

Board approved: June 10, 2009

CHILDREN'S MINISTRY HANDBOOK

JUNE 2009



1	Children’s Ministry – General Information.....	4
1.1	Overview	4
1.2	Purpose.....	4
1.3	UU Principles	4
1.4	Duty of Care.....	4
2	Volunteering in Children’s Religious Exploration	6
2.1	Exposure to Program	6
2.2	Recruitment.....	6
2.2.1	Age requirements.....	7
2.2.2	Membership requirements	7
2.2.3	Application Process	7
2.3	Orientation and Training.....	8
2.4	Volunteer Boundaries.....	9
2.4.1	Physical Boundaries and Guidelines for Physical Affection	9
2.4.2	Guidelines for physical contact.....	10
2.4.3	Emotional Boundaries.....	10
2.4.4	Spiritual Boundaries.....	10
2.5	Reporting and Support	10
2.6	Evaluation	11
2.7	Termination Process	11
2.8	Violation of Policy	11
3	RE Roles and Committees	12
3.1	Minister.....	12
3.2	Director of Lifespan Learning (DLL)	12
3.3	Leaders and Facilitators	13
3.4	Angels	13
3.5	Committees	13
3.5.1	RE Committee Objectives	13
3.5.2	RE Committee Roles	13
3.6	RE Committee Structure	14
3.6.1	RE Committee member time commitment.....	14
3.6.2	Meeting Structure.....	14
4	Our Whole Lives (OWL)	15
4.1	Roles and Responsibilities for the OWL program	15
4.1.1	Director of Lifespan Learning (DLL)	15
4.1.2	OWL Facilitation Committee	15
4.1.3	Jr. High OWL Teaching Team.....	16
4.1.4	Facilitators	16

Board approved: June 10, 2009

4.1.5	Church Membership Requirements.....	16
4.1.6	Age Requirement:.....	17
4.1.7	OWL Facilitator Training Requirements	17
5	Policies and Procedures Specific to Sunday Morning Program	18
5.1	Registration	18
5.2	Parent Responsibility.....	18
5.3	First Aid.....	18
5.4	Emergency procedures	18
5.5	Guests.....	19
6	Field trips	20
6.1	Permission slips	20
6.2	Transportation	20
6.3	Record Keeping	20
6.4	Emergency Medical Treatment.....	21
7	Special Events & Overnights	22
7.1	Prior to the overnight event:	22
7.2	During the overnight event:	22
7.3	In the event a child is ill (non-emergency)	23
7.4	In the event of an Emergency.....	23
8	Code of Ethics for Adults in Leadership Positions	24

1 Children's Ministry – General Information

1.1 Overview

The First Unitarian Congregation of Ottawa is committed to the development and support of comprehensive ministry to children of all ages. We are committed to providing the experience of community, the nurturing of spirit and the promise of life long learning.

In our religious exploration ministry we strive to create an atmosphere where children feel safe, welcome, connected and comfortable. We encourage children to learn more about themselves and to be continuous seekers with a sense of wonder. The children explore the Congregation and religion of Unitarian Universalism. They develop an appreciation for the diversity of people and religious beliefs in the world and become aware of the needs of others, the earth and their power to create change.

1.2 Purpose

The purpose of this Handbook is to provide parents & guardians, volunteers, and church officials with a comprehensive collection of applicable guidelines and protocols, including safe church policies, for children associated with the First Unitarian Congregation of Ottawa. Religious Exploration (RE) ministry includes the children's program as well as Our Whole Lives (OWL) program (specifically limited to Gr. 1,5 and Jr. High programs). This handbook is a living document and is intended to be reviewed and amended on a regular basis and approved by the Board. Policy applicable to youth, ages 14 to 20, are covered in a separate document titled "Youth Ministry Handbook".

In this handbook, children are defined as persons from 0 to 14 years of age who are in Children's programs including OWL.

1.3 UU Principles

The UU Principles guide all aspects of the children and youth programs. The seven principles that we covenant to affirm and promote are:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our Congregations;
- A free and responsible search for truth and meaning;
- The right of conscience, and the use of the democratic process within our Congregations and in society at large;
- The goal of a world community, with peace, liberty, and justice for all; and
- Respect for the interdependent web of all existence of which we are a part.

