

# First Parish in Lexington Safe Congregation Plan

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First Parish in Lexington

Unitarian Universalist

7 Harrington Road

Lexington, MA 02421

[www.fplex.org](http://www.fplex.org)

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# 1 Introduction

## 1.1 Guiding Principles

From our many and various paths, we arrive as individuals to create the community that is First Parish in Lexington. We commit ourselves to both a personal life and a common life grounded in our liberal religious principles and values. As a congregation we dedicate ourselves to a life of love, truth, and service.

At First Parish in Lexington, we covenant to:

- treat each other and our work in service to the church with respect.
- assume good intentions among all.
- honor the differences that ultimately enrich our community.
- listen to each other with compassion and curiosity.
- speak from our own experiences and perspectives.
- support direct, honest, and loving communication in all ways.

The ideals expressed in these words remain only words, without the conversation, thoughtfulness, perseverance and patience needed to maintain the healthy relationships they suggest. It takes conscientious attention to maintain a community in which we consistently treat each other respectfully, compassionately, honestly, lovingly and with curiosity. It takes a collective intentionality to act with integrity, having our religious values align with our common life.

Of all the communities that we may belong to or be involved in, our faith community carries distinctive expectations. Here, we expect to be treated according to high standards of moral and ethical conduct. Here, we are expected to behave according to high standards of moral and ethical conduct. All are expected to consider the impact of our words and attitudes in our interactions and decision-making, along with considering rights, rules and principles.

Articulating our Safe Congregation Plan is an opportunity to reflect on what right-relation entails—in the church office, at congregational meetings, online, during coffee hour. How do we, in our meetings and events, our interactions and conversations, foster these kinds of relationships, this way of relating to others? Right-relation is the foundation upon which a safe congregation is built.

The fruit of our ethic of right-relation is an environment which protects participants from harm while fostering healthy spiritual and personal growth. There are many facets of operating a congregation in which prevention, education and response need to be established and refined over time in order to assure such an environment. These include building safety, church activities, operation of the Religious Growth and Learning program, transportation and supervision of children and youth during off site trips and special events, confronting disruptive behavior, and both preventing and promptly responding to incidents of verbal abuse and physical or sexual harassment.

The policies in this Plan are designed to ensure that all First Parish members, friends, and visitors feel safe and free to follow their own spiritual paths in an atmosphere of respect and mutual support, free to speak up when we feel the covenant has been broken, and are able to correct situations and heal relationships.

The Plan will evolve over time as we respond to incidents and learn to better refine our safety procedures. First Parish members and friends should consider the Plan a living document and are encouraged to contact the Parish Board or staff with suggestions about how the Plan may be improved.

The Parish Board is responsible for ensuring that the congregation is aware of the policies in this Plan.

The Church Administrator is responsible for ensuring that the Plan is referenced in all Rental Agreements with third parties using the church property.

## 1.2 Definitions

The following terms are used throughout the Plan.

Term	Definition	Notes
(1.2.1) Child	An infant, pre-schooler, or person enrolled in grades K to 6	
(1.2.2) Youth	A person enrolled in grades 7 to 12	
(1.2.3) Church-Sponsored Event	An event sponsored by: <ul style="list-style-type: none"> <li>a First Parish committee, ministry, cluster, or other organizational unit; or,</li> <li>a First Parish minister or staff person acting on behalf of First Parish</li> </ul>	<ul style="list-style-type: none"> <li>Church-sponsored events are subject to the policies in the Safe Congregation Plan.</li> <li>Events that First Parish co-sponsors with other faith communities or organizations are considered church-sponsored events.</li> <li>Gatherings of First Parish members and friends that are outside of the care, custody, and control of First Parish (e.g., events sold at First Parish auctions) are not considered church-sponsored events.</li> <li>Events advertised in First Parish communications are not necessarily church-sponsored events.</li> <li>Lead event organizers should consult with the Safe Congregation Response Team (see Section 2) if they are uncertain whether their event is church-sponsored.</li> </ul>
(1.2.4) Staff	Persons, other than ministers, who are on the First Parish payroll	<ul style="list-style-type: none"> <li>For the purposes of the Safe Congregation Plan, staff includes contractors.</li> </ul>

## 2 Safe Congregation Response Team

The First Parish Board is responsible for creating a Safe Congregation Response Team that will respond to and investigate incidents and other safety-related congregation and staff concerns, in accordance with the policies in this Plan.

(2.1) Response Team Membership	<ul style="list-style-type: none"> <li>• Five persons will comprise the Response Team:               <ul style="list-style-type: none"> <li>○ The Parish Minister</li> <li>○ The Director of Religious Education</li> <li>○ Three other members of the congregation appointed by the Parish Board</li> </ul> </li> </ul>
(2.2) Overall responsibilities of the Response Team	<ul style="list-style-type: none"> <li>• Receive and immediately investigate safety-related concerns from members, friends, staff, and others involved with First Parish.               <ul style="list-style-type: none"> <li>○ In the event that any Response Team member is connected to the incident under investigation or is related to someone who is, that member must recuse themselves from the investigation.</li> </ul> </li> <li>• Develop recommendations, reporting and response procedures, and communication strategies pertaining to the Safe Congregation Plan.</li> <li>• Resolve incidents and document investigations and their resolution.</li> <li>• Maintain records of incidents in a secure location at First Parish.</li> </ul>
(2.3) Confidentiality	<ul style="list-style-type: none"> <li>• All activities of the Response Team will be conducted in a confidential manner.</li> <li>• The Response Team will ensure that adequate measures are taken to protect the safety and dignity of all concerned.</li> <li>• Results and findings of investigations may only be disclosed when necessary and appropriate as determined by the Response Team.</li> </ul>

### 3 General Building Safety Policies

A variety of measures must be taken to ensure that the First Parish building and grounds are safe and that First Parish is prepared for emergency situations.

#### 3.1 Health and Safety

<p>(3.1.1) Congregation Responsibilities</p>	<ul style="list-style-type: none"> <li>• All First Parish members and friends must take responsibility for identifying potentially dangerous situations in the building and on First Parish property.</li> <li>• Situations or conditions that present a threat to the safety of the building or its occupants shall be reported to the church office, any First Parish staff member, or lay leader, who in turn shall contact a member of the Building and Grounds Committee.</li> </ul>
<p>(3.1.2) Maintenance Coordinator and Building and Grounds Committee Responsibilities</p>	<ul style="list-style-type: none"> <li>• The highest priority of the Maintenance Coordinator, working with the Building and Grounds Committee, shall be to ensure the physical safety of the building.</li> <li>• The Building and Grounds Committee and the Maintenance Coordinator shall develop policies and procedures to carry out this mission, including conducting periodic comprehensive building inspections.</li> <li>• The Building and Grounds Committee and the Maintenance Coordinator will also:             <ul style="list-style-type: none"> <li>○ Ensure that renters and event organizers are aware of General Building Security policies, including evacuation procedures.</li> <li>○ Refine the procedures for evacuation during Sunday Worship Services and develop evacuation plans for emergencies that occur during times other than a Worship Service.</li> </ul> </li> </ul>
<p>(3.1.3) Distribution of Building Key Pad Codes and Keys</p>	<ul style="list-style-type: none"> <li>• The Church Administrator, with guidance from the Parish Minister, is responsible for managing distribution of key pad codes and/or keys to the church building, including maintaining a list of all persons provided the codes and/or keys.</li> <li>• The Church Administrator must ensure that all persons provided the key pad code and/or keys to the building sign the Building Security Agreement Form (Appendix A).</li> </ul>

