

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER CHILDREN AND YOUTH SAFETY POLICIES

Revised and Updated in 2009 by Response Team Members:
Nick Martino, George Herr-Riser, Melissa Tribuzio, Anne Osborn, Director of Lifespan Faith Development Kate Prisby, and
Rev. Peter Newport

Material contained in this Policy may be reproduced, fully or partially, without permission of the authors. The courtesy of source credit to The First Unitarian Universalist Church of Nashville, Tennessee, First Unitarian Church of Philadelphia, and Unitarian Universalist Church of Lancaster, Pennsylvania is requested.

References: "Honoring the Children" Policy, The First Unitarian Universalist Church of Nashville 1997 and "The Safe Congregation Handbook for the First Unitarian Church of Philadelphia" 2008.

TABLE OF CONTENTS

I. Purpose	Page 2
II. Definitions	Pages 2-3
III. Prevention	Pages 3-5
• Training and Education	Page 4
• Screening of Adults Working with Children and Youth	Pages 4-5
• Supervision of Adults Working with Children and Youth	Page 5
IV. Conduct for Adults Working with Children and Youth	Pages 5-6
• Code of Ethics for Adults Working With Children and Youth	Page 6
V. Reporting and Response	Pages 7-10
• Response Team	Pages 7-8
• Leave of Absence and Restrictions with Children	Pages 8-9
• Other Inappropriate Behavior	Page 9
• Accusation of a Staff Member	Page 9
• Board of Trustees Reporting Responsibilities	Page 10
VI. Parent Guardian Responsibilities	Page 10
VII. Classroom Age Groupings	Pages 10- 11
IIIX. Field Trips and Retreats	Page 11
IX. Working with Children with Special Needs	Pages 11- 12
X. Driving Policy	Pages 12-13
XI. Alcohol, Drugs, and Weapons	Pages 13-14
XII. Emergency Evacuation Procedures	Pages 14-16
• Facts about Fires	Page 14
• Sanctuary Evacuation	Page 14
• Classroom Emergency Evacuation for Children and Youth on Sunday Mornings	Page 15
• Classroom Emergency Evacuation for Lancaster Cooperative Preschool	Pages 15- 16
• Dangerous Individual Alert	Page 16

I. PURPOSE

It is the responsibility of the Unitarian Universalist Church of Lancaster community to provide for the safety and welfare of the children entrusted to our care. In order to create a safe and healthy community, children must be able to place their trust in both adults and peers and be fully respected as people. Our church community must be one that provides safety in relation to child abuse, fire safety, or a dangerous individual.

Therefore, this policy is designed to:

1. Improve the safety of children in our programs by implementing preventative steps and by providing guidelines regarding appropriate behavior with the children and youth of our church community.
2. Provide guidance on how to effectively respond to incidents that may occur, whether during a church community activity or at other times, and to take the appropriate actions.
3. Reduce the likelihood that allegations (true or false) will be made against staff and volunteer workers through preventative steps.
4. Educate those working with children and youth how to safely evacuate the building or respond to a lock-down situation.

II. DEFINITIONS

Child abuse is an act committed by a parent, caregiver, peer, or person in a position of trust that harms or threatens to harm a child's well-being, physical, or mental health. There are five categories of child abuse according to the Child Protective Services Law:

1. Physical Abuse:
Serious Bodily injury – creates a substantial risk of death or causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.
Serious Physical injury – causes a child severe pain; or significantly impairs a child's physical functioning, either temporarily or permanently. Examples include: pattern injuries/burns, bruises, welts, bite marks, regularly appearing grab marks, lacerations/abrasions, fractures, or head injuries.
2. Mental Injury: Act or failure to act which causes non-accidental serious mental injury. Mental injury must be diagnosed by a licensed psychologist, and impairment of the child's functioning must be significant. Examples include: mental or emotional developmental delays, speech disorder, depression, signs of self-mutilation, or signs of attempted suicide.
3. Serious Physical Neglect: Prolonged or repeated lack of supervision or the failure to provide the essentials of life including adequate medical care which endangers a child's life or development or impairs a child's functioning. Other essentials include food, shelter, clothing, dental care, personal care, and protection from injury. Examples are: consistent hunger, unattended medical needs, developmentally delayed, abandonment, inappropriate or dirty clothing, or always tired.
4. Imminent Risk: The only reason the physical or sexual abuse did not occur during or immediately following the act or failure to act was due to happenstance, intervention of a third party, and/or the actions of the child.

