

SAFE CHURCH POLICY
FOR
PILGRIM CONGREGATIONAL CHURCH, UCC



Pilgrim Congregational Church
United Church of Christ
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357

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Introduction

Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbor as thyself.

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. As a part of this commitment, this Safe Church Policy is set forth herein, to guide us in our efforts to make God's home at Pilgrim Congregational Church, UCC (hereafter "the Church") a safe and welcoming place for children and adults alike.

The Church encourages its lay leaders, authorized ministers, employees, and volunteers to nurture safety within the relationships developed during ministerial work by being attentive to self-care, education, and the importance of referring those in need to any appropriate medical, mental health, or social service resources.

The Church has no tolerance for child abuse and neglect, sexual harassment, and sexual misconduct. The Church will take allegations of such behavior seriously, will promptly respond to all such allegations, and will take action to address behavior contrary to this policy and to ensure that a safe environment is restored and maintained in all church activities.

I. GENERAL POLICIES and PROCEDURES

A. SAFE CHURCH COMMITTEE

The Safe Church Committee will be comprised of the Educational Ministries Committee and other members as needed and appointed by Council.

The Safe Church Committee will implement the Safe Church policies and procedures regarding building safety including without limitation: preparing a fire evacuation plan for the entire church building, and maintaining maps with floor plans on bulletin boards indicating the location of exits, fire extinguishers, emergency telephone numbers, fire pull stations, and first aid kits.

The Safe Church Committee will:

- a. provide for an annual inspection of the church building and playground equipment to determine if they comply with the Safe Church Policy and recommend any necessary corrective action to Finance and Administration;
- b. review the Safe Church Policy every year and recommend any necessary revisions to the Church Council at which point the Church Council review and vote on these changes;
- c. maintain three current copies of the Policy available for inspection; and kept in the church office, the pastor's office, and the office of the Director of Education; and ensure that all documents related to the Policy are stored in a secured location within the church office. These documents include but are not limited to: employment applications, disclosure forms, incident reports, reports of suspected child abuse or neglect, fire evacuation plans, insurance policies, and criminal record reports, as described below.

B. SAFE CHURCH RESPONSE TEAM

The Safe Church Response Team will follow appropriate procedures for responding to all allegations of child abuse, child neglect, sexual misconduct, or sexual harassment alleged to have been committed by or against members of the Church community at church or at activities scheduled by the Church. Such procedures include the procedures in Section III below, "Response Policy and Procedures". The appropriate procedures for responding to a case of alleged sexual misconduct or harassment not involving children may be very different from the procedures to be followed in a case of alleged child abuse or neglect. To protect the confidentiality of any involved children or adults, the sharing of any information about the work of the response team will be limited to those who 'need to know'.

C. FINANCE AND ADMINISTRATION COMMITTEE

F & A will conduct an annual review of the liability insurance maintained by the Church.

D. NOTIFICATION OF THE SAFE CHURCH POLICY

A summary of the policy will be provided to all parents and guardians at the outset of the Christian Education/Youth Program year, and to new families within a month of registration for Sunday school or attendance at Youth Group.

E. APPLICATION AND IMPLEMENTATION

The Safe Church Policy applies to all activities related to the ministries of the Church. This includes all church activities which take place within the building and on the property of the Church as well as any programs, activities, or events scheduled as part of the ministry of the Church that take place off church property.

F. ALCOHOL, DRUGS AND TOBACCO

The use of alcoholic beverages, marijuana, vaping products, tobacco, and illegal drugs, is prohibited in the church facilities and at church scheduled church events.

G. SCREENING PROCEDURES

1. Criminal Offender Record Check

- a. All applicants for employment with the Church, as well as all church school volunteers, youth workers, chaperones, and volunteers who attend overnight events with any youth group, all mentors who work with confirmands, and anyone else deemed appropriate by the Safe Church Committee and/or Church Council, shall be required to have a CORI record check.
- b. The Personnel committee and/or the CORI coordinator will obtain the request or release of information. The designated CORI coordinator of the the Church will send the request/release forms to the appropriate state department.
- c. When a criminal record report is received electronically, it will be reviewed by the CORI coordinator. If a criminal conviction is shown on the record, the coordinator will consult with the other members of the Safe Church Committee and/or Personnel committee and/or Pastor to consider the offense and any necessary appropriate action.
- d. The criminal record reports themselves are the property of the person requesting their criminal record check. All such reports (as well as disclosure forms) will be kept in a securely locked confidential file at the church with restricted access following the applicable laws of Massachusetts and the CORI policy.

2. Paid Employees:

- a. All applicants for employment will go through a regular application procedure, which will include the submission of references and a personal interview.
- b. All applicants for employment and employees will complete a CORI background check. Criminal record checks for applicants for employment will only be conducted after a candidate has been interviewed and determined otherwise appropriate for employment and before the position is offered. Qualified candidates must have a successful completion of a CORI before starting employment.
- c. Failure to fully disclose conviction for a crime or the commission of a violent crime, a sex crime, or a crime against children will be grounds for dismissal.

- d. Screening of criminal record reports will be done by the CORI coordinator (and the other members of the Safe Church Committee if deemed appropriate.)
- e. All screening records will be kept in a securely locked confidential file at the church with restricted access.

