

4 – Children & Youth Safety

First Unitarian Society of Milwaukee

CRE SAFETY GUIDELINES AND PROCEDURES

VOLUNTEER AND STAFF SCREENING AND WORKING GUIDELINES:

1. Each applicant for volunteerism in RE Children's and Youth Programming shall agree in writing to authorize screening by Trusted Employees at www.trustedemployees.com, submit your Social Security Number as required by Trusted Employees in order to conduct the screening and on request provide contact with two personal references, and For purposes of evaluation, one positive reference and a lack of specific negative reports (see details on other side) from Trusted Employees, will be considered sufficient. In the event of either a negative reference or reports, the procedures outlined on the reverse side of this page will be carried out.
2. Screenings will be made for each paid childcare staff (Nursery and Preschool) as per church-hiring guidelines.
3. A "Code of Ethics" will be signed by all recruited class leaders, regular class assistants, and hired staff before teaching commences.
4. Two adults will be in each classroom whenever possible. If not possible due to unusual circumstances, the classroom door will remain open. Teachers and assistants will be informed of this policy during orientation.
5. Field trips require additional planning beforehand with RE staff. Permission forms will be used when children/youth are to leave premises for sanctioned activities.
6. Two adults (minimum) will be required at all sponsored RE events, whether on or off premises. (An exception could be made for events where church staff accompanies children or youth) Generally we recommend a 7-1 youth/adult ratio for safety purposes, though district events may require a more adults.
7. For youth conferences and other travel, no vehicle will be allowed to have only one adult/one youth. Exceptions may be made for church staff or for a parent driving their own child

POLICIES REGARDING PREVENTION OF CHILD ABUSE IN RE PROGRAMMING

8/23/17

1. Background checks are processed online by a reputable company as outlined by our personnel policies for each paid child care staff (Nursery coordinator, Early Childhood coordinator, Child Care providers, paid summer class leaders/ assistants, and others in positions related to youth or children's programming added to staff in the future).
2. All Children's RE program volunteers who will be serving regularly or have signed on as class substitutes will have national online criminal background checks and will be checked with the nationwide Sex Offender's registry. Additionally, a Code of Ethics must be signed before work in the classroom commences. References will be checked, with at least one positive reference on file required prior to volunteering.
3. Paid and unpaid staff under the age of 18 must have parent's permission to serve, and to undergo the same volunteer screening.
4. Once we have cleared a volunteer, they must be rescreened every three years.
5. Two adults are required in each classroom whenever possible. If not possible due to unusual circumstances, class room door will remain open. Teachers and assistants will be informed of this policy during orientation.
6. Field trip permission forms will be used when children are to leave premises for sanctioned activities.
7. Two adults minimum required at all sponsored RE events, whether on or off premises. (Exception may be made for events where church RE staff accompany children or youth for training purposes or UUA business).
8. For youth conferences and overnights of any sort, our guideline is 1 adult per 5 youth, with a minimum of 2 adults on site at any time.
9. At overnight events, there will always be designated sleeping rooms for members of the same gender. Parent permission will be required in order for young people to sleep in co-ed rooms.
10. For youth conferences and other travel, no vehicle will be allowed to have only one adult/one youth. Exception may be made for church staff or parent driving their own child.
11. Adult volunteers in the CRE or Youth Programs are never to meet alone with a child or youth in the program. We encourage meetings to take place with others included, or in a public location.

Childcare Safety Policies and Procedures

The following policies have been adapted from the RE policies and procedures. They are designed to protect the safety of our children, prevent problems, and deal effectively with emergencies.

Purpose and Goals

Service

Childcare is provided as a service to church members (and visitors interested in becoming members) to enable their participation in church programs and events.

Availability

Committees arrange childcare with the assistance of the Childcare Coordinator who works in cooperation with the Religious Education Program Coordinator (REPC). The availability of childcare is dependent on adequate notification and the availability of providers.

Fees

There are no fees. Childcare providers are paid from the church childcare budget, which is subsidized by member pledges.

Facilities

Nursery

The Nursery is designed for use by infants and toddlers (newborn to three years of age.)

Nursery capacity is considered to be ten (10) children. If Nursery use reaches capacity, priority will be given to church members. A speaker is located in the Parlor so that parents may also care for an infant and listen to programs in the sanctuary.

Preschool room

Unless infants are present, childcare is provided in the Preschool room, which is equipped with toys and activities for primary aged children.

Children should stay in the designated areas, and not leave the room, unless attended by a Childcare Provider.