<p>(3.1.4) First Aid and Medical Equipment on site</p>	<ul style="list-style-type: none"> <li>• The Maintenance Coordinator is responsible for ensuring that basic first aid kits are in each RG&amp;L classroom. These kits should contain, at a minimum, adhesive plastic bandages of various sizes, antiseptic cleansing wipes, and antibiotic ointment.</li> <li>• The Maintenance Coordinator is responsible for ensuring that a minimum of two comprehensive first aid kits are located in hallways or other accessible locations in the building. The contents of these kits should follow Red Cross recommendations (<a href="http://www.redcross.org/prepare/location/home-family/get-kit/anatomy">www.redcross.org/prepare/location/home-family/get-kit/anatomy</a>). The Building and Grounds Committee should prioritize acquisition of additional supplies based on input from health care professionals.</li> <li>• The Maintenance Coordinator is responsible for ensuring that all first aid kits are stocked, and contain non-expired supplies. First aid supplies should be checked quarterly.</li> </ul>
<p>(3.1.5) Staff First Aid Training</p>	<ul style="list-style-type: none"> <li>• The Parish Minister is responsible for ensuring that all First Parish professional staff have basic first aid training, defined as having completed a Red Cross First Aid/CPR/AED training course, or its equivalent.</li> </ul>
<p>(3.1.6) First Aid at Off Site First Parish Events</p>	<ul style="list-style-type: none"> <li>• The event leader must ensure that an appropriately stocked first aid kit is taken to the event, unless the event leader has confirmed that the event site has adequate first aid supplies.</li> </ul>
<p>(3.1.7) Kitchen Safety</p>	<ul style="list-style-type: none"> <li>• Persons using the First Parish kitchen must adhere to all Board of Health and other regulations pertaining to food handling and safety, including the use of gloves (see, for example, <a href="http://www.fsis.usda.gov/factsheets/7_Steps_Community_Meals/index.asp">http://www.fsis.usda.gov/factsheets/7_Steps_Community_Meals/index.asp</a>, Appendix F).</li> </ul>
<p>(3.1.8) Medical incidents</p>	<ul style="list-style-type: none"> <li>• Appropriate first aid will be provided. As necessary, 911 will be called.</li> <li>• When first aid or other medical attention is provided to a person at First Parish or at a First Parish sponsored event: <ul style="list-style-type: none"> <li>○ An Incident Report (Appendix B) will be completed within 48 hours by an adult witnessing the incident or by the first adult at the scene.</li> <li>○ The DRE shall maintain copies of all Incident Reports involving children/youth; the Church Administrator shall maintain copies of all Incident Reports involving only adults.</li> <li>○ If first aid is provided to a child/youth, a parent/guardian will be notified as soon as possible and provided a copy of the Incident Report within 48 hours.</li> <li>○ The Building and Grounds Committee will be provided copies of all Incident Reports.</li> </ul> </li> </ul>

<p>(3.1.9) Worship Service Evacuation Plan Maintenance and Awareness</p>	<p>The Building and Grounds Committee, in collaboration with the Worship Arts Council and the Members and Friends Committee, is responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• The Worship Service Evacuation Plan (Section 3.3) is updated, as necessary.</li> <li>• An annual evacuation exercise during a Sunday worship service is conducted.</li> <li>• First Parish staff, lay leadership, members, and friends are aware of the Worship Service Evacuation Plan, by: <ul style="list-style-type: none"> <li>○ Publicizing the plan at the beginning of each church year by including the plan in electronic and print communications.</li> <li>○ Reviewing the plan at church leadership retreats.</li> </ul> </li> <li>• Persons with roles and responsibilities in the Worship Service Evacuation Plan (Section 3.3) are trained annually.</li> <li>• Guest ministers and worship leaders are aware of their role in the Evacuation Plan.</li> <li>• Emergency exit signs and diagrams are placed throughout the building, including the location of first aid kits and fire extinguishers.</li> </ul>
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### 3.2 Emergency Procedures

<p>(3.2.1) Life threatening emergencies</p>	<ul style="list-style-type: none"> <li>• Call 911</li> <li>• If the emergency involves a child/youth, the child/youth’s parent/guardian must be contacted immediately.</li> <li>• The Safe Congregation Response Team shall be notified as soon as possible.</li> <li>• The Safe Congregation Response Team shall communicate accurate and timely information about the incident to the First Parish and broader community, as appropriate and consistent with privacy laws.</li> <li>• First Parish staff, members, or friends shall refer to the Safe Congregation Response Team any request for information from the news media or other external parties.</li> </ul>
<p>(3.2.2) Event closings due to weather or other emergencies</p>	<ul style="list-style-type: none"> <li>• The event organizer must communicate notice of the event cancellation to the congregation via multiple channels.</li> </ul>
<p>(3.2.3) Building Fires</p>	<ul style="list-style-type: none"> <li>• If the fire occurs during a Sunday worship service, activate the Worship Service Evacuation Plan</li> <li>• If the fire occurs at any other time: <ul style="list-style-type: none"> <li>○ Call 911.</li> <li>○ Evacuate the building as soon as possible.</li> <li>○ Notify a member of the Safe Congregation Response Team.</li> </ul> </li> </ul>

<p>(3.2.4) Other Emergencies</p>	<ul style="list-style-type: none"> <li>• Bomb threats: <ul style="list-style-type: none"> <li>○ If the threat is made during a worship service, activate the Worship Service Evacuation Plan</li> <li>○ Follow guidelines in Appendix D  <a href="http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf">http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf</a></li> </ul> </li> <li>• Suspicious mail and packages: <ul style="list-style-type: none"> <li>○ Follow guidelines in Appendix C  <a href="http://about.usps.com/posters/pos84.pdf">http://about.usps.com/posters/pos84.pdf</a></li> </ul> </li> <li>• Active shooter in the building <ul style="list-style-type: none"> <li>○ Follow guidelines in Appendix E  <a href="http://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf">http://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf</a></li> </ul> </li> </ul>
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### 3.3 Worship Service Evacuation Plan

<p>(3.3.1) Evacuation Plan Goals</p>	<ul style="list-style-type: none"> <li>• Initiate a calm and orderly evacuation</li> <li>• Have building occupants rendezvous at the designated rendezvous location <ul style="list-style-type: none"> <li>○ The Safe Congregation Response Team will consult with the Lexington Fire Department to determine what that location should be.</li> </ul> </li> <li>• Ensure that everyone in the building is alerted (told to evacuate)</li> <li>• Ensure there is effective coordination with police, fire/EMS, and other emergency agencies during and after the evacuation.</li> <li>• Ensure that vulnerable persons are safely evacuated, especially <ul style="list-style-type: none"> <li>○ Adults with disabilities or limited mobility</li> <li>○ Infants and toddlers in the nursery</li> <li>○ Children and youth in religious education classes</li> </ul> </li> <li>• Ensure that parents/guardians are reunited with their children after the evacuation</li> </ul>
<p>(3.3.2) Minister / Worship Leader Responsibilities</p>	<ul style="list-style-type: none"> <li>• Announce the need to evacuate the building to persons in the sanctuary</li> <li>• Provide basic evacuation instructions to persons in the sanctuary: <ul style="list-style-type: none"> <li>○ Point to the nearest available exits</li> <li>○ Announce that everyone should meet at the designated rendezvous location</li> <li>○ Indicate that teachers will bring children in RG&amp;L classes to the designated rendezvous location</li> </ul> </li> </ul>
<p>(3.3.3) Greeter Responsibilities</p>	<ul style="list-style-type: none"> <li>• Notify RG&amp;L teachers and other groups in the basement and other rooms on the main floor of the need to evacuate</li> <li>• Call 911</li> </ul>

(3.3.4) DRE or DRE-designate Responsibilities	<ul style="list-style-type: none"> <li>• Notify the Minister/worship leader of the need to evacuate, in the event of a fire or other event in the basement</li> <li>• Provide additional assistance, as necessary, to RG&amp;L teachers and other groups in the basement</li> </ul>
(3.3.5) Nursery Caregiver Responsibilities	<ul style="list-style-type: none"> <li>• Ensure that infants, toddlers, and others in the nursery are safely evacuated to the designated rendezvous location.</li> </ul>
(3.3.6) Teacher Responsibilities	<ul style="list-style-type: none"> <li>• Ensure that the children/youth in their class are safely evacuated to the designated rendezvous location.</li> </ul>
(3.3.7) Maintenance Coordinator or his/her designate Responsibilities	<ul style="list-style-type: none"> <li>• Meet Fire Department personnel outside the building to provide information on the location and type of fire or other emergency.</li> </ul>
(3.3.8) Safe Congregation Response Team Responsibilities	<ul style="list-style-type: none"> <li>• Provide accurate and timely information to the congregation and, as appropriate, the media and other external audiences.</li> </ul>

## 4 Abuse and Harassment

The Safe Congregation Plan includes policies for preventing, reporting, and responding to abuse and harassment involving First Parish members, friends, ministers, and staff.

