Northern California Unitarian Universalist  
Camps and Conferences

**Safety Policy**

**Version 1.0 March 21, 2015**

\*Living Document

Table of Contents

Preamble

I. Categories and Definitions

II. Screening Selections of Children and Youth Workers

III. Event Supervision Requirements

IV. Transportation to and From NCUUCC Events

V. Transportation During NCUUCC Events

VI. Reporting of Incidents

VII. Response to Incidents

VIII. Removal of a worker

Code of Conduct for Adults Working with Children and Youth

Attachments

# **Preamble**

\*We want everyone associated with the organization to treat this as a "living document" that may need to be amended to reflect changing needs. Requests for amendments should be made through the Board.

Northern California Unitarian Universalist Camps and Conferences (NCUUCC) is an all-volunteer non-profit organization that facilitates enriching spiritual retreats and we recognize the importance of creating and sustaining healthy communities for all ages and stages of life.  We recognize that religious communities can be particularly vulnerable to incidents of abuse because of the high level of trust we place in one another, our welcoming spirit, and our strong reliance on and need for volunteers, particularly in programs that serve our children and youth.

We recognize the importance in a religious community of those very factors of trust, welcome and volunteer commitment, and have therefore chosen to adopt requirements, with explanatory guidelines, to guard against incidents of abuse. We further realize that institutions operating in the best manner possible with all due concern still cannot guarantee an absolutely risk-free environment.

We recognize that in order to adequately address the need for safe environments, we will sacrifice some convenience, and that our policies will of necessity be broadly written to apply to the widest possible spectrum of ongoing activities and special events.

In this spirit, we endorse the following requirements for NCUUCC events, and strongly urge our affiliate organizations to adopt or adapt these requirements for their own activities and events.

# **I. Categories and Definitions**

A. The NCUUCC Safety Policy requirements apply to all NCUUCC-sponsored events listed below, and to any such events designated by vote of the NCUUCC Board, whether or not the event appears on this list:

1. Family Camp, Labor Day Camp, and Thanksgiving Camp

2. Young Religious Unitarian Universalists of the Pacific (YRUUP) Council meetings

3. YRUUP weekend Conferences (“Cons”) held at PCD congregations

4. Western UU Karmic Youth “WUUKY” week-long camp at Mendocino Woodlands

B. Categories of persons served by NCUUCC:

*1. Senior: a person 65 years of age or older*

*2. Adult: a person 18 years of age or older*

*3. Youth: a person between the ages of 12 and 17, inclusive*

*4. Child: a person between the ages of 5 and 11, inclusive.*

*5. Babies and Toddlers: persons between the ages of 0 – 4, inclusive.*

C. Categories of workers:

1. **Adult Advisor:** an adult volunteer 25 years of age or older.

2. **Youth Leader:** a youth or adult between the ages of 14 and 20, inclusive, who serves in a volunteer capacity as a member of YRUUP Council, as a leader for a YRUUP Conference or as a leader for any other YRUUP activity serving youth and young adults ages 14-20. The term “Youth Leader” is unique, and applies only to those youth who serve on YRUUP Council or who are assigned specific leadership roles at YRUUP events.

3. **Adult volunteer:** a person 18 years of age or older who supervises or provides programming for any category of person in section I.B., above.

4. **Compensated worker:** Youth or Adults age 14 or older who receive monetary compensation for work performed on behalf of NCUUCC. Discounted or waived registration fees in exchange for services shall not be considered to be compensation.

## **II. Screening and Selection of Workers with Children and Youth**

With the exception of parents or guardians who assist temporarily in settling their babies, toddlers or children into the classroom or activity area, all other workers, whether compensated or volunteer, who provide direct care, supervision or oversight for any of the categories in Section I.B., above, must meet the following criteria:

A. An adult wishing to volunteer with children or youth in NCUUCC must have been an active member or friend in a UU congregation or established community for at least six months. In the case of a person who relocates to Northern California from another UUA District and wishes to become immediately active, the NCUUCC Board or their designee may grant an exception to the six-month rule after checking references from the applicant’s former district or congregation or related community experiences.

B. Adult Advisors for all YRUUP Cons must be 25 years of age or older. Please see Article IX. of the “Young Religious Unitarian Universalist of the Pacific Policies and Procedures” document for the Adult advisor selection process for YRUUP events.