Toys and Supplies

Toys and craft items are located in both the Nursery and Preschool rooms. Childcare Providers are responsible for cleaning up the facilities after use, and returning items to their original location.

Toys are not to be taken from the Nursery, or brought into the Nursery from another room. Toys which infants have placed in their mouths should be placed in the bin for disinfecting. Nursery toys are periodically cleaned and selected for young children who still put items in their mouths. Used linens should also be set aside for cleaning.

Staffing

Provider - Child ratio

There should be at least one Childcare Provider available for every five children over three years of age. There should be one childcare provider for every three infants or toddlers.

Arrival and Check-in

Childcare Providers should arrive at least fifteen minutes before the beginning of the program.

Childcare Providers should introduce themselves to parents as they arrive, and have parents sign their child in. It is recommended to make name tags for each child. Parents should also sign their child out.

Spot checks

Childcare Providers are subject to unannounced checks and evaluations by the Childcare Coordinator. Childcare Providers are not expected to visit with friends, nap, talk on the phone, etc. when they are working. Their attention is focused on the children in their care.

Assistance

Childcare Providers may ask for assistance from adults on site, such as parents or the program organizer, if they feel they cannot handle a situation, such as behavior difficulties, crying babies, etc.

Parent Responsibilities

Child Sign-in

Parents/sponsors will check in with the Childcare Provider when they drop off their child(ren). Children must be signed in and out by parents on the appropriate form, indicating the age of the child, special needs, and where the parent may be reached in case of an emergency.

Special Needs

The Childcare Provider should be notified of any special needs or health concerns. Parents are responsible for providing and administering any medications, and instructing the Childcare Provider on how to handle emergencies such as asthma attacks, etc.

Snacks

If parents do not wish their child to have snacks, they should alert the Childcare Provider

Sick Child

We are not equipped to care for sick children. Parents should not bring a sick child with a fever, vomiting, etc. If a child becomes ill during class, s/he will be invited to sit in another room or receive other appropriate attention, and the Childcare Provider or other staff will attempt to alert parents.

Designated Adult On-Site

A parent or guardian must be available on-site for each child.

Child pick up

Parents/guardians are expected to pick up their children at the designated pick-up time.

Safety

Behavior

We recognize that children need opportunities to move around and be active. However, running in the building and forms of "rough-housing" are discouraged for safety reasons and out of consideration for others. It is our policy to reinforce standards of respectful behavior, including "safe" or "appropriate" touching and language.

Diaper changing

All caregivers should wear disposable gloves when changing diapers and diapers should be sealed in a plastic bag and disposed of in the covered diaper pail.

First Aid

First aid kits are kept in the Nursery, in the downstairs kitchenette, and in the Director's office. Ice packs are in the downstairs refrigerator. For the protection of all parties, those treating minor cuts or abrasions, or any other injury involving body fluids should wear disposable latex gloves. Emergency care requiring more than minor first aid will be procured by calling 911 for assistance, and immediately contacting the parent and/or designated sponsor. There is a phone in the nursery for emergencies. That number is (414) 273-5257 x. 172.

Accidents

All accidents, seizures, etc. should be reported the same day to the Childcare Coordinator, Religious Education Program Coordinator or Director of Religious Education as well as documented on the Incident Report form.

Emergency evacuation

In the event of an emergency requiring immediate evacuation (including the following: fire drills, smoke or fire alarms, notice by the Director or another responsible adult) the Childcare Provider will be responsible for effecting the evacuation of all children in his/her care, with the help of any available volunteers.

Childcare Providers are responsible for familiarizing themselves with a primary and secondary exit from their area.

Fire extinguishers

Extinguishers are located near the Nursery exit. Children in the immediate vicinity should be removed before its use, and any incident requiring its use reported immediately to the Childcare Coordinator. All facilities exposed to fire extinguisher use must be thoroughly cleaned before the area is used by children.

Confidentiality

Personal information about children will be considered confidential and will only be shared with the Childcare Coordinator, Religious Education Program Coordinator, Director of Religious Education, and Minister (if appropriate.)

Exceptions to this include the following:

- Information may be shared with pertinent staff when it is important in policy making or providing care
- When evidence of child abuse or neglect is apparent.

Child Protection and Reporting

Childcare Providers will sign and abide by our Code of Ethics statement. Any incident of physical or sexual abuse by volunteer or paid staff will be considered grounds for immediate dismissal.

Evidence of child abuse or neglect should be reported to the Director of Religious Education, Religious Education Program Coordinator or Childcare Coordinator.