5. Sexual Abuse: Limited to the employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist in sexually explicit conduct or any simulation thereof of rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, or other forms of sexual exploitation. Examples of sexual abuse physical indicators include: injury to genitals, difficulty sitting or walking, sexually transmitted infections, frequent urinary tract or yeast infections, suspicious stains or blood on underwear, painful bowel movement or retention, early unexplained pregnancy, or frequent unexplained sore throats. Examples of sexual abuse behavioral indicators include: nightmares, sleeping problems, regressive behavior, spacing out at odd times (dissociation), psychosomatic complaints, compulsive masturbation, eating disorders, self-harming behaviors, or sexual promiscuity (adolescent).

Fondling is any unwanted touching of a person's intimate parts, such as breasts, buttocks, or genitalia.

Sexual intercourse can be vaginal, anal, oral, or digital. It can be forced either by use of physical force or emotional coercion.

Statutory Sexual Assault- children under the age of thirteen can never consent to participate in sexual activity with adults, and children under sixteen can never consent to sexual activity with anyone four or more years older than themselves.

Sexual Harassment includes improper comments of a sexual nature and comments regarding sexual orientation or gender identity. Sexual harassment also includes "quid pro quo" harassment, where someone in a position of authority demands sexual favors from the victim in order for the victim to receive a raise, promotion, or some other benefit he or she may be entitled to. Other forms of sexual harassment include physical harassment such as bra snapping and other forms of horseplay of a sexual nature which may not run afoul of the law. Men and women can be "harassers" and can be "victims."

Children and Youth Faith Development Programs includes students in nursery- twelfth grade.

Lancaster Cooperative Preschool refers to the week-day preschool program held at the Unitarian Universalist Church of Lancaster during the school year.

Response Team is the authorized body responsible for all Unitarian Universalist Church of Lancaster formal responses to allegations/ reports of abuse or misconduct as outlined in this policy.

Board of Trustees is the church leadership voted into office by church members.

Congregant refers to someone who attends Sunday morning worship.

Church Community refers to our community at large both religious and educational.

III. PREVENTION

It is ultimately the responsibility of the entire church community, in partnership with parents/guardians,

to create and maintain a safe environment that supports the growth and welfare of children and youth in our church programs. However, this policy is devoted primarily to situations in which children are in a supervised relationship at the Unitarian Universalist Church of Lancaster with adults other than their parents/guardians.

Training and Education

Greater understanding of the complexities of sexuality and abuse will help us avoid situations that could lead to abuse or false accusations. The Response Team will see to the implementation of the following:

1. For our children and youth, age-appropriate information about development and sexuality will be provided. Our children must be empowered to protect themselves and report abuse.
2. For adults working with children and youth, the Response Team will provide annual training and written information designed to prevent child abuse.
3. All staff, volunteers working with children and youth, and the Board of Trustees will receive a copy of the safety policies and are responsible for reading and understanding this document. The Response Team will provide the church community with information on safety policies by posting it to the website and providing a paper version to those who request it. Similarly, the Cooperative Preschool Parent Board will review these materials at the fall All-Parent Meeting.

