

RE Safety Guidelines

For Teachers, Parents, & Families at the UUFA

Updated September 21, 2018

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General Classroom Guidelines

UUFA Responsibilities

- Ensure that there are 2 adults in every classroom with children.
- Conduct annual background checks for childcare staff and volunteers working with children.
- Hire childcare staff that have CPR certification or ensure that hired staff have CPR training.

Family Rights and Responsibilities

Rights

- Program Knowledge: The UUFA Religious Education program will strive to keep families informed about class scheduling and content.
- Safety: Our Religious Education program is led by staff and dedicated volunteers that keep the safety of children the primary priority. Our procedures for background checks include all individuals involved with the program.
- Confidentiality: You can be assured of full confidentiality when discussing concerns with Religious Education staff. Issues of abuse or suicide cannot be kept confidential.
- Involvement: We welcome all family members to be involved in our Religious Education program. All volunteer activities can be organized through the Religious Education Coordinator.

Responsibilities

- Register your child(ren) and review that registration information annually.
- Parents must be on the premises for all children 8th grade and under.
- Parents must supervise their children when they are not in class.
- Ensure that child(ren) are able to fully participate in classroom activities safely by wearing shoes and weather appropriate clothing.
- Parents must promptly pick child(ren) up from their classroom after the service ends. This applies most to students aged nursery through 5th grade.
- Discussing any questions or concerns with RE coordinator or RE classroom teachers.

Behavior guidelines for children and adults

- Children must stay with a parent or child care provider at all times.

- Be respectful of the building, the furniture, the grounds, classroom materials and all people.
- Look after one another, and if you see a problem that needs attention, let an adult know.
- Speak and act with respect to everyone (includes listening, responding and waiting to talk until others have paused or finished talking). Accept people's differences and learn from them.
- Share your ideas, the materials and supplies.
- Participate with enthusiasm and give everything a try.
- Include everyone in all activities and be welcoming to visitors.
- Clean up your own mess and help others out too.

*Behaviors inconsistent with our goal of creating a climate of respect will be addressed as promptly as possible. Children will be reminded of an alternative, more appropriate behavior. If inappropriate behavior continues after verbal warnings, the child will be asked to leave the classroom or activity for a period of time. The child's attitude and severity of the behavior in question will determine whether or not the child will be given the opportunity to return to class that day.

Health Concerns

Infectious disease

In case of an existing infections disease:

1. Parents will be encouraged to keep children at home if the child is sneezing, coughing or has an obvious runny nose. If a child is running a fever (100 degrees or higher) during an RE class time, he or she will be separated from other children and asked to rest. If the child is in obvious distress the parent will be notified immediately.
2. If a child has attended RE while having an infectious illness, the child's parents should notify the Fellowship so other parents can watch for potential symptoms in their children.

Universal precautions

Treat all bodily fluids as being potentially infected with a contagious disease.

Procedures:

1. Wash hands regularly and for at least 10 seconds.
2. Use disposable gloves.
3. Clean contaminated surfaces with 10% bleach solution.
4. Soiled materials will be disposed of in a garbage bag in an outside garbage can.
5. Remind children to cough in their elbow to prevent spreading germs.

Allergies

There will be a list of children with allergies provided to classroom teachers, when appropriate. **All allergy treatment supplies must be provided by parents.**

CPR training

Choking and CPR posters will be posted in all classrooms. All childcare providers have CPR training, or we will pay for them to get CPR training. We prefer to have teachers who have had CPR training.

Field Trip and Overnight Guidelines

Field Trip Behavior Expectations

When youth travel as part of a RE program at the UUFA, they are acting as ambassadors of our congregation and are therefore expected to act accordingly. All participants should read and observe the following rules:

1. No illegal substances (possession or usage).
2. No weapons or fireworks.
3. No smoking or vaping.
4. Signed permission slips and medical information will be kept by a supervising adult during event.
5. One adult to seven youth ratio should be observed; one adult can supervise youth but only if two or more youth are present.
6. Respect property and rules of establishment.
7. Rooms not requested for use are off limits.
8. If a youth wants to leave the event, they must call a parent/guardian to inform them of their change in plans. A chaperone or advisors needs verbal approval from the parent/guardian and the name of the person responsible for picking up youth. Chaperones will ensure that youth are picked up by the designated person.
9. Facility/site should be returned to its previous condition before group leaves.
10. On boat trips life jackets must be worn; seat belts must be worn in vehicles.
11. No adult should ever be alone with one youth unless parents have approved.