Discipline

We believe in treating children with kindness and respect – and helping them learn respectful behaviors as well. Abusive language, hitting, or other physically abusive behaviors will not be tolerated by children or Childcare Providers. Depending on the age of each child, distraction, offering alternatives, and engaging cooperation are the preferred methods of discipline.

Expectations for behavior are posted in the Preschool room.

If there is a behavior problem, the policy for discipline is as follows:

- Child is asked twice to stop disruptive behavior
- If behavior persists, child may sit in RE office or other supervised quiet area for 5 to 10 minutes
- Continued difficulties will require child to join parent(s) or engage in alternate activities

When not under the supervision of Childcare Providers, or attending scheduled religious education events, children are under the direct supervision of their parent(s).

RE Program Protocol, Procedures, and Policies for Children's and Youth's Special Events or Overnights

In order to provide special events which are a meaningful and high quality part of our programs, and aware of our responsibility for the safety and well-being of our children and youth, the Religious Education Committee, with the Director of Religious Education, and input from families, has approved the following policies.

Communications:

- **Purpose.** It is important for leaders to communicate the purpose of each event.
 1. Program enrichment
Field trips, social actions, and other projects may be planned to enrich and support classroom content.
 2. Community building
One of the goals of our Religious Education programming is to support the development of a positive and supportive Unitarian Universalist community. We recognize that relationships are established through structured and un-structured social time with individuals and groups.
 3. Leadership development

Whether an event is purely social or aimed at program enrichment, it presents opportunities for children and youth to participate in the planning and implementation. (See below for guidelines.)
- **Content**
 1. Worship

Worship experiences, whether a simple reading and chalice lighting, or planned services, offer opportunities for participants to center their thoughts, and connect with one another and their faith community. We encourage the inclusion of simple worship services, planned by adults and/or youth, for the opening and/or closing of all special events, as appropriate and desired.
 2. Entertainment
 - a. Guidelines
Keeping the above in mind, we seek a balance of planned activities (e.g. games, films, meals, etc.) and time to simply “hang-out”. We will select games and entertainment which are in keeping with our UU values of cooperation, non-violence, and mutual respect. Chaperones may restrict games or activities

which are not in keeping with our UU Principles, or represent a threat to physical or mental well-being.

b. Restrictions

Participants are not to bring videos, walk-mans, electronic games, or other electronic equipment to events, as this undermines efforts at community building. All such items will be confiscated and put away for safe-keeping until the event is over.

c. Pre-approval of videos

As current ratings do not provide adequate information about content, all videos should be previewed by the adult leader, DRE, or YPC and pre-approved before the event. New materials should not be introduced once the event has started. Participants are encouraged to let their leaders or the DRE know in advance if there is a particular video they would like to see.

3. Scheduling issues

A reasonable lights out time may be negotiated with participants. Adults provide guidance, but best results will be achieved if the needs and desires of the group are reflected in this, and other scheduling decisions. Be sure to explain what time the group will need to be out of the room they are staying/sleeping in.

- **Participation**

1. Choice

Children and youth attending special events and conferences should be encouraged, but not coerced, to participate in activities. Participant concerns for personal comfort and safety are to be respected.

2. First time conference

First time UU Youth Conference attendees are asked to identify themselves to the DRE/YPC, so that they may be informally paired with a veteran conference goer who can answer questions and “show them the ropes.”

- **Information to families**

1. Communication.

Information about the benefits and scheduling of special events, and specifically about youth conferences, should be periodically conveyed to parents and guardians/sponsors, along with potential areas of concern such as physical activity, sleep, etc. that they may wish to discuss as a family. Any concerns that youth or parents have about conferences and special events should be discussed with the DRE or YPC.

2. Policy

Anticipated changes in policy should be discussed in advance with youth and parents before final recommendation by the RE Committee.

- **Chaperones**

1. Selection

Chaperones will be selected at the discretion of the Director. Criteria may include such factors as achieving a male/female balance, previous experience, and other staffing needs.

2. Code of Ethics/ Job Description

All chaperones are expected to agree to follow, and sign, our code of ethics statement. A brief written job description should be available to all chaperones, along with a copy of the policies.

3. Responsibilities

We require two responsible adults on site at all times for each event. If a chaperone must leave due to an emergency, or illness, arrangements for a substitute should be made, possibly with the help of the DRE. Chaperones are encouraged to actively participate in events and assist in enforcing guidelines and policies.

4. Leadership levels

- a. The DRE and/or Lead Chaperone

Advance: Responsible for advance planning, setup, and recruitment.

On site: Responsible for providing information about content, scheduling, and policies.