C. For volunteers who care for babies, toddlers, or children at NCUUCC-sponsored events, at least one volunteer per care group must be 18 years or older. For further information about ratios see Section III.A,1-2.

D. All compensated workers must consent to a criminal background check and such check must be performed. The NCUUCC Board shall arrange for the background check and shall be responsible for confidential secure storage of any records pertaining to background checks, or secure disposal (shredding) of such records when they are no longer needed.

E. All volunteers 18 years or over who work with babies, toddlers, children, or youth at NCUUCC-sponsored events must agree to a background screening. To facilitate this background screening, the volunteers must complete an application form and supply two references (see Attachment #2, p. 8). These references should be people who have known the applicant for at least three years, preferably in relation to previous work in a congregational, professional, or community setting with children or youth. A photocopy of a valid government-issued picture identification, such as a driver’s license or passport, should be attached to the application.

F. Applicants will be screened by the appropriate hiring committee, which will contact references, record the contact, and conduct the appropriate criminal history record screening (Megan’s Law website check for volunteers and criminal background check for compensated workers). The applications and reference materials will be confidential and will be available only as required by law and to those responsible for screening, hiring, or participating in the Safe Camp Response Team.

G. All persons in all categories must sign the NCUUCC Code of Conduct/Ethics form annually (see Attachment #1, p. 6).

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### **III. Event Supervision Requirements**

For the purposes of these requirements a “group” is defined as those minors ages 0-11 inclusive who have been assigned to a nursery, preschool, or elementary-age class or specific program/activity, or those youth and young adults (ages 14-20) who are taking part in a planned, organized component of YRUUP or WUUKY.

A. Age groups, minimum worker-to-group-member ratio, and minimum age for worker:

1. Babies and Toddlers, ages 0-4 inclusive: one worker for every three babies/toddlers, minimum age of worker 18 except as specified in Section II-C.
2. Children, ages 5-11 inclusive: one worker for every 6 children, minimum age of worker 18.
3. Youth (ages 14-17 inclusive, and Adults (ages 18-20 inclusive): one worker for every 10 persons, minimum age 25.

B. If an adult other than a parent or guardian has a private one-on-one meeting with a child or youth, another worker in the program shall be notified about the meeting, either before the meeting takes place or promptly afterward. This includes meetings between YRUUP Chaplains (who may be youth leaders between the ages of 14-20) and youth attending YRUUP Cons. The Chaplain shall notify a Youth Advisor that such a meeting took place. The Chaplain is not required to disclose the content of the meeting unless, in the Chaplain’s judgment, the person being counseled may be planning harm to self or others. Chaplains shall receive specific training prior to the Con where they will be serving in the Chaplain role.

C. No adult, other than the parent or guardian of that child or youth, is to be alone with a child or youth off-site during a NCUUCC-sponsored event or activity without direct permission from parent or guardian.

D. When the nature of the curriculum or program requires worker-to-group-member ratios different from those listed in section III-A, the workers developing the program shall insure that the parent or guardian of a participant under age 18 are aware of and give written permission for the special circumstances on a case-by-case basis (see Attachment #3, p 9).

E. In the case of exigent circumstances, exceptions to the Event Supervision Requirements may be made by the primary on-site adult leader. This person may be a Youth Advisor, an Adult volunteer, a compensated worker or a NCUUCC volunteer. A brief written report regarding the circumstances of the exception should be submitted to the appropriate NCUUCC or YRUUP staff person within 48 hours and a copy of this report sent to the NCUUCC Board.

#### **IV. Transportation To and From** NCUUCC **Events**

A. It is the responsibility of the parents or guardians of participants to provide safe transportation to and from NCUUCC events for all children and youth under the age of 18.

B. Persons over the age of 18 may drive themselves to NCUUCC events, and may provide transportation for others within the legal limits of the jurisdiction in which the event takes place and with the written permission of the parents of passengers under the age of 18. Travel arrangements made under these circumstances are neither sanctioned nor forbidden by NCUUCC.