3. Volunteers involved in any activity with children and youth under the age of eighteen (18):

- a. Volunteers will complete a CORI Acknowledgment form.
- b. Screening of volunteers' disclosure forms will be done by the CORI coordinator, in consultation with the Director of Education and/or Pastor when deemed necessary.
- c. All screening records will be kept in a securely locked confidential file at the church with restricted access.

H. TRAINING AND SUPERVISION OF EMPLOYEES AND VOLUNTEERS

A complete copy of this policy including attachments will be provided to employees and volunteers directly engaged in pastoral care, and work with children or youth. They will be required to:

- 1. sign an acknowledgment of receipt of the policy
- 2. familiarize themselves with the policy
- 3. abide by the policy.

Employees and volunteers are encouraged to attend training programs that will include information regarding the prevention and reporting of child abuse and the maintenance of a safe church environment.

II. PROTECTION OF CHILDREN AND YOUTH

The Church will maintain a safe and nurturing environment as we provide religious education in a setting that fosters spiritual development.

A. CARE AND SUPERVISION

1. Two Adult Rule

No adult will be alone in the Church, or at a church scheduled activity, with a child/youth that is not his or her own, or a relative, without permission of the child's or children's parent or guardian.

Mentors and Confirmands will follow the procedures outlined in the Safe Church Considerations for Confirmation Mentors (Resource 6).

2. Classroom

- a. Two adults will be present to care for and supervise all children and youth in closed, windowless classrooms in the Sunday school. Classes with only one teacher must have open doors.
- b. The Director of Education will be present on Sundays and will visit classrooms to assist with additional supervision or ensure adequate supervision.

3. Bathroom

- a. Teachers or persons working with children or youth shall avoid being left alone with a child in a bathroom for the purposes of toileting, clean up, the care of illness or injury, or for any other reason.
- b. Under normal circumstances, teachers, or assistants who accompany a child to the bathroom should remain outside the bathroom while the child is inside.
- c. Diapering of infants and toddlers may only be done in the nursery by the professional nursery attendant or when two people are present. As an alternative, a parent or guardian should be paged to do the changing.

4. Behavior and Discipline

- a. The purpose of discipline with children and youth is to maintain order and safety in a manner consistent with the teaching of Christian responsibility, respect, cooperation, and the developmental needs of the child (Behavior Management Plan - Resource 4).
- b. Using the Behavior Management Plan as a guideline, teachers are encouraged to set and model high standards for behavior. Teachers will communicate expectations for behavior clearly, and will make every effort to apply standards consistently, and to listen to children and youth while doing so.
- c. Children are requested not to run in hallways or in coffee hour because of the danger presented to toddlers and the elderly. All children are expected to behave in a considerate manner during coffee hour.

5. Health and Safety

- a. Parents and guardians of each child attending Sunday school will provide the Church with a completed registration form that describes the child's behavioral and medical conditions, (including allergies), special needs, and special accommodations required for participation in Sunday school.
- b. For the safety and health of all children and adults, children who are ill should not attend classes.
- c. Parents of children 2 years of age or younger will be issued a silent premises pager at drop off if desired. Children will only be released to the parent who returns the pager. All children grades 4 and under will be picked up at their classroom by a parent unless other arrangements have been made with the teachers.
- d. Parents are expected to pick their children up promptly at the conclusion of the service.
- e. At the conclusion of class, teachers will inform parents or guardians about any injuries, cuts, falls, or incidents of inappropriate behavior, including hitting or biting, involving their child. Teachers will report all such incidents to the Director of Education.

6. Emergency Procedures

- a. In the case of emergency evacuation, teachers will take the attendance clipboard and escort students to the nearest exit and proceed directly to the playground behind the church, where

they will take attendance and dismiss children to their parents. Parents should not go to their child's classroom but should exit through the closest exit and then pick up their children on the playground. The Director of Education will check the Sunday School space, including all classrooms and bathrooms and assist in the evacuation.

- b. The Director of Education or designee will make emergency decisions required for the safety of Sunday School students and staff including decisions regarding emergency medical treatment and calling the police.

7. Youth Activities

- a. All youth group activities will be attended by at least two leaders with one of them being an adult and the other will be at least 5 years older than the oldest member of the group. Whenever possible, the gender of the leaders will represent the gender of the group members. Leaders are responsible for setting the boundaries of appropriate behavior.
- b. Youth group leaders, staff and volunteers may not initiate or encourage physical or intimate contact with youth. Intimate contact among leaders and/or youth is never appropriate.
- c. Senior and Junior Youth Groups are group ministries. All participants are expected to remain with the group throughout the activity times listed in church publications. No pairing or otherwise separating off from the group to other parts of the building or grounds is permitted except with the permission of a group leader.
- d. A youth member of a church commission, committee, sub-committee, or task force should not be in attendance at a meeting with fewer than two adults or the youth's parent present.

8. Parental Consent

All those working with youth and children will obtain verbal consent of a parent or guardian, before chaperoning or supervising activities or programs away from the Church.