Ensures that the participants and leaders are introduced, everyone is familiar with the ground rules, cleanup is taken care of, and the building is secure.

- b. Chaperones

Assist Lead Chaperone with advance planning as agreed, participate in event, and assist with on-site supervision during event.

- **Registration**

1. Requirements

All children and youth 18 years of age or under need to secure the written permission of their parent/guardian to participate in events outside of regular class time, and those involving activities off-site. We require health information and information about where to reach parents or another responsible adult in case of an emergency.

2. Eligibility

Special events are available to students registered in the Sunday morning program for the designated group, unless other arrangements have been made with the Director, by the parent/guardian of a child/youth who has been attending class regularly.

3. Deadlines

We may not be able to accommodate those who turn in their permission and registration forms after stated deadlines.

4. Youth Conferences

District youth events require a 5 -1 youth-adult ratio. Youth need to confirm arrangements with the Director or other designated RE representative before attending district events. We will not be responsible for any youth who attend district events without the appropriate forms and advance arrangements.

5. Fees & Scholarships

Checks for fees should be made out to the host church, or to FUSM for deposit in the youth account. No child or youth registered in our program should be excluded from an event on the basis of ability to pay. Therefore, scholarships are available those registered in our program, by contacting the YPC or DRE in advance of an event.

- **Transportation**

All drivers must be at least 21 years of age. Youth under 21 may drive themselves to events, with their parent's/guardian's permission, if they are registered for an event with the DRE, and have a designated sponsor, but they may not drive other youth.

- **Health and Safety**

1. Check-in

All participants must check-in at the beginning of an event, so that chaperones have an accurate head-count.

2. Designated areas

Chaperones and staff are responsible for the safety and well-being of participants.

Therefore, participants may not leave the building during an on-site event, and are to stay in designated areas. Off-limit areas should be discussed at the beginning of the event. Running in the building, or being alone in parts of the building are not considered safe behaviors.

3. General District and FUS policies

a. Regional Youth Activity guidelines which prohibit youth bringing weapons, alcohol, drugs, smoking to youth events, or engaging in overt sexual behavior, etc. apply to First Church events, in addition to those named above.

b. Cigarette smoking.

The Board of Trustees has designated the church as a non-smoking area. In light of the hazards of primary and second hand smoke, and our desire to set a positive example for younger children and non-smoking youth, and requests from youth and parents, the RE Committee has endorsed the policy of making all RE events non-smoking. This policy applies to both youth and adults.

c. Selection of food and beverages, etc.

The healthy habits we want to encourage can be reflected in these choices.

d. Caffeine

Many youth are not aware that caffeine is a drug which may have unpleasant side-effects. We encourage leaders to exercise caution and select non-caffeinated beverages, etc.. Youth are not to bring No-Doz or similar products.

4. Confidentiality

The rule of confidentiality applies during events, (i.e. personal information should not be repeated) except when that information affects personal safety or violation of policies. These exceptions include the use of drugs, physical abuse, and suicide. Concerns about these issues should be reported to the Director.

5. Physical Contact

Recognizing that individuals may vary in their comfort with physical contact and group activities, we recommend that individuals be empowered to exercise choice in participating in games and other activities. For younger children, leaders may wish to offer alternate activities.

6. Illness or injury

Parents should be notified in case of minor illness or injury, and an "Incident Report" form filled out. Please refer to the Safety Policies and Procedures form for details.

7. Emergency

Chaperones should be aware of the location of all telephones, first aid kits, fire extinguishers, and emergency exits, and their operation. 911 can be reached by pressing lines CO1 or CO2. The Director should be informed immediately.

- Discipline

If participants are involved in planning events, youth are encouraged to assume a leadership role, and all members are aware of policies, discipline issues should be minimal. However, children and teens also occasionally test the waters to see where the boundaries lie. We have a responsibility to provide a safe environment for the group.

Some guidelines:

1. At the beginning of the event, ask the group how they can monitor themselves. Be specific.
2. Acknowledge cooperative behaviors.
3. Provide a gentle reminder stating the preferred behavior, or the rule which applies.
4. When dealing with teens, ask the Youth Leader to help keep the group on track. Peer influence can be used positively.
5. If it is a group problem, change the activity, or separate the parties.
6. For serious or continuous problems the DRE, YPC, or Lead Chaperone should take the offender(s) aside and explain that if the problem persists, s/he will have to go home. Be sure to follow through, without lengthy explanations. Notify the DRE.
7. Possession of illegal drugs or alcohol involves immediate isolation of the individual, and a call to parents for transport home. Notify the DRE.