#### **V. Transportation During** NCUUCC **Events**

#### A. NCUUCC volunteers and staff transporting children and youth attending NCUUCC or YRUUP events shall be provided within the following guidelines:

1. If private automobiles are used for transportation, all drivers must be at least 25 years of age and must provide proof of insurance.
2. There must be enough seat belts for everyone and everyone must wear a seat belt.
3. Permission of the parent/guardian of all minor passengers must be obtained prior to being transported. This permission will include all relevant details pertaining to event, such as date and location of activity, time of departure and time of return.
4. No driver may consume alcohol or use any form of drug which might affect the driver’s physical or mental performance during or before carrying out his/her duty as a driver.
5. A minimum of two adults must accompany a group going off-site, with the same worker-to-group-member ratios as required for on-site events.
6. Exceptions for exigent circumstances only may be made by the primary on-site adult leader.
7. If rental vans or buses are used to transport children and youth from the primary site of the event to another location, written permission from the parent, guardian or sponsor must be on file prior to the event. Workers responsible for renting buses or vans shall rent from reputable companies that are fully insured.

B. The Youth Leader designated as “go-fer” at a YRUUP Conference must be 16 years of age or older and be properly licensed and insured, driving within the designated time frame and with passengers according to the laws of the state in which the Conference takes place. The same rules apply to a passenger in the “go-fer’s” car. (See attachment #4, p. 10)

## **VI. Reporting of Incidents**

**Reporting** – Any worker at a NCUUCC event, whether compensated or volunteer, who learns directly about or has reason to suspect that inappropriate sexual conduct, molestation, exploitation, or other objectionable conduct has taken place shall immediately report the incident to the person in charge of the event. Reporting procedures for the jurisdictions in NCUUCC are included in Attachment #5.

A. Every person in charge of an event to whom a report of molestation, injury, or objectionable conduct is made shall:

1. Determine whether they are, by virtue of their role as a volunteer or compensated worker, required under the law of the jurisdiction in which the incident occurred to report such incident to law enforcement authorities. If they are so required they must report the incident to the reporting party’s parent(s) or legal guardians and the authorities immediately.
2. Provide a written report of the incident to the NCUUCC Board within 48 hours.

B. The NCUUCC Board shall verify that all required reporting has occurred, and shall report incidents to their insurance company. Records of all reported incidents (mandated and non-mandated) shall be kept on file in a confidential manner.

C. Adults who, although neither a person in charge of an event nor a person affiliated with the event, nevertheless learn directly about or have reason to suspect that inappropriate sexual conduct, molestation or injury have taken place must consider whether they are required to report the incident to the law enforcement authorities of the jurisdiction in which the incident occurred, and if so, they must report the incident to the NCUUCC Board.

### **VII. Response to Incidents**

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Only the NCUUCC Board Presidents or designee may speak to the media on behalf of NCUUCC in response to inquiries concerning an alleged incident of abuse, injury, or objectionable conduct.

Please see Attachment #6 for further information.

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### **VIII. Removal of a worker**

Should circumstances or events arise that indicate that any worker in category “C” (Youth Advisor, Youth Leader, Adult volunteer or compensated worker) is no longer a suitable person to work with children, youth or adults, appropriate steps will be taken to remove that adult from involvement with groups in the organization. Any person with concerns about a worker must contact the NCUUCC Board or YRUUP Board who will assess the need for removal. The NCUUCC Board will consult with necessary parties to determine whether action is necessary.

In taking any such action, the NCUUCC Board will ensure that the affected worker is informed of the charges made against him or her, is told of the nature and source of the evidence supporting the charges and is fully informed of her/his right to reply to or rebut such charges.

Any such action will be handled with due caution and discretion. The volunteers and compensated staff of NCUUCC has the full backing and support of the NCUUCC Board in implementing this policy. Because of potential exposure to charges of discrimination or other legal hazard, the Board shall be promptly advised of the circumstances surrounding any removal action under this policy.

### **Code of Conduct for Adults Working with Children and Youth**

As an adult entrusted with the care of children and youth at NCUUCC sponsored events, I will hold foremost the best interests of the young people in my care. I will nurture the physical, emotional, and spiritual growth of children and youth by fostering an environment of kindness, trust, respectfulness, and fun. I will model and encourage kindness and honesty among the people in my care, and will discourage meanness and dishonesty.

