

Child Protection and Safety

1. Teachers, ministers, parents and other adults who interact with children (infant to twelve years) and youth (twelve to eighteen years) at Cedar Lane will adhere to the Code of Ethics and sign it annually.
2. There must be a minimum of two adults present in the building during classes, meetings and other events involving children and youth.
3. During R.E. classes, parents (or designated adults) of children younger than twelve must remain on the church premises.
4. R.E. classes will be staffed with teaching teams which include at least two adults. Teen assistants should be entering at least grade 7.
5. Children who are not enrolled in an R.E. class or church sponsored activity must be supervised by their parents at all times. Children are not permitted to roam unsupervised in the buildings or on church property, including the playground.
6. Children in the fourth grade and younger will be dismissed from their classrooms following the chapel service. Teachers will account for children before dismissal.
7. Parents will inform the teacher at the time of drop-off if someone other than a parent will be picking up the child. Teachers will not release a child to someone other than a parent or designee.
8. As stated in the Code of Ethics, no teacher, minister, activity leader or other person working under the auspices of Cedar Lane shall engage in sexual, seductive or erotic behavior with children or youth under the age of 18, or in their presence. Additionally, such persons will not engage children or youth in behavior that constitutes sexual harassment or verbal, emotional or physical abuse.
9. There will be no use of alcohol or illegal drugs at events planned for families and children/youth.

10. Weapons may not be brought onto the church property or brought to church-sponsored trips. Acts of violence will not be tolerated.

11. No exterior doors will be propped open while R.E. classes are in session.

12. Rules for recruitment of R.E. leaders will be developed and reviewed periodically by the R.E. Council and the Safety Committee.

13. Rules for childcare procedures will be reviewed and administered by the R.E. Council and the Safety Committee.

The Caring Team

1. A “Caring Team” made up of ministers and two Cedar Lane Safety Committee members will be available to all who have concerns about sexual, verbal or physical abuse. This team will be knowledgeable about available resources and procedures for suspected abuse of children. If appropriate, a team member will report the maltreatment to the child protective services.

2. Any person who expresses concerns about inappropriate sexual conduct, violence, verbal or physical abuse by teachers, leaders or youth in the Cedar Lane community will be able to receive guidance from this team.

3. The Caring Team will respond to each concern in a manner that respects the safety and confidentiality of all involved, subject to legal requirements.

4. The Caring Team will maintain a list of treatment resources and support groups for those affected by verbal, physical or sexual abuse or harassment.

Trips, Overnights and Retreats

1. Parents will complete and sign the Activity Permission Form for children 4th-12th grade. In addition, a shorter permission slip will also be required when children and youth are leaving by vehicle on a church designated field trip, overnight or retreat. The R.E. office will keep one set of copies of the completed Activity Permission Form for the R.E. year. Teachers or adult leaders will also have a set of copies of the Activity Permission Form which they will carry with them on trips.

2. There will be a minimum of two adults with the group, with a recommended ratio of one adult per five children or one adult per eight youth.

3. All drivers will be covered by their own car insurance and have valid drivers licenses. Drivers must be 25 years of age or older.

4. Children four years and younger will be secured in appropriate car seats. Each child or youth will be secured individually with a seat belt.

5. Rules of conduct for youth overnights and retreats will be developed and periodically reviewed by the Youth Adult Committee.

6. A first aid kit will be taken on all field trips, overnights and retreats.

7. There will be no use of alcohol or illegal drugs on field trips, overnights or retreats.

8. Weapons may not be brought on field trips, overnights, or retreats. Camping equipment must be approved in advance.

Rules of Conduct for Youth

(Developed by the Safety Task Force
and the Youth Adult Committee.)

**Be safe, smart and considerate of
yourself, each other, the adult leaders,
the neighbors outside the church, and
church property.**

More specifically:

1. Youth have a responsibility to follow these Rules of Conduct and all activity guidelines.
2. Youth must notify an adult leader (aged 23 or older) before leaving the facility. Youth must remain in pairs outside the facility.
3. For all activities, the ratio of adults to youth must be at least one to eight, with a minimum of two adults, or the events will be canceled.
4. Firearms, other weapons and fireworks will not be tolerated. Parents will be called and asked to take the youth home. If appropriate, possession of firearms, other weapons or fireworks will be reported to the police in compliance with Maryland State law guidelines. Further participation by the youth in overnights, retreats or field trips will require discussion and a contract with the adult leaders, the Minister of Religious Education, the parents and youth.
5. Cedar Lane buildings are smoke free. Smoking or the use of tobacco products, illegal drugs or alcohol will not be tolerated. Parents will be called. Further participation by the youth in overnights, retreats or field trips will require discussion and a contract with the adult leaders, the Minister of Religious Education, the parents and the youth.
6. Destruction of property will not be tolerated. Parents will be notified. The youth will be held responsible for damages incurred. Further participation by the youth in overnights, retreats, or field trips will require discussion and a contract

with the adult leaders, the Minister of Religious Education, the parents and the youth.

7. Youth may not engage in sexually explicit behavior or in behavior that constitutes sexual harassment or verbal, emotional or physical abuse. If appropriate, harassment and abuse will be reported to the authorities in compliance with Maryland State law guidelines. Further participation by the youth in overnights, retreats, or field trips will require discussion and a contract with the adult leaders, the Minister of Religious Education, the parents and the youth.
8. Youth must gain prior permission to bring outside guests to Cedar Lane activities. Permission will be decided on a case-by-case basis. All guests must bring signed permission forms and have a responsibility to follow these rules of conduct.

Emergency Precautions

1. There will be a minimum of three first aid kits: one that will be readily available for classroom needs in the main building, one in The Center, and one that can be taken on field trips. A blanket should accompany each first aid kit.
2. A summary of first aid skills and fire escape plans will be included in the teachers' manuals. An escape plan and the location of fire extinguishers will be posted near each classroom door.
3. A list of people certified in CPR and/or first aid will be kept at the administration table. In addition, a file of signed medical emergency release forms for each child participating in R.E. classes will be kept in class folders and in the MRE office.
4. Parents will notify the R.E. office about any medical issues concerning their child. Updates should be posted annually.
5. The R.E. Council will conduct a fire drill periodically. Fire drill information will be available to parents at that time.

Safety Guidelines for Children and Youth

Written by the Safety Committee
Cedar Lane Unitarian Universalist Church
Bethesda, Maryland

May 2005