1.4 Duty of Care

The First Unitarian Congregation of Ottawa recognizes our moral, legal, ethical, and spiritual duty to care for all those associated with the Congregation. We view this duty of care as an obligation to take reasonable measures to care for and protect individuals

Board approved: June 10, 2009

and the Congregation from harm while engaged in church related activities. We recognize the moral complexity involved with the issues of justice, right relationships, power, and trust. We must create safe environments that protect all members of the Congregation from harm as we promote spiritual growth and learning.

2 Volunteering in Children's Religious Exploration

As volunteers with the RE program we endeavour to work together in an environment of leadership development. We strive to match spiritual gifts with leadership needs and offer learning opportunities so that adults, children, and our community as a whole are nurtured and enriched.

Leaders/Facilitators should be:

- committed to values-based education
- comfortable and experienced in working with children
- able to build relationships with participants, parents and the larger UU community

Leaders/Facilitators must demonstrate in their actions that they:

- affirm the values and goals of the program
- possess adequate facilitation skills
- can work with others
- understand and are comfortable with the curriculum, and
- can behave appropriately

The role of Leader/Facilitator is one of trust and responsibility. The responsibility for recruitment of the volunteers lies with the Director of Lifespan Learning (DLL) together with the RE committee or OWL Facilitation committee.

We value safe community and work to reduce risk for participants of all ages through the implementation of a volunteer screening and support process. The process of volunteering as a Leader, Facilitator or Angel within Children's RE is outlined below.

2.1 Exposure to Program

There are opportunities for potential volunteers to review RE and OWL curriculum, assist with special events, food preparation or supervision at an overnight weekend etc. to see if they are sufficiently comfortable, interested and motivated to get involved.

2.2 Recruitment

- Generally occurs in April as part of the Religious Exploration request for volunteers. May occur at other times during the year as necessary.
- OWL recruitment occurs on an ongoing basis, with emphasis put on the months before training sessions take place

2.2.1 Age requirements

Leaders in the RE program are adults (18+) who are Members or Friends of the Congregation. Exceptions can be made at the discretion of the DLL to allow for leaders younger than 18 to participate but they will be required to be accompanied by an adult when working with the children.

Specific age requirements for the OWL program are found in the Facilitator section 4.1.4 of this handbook

2.2.2 Membership requirements

Leaders and Facilitators are required to be known and respected Members or Friends of the Congregation.

Specific guidelines for OWL facilitators can be found in section 4.1.5

2.2.3 Application Process

Interview

Those interested in becoming involved should contact the chair of the RE committee, OWL committee or the DLL about volunteer opportunities, requirements and the curriculum. One on one conversations will be conducted before proceeding with the application process.

Application and Reference checks

- Complete an applicable application form which includes two personal references. Personal references will be checked by the DLL, Assistant to the DLL or delegate.

Police Record Checks (PRC)

Police Record Checks are required by all those volunteering in a role that puts them in direct contact with the children. (leaders, facilitators, trainees and angels)

- The applicant will have submitted an application for a police records check (PRC) prior to beginning volunteering. If the applicant is in possession of a complete PRC done within the previous 6 months they are not required to submit a new application. In the case of a failed PRC the applicant can meet with the DLL to discuss the potential of moving forward with the application. All decisions made with respect to the results of a PRC will be made by the DLL.
- Returning volunteers are required to renew their PRC every three years.
- The DLL will provide a letter indicating that the PRC is a requirement for volunteer work in the program and the volunteer will be responsible for obtaining the check through her/his local police station. No fees will be applied by the police since it is a volunteer position.
- Copies of these documents will be filed in a secure staff office.
- The DLL will maintain a list of current PRC and when they expire

2.3 Orientation and Training

- The DLL, RE Committee and the OWL Facilitation Committee will offer orientation sessions prior to the program beginning in September and as needed throughout the year.
- The RE and OWL orientation program will include but not be limited to an overview of program plans as well as policies and procedures. Volunteers will be asked to agree to policies described in this handbook as well as sign the Code of Ethics document (section 8).
- Additional discussion groups and learning opportunities will occur throughout the year.
- Separate training is required to participate as a OWL facilitator. More information can be found in the OWL section of this handbook.