Screening of Adults Working with Children and Youth

Adults who wish to work with children and youth must meet the following criteria:

1. Be approved by the Director of Lifespan Faith Development or Director of Lancaster Cooperative Preschool.
2. Been involved with the congregation for at least six months or have suitable references to work in a classroom.
3. Submit Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Request for Criminal Record Check. Anyone who does not pass the Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Request for Criminal Record Check will not be able to work with children and youth. These clearances will be kept in a locked file in the Director of Administration and Finance's office.
4. Individuals who have been convicted of, or are under current indictment for, or self-disclose any act of sexual misconduct involving a child or of child abuse are precluded from participation in programming for children and youth.
5. This policy encourages any member of the Unitarian Universalist Church of Lancaster or the Lancaster Cooperative Preschool community who has been convicted of, is under current indictment for, or has been involved in any act of sexual misconduct involving a child or of child abuse to make him or herself known to the Minister, Director of Lifespan Faith

Development or the Director of Lancaster Cooperative Preschool. Other members, or friends of the community, who become aware of such information, should report this to the minister, Director of Lifespan Faith Development, or Director of Lancaster Cooperative Preschool who will convene a meeting with the Response Team to decide how to handle the situation.

6. Anyone with access to volunteer disclosures, background check reports, and application forms must agree to hold that information in confidence except to share relevant information with the Response Team members.

Supervision of Adults Working with Children and Youth

1. Faith Development teachers and advisors and Lancaster Cooperative Preschool teachers will attend at least one training session that discusses child abuse and this policy, hosted by the Response Team. This will include reading and signing the "Code of Ethics."
2. At least two adults or responsible caregivers must be present in each classroom and for every church community related activity involving children and youth. The exception to this rule is when transporting children/youth to an event. It is assumed that classes are up to 15 students for Faith Development classes; for safety reasons, when the class exceeds 15, another adult should be recruited to assist.
3. Classroom space is not to exceed the fire-code limit for occupancy. Class registration will be capped to ensure that classrooms are not in violation of the law.
4. Classroom windows and doorways shall remain unobstructed so that someone walking by the room can see what is going on in the room.
5. Parents/ guardians are encouraged to visit their child's class.
6. The Director of Lifespan Faith Development and the Director of Lancaster Cooperative Preschool, or a substitute, will monitor classroom activity.
7. Once a year the Director of Lifespan Faith Development will compare a current list of volunteers with the sexual registry lists generated by government offices.
8. When taking children or youth to the restroom, the adult should stay out of the restroom. Children need as much privacy as possible and adult helpers are to enter and assist only when necessary.

IV. CONDUCT FOR ADULTS WORKING WITH CHILDREN AND YOUTH

1. Adults are expected to treat everyone in the classroom with respect and kindness. They should be engaged with the child's best interests in mind.
2. There exist power differences in relationships between an adult and a child/youth. The power difference places greater responsibility on the adult. It is always the adult's responsibility to

maintain appropriate boundaries.

3. Physical affection such as hugs is acceptable, but the child/youth should initiate, and the adult must be sensitive to not allow such affection to become too frequent or prolonged.
4. If a child discloses incidents of abuse or neglect, the adult should listen and ask non-leading questions to determine what action to take. The adult should document the conversation as soon as possible. If there is a suspicion of abuse or that the child/youth is in danger, notify a Response Team member immediately. While you can assure a child/youth that you will respect the information and use it confidentially, never give the impression you will keep secrets.
5. In an effort to protect our young people, as well as our leaders, teachers and all other adults who work with children and youth in the church, will be required to sign the “Code of Ethics” before they assume child supervision roles.

Code of Ethics
For Adults and Older Youth Working with Children and Youth

Adopted by the Unitarian Universalist Association 1986
Revised by Unitarian Universalist Church of Lancaster Response Team 2009

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual, emotional, and cognitive 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 young people and their leaders must be one of mutual respect if positive potential is to be realized. Among the most important areas of growth are those of self-worth and the development of a healthy identity as a sexual being. Adults and older youth in leadership roles play a key role in assisting children and youth in these areas of growth. Wisdom dictates, and research shows, that children, youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care.

Therefore, I will not sexually harass or engage in behavior with anyone which constitutes verbal, emotional or physical abuse. In addition, I will not be under the influence of illegal drugs, alcohol, or any other drug which would impair my judgment or ability to function effectively while in a leadership role with children or youth.

I have read and understand the Unitarian Universalist Church of Lancaster’s safety policies and the above Code of Ethics. I agree to abide by these policies.

