

**Unitarian Universalist Church of Muncie**  
**Child and Youth Safety Policies and Procedures**

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**I. Introduction**

We, the members of the Unitarian Universalist Church of Muncie (UUCM), believe that our commitment to affirm and promote the inherent worth and dignity of every person, justice, equity, and compassion in human relations, spiritual growth, and the use of a democratic process within our congregation compels us to create a safe environment that protects children and adults from harm and to promote individual and spiritual growth.

**II. Policy Scope**

This policy focuses specifically on sexual, physical, and emotional abuse of children/youth.

Many people think that child abuse is limited to physical harm. Child abuse includes: physical abuse; physical neglect; sexual abuse; and emotional/mental maltreatment. Physical injuries, severe neglect, and malnutrition are more readily detectable than the subtle, less visible injuries which result from emotional/mental maltreatment or sexual abuse. However, all types of abuse and neglect may endanger or impair a child's physical or emotional health and development.

**III. Child Safety Policy**

In creating and adopting this policy, the members of UUCM accept the responsibility to define abuse, educate our congregation about it, and implement policies and procedures that will create a safe and supportive climate.

**A. Defining Abuse of Children and Youth**

1. In Indiana, the Department of Child Services operates a Hotline 24/7 to receive reports of child abuse and neglect. The DCS Hotline is staffed by trained social workers and that telephone number is: **1-800-800-5556**.

2. Child Abuse is defined in Indiana Code as an endangerment of physical or mental health where, "the child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian." (Ind. Code 31-34-1-2) Additionally, all criminal statues concerning battery and sexual misconduct also apply in situations where a child is inappropriately touched.

3. Duty to Report – Unlike many states, Indiana law specifically states “. . . an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.” (Ind. Code § 31-33-5-1)

If that individual is "a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge." (Ind. Code § 31-33-5-2(a)). That "individual in charge" shall report or cause a report to be made." (Ind. Code § 31-33-5-2(b)). The report must be made "immediately to: (1) DCS; or (2) the local law enforcement agency." (Ind. Code § 31-33-5-4).

## **B. Education**

The successful implementation of this policy requires that we educate our congregation about what constitutes abuse, situations at church that could put people at risk, and the rules and procedures that we have adopted. We need to make sure that we do so in a way that emphasizes awareness and action, while avoiding the creation of an environment of fear or suspicion.

Towards these ends, we will:

1. Create, keep up to date, and make available a Child Safety Policy (this document) that provides information about child abuse prevention, an explanation of inappropriate behavior, unsafe situations to avoid, and what reporting is required if abuse occurs.
2. Include a discussion of child safety as part of the annual teacher training and provide copies of this policy for all teachers and youth group advisors and volunteers..
3. Provide an overview of this policy to be included in the new member packet, and include this documentation on the UUCM web site.

## **C. Selection and Screening of Staff & Volunteers**

Religious Education (RE) teachers and other volunteers working with children and youth:

1. Will be at least 25 years of age to work with high school youth.
2. Will be at least 21 years of age to teach other RE classes (an 18-20 year old may teach as the second adult with someone who is 21 or older).
3. Will have been an active participant in UUCM for at least six months, unless a verbal recommendation from another UU Director of Religious Education (or equivalent title) is provided attesting to prior religious education experience in a congregation
4. Will have completed a screening form.
5. Will have had two references and check them, if necessary.
6. Will have passed a criminal background check.
7. Will have attended at least one teacher training session (new teachers only)
8. Will have read, understood and signed the Code of Ethics for Persons Working with Children and Youth annually.

9. Will have valid driver's licenses, liability insurance if they are to transport children/youth to church-sponsored activities.

Paid staff members who work with children will also meet the above criteria.

#### **D. Supervision**

##### **1. Child/Youth Faith Development Classes**

a. UUCM follows the generally accepted "Two Person Rule." Whenever the church sponsors an activity involving children under 18 years of age, whether it is on or off premises, two properly screened persons should be present at all times in each room, vehicle, or other enclosed space. No child should ever be left alone with just one worker present without the express written permission from parents.

b. Two people are required to be present during any church activity where the church is taking responsibility for the care of UUCM children/youth, including but not exclusive to Sunday morning RE classes and nursery care, and childcare or supervision for other church events.

c. For RE classes (which excludes nursery care), the minimum age of the RE teachers is to be consistent with the RE Teacher guidelines listed in Section C above. Adults who accompany youth from other UU churches to attend district youth activities held at UUCM will be screened by their home churches according to their own policies.

d. Sunday morning nursery care requirements are covered in the childcare section below.

e. When two people are unavailable, UUCM will allow one person to be present at a church activity, as long as there is at least one supervisor on the premises and that supervisor checks in on all activities no less than one time every hour and at random intervals.