9. Overnight Activities

- a. Transportation, lodging, and activities during overnight events will be reviewed in advance by the Youth Group leaders and the Director of Education. All adult chaperones supervising overnight stays of church youth, whether in the church or outside the church, will be cleared in advance to do so by the Pastor, Director of Education or Youth Group Leaders. Chaperones for overnight activities must have a CORI.
- b. There will be at least two chaperones from each gender supervising mixed gender groups that dorm separately. At least two adult males will dorm with boys and two adult females will dorm with girls. If circumstances require that boys and girls sleep in one area, adult leaders will maintain and oversee separation.
- c. There will be a ratio of at least one chaperone for every six youths attending an overnight event. For overnight events longer than weekend events a ratio of one chaperone for every four youths is recommended to ensure that there are two chaperones present during times when the group splits up. There will be at least one chaperone for every four young children attending an overnight event. There will be a minimum of two adult chaperones for any size group attending overnight events.
- d. Parents will be notified of the names of the chaperones for each event.

- e. All attendees will be required to abide by a covenant that will include a code of conduct as verbally outlined at the start of any overnight activity using Resource 8.

10. Transportation

- a. Staff, youth group leaders, teachers, and assistants may not transport children or youth between church and home, without the verbal consent of a parent or guardian. When a parent is unable to pick up a child due to unforeseen circumstances, the staff and volunteers may in their discretion accept verbal consent.
- b. All vehicles used for field trips, activities or other events will include properly working seatbelts to accommodate one youth per seat belt. No child under the age of 12 will be seated in the front seat of a vehicle.
- c. All drivers of vehicles used for field trips, activities or other events will be a minimum age of 21.
- d. Whenever possible, there will be two adults in each car carrying children or youth. If it is not possible to have two adults in each car, then there will be more than one child or youth in the car. Parents will be notified of departure and estimated arrival.

11. Activity Dismissal for all children and youth related activities:

- a. At the close of a youth activity or a meeting at which youth are in attendance, two adults will leave with youth. No child or youth under the age of eighteen (18) may remain alone with only one adult. Two adults must be present at all times if any children or youth under the age of eighteen (18) are on church premises or grounds.
- b. Parents will respect concluding times and arrange to pick up children and youth accordingly.
- c. Situations where one adult and one youth or child is left at church waiting for pickup by a parent or guardian should be avoided.

III. RESPONSE POLICY AND PROCEDURES

A. NOTIFY THE SAFE CHURCH RESPONSE TEAM PROMPTLY

- 1. All allegations of child abuse or neglect, sexual harassment, or sexual misconduct will be reported as soon as possible to the Pastor, Director of Education and the Moderator (Pastoral Team) both verbally and by using the Incident Report Form (Attachment A).
- 2. The Church Council will oversee the formation of a Response Team to assess the allegation, and will promptly notify the Response Team of the known facts of the allegation
- 3. The Response Team will assess the allegations guided by the Safe Church Response Team Guidelines. If misconduct requires mandated reporting, the Response Team shall submit the Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect (Attachment F) to the state promptly.

B. CHILD ABUSE AND NEGLECT

1. Ensure the Child's Safety

When the abuse or neglect of a child is suspected, the first response must be to take care of the injured person and to obtain any necessary professional medical attention as soon as possible. Call an ambulance if the injury is severe.

2. Observe and Record

Anyone present should carefully observe and record events and any indications of an injury.

3. Report Mandated by Massachusetts Law

- a. Unless the Safe Church Response Team determines that there is no reasonable cause to believe that an incident of child abuse or neglect has occurred the pastor or his or her designee will notify the Department of Social Services of the allegation of child abuse or neglect:
 - Verbally as soon as possible by calling the DSS area office at 1-800-792-5200; and
 - By mailing or faxing a written report within 48 hours of making the verbal report
- b. The person originally reporting the abuse or neglect need not be identified in the mandated report.
- c. If it is determined that there is not reasonable cause to believe that an incident of child abuse or neglect has occurred, that determination will be documented and a report of the determination given to the Moderator.
- d. The person originally reporting the abuse or neglect will be notified of the Pastoral Team's decision whether or not to file a mandated report. If a decision not to file a mandated report is made, s/he will be given Attachment B. If the person originally reporting the abuse or neglect disagrees with a decision not to file a mandated report, that person may contact DSS directly and file a report.

C. SEXUAL MISCONDUCT AND HARASSMENT

Sexual misconduct and harassment are prohibited. All employees, members, and friends of the Church, whether male or female are responsible for ensuring that their behavior is free of sexual misconduct and sexual harassment.

Complainants alleging sexual misconduct or harassment may elect to

- 1) resolve a complaint directly with the person accused;
- 2) informally address the issue with the assistance of a staff member or a member of the Church Council; or
- 3) Request a formal investigation from the Pastoral Team.

D. PROCEDURES FOR RESPONSE TEAM

1. The Safe Church Response Team will take the following steps:

- a. Discuss the allegation with the accused in either of the following two ways:
 - If an allegation of child abuse or neglect has been made, the accused may be informed that there has been an allegation, but the details should remain confidential, and the child's

identity should also be protected. In all other cases, the Team should inform the accused of the complaint, and if appropriate, discuss the allegation with him or her, making sure to protect the safety and confidentiality of the accuser.

- b. Either obtain a written statement from the accused or make a written record of the meeting signed by the members of the Response Team present;
- c. Make written findings and promptly submit them to the Moderator.
- d. The Moderator shall notify relevant insurance carriers of the allegation in a timely manner.
- e. If an allegation is made against pastoral or other paid staff, the chair of the Response Team will confer with other members of the Church Council to decide whether to notify the Area Minister of the Metropolitan Boston Association of the Massachusetts Conference.

