

**First Unitarian Universalist Church of Austin
Religious Education Department**

Child and Youth Safety Policy Fact Sheet

The First UU Religious Education Department uses the *Child and Youth Safety Policy* as adopted by the Board of Trustees in 1995, 1998, and 2004. The purpose of this policy is to provide procedures for protecting children and youth from all forms of abuse and harm at our church. This policy pertains to protecting our children and youth in all activities associated with our church. The full 1995 document can be found on our website at <http://austinuu.org/wp2011/wp-content/uploads/2011/03/Child-Safety-Policy.pdf> and the shorter 2004 version can be found at <http://austinuu.org/wp2011/wp-content/uploads/2011/03/Child-Safety-Policy.pdf>. The church abides by most of the Texas Department of Family and Protective Services minimum standards for licensed childcare facilities, but we are not a state licensed childcare facility.

Highlights from both documents:

- Adult to youth(14-19 years old), children (12 months – 14 years) and infant (6 – 12 months) ratios in the classroom:
 - One adult : Seven youth
 - One adult : 10 children
 - One adult: Four infants
 - There should always be a minimum of two adults with any group of children or youth.
 - The Infant and Toddler Childcare rooms follow the policy that when a child in the group is under 18 month of age, the oldest child in the room must not be more than 18 months of age older than the youngest child in the room.
- Incidents and Safety:
 - For all infant, children or youth injuries, accidents, or illnesses that occur on church grounds during church-related events, a staff member will provide and fill out an Incident Report. One copy is given to the parent or guardian, one is kept in the RE Office, and one copy is filed in the main church office.
 - If a staff member or member of the congregation has a concern about a child's safety or well-being, this information must be reported to the Interim Director of Lifespan Religious Education (IDLRE) or the minister as soon as possible. If necessary, the minister or IDLRE will report cases to Child Protective Services.
- Staff:
 - All Religious Education employees have read and signed the Child and Youth Safety Policy, have had background checks, have signed a Code of Ethics for working with children and youth, have signed a job description and are CPR and First Aid Certified.
- Volunteers:
 - All volunteers that work with our infants and/or children must complete an RE Volunteer Application, which includes the Code of Ethics, before beginning their shift.
 - Volunteers must be 14 years or older.
 - All volunteers that work with our youth must complete a background check and a Youth Adviser Application, which includes the Code of Ethics, before they will be permitted to work with the youth.
 - Youth Advisers must be 25 years or older.
- No alcohol, illegal drugs, firearms or other weapons, or fireworks are permitted at Church-sponsored events for infants, children, and/or youth.
- Staff and volunteers may not provide any kind of medication for infants, children or youth.