Overnight Behavior Expectations

Youth and supervisors participating in an overnight activity through the UUFA (either on site or elsewhere) should observe the following rules in addition to the above rules regarding field trips.

1. No sexual activity or sharing of sleeping bags
2. Establish reasonable curfew (lights out/sleep time, etc) with respect to place and sleep needs.
3. Activities and videos/dvd should be appropriate for age group and setting; R rated ones should be approved by supervising adults one week in advance.
4. Youth should sleep in groups of four or more (no twosomes in a room alone) preferably all in one or two rooms easily supervised. A quiet sleeping room can be assigned.
5. Youth advisors can sleep somewhere other than youth sleeping area but should tell youth where they can be found.
6. Agreement and self-monitoring on inclusion of all attending (being welcoming)
7. Agreement on lights out and quiet time and sleeping arrangements
8. 'No rule'---when someone disapproves of a certain interaction between others and says NO then the group or person needs to stop activity or interaction.
9. This is a lock-in. No one can leave without permission except with parental approval. (Adult must hear this verbal approval.) No walk-ins accepted for the overnight. This directs you to lock all the doors.

Expectations for Chaperones and Advisors

Chaperones and advisors are responsible for the health, safety, and welfare of youth during UUFA field trips, activities, and overnights. As the adults in the room, chaperones should review rules and expectations of behavior with youth before event and remind them when necessary during the event.

In general volunteers are expected to act as surrogate parents, that is, it is your responsibility to monitor the health, safety and welfare of all youth present at the overnight. You can join into activities as you deem appropriate or as you deem necessary to promote appropriate socialization. If you feel the group is bonding well and everyone is included then you can read a book, monitor from the sidelines, write letters, journal, etc. It is important the group knows you are there as a friendly and caring adult.

When or if conflicts arise you should steer the group towards creative and respectful resolution to the conflict, or if that isn't possible address the conflict as best you can without youth input. For example, if kids are getting too crazy or not listening you might say, "I'm concerned that someone is going to get hurt if this game continues and I'd like you to stop and discuss this with me." Or, "I'm responsible for the health and safety of all of you and what you're doing is endangering you and others. Please stop this activity and choose another one."

You are not expected to make everyone happy, but if you notice there are youth on the fringes or being left out it sometimes left to the adult to "hang out" with that youth or to figure ways for him/her to be included. You are not expected to handle potentially explosive or violent situations. If that happens you should call the RE Coordinator or Minister. In the event of serious injuries, call 911, then the parents, then the RE Coordinator or Minister.

Field Trips

When youth are traveling, adult supervisors should ensure their health, safety and welfare. All participants should read and observe the following rules:

1. No illegal substances (possession or usage).
2. No weapons or fireworks.
3. No smoking or vaping.
4. Signed permission slips and medical information will be kept by a supervising adult during event.
5. One adult to seven youth ratio should be observed; one adult can supervise youth but only if two or more youth are present.
6. Respect property and rules of establishment.
7. Rooms not requested for use are off limits.
8. If a youth wants to leave the event, they must call a parent/guardian to inform them of their change in plans. A chaperone or advisors needs verbal approval from the parent/guardian and the name of the person responsible for picking up youth. Chaperones will ensure that youth are picked up the designated person.
9. Facility/site should be returned to its previous condition before group leaves.
10. On boat trips life jackets must be worn; seat belts must be worn in vehicles.
11. No adult should ever be alone with one youth unless parents have approved.

Transporting Youth

There are times during the RE program year that youth need to be transported to other locations for activities. When transporting youth for UUFA events, please observe the following:

1. Only licensed drivers over 25 years with insurance can drive vehicles to events. Copies of licenses and proof of insurance will be kept in the UUFA office.
2. Drivers must have one seat belt per youth.
3. All drivers must drive the speed limit.
4. Drivers must have a first aid kit in their car. Kits are available from UUFA.
5. Each vehicle must have a cell phone for emergencies
6. On boat trips, life jackets must be worn.