2. The Church will:

- a. Immediately remove the accused from all contact with children and youth. Paid employees will be suspended with pay or have their ministry restricted to exclude contact with children and youth
- b. Cooperate with all investigations of abuse or neglect, by public authorities and church insurance companies.

3. Corrective Action

- a. Depending on the nature of the allegation and the finding of the Safe Church Response Team (and/or the Department of Social Services), the Safe Church Response Team may recommend or initiate a variety of corrective actions. These might include, but are not limited to, one or more of the following:
 - Issue a formal reprimand with defined expectations for changed behavior, including possible public notification
 - Recommend or require a program of growth that may include education and counseling
 - Place an employee or volunteer on probation with the terms of probation clearly defined
 - Dismiss from employment or volunteer leadership position, and, in extreme cases affiliation with, or membership in the Church.
- b. If a determination is made that the allegations are unfounded, the Safe Church Response Team will notify the accused, the complainant, and the alleged victim if other than the complainant. The Safe Church Response Team will convey this information to the Moderator.

4. Continuing the Ministry of the Church

Pastoral support will be offered to all parties involved, including those who have made the complaint, the accused, the families of both, and the congregation. Pastoral staff and Church Council will make decisions about how this support will be given. Information disclosed in pastoral care settings will be kept confidential except when disclosure is required as a matter of law.

IV. DEFINITIONS

Adult: A person over the age of 18.

Chaperones: Adults who attend a church sponsored event to help drive supervise, or participate along with children or youth.

Child: A person from birth through grade 5.

Child Abuse: Means the non-accidental commission of any act by a caretaker upon a person under age 18 which causes, or creates a substantial risk of, physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child or youth under the care of that individual. Physical injury means: death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other nontrivial injury or soft tissue swelling or skin bruising; or addiction to a drug or drugs at birth; or failure to thrive. Emotional injury means: an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance or behavior.

Child Neglect: Means failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided however that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition.

Church Council: The governing body of the Church, consisting of Chairpersons or other designees of each commission of the Church, the pastor(s) and the Moderator.

CORI: Stands for Criminal Offender Record Information. Information regulated by the Criminal History Systems Board (CHSB) and maintained by the Board of Probation regarding criminal convictions of persons within the Massachusetts Court System. Similar criminal records are kept by appropriate agencies in other states, and can be obtained with a criminal record release request form.

Educational Ministries Committee: The group responsible for planning and coordinating the education classes and related activities. This body consists of members, a Chairperson and the Director of Education.

Finance and Administration: A group within the Church which has the charge of financial planning and management, including oversight of building and grounds.

Guidelines: These are norms of behavior and expectations that should be adhered to as guidelines rather than hard and fast rules. They allow for exceptions when common sense and the best interest of the children and others concerned are taken into account on a case by case basis.

Lay Leader: A non-ordained person who is elected or appointed to a position of responsibility in the life of the church.

Mandated Reporter: Includes: (a) a clergy member, ordained or licensed minister, or leader of any church, or person performing official duties on behalf of a church or religious body that are recognized

as the duties of clergy, ordained or licensed minister or leader of any church; and (b) a person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis.

Mentor: An adult who supports a youth through the confirmation process.

Minister: An ordained or licensed person engaged by the church to carry out its ministry

Moderator: The elected lay leader of the congregation, who presides over all meetings of the congregation and the Church Council, and acts as counselor and advisor to the pastor in matters pertaining to the life of the church.

Parent/Guardian: The legal caretaker of a minor. .

Safe Church: A friendly, open, safe and loving environment where all guidelines and policies are clearly known by staff, parishioners and children.

Safe Church Response Team: A group of three to five members of the Church, appointed by the Church Council to assess and respond to allegations of child abuse, child neglect, sexual misconduct and sexual harassment alleged to have been committed by or against members of the community at church or at activities scheduled by the Church.

Safe Church Committee: A group consisting of members and chairperson to administer oversee and enforce the Safe Church Policy of the Church in conjunction with the Church Council.

Sexual Harassment: Means repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to discrimination. Sexual harassment includes continuing to express sexual interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another.

Sexual Misconduct: Means any sexualized behavior within a ministerial relationship. A ministerial relationship exists between a person providing ministry and the recipients of that ministry. Clergy, youth advisors, Sunday school teachers, CE directors, Youth Director, members of the pastoral care team and Choir Director, all provide ministry whether volunteer or paid.

Sexualized Behavior: Means sexual intercourse and caressing, unwelcome hugging, kissing or caressing, and inappropriate touching.

Teacher/Teacher's Assistant: A person who is present in the classroom for leading Sunday School classes.

Youth: A person in grades 6 to 12, (or if not enrolled in school) until age 18.

Youth Worker: An adult who works with youth groups (grades 6 through 12) on a regular basis. This includes those who support the youth groups, mentors, chaperones, or anyone else who assists with youth in a non-classroom church related activity.

ADOPTED BY VOTE OF THE PILGRIM CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST, AT SPECIAL MEETING HELD ON _____.

Signature: _____
Moderator

Date: _____

Print Name: _____

Signature: _____
Clerk

Date: _____

Print Name _____

Attachment A

PILGRIM CHURCH
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357

SAFE CHURCH INCIDENT REPORT

Please type or print this report in ink.