2.4 Volunteer Boundaries

RE leaders and OWL Facilitators play an important role in the lives of the Congregation's children. Leaders/Facilitators are seen as role models, persons of authority and persons of knowledge. Leaders/Facilitators are responsible for ensuring clear boundaries are kept to protect the children from any harm while they are in our care. Due to the power differential between children and adults it is inappropriate for adults to participate in activities, as 'just one of the gang'. Adults are ultimately responsible for understanding the power differential and maintaining appropriate physical, emotional and spiritual boundaries. Leaders/Facilitators are expected to act with the integrity and philosophy of the Unitarian principles in a consistent way. Maintaining appropriate boundaries with children at all times is challenging. It requires constant self reflection and awareness. It also requires the ability to seek help and to discuss concerns with their team of Leaders/Facilitators, DLL and/or the Minister.

2.4.1 Physical Boundaries and Guidelines for Physical Affection

- There should always be at least 2 adults present with one or more children while the program is running.
- Leaders/Facilitators should not spend an extended period of time alone with the children. They are required to obtain the help of another adult if the time period is to be extended beyond a few minutes.
- If you are alone with children for a few minutes and there is no window in the door of the room, leave the door open so that you are in full view of others.
- Diapers will not be changed by Leaders. Parents will be advised if there is a need for diaper changes.
- Safety in materials and foods; every effort should be made to ensure materials being used during the program are not dangerous for the children and are therefore age appropriate. The Leaders/Facilitators must be aware of any allergies and or special needs of the children in the class and ensure that those products are not used or available during class time.
- Safe surroundings are important. The Leaders/Facilitators are responsible to ensure that the equipment and furniture in the rooms are being used appropriately and in a safe way.
- First aid supplies are available in the supply room. For fire and first aid procedures please refer to the **Fire and Safety Plan**.
- Behaviour problems requiring physical intervention (e.g. to protect a child from harm, inappropriate or aggressive behaviours). The most appropriate reaction to the situation should be considered carefully if there is time, keeping safety of the children as the first priority. In the case where there is concern that the Leaders/Facilitators will not be able to handle the situation easily, you are advised to contact the DLL, RE committee member and/or the parents for assistance

2.4.2 Guidelines for physical contact

- The touch is initiated by the child.
- The touch is clearly not intended as a sexual advance.
- The touch is taking place in an open setting with other people around.
- The touch is clearly socially acceptable within the terms of the adult's leadership relationship to child, e.g., a handshake, a pat on the back, a moderate hug.
- The touch is something both the child and adult can stop easily if it becomes uncomfortable.
- The receiver of the touch determines whether a touch is appropriate, inappropriate, or confusing. For this reason, no matter what the leader's intentions, it is best to err on the side of too little touch.
- Physical games that involve a lot of physical touch should be played by the children alone and observed and supervised by the adults.

2.4.3 Emotional Boundaries

- Leaders/Facilitators are there to protect the emotional essence of the children
- Leaders/Facilitators are responsible to ensure children are treated respectfully by all at all times. There shall be no tolerance for insulting, critical or abusive language.
- Leaders/Facilitators are expected to participate in the check-in element of the program with the appropriate level of disclosure. Sharing emotionally inappropriate topics is harmful and therefore unacceptable. The weather, animals, travel are examples of appropriate topics. Divorce, relationship issues, serious illness are examples of inappropriate topics. Understandably there are many grey areas in between; if in doubt err on the side of caution and choose a topic that is at the level of the children with whom you are sharing.
- Leaders/Facilitators shall not continue relationships outside of church hours without the expressed knowledge and consent of the parents.

2.4.4 Spiritual Boundaries

- Encourage clarification and questioning of ideas
- Encourage the forming of personal beliefs
- Encourage the respect of others beliefs
- Do not push your own personal beliefs as the right choice
- Use the UU principles and beliefs as your guidelines
- Leader/Facilitator needs to be able to distinguish when a child is in need of ministerial or spiritual council by a trained spiritual advisor.

2.5 Reporting and Support

- Weekly feedback forms are completed after Sunday program by RE Leaders.

Board approved: June 10, 2009

- Support is offered by the fellow Leaders/Facilitators on your teaching team, Angels, DLL, Assistant to the DLL and the RE and OWL Committees.
- RE Committee members serve as liaisons and make regular contact with designated RE Leader groups throughout the year.