As a member of the community, I will strive to create an environment in which children, youth and the young at heart can explore the spiritual and religious nature of their lives. With this in mind, I agree to the following:

* **Self-care:**  I will take care of myself by getting adequate rest and nourishment so that I can be emotionally present for participants, and so that I can think clearly and respond appropriately in a crisis situation.
* **Boundaries: Statement of Intent**

**It is important that adults be capable of supporting meaningful relationships** with the children and youth with whom they work; adults must exercise good judgment and mature wisdom in using their influence with children and youth, and must refrain from using children and youth to fulfill their own emotional and peer friendship needs. Children and youth are in a vulnerable position when dealing with adults and may find it difficult to speak out about inappropriate behavior. Adults must be especially aware of the difference between a peer friendship and a friendship between a youth and an adult or between a child and an adult. In a crisis situation, adults must insure the physical and emotional safety and well-being of participants, recognizing that it may be necessary to act in place of the parents (*in loco parentis)* until a crisis situation is stabilized or resolved.

Understanding the above, I assume primary responsibility for maintaining appropriate boundaries and for cultivating an atmosphere of health and trust with children and youth. I will not seek emotional fulfillment or support from children or youth. I agree to conduct myself in such a way that relationships I may develop with children or youth will not lead to exploitative relationships when those children or youth become adults. I will seek assistance from appropriate colleagues or religious professionals for any support I might need in maintaining appropriate boundaries. When I make mistakes, I will draw upon the available resources to help me learn from these mistakes and reduce the likelihood that I will repeat them.

* **Contact with children and youth outside of NCUUCC events:** I understand that it is my responsibility to pro-actively contact the parents of a child or youth with whom I have contact outside of NCUUCC events. I will make it clear that in any ongoing mentoring relationship that I may develop with a child or youth outside of NCUUCC events my behavior will be guided by the principles of honesty and respectfulness as set forth in this document.
* **Sexual behavior** – I understand that the development of a healthy self-image and identity as a sexual being is vital for young people, and that as an adult I play an important role in this development. I will not engage in sexual, erotic, or seductive behavior with children or youth in my care. I will not sexually harass any child or youth, nor will I engage in any behavior that constitutes verbal, emotional or physical abuse. I will carefully monitor my spoken language, my body language and my emotional energy in all these relationships.
* **Confidentiality** – As an adult working with minors, I understand that I am responsible not only to the young people in my care but to their parents or guardians and to the Pacific Central District as well. I am responsible for knowing the law related to mandatory reporting in the legal jurisdiction where I am a volunteer or a compensated worker. I will ask for direction in finding this information from the NCUUCC staff if I need assistance. I will report to the appropriate parent, guardian, NCUUCC staff member and congregational representative (minister, DRE, etc.) any statement or action which I believe indicates current, recent or future imminent harm to self or others.

Therefore, those who teach and/or lead our children/youth will:

• Provide nurturing care and support to all children/youth.

• Work to help children/youth develop a positive sense of self and a spirit of independence.

• Respect the selfhood of each young person, including the absolute right to privacy of his or her own mind and body.

• Not engage in any behavior with young people, which constitutes verbal, emotional or physical abuse.

• Not engage in behavior or language, which is personally threatening or demeaning.

• Not engage in any sexually harassing behavior, nor any other sexual, seductive or erotic behavior with children/youth.

• Not encourage or condone any sort of illegal or unethical activity on the part of children/youth.

• Not consume alcohol or use any form of drug, which can affect physical or mental performance before or during the carrying out of his/her responsibilities.

I agree to abide by the terms of this Code of Conduct. I understand that violation of any part of this Code could cause me to be prohibited from working with children and youth at future NCUUCC events. I understand that the professional religious leadership of the NCUUCC congregation of which I am a member or which I regularly attend will also be notified of any violations of this code.

Signature of worker                                                                              Date

Printed name of worker

The PCD Code of Conduct is subject to annual revision – the signature above signifies acceptance of the Code for one year from the date given.

