

NORTH FALMOUTH CONGREGATIONAL CHURCH
SAFE CHURCH PROGRAM AND POLICIES

I. Mission Statement: As a part of the body of Christ, North Falmouth Congregational Church is called to follow Jesus' example of respect for the integrity and dignity of all persons. This is summed up in Jesus' Great Commandment to love God with heart, soul, mind, and strength and others as ourselves (Luke 10:27). To follow this commandment is to pursue love, safety, peace and security for all who come within the reaches of our ministries.

"Sanctuary" is more than a building. It is a peace filled haven of safety and healing for all people. The Safe Church Program and Policies of North Falmouth Congregational Church (hereafter referred to as the Church) require its membership to provide sanctuary for persons of all ages who are entrusted to its care.

II. Application and Implementation of the Program and Policies: The policies and procedures set forth in this document apply to all activities which take place within the building and properties of the Church as well as any programs, activities or events scheduled as part of the ministry of this Church which take place off of the properties of the Church. Policies and Procedures apply to all groups using the Church facilities as guests or as part of any arrangement with the Church Council. There are no exceptions. The Program and Policies are subject to yearly review . Current copies of the Program and Policies are available in the Church library in the Nye Room. The following define the Church's categories of leadership covered by these policies.

A. Ordained Clergy:

- 1) Pastors of the Church will comply with all policies and procedures as described in the Manual for the Ministry of the United Church of Christ as well as the Safe Church Program and Policies.
- 2) Consent to CORI (Criminal Offender Record Information)
- 3) Sign Statement of Compliance (Appendix D)
- 4) Attend a training session on Safe Church Program and Policies
- 5) Complete and submit Key Receipt form (Appendix E)
- 6) Will not be alone in any of the Church's buildings and/or properties at unscheduled times with a child or youth for whom you are not the parent or guardian.
- 7) Are certified CORI officers.

B. Staff: A staff person is any individual hired and compensated by the Church on a part-time, full-time, temporary or permanent basis.

1. Staff persons of the Church will comply with the Safe Church Program and Policies.
2. Consent to a CORI (Criminal Offender Record Information)
3. Sign Statement of Compliance (Appendix D)

4. Complete and submit Key Receipt Form (Appendix E)
5. Will not be alone in any of the Church's buildings and/or properties at unscheduled times with a child youth for whom you are not the parent or guardian.

Note*

CORI Reports are considered to be the property of the individual and will be given to them. The Safe Church Committee will only retain an acknowledgment that the report has been received and reviewed by the individual and the Safe Church Advocate or the minister.

C. Authorized Supervisor: Any person who has ongoing responsibility for leadership for children and youth on and off church premises in unmonitored ways and/or at times when other programs are not taking place. This includes church school teachers and nursery helpers, advisors for church school and youth programs, church treasurers and collectors all of whom have cleared a CORI check.

1. Complete and submit Authorized Supervisor and Authorized Volunteer Application form (Appendix A)
2. CORI (Criminal Offender Record Information)
3. Sign Statement of Compliance (Appendix D)
4. Attend a training session before assuming leadership responsibilities or being issued a key.
5. Complete and submit Key Receipt Form (Appendix E) if a key holder (must be over 18 years of age to hold a key)
6. Will not be alone in any of the church buildings and / or properties at unscheduled times with a child or youth for whom you are not the parent or guardian.
7. If driving for a Church sponsored event, must complete Vehicle Operator Application (Appendix G)

D. Authorized Volunteers: any person who has been recruited, screened, and endorsed by the appropriate church committee to provide volunteer services to the church. This includes, but is not limited to, volunteers to whom keys are assigned, church school aides, drivers for any church event or program, and church officers (except church treasurers and collectors, see section C)

1. Complete and submit Authorized Supervisor and Authorized Volunteer Application form (Appendix A)
2. Sign Statement of Compliance (Appendix D)
3. Attend a training session before assuming leadership responsibilities or being issued a key.
4. Complete and submit Key Receipt Form (Appendix E) if a key holder (must be over 18 years of age to hold a key)

5. Will not be alone in any of the church buildings and / or properties at unscheduled times with a child or youth for whom you are not the parent or guardian .
6. If driving for a Church sponsored event, must complete Vehicle Operator Application (Appendix G)

E. Safe Church Advocate: A member of the church who meets the same requirements of the authorized supervisor, is appointed by and accountable to the church council for a term of three years and has cleared a CORI check reviewed by the minister. There may be successive terms as approved by the church council.

1. Chair the Safe Church Committee
2. Coordinate implementation of the Safe Church Program and Policies
3. Receive and submit to the Safe Church Committee incident report forms (Appendix B)
4. File mandated report forms (Appendix C) with the Department of Social Services.
5. Is a certified CORI officer or receive and review CORI reports from UCC.
6. May not be a church employee.

III. Safe Church Committee

A. Membership and Terms of Office:

A Committee of five (5) persons appointed by Church Council for a term of Three (3) years. There may be successive terms as approved by the Church Council. In special circumstances additional temporary members may be appointed by Church Council. Attention will be given to appointing men and women who represent the age range of the church, various interest groups, and other relevant aspects of the congregation. Safe Church Committee members will have cleared a CORI check.