2.6 Evaluation

- Evaluation primarily occurs on an ongoing, informal, personal basis between DLL, committees and Leaders/Facilitators.
- At any time throughout the year, volunteers may share with the DLL and or their Committees joys and concerns about their experience in the program. If there are any identified concerns which are considered serious, they will be brought forward by the DLL to the Minister if required.
- In the Spring, the DLL and RE Committee will provide an opportunity for self, group, and program evaluation for all volunteers and offer a formal feedback interview if necessary or on request.

2.7 Termination Process

- In the event that a volunteer is unable to maintain commitment to the RE program s/he must first inform the DLL and then her/his team. If possible two weeks notice prior to leaving is requested.
- In the event that a volunteer is unable to maintain commitment to the OWL program s/he must first inform their team leader or the Chair of the OWL Committee who will advise the DLL
- In the event that a volunteer is not meeting the expectations of the volunteer role, s/he will be informed in consultation with the DLL, Minister, and/or RE or OWL Committee, as appropriate to the situation.
- In the event that a volunteer wishes to appeal a termination, s/he can contact the Congregational Relations Committee at the recommendation of the Minister.

2.8 Violation of Policy

The policies described in this hand book are in place to ensure the safety of the children, the safety of Leaders/Facilitators and the Congregation. If a policy has been violated, a meeting will be held with the DLL and/or Minister and appropriate committee(s) (depending on the situation) to discuss the breach of policy and decide upon appropriate actions. In the event a leader has breached the policy, the leader may be asked to withdraw from ministry activities. Volunteers asked to withdraw from ministry may raise any concerns they have with the DLL, Minister and appropriate committee(s). If they are unsatisfied with the results of this meeting they may then contact the Congregational Relations Committee at the recommendation of the Minister.

3 RE Roles and Committees

Parents/guardians, volunteers from within the Congregation, church officials (i.e., board and staff), and the Congregation at large, all support children's ministry at First Unitarian. In consultation with UUA and CUC sources, we have identified and created several roles and committees to structure and facilitate the planning and delivery of ministry to children. Roles include the Minister, the Director of Lifespan Learning(DLL), leaders, OWL facilitators and Angels. Related committees include the RE Committee and the OWL Facilitation Committee. There are many individual volunteers associated with these programs and committees.

These roles and committees function within governance structures designed to maximize collaboration and support, and to minimize conflict and wasted effort. Leaders and Facilitators are directly involved in delivering ministry to children and are expected to adhere to the Code of Ethics for Adults in Leadership Roles described in Section 8 and to act in accordance with the UU Principles. Some of the key roles are described below.

3.1 Minister

The Minister functions as lead staff person and is responsible to the Board for all spiritual and learning programs activities within the church. The Minister lays the foundation for a healthy and vibrant faith community. Important aspects of that foundation are communicating the importance and value of ministry to young people and the entire Congregation, lending visibility to the children's program, advocating for their ministry, and supporting the DLL, and all lifespan learning volunteers. The Minister is a visible presence for the families in our Congregation.

3.2 Director of Lifespan Learning (DLL)

The DLL is responsible to the Board of the Congregation, through the Minister, for the overall planning, conduct, support, evaluation and administration of religious education activities for children and youth within the church.

The DLL may delegate some tasks required to support the programs to the Minister, an assistant, leaders, advisors or facilitators but remains accountable.

Key aspects of the DLL position are to provide learning opportunities and nurture spiritual growth of children and youth (in cooperation with their parents/guardians, the leaders, facilitators, and the church community) and recruiting, managing, and nurturing volunteers to work within Children's and Youth programs. For more information about the responsibilities of the DLL please refer to the current job description.

3.3 Leaders and Facilitators

Leaders are volunteers who work with the children in Religious Exploration (RE) program and Facilitators are volunteers who work specifically with children enrolled in the OWL program. Leaders and Facilitators generally work in groups of four (4) or more with a minimum of two (2) on duty each Sunday. They work in an environment of support and development, where their strengths and skills are matched with program needs. Specific training requirements will be covered later in this handbook. We believe that all leaders can contribute unique ideas and energy to their ministry of children. They work within a clear framework of expectations and are responsible and accountable to the Congregation and specifically to the DLL.

3.4 Angels

Angels are occasional volunteers who are available to assist with the program on Sunday mornings when regular Leaders are not available or special events require extra hands. Library Angels help us to maintain our Children's Library by processing, re-shelving, and organizing books. Angels report to the DLL.