Overnight Activities

If you are coordinating an overnight activity with youth from the UUFA, please make sure that you follow the guidelines below:

1. Before the overnight contact RE Coordinator or office manager for key to the building and office.
2. Determine hour of arrival, usually 8 p.m. and be at UUF A 15 minutes before that time.
3. If asked, buy snacks, breakfast food and drinks as determined by the youth group. Complete voucher for reimbursement. Attach receipts and put voucher in RE Coordinator's mailbox.
4. Have short meeting with youth to communicate expectations/rules which are explained above.
5. Discussion on safety and respect for the building (no jumping on furniture; careful of artwork displayed; no one on roof; no one in furnace rooms; kitchen cannot be used for frying food, clean up messes and spills)
6. In case of tornado go to bottom level bathrooms or hallway.
7. In case of fire, discuss meeting place and take note of exits. Call 911 if significant fire breaks out. Candles must only be used for worship experiences and must be monitored by adults. Chaperones should note where fire extinguishers are.
8. No food or drinks in the library.
9. It's nice if you check with youth to discuss the prospect of them conducting a short "worship" experience. (Sharing of milestones, a reading, a story, music, closing). Our intent is for overnights to have some small element of spirituality and a tone for the evening.
10. First aid kits are located in the youth room in the entertainment center, in the nursery and upstairs in the RE kitchenette on top of the pantry, and in the main kitchen.
11. Phones are located in the downstairs kitchenette, next to the nursery, in the main office, and in the hallway that leads to the RE floor.
12. Monitor activities. Group games should not endanger participants or the building or furnishings. They should have entire use of the building and can play running around games.
13. Establish a reasonable curfew (lights out/quiet time) with respect to place and sleep needs. Quiet time should begin around 2 am for high school teens and 12-1 a.m. for 7-8th graders. (This time can be negotiated with youth, but no running around or loudness after chosen time.)
14. Tell youth where to find you in case of need and tell them you will make "rounds".
15. Wake youth at 8:30 a.m.
16. Prepare breakfast foods in ground floor kitchenette.
17. Direct youth in clean up and gathering their things.
18. Return key to office manager or leave on desk with a note that you've returned it.

Building safety

Fire Evacuation Routes

1. If the fire is upstairs and the exterior exit is blocked, go down stairs.
2. If the fire is downstairs, exit through the exterior exit and proceed to the front of the building by going around the north of the building.
3. For classrooms 1, 2, and 3 (on ground level) exit through the main entrance or the emergency exit at the south end of the building. Proceed to the front of the building.
4. For Nursery occupants, exit through the emergency exit and proceed to the front of the building.

Tornado Safety Plan

1. Lower Level (classrooms 1, 2, and 3) should collect near the bathrooms and kitchen area.
2. Main Level (nursery) should collect in the bathroom area. Overflow space can spread to Hazelnuts storage room.
3. Upper level (Barton-Channing, Emerson, Potter) should collect in the bathroom area on the Main Level.

Candle and Match Safety in Classrooms

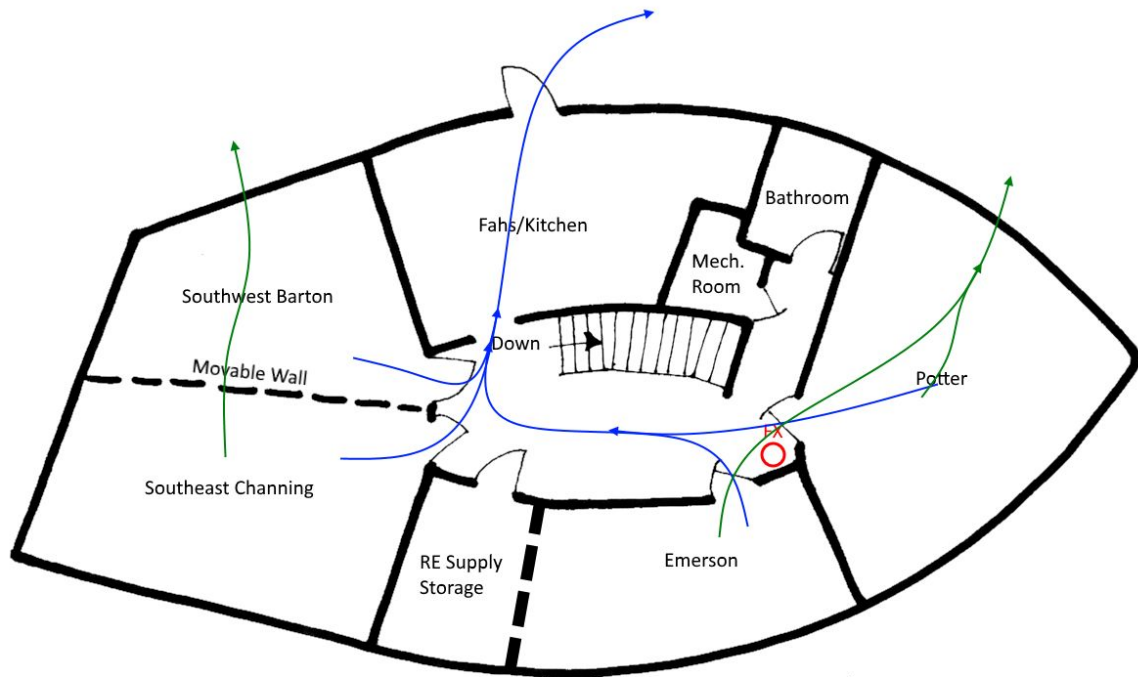
The flaming chalice is an important symbol of Unitarian Universalism and can be incorporated in RE programming in a manner that is safe for the ages of the children involved.