B. Responsibilities:

1. To enact and promote the spirit of the **Mission Statement** through encouragement of dialogue on how to remedy abuse of persons of all ages by organizing formal presentations by experts in the area of domestic violence, elder abuse and child abuse, and by inviting informal discussions with church members seeking more information on support services in the community.
2. Assist in recruitment process for Authorized Volunteers
 - (a) Review all Applications (Appendix A)
 - (b) Check references indicated on applications
 - (c) Implement CORI report as needed
 - (d) Consult with Pastor, Staff, Authorized Supervisors, Authorized "Volunteers, and Boards and Committees
 - (e) Forward recommendations to the appropriate Boards or Committees for action.

3. Implement Complaint Process

- (a) In teams of two (2) persons, provide follow-up inquiry on all reports and complaints received by the Safe Church Advocate.
- (b) Present appropriate information to Church Council for its action regarding findings of inquiries.
- (c) Make recommendations to Church Council regarding inquiries into complaints
- (d) Make necessary contacts State agencies and the Massachusetts Conference of the United Church of Christ (MACUCC)
- (e) Manage communication with the congregation
- (f) Manage inquiries from outside sources (press, etc.) regarding a complaint or inquiry, and action taken

4. Participate in training of Authorized Supervisors and Authorized Volunteers.

5. Implement and maintain Grievance Procedure - Appendix "J"

6. Documentation and Storage of all necessary and appropriate records

IV. Christian Education Committee

- A. Recruit Authorized Supervisors and Authorized Volunteers: North Falmouth Congregational Church welcomes persons who have been active in the church for at least six (6) months to become involved with the various programs offered for children and youth.
- B. Cooperate with Safe Church Committee in application process.
- C. Cooperate with Safe Church Committee in the annual training of Authorized Supervisors and Authorized Volunteers regarding Safe Church Program and Policies.
- D. Supervise implementation of the Safe Church Program and Policies as it applies to child and youth programs on or off North Falmouth Congregational Church properties.
- E. Supervise and implement reporting : Every Authorized Supervisor and Authorized Volunteer is required to complete and submit an Incident Report Form (Appendix B) to the Safe Church Committee should the need arise.
- F. Maintain a list of Authorized Supervisors and Authorized Volunteers who can be contacted when substitutes are needed.

V. Buildings and Grounds Committee

- A. Building Security. The Building and Grounds committee is charged with the responsibility to implement Safe Church Program and Policies in regard to building security.
 - 1. Distribution of Keys: The Building and Grounds Committee is charged with the responsibility of determining the need to assign keys, to whom keys will be issued, and the length of time to hold a key
 - (a) All key holders will complete and submit Authorized Supervisor or

Authorized Volunteer Application (Appendix A) prior to being issued a church key.
Exception : Non-member organizations and staff.

- (b) Complete and submit Key Receipt Form (Appendix E)
- (c) Complete and submit Statement of Compliance (Appendix D)
- (d) Reasons and procedures for requesting that a key be returned :
 - 1. Failure to comply with the Safe Church Program and Policies
 - 2. Loaning the key to another person
 - 3. Duplicating the key
 - 4. Other reasons and conditions the Building and Grounds Committee may deem necessary

B. Building Safety: The Buildings and Grounds Committee is charged with the responsibility to implement Safe Church Program and Policies in regard to building safety.

- 1. First aid kit supplies (Appendix L part 8) and fire extinguishers.
- 2. Maintain maps with floor plan in each room indicating where Exits, Fire Extinguishers, Telephones and Emergency Numbers, First Aid Kits and Fire Pull Stations are located .
- 3. Coordinate with the Christian Education Committee to facilitate regular fire drills for the children.
- 4. Coordinate with the Christian Education Committee to provide a safe method for diapering which will consist of a waterproof changing pad placed on an appropriate place on the floor of the nursery with disinfectant wipes to be used to clean the changing pad.

VI. Documentation: Copies of all Forms and Documents are attached to this Safe Church Program and Policies

Appendix "A" = Application for Authorized Supervisor and / or Authorized Volunteer

Appendix "B" = Incident Report Form Appendix "C" = Mandated Report Form

Appendix "C" = Mandated Report Form

Appendix "D" = Statement of Compliance

Appendix "E" = Key Receipt Form

Appendix "F" = Permission / Medical Release Form

Appendix "G" = Vehicle Operator Application

Appendix "H" = CORI Application

Appendix "I" = Creating a Healthful and Safe Environment, consisting of 8 sections:

- 1. Handwashing
- 2. Diapering
- 3. Toileting
- 4. Emergency Procedures
- 5. Discipline Plan
- 6. Questions and Answers about Reporting Child Abuse
- 7. Prevention of abuse and neglect
- 8. First Aid Kit Supplies

Appendix "J" = Grievance Procedure

In order to comply with the Safe Church Programs and Policies, please complete the following section.

Has a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical abuse; child abuse; or financial misconduct ever resulted in a judgment being entered against you, been settled out of court, or been dismissed because the statute of limitations had expired? *Yes No*

If Yes, please explain. (Attach a separate sheet if necessary) _____

Have you ever terminated your employment or volunteer service, or had your authorization to hold a volunteer position terminated for reasons of actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse, or financial misconduct? *Yes No*

If Yes, please explain. (Attach a separate sheet if necessary) _____

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of working with children and / or youth or any volunteer position or activity within North Falmouth Congregational Church? *Yes No*

If Yes, please explain. (Attach a separate sheet if necessary) _____

The information contained in this application is correct and truthful to the best of my knowledge. I have read and agree to comply with the Safe Church Program and Policies at North Falmouth Congregational Church. I understand all the information contained in this application will be reviewed by the Safe Church Committee and any appropriate staff, board or committee of North Falmouth Congregational Church. The Christian Education Director, Director of Youth Ministries, and/or the Pastor have the right to review the information when the volunteer work or activity is related to their job responsibilities.