### 4.1 Definitions

(4.1.1) Abuse	<ul style="list-style-type: none"> <li>Abuse includes emotional/verbal, physical, and sexual abuse (see below).</li> </ul>
(4.1.2) Emotional/verbal abuse	<ul style="list-style-type: none"> <li>Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.</li> </ul>
(4.1.3) Physical abuse	<ul style="list-style-type: none"> <li>Offensive physical contact or activity that causes bodily injury. Activity that places a person in fear of bodily injury by such acts as threatening or tormenting behavior, compelling a person by force or threat of force to engage in conduct from which the person has a right to abstain, knowingly restricting substantially the movements of another person without that other person's consent, communicating to a person a threat to commit an act against that person or another person or entity where the natural consequence of the threat is to place that person in fear or cause that person to engage in conduct in which that person otherwise would not engage, or similar repeated offensive physical or verbal conduct.</li> </ul>
(4.1.4) Sexual abuse	<ul style="list-style-type: none"> <li>The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.</li> </ul>
(4.1.5) Harassment	<ul style="list-style-type: none"> <li>Conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.</li> </ul>

(4.1.6) Disruptive Behavior	<ul style="list-style-type: none"> <li>• Frightening or intimidating verbally or electronically communicated words or actions (including shouting, personal insults, threatening language or body language) directed at another person or persons at a church-sponsored event or on First Parish-controlled electronic media.</li> <li>• Any outburst or similar disturbance in a worship service, meeting, or social gathering.</li> <li>• Intentional damage to church property.</li> </ul>
(4.1.7) Vulnerable Adult	<ul style="list-style-type: none"> <li>• Vulnerable adults include adults who are unable to care for themselves due to a functional, mental, or physical inability; have a court-appointed guardian; have a developmental disability; are residents of nursing homes, adult family homes, boarding homes, or any other facility; receive services from home health, hospice, or home care agencies; or receive services from an individual care provider or a personal aide.</li> </ul>

## 4.2 Prevention

First Parish will use a variety of measures to prevent abuse and harassment.

### 4.2.1 Codes of Conduct

We place great trust in our ministers and staff to use their positions and powers only for the best interest of First Parish, and never to take advantage of others for their personal gratification. We also expect First Parish members and friends to treat staff in accordance with our Behavioral Covenant.

(4.2.1.1) Minister Code of Conduct	<ul style="list-style-type: none"> <li>• First Parish ministers must understand thoroughly and always abide faithfully by the Unitarian Universalist Ministers Association (UUMA) Code of Professional Practice (available at <a href="http://www.uuma.org/?page=guidelines">http://www.uuma.org/?page=guidelines</a>).</li> </ul>
(4.2.1.2) DRE Code of Conduct	<ul style="list-style-type: none"> <li>• The DRE must fully understand and faithfully abide by the Liberal Religious Educators Association's (LREDA) Code of Professional Conduct (available at <a href="http://www.lreda.org/content/guidelines-professional-religious-educators">http://www.lreda.org/content/guidelines-professional-religious-educators</a>), pursuant to which religious educators acknowledge that they are recipients of special trust and covenant not to exploit the powers inherent in their roles.</li> </ul>
(4.2.1.3) Staff	<ul style="list-style-type: none"> <li>• In the absence of professional association guidelines, staff will abide by the Behavioral Covenant (see Section 1.1) in interactions with other staff, First Parish ministers, members, and friends.</li> <li>• Staff will follow all policies in the First Parish personnel manual.</li> </ul>
(4.2.1.4) First Parish members and friends	<ul style="list-style-type: none"> <li>• All First Parish members and friends will abide by the Behavioral Covenant (see Section 1.1) in interactions with each other and with First Parish ministers and staff.</li> </ul>

#### 4.2.2 Hiring

The Parish Minister is responsible for ensuring that personnel hiring and screening procedures specified below and in the First Parish Personnel Manual are followed.

(4.2.2.1) CORI Check	<ul style="list-style-type: none"><li>• All persons being hired will undergo a Massachusetts Criminal Offender Records Information (CORI) check. The Unitarian Universalist Association may suggest other multi-state records checks and these should be conducted as well.</li></ul>
(4.2.2.2) In Person Interview	<ul style="list-style-type: none"><li>• No person will be hired without at least one in-person interview.</li></ul>
(4.2.2.3) References	<ul style="list-style-type: none"><li>• All persons being hired will provide references, including one person who has known the individual for at least 5 years.</li></ul>
(4.2.2.4) Harassment Policy Awareness	<ul style="list-style-type: none"><li>• All persons hired at First Parish will be required to be thoroughly familiar with the Safe Congregation Plan and the policy against harassment in the First Parish Personnel Manual.</li></ul>

#### 4.2.3 Education and Training

Education and training are critical for creating a safer congregational environment. Information, knowledge, and understanding support the development of healthy relationships based on self-esteem and respect for others.

(4.2.3.1) Safe Congregation Response Team Responsibilities	<ul style="list-style-type: none"><li>• Ensuring that appropriate education and training opportunities are provided to First Parish ministers, staff, members, and friends to prevent abuse and harassment.</li><li>• Ensuring that education and training focus on protecting vulnerable adults, children/youth, and other at-risk First Parish members and friends.</li></ul>
(4.2.3.2) Members and Friends Committee Responsibilities	<ul style="list-style-type: none"><li>• Informing parishioners that everyone is empowered to intervene in situations of disruptive behavior.</li><li>• Training lead greeters on how to deal with disruptive behavior that may occur during a worship service.</li></ul>

(4.2.3.3) DRE Responsibilities	<ul style="list-style-type: none"> <li>• Offer age-appropriate information about development and sexuality to our children and youth through the Our Whole Lives (OWL) program. These courses will include clarification and understanding of the complex aspects of sexuality, as well as focus on sexual abuse prevention.</li> <li>• Keep RG&amp;L staff informed of the policies in this Plan and review it at least annually through the use of the following: <ul style="list-style-type: none"> <li>○ The Code of Ethics for Those Working with Children and Youth (Appendix G)</li> <li>○ RG&amp;L Guidelines for Working with Children and Youth (Appendix I).</li> </ul> </li> </ul>
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#### 4.2.4 Electronic Communication

This policy applies only to First Parish-controlled electronic media, including any group, page or listserv that is created by First Parish staff or members for the purpose of establishing, maintaining or growing ministries for children/youths and adults.

