

CENTRAL CONGREGATIONAL CHURCH, UCC

One Worthen Street
Chelmsford, MA 01824
Phone 978-256-5931
office.admin@cccchelmsford.org

STATEMENT OF COMPLIANCE for Organizations using Church Facilities

I acknowledge that I have read and understand the *Youth Protection Guidelines*, which are summarized on the reverse side of this form, and agree to comply with all conditions set forth in that document in my activities at Central Congregational Church, UCC. I understand that I can find the full text of the Safe Church Policy in the Church Office.

The organization I represent is _____

To indicate your understanding of your responsibilities as a guest in our church, please initial each of the following paragraphs, sign this document, and return it to the church office along with your “Application for Use of Facilities.”

_____ I understand that I am required to report to the Safe Church Advocate (or a pastor) immediately and file an Incident Report within 24 hours if I believe or have been told that there is reasonable cause to suspect that a child has been abused and/or neglected at CCC. (Please refer to the Safe Church Bulletin Board in the first floor hallway by the elevator for names to contact.)

_____ I understand that I am not to be alone in any room or secluded area on CCC property, or at any church-related event at any time, with a child or youth that is not my own, with the following exceptions: a) the child is a relative; b) I am in a caregiver position for the child outside of my church-related duties; c) It is mutually agreed upon by both the child’s parent and myself.

_____ When the activity that I am supervising has ended, and I am the last person in the church, I will make sure that the lights are out and the doors are locked before I leave.

_____ I will be responsible for educating any other leaders in my group regarding the Safe Church Policy and the use of the building.

_____ I agree to abide by all policies and procedures regarding the use of the building and properties of Central Congregational Church with the knowledge that failure to do so will result in the termination of my right to use church facilities for the organization that I represent.

Signature

Date

Print Name

A copy of this document will be kept on file by the Office Administrator.

D.4 YOUTH/VULNERABLE ADULTS PROTECTION GUIDELINES (outlined)

Length of time a volunteer needs to attend church before supervising youth	6 months minimum
Criminal background (CORI) and Nationwide Background checks to be conducted for these positions and repeated every 3 years:	Pastors and/or volunteer ordained staff Paid employees Sunday School teachers Music Director Youth Group leaders Overnight chaperones Nursery supervisors Chaperones for field trips and youth events
Disclosure Forms will be required for:	All of the above Regular helpers in classrooms, nursery, or youth groups
Statement of Compliance with the <i>Youth Protection Guidelines</i> will be required for:	Anyone in possession of a key Anyone having regular, direct contact with children
Key Policy	All who hold or share a key shall sign form
Two Adult Rule	2 adults (not married to each other or from the same family) shall be with a child (or children) who is not their own, or a relative, or under their care outside the church, at all times unless they have parental consent or use the open door policy.
Open Door Policy	When 2 adults are not present in a classroom, the door shall remain open with a constantly floating CE member roaming the hallways.
Five Year Older Rule	Helpers/assistants shall be at least 5 years older than the oldest child in the class or group
Medical Release Forms required of:	Youth Group participants Field trip participants (including adults)
Approval of CE Committee needed for:	Field trips and youth events Chaperones for field trips and youth events Drivers for field trips and youth events
Adult to child supervision ratios:	<u>In church during the day</u> —2 adults per group or an open door with floater.
Off-site Chaperone to Children Supervision Ration	<u>Day trip off-site, special on-site youth event</u> —1 adult per 4 youth for pre-school through 4th grade (minimum 2 adults)—1 adult per 6 youth for 5th grade and up (minimum 2 adults) <u>Overnight</u> —1 adult for 6 youths, with a minimum of 2 adults, with at least one of each gender. Two of each gender required if youth and adults of one gender are sleeping in same room, separated from other gender.
Drivers for field trips and youth events:	Shall be 22 years or older with 3 years driving experience. Must have a safe driving record.
Acceptable discipline	Positive, non-physical discipline only
Appropriate activities	No unnecessary physical contact