Applicant's Signature Date

Date

If applying for Authorized Supervisor. In order to comply with the Safe Church Program and Policies, please complete a CORI application provided.

Reviewed by:

Safe Church Committee Chairperson's Signature Date

Staff, Board, Committee Chairperson's Signature Date

Position Held

INCIDENT REPORT FORM

This form is to be used to register all injuries and mishaps that take place during church programs or even on or off church premises. It is also to be used for all suspicions of child abuse or neglect.

Name: _____ Male: _____ Female: _____

Home Address: _____

Town: _____ State: _____ ZIP: _____

Telephone Number: _____ Date of Birth: _____

Name of Reporter: _____

Home Address: _____

Town: _____ State: _____ ZIP: _____

Tel. Numbers: Home _____ Bus. _____

1. Briefly describe the nature and extent of the injury, accident or abuse. Include specifics such as date, time, and location: _____

2. Describe the circumstances under which you became aware of the incident. Include the names of witnesses: _____

3. Indicate action taken by Staff and /or Authorized Volunteer(s). Include the names of Staff and / or Authorized Volunteer: _____

4. Please give any other information that you think might be helpful in establishing the cause of the incident(s) and / or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s): _____

As an Authorized Volunteer, once you have determined that a report is necessary contact a member of the Safe Church Committee within 24 hours. The Safe Church resource person will assist you in completing the Incident Report Form. *Incident Report Forms* and instructions for contacting the Safe church Committee are available in the church office or from any member of the Safe Church Committee.

Signature of Reporter: _____ Date: _____
Role/Function/position of Reporter: _____

For Office Use Only

Date Report Received: _____ Report Received by: _____

(If Injured Person is a child) Copy submitted to Parents/Guardians.
Date submitted: _____
Submitted by: _____

Copy submitted to reporter.
Date submitted: _____
Submitted by: _____

Further Action: _____

Comments: _____



Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse and/or neglect to the Department of Children and Families by:

1. Immediately reporting by oral communication; and
 2. Completing and sending this written report to the appropriate Department of Children and Families office within 48 hours of making the oral report.
- For more information about requirements for mandated reporters and filing a report of alleged abuse and/or neglect please see **A Guide for Mandated Reporters** available on the DCF website at www.mass.gov/dcf.

Please complete all sections of this form. If some data are uncertain or unknown, please signify by placing a question mark ("?") after the entry.

CHILDREN REPORTED

Name	Current Location / Address	Sex	Age or Date of Birth
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	

PARENT OR GUARDIAN 1

Name			
First	Last	Middle	
Address			
Street & Number	City / Town	State	Zip Code
Phone #		Age / Date of Birth	
Primary Language Spoken (if known)		Ethnicity (if known)	

PARENT OR GUARDIAN 2

Name			
First	Last	Middle	
Address			
Street & Number	City / Town	State	Zip Code
Phone #		Age / Date of Birth	
Primary Language Spoken (if known)		Ethnicity (if known)	

REPORTER / REPORT

Report Date	<input type="checkbox"/> Mandatory Report	<input type="checkbox"/> Voluntary Report
Reporter's Name		
First	Middle	Last
(If the reporter represents an institution, school or facility, please indicate)		
Reporter's Address		
Street & Number	City / Town	State Zip Code
Phone #	Relationship to the Child	
Has reporter informed caretaker of report? <input type="checkbox"/> Yes <input type="checkbox"/> No		

What is the nature and extent of injury, abuse, maltreatment or neglect? Please list any prior evidence of same and/or other worries regarding danger to the child(ren). (Please cite the source of this information if not observed firsthand.)

If known, please provide the name(s) and contact information of the person(s) responsible for the injury, abuse, maltreatment or neglect and/or any other information that you think might be helpful in establishing the cause of the injury, abuse, maltreatment or neglect:

What are the circumstances under which the reporter became aware of the injury, abuse, maltreatment or neglect? Please include information on dates and timeframes for when the injury, abuse, maltreatment or neglect occurred. Pedikit# (if applicable):

What action has been taken thus far to treat, shelter or otherwise assist the child(ren) to deal with the situation?

If report involved alleged domestic violence, please list any information that will help DCF make safe contact with the family (e.g., work schedule, place of employment, daily routines for the adult victim):

Please provide any information about the family's strengths and capacities that you think will be helpful to DCF in ensuring the child's safety and supporting the family to address the abuse and/or neglect concerns:

Signature of Reporter:

North Falmouth Congregational Church
STATEMENT OF COMPLIANCE

I acknowledge that I have read and understand the Safe Church Program and Policies. I agree to follow that document in my activities involving youth and children.

I have been approved as (Check One)

Authorized Volunteer (pg. 2) _____

Non-Church Leader of Community Group _____

Authorized Supervisor (pg.2) _____

Church Volunteer _____

Staff _____

To indicate your understanding and compliance with the conditions set forth by North Falmouth Congregational Church, please initial each of the following paragraphs and complete the final box in this document.

I understand that I am required to report child abuse and neglect. If I have reasonable cause to believe, or have been told, that abuse and / or neglect of a child or youth has occurred in any of North Falmouth Congregational Church's buildings and / or properties or during any church sponsored activities. I am required to file an Incident Report Form with the Safe Church Program and Policies Committee within 24 hours as per the "Safe Church Program and Policies"

Initials

In compliance with the Safe Church Programs and Policies I will not be alone in any rooms of North Falmouth Congregational Church's buildings and / or properties at unscheduled time with children or youth for whom I am not the parent or guardian.