Signed _____ Date _____

Printed Name _____

V. REPORTING AND RESPONSE

Situations of suspected child abuse are seldom simple and straightforward. The community should be guided by a commitment to the overriding priority of protecting the children and sensitive to the harm that can be done by false or mistaken accusations.

In Pennsylvania, paid staff working with children and youth is considered a "mandatory reporter" by law, but anyone can report suspected child abuse. A report can be made anonymously if desired. In this area, the call is made to the Lancaster County Children and Youth Social Services Agency. The 24 hour hot-line for this purpose is:

(800) 932-0313

This number can be found above the phone in the main church lobby, in the second floor lobby by the coat rack, above the phone in Emerson Hall, and in the hallway outside of the Music Director's office.

If someone in the church community has a suspicion that a child associated with a church program has been abused, either in a church program or elsewhere, the person with the suspicion should report the incident to a member of the Response Team.

Response Team

The Response Team will consist of people not involved in the incident and will include the Minister (ex-officio), the Director of Lifespan Faith Development (ex-officio), the Director of Lancaster Cooperative Preschool (ex-officio) and at least two women and two men in an effort to reflect the diversity of the church community. These people will be qualified by their (1) professional or volunteer experience working with children/youth and/or child abuse issues or through other special training; (2) understanding of this policy and other Unitarian Universalist Association "Safe Congregation" material; and (3) knowledge about available resources and reporting procedures, including applicable Pennsylvania laws.

In response to a specific situation, the Response Team will be informed by the Minister(s), Director of Lifespan Faith Development, or Director of Lancaster Cooperative Preschool. If the incident or allegation involves a Response Team member, then that member will be removed from the Response Team. The Response Team does not have the legal authority or the expertise to determine guilt or innocence. It is designed instead to protect the church community and to ensure that the victim and accused are treated with dignity and respect. The team responding to the allegation should keep the following guidelines in mind:

1. *Safety of the Children* -The safety of the children/youth in the church programs should be of primary importance. Reasonable and timely actions should be taken to insure their safety based upon the credibility and severity of the allegation and other pertinent factors. All allegations will be taken seriously.
2. *State Law* -A copy of Pennsylvania state law on child abuse should be kept in the Response Team Resources notebook (maintained in the Director of Lifespan Faith Development's office) and should be referenced when an incident is reported. Appropriate and timely reporting will be made to the Lancaster County Children and Youth Social Services Agency.

3. Professional Resources -The Response Team should call on or make referrals to whatever professional resources they deem appropriate, both within and outside the church community.
4. Whom to Inform -Decisions about whom to inform about the incident (parents/guardians, teachers/advisors, the Board of Trustees, the congregation, the child or children in question, the alleged perpetrator, lawyer, insurance company, media representatives, etc) and the information to be provided should be made in a careful but timely manner by the Response Team. The decision should be made based upon the individual situation (e.g., severity and credibility of allegation; does the threat to the safety of the children still exist?)
5. Notification of the Board -If any action is taken or recommended by the Response Team, the President of the Board of Trustees will be notified 1) that the Response Team has been convened, 2) of the nature of the issue, and 3) whether a report has been or will be made to the child abuse hot-line. The Board President will report to the full Board in a closed meeting at the earliest appropriate time.
6. Confidentiality -Since these matters are sensitive, it is important that all persons involved, including the reporting person and the accused, maintain the level of confidentiality recommended by the Response Team. Any inquiries from the media should be directed to the designated spokesperson determined by the Response Team.

The safety of our children and youth is our highest priority. All reports to the Response Team will be considered confidential in accordance with the law. In cases when the reporting person and/or child or youth victim has reason to fear retaliation or recrimination, the strict confidentiality of the reporting person and/or child or youth victim will be maintained at his or her request. When the strict confidentiality request is made, the Response Team will act in accordance with the Lancaster County Children and Youth Agency.

Once the report has been filed with Lancaster County Children and Youth Agency, the reporting person may meet in person with the Response Team to give a full report of his or her concern. In order for the Response Team to respond appropriately and fairly, all members of the Response Team must be present for all initial interviews and make every effort to attend all meetings. All information, related to the concern, known to any one member, including the Minister(s), Director of Lifespan Faith Development, and Director of Lancaster Cooperative Preschool must be shared with the other Response Team members.