(4.2.4.1) Ministerial and staff guidelines	<ul style="list-style-type: none"> <li>• Ministers should inform First Parish members who seek religious or spiritual advice via digital means (email, social networking site posts, texts, etc.) that: <ul style="list-style-type: none"> <li>○ Electronic communication is not confidential.</li> <li>○ Email is not an appropriate communication method for matters that are pastorally or legally sensitive, emotionally charged or require extensive conversation.</li> </ul> </li> <li>• Ministers and staff are encouraged to create both personal and professional email and social networking accounts to maintain appropriate boundaries with First Parish members and friends.</li> <li>• Ministers and staff should consider the impact of declining a “friend” request from church members.</li> <li>• Ministers and staff are encouraged to use privacy settings to shield both adult and child/youth members from viewing content that may be inappropriate.</li> </ul>
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<p>(4.2.4.2) Electronic communication between adults and children/youth</p>	<ul style="list-style-type: none"> <li>• Adults in contact with or "friends" with children and youth via social media sites are strongly encouraged to set stringent privacy settings on their social networking profiles, and to be mindful of the appropriateness of content they are posting to social networking sites that may be viewed by children and youth.</li> <li>• Adults should not submit "friend" requests to children or youth. Children/youth may not be able to decline such requests due to the disparity of power between children/youth and adults. Children/youth may ask to be "friends," and adults should discern the level of contact they want to maintain with the child/youth prior to responding to these requests.</li> <li>• Adults should refrain from initiating video chats with youth, unless conducting official church business and a second adult is participating.</li> <li>• Adults should cc parents, ministers, church staff, or youth advisors when emailing youth.</li> <li>• Adults are discouraged from "messaging" children and youth via technologies that do not allow participation of other adults</li> </ul>
<p>(4.2.4.3) Online groups for youth</p>	<ul style="list-style-type: none"> <li>• Groups should have at least four administrators: <ul style="list-style-type: none"> <li>○ Two youths.</li> <li>○ Two adults are who are not related to youths in the group.</li> </ul> </li> <li>• Group administrators must establish, before inviting youth to join the group, behavioral covenants to govern what content is appropriate for an online youth group and how administrators should address inappropriate content.</li> <li>• Invitations to youth to join the group should be made by youth administrators, unless a youth previously asked an adult administrator to invite him/her to join the group.</li> <li>• Social networking groups for youth should be open to parents of current youth members.</li> <li>• Participants in a video chat or blog should consider what will be shown in the video, such as their surroundings, their clothing/state of dress, etc.</li> <li>• All transcripts of on-line text chats, instant messages, video chats, etc., should be saved when possible.</li> </ul>

<p>(4.2.4.4) Publishing/Posting Content on First Parish Controlled Media</p>	<ul style="list-style-type: none"> <li>• First Parish staff or other members who publish pictures, videos, or names of children/youth in First Parish electronic communications must ensure that: <ul style="list-style-type: none"> <li>○ Signed Media Release forms are obtained from parents/guardians of the children/youths.</li> <li>○ When video of services or activities is distributed on the web or via other broadcast media, signs and/or notifications should be posted that indicate the service will be broadcast.</li> <li>○ Photos published on church sponsored sites do not include the name or contact information for individual(s) unless explicitly permitted by the individual(s) (or a parent/guardian in the case of a child/youth).</li> </ul> </li> </ul>
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### 4.3 Reporting

Suspected or observed harassment or abuse involving First Parish ministers, staff, members, or friends will be reported to the Safe Congregation Response Team.

<p>(4.3.1) Behavior that must be reported to the Parish Minister or any other member of the Safe Congregation Response Team</p>	<ul style="list-style-type: none"> <li>• Abuse or harassment (suspected or observed) of: <ul style="list-style-type: none"> <li>○ First Parish children/youth</li> <li>○ First Parish adults</li> <li>○ First Parish ministers or staff</li> </ul> </li> <li>• Abuse, harassment, or disruptive behavior (suspected or observed) perpetuated by: <ul style="list-style-type: none"> <li>○ First Parish children/youth</li> <li>○ First Parish adults</li> <li>○ First Parish ministers or staff</li> <li>○ Other attendees of First Parish-sponsored events.</li> </ul> </li> </ul>
<p>(4.3.2) Special considerations for Abuse of Children/Youth</p>	<ul style="list-style-type: none"> <li>• If First Parish Ministers, the Director of Religious Education, or First Parish professional teaching staff have reasonable cause to suspect that a child has been, or is likely to be abused or neglected, an immediate report must be made to the State Department of Children &amp; Families (DCF) via the DCF hotline (800-792-5200), followed up by a written report, a copy of which shall be provided to the Church Administrator.</li> <li>• Once a report is made to DCF, First Parish will await the decisions of those authorities as to the validity of the complaint before taking any further action. Pending the issuance of such a report, the Safe Congregation Response Team, in consultation with the Parish Board, must implement interim actions as may be prudent to temporarily restrict the privileges and access of any alleged abuser who is a member, friend or visitor to First Parish or any of its programs or the programs of those organizations that use or rent its facilities, as further outlined in Section 4.4.</li> </ul>

<p>(4.3.3) Special considerations for Abuse of Vulnerable Adults</p>	<ul style="list-style-type: none"> <li>• The Safe Congregation Response Team, upon receiving a report of suspected or observed abuse of a vulnerable adult, should report the abuse to either the Massachusetts Executive Office of Elder Affairs' abuse hot line (800-922-2275), the Massachusetts Disabled Persons Protection Commission abuse hot line (800-426-9009), or, for abuse in a nursing home, the Massachusetts Department of Public Health abuse hotline (800-462-5540).</li> <li>• The Response Team should develop a response plan for the suspected or observed abuse in accordance with advice and directives from these agencies.</li> <li>• Pending a response from these agencies, the Response Team, in consultation with the Parish Board, must implement interim actions as may be prudent to temporarily restrict the privileges and access of any alleged abuser who is a member, friend, or visitor to First Parish or any of its programs or the programs of those organizations that use or rent its facilities, as further outlined in Section 4.4.</li> </ul>
<p>(4.3.4) Registered or Legally Accused Sex Offenders at First Parish sponsored events</p>	<ul style="list-style-type: none"> <li>• Any First Parish member or friend who suspects a registered or legally accused sex offender is present at a worship service or other First Parish-sponsored event involving children and youth must immediately notify the DRE, DRE designate, or event organizer.</li> </ul>
<p>(4.3.5) Suspicions of abuse due to material on electronic media</p>	<ul style="list-style-type: none"> <li>• Any material on any electronic media (whether First Parish-controlled or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the Safe Congregation Response Team. <ul style="list-style-type: none"> <li>○ If the material is on a First Parish-controlled site, that material should be documented for church records and then removed from the site after consultation with Safe Congregations Response Team and, as appropriate, the police.</li> </ul> </li> </ul>

#### 4.4 Response

The Safe Congregation Response Team is responsible for responding to reports of abuse, harassment, and disruptive behavior.

<p>(4.4.1) Response to accusations of abuse or harassment involving First Parish members, friends, ministers or staff</p>	<ul style="list-style-type: none"> <li>• The Safe Congregation Response Team will investigate and respond to such accusations in accordance with <ul style="list-style-type: none"> <li>○ the policies of the Safe Congregation Plan,</li> <li>○ the First Parish Personnel Manual,</li> <li>○ the First Parish Behavioral Covenant, and</li> <li>○ the laws of the Commonwealth of Massachusetts</li> </ul> </li> </ul>
<p>(4.4.2) Response to disruptive behavior during a First Parish event</p>	<ul style="list-style-type: none"> <li>• If an immediate response to disruptive behavior is required, the Parish Minister, the Board Chair, or the event leader will: <ul style="list-style-type: none"> <li>○ Ask the offending person(s) to leave the activity or the building.</li> <li>○ Suspend the activity until such a time as it can safely be resumed.</li> <li>○ As appropriate, call the Police Department, if physical harm to person or property has occurred or is imminent.</li> </ul> </li> <li>• The event leader will report the incident to the Safe Congregation Response Team.</li> </ul>
<p>(4.4.3) Response to a request from a registered or legally accused sex offender to participate in First Parish sponsored events</p>	<ul style="list-style-type: none"> <li>• The Safe Congregation Response Team is responsible for developing a Limited Access Agreement specifying which activities (if any) the individual may participate in. Legal advice should be obtained when drafting the Agreement.</li> <li>• In drafting the Agreement, the Response Team must be cognizant that: <ul style="list-style-type: none"> <li>○ First Parish has a responsibility to treat every person with worth and dignity and to provide a congregational home to all who seek one. Only in rare cases will a person be denied access to ministry and fellowship.</li> <li>○ There must be limits to congregational involvement of registered or legally accused sex offenders and that First Parish must be vigilant regarding contact at First Parish sponsored-events between children/youth and registered or legally accused sex offenders.</li> </ul> </li> </ul>