Initials

When the activity for which I am responsible is concluded, before I leave the building, I will be sure that the front and side doors are locked and lights are out. A Church Activity Calendar will be posted on the bulletin board outside the office.

Initials

I acknowledge that I am an agent of North Falmouth Congregational Church and agree to abide by all policies and procedures regarding the use of all building and properties of North Falmouth Congregational Church. I understand that failure to comply with any of the provisions set forth in this document may result in the loss of my standing.

Initials

I understand that there are copies of the "Safe Church Program and Policies" available in the Church library located in Nye Room and I have read and understand the document and responsibility to familiarize myself with those documents. I also understand that I may contact a member of the "Safe Church Program and Policies" committee for any clarifications I need.

Initials

Signature _____

Date _____

Board / Committee to which you report: _____

A copy of this document will be on file with the "Safe Church Program and Policies" committee.

North Falmouth Congregational Church
155 Old Main Road P.O. Box 403
North Falmouth, MA 02556
Telephone 508-563-2177

Permission Slip and Medical Release Form For all Church Sponsored Activities

Activity: _____

(* Please print legibly)

Name of child	Date of Birth	Grade
_____	_____	_____

Parents ' or Guardians' Name: _____

Address: _____

Mailing Address if different: _____

Phone Number: _____ Cell: _____

Primary Care Physician : _____ Phone: _____

Medical Insurance Company: _____ Policy #: _____

Please list any food or other allergies and any condition that may limit your child's activities:

Please list any other information that you feel we need to know regarding your child:

Parental Release:

I give my child permission to participate in North Falmouth Congregational Church sponsored activities and field trips (with advance notice). In my absences, I give the staff at North Falmouth Congregational church permission to allow medical treatment for the child listed above in case of emergency. I understand that North Falmouth Congregational Church is not liable for any accident or injury sustained during the North Falmouth Congregational Church sponsored activities, field trips, and related events.

Print name _____ Date _____

Signature of parent/guardian _____

NORTH FALMOUTH CONGREGATIONAL CHURCH
KEY RECEIPT FORM

NAME: _____
(please print clearly)

Please check one of the following:

_____ I am receiving a key as a member of North Falmouth Congregational Church for the following purpose(s).

_____ I am not a member of The North Falmouth Congregational Church and am receiving a key for the following purpose(s):

Please initial each of the following paragraphs to indicate your understanding and compliance with the conditions set forth by The North Falmouth Congregational Church.

A: I acknowledge receipt of key # _____ and agree that:

I will not lend this key to anyone else

I will not duplicate this key for any reason

I will not tag or otherwise identify this key as providing access to The North Falmouth Congregational Church

I will be entirely responsible for the security of this key and I will return it when I no longer have the responsibility for the above named purpose or when its return is requested by the Building and Grounds Committee. _____(initial)

B: In receiving this key, I acknowledge that I am an agent of The North Falmouth Congregational Church and agree to abide by all policies and procedures regarding the use of all buildings and properties of The North Falmouth Congregational Church. _____(initial)

C: I understand that, as key holder, I am required to report child abuse and neglect as defined and set forth by the Department of Social Services. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child or youth has occurred in any of The North Falmouth Congregational Church's buildings and / or properties, I am required to file an Incident Report Form with the Safe Church Advocate as per the Safe Church Program and Policies. Failure to do so may result in my loss of privilege to be a key holder.
_____ (initial)

North Falmouth Congregational Church
Safe Church Programs and Policies

D: I understand that, as a key holder, I am responsible for the Safe Church Program and Policies while any properties and/or facilities of The North Falmouth Congregational Church are unlocked by the key that I hold. I will not be alone in any rooms of The North Falmouth Congregational Church's buildings and / or properties at unscheduled times with a child or youth for whom I am not the parent or guardian.
_____ (initial)

E: I will lock front and side doors at the end of my scheduled activity. _____(initial)

F: I have received my copy of the "Safe Church Program and Policies" and I will familiarize myself with those documents. I also understand that I may contact the Safe Church Advocate for any clarifications I need.
_____(initial)

G: I understand that failure to comply with any of the provisions set forth in this document may result in my loss of privilege to be a key holder. _____(initial)

Signature

Building and Grounds Committee Chairperson

\$50.00 Deposit Received _____ (for non-church members)
check # _____

A copy of this document will be on file with the Safe Church Committee.
Copies of the "Safe Church Program and Policies" are available in the church library in the Nye Room.