Leave of Absence & Restrictions with Children

In order to protect the children and youth in our programs from potential risk, and to protect the accused from further suspicion, decisions about removing the alleged perpetrator from interacting with children in church programs will be made by the Response Team, including the Director of Lifespan Faith Development, Director of Lancaster Cooperative Preschool, and Minister(s). A decision should be made and action taken in a timely manner based on the possible threat to the child/youth, the credibility and seriousness of the allegation, and other factors that may relate to the situation. Actions other than removal from teaching/advising will be given full consideration depending upon the situation. Alternative actions might include additional training, review of the policy, or changing classrooms.

A) Even if an allegation is not reported to the Lancaster County Children and Youth Social Services Agency, the adult against whom the allegations are made may be asked to refrain from teaching or otherwise interacting with the child/youth or individuals in question for the adult's own protection.

B) If a report is made to the Lancaster County Children and Youth Social Services Agency this leave will be mandatory.

C) The Response Team also may determine, even without an accusation of abuse made, that there is reason for concern that a volunteer's contact with children or youth in our community potentially places both the volunteer and the children at risk of incident or accusation. For this reason the Response Team is authorized to restrict an individual from teaching in the relevant program or otherwise volunteering or chaperoning for children's events.

D) If disputes arise as a result of the actions taken by the Director of Lifespan Faith Development, the Minister(s), Director of Lancaster Cooperative Preschool, or the Response Team, the matter may be taken to the Board of Trustees. However, the Director of Lifespan Faith Development, Director of Lancaster Cooperative Preschool, and Minister(s) retain the independent right and responsibility to screen and authorize volunteers for programs, while the Director of Lifespan Faith Development, Director of Lancaster Cooperative Preschool, Minister(s), and the Response Team will make final decisions about removing a teacher/advisor/ parent helper or otherwise restricting an individual's contact with children and youth on church property or at church community sponsored events.

Other Inappropriate Behavior

Some incidents or allegations in children or youth programs may involve behavior that is not clearly child abuse but may be in other ways deemed inappropriate. In such cases, the Response Team, including the Director of Lifespan Faith Development, the Minister(s), Director of Lancaster Cooperative Preschool, and other appropriate parties may be called together, to review the situation and decide what action to take.

Accusation of a Staff Member

In the case of an allegation of a staff member as an abuser the following will occur:

1. The accused person will meet with the Minister. The Minister and Response Team will then meet to determine appropriate actions.
2. If the accusation is against the Minister, the Response Team and the Board of Trustees will meet without the Minister to determine appropriate actions.
3. If the accusation is against a non-minister member of the Response Team, that member will meet with the Minister. Then the Minister and Response Team will meet without the accused person to determine future actions.

All meetings and conversations should be briefly documented and accounted for in a record kept in the Minister's office. Documentation should be kept in a secure location and not accessible to anyone who enters the office. The victim, or their parent/guardian, and the suspected person shall be kept informed of the progress of the case as designated by a Response Team member.

Board of Trustees Reporting Responsibilities

The Board of Trustees will be informed of any incident the Response Team is tending to. The Board of Trustees shall inform the following of any determination of serious violations by the Minister(s) of this policy: the Joseph Priestly District Executive, the Director of the Department of Ministry of the Unitarian Universalist Association, the Ministerial Fellowship Committee of the Unitarian Universalist Association, and the Unitarian Universalist Ministers Association.