Child's Name: _____

Street Address: _____

State: _____ Zip Code: _____ Telephone () _____ - _____

Date of Birth: _____ Male ___ Female ___

Name of parent/guardian: _____

Street Address : _____ State: _____ Zip Code: _____

Telephone: Home () _____ - _____ Business () _____ - _____

Name of Parent/guardian: _____

Street Address: _____ State: _____ Zip Code: _____

Telephone: Home() _____ - _____ Business () _____ - _____

Name of Reporter: _____

Street Address: _____ State: _____ Zip Code: _____

Telephone: Home() _____ - _____ Business () _____ - _____

Relationship to Pilgrim: Parishioner: _____ Staff: _____

PILGRIM SAFE CHURCH INCIDENT REPORT -- Page -2-

What is the nature and extent of the abuse, injury or accident. Include specifics such as date, time & location.

What are the circumstances under which the reporter became aware of the incident? Please include witnesses if applicable.

What action has been taken thus far by staff or volunteers?

Please give other information which might be helpful in establishing the cause of the incident or identifying the person responsible for it. Please provide the name(s) of the alleged perpetrator if known.

SIGNATURE OF

REPORTER: _____ DATE: _____

Please complete this report within 24 hours of the incident and send it to Pilgrim Church , 55 Coolidge Ave., Lexington, MA 02420 Attention: Safe Church Response Team.

SAFE CHURCH RESPONSE TEAM USE ONLY

Date Report Received: _____ Received by: _____

Report forwarded to: _____ Date Forwarded: _____

Attachment B



Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect



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		

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:

Revised – 4/2

Please note: When this form is needed, you must utilize an updated form by googling “Massachusetts Mandate Reporter Form”. It is frequently updated. Thank you.

Attachment C

**PILGRIM CHURCH
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357**

ACKNOWLEDGMENT OF RECEIPT OF SAFE CHURCH POLICY IN FULL

I acknowledge that I have received the document entitled *Safe Church Policy*. I agree to follow the policy in my activities involving the youth and children of Pilgrim Congregational Church, UCC.

Signature

Print Name

DATE: _____

Attachment D

**PILGRIM CHURCH
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357**

ACKNOWLEDGMENT OF RECEIPT OF SAFE CHURCH POLICY IN SUMMARY

I acknowledge that I have received the document entitled *Safe Church Policy Summary*. I agree to follow the policy in my activities involving the youth and children of Pilgrim Congregational Church, UCC.

Signature

Print Name

DATE: _____

Attachment E

**PILGRIM CHURCH
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357**

KEY RECEIPT FORM

I am receiving a key for the Pilgrim Church for the following purposes:

Please initial each of the following four paragraphs to indicate your understanding and compliance with the conditions set forth by the Pilgrim Church:

_____ 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 Pilgrim Church.
- I will be entirely responsible for the security of this key and I will return it when I no longer have responsibility for the above named purpose or when the Secretary of the church requests its return.
- I will lock this door if mine is the last scheduled activity of the day.

_____ 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.

Print Name:

Signature:

Date

RESOURCE 1

PILGRIM CHURCH

55 Coolidge Ave.

Lexington, MA 02420

(781) 862-0357

GENERAL LAWS OF MASSACHUSETTS

CHAPTER 119. PROTECTION AND CARE OF CHILDREN, AND PROCEEDINGS AGAINST THEM

Section 51A.

(a) A mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (ii) neglect, including malnutrition; or (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the department orally and, within 48 hours, shall file a written report with the department detailing the suspected abuse or neglect.

If a mandated reporter is a member of the staff of a medical or other public or private institution, school or facility, the mandated reporter may instead notify the person or designated agent in charge of such institution, school or facility who shall become responsible for notifying the department in the manner required by this section.

A mandated reporter may, in addition to filing a report under this section, contact local law enforcement authorities or the child advocate about the suspected abuse or neglect.

(b) For the purpose of reporting under this section, hospital personnel may have photographs taken of the areas of trauma visible on the child without the consent of the child's parents or guardians. These photographs or copies thereof shall be sent to the department with the report.

If hospital personnel collect physical evidence of abuse or neglect of the child, the local district attorney, local law enforcement authorities, and the department shall be immediately notified. The physical evidence shall be processed immediately so that the department may make an informed determination within the time limits in section 51B. If there is a delay in processing, the department shall seek a waiver under subsection (d) of section 51B.

(c) Notwithstanding subsection (g), whoever violates this section shall be punished by a fine of not more than \$1,000. Whoever knowingly and willfully files a frivolous report of child abuse or neglect under this section shall be punished by: (i) a fine of not more than \$2,000 for the first offense; (ii) imprisonment in a house of correction for not more than 6 months and a fine of not more than \$2,000 for the second offense; and (iii) imprisonment in a house of correction for not more than 2 1/2 years and a fine of not more than \$2,000 for the third and subsequent offenses.

Any mandated reporter who has knowledge of child abuse or neglect that resulted in serious bodily injury to or death of a child and willfully fails to report such abuse or neglect shall be punished by a fine of up to \$5,000 or imprisonment in the house of correction for not more than 2 1/2 years or by both such fine and imprisonment; and, upon a guilty finding or a continuance without a finding, the court shall notify any appropriate professional licensing authority of the mandated reporter's violation of this paragraph.