##### **2. Childcare Guidelines**

a. Programs that involve children and youth shall always include adequate supervisory personnel or they will be cancelled or postponed. Supervision shall be maintained before and after the event until all children are in the custody of their parents or legal guardians. A program with only one child or youth present, without the specific approval of the parent or legal guardian, will be canceled or postponed.

b. Childcare needs for infants, toddlers, preschoolers and elementary children are not the same. It requires a variety of skills and planning to properly take care of kids of varying ages during UUCM events. With these needs in mind, the RE Committee and RE staff recommend following these guidelines when offering childcare at UUCM.

#### **E. Parents On-site**

##### **1. Infant and Toddler Childcare**

a. Infants and Toddlers are typically cared for in the nursery.

b. Two caregivers should be present with the group at all times. A ratio of one caregiver per three children is recommended. At least one responsible adult must be present at all times. In addition, one or more approved teen caregivers who are at least 16 years of age, a parent of one of the infants or toddlers present, or other screened and background checked adults are acceptable as the second caregiver.

c. When changing diapers, caregivers should use a waterproof pad, diapers and wipes provided by the parent. Soiled diapers must be put in a plastic bag and disposed of immediately. The caregiver must wash hands after changing a diaper.

d. Food must not be given to the infant or toddler unless approved by the parent. This is a precaution based on concerns for allergies, food-readiness, and calories.

e. Activities for infants and toddlers may include the use of toys located in the nursery, vinyl and board books, age-appropriate games (no small choking hazards), and simple arts and crafts.

## 2. Preschool Childcare

a. Preschoolers may be generally cared for in their assigned RE room or at the outdoor playground.

b. Two caregivers should be present with the group at all times. One adult plus one or more teenage assistants (ages 15 years or older) is an acceptable arrangement. Two or more teen caregivers (ages 15 or older) are acceptable for this age group, provided that parents of the children are on site, and one or more adults overseeing the program (checking in from time to time and making sure guidelines are followed) are also on the premises.

c. Walks or hikes on the nearby trails (on or bordering church property) are permissible if a note is left on the classroom door indicating where the group is, when you'll be back and the number of the cell phone being carried by the childcare provider. Caregivers should carry a working cell phone on such excursions.

d. Food may be given to preschool children if parents have provided allergy information, have approved the food, or have provided the food.

## 3. Elementary-aged Childcare

a. Two caregivers should be present with the group at all times. A ratio of one caregiver per five children is recommended. One adult plus one or more teenage assistants (15 and older) is an acceptable arrangement. Two or more teen caregivers (ages 15 or older) are acceptable for this age group, provided that an adult caregiver of the children are on site, and one or more adults overseeing the program (checking in from time to time and making sure guidelines are followed) are also on the premises.

b. Walks or hikes on the nearby trails (on or bordering church property) are permissible if a note is left on the classroom door indicating where the group is, when you'll be back and the number of the cell phone being carried by the childcare provider. Caregivers should carry a working cell phone on such excursions.

c. Food may be given to elementary children only if parents have provided allergy information, have approved the food available, or have provided the food.

d. The provider must have a few simple activities prepared, such as simple crafts or games, that will be engaging for elementary aged children. Activities for elementary-aged children may include the use of toys, books, games, outdoor sports when appropriate, and arts and crafts. Play materials are available in the Sunshine Room cabinets marked 'UUCM' and also in the Youth Room cabinets or closet.

## 4. Mixed Age Care

a. Older children may be cared for along with younger children if there are a manageable number of children, and the number of adults is in proper ratio to the numbers and ages of children.

b. Two caregivers should be present with a group at all times. For mixed age care, at least one adult supervisor who can direct activities or more actively monitor behavior is required.

## **F. Parents Off-site**

1. Parents of children in the 5<sup>th</sup> grade and younger (generally under the age of 12) should remain onsite when their children participate in UUCM activities. If the caregiver is not going to remain onsite, the caregiver must be available by cell phone and must be able to return immediately to UUCM, should their child(ren) need attention.

2. Parents/Guardians must sign an emergency care form (which is part of the regular RE registration form and should be on file for registered children.)

5. In addition, at least one adult caregiver plus a second person over the age of 15 must be present if parents are at an off-site UUCM event.

## **G. Supervision of Youth**

1. For youth (defined as involving middle-school and high-school youth group participants) events, two adult leaders who satisfy the guidelines outlined in Section C above are suggested for all activities sponsored by UUCM, the UU District, or other UU churches.