VI. PARENT/GUARDIAN RESPONSIBILITIES

Parents and guardians play a key role in the cooperative programs at the Unitarian Universalist Church of Lancaster. Parents and guardians are expected to:

1. Register their child/ren for programs by providing medical information on allergies, medications, etc. for each child as well as any necessary fees. It is required that parents/guardians provide relevant medical information that will assist teachers/advisors in understanding a child's special needs or medical conditions. Registration takes place yearly.
2. It is the responsibility of parents/guardians to update the Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool of any changes to a child's medical information.
3. *Faith Development* parents/guardians of students in nursery- eighth grade must be in the building while Sunday morning Faith Development classes are in session. *Lancaster Cooperative Preschool Parent Helper* on duty for an assigned day is expected to assist when scheduled.
4. *Faith Development* children in preschool through 7th grade (or 6th grade during non-*Odyssey* years) will be dismissed at the end of class to their parents/guardians from their classrooms. Older youth may be released to meet their parents/guardians on their own. *Lancaster Cooperative Preschool* children will be dismissed by the teachers at the end of the school day.
5. If a parent/guardian wishes for someone else to pick up his/her child/ren, the teacher must have a written note authorizing this. This includes older siblings.

VII. CLASSROOM AGE GROUPINGS

Lancaster Cooperative Preschool enrolls preschool children only.

Faith Development classes are for students of nursery age- high school (maximum age for a high school student being 20). Children/youth register for the grade in which they are enrolled in school or in their home school. Any exceptions to this must be requested in a written letter to the Director of Lifespan Faith Development.

Faith Development preschool classrooms involve children three years and older. If a child turns three

during the church year and a parent/guardian requests that the child be moved to the preschool program as a three-year-old, the move will be on a trial basis and will be decided on by the teacher coordinator, teachers, and the Director of Lifespan Faith Development.

IIX. FIELD TRIPS AND RETREATS

Field trips and retreats are events intended to strengthen bonds between those involved in the classrooms. Sometimes they are intended to build bonds within our larger community. To ensure safety on such events the following will occur:

1. Trips/overnights with children up through grade 3 shall maintain a ratio of 1 adult to 4 children.
2. Trips/overnights with children in grades 4 and up shall maintain a ratio of 1 adult to 5 students.
3. It is encouraged that male and female chaperones are present. This is mandatory for Faith Development trips/overnights.
4. All children/youth participating in a field trip or off-site activity that is sponsored by a church program must have parental/guardian permission. Information of all trips that take students off-site must be provided to parents/guardians in advance and signed prior to permission being granted for participation in field trips. The exception to this rule is walking field trips on Sunday mornings in which parents sign permission for when registering their child/ren for children and youth faith development programs.
5. The destination and return places and times will be specified in all field trip permission forms. Trips will leave from and end at the church unless otherwise specified. Drivers must transport the children to and from the church unless they have specific permission from the parents/guardians allowing them to be dropped off at a different location.

Original copies of permission slips should be taken on trips by the adult leaders and a list of all students and adult participants should be left with the Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool before the trip begins. After the trip, the Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool should receive all original permission slips to be kept on file.

IX. WORKING WITH CHILDREN WITH SPECIAL NEEDS

Our Cooperative Preschool and Faith Development programs welcome all children and youth. In order to help us respond to the needs of students in the classroom, the following procedures will be followed:

1. Parents/guardians of all children will complete a registration form. This form will have information regarding medical or behavioral conditions the child has and/or their medications. This information will be shared with the child's teachers as necessary and medical information will be kept in a locked cabinet. Teachers/advisors will keep this information confidential.

2. Upon receiving this information, the Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool will contact the parent/guardian to determine accommodations in the classroom to help the student succeed. The Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool will gather further information such as:
 - b. Goals for the child
 - c. Skills and interests of the child
 - d. Physical or dietary restrictions
 - e. Activities or techniques that make it easier for the child to learn or interact with peers
3. In some cases the parent/guardian, Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool, teacher coordinator, and teachers/advisors will determine the need for an additional volunteer to provide extra help in the classroom. The parent/guardian and staff will determine a schedule to provide additional help. The teachers/advisors and Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool will then elicit volunteers to assist on days the child attends class.
4. As families supply snacks each week, a list of foods not tolerated by a child in the class will be posted to notify families as to which types of snacks are not suitable in the classroom. However, families of children with severe allergies or dietary restrictions should provide that child's snack to ensure safety. Furthermore, parents/guardians will provide any adaptive equipment or augmentative technology a child needs.
5. In the event that concerns arise about the program's ability to meet the special needs of the child or to provide for the safety of all program participants, the Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool, the parent/guardian, and a member of the pertinent programmatic committee will meet to determine a more appropriate course of action.