Attachment #1 – Code of Conduct rev. 6/2005

**APPLICATION FORM FOR VOLUNTEERS AND EMPLOYEES WHO WORK WITH CHILDREN AND YOUTH**

**CONFIDENTIAL**

This application is to be completed by all applicants for any volunteer position involving the supervision of minors, excluding occasional volunteers as defined in the Northern California Unitarian Universalist Camps and Conferences (NCUUCC) Safe Camp Policy. The purpose of this form is to help NCUUCC provide a safe and secure environment for the children and youth that participate in programs sponsored by the congregation. Any information you provide here will be used solely for the purpose of determining your qualifications for working with minors.

Personal Information

Name: (please print)

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First Middle Last

Have you ever used a different name? If so please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years at current address: \_\_\_\_\_\_\_\_\_\_\_\_\_

If you have not lived at this address for at least 5 years, please list any previous addresses with dates.

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In what states have you lived in since you were 18 years old? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years at current employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congregational History and Prior Work with Children/Youth

List congregations you have attended regularly during the past five years.

NAME OF CONGREGATION CITY, STATE DATE OF MEMBERSHIP/ATTENDANCE

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List previous congregational and community work involving children/youth: (please include name of religious institution or organization and your role or duties, and person to whom you were responsible)

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List two personal references who you have known for 3 or more years. These references should be people who have known you for at least three years, preferably in relation to previous work in a congregational, professional, or community setting with children or youth (no relatives please).

1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Background Information

Have you ever been convicted of or pleaded guilty to any criminal offense related to sexual misconduct or child abuse? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has any civil judgment ever been made against you for reasons related to sexual misconduct or child abuse? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever resigned from employment or been disciplined or terminated by an employer for reasons related to sexual misconduct or child abuse? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been accused of any crimes against a person, including rape, incest, sexual exploitation of a minor, or sexual or physical assault of a minor?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other than above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children or youth? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you answered yes to any of the above questions, please provide details (attach a separate piece of paper if necessary):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicant’s Statement and Release

I authorize the congregation to contact references and other religious institutions listed in this application to obtain information about my background regarding my character and fitness for work with children and youth. I authorize references to provide such information (including opinions) about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless this congregation, its trustees, employees and volunteers.

Further, I understand that a person responsible for screening staff or volunteers will conduct a background check which may include the sex offender registry and/or contact with the local police. This may be waived by NCUUCC by my providing proof of having successfully passed a comparable background check within two years of the date below.

I understand that any information obtained about me through this application process will be kept in the strictest confidentiality and will be available only to those responsible for screening staff or volunteers or participating in a response team, or as required by law.

Should my application be accepted, I agree to be bound by the policies NCUUCC regarding child care and youth workers. Any information obtained through this process may be used, at the sole discretion of NCUUCC, to deny this application.

**I attest that the above information is true and correct.**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For use by NCUUCC only:

Application Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Placed? YES NO Position Assigned : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT #5**

###### **CALIFORNIA**

Mandatory reporters in **California** include, but are not limited to, clergy, administrators and employees of public or private day camps, public or private youth centers, youth recreation programs, or youth organizations.

They shall report when they have knowledge of or observe a child in their professional capacities or within the scope of their employment, who they know or reasonably suspect has been the victim of child abuse.

**Privileged Communication** - A clergy member who acquires knowledge or reasonable suspicion of child abuse during a penitential communication is not subject to the requirement to make a report. For the purposes of this subdivision, “penitential communication” means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

Nothing in this subdivision shall be construed to modify or limit a clergy member’s duty to report known or suspected child abuse when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

###### **HAWAII**

Mandatory Reporters in **Hawaii** are

* Licensed or registered professionals of the healing arts and health-related occupations who examine, attend, treat, or provide other professional or specialized services, including, but not limited to, physicians, physicians in training, psychologists, dentists, nurses, osteopathic physicians and surgeons, optometrists, chiropractors, podiatrists, pharmacists, and other health-related professionals; medical examiners; coroners;
* Employees or officers of any public or private school; individual providers of child care; employees or officers of any licensed or registered child care facility, foster home, or similar institution;
* Employees or officers of any public or private agency or institution, or other individuals, providing social, medical, hospital, or mental health services, including financial assistance; employees or officers of any law enforcement agency, including, but not limited to, the courts, police departments, correctional institutions, and parole or probation offices;
* Employees of any public or private agency providing recreational or sports activities.