<p>(4.4.4) Response to Allegations of Sexual Abuse by First Parish ministers or staff</p>	<ul style="list-style-type: none"> <li>• When the Safe Congregation Response Team receives allegations of sexual-abuse by First Parish Ministers or staff, the Response Team will immediately notify: <ul style="list-style-type: none"> <li>○ The Parish Board</li> <li>○ The Mass Bay District Executive</li> <li>○ The Ministerial Fellowship Committee of the UUA, which will be charged with the investigation if the allegation involves a First Parish Minister.</li> </ul> </li> <li>• The Response Team will thereafter act as liaison between the Parish Board and the Mass Bay District Executive and Ministerial Fellowship Committee, and will work with the Parish Board to support, counsel and communicate with the congregation and those members who are most directly affected by the misconduct.</li> </ul>
<p>(4.4.5) Safety Considerations During the Investigation of an Incident Involving a Child/Youth</p>	<ul style="list-style-type: none"> <li>• When a report is filed by any person on behalf of any child and the suspected abuser is a church employee, member or attendee, the Safe Congregation Response Team is responsible for developing an Interim and a Permanent Safety Plan.</li> <li>• Interim Safety Plan: <ul style="list-style-type: none"> <li>○ This plan may include, but not be limited to, implementation of a draft Limited Access Agreement, with the assistance of legal counsel if the Parish Minister and Board Chair determine that such counsel should be obtained.</li> <li>○ If the accused abuser is another child/youth, the plan must be developed with input from both sets of parents or guardians.</li> <li>○ The Response Team will clearly communicate the plan to the accused abuser or, if a minor, his or her parents or guardians.</li> <li>○ The Parish Minister or Director of Religious Education may implement similar steps while awaiting initial recommendations of the Response Team.</li> </ul> </li> <li>• Permanent Safety Plan: <ul style="list-style-type: none"> <li>○ Upon final disposition by appropriate authorities, a permanent Limited Access Agreement will be developed by the Response Team that among other provisions, complies with any orders imposed by such authorities.</li> </ul> </li> </ul>

<p>(4.4.6) Pastoral Needs During the Investigation</p>	<p>Following a report of suspected abuse or harassment, the Safe Congregation Response Team will also develop, in consultation with lay Pastoral Associates, a plan to address the pastoral needs of our congregation, including the needs of the following groups of persons:</p> <ul style="list-style-type: none"> <li>• The adult or child who has allegedly been abused. <ul style="list-style-type: none"> <li>○ This may include providing information about or referrals to appropriate professional, community and First Parish or UU resources as needed. Additionally the Safe Congregation Response Team may assist in dealing with Department of Children &amp; Families, the District Attorney’s office, or the Police Department as and when those authorities become involved in the matter.</li> </ul> </li> <li>• Other members and friends of our congregation, including members, friends, or attendees immediately affected by the incident (such as family members or partners) whose needs we can help meet, either directly or indirectly.</li> <li>• First Parish Ministers or staff, to aid in dealing with the pastoral needs of the victim or accused person.</li> <li>• Other members and friends of the congregation who witnessed one or more incidents or, who having heard about them, are reminded of their own concerns and prior experiences.</li> <li>• Other congregation members and friends who relied on to a great degree a person who has allegedly been abused or accused of abuse.</li> <li>• The accused person. <ul style="list-style-type: none"> <li>○ Support may include helping the accused person access the appropriate professional, community and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, he or she also deserves our support; withdrawing it at this critical point in that person's life might have severe detrimental long-term effects on his or her behavior in the future.</li> </ul> </li> <li>• Other persons who have allegedly been abused in this case and who have been reluctant to come forward. <ul style="list-style-type: none"> <li>○ If warranted, the response plan will include a way of reaching out to these individuals in a manner that is non-threatening.</li> </ul> </li> <li>• Other persons previously abused.</li> </ul>
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## 5 Alcohol

Alcohol may be served at on-site and off-site First Parish sponsored events, subject to the following conditions.

(5.1) Alcohol is permitted when	<ul style="list-style-type: none"> <li>• The First Parish committee, cluster, or ministry that is sponsoring the event explicitly states that alcohol will be served.</li> <li>• One or more designated persons who will serve the alcohol (“servers”) are at the event. Only servers may serve alcohol at the event.</li> </ul>
(5.2) Alcohol is not permitted	<ul style="list-style-type: none"> <li>• At First Parish committee meetings or at other times when church business is being conducted.</li> <li>• At Youth Group or other events that are designed for children/youth.</li> <li>• On First Parish property, except at First Parish-sponsored events at which alcohol is served.</li> </ul>
(5.3) Role of alcohol at the event	<ul style="list-style-type: none"> <li>• The primary purpose of any First Parish-sponsored event cannot be the consumption of alcohol.</li> <li>• Alcohol is only permitted if it is incidental to the main purpose of the event.</li> </ul>
(5.4) Procedures at events where alcohol is permitted	<ul style="list-style-type: none"> <li>• Alcohol brought by attendees to the event must be given immediately to the server.</li> <li>• Alcohol may only be served to persons of legal age.</li> <li>• Alcohol may not be served to persons who appear intoxicated.</li> <li>• Alcohol may not be served to persons who provide alcohol to persons who appear intoxicated.</li> <li>• Ample and attractive non-alcoholic beverages (e.g., juice, soda, coffee, tea) must be available at the event.</li> <li>• Alcohol cannot be sold.</li> <li>• Only beer and wine may be served.</li> </ul>
(5.5) Storage	<ul style="list-style-type: none"> <li>• Storage of beer and wine on church property is discouraged. However, if temporary storage (less than one day) is necessary, permission must be obtained from the Church Administrator, who shall ensure that such storage is secure.</li> <li>• Alcoholic beverages other than beer and wine are not permitted on church property at any time.</li> </ul>

(5.6) Outside Parties	<ul style="list-style-type: none"> <li>• Outside parties who rent or otherwise use church property for special functions must obtain the express written permission of the Church Administrator in order to serve beer and wine.</li> <li>• Under no circumstances is the sale of beer or wine by any outside party permitted.</li> <li>• Outside parties who are granted permission to serve beer and wine on church premises shall be required to acknowledge in writing that they are solely responsible for compliance with all laws and church policies pertaining to alcoholic beverages and the sobriety of their guests.</li> </ul>
(5.7) Reporting of Violations	<ul style="list-style-type: none"> <li>• Violations of the alcohol policy must be reported to the event organizer and the Safe Congregation Response Team.</li> </ul>

## 6 Religious Growth and Learning Policies

First Parish in Lexington is committed to creating a safe and healthy environment in which young people can learn about and experience the love and values inherent in our seven UU Principles. Adults and older youth in leadership roles within the First Parish community play a key role in the spiritual development of both individuals and community. It is especially important that those in leadership positions be well qualified to give the special care and support that will enable children and youth to develop a positive sense of self and a spirit of independence, interdependence, and responsibility. The relationship between minors and adults must be one of mutual respect if the positive potential of their relationship is to be realized. It is the policy of First Parish in Lexington that all volunteers and paid leaders must follow these guidelines when working with minors.