X. DRIVING POLICY

It is the policy of the Unitarian Universalist Church of Lancaster that for any activity in which we are providing transportation in non-owned vehicles the following procedures need to be followed:

1. Person(s) must provide the Director of Administration and Finance a copy of proof of auto insurance with minimum of \$300,000 liability coverage.
2. All individuals who use their vehicle for church activities must possess a valid driver's license, and a copy of license must be provided to the Director of Administration and Finance.
3. Drivers must provide the church with a copy of their Pennsylvania Certified Driver Record history. This cost will be absorbed by the Church. Charges for driving under the influence and/or any other driving history that denotes a lack of sound judgment will be means for not accepting a potential driver for a trip.
4. Only vehicles with a current inspection and registration sticker may be utilized.

5. The Church has established that only individuals 21 years of age or older may be a designated driver.
6. If transporting children and youth, the church must have on file for the driver a current copy of their Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Request for Criminal Record Check as well as a signed "Code of Ethics" form.
7. There must be an adequate number of seat belts in the vehicle for the number of people being transported.
8. All children under age 4 must be in a child seat. Children ages 4 through 8 must be strapped into booster seats in order to ride in a car or light truck according to Pennsylvania law.
9. Children less than 5 feet tall may not ride in the front seat of a car that has airbags.
10. All individuals will refrain from smoking while transporting children/youth to and from events.
11. All individuals will uphold the *Alcohol, Drug, and Weapons* policy during church-sponsored events.

Please note that if an individual uses their vehicle for church business and is involved in any type of accident, it is the individual's auto liability and physical damage coverage that is the primary insurance. Non-Owned Auto Liability coverage from the Church is secondary with no coverage for physical damage.

Please be aware that the Church is only responsible for transportation to an event that leaves from the Church. Any event that takes place off-site, and which the Church is not organizing transportation for, does not fall under the umbrella of the Church's insurance coverage.

XI. ALCOHOL, DRUGS, AND WEAPONS

In order to create a safe and welcoming environment for the entire Church community, the following policy regarding alcohol, drugs, and weapons will be enforced on Church grounds as well as all off-site functions sponsored by the Church:

1. Alcohol of any kind will not be permitted at any function designated as "All Ages." Any function designated as "Adults Only" may have alcohol available in accordance with current Church procedures. Anyone attending any Church function visibly intoxicated will be asked to leave.
2. Drug use which is prohibited by law is not allowed at any Church function.
3. Parents or guardians that have a child/youth that takes a medication must provide written consent to the Director of Lifespan Faith Development/ Director of Lancaster Cooperative Preschool if their child/youth will be taking medication along on a Church sponsored event. Written consent also must be provided to the Director of Lifespan Faith Development/Director

of Lancaster Cooperative Preschool if a non-parent or guardian is needed to administer the drug to the child/youth at a church community event.

Since the Unitarian Universalist Church of Lancaster is involved with children, youth and adult Faith Development and the Lancaster Cooperative Preschool, the following policy is in effect regarding weapons of any kind:

1. Weapons will not be permitted on Church grounds or at any off-site function sponsored by the Church. A "weapon" shall include any knife or cutting instrument, cutting tool, nunchukau, firearm, rifle, batons, tasers, saps, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

XII. EMERGENCY EVACUATION PROCEDURES

Our church community is committed to being prepared to quickly respond to an emergency. Knowing what to do to find safety is the first step to being prepared.

Facts about Fires

The following information was collected at fire safety trainings held at the Unitarian Universalist Church of Lancaster. Information was presented by the Lancaster Fire Department in September and November 2007.

- You cannot see in a fire. The smoke is so black and thick that you can't see anything.
- Get out of the building right away; fires double in size every 30 seconds.
- Treat every fire drill as you would a real fire.
- Shutting classroom doors at the UUCL will help keep fire out of a classroom anywhere from 30 minutes to an hour. Don't prop doors open.
- Don't use elevators in a fire or fire drill.
- Do not store things in stairwells as they are means of exit and should not contain items that will catch on fire.