**Circumstances**

When, in their professional or official capacity, they have reason to believe that:

* Child abuse or neglect has occurred; or
* There exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future.

**Privileged Communications:**

The physician-patient privilege, the psychologist-client privilege, the spousal privilege, and the victim-counselor privilege shall not be grounds for excluding evidence in any judicial proceeding resulting from a report of child abuse or neglect pursuant to the reporting laws.

###### **NEVADA**

Mandatory reporters in **Nevada** are

* + Any persons who maintain or are employed by facilities or establishments that provide care for children, children's camps, or other facilities, institutions, or agencies furnishing care to children
  + Clergymen, practitioners of Christian Science, or religious healers (unless they have acquired the knowledge of the abuse or neglect from the offenders during confessions);

They shall report

* When they, in their professional or occupational capacities, know or have reason to believe that a child has been abused or neglected;
* When they have reasonable cause to believe that a child has died as a result of abuse or neglect

**Privileged Communications** – Any person who is required to make a report may not invoke any of the privileges granted under law for his or her failure to report under the reporting law.

**\***Information obtained from *Child Abuse and Neglect State Statutes Elements: Reporting Laws, Number 2, Mandatory Reporters of Child Abuse and Neglect,* U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children’s Bureau, [www.calib.com/nccanch/pubs/statso1/mandrep.pdf](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

**Attachment #6**

[**Responding to Media** – If the media contacts a society, district body or leader about an alleged abusive situation involving the district, only the District Executive (or his/her specific designee) should speak for the PCD. In general, the following requirements apply for these situations with the public media:](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

* [So long as the speaker has reason to believe that the incident has been reported to the District Executive, the media should be referred to the DE or designee for a substantive response to the inquiry.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [Because of the issue of confidentiality, in the best interests of the child or youth, we cannot discuss specific cases in a public context, particularly if litigation seems possible. It is important that we protect both the District and the interests of the child or youth. A statement that the speaker wishes to protect the confidentiality of the apparent victim, and for that reason declines to add details, is almost always the most appropriate response to further media inquiry.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [The District Executive or designee can freely discuss what steps we have taken to guard against abusive situations.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [In any subsequent litigation, details provided by any person with even apparent authority of the PCD or any of its member congregations may be used against those entities.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* The UUA’s Office of Information & Public Witness (Boston-based) can also be of assistance in dealing with the media, particularly if the issue seems to be one that will be ongoing.

[**Insert C**](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

## [**Implementation and Education**](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[**Implementation**](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[Once the PCD Board accepts the requirements, the requirements and a cover letter will be sent directly to the following parties:](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

* [PCD Board](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [PCD Lifespan RE Committee members](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [PCD YRUU Council members](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [Council of Camps and Conferences Committee members](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [Ministers who serve a PCD UU Congregation or who are PCD UUMA members](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [Religious Education leaders of congregations in PCD](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [Youth Advisors in local congregations in PCD](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)
* [Staff for upcoming district events, such as District Assembly and Leadership Development Day.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[An article will be prepared for the next issue of the PCD Currents and The Pulse](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[An electronic announcement will be sent out via the PCD list-serve, gen-pcd.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

### [**Education**](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[**Facilitate District Workshops** – Identify potential program facilitators who can be trained in the specific area of abuse and sexual abuse prevention. These trained leaders will lead programs on abuse prevention at District Assembly, Skills Conferences, or cluster events.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[**Provide Support Materials to Churches and Leaders** – Purchase recommended resource and training materials for the PCD Lending Library. Include a list of these resources in the initial mailing of the requirements and in a second mailing about six months later to remind churches and leaders of the available resources.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[**Maintain the Program** – To ensure that district leaders continue to maintain the safety of events for children and youth, a task force comprised of religious educators, ministers, youth, youth advisors, and district staff will annually review the requirements and make appropriate revisions.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[**Toward Safer Congregations** – Though these requirements are for district events, congregations are strongly encouraged to develop their own local policies in concert with these, so that all children and youth may be assured that all UU congregations in PCD have taken steps toward being Safe Congregations.](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)

[Last update: 2003/07/17 - 14:05](http://www.calib.com/nccanch/pubs/statso1/mandrep.pdf)