3.5 Committees

The RE Committee (REC) works with the DLL to oversee the planning and delivery of the RE program The OWL Facilitation Committee works with the DLL to oversee the planning and delivery of the OWL program (described in section 4 of this handbook). Both Committees report to the DLL.

3.5.1 RE Committee Objectives

- To plan and develop a stimulating and interesting program using Unitarian Universalist programs as a framework, for children up to age 14.
- To support the work of the DLL in delivering this program and special events.
- To connect the RE community with the general Congregation and other committees.

3.5.2 RE Committee Roles

Chair

- Convene and facilitate meetings
- Set agenda in consultation with other committee members
- Staff the committee
- Assist/enable committee members to carry out their responsibilities
- Together with the DLL submit year end review to the Board
- Request funds during the budget process (as per committee decisions)

Treasurer

- Prepare and present monthly financial report and together with the committee prepare and submit an annual budget

General committee members

- Attend to the needs of the Leaders and Angels
- Assist with planning, organizing and carrying out of regular programs and special events
- Assist with program scheduling, curricula selection and yearly planning
- Assist with the recruitment of volunteers
- Assist with registration
- REC representation on Sunday mornings to assist and support the program in what ever way is required, and to take the time to connect with the families.

DLL

- Participate in REC meetings
- Updates committee on current happenings and future plans
- Provides the communication link to Minister and the Board

Leader liaison

- Provide opportunity for consistent 2 way communication between Leader Liaison in each class room and the RE committee members
- Communicate needs, concerns, suggestions to the DLL and REC

Secretary

- Records and distributes meeting minutes

3.6 RE Committee Structure

Decisions shall be made based upon consensus whenever possible. If consensus is not achievable, decisions shall be based upon a consensus of a majority.

3.6.1 RE Committee member time commitment

- Minimum one meeting per month from September to June (more frequently if needed)
- Tasks: between meetings: as needed, approximately 1-2 hours month, more if necessary (special events/issues)
- Special events: 2-4 per year; may require additional time in planning/tasks 2-10 hours before and during the event.

3.6.2 Meeting Structure

- Social gathering
- Welcome/Chalice Lighting/Introductions/Check-in
- Review of old business – follow up on action items
- Financial status report
- Report from DLL on current situation
- Discussion of plans for future events

- Information sharing
- Discussion and decision making
- Assignment of tasks
- Setting next meeting date – ending with thanks

4 Our Whole Lives (OWL)

The “Our Whole Lives” (OWL) program is based on a philosophy of comprehensive sexuality education that helps participants make informed and responsible decisions about their sexual health and behaviour. It is a UU program that provides participants with accurate and age appropriate information, and includes values clarification, interpersonal skills, and social justice aspects of sexuality. This faith based program encourages discussions that integrate sexuality and spirituality within the UU community.

This handbook covers the grade one, grade five and Jr. High OWL programs. Grade one and grade five are offered as 8 week sessions plus 2 parent sessions, all within the regular Sunday morning program. The Junior High OWL program runs for the duration of the RE year, beginning in September and ending at the end of April or in early May. Jr. High OWL usually includes one or two overnights to encourage bonding of the students and to enable all or most of the sessions in the curriculum to be offered.

Within the OWL program, parents are recognized as the primary sexuality educators of their children. Parents have the right to full and accurate information before giving written permission for their children to attend. Parent information sessions are held, in early fall and again in early January, by OWL Facilitators who will be leading the upcoming program.

4.1 Roles and Responsibilities for the OWL program

The following roles are all vital to the success of the children in the OWL program

4.1.1 Director of Lifespan Learning (DLL)

- The DLL is responsible for the delivery of OWL programs for children.
- The DLL has overall accountability for all aspects of the program and may delegate some tasks required to support the OWL program to the assistant to the DLL, OWL facilitation committee and OWL facilitators or the Minister, as appropriate.
- The DLL is responsible for establishing with the RE and OWL Facilitation Committees which OWL programs will be delivered in the upcoming year taking into account factors such as current and projected registration.

4.1.2 OWL Facilitation Committee

- Oversees all OWL programs
- Consists of one representative from each level of the OWL program and the DLL as staff representative. In addition, parents and other interested members of the Congregation may volunteer or be invited to join the Committee.