(d) A report filed under this section shall contain: (i) the names and addresses of the child and the child's parents or other person responsible for the child's care, if known; (ii) the child's age; (iii) the child's sex; (iv) the nature and extent of the child's injuries, abuse, maltreatment or neglect, including any evidence of prior injuries, abuse, maltreatment or neglect; (v) the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; (vi) whatever action, if any, was taken to treat, shelter or otherwise assist the child; (vii) the name of the person or persons making the report; (viii) any other information that the person reporting believes might be helpful in establishing the cause of the injuries; (ix) the identity of the person or persons responsible for the neglect or injuries; and (x) other information required by the department.

(e) A mandated reporter who has reasonable cause to believe that a child has died as a result of any of the conditions listed in subsection (a) shall report the death to the district attorney for the county in which the death occurred and the office of the chief medical examiner as required by clause (16) of section 3 of chapter 38. Any person who fails to file a report under this subsection shall be punished by a fine of not more than \$1,000.

(f) Any person may file a report under this section if that person has reasonable cause to believe that a child is suffering from or has died as a result of abuse or neglect.

(g) No mandated reporter shall be liable in any civil or criminal action for filing a report under this section or for contacting local law enforcement authorities or the child advocate, if the report or contact was made in good faith, was not frivolous, and the reporter did not cause the abuse or neglect. No other person filing a report under this section shall be liable in any civil or criminal action by reason of the report if it was made in good faith and if that person did not perpetrate or inflict the reported abuse or cause the reported neglect. Any person filing a report under this section may be liable in a civil or criminal action if the department or a district attorney determines that the person filing the report may have perpetrated or inflicted the abuse or caused the neglect.

(h) No employer shall discharge, discriminate or retaliate against a mandated reporter who, in good faith, files a report under this section, testifies or is about to testify in any proceeding involving child abuse or neglect. Any employer who discharges, discriminates or retaliates against that mandated reporter shall be liable to the mandated reporter for treble damages, costs and attorney's fees.

(i) Within 30 days of receiving a report from a mandated reporter, the department shall notify the mandated reporter, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child and the services that the department intends to provide to the child or the child's family.

(j) Any privilege relating to confidential communications, established by sections 135 to 135B, inclusive, of chapter 112 or by sections 20A and 20B of chapter 233, shall not prohibit the filing of a report under this section or a care and protection petition under section 24, except that a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner need not report information solely gained in a confession or similarly confidential communication in other religious faiths. Nothing in the general laws shall modify or limit the duty of a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner to report suspected child abuse or neglect under this section when the priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner is acting in some other capacity that would otherwise make him a mandated reporter.

2019-07-05

(k) A mandated reporter who is professionally licensed by the commonwealth shall complete training to recognize and report suspected child abuse or neglect.

Taken from www.malegislature.gov on 2/22/12

RESOURCE 2

Pilgrim Church Procedures for Handling Complaints of Sexual Exploitation or Harassment by Employees and Volunteer Leaders

- A.** A response team with no fewer than two members, one male and one female, will be established by the governing board of Pilgrim Church (i.e., council, consistory) each year at its first meeting, in preparation for the possibility of hearing complaints under its adopted statement of policy. The response team will familiarize itself with the terms of this policy as well as the established procedures of Pilgrim Church for dealing with complaint(s) of alleged sexual exploitation or harassment against any employee(s) or volunteer(s) in leadership position(s) in Pilgrim Church.
- B.** Several options may be taken in addressing incidents of alleged sexual exploitation or harassment:
1. The complainant can attempt to resolve the matter directly with the individual(s) accused of sexual exploitation or harassment.
 2. The complainant can report the incident(s) to a pastor of the church, in an effort to resolve the matter.
 3. If an informal resolution of the complaint(s) does not seem wise, appropriate, possible, or does not succeed, the complainant(s) may request that the response team institute formal proceedings which shall include the following steps:
 - a. The response team shall gather statements or other information from the individuals involved in the alleged exploitation(s) or harassment(s), and from others who may have pertinent information, and present such information to the supervisor and supervisory body (i.e., pastoral relations committee, Christian education board, etc.) of the accused individual(s).
 - b. The supervisory board shall make determinations and take actions appropriate to resolve the matter. These may include:
 - i. Finding that sexual exploitation or harassment has occurred and that the appropriate body of the church is called upon to take action accordingly. Such action may include one or more of the following:
 - Formal reprimand with defined expectations for changed behavior, including possible public notification;
 - Recommending or requiring a program of growth that may include education and/or counseling;
 - Probation, with the terms of the probation clearly defined;
 - Dismissal from employment or volunteer leadership position, and, in extreme cases, affiliation with, or membership in, the church.
 - ii. Finding that no sexual exploitation or harassment occurred.
 - c. If the accused employee or volunteer is an authorized minister (i.e., holds ordained ministerial standing or has been commissioned or licensed by an

association of the United Church of Christ) the response team shall inform the appropriate body of the wider United Church of Christ (i.e., conference minister, association committee on the ministry) of the allegation. Pilgrim Church will cooperate fully in any procedures of the United Church of Christ related to the person's ministerial authorization while retaining the right and responsibility to employ or designate leadership within Pilgrim Church as it determines best.

- d. If allegations of possible child abuse are included in the complaint(s), the response team shall notify appropriate secular authorities and [name of church] shall cooperate fully in any investigation. This policy shall continue to be followed to determine the continuance of the individual(s) in leadership positions in Pilgrim Church.