<p>(6.1) Health and Safety</p>	<ul style="list-style-type: none"> <li>• During the worship service children/youth will either remain in the sanctuary or attend an RG&amp;L class; children/youth will not be allowed to wander unattended during this time.</li> <li>• Classroom doors will have windows.</li> <li>• After an initial visiting period of 3 – 4 weeks, parents must register all children and youth participating in the RG&amp;L program. All allergies, medications, and special needs shall be reported on the registration form.</li> <li>• Parents should follow school guidelines when evaluating whether a child/youth is healthy enough to participate in RG&amp;L programs.</li> <li>• Parents should notify the DRE if a child/youth did participate in RG&amp;L programs and was later diagnosed with a highly communicable disease.</li> <li>• An Incident Report (Appendix A) will be completed by adults working with children and youth every time an accident occurs, whether or not on church property, and whether or not first aid is administered. Incident Report forms are available on a clipboard in the clipboard storage area on the wall outside of Parker Hall. Once completed, one copy of the Incident Report is mailed to the parents/guardians of all children/youth affected in an incident, and the original is filed in the DRE's office.</li> <li>• Children and youth will not use the kitchen without an adult present at all times.</li> <li>• Gloves will be used by adults, youth and children for food handling.</li> <li>• Gloves will be used when handling bodily fluids.</li> <li>• The Building and Grounds Committee is responsible for maintaining playground equipment and inspecting it annually.</li> <li>• Lifeguards are required in order to swim during RG&amp;L events.</li> </ul>
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<p>(6.2) Supervision and Expectations at Church-Sponsored Events</p>	<ul style="list-style-type: none"> <li>• Parents or their designee will supervise their children/youth at church-sponsored event, outside of regular RG&amp;L programming.</li> <li>• Adults will model healthy interpersonal behavior.</li> <li>• Minimum of 2 adults per group of children/youth at any given time.</li> <li>• If any adult is alone with children/youth at any time, the classroom door will remain open.</li> <li>• Minimum supervisor to student ratio for classes and off site trips will be 1:10.</li> <li>• Adults will intervene to prevent/stop bullying or physical abuse.</li> <li>• Corporal punishment or abusive language will not be used.</li> <li>• Any relationship developed between a First Parish volunteer or staff member and a First Parish child/youth outside of First Parish must be with the knowledge and consent of the child/youth's parents.</li> <li>• No adult will engage in any type of sexualized behavior with children or youth (including sexually provocative language, jokes, etc.).</li> </ul>
<p>(6.3) RG&amp;L Staff and Volunteers</p>	<ul style="list-style-type: none"> <li>• Volunteers will be an active participant of congregation for at least 6 months before serving in the RG&amp;L Program.</li> <li>• Teachers and advisors will attend training/orientation before beginning service.</li> <li>• Volunteer teachers will review teaching guidelines before beginning service.</li> <li>• All volunteers will sign the First Parish Code of Ethics for Adults working with Children/Youth (Appendix G).</li> <li>• All adult chaperones of an overnight retreat (either on church grounds or off-site) will have a Criminal Offender Record Information (CORI) evaluation on file with the church office before chaperoning an event.</li> <li>• Youth group advisors must be at least 25 years of age.</li> </ul>
<p>(6.4) Electronics</p>	<ul style="list-style-type: none"> <li>• Use of electronics is discouraged in the sanctuary during worship services.</li> <li>• Use of electronics will be discouraged during coffee hour.</li> <li>• Use of electronics will not be allowed during RG&amp;L programs.</li> </ul>
<p>(6.5) Disruptive Behavior</p>	<ul style="list-style-type: none"> <li>• Behavioral expectations are made clear through the RG&amp;L page on the website.</li> <li>• All children/youth and their parent/guardian must sign a Behavioral Covenant at registration, which is kept on file by the DRE (Appendix H).</li> <li>• All youth and their parent/guardian must sign a Retreat Code of Conduct when attending an off-site field trip or retreat.</li> </ul>

<p>(6.6) Off-site events / General Practices - registration and permissions</p>	<ul style="list-style-type: none"> <li>• Children and youth must be registered for the RG&amp;L Program before going on an off-site activity or field trip. <ul style="list-style-type: none"> <li>○ An off-site activity includes any activity not on church property, but in the general neighborhood of the church.</li> <li>○ A field trip is any planned activity not in the neighborhood of the church, and may require transportation.</li> </ul> </li> <li>• All church sponsored service trips longer than a weekend require the approval of the Parish Board.</li> <li>• Permission slips are required for all off-site activities and field trips.</li> <li>• Emergency contact information must be available and carried by adult chaperones on field trips.</li> <li>• A first aid kit must be taken on all field trips.</li> <li>• The event organizer must communicate with the parents/guardians of children/youth about the purpose, length, time and place of the field trip.</li> <li>• DRE approval is required for all off site activities and field trips.</li> </ul>
<p>(6.7) Off-site events / transportation</p>	<ul style="list-style-type: none"> <li>• Drivers on field trips must be at least 21 years of age.</li> <li>• Drivers must provide proof of insurance and provide a copy of a valid driver's license to the event organizer.</li> <li>• Appropriate car seat/booster seats must be used based on a child's size/age.</li> <li>• All children under the age of 11 will ride in the back seat.</li> <li>• All drivers and passengers must use their own seat belt (no double belting allowed).</li> <li>• The number of passengers in a vehicle will not exceed the number of seat belts.</li> <li>• Drivers will not be allowed to be alone in a vehicle with one child/youth who is not their own child.</li> <li>• Transportation to and from Sunday evening youth group is not considered to be under the auspices of the church's authority, and an individual youth's safety at that time is to be arranged by the youth's family.</li> <li>• The automobile insurance for the car will cover any accident involving the passengers. The church is not responsible for vehicle insurance.</li> </ul>

## Appendices

### A. Building Security Agreement

#### Building Security Agreement

I have been given the code to open the rear door to the church. I understand that as a code-holder I have certain responsibilities for building security. All doors are to be locked at 9 p.m. each night, whether or not there are activities still going on in the building. (If any group expects any of its members to arrive after 9 p.m. that group is responsible for stationing someone at the door to let any latecomers in.) Whenever I leave the building, I am responsible for making sure all doors (not just the rear door) are, or have remained, locked and windows closed. I understand that I am not to share this code with any others without contacting the church administrator *in advance* for permission.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## B. Incident Form

### Incident Report

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Please fill out this form every time first aid is administered to a child or youth, or an incident has occurred that you think needs reporting. Send the original home with the parent or guardian, and leave a copy in the DRE's box. Thank you!!

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Grade/Group: \_\_\_\_\_

Child/Youth's name (First & last): \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who was involved? \_\_\_\_\_

Who observed the incident? \_\_\_\_\_

Who helped handle the incident? \_\_\_\_\_

Who administered first aid? \_\_\_\_\_

What steps were taken to administer first aid: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please use the back of this sheet if more description is needed. Thank you!

Your signature: \_\_\_\_\_

## C. Suspicious Package Procedures

# SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

**If you receive a suspicious letter or package:**

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

**Letter Suspicious Features:**

- Restrictive markings.
- No return address.
- Sealed with tape.
- Misspelled words. Badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.