@Evans: 3/97

Adopted by the Religious Education Committee 4/15/97

Religious Education Program - Food Allergy Management Plan

The Children's RE Program at First Unitarian Society of Milwaukee has a number of children who have allergies to various foods. Allergic reactions can vary from a relatively minor reaction of itchy, watery eyes to a reaction that is life threatening. To avoid allergic reactions to foods, the Religious Education program has adopted the following practices. While the staff and volunteers will do our best to carry out these food allergy management practices, nevertheless, it must be recognized that no plan is foolproof or can be guaranteed to be observed 100% of the time.

1. All families are asked to give the RE Program staff written information on any food allergies that their child has. This information will then be posted in the classroom. Families are asked to complete a Food Allergy Action Plan form, including a picture, so that people working with their child can be alerted as to the allergy and specific action to be taken should an allergic reaction occur.
2. Allergic reactions, specifically to peanuts and tree nuts, can cause a life-threatening (anaphylactic) reaction for individuals. The RE Program will not intentionally serve any product containing peanuts or tree nuts in any of our classes where allergies have been reported. When a specific classroom has a child enrolled with a peanut/ tree nut allergy, parents and volunteers will be advised that the room is a "peanut free zone," and children will be asked to wash hands and faces before entering. (Wipes will be available outside the classrooms for this purpose.) This is to help ensure that no residue from food containing peanut product gets on tables, counters or utensils.
3. Children with anaphylactic reactions to foods should have an EpiPen with them at all times.
4. Families of children with life threatening allergies are asked to choose the class snacks at the beginning of the class period, or to bring in acceptable snacks to share. Families are asked to bring in their own snacks for their child when none of the church-provided snacks meet the individual health needs of a child.
5. Food preparation tables and counters are to be sanitized prior to preparing and eating foods. In a "peanut free zone" volunteers will be asked to sanitize table surfaces at the beginning of the class.
6. Foods that are brought from home to share with others (birthday treat, snack to share) should be fruits and vegetables or food that is commercially prepared and in factory-sealed containers with the ingredients listed on the container (NAEYC accreditation).
7. Events such as "family potlucks" that have foods that are not supplied by the church are not monitored for allergens. Parents are responsible for monitoring foods eaten by their children at these events.
8. Children with known allergies will have their names and pictures posted in both their particular classroom and the snack supply cupboard.

9. The Children's RE Committee will offer training to volunteers and staff as to the proper use of an EpiPen when the need arises due to a reported allergy. All volunteers will be invited to the training.
10. Should an EpiPen be utilized while a child is at church, volunteers and staff will be required to call "911". Phones are located in the RE Offices, the RE Alcove, and the Nursery. Parents will be notified after emergency procedures have taken place.

RE food allergy management plan rvsd

10/29/08

INFORMATION FOR NURSERY PARENTS:

The purpose of our Nursery is to provide quality care for our youngest children while parents and/or their sponsors attend worship services or other Sunday morning congregational activities. For the most part, this is an enjoyable time for children to engage in free play, in the company of adults who will attend to their needs for attention, feeding, rest, and cleanliness. The following policies are designed to protect the safety of our children, prevent problems, and deal effectively with emergencies.

Nursery Policies and Procedures

Registration

Members/Friends of the church are expected to register their child in the Nursery, using the RE Registration form. Visitors are welcome to make use of the Nursery facilities as our guests. After three (3) sessions, visitors are expected to register their child. At the first visit, parents/sponsors fill out a "Visitor Information" form.

Fees

Registration fees are \$75.00 per child for members, \$100.00 non-members annually. Waivers and scholarships are available. (See registration form.)

Class roster

When a child is registered, allergies and health concerns are listed on the class roster. A parent or guardian's last name will be listed next to the child's name, if different from the child's last name.

Parent /Guardian Responsibilities

Child Sign-in/Sign-out

Parents/guardians sign in their children at drop off time on the class roster and/or Visitor Information form, and write their child's name and other info on a "stick on" name tag.

All parents will be asked to fill out a nametag label with their own and their child's name, and write in any special instructions. This is both a safety precaution (parents will have a matching number) and a way to learn the names of the children. Because we have a rotating schedule of volunteers and many children, we do ask that this practice continues throughout the year. (see sample label)

If an adult other than a parent or guardian is to pick up a child, written permission must be given to the Nursery coordinator. Any diapers or special items are provided by the parent/sponsor. Diaper bags and other items should be marked with the child's name.