NORTH FALMOUTH CONGREGATIONAL CHURCH
VEHICLE OPERATOR APPLICATION

FULL NAME _____

OCCUPATION _____

PRESENT ADDRESS _____

SOCIAL SECURITY NUMBER _____ BIRTHDATE _____

DRIVER'S LICENSE NUMBER _____ STATE _____

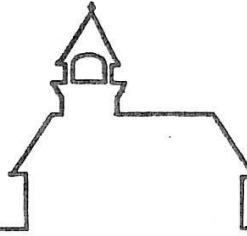
OTHE DRIVER'S LICENSE NUMBERS AND STATES _____

INSURANCE POLICY CARRIER AND NUMBER _____

1. How long have you had a driver's license in this state? _____
2. How many years driving experience do you have? _____
3. Have you ever driven a vehicle other than a car - i.e. bus or van? _____
4. Has your license to drive ever been revoked, in this or any state? _____
5. Have you ever been issued a summons for violating any provision of Massachusetts' Vehicle and Traffic Code? _____
6. Have you ever been sued by anyone who claimed you operated a vehicle in a reckless or unsafe manner? _____
7. Have you ever been issued a summons for driving violations in any other states? _____
8. Have you ever been party to any type of lawsuit involving an automobile accident or collision? _____
9. Have you ever operated a vehicle under the influence of drugs or alcohol? _____
10. Have you ever been accused of operating a vehicle under the influence of drugs or alcohol? _____
11. Do you have a mental or physical disability , handicap or other limitation that would prevent you from safely operating an automobile (i.e night driving)? _____
12. Is there anything not already asked which might cast doubt on your ability to safely operate an automobile? _____

SIGNATURE _____ DATE _____

North Falmouth Congregational Church, UCC
155 Old Main Road • P.O. Box 403
North Falmouth, MA 02556 - 0403
www.northfalmouthucc.com



CHAPTER 6, § 172H CORI REQUEST

APPENDIX H

North Falmouth Congregational Church is requesting all the available criminal offender record information (COFI) on the following individual from the Criminal History System Board pursuant to Chapter 6, § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

VOLUNTEER INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER
(Requested but not required)

MOTHER'S MAIDEN NAME:

CURRENT AND FORMER ADDRESSES:

SEX: HEIGHT: WEIGHT: EYE COLOR:

STATE DRIVER'S LICENSE NUMBER:

*THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

REQUESTED BY:
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

North Falmouth Congregational Church Safe Church Program and Policies - Appendix

Appendix I - "Creating a Healthful and Safe Environment"

Consisting of eight sections:

1. Hand washing
2. Diapering
3. Toileting
4. Emergency Procedures
5. Discipline Plan
6. Questions and Answers About Reporting Child Abuse
7. Prevention of Abuse and Neglect
8. First Aid Kit Supplies

HANDWASHING POLICY

Handwashing is the first line of defense against infectious disease. Proper handwashing technique is very important and should be followed as recommended.

Handwashing should always be done:

- before eating or handling food
- before feeding a child
- after diapering and using the toilet
- after handling or cleaning body fluids (blood, mucus, vomit) and after wiping noses, mouths, and sores
- after handling or feeding pets
- after playing in dirt or sand.

The 5 most important concepts to remember about handwashing are:

1. Use running water which drains - not a stoppered sink or container. A common container of water spreads germs!
2. Use liquid soap. (Liquid soap is required under Office for Children regulations).
3. Rub hands together for about 20 seconds. This friction helps remove germs. With fingers lower than wrists, rinse hands well under running water until all soil and soap is gone.
4. Turn off the faucet with a paper towel. The faucet is considered dirty at all times. Recontamination occurs if this is not done.
5. Throw the used paper towel in the proper trash container provided.

DISPOSABLE GLOVES

Non-latex gloves should be used as a second line of defense and can provide a protective barrier against germs. All disposable gloves must be waterproof. Gloves must be changed and disposed of properly after contact with each child. Gloves must never be used as a substitute for handwashing.

Disposable non-latex gloves must be worn:

- when changing the diaper of a child
- when contact with blood or blood-containing fluids from a child is likely (such as when giving first aid or changing a diaper with bloody diarrhea)
- when cleaning surfaces which have been contaminated with blood or large amounts of other body fluids, such as vomit or feces.

Hands and other skin surfaces must be washed immediately and thoroughly if touched by blood or other body fluids.

Hands must be washed immediately after gloves are removed.

DIAPER CHANGING PROCEDURE

PARENTS:

If you do not wish your child's diaper to be changed by the adult volunteer, please notify the Director of Christian Education.

Only non-latex gloves will be used when changing your child.

1. Assemble the necessary supplies - diaper, wipes and cream or lotion (if needed) - from the child's diaper bag. Do not use any powder; inhaling it can be dangerous. Use cream or other skin products provided by the parents only if the parents request it.
2. Put on a pair of disposable non-latex gloves.
3. Place the changing pad (located in the nursery closet, bottom shelf) on the floor in the area reserved for diapering. Place the needed changing items within your reach.
4. NEVER LEAVE A CHILD UNATTENDED OR LEAVE SKIN CARE CREAM OR DISPOSABLE GLOVES UNATTENDED IN A CHILD'S PRESENCE.
5. Place the child on the changing pad.
6. Remove the soiled diaper and clothes (if soiled). Soiled clothing should be placed in a sealed plastic bag.
7. Clean the child with disposable wipes. Wipe from front to back, using the wipe only once. Repeat as needed, paying attention to skin folds.
8. Place a clean diaper on the child and replace the outer clothing.
9. Fold the soiled diaper with the used wipes inward, reseal it and place it in the trashcan.
10. Using disinfectant wipe(s), clean the changing pad
11. Remove the gloves and place in the trashcan.
12. Put the diapering supplies and any soiled clothing in the child's diaper bag.
13. Place the changing pad back in the nursery closet.
14. Wash your hands with soap and running water.
15. Record the diaper change and concerns; if any concerns, notify the parents.

TOILETING PROCEDURE

PARENTS, TEACHERS, VOLUNTEERS:

Non-latex disposable gloves will be used for toileting purposes .