Board approved: June 10, 2009

- Takes responsibility for preparing and overseeing OWL budgets.
- Orders books and supplies required for OWL programs
- Oversees volunteer recruitment and screening for the various levels of the program
- Together with the DLL ensures completion and safe storage of police record checks for OWL facilitators and overnight supervisors.
- Organizes & promotes facilitator training and learning opportunities
- Promotes OWL programs to the Congregation and communicates with other Congregations who are interested in participating in OWL training and/or classes.
- Represents OWL concerns to relevant Congregational committees (Lifespan Learning, RE, Conflict Resolution, Volunteer Resource Committee, Social Responsibility Council, etc.)
- Deals with opportunities, challenges and conflicts arising from, or relating to, OWL programs
- Problem solves when specific issues arise within any level of the program
- Reports to the DLL who is a participating member of the committee

4.1.3 Jr. High OWL Teaching Team

- Reports to the OWL Facilitation Committee
- Is responsible for oversight, planning, content and implementation of OWL program
- Organizes and lead a parent information sessions.
- Communicates with families in our Congregation-about the Jr. High OWL program
- Ensures snacks are available for every class and meal planning and overnight supervision is in place for overnights
- Books specialty guest speakers
- Plans the Jr. High OWL graduation ceremony.

4.1.4 Facilitators

A facilitator is someone respected by the Congregation and comfortable discussing the integration of sexuality and spirituality. To be a facilitator requires particular sensitivity to confidentiality and concern for safety.

The role of a Facilitator is to:

- Attend planning meetings for their level of OWL programming
- Co-lead OWL classes and OWL class special events
- Plan parent orientation, guest panel, graduation ceremonies with co-facilitators
- Ensure that the class schedule and program content is communicated to parents on a regular basis
- Maintain telephone and e-mail contact with parents so that parents are well informed
- Participate in OWL program evaluations
- Attend debriefing meetings

4.1.5 Church Membership Requirements

Facilitators for the Grade 1 and Grade 5 OWL are required to be Members or Friends of the Congregation. With regards to Junior High OWL, although preference is given to Members or Friends it is recognized that there are potential candidates from outside the Congregation who may have specialized training and experience that is highly beneficial to the **Junior High OWL** program. Facilitators that are not Members or Friends of First Unitarian will always be accompanied by Member facilitators when leading workshops. These exceptions can only be made at the discretion of the DLL.

4.1.6 Age Requirement:

Facilitators must be age 18 or older to lead OWL programs, however more maturity is recommended to be an effective facilitator of Junior High OWL. When facilitators are between 18 and 25, factors that may be looked at to judge maturity and suitability are:

- leadership experience
- teaching in other areas of the RE program
- relevant community volunteer positions
- related education and job experience, such as sexuality educator, youth worker, social worker, nurse
- related life experience, such as being a parent, being from the GLBT community

Younger facilitators will be paired up with more experienced and mature facilitators.

4.1.7 OWL Facilitator Training Requirements

OWL Facilitators are required to take the age specific training prior to leading a program. If a facilitator has taken a higher level training it is possible to lead younger level sessions.

OWL facilitator **trainees** are new facilitators who have not yet taken the OWL training or who have taken the training recently and are looking for more mentorship and guidance from experienced OWL facilitators. Trainees can assist with workshops to gain experience and are then encouraged to participate in the next age appropriate OWL training within one year (or at the next offered training) of becoming OWL trainee.

5 Policies and Procedures Specific to Sunday Morning Program

5.1 Registration

In order to maintain safe church procedures it is required that all children who attend regularly be registered in the program.

- Registration starts in the spring for the September program start and continues through the first weeks of September
- Pre-registration is important to assist in the planning process

5.2 Parent Responsibility

- Parents/guardians are to be in the building at all times while their children are attending the program. If a parent/guardian wishes to make arrangements for another adult to take responsibility for their child, both the leader and child must be aware of these arrangements prior to class time.
- The parent/guardian is responsible to pick up their children with the acknowledgment of the on duty leader of their child's group. The younger the child the more critical it is that the leader be aware of parent child reunions after the program has finished for the day. Children will be asked to stay in their rooms until the parents pick them up.
- In order to assist the leaders in their task of keeping track of the children we ask that parents arrive promptly at 11:50 to pick up their children.