Special Needs

The Nursery staff should be notified of any special needs or health concerns for their child, either on the Visitor Information form, or RE Registration form. Parents are responsible for providing and administering any medications, and instructing the Nursery Coordinator on how to handle emergencies such as asthma attacks, etc.

The Nursery Coordinator and/or Director should be notified about children with special physical or emotional needs, so that we can plan ahead for staffing or facilities needs.

Snacks

Nursery staff may offer Cheerios and water to children in the Nursery. If parents do not wish their child to have this or other snacks, they should alert the staff. **NO CANDY PLEASE!**

Sick Child

We are not equipped to care for sick children. A Child with a fever, vomiting, or a cold with a running nose should not be brought to the Nursery as this will pose the risk of infection to other children in the Nursery. **The Nursery Coordinator may request those who bring sick children to sit in the Parlor with their child where they may listen to the service on the speaker.**

Designated Adult On-Site

A parent or designated sponsor must be available at church for each child attending Religious Education programs. Parents of infants and toddlers are requested to sit in the back three rows of the sanctuary during service, unless they are carrying a cell phone and have provides us with a phone number to call if needed.

Child pick up

Parents/sponsors are expected to pick up their children by 10:15am or 12:15pm, unless they have made other arrangements with the Nursery staff. If services run past pick-up time parents are requested to leave the sanctuary and enter the RE area to pick up their children by using the rear exit and staircase (located on the northwest corner of the sanctuary). Parents may enjoy coffee in the common room until pick-up time when services end early.

Staffing and Facilities

Ages

The Nursery is designed for use by children from newborn to three years of age. Nursery staff may also care for older Preschool children for special events.

Adult - Child ratio

There should be two adults (including the Coordinator) or one adult/one teen on sight at all times the Nursery is in use. The minimum adult-child ratio is one adult to every five children (1-5), but more assistants will be recruited if infants are present. Parents may be asked to stay to assist if the nursery is over-crowded.

Capacity

Nursery capacity is considered to be ten (10) children. (Normal usage is less than ten.) If Nursery use reaches capacity, priority will be given to children already registered. A speaker is located in the Parlor so that parents may also care for an infant and listen to the service if they wish. If additional volunteers can be recruited to assist, the Nursery Coordinator may agree to have up to 15 children.

Safety

Diaper changing

Parents or Paid Caregivers are the only people to change a child's diaper. All caregivers should wear disposable gloves when changing diapers, and diapers should be sealed in a plastic bag and disposed of in the covered diaper pail.

Maintenance of facilities, toys, etc.

The Nursery Coordinator is responsible, with cooperation from volunteers, and others who use the Nursery, for maintaining the Nursery room.

Nursery toys and furniture are washed and disinfected once a year at the Annual RE Prep party in August. During the rest of the year, the following is in effect:

- Toys which are put in infants' mouths should be washed in disinfectant before further use.
- Nursery toys are to remain in the room, and toys from other rooms are not to be brought in.
- Small toys and objects which might choke an infant will not be used in the Nursery.
- New donations should be screened by the Director for safety and age appropriateness, and then cleaned as appropriate.

First Aid

First aid kits are kept in the Nursery, in the downstairs kitchenette, and in the Director's office. Ice packs are in the downstairs refrigerator. For the protection of all parties, those treating minor cuts or abrasions, or any other injury involving body fluids should wear disposable latex gloves (in Nursery). Emergency care requiring more than minor first aid will be procured by calling 911 for assistance, and immediately contacting the parent and/or designated sponsor.

Accidents

All accidents, seizures, etc. should be reported the same day to RE staff on the Incident Report form.

Emergency evacuation

In the event of an emergency requiring immediate evacuation (including the following: fire drills, smoke or fire alarms, notice by RE Staff or another responsible adult, or the Coordinator's own judgment) the Nursery Coordinator will be responsible for effecting the evacuation of all children in his/her care, with the help of the volunteers in the room at that time and designated children's classes who are assigned to move to the Nursery to assist with evacuation in an emergency.

The Nursery Coordinator is responsible for familiarizing him/herself with all exits and emergency procedures. In the event of an emergency, the primary exit will be onto the North courtyard, and down the street to Ogden row.

Parents should meet their children across the alley on Ogden Avenue. They should not come downstairs for children (thereby blocking exits).

Fire extinguishers

An extinguisher is located next to the Nursery exit. Children in the immediate vicinity should be removed before its use, and any incident requiring its use reported immediately to the Director. All facilities exposed to fire extinguisher use must be thoroughly cleaned before the area is used by children.