1. No child will be punished, verbally abused or humiliated for soiling, wetting or not using the toilet..
2. All children who need assistance when toileting will use the Preschool/Kindergarten bathroom
3. Children will wash their hands with soap and running water after toileting.
4. When a teacher's assistance is needed for toileting, there will be another teacher present in the Preschool/Kindergarten classroom.
5. The teachers will wash their hands with soap and running water after assisting children. Teachers and children will use individual paper towels for drying their hands.
6. If a child has an accident, use the following procedure:
 - 1) Use disposable non-latex gloves.
 - 2) Remove the child's soiled clothing and clean the child with moist disposable wipes, located in the nursery closet and under the sink in the Preschool/Kindergarten bathroom .
 - 3) Allow a child who is able to dress himself / herself to do so, and when finished, remind the child to wash his/her hands.
 - 4) The teacher who assists the child must also wash his/her hands.
 - 5) Soiled clothing will be placed in a label sealed plastic bag and sent home with the child.
 - 6) When handling any soiled clothing or assisting a child, the teacher will wear disposable non-latex gloves.
 - 7) For parents: If you feel your child will need a change of clothing, please bring a set each week in a labeled bag. If you wish to leave a set at the church, see the Director of Christian Education.
 - 8) If a child has an accident and does not have a change of clothing, the parents will be notified immediately. For hygienic purposes, the child will not be allowed to remain in the classroom.

Emergency Procedures
For
Sunday School And Youth Program

Fire

- Each teacher will lead her / his class using the designated exit to the designated safety zone (second tree of the cemetery driveway). When at the designated safety zone, the teacher will take attendance and inform the designated person. (CE Director or CE Buddy) of any missing students.
- The designated person (CE Director or CE Buddy) will check all the classrooms and bathrooms before going the designated safety zone.
- Teachers will keep their class together at the designated safety zone until the building has been deemed safe to re-enter. The teacher will check off any student who has been released to his / her parent(s) or guardian.

Any Other Emergency

- The designated person (CE Director, Youth Director, or CE Buddy) will make any emergency decisions required for the safety of the Church School Students, Youth and staff. This includes emergency medical treatment and calling the Police for any security reasons.

NORTH FALMOUTH CONGREGATIONAL CHURCH
SUNDAY SCHOOL DISCIPLINE POLICY

North Falmouth Congregational Church strives to practice a program in which children will be able to learn about God, Jesus, the Bible and our Christian faith in a secure and loving environment. Age appropriate activities and learning experiences are planned to enhance the child's developing faith at each cognitive level.

If children are to participate fully in Sunday School, they need to understand that appropriate behavior is required, just as it is in any school setting. Helping the child learn this is a responsibility of the parents. Our Sunday School Rules also help to reinforce appropriate behavior:

- 1. Be kind and respect each other.**
- 2. Wait your turn to speak.**
- 3. It is O.K. not to speak but to "pass"**
- 4. Share.**
- 5. Try to stay on task.**

In order to keep each class a place where every child will be free to learn, children who disrupt the process will:

1. First offense: be given a *verbal* caution by the teacher.
2. Second offense: be requested by the teacher to leave the group until he/she feels ready to follow the rules.
3. Third offense: the Director of Christian Education will speak to the student, and parents will be verbally notified.

If the child continues to disrupt the group:

4. The teacher will request a conference with the parent and the Director of Christian Education immediately following the worship service
5. In extreme cases, the parent/guardian may be summoned from the worship service to attend to the child.

CHURCH SCHOOL WILL NOT:

Use corporal punishment, including spanking.

Subject children to cruel or severe punishment, humiliation or verbal abuse.

Deny any child food as a form of punishment.

Punish any child/or soiling, wetting or not using the toilet.

We ask parents to bear in mind that most Sunday School teachers are not professional educators and do not have extensive classroom experience. Therefore, parents of young children with special needs or learning disabilities are encouraged to participate in Sunday School with their child at the beginning of the school year to help acclimate the child to the routines. We ask that parents maintain open channels of communication with the

Sunday School teacher regarding their child's needs. **Please note that such information is confidential, and the privacy of families will be respected.**

Discipline problems are a rare occurrence. With the cooperation of our students and the support of their parents, Sunday School can be a spiritually rewarding experience (and fun!) for both the students and the teachers.

NORTH FALMOUTH CONGREGATIONAL CHURCH

QUESTIONS AND ANSWERS ABOUT

REPORTING CHILD ABUSE

RIGHTS AND RESPONSIBILITIES FOR AUTHORIZED SUPERVISORS
AND AUTHORIZED VOLUNTEERS

INTRODUCTION

As an Authorized Supervisor or Authorized Volunteer providing care and programming for the children and youth of the North Falmouth Congregational Church, you need to be aware of two state departments that are responsible for this area: the Department of Social Services (D.S.S.), which handles all reports and investigations of child abuse; and the Office for Child Care Services, which licenses all child care facilities.

Because children are particularly vulnerable, Massachusetts law extends greater protection to them than to adults in certain situations. One of the ways the law protects children is through the child abuse reporting system. As an Authorized Supervisor or an Authorized Volunteer at North Falmouth Congregational Church, you are required to report known or suspected instances of child abuse to the Safe Church Committee. After careful review of the report, if the Safe Church Committee deems it necessary to file a Mandated Report, they will direct the Safe Church Advocate to make a formal report to D.S.S.

This pamphlet will describe your rights and responsibilities as a person required to make a report to the Safe Church Advocate.

