

Unitarian Universalist Church of Annapolis (UUCA)
RELIGIOUS EXPLORATION (R.E.) PROGRAM
333 Dubois Road; Annapolis, MD 21401
Phone: (410) 266-8044 x101
(Revised 9/2016)

All the R.E. staff, including volunteer teachers, advisors, mentors and Beagle volunteers are required to sign the Codes of Conduct and Ethics.

CODES OF CONDUCT AND ETHICS FOR R.E. LEADERS

CODE OF CONDUCT

No minister, adult leader, child care giver, religious education teacher or advisor, nor any other person working in a paid or volunteer capacity under the auspices of the UUCA R.E. program shall engage in sexual activity with persons under the age of eighteen. Neither shall anyone engage in behavior with children, youth or adults which constitutes sexual harassment or verbal, emotional or physical abuse.

CODE OF ETHICS FOR LEADERS OF CHILDREN AND YOUTH

Adults and older youth who are in leadership roles are in a position of stewardship, and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in those areas of growth. **Therefore, leaders shall refrain from engaging in sexual, seductive or erotic behavior with children and youth-- in person, on the phone or by letter, or through electronic communications. Neither shall they harass or engage in behavior with youth which constitutes verbal, emotional or physical abuse.**

I have read the above codes of conduct and ethics for leaders of children and youth, and I am in agreement with their spirit and purpose and will comply with them.

I have read the UUCA R.E. Program safety policies, and pledge to enforce them.

SUMMARY: UUCA CHILD & YOUTH PROTECTION POLICY *for your records*

For a complete copy of the Unitarian Universalist Church of Annapolis Child/Youth Protection Policy, see Rev. Christina Leone Tracy, Faith Development Minister (FDM) or Elise Berrocal, Children's Ministry Coordinator (CMC).

This is a summary of that policy:

- **Application:** All R.E. volunteers must provide an application and two references, preferably institutional in nature. An interview might be required with the FDM or CMC. For volunteers who might have one-on-one, driving, or overnight contact with minors, a formal background check is required through LexisNexus.
- **Two-Adult Rule:** No fewer than two unrelated adults will be with any number of children at any time during a sponsored R.E. activity. Exceptions are granted for mentoring activities with parent permission. If it is impossible to have two approved adults, the group will move to a public space and leave the door open to the space.
- **Bathroom:** Older children can go to the bathroom by themselves in pairs. Younger children need to be walked to the bathroom, where adults will wait outside the door. If needed, the adult can open the door and call to the child. If the child needs assistance, the bathroom door and stall door will be propped open while the adult assists the child.
- **Medicine:** UUCA volunteers do not give out medicine unless pre-arranged with the CMC or FDM and the parents, and medicine is provided in original packaging, labeled with the child's name, and given to responsible adult at the event along with the Medication Administration Form.
- **Building Safety:** An escape plan and the location of the nearest fire extinguisher will be posted in every classroom. A fire drill will be held each Fall. Overnight events at UUCA involving any number of children will take place in the main building and no non-approved adults will be allowed in the building for the duration of the event.
- **Injuries and First Aid:** First Aid kit are available in classrooms and for field trips. Volunteers will provide simple First Aid following universal safety precautions. Parents will be contacted if more care is needed beyond basic First Aid or if an ambulance is called. An incident report will be completed by volunteers and signed by parents in all injury cases. A copy of that form should be given to parents, and a copy should be kept for the Faith Development Minister.
- **Discipline:** In no case will corporal punishment be used. See the Policy On Behavior for details as to how to handle discipline or behavior issues.
- **Abuse or Neglect:** All adult volunteers agree to report suspected abuse (physical, sexual, or emotional) or neglect to Rev. Christina Leone Tracy, Faith Development Minister who will report to the appropriate authorities.