1. Battery-operated tea light candles should be used in classroom where children are younger than middle school. Participants in Flame Keepers are exempt from this age limit.
2. An adult must be in the room whenever a candle is lit.
3. Use votive or tea light candles in an appropriate, fire-safe container.
4. Matches and lighters need to be kept out of the reach of small children.

Incident report form

If an incident happens at the UUFA during an RE program, an Incident Report should be filled out by a supervising adult. The report form can be found in the mailbox slots in the lower kitchenette of the Fellowship.

Evacuation Maps

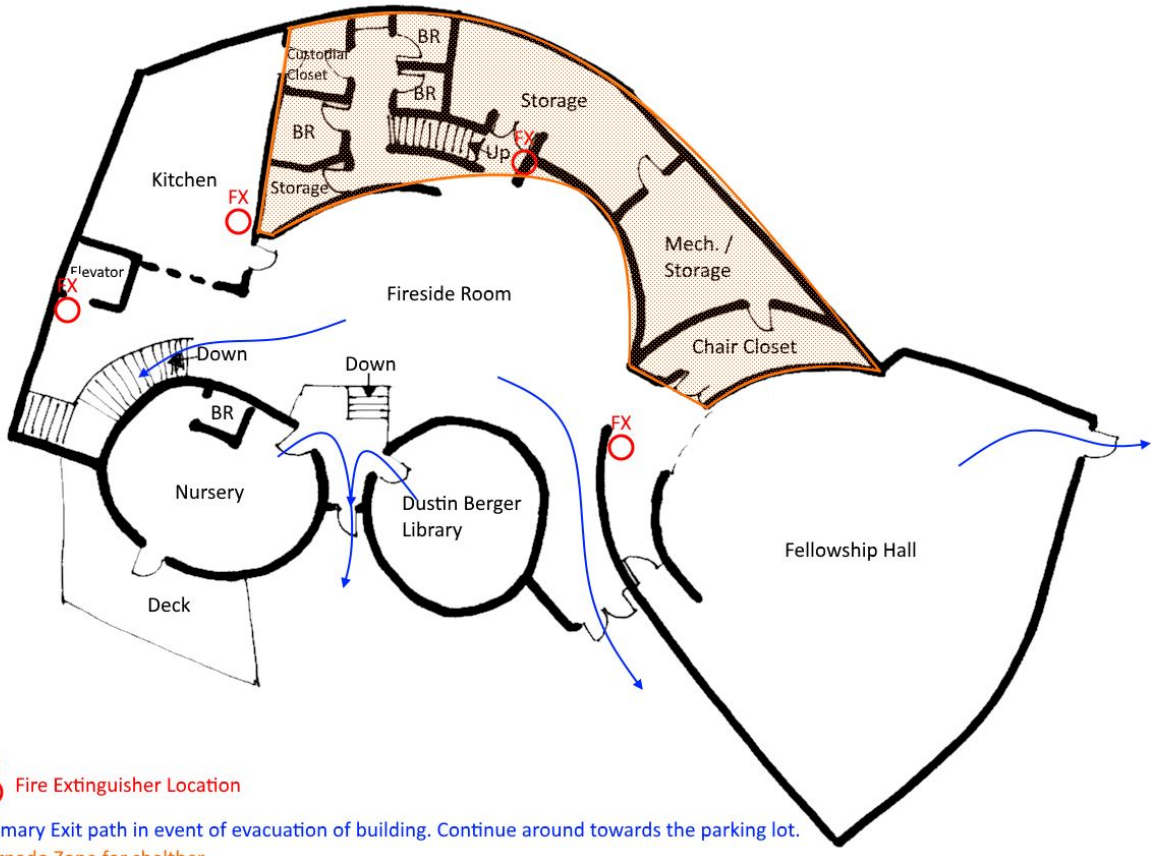


Upper Level
Unitarian Universalist Fellowship Of Ames

FX
○ Fire Extinguisher Location