1. Who is a "Mandated Reporter"?

Mandated reporters include: physicians, medical interns, hospital personnel, medical examiners, psychologists, emergency medical technicians, dentists, nurses, chiropractors, podiatrists, osteopaths, public or private school teachers, educational administrators, guidance or family counselors; probation officers, social workers, foster parents, firefighters, police officers, pastors and paid church staff.

Authorized Supervisors and Authorized Volunteers are required by the Safe Church Program and Policies to report to the Safe Church Committee and to file an Incident Report Form with the Safe Church Advocate. The Safe Church Advocate is mandated by state law to file a formal report with D.S.S.

2. How do I decide whether or not to report?

Authorized Supervisors and Authorized Volunteers are not necessarily Mandated Reporters; however, you are required to file a report with the Safe Church Committee if you have a reasonable cause to believe that :

- (a) a child is suffering serious physical or emotional injury resulting from abuse inflicted upon him / her, including sexual abuse;

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- (b) a child is suffering from neglect, including malnutrition;
- (c) a child is physically dependent upon an addictive drug at birth.

"Reasonable cause" means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse. This is a "reasonable person" standard commonly used in the law. It really is saying you should use your training and / or experience, and your personal knowledge of the child, to make an informed decision. If you are at all unsure of the facts in a particular situation, please consult with the Pastor and any member of the Safe Church Committee.

3. Should I tell the parent/guardian before I report?

This is probably the most difficult decision you will have to make .

Of course, if a child is in imminent danger, and you believe the parent/guardian might disappear with child, call the police immediately and do not tell the parent. More frequently, however, you will be faced with a situation where you know and care for the parent, and the child is not in imminent danger. Telling the parent will frequently evoke a hostile, angry display of feelings, and may spur the parent/guardian to remove the child from your care. On the other hand, if you fail to inform a parent/guardian, he/she may feel betrayed or deceived, and this may destroy your relationship with him/her. As a general rule, discuss this with the Pastor and any member of the Safe Church Committee before making a decision. When or if a report is ultimately made to D.S.S. by the Safe Church Advocate is the time at which the decision will be made whether or not to inform the parent/guardian.

Filing a report can be described as making a referral to a social services agency to request that help and supportive services be rendered to the child and the family. The reporting process does not always go smoothly, but the ultimate concern is about the child and family. The process will do everything to see that the child and the family receive help.

The intent of the law is to provide safety for the child and to maintain family unity. Social workers will remove the child from the home only as a last resort. Parents need to know that they are not inherently "bad" parents, they can be helped, and that their problem is not unique.

4. To whom must I report?

As an Authorized Supervisor or Authorized Volunteer, once you have determined that a report is necessary, contact the Safe Church Advocate or a member of the Safe Church Committee within 24 hours. The Safe Church resource person will assist you in completing the *Incident Report Form* . *Incident Report Forms* and instructions for contacting members of the Safe Church Committee are available in the church library or from any member of the Safe Church Committee.

If a child is in immediate physical danger, call the police, then inform the Pastor .

5. What information must a report contain?

An Incident Report Form will ask for all the necessary information. It is extremely important that you provide as much information as possible. Your name **will not** be indicated on the *Mandated Report Form* filed with D.S.S. The Safe Church Advocate will be the identified reporter for these filings.

Please provide as much detail as possible. The more detailed the report, the more likely the response will be appropriate to the particular situation. You will be kept informed by the Safe Church Committee of the decisions and progress related to your report.

6. What if the report turns out to be untrue?

All mandated and required reporters are immune by law from civil or criminal liability for filing a report, even if it is not verified by the investigator. This means that even if someone sues you for reporting, the court will dismiss the case when it is revealed that you are a mandated or required reporter .

7. What if I fail to file a report?

If a mandated reporter fails to report known or suspected instances of child abuse, he/she may be punished by a fine of up to \$1000.00. Failure to report might also result in civil liability if a child is harmed after the mandated reporter gains knowledge of the abuse and fails to report.

The duty to report is an **individual** duty. Even if your supervisor or co-workers discourage you or try to prevent you from reporting, if you know or reasonably believe abuse has occurred, you must file an *Incident Report Form*. When two or more co-workers jointly have knowledge of child abuse, only one report must be filed. The names of all the Authorized Supervisors or Authorized Volunteers who have information or knowledge regarding the incident must be included on the report form. This will avoid confusion and ensure the process goes smoothly.

8. Do I have a right to know whether a mandated report is filed?

If a Mandated Report is filed, the Authorized Supervisor(s) or Authorized Volunteer(s) named on the *Incident Report Form* will be kept apprised of this information. If the decision is made not to file a *Mandated Report*, the Authorized Supervisor(s) or Authorized Volunteer(s) named on the Incident Report will be informed of this and apprised of any subsequent action taken by the Safe Church Committee regarding the report. The Safe Church Advocate has the right to find out the results of any investigation arising out of a *Mandated Report*.

If you believe the child continues to be in danger, tell the Pastor and any member of the Safe Church Committee, who will immediately direct the Safe Church Advocate to file a *Mandated Report* to D.S.S. You will file an *Incident Report Form* indicating your continued concern.

9. What if a child shows up with an untreated injury?

If a child is left in your care with an injury which requires immediate medical attention, report it **immediately** to the Pastor. The Pastor will follow through based on the Emergency Procedures. If emergency action must be taken, call 911

An *Incident Report Form* must be completed as soon as possible and filed with the Safe Church Committee.

