and the persons conducting this activity of any liability in connection with my son's/daughter's participation in this activity. In the event of an accident, I understand that an attempt will be made to contact me at _____ (phone no.). If I cannot be reached in time, I hereby authorize the administration of emergency medical aid to my son/daughter. (Please note any allergies to medicine or other medical problems on this form.)

His/Her Doctor's name and phone _____

Signature of Parent/Guardian

Date

(Use back of form for Additional Information)

I have read the Safety Policy for Children and Teens and understand the rules and the consequences for infractions.

Signature of Parent/Guardian

Signature of Parent/Guardian

Signature of Child/Teen