Confidentiality

Personal information about children will be considered confidential and will only be shared with the Nursery Coordinator, RE Staff, and Minister (if appropriate.)

Exceptions to this include the following:

- Information may be shared with pertinent RE Committee members or staff when it is important in policy making or providing care
- When evidence of child abuse or neglect is apparent.

Child Protection and Reporting

The Nursery Coordinator will sign and abide by our Code of Ethics statement. Two adults (or one Adult/one teenager) should be present in the Nursery at all times. Any incident of physical abuse by volunteer or paid staff will be considered grounds for immediate dismissal.

Evidence of child abuse or neglect should be reported to the Director, who will consult with the Minister in setting up an individual or family consultation and/or formal report to the appropriate civic authorities.

DRE: 8/08, 8/09, 08/11

NURSERY CLEANLINESS AND SAFETY PROCEDURES

1. Disposable latex gloves are to be worn when changing diapers. Dispose gloves after each use. There is a pail available for dirty diapers to be put in until the end of the day. At the end of the day the dirty diapers are to be taken to the dumpster on the first floor.
2. The top of the changing table is to be wiped with diluted bleach water at the end of each day. The spray bottle of diluted bleach water can be used for this.
3. Toys that have been exposed to bodily fluid such as saliva must be washed with diluted bleach water, rinsed in warm water and left to air dry. The spray bottle can be used for this, however the toys must also be rinsed in warm water. A basket is available to put these toys in until some time during the day when they can be washed.
4. Supplies are to be requested by the nursery coordinator to maintain the cleanliness procedures.

Emergency Procedures: Intruder with a Gun or Other Weapon

This is what Ushers are being trained to do:

If there is *any* evidence of guns or other weapons, call 911 from a cell phone or the nearest church telephone, and alert another person to the situation, then...

1. **ALERT** a staff member
2. **SEND** someone to alert RE staff and all teachers on lower level to stay in rooms and lock doors.
3. **IF** the service is underway, **HEAD PURPOSEFULLY** toward the pulpit to alert the service leader.

Religious Education response:

1. Should an Adult Volunteer be notified that there is an intruder with a weapon in the building, the first course of action will be to lock down the rooms and cover the small windows in the doors with the red felt curtains provided above each window inside the room. At this point in time, all rooms except the Nursery and the Murray room (Kitchen) must be locked with a key from the outside. Once an alert is sounded, RE Staff members will lock classroom doors.
2. Adults in the **Nursery** should lock their own doors immediately.
3. If class is in the Young Room, the adult should instruct the children to move into the **Reeb room** if it is safe to do so and lock the door. Otherwise, all children and adults should move into the far corner of the room by the curtains, out of sight if possible.
4. Use jamming rods under door handles. These are located behind the doors of all classrooms (NOT in the Young room as they will not work on double doors)
5. **There will always need to be some discretion on the part of the adults in the room as to what response is best.** Staff and Volunteers should be made aware of all potential exits from the lower level.

Do **NOT** leave the classroom if you hear commotion or shooting!

Emergency Evacuation/ Fire Drill Procedures

Sunday Morning Classes and Nursery

All Sunday Morning classes and Nursery staff will participate in regular fire drills as described below.

Note: Teachers and staff know how many children/youth are in their class.

1. Emergency evacuations or "drills" are indicated by a loud bell alarm, and/or directions from staff. In most cases, the RE Assistant will notify and assist in escorting people in the Emerson, Fuller, Brown, Cyrus, and Reeb rooms. The MRE will notify and assist those in the Young, Murray, and Anthony Rooms, Nursery, and Preschool/Childcare areas. **EXCEPTION: IF THE EMERGENCY OR DRILL TAKES PLACE WHILE CHILDREN ARE IN MAX OTTO HALL, THE DRE WILL ASSIST THOSE CHILDREN, AND THE RE ASSISTANT WILL ASSIST ALL OTHER CLASSES.**
2. Teachers will gather together the children/youth in their class, and make sure they have a head count. **RE STAFF HAS ACCESS TO THE ROSTER FOR THE DAY.**
3. Youth Advisors: Youth will assist the Preschool and Nursery coordinators in safely taking the children in those rooms to safety through the designated exits (see diagrams) and to the designated area on Ogden Street. Take your class to Preschool and Nursery rooms and have them match up with a younger child immediately. Keep all three groups together.
4. Each teacher will lead class members through their primary designated exit. (See diagram posted in classroom.)
5. **IMPORTANT: the first adult to reach the exit door in the central corridor must press the Remote Control button attached to the wall in order to open the neighbor's security gate!**
6. Assistants will bring up the rear of the group. Children should walk, not run. Disabled individuals exit last to avoid a bottleneck and receive assistance. **AS YOUR CLASS MOVES ALONG OGDEN STREET, KEEP THEM TO THE RIGHT SIDE OF THE SIDEWALK AND WALK TO THE END OF THE BLOCK.**
7. Parents should not come downstairs to get their child, as this will block exits. Any adults present in the lower level should be asked to assist the entire group/class.
(NOTE: The first adult to reach the stairwell landing for their exit may need to keep people from coming downstairs and blocking the children's exit.)
8. If access to the primary exit is blocked, teachers will use their secondary/alternate exit.