10. May I discipline children in my care the same ways their parents do?

No. Massachusetts Office for Child Care Services regulations prohibit child care providers from using corporal (physical) punishment, or from interfering, for punitive reasons, with daily functions of living such as eating, sleeping or toileting .

Note that this standard of behavior for Authorized Supervisors and Authorized Volunteers is more stringent than for parents, who are permitted greater leeway in administering "reasonable discipline".

If you know or reasonably suspect that an Authorized Supervisor or Authorized Volunteer or any other care provider has violated these regulations, you must file an Incident Report Form with the Safe Church Committee within 24 hours of the incident.

11. What if I am accused of abuse?

If a complaint of child abuse is filed against you: an inquiry will be conducted by the Safe Church Committee as described in the Safe Church Program and Policies. If the Safe Church Committee determines the need to file a *Mandated Report*, the Safe Church Advocate will be directed to do so. This complaint will be investigated by the Department of Social Services. The investigator may want to talk to parents of other children in your care, and may ask for a list of current registrants. It is possible that if you are one of the people most knowledgeable about a child, you may become involved in a larger investigation, even if there has been no specific complaint against you. If the Department substantiates the report after investigation, the Department may report the matter to the District Attorney's Office for possible criminal investigation. If you believe you are a suspect, don't panic, but you should probably consult a lawyer about your rights.

12. How can I be involved in prevention?

A sensitive, perceptive Authorized Supervisor or Authorized Volunteer may note early warning signs of a potentially abusive or neglectful situation. This is, of course, the best time to act. Your training as an Authorized Supervisor or Authorized Volunteer will include signs and symptoms of potential abuse. The Safe Church Advocate and the Pastor are informed about local service agencies.

Early intervention could save a child from harm and maintain a family's integrity. Discuss your concerns with the Safe Church Committee. Sometimes the most appropriate early intervention is to file a report. As an Authorized Supervisor or Authorized Volunteer, intervention for prevention is your responsibility. Make it part of your care of children to get to know parents/guardians and to build trusting, sharing relationships with them.

North Falmouth Congregational Church
Safe Church Program and Policies

PREVENTION OF ABUSE AND NEGLECT

The North Falmouth Congregational Church takes every precaution to protect children and youth from child abuse and neglect when they are participating in all scheduled programs and events.

These strategies help to insure that children are well protected while they are participating in scheduled programs and events.

Information on child assault prevention will be offered to adults and children so they may recognize potentially dangerous situations and give them strategies to handle different types of situations before they become extreme.

CHURCH SCHOOL

There at least two Authorized Volunteers assigned to each group of children.

When a class activity is in a room without a window or with only one adult present, the door will remain ajar. Sunday School Teachers of nursery through preschool students will accompany their students at all times. Nursery through preschool students will not be released to anyone other than the child's parents/guardian without written parental permission. Anyone, including parents/guardians not known to the teacher must show identification before a child will be released to their care.

Members of the Christian Education Committee may monitor and observe the classrooms from time to time.

YOUTH PROGRAMS AND EVENTS

All youth leaders are Authorized Supervisors. Other adult chaperones for off-site youth events will be Authorized Volunteers.

There is an Authorized Supervisor and at least one Authorized Volunteer at each Youth program or event held at time other than at regularly scheduled church worship hours.

Signed Permission and Medical Release Forms (Appendix F) must be on file with the Christian Education Committee before any youth may participate in a youth program or event taking place off Church Properties

Only Authorized Volunteers, whose Vehicle Operator Application has been approved, will be allowed to provide transportation for any youth program or event.

North Falmouth Congregational Church
Safe Church Program and Policies

First Aid Kit Supplies

Adhesive Tape

Band-Aids

Gauze Pads

Gauze Rolls

Disposable Gloves (non-latex)

Instant Cold Pack

Scissors

Tweezers

Pocket Mask

Triangle Bandage

Grievance Procedure

Report issues of personal safety, sexual harassment or assault, or neglect to a member of the Safe Church Committee immediately. Discussions with the Safe Church Committee are handled in a sensitive manner and are treated with the utmost regard to confidentiality. The Safe Church Committee is mandated to report child abuse or neglect to the appropriate agencies and will assist you with obtaining the services you need in any given situation.

Church members or regular attendees dissatisfied with the job performance of a staff members or employee dissatisfied with their duties, responsibilities, manner of supervision, or any other matter related to their employment are encouraged to follow the procedure outlined below.

1. IDENTIFY THE PROBLEM. Be sure the issue is clear. Is it a particular incident or a pattern of behavior that is the cause of the problem?
2. DISCUSS THE PROBLEM. If possible, talk with the person involved. Many times issues can be resolved by making the other person aware of the problem.
3. MAKE A WRITTEN COMPLAINT TO COMMITTEE CHAIRPERSON If the problem continues, file a written complaint with the chairperson of the committee responsible for the supervision of the person involved.
4. THE COMMITTEE The Chairperson will present the complaint to the full committee or direct it to the Safe Church Committee. A written response will be provided.
5. TALK WITH THE MINISTER At any time throughout the process, you are free to discuss any issue or concern with the minister.

"In studying the phenomenon of error, it becomes apparent that everyone makes mistakes. This is one of life's great realities, and to admit to it is already to have taken a great step forward. So it is well to cultivate a friendly attitude towards error, something having a purpose, which it truly has. Mistakes bring us closer and make us better friends. Fraternity is born more easily on the road of error than on that of perfection."

-Di.Maria Montessori