- C. A written summary of the supervisory board's proceedings in such cases will be maintained.
- D. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- E. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.
- F. If the complainant(s) or accused person(s) is not satisfied with the disposition of the matter by the supervisory body, he or she has the right to appeal to the lay leader of the congregation (i.e., moderator, president, board chair, etc.), who shall refer the matter to the governing board for resolution.

UCC Safe Church Response Policy.04-09-03

RESOURCE 3

PILGRIM CHURCH

SAFE CHURCH RESPONSE TEAM
GUIDELINES

When child abuse or neglect is alleged The Response Team will:

- ✓ Gather signed statements and other information from the individuals involved, witnesses, and anyone else having pertinent information.
- ✓ Interview people separately.
- ✓ Ask when, where, who, how, and what was said or done.
- ✓ Ask simple, open-ended questions, one question at a time and attempt to have events related chronologically.
- ✓ Distinguish a person's actual knowledge from hearsay
- ✓ Avoid commenting on fault or liability or stating judgments, opinions, or conclusions. Alleged victims should not be held or made to feel responsible in any way.
- ✓ Carefully document all interviews and observations in writing, indicating the time, date, and place of the interview or observation and all persons present.
- ✓ Obtain the information requested on the Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect (Attachment B)

RESOURCE 4

Behavior Management Plan

Pilgrim Church School seeks to maintain a safe and happy Christian atmosphere in its classrooms. Recognizing the difficulty children have with rotating teachers, we will attempt to maintain the same policy throughout our classrooms. Careful attention to lesson preparation, classroom set up and the individual needs of students should help to minimize problem areas.

Overall plan: Limit setting is directed toward maximizing the growth and development of the children and for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate disciplining. Verbalize to the child when s/he is behaving in an appropriate manner. Redirect a child who appears to be having trouble participating. If a child is repeatedly displaying inappropriate behavior, and redirecting has not worked, teacher should call for the director/assistant to help with the child. If necessary, teachers may retrieve parent/guardian from the sanctuary.

Specific plan: Although responses should be individualized, there should be consistency overall. Since no one technique will work for every child in every situation, an attempt will be made to match one's response to the situation and the child.

The teacher will be an astute observer. S/he will decide whether the children can handle the situation on their own. S/he will not wait for things to get out of control before s/he intervenes, however. S/he will offer help before things escalate and will take clues from the children that they need help. Rather than shouting across the classroom, the teacher will move to the child, on his/her level, make eye contact, and speak clearly and firmly.

Choices may be offered when appropriate. We try to allow the children to extricate themselves and to save face after an incident. We avoid identifying, labeling, or scapegoating children; we might interpret and explain their behavior to the other children in observable, understandable ways.

Teachers try to model correct behavior. Rather than demonstrate something they want stopped, they will explain why it is unacceptable and illustrate what the child should do. They will state things positively whenever possible and instruct the children on what to do, rather than emphasizing the misbehavior. Teachers avoid responding only to negative behavior. They reward and reinforce positive behavior, recognizing that children need to have acceptable behavior reinforced and clarified.

The teachers assess the underlying causes of behavior and guide the children toward understanding and controlling their own feelings and responses. Teachers will model, guide, redirect toward acceptable behavior, explain, and patiently remind the children of the rules and their rationale. When resolving conflicts, they will help the children to "use words" and to verbalize needs and feelings.

Pilgrim 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 a child for soiling, wetting or not using the toilet.

Cont.

Toileting Procedure

1. Children in grades 3 and under shall be supervised (teacher standing in hallway) while children are using the restrooms. Children will be encouraged to be independent. The door will remain open when teachers assist children in toileting.
2. No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.
3. Children and adults shall wash their hands with soap and running water after toileting and/or coming into contact with bodily fluids or discharges and before snacks and meals or handling food. Adults shall also wash their hands with soap and running water after assisting children with toileting. Individual towels shall be used to dry hands.
4. Clothing, cloth diapers, or cleaning materials soiled by feces, urine, or vomitus, or blood shall be bagged in sealed plastic bags and stored away from other items.

RESOURCE 5

**PILGRIM CHURCH
MEDICAL RELEASE FORM**

Name of Youth _____ Birthdate _____

Address: _____ Phone: _____

Parent/Guardian: _____ Phone/Cell: _____

Parent/Guardian _____ Phone/Cell: _____

Youth's Physician _____ Phone: _____

Emergency Contact _____ Phone/Cell: _____

Emergency Contact _____ Phone/Cell: _____

Health History(please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Frequent Colds | <input type="checkbox"/> Seizure Disorder | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Stomach upsets | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Appliances |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Vision/hearing impairment | <input type="checkbox"/> Sleep Disturbance |
| <input type="checkbox"/> Motion Sickness | <input type="checkbox"/> Behavioral Issues | <input type="checkbox"/> Psychological Condition |

Other:

Allergies:

If any of the above is checked, please give important details:

Date of last Tetanus shot: _____

Is your child taking a prescription or non-prescription medication?