**Package Suspicious Features:**

- Excessive tape.
- Oily stains, discolorations, crystallization on wrapper.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

- Isolate area immediately
- **Call 911**
- Wash your hands with soap and water







To order this poster, call 1-800-332-0317. Poster 54  
September 2006  
PSN 7035-07-000-7007

## D. Bomb Threat Procedures

### BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

#### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

#### If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

#### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

#### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

### WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

### BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

#### Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

#### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

#### Caller's Voice      Background Sounds:      Threat Language:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accent<br><input type="checkbox"/> Angry<br><input type="checkbox"/> Calm<br><input type="checkbox"/> Clearing throat<br><input type="checkbox"/> Coughing<br><input type="checkbox"/> Cracking voice<br><input type="checkbox"/> Crying<br><input type="checkbox"/> Deep<br><input type="checkbox"/> Deep breathing<br><input type="checkbox"/> Disguised<br><input type="checkbox"/> Distinct<br><input type="checkbox"/> Excited<br><input type="checkbox"/> Female<br><input type="checkbox"/> Laughter<br><input type="checkbox"/> Lisp<br><input type="checkbox"/> Loud<br><input type="checkbox"/> Male<br><input type="checkbox"/> Nasal<br><input type="checkbox"/> Normal<br><input type="checkbox"/> Ragged<br><input type="checkbox"/> Rapid<br><input type="checkbox"/> Raspy<br><input type="checkbox"/> Slow<br><input type="checkbox"/> Slurred<br><input type="checkbox"/> Soft<br><input type="checkbox"/> Stutter | <input type="checkbox"/> Animal Noises<br><input type="checkbox"/> House Noises<br><input type="checkbox"/> Kitchen Noises<br><input type="checkbox"/> Street Noises<br><input type="checkbox"/> Booth<br><input type="checkbox"/> PA system<br><input type="checkbox"/> Conversation<br><input type="checkbox"/> Music<br><input type="checkbox"/> Motor<br><input type="checkbox"/> Clear<br><input type="checkbox"/> Static<br><input type="checkbox"/> Office machinery<br><input type="checkbox"/> Factory machinery<br><input type="checkbox"/> Local<br><input type="checkbox"/> Long distance | <input type="checkbox"/> Incoherent<br><input type="checkbox"/> Message read<br><input type="checkbox"/> Taped<br><input type="checkbox"/> Irrational<br><input type="checkbox"/> Profane<br><input type="checkbox"/> Well-spoken |
|---|---|---|
- Other Information: \_\_\_\_\_



Homeland Security

## E. Active Shooter Procedures

### COPING

#### WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

*Contact your building management or human resources department for more information and training on active shooter response in your workplace.*

### PROFILE

#### OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

### CHARACTERISTICS

#### OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



**CALL 911 WHEN IT  
IS SAFE TO DO SO**

# F. Safe Food Handling Guidelines

7 Food Safety Steps for Successful Community Meals

[http://www.fsis.usda.gov/factsheets/7\\_Steps\\_Community\\_Meals/index.asp](http://www.fsis.usda.gov/factsheets/7_Steps_Community_Meals/index.asp)

The screenshot shows the USDA Food Safety and Inspection Service website. At the top, there is a navigation bar with links for Home, About FSIS, News & Events, Fact Sheets, Careers, Forms, Help, Contact Us, and En Español. Below this is a search bar for FSIS and a breadcrumb trail: Home / Fact Sheets / Safe Food Handling / 7 Food Safety Steps for Successful Community Meals. The main content area is titled 'Fact Sheets' and 'Safe Food Handling'. It features a section for '7 Food Safety Steps for Successful Community Meals' with an introductory paragraph and three numbered steps, each with bullet points. A sidebar on the right lists other fact sheets, and a sidebar on the left provides navigation options like 'Browse by Audience' and 'Browse by Subject'.

**USDA** United States Department of Agriculture  
**Food Safety and Inspection Service**

Home | About FSIS | News & Events | **Fact Sheets** | Careers | Forms | Help | Contact Us | En Español

You are here: Home / Fact Sheets / Safe Food Handling / 7 Food Safety Steps for Successful Community Meals

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**Browse by Audience**

Information For...

**Browse by Subject**

- Food Safety Education
- Science
- Regulations & Policies
- FSIS Recalls
- Food Defense & Emergency Response
- Codex Alimentarius

**Fact Sheets**

- Safe Food Handling**
- At-Risk Populations
- Meat Preparation
- Poultry Preparation
- Egg Products Preparation
- Seasonal Food Safety
- Appliances & Thermometers
- Foodborne Illness & Disease
- Emergency Preparedness
- FSIS Programs & Workforce
- Production & Inspection
- Food Labeling

**7 Food Safety Steps for Successful Community Meals**

Whether preparing food for a family reunion or a community gathering, people who are great cooks at home don't necessarily know how to safely prepare and store large quantities of food for large groups. Food that is mishandled can cause foodborne illness. However, by following some simple steps, volunteer cooks can make the event safe and successful!

**1. Plan Ahead — Make sure the location meets your needs.**

- Be sure you have enough oven, stovetop, refrigerator, freezer, and work space.
- Find out if there's a source of clean water. If not, bring water for preparation and cleaning.

**2. Store & Prepare Food Safely**

- Refrigerate or freeze perishable food within 2 hours of shopping or preparing; 1 hour when the temperature is above 90 °F.
- Find separate preparation areas in the work space for raw and cooked food.
- Never place cooked food back on the same plate or cutting board that held raw food.
- Wash cutting boards, dishes, utensils, and work surfaces frequently with hot, soapy water.
- Wash hands with soap and warm water for at least 20 seconds before and after handling food and after using the bathroom, changing diapers, or handling pets.

**3. Cook Food to Safe Minimum Internal Temperatures — It's the only way to tell if harmful bacteria are destroyed!**

- Use a food thermometer to check the internal

## G. Code of Ethics for Adults Working with Children and Youth

### First Parish Lexington - Religious Growth and Learning Program Code of Ethics for Working with Children and Youth

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Adults who are in leadership roles play a key role in fostering the spiritual development of both individuals and 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 of their relationship is to be recognized.

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 these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become inappropriately involved with young persons in their care. Leaders must be careful to protect the children and youth they work with and to protect themselves and their church.

**Therefore, we refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall we harass nor engage in behavior with children and youth which constitutes verbal, emotional, or physical abuse.**

**Leaders will refrain from being under the influence of illegal drugs, alcohol, or any other drug that might impair their judgment or ability to function effectively in a leadership role with children and youth.**

**I hereby agree to this Code of Ethics. In case of violation of this Code, appropriate action will be taken by either the Director of Religious Education (DRE), or the minister of this church.**

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Printed name

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Signature

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Date

*Note: This Code of Ethics has been adapted from the Code of Ethics for Persons Working with Children and Youth of the UUA-sponsored Programs and Events; adopted by the UUA in 1986.*

## H. RG&L Behavioral Covenant

First Parish in Lexington  
**Children and Youth Behavioral Covenant**

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First Parish in Lexington seeks to provide our children and youth with the opportunity to learn, worship, and relax together in an atmosphere of sharing and fun. It is the goal of our Religious Growth and Learning (RG&L) program to offer engaging classes, activities and events as a way for our young people to bond in a setting conducive to community building. In order to make the program healthy and successful for everyone, and to make the most of learning, sharing, and having fun, I/we agree to do the following:

- Treat others the way I like to be treated**
- Follow directions given by adults**
- Respect the building and furnishings of the church**
- Walk in the church building, not run**
- Leave electronic games at home or in the car**

We understand that if inappropriate behavior becomes a recurring issue while at church, a **Positive Behavior Plan** will be developed among the child/youth, his/her parent/guardians, and the DRE.

Signed: \_\_\_\_\_  
Child/Youth

\_\_\_\_\_  
Date

Signed: \_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

## I. Guidelines for Working with Children and Youth

### First Parish Lexington

### **Guidelines for Working with Children and Youth**

#### **I. Issues Affecting all Children/Youth**

(Children are defined as between the ages of newborn through the 6th grade; youth are defined as those between 7 - 12th grades)

#### **Teacher/Advisor/Volunteer/Primary and Elementary Cluster Guide guidelines**

- Will be active participant of congregation for at least 6 months.
- Teachers and advisors will attend training/orientation before beginning service
- Volunteer teachers will review teaching guidelines before beginning service.
- All volunteers will sign the First Parish Code of Ethics for Adults working with Children/Youth
- All adult chaperones of an overnight retreat (either on church grounds or off-site) will have a Criminal Offender Record Information (CORI) evaluation on file with the church office before chaperoning an event
- Minimum age requirements: Youth group advisor at least 25 years of age; other lead teachers, nursery supervisors at least 21 years of age; assistants at least 14 years of age.