2. UUCM will follow the “Youth Conference Rules and Code of Ethics” found at <https://www.midamericauua.org/resources/yaya?start=8> for all middle-school and high-school age activities.

3. Events, Activities, and Field Trips. It is the responsibility of the party organizing an event or activity (whether that is the Director of Religious Education, the Youth Group Advisor, or another Adult Member of the Congregation) to fully and completely disclose the nature of the activity, the potential legal and personal safety risks of the activity, and the expectations of both the youth and of the supervisory adults upon initiating that activity to the parents of the participants. Such full disclosures shall be made as soon as practical, but certainly no less than two weeks prior to an activity or event.

4. Each year the youth group director will go over these expectations with their advisors at the beginning of the church year and submit any modifications or additions for the church year to the Safer Congregations committee for review.

## **H. Social Media and Electronic Communications**

1. Youth group social media space will be moderated by the youth group advisor. No inappropriate sexual, violent, or substance abuse related content will be allowed and will be removed. Adults and the youth group advisor will not make any initial friend or follow requests. However, they may be allowed to friend or follow a youth if that youth initiates the request. All communication between a minor and an adult volunteer or the youth group advisor shall include at least one additional adult. Parents and the youth must give permission for use or posting of any minors photos in any venue. Tagging of minors in photos is not allowed in any public venue, but a minor or their parents may tag themselves. Photographing of minors at UUCM events is only by parental permission.

## **I. Reporting**

1. Situations of suspected child abuse are seldom simple and straightforward. Religious leaders and congregational members should be guided by a commitment to the overriding priority of protecting the children. They should also be sensitive to the harm that can be done by false or mistaken accusations.

### **2. State Law**

Volunteer teachers, regardless of outside professional standing, are required to bring any concerns about suspected abuse or neglect, to the Minister or the Director of Religious Education. Such reports shall be reported as soon as practically possible.

### **3. Reporting Within the Church**

a. In addition, if the person with the concern believes the abuse occurred during a church program, event or activity, the individual must report his or her concerns to the minister on the same day or as soon as practically possible.

### **4. False Accusations**

a. The protection from false or mistaken allegations of adults who teach in the RE program or otherwise interact with children at UUCM is also an important goal of this policy. A key way to prevent false or mistaken allegations is to abide by the prevention guidelines outlined in these policies, as well as the Code of Ethics for Persons Working With Children and Youth.

b. We should be sensitive to the disruption and damage a false accusation may cause to both the adults and the children involved. This is true even when the accusation is one due to a misunderstanding or misinterpretation of what seems a child's straightforward report of an event.

## **J. Response to Reports of Possible Child Abuse**

### **1. Response Team**

a. In response to a specific situation a Response Team will be formed consisting of the Minister, the Director of Religious Education, and an appointed member of the Board of Trustees. If the incident or allegations involve any of these individuals or their family members, that person will not be informed of that specific situation.

b. The Response Team's purpose is to protect members of the church community, and to ensure that the victim and the accused are treated with dignity and respect.

### **2. Response to Suspicious Behavior**

a. Any inappropriate conduct or relationships between an adult staff member or volunteer worker and a child/youth shall be confronted immediately and investigated. Any such situations shall be reported to the minister or the Director of Religious Education. Such a situation will immediately require a meeting of the Response Team within 24 hours. Prompt warnings shall be issued when appropriate, and the situation monitored closely. The adult worker's services shall be terminated immediately for continued violation of such warnings, or for a single violation of sufficient gravity.

### **3. Response to an Allegation of Abuse**

a. When an allegation of child abuse occurring during a UUCM program, event or activity is reported, the responsible person receiving the allegation must take the following steps:

i. Take immediate action to ensure the protection of the child/children

ii. Contact the Minister or the Director of Religious Education immediately.

iii. Provide detailed information to the Minister and the Director of Religious Education to report the incident to the appropriate state authorities in accordance with Indiana law. (See “Reporting” section above).

iv. Document the allegation in writing using a Child Safety Incident Form (see appendix) and submit this to the Response Team.

v. The Minister is responsible to call an immediate meeting of the Response Team to respond to the incident.