Sanctuary Evacuation Policy

1. Evacuate the building in an orderly manner using the closest exit and following the directions given by volunteers leading the sanctuary evacuation.
2. Parents/guardians should report to Emmanuel Lutheran Church to collect children/youth that have evacuated the church building with their teachers/advisors. Parents/guardians will need to initial class attendance sheets next to their child's name to make sure all children are accounted for.
3. In the event of a fire, the fire company will come and investigate. No one may reenter the church until the fire department issues permission to do so.

Classroom Emergency Evacuation for Children and Youth on Sunday Mornings

1. Take attendance sheets with you (this is why taking attendance can be a life-saving activity.)
Unlock classroom doors.
 - Nursery Staff: Check your bathroom before leaving
 - 6th-7th Grade Teacher: Check 2nd floor bathroom before leaving
 - Odyssey Teacher/ Youth Group Advisor: Check Founder's Hall bathroom before leaving
2. Proceed out the nearest exit, if it is safe, as follows. Do not use the elevator. Students in wheelchairs must be carried out of the building.
 - Nursery: Out back door to the playground
 - Preschool, Kindergarten- 1st, & 6-7 Grades: Exit through the preschool room into the back staircase, proceed down the steps to the playground exit
 - 2-3 & 4-5 Grades & OWL Down front stairs and out main glass doors
 - Odyssey and Youth Group: Exit Founders Hall through the back stairs and exit at the playground
3. Once you have exited the building, walk up Pine Street to Emmanuel Lutheran Church on the corner of Pine and Walnut Street. Gather in the basement of their smaller chapel.
4. Take attendance again making sure all children remain with you until it is safe to return to the church. You will be given a sign to denote what grade you are with. Students only may be dismissed once their parent or guardian has initialed the attendance sheet; no other adult, or sibling, may depart with a child.
5. In the event of a fire, the fire company will come and investigate. No one may reenter the church until the fire department issues permission to do so.
6. Once the emergency is over, you may return to the class when emergency personnel have deemed the building safe to return to.

Classroom Emergency Evacuation for Lancaster Cooperative Preschool

1. Take attendance sheets with you (this is why taking attendance can be a life-saving activity.)
 - First Floor Teacher: Check your bathroom before leaving
 - Second Floor Teacher: Check 2nd floor bathroom before leaving

2. Proceed out the nearest exit, if it is safe, as follows. Do not use the elevator. Students in wheelchairs must be carried out of the building.
 - First Floor Class: Out back door to the playground
 - Second Floor Class: Exit through the back staircase, proceed down the steps to the playground exit
3. Once you have exited the building, walk up Pine Street to Emmanuel Lutheran Church on the corner of Pine and Walnut Street. Gather in the basement of their smaller chapel.
4. Take attendance again making sure all children remain with you until it is safe to return.
5. In the event of a fire, the fire company will come and investigate. No one may reenter the church until the fire department issues permission to do so.
6. Once the emergency is over, you may return to the class when emergency personnel have deemed the building safe to return to.

Dangerous Individual Alert

To protect children, the Lancaster Cooperative Preschool will lock halls leading to their classrooms including locking the elevator. On Sundays, teachers should lock classroom doors at the start of class.

In the event that a dangerous individual has entered the building a staff member will attempt to notify adults working with children and youth. Adults in classrooms should do the following:

1. CHECK locked classroom doors and stay away from any windows.
2. ROOM 202/203 should open the connecting door to their classrooms to make sure adults in the corresponding classroom are aware of the emergency. Once done, the door should be shut and locked.
3. ROOM 204/205 should open the connecting wall to the classrooms to make sure the adults in the corresponding classroom are aware of the emergency. Once done, the wall should be shut.
4. ROOM 203/ 205/ NURSERY can communicate via classroom phones; extensions are listed on the phone.
5. REMAIN IN CLASSROOMS until a staff member has notified each classroom that it is safe to move about the building.