Primary Exit path in event of evacuation of building. Continue around towards the parking lot.

Secondary Exit path in event of evacuation of building (through operable windows).
Continue around towards the parking lot.

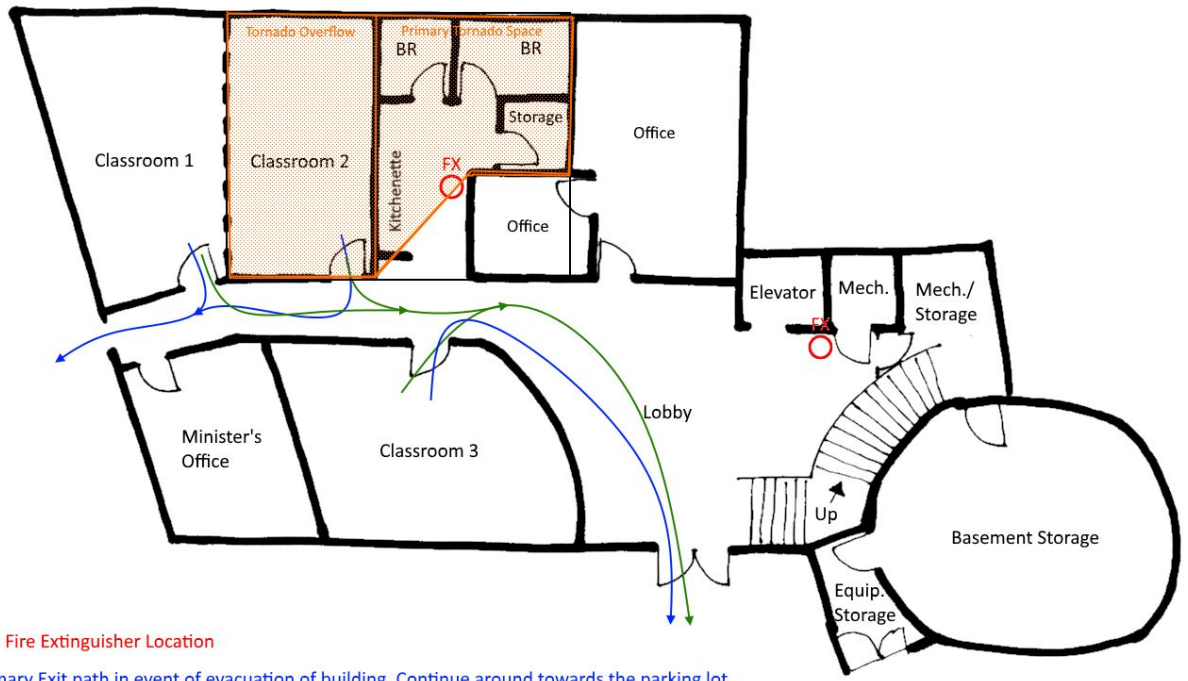


FX
 ○ Fire Extinguisher Location

Primary Exit path in event of evacuation of building. Continue around towards the parking lot.

Tornado Zone for shelter.

Main Level
 Unitarian Universalist Fellowship of Ames



FX
 ○ Fire Extinguisher Location

Primary Exit path in event of evacuation of building. Continue around towards the parking lot.

Secondary Exit path in event of evacuation of building

Tornado Zone for shelter.

Lower Level
 Unitarian Universalist Fellowship of Ames