Medication _____
Dose and Frequency _____

Medication _____
Dose and Frequency _____

Medication _____
Dose and Frequency _____

I give my child permission to administer his/her own medications _____
(Signature of Parent)

Child's insurance carrier and policy number: _____

Medical Release Form

Page 2 of 2

Name of primary insured:

Primary insured's Social Security Number:

Other pertinent information:

STATEMENT OF CONSENT

I, the undersigned, parent/legal guardian of _____ do hereby consent to any x-ray exam, anesthetic, medical diagnosis or treatment and hospital services that may be rendered to said minor, under the general or specific instructions of _____ (youth's physician) or, if unavailable, two on-call physicians at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who are responsible for my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

This consent will remain effective until the _____ day of _____, 20_____. I understand that any an all medical expenses incurred are my responsibility and that there is no medical coverage provided by the Pilgrim Church .

I will agree to advise the authority in charge or responsible for any youth activity of any change in status of my child's medical, behavioral, psychological condition, including any change in medication.

Signature of parent/guardian _____

Date _____

**** Parents of Youth Group members will need to sign this and return it at the beginning of each church year.**

RESOURCE 6

**The Pilgrim Church
Safe Church Considerations for Confirmation Mentors**

We at the Pilgrim Church want to be conscious of safe church considerations when Mentors meet with their Confirmands, while at the same time we want to respect the relationship and the value of the discussions that Mentors and Confirmands can only have when they can meet on a one-to-one basis. We recognize that it is truly a gift to both Mentor and Confirmand for an adult to become a “trusted adult” in a young person’s life. However, we also want to be mindful of the times we live in and the possibility of inappropriate behavior perpetuated by adults upon young people and of false accusations by young people against adults and guard against both. We would therefore like to introduce some expectations to our Confirmation Mentor program that we hope will provide protection for all concerned.

1. Mentors and Confirmands should always meet in public places.
2. When Mentors and Confirmands meet, both should be aware of “accountable time”, informing parents where they will be and what they will be doing and returning home at a time previously agreed upon by all parties.
3. Parents and Mentors should exchange cell phone and telephone numbers and leave phones on so as to be accessible throughout the time the Mentors and Confirmands are together.
4. Communicate all changes in plans immediately with parents.
5. Consider traveling in groups with other Mentors and Confirmands, even when one-to-one time is arranged apart from the rest of the group in a public place.
6. Consider offering parents the option of driving their children to and from meetings with Mentors.
7. Seatbelts should be worn at all times when the car is moving.

I have read and agree with the above considerations.

_____ Please print name _____

Date: _____

RESOURCE 7

PILGRIM CHURCH
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357

PARENTAL CONSENT

I give permission for my son/daughter _____ to participate in the Pilgrim Youth _____ event being held on _____. I authorize Pilgrim Youth leaders (and chaperones) to give my child first aid when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____, and to secure necessary medical treatment for my child.

Youth's name: _____ Date of birth: _____

Does your son/daughter have any health concerns?

_____ Does your child carry an Epipen? _____

Parent/guardian _____

Phone: _____ Cell: _____

_____ Date _____ Parent Signature

Alternate contact in case of emergency (required):

_____ Print name _____ Phone

The following adults will be in attendance and/or driving.

_____ Print Name _____ Print Name

_____ Print Name _____ Print Name

RESOURCE 8

**PILGRIM CHURCH
55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357**

YOUTH COVENANT FOR OVERNIGHT EVENTS

Because God calls us to be a community of faith and leaders in Christ’s church, we covenant with God and with one another to conduct our life together on the mission trip in a manner that promotes a community of faith.

1. I will participate in all activities, working together to accomplish our goal.
2. I will help with all routine chores such as cooking, dishwashing, and cleaning up.
3. I will treat all people with dignity and respect.
4. I will respect the property of all people.
5. I will use the facilities available to us with care. If I hurt or accidentally damage property, I will take responsibility for the damage done and inform a leader.
6. I will not smoke or do drugs of any sort.
7. I will not engage in illicit activity of any kind.
8. After lights-out, I will remain in my assigned bed/tent.
9. I will not leave the group or campsite without permission from a leader.

We expect that everyone will have an enjoyable and fulfilling time, and work together in the spirit of Christian love. Anyone who in the judgment of the adult leaders does not honor the covenant will be sent home at that individual's expense. The leaders are committed to ensuring that the group's experience not be diminished by an individual violation of the covenant.

Participant’s Signature _____ Date _____

Parent’s/Guardian’s Signature _____ Date _____

****Please note that the language of this form is subject to change based on the activity and on the youth who will be attending. Certain stipulations of this agreement may change and the language of this document will be subject to alterations on a case by case basis.**

RESOURCE 9

PILGRIM CHURCH

**55 Coolidge Ave.
Lexington, MA 02420
(781) 862-0357**

Out-Of-Town and Special Activity Permission Slip

Your son/daughter would like to participate in the following activity:

Activity _____

Description _____

Date and time of activity _____

Leaders _____

Cost _____

Method of transportation _____

Additional information _____

The church will provide sufficient number of adult leaders based upon the number and age of youth attending the activity. If transportation by car is required, it will be provided by adult drivers. If the activity involves staying overnight out-of-town, a separate form will be attached.

If you have any questions or need further information, please call _____

I give my son/daughter permission to participate in this activity.

Youth's Name _____ *Phone* _____

Address _____

Parent or Guardian's name _____ *Home phone* _____

Cell phone or other contact number _____

Other Emergency contact person _____ *Phone* _____

Special instructions _____

Parent or guardian's signature _____ *Date* _____.