#### **Supervision guidelines**

**Parents are expected to supervise their children at church. During worship services and RG&L programming, the following guidelines will apply:**

- Minimum of 2 adults per group at any given time
- If any adult is alone with children/youth at any time, the classroom door will remain open
- Classroom doors will have windows
- Minimum supervisor: student ratio of 1:10
- Adults will intervene to prevent/stop bullying or physical abuse
- Corporal punishment or abusive language will not be used
- During the worship service children/youth will either remain in the sanctuary or attend an RG&L class; children/youth will not be allowed to wander unattended during this time.
- Children in the nursery through fourth grade classrooms will be released to authorized adults only, at the end of church service
- Diapers will be changed in nursery by the nursery care provider. Rubber gloves will be used during diapering.
- Primary cluster children will be accompanied to the accessible bathroom by an adult. If a child requires toileting assistance the supervising adult will wear gloves and the door will remain open. If a child does not require assistance, the adult will wait outside the open door and prevent it from being locked by the child.
- Elementary cluster children will be accompanied by a buddy to the bathroom.

- In the event of a toileting accident, the child will be cleaned appropriately, soiled clothes will be put in a plastic bag, the child will be dressed in extra clothes provided by First Parish, and the teacher will assess whether the child needs his/her parent.

#### Heath/Safety guidelines

- After an initial visiting period of 3 - 4 weeks, parents will register all children and youth participating in the RG&L program. All allergies, medications, and special needs shall be reported on the registration form.
- An "Incident Report" will be completed by adults working with children and youth every time an accident occurs, whether or not on church property, and whether or not first aid is administered. Incident Report forms are available on a clipboard in the clipboard storage area on the wall outside of Parker Hall. Once completed, one copy of the Incident Report is mailed to the parents of the child(ren)/youth affected in an incident, and the original is filed in the DRE's office.
- Children and youth will not use the kitchen without an adult present at all times
- Rubber gloves will be used by adults, youth and children for food handling
- Rubber gloves will be used when handling bodily fluids
- One First Aid/CPR designated individual will be present on site on Sunday mornings. All teachers/volunteers will be informed of the name of the designated person
- First Aid kits/supplies will be readily available to all teachers/youth advisors/adult supervisors for minor injuries
- Playground equipment will be inspected and maintained annually.

#### Procedures for Reporting and Responding to Child Abuse

- First Parish will follow the state's established requirements for reporting and responding to child abuse.
- Any supervising adult who is informed of an incident of child abuse (whether an incident occurred during a First Parish church-related activity or not) will report the incident to the DRE, Minister or Assistant Minister as soon as possible. That individual will keep the entire matter confidential from anyone other than the Minister, Asst. Minister, or DRE. Any investigative questions will be left up to the appropriate authorities.
- If a supervising adult observes or suspects an incident of abuse during a First Parish religious education program or activity, steps will be immediately taken to protect the child, including removing either the child or the alleged abuser from the situation. In addition, the adult will follow the reporting procedures described above.
- The confidentiality of all parties, including the victim, the alleged abuser, and the reporter will be respected at all times

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

- Adults will model healthy interpersonal behavior
- Any relationship developed between a First Parish adult and a First Parish child/youth outside of First Parish must be with the knowledge and consent of the child/youth's parents

- No adult will engage in any type of sexualized behavior with children or youth (including sexually provocative language, jokes, etc.)
- Complaints of sexual harassment will be taken seriously and dealt with in a spirit of compassion and fairness. A complainant will bring his/her concern to the adult supervisor, Minister, Assistant Minister or DRE.

#### Guidelines for Off-site Activities and Field Trips

- Children and youth must be registered for the RG&L Program before going on an off-site activity or field trip (an off-site activity includes any activity not on church property, but in the general neighborhood of the church. A field trip is any planned activity not in the neighborhood of the church, and may require transportation)
- In keeping with First Parish policy, all church sponsored service trips longer than a weekend require the approval of the Parish Board
- Permission slips are required for all off-site activities and field trips
- Drivers on field trips will be at least 21 years of age
- Drivers must provide proof of insurance and give a copy of a valid drivers license
- Appropriate car seat/booster seat must be used based on a child's size/age
- All children under the age of 11 will ride in the back seat
- All drivers and passengers must use their own seat belt (no double belting allowed)
- The number of passengers in a vehicle will not exceed the number of seat belts
- Drivers will not be allowed to be alone in a vehicle with one child/youth who is not their own child
- Emergency contact information must be available and carried by adult chaperones on field trips
- A first aid kit must be taken on all field trips
- There will be communication with the parents of children/youth about the purpose, length, time and place of the field trip. **DRE approval is required for all off site activities and field trips.**
- Transportation to and from Sunday evening youth group is not considered to be under the auspices of the church's authority, and an individual youth's safety at that time is to be arranged by the youth's family

#### Other Youth-specific guidelines

- Parents of youth in Senior High Youth Group may not be advisors of that group
- No youth will leave a class/group without telling teachers or advisors
- No youth will leave the church building without permission of an adult supervisor.
- Drug, tobacco, and alcohol use is prohibited at all youth events at First Parish and off-site by both adult chaperones and the youth.
- No sexual activity is permitted at First Parish sponsored events, either on or off-site
- During overnight activities at First Parish, all participants must sleep in the same room and in their own sleeping bags
- All participants at overnight retreats, whether on or off-site, need to complete a "Retreat Code of Conduct" and have it signed by his/her parent or guardian

- Any youth who arrives at any youth activity under the influence of alcohol or drugs, or is suspected to be under the influence of drugs or alcohol, will be sent home immediately with parental notification, and his/her continued participation in youth group must be discussed with the parish minister, DRE, one advisor, the parent/guardian(s), and the youth.
- A youth group party held at the home of a youth is considered a First Parish sponsored event if the only guests invited are members of the youth group, and the whole youth group is invited. If other family and friends are invited, it is not considered a church sponsored event. If the event is exclusive to youth group members, all church policies and procedures must be adhered to: clear communication to parents of youth about the event, permission slips completed and returned, proper ratio of adult chaperones to number of youth attending, and, if a pool party, a certified lifeguard must be on-site while youth are swimming.

#### Guidelines on when Children and Youth are too Sick to Attend RG&L Programs

- Parents should follow school guidelines when evaluating whether a child/youth is healthy enough to participate in RG&L programs.
- Parents should notify the DRE if a child/youth did participate in RG&L programs and was later diagnosed with a highly communicable disease.

#### Electronic Game Guidelines

To encourage social interaction between children, youth and adults, First Parish encourages its children and youth to leave electronic games and toys at home.

- Electronic games will not be allowed in the sanctuary during worship services.
- Electronic games will be discouraged during coffee hour
- Electronic games will not be allowed during RG&L programs

## II. Issues Involving Building Safety

#### Emergency Procedures

- Evacuation drills will be held on a regular basis
- First Parish will have a written plan for each of the following:
  - Fire
  - Natural Disaster
- Emergency response procedures will be reviewed with adult supervisors (notification of authorities, parents, church officials)

#### Maps

- A map of the Church will be available to all
- Church maps will be posted in a common highly visible area and in every classroom
- Maps will be easy to read and understand
- Evacuation route and at least one alternate route will be highlighted on the map

- Location of alarms will be identified
- Location of first aid supplies will be identified
- Locations of fire extinguishers will be identified
- Church maps will have a simple written narrative
- Church map will be dated, reviewed regularly, and updated as needed
- Town officials (fire, police) will be provided with an accurate church map

#### **Teachers/Advisors**

- Will understand evacuation and emergency plans and will review regularly
- Will understand layout of entire building
- Will have head count of all children at all times
- Will have reviewed meeting area for all children
- Will be provided with a list of critical contact information for key personnel:
  - Building maintenance
  - Other teachers/Director
  - Police, Fire
- May have specific duties assigned for emergency
  - Know how to use fire extinguishers
  - Be aware of any children with special needs
  - Know areas where children could be hiding

#### **Children/Youth**

- Will understand evacuation route and alternate route
- Will practice evacuation route
- Will be able to explain to an adult how to evacuate the building
- Will know where outside meeting area is

Revised  
4/25/08