5.3 First Aid

In the event a child is ill (non-emergency) the parents/guardian in the building should be contacted and arrange pick up. Basic first aid supplies can be found in the supply cupboard.

In the event of an medical emergency:

- call 911 (phone in the library)
- contact parents/guardian in the building
- contact DLL

5.4 Emergency procedures

Building Evacuation

In the event of a fire or other such emergency requiring the building to be evacuated, take attendance or registration forms and lead children out the closest exit. Regroup in the Meditation garden reporting to the DLL or delegate in charge.

Lockdown

If the situation occurs where there is a greater danger outside the classroom than inside prepare for Lockdown.

If you are in a classroom stay there, secure the door and windows and await further instructions or escort from emergency personnel.

- If the door does not lock consider barricading the door with tables and chairs.
- If you are in a hallway go into the closest room not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.

Please refer to the Fire and Safety plan for more detailed instructions.

5.5 Guests

All guests must be signed in by DLL or RE Committee member and assigned a group to join for the day. Forms are filled out by the parents and kept on file with the DLL.

6 Field trips

This is a specific policy concerning any trips occurring off First Unitarian Congregation of Ottawa property. The DLL is aware of and oversees all off site field trips.

6.1 Permission slips

Any child leaving the site of First Unitarian Congregation of Ottawa for the purpose of a field trip, (and not being accompanied by their parent or guardian), must have a permission slip signed by their parent or guardian.

The slip must

- be signed and dated by the parent/guardian
- specify the activity in which the child is participating
- indicate the location and date of the activity
- indicate the type of transportation involved.
- give permission for emergency medical treatment including Health card number

6.2 Transportation

- Vehicles will be operated by First Unitarian Congregation of Ottawa adult volunteers only.
- Drivers are asked to sign a form indicating a valid drivers license and vehicle insurance (minimum \$1, 000,000 liability)
- No alcohol or drugs that could impair the driver's ability to drive shall be taken before or during the period of the trip.
- Appropriate children's seating as specified by the Canadian Ministry of Transport shall be adhered to. Updated guidelines and laws shall be kept by the DLL for consultation.
- Details of the drivers name, vehicle description, license plate no. and children in that vehicle kept with DLL during trip.
- All drivers must be known members or Friends of the Congregation.

6.3 Record Keeping

- The DLL shall designate one First Unitarian Congregation of Ottawa adult member of the group to be trip leader responsible for all documents on the trip. In this case permission slips, with emergency contact details and a master list of names and numbers of children and adults.
- In accordance with privacy policy, one copy of permission slips will be kept on file in a secure location at the church. One copy will go with the trip leader.
- The designated person shall be responsible for carrying a cell phone for the duration of the trip. This should be arranged in advance.
- A minimum of two (2) of the following people will be made aware that a trip involving children is in progress, and know where the permission slip copies are located: DLL, Assistant to DLL, Minister, Board President, Vice President, OWL Committee Chair RE Committee Chair.

Board approved: June 10, 2009

- Children shall be accompanied in the ratio of 1 adult to 6 children with a minimum of 2 adults on the trip.
- The designated First Unitarian of Ottawa adult member shall be responsible for headcounts, prior to leaving the church, on arrival at the destination, prior to leaving to return to the church and any point at which the group has been apart and reconvened.

6.4 Emergency Medical Treatment

Even when care is exercised, accidents can happen. First Unitarian Congregation of Ottawa adult volunteers shall have permission to authorize emergency medical treatment if the child's parent(s)/guardian cannot be reached at the number(s) specified on the permission slip.

7 Special Events & Overnights

Special events are any events that occur outside of regular Sunday morning programming either on or off church grounds. The Code of Ethics (section 8) will govern the rules of all special events and overnights.

Critical Points:

- DLL is ultimately accountable for all special events and sleepovers
- Only children 10 years of age and over are eligible for sleepovers
- Staff member will be on site or on call during the entire event
- At least one adult will be awake at all time during sleepovers
- Parents will have the event cell phone number that will be answered at all times

7.1 Prior to the overnight event:

- Determine appropriate sleeping areas considering age and gender differences.
- Become familiar with program schedule, building layout and sleeping arrangements and know where fire extinguisher, first aid kits and telephone are and how to use them
- A cell phone must be carried by the responsible staff person or volunteer and the number given to parents before the sleepover.
- The DLL shall designate one First Unitarian Congregation of Ottawa adult member to be responsible for keeping the copies of permission slips with emergency contact numbers on site and health card number.
- Aforesaid designated adult is responsible for having the contact telephone number for the DLL if not on site.
- Aforesaid designated adult is responsible for filling out any necessary Incident Report form.