9. All classes and Nursery members will gather away from the building and remain together at 1019 - 1033 East Ogden. (see plan)

10. **Teachers and Nursery staff will take a head count to ensure that all children are accounted for, and report to the MRE.** The names and probable location of any missing children must be reported immediately to the MRE and/or Fire Marshall.

Return/Pickup

1. Teachers may return to classes when directed by MRE or Fire Marshall.
2. Parents may pick up their children by permission of the Classroom teacher, only after everyone has been accounted for and Teachers/staff have all reported to the MRE or Fire Marshall.

(rev: 10/18/07)

Code of Conduct for Adult Youth Advisors

Adults who work with youth at First Unitarian Society of Milwaukee events are expected to always have the best interests of youth at heart. Adults are expected to nurture the physical, emotional, and spiritual growth of youth by fostering an environment of kindness, trust, respectfulness, and fun. No one's enjoyment should ever be at the expense of another person's health or self-esteem. Our charge to youth advisors is to encourage kindness and genuineness among the youth, and to discourage unkindness and falseness. In this manner, we hope to create an environment in which youth will be able to explore the spiritual and religious nature of their lives, both as individuals and communities. In light of this, there are some specific expectations that the church has of adults working with youth:

- **“Friendship” with Youth** – Although we hope that youth and adults will have genuine fondness for one another, any adult who looks to youth for “friendship” is not sufficiently mature to be in a position of responsibility over them. A “friendship” is reciprocal, where neither person has more responsibility for the health of the relationship than the other. This is antithetical to the adult/youth relationship, where the adult is the one who assumes primary responsibility for maintaining appropriate boundaries and cultivating an atmosphere of health and trust. It is expected that relationships that an adult has with youth who have grown to adulthood will not become exploitative.

- **Unofficial Contact With Youth** – Sometimes a genuine mentoring relationship will develop between a youth and an adult. These can be not only healthy, but transformative for both. However, it is our concern that a “predator,” who does not have the best interest of the youth at heart, will try to disguise an unhealthy relationship with a youth as a mentoring relationship. Therefore, if you wish to be in contact with a youth outside the normal channels of church-sponsored events, it is imperative that your behavior both be and appear to be above reproach. Any relationship you develop with a youth outside of church-sponsored events must be with the knowledge and consent of the parents.

Furthermore, you should notify the Religious Education Director and/or Youth Program Coordinator. This is for the protection of the youth from potential predators, but also for your own protection from false accusations or of misconduct or misinterpretation of behavior.

- **Sexualized behavior** – It is never appropriate to engage in any manner of sexual behavior with a child or youth. This refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language. It is not appropriate to tell jokes with sexual content, for example, or to make “double entendres.” Physical expressions of affections such as hugs have their place, but it is best to allow the youth to initiate them, and the adult must be sensitive not to allow them to be prolonged.

- **Confidentiality** – adults who work with youth under the auspices of the church are responsible not only to the youth, but to the church community as well. **Remember: you are acting both ethically and legally as an agent of the church.** Sometimes you will learn that a child or youth is the victim of abuse, is suicidal, has a serious drug problem, etc. **You must not keep such information to yourself.** For this reason, please try never to give youth the impression that you will keep secrets for them. **CONFIDENTIALITY IS NOT SECRET KEEPING.** For the most part a covenant of confidentiality will mean that you do not repeat information told to you in confidence. However, if a youth shares information which suggests that they have been

harmed, or may do harm to themselves or others, this must be reported to Church Staff. You should also encourage the child or youth to seek help from a parent or other authority figure.

- **Sleep** – Occasionally there will be events that require overnight chaperone duties either at the church or within the district at youth conferences. Advisors at such events are expected to get enough sleep so that they will be alert and able to maintain good judgment and clear thinking. We expect each advisor to take individual responsibility for getting 'enough' or 'a reasonable amount' of sleep each night, so that they may perform their expected duties in competent and professional manner.