7.2 During the overnight event:

A designate(s) will:

- During sleeping hours walk around the building once every hour and ensure children are safe and do not leave the building other than for medical reasons. In the case of medical issues a child may leave only with a parent or guardian or in an emergency with trusted adult staff or volunteers. The DLL, Minister or DLL delegate must be advised of more serious medical situation no later than by 9 a.m. the following morning.
- Contact parents or DLL or Minister when necessary
- Ensure replacement is on site when leaving at night or in the morning.
- Have key (give to designate when leaving site)
- Be a friendly presence in the building
- Ensure behaviour guidelines are followed and keep records of any behavioural issues
- Assist with problems (i.e. minor disagreements, listening)
- In event of issues and concerns contact Lead Facilitator and the DLL or Minister.

7.3 In the event a child is ill (non-emergency)

- Contact the child's parent/guardian.
- Arrange for the child to be picked up from the location.
- Incident Report form will be filled out documenting the events pertaining to injury or illness.

7.4 In the event of an Emergency

- Contact 911
- Contact parents
- Contact DLL if the situation warrants.
- One adult should accompany child in ambulance
- Incident report form will be filled out documenting the emergency

8 Code of Ethics for Adults in Leadership Positions

Our Unitarian Universalist faith calls us to respect others and ourselves. Leadership comes with responsibility and accountability. As Unitarian leaders, we aim to serve as a model for others in our community and agree to the following code of ethics. Whenever we participate in our local UU groups or in the wider UU community, we endeavour to provide a living model of ethical and religious leadership for people of all ages and circumstances.

Respect for Self

- I will respect myself by recognizing my physical, emotional and psychological needs and limitations.
- I will seek appropriate allies and professionals with whom to discuss my feelings and concerns when needed.
- I will actively pursue my own faith development and enrichment.

Respect for Others

- I will honour the commitments I have made to others and myself.
- I will lead inclusively and with justice regardless of age, race/ethnicity/culture, gender/gender expression, sexual orientation, physical and mental ability, socioeconomic status, theology/faith expression, national origin or primary language.
- I will respect the diversity of spiritual beliefs, encourage spiritual growth, and will not impose my own beliefs on others.
- I will not speak disrespectfully or disparagingly of others.
- I will seek to resolve conflict through open, direct, honest, compassionate and constructive communication.
- I will seek mediation by third parties whenever needed to maintain respectful working relationships.
- I will not engage in any exploitative relationship that allows me to meet my own needs in ways that may take advantage of others, that abuses the power of my leadership position, or that damages the trust that has been placed in me.
- I will use discretion in sharing confidential information to avoid harm to individuals or the community.
- I will seek help if I am concerned about the safety of an individual or of the group.
- I will encourage leadership among others by sharing opportunities, knowledge, responsibilities and rewards.

Respect for Group and Community

- I will recognize and respect my ties to the larger family of our Unitarian Universalist faith, remaining mindful of our seven principles in my words and deeds.
- I will recognize that my leadership is by the consent of the community I serve and that my decisions and actions as a leader are on the group's behalf.

Board approved: June 10, 2009

- I will use the resources and finances of our community responsibly.
- I will endeavour to take part in the training and education activities that are offered.
- I will be aware of and comply with all guidelines and policies specified in the Congregational Covenant, Children's Ministry and/or Youth Ministry Handbook.
- I will be aware of and observe the legal requirements of my province regarding the reporting of physical or sexual misconduct.
- I will inform the appropriate church leaders in advance of publicly representing the group or community.

Adult leaders must sign:

I, _____, have read and understand the Code of Ethics and agree to follow them.

Signature

Date

Reference Documents

- Rules for Overnights
- Field Trip Permission Forms
- Volunteer Driver Statement
- RE Volunteer Application
- OWL Facilitator Application Form
- Junior High OWL Permission Form
- RE Visitor form
- DLL Job Description
- Fire and Safety Manual

Copies of these documents can be obtained from the DLL.