#### 4. Response Team Procedure

The team responding to the allegation should keep the following guidelines in mind:

a. Safety of the Children – The safety of the children in the church program should be of primary importance. Reasonable and timely actions should be taken to ensure their safety based upon the credibility and severity of the allegation and other pertinent factors. All allegations will be taken seriously.

b. State Law – Instructions for reporting suspected child abuse are included in the “Reporting” section above.

c. Professional Resources – The Response Team should call upon or make referrals to whatever professional resources they deem appropriate, both within and outside the church. The Response Team will inform the Board President of actions taken against church volunteers and staff. The Board President may designate an appropriate person/s to contact the church insurance company.

d. Whom to Inform – Decisions about who to inform about the incident and the information to be provided should be made in a careful, but timely manner by the Response Team. The decision should be made based upon the individual situation, inclusive of the severity of the allegation, credibility of the allegation, and any existing threat to the safety of the children. Parents of the child or children will be informed by the Minister.

e. Notification of region– The Response Team will notify the Primary Contact at the UUA regional office if a report is made about a church volunteer or staffperson:

i. that a Response Team has been convened;

ii. about the nature of the issue;

iii. that a report has been or will be made to Department of Child Services or law enforcement agencies.

f. Spokesperson – Should there be public attention to the case from an outside source, the Minister or the President of the Board will be designated to act as the spokesperson.

g. Confidentiality – In order to ensure that the safety of our children and youth is our highest priority, we must encourage the responsible reporting of all concerns or suspicions of child abuse. To this end, all reports of suspected child abuse will be confidential. In this context, “confidential” means that the identity of the child victim and/or reporting person, the details of the allegation or concern, and any other identifying information, will be kept among the members of the Response Team and the accused. This information will not be disseminated to the congregation.

h. Restrictions with Children – In order to protect the children and youth in our programs from potential risk and to protect the accused from further suspicion, decisions about removing the alleged offender from interacting with children in the RE program, or other church events and activities will be made by the Response Team. A decision should be made and action taken in a timely manner based on the possible threat to the children, the credibility and seriousness of the allegation, and other related factors.

i. If a report is made to DCS or law enforcement, a leave of absence from all activities except Sunday worship will be mandatory for the alleged offender.

ii. A limited access agreement will be drawn up for the alleged offender.

iii. The Response Team may determine, even without an accusation of abuse being made, that they have reason(s) for concern that an individual’s contact with children or youth in our congregation potentially places both the adult and the children at risk of incident or accusation. For this reason, the Response Team is authorized to restrict an individual from teaching in the RE program or otherwise volunteering at or chaperoning children’s events.

iv. If disputes arise out of the actions taken by the Response Team or Director of Religious Education, the matter may be taken to the church leadership. However, the Director of Religious Education and the RE Committee retain the right and responsibility to screen and authorize volunteers for teaching in the RE program, and the Response Team and the Safer Congregation Committee will make final decisions about removing a teacher or otherwise restricting an individual’s contact with children and youth on church property or at church-sponsored events.

i. Other Inappropriate Behaviors

Some incidents or allegations in the RE or other child or youth programs may involve behaviors that are not clearly child abuse, but may be in other ways deemed inappropriate by a parent, the Director of Religious Education, or the Youth Director. This shall include the possession of weapons or impairing of judgment or ability through the consumption of alcohol and/or any other substance, legal or illegal. In such cases, a Response Team may be called together to review the situation and decide what action to take.



## APPENDICIES

APPENDIX 1

**Code of Ethics**

**For Persons Working with Children and Youth**

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the 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 youth to develop a positive sense of self and spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized.

There are no more important areas of growth than that of self-worth and the development of a healthy identity as a sexual being. Leaders play a key role in assisting youth in these areas of growth. Wisdom dictates that all those involved suffer damaging effects when leaders become sexually involved with young persons in their care. Therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth in the community. Neither shall they sexually harass or engage in behavior with children or youth that constitutes verbal, emotional, or physical abuse.

By signing this, I am agreeing to conduct myself in accordance with this code. I understand that appropriate action will be taken if this code is violated.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Child Safety Incident Report Form**

Today's date \_\_\_\_\_

Date and time of incident \_\_\_\_\_

Your name \_\_\_\_\_

Name of person who initiated report \_\_\_\_\_

Names of child(ren) and adult(s) involved in incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where did the incident occur? (be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what happened \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the safety of the child(ren) been assured? \_\_\_\_\_

Who has been notified about this incident? (list names and Dates/times)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Transportation to and From Events**

It is strongly recommended that all youth ride with adults who meet the requirements below.

#### **Transportation by Car**

All drivers of vehicles containing minors other than their own children must be at least 25 years of age and must provide proof of insurance and a valid driver's license.

There must be enough functioning seat belts for everyone and everyone must wear a seat belt. The need for seat belts supersedes the need for two adults to be in each vehicle, however upon arrival at the destination, a minimum of two adults must accompany a group of youth when off-site.

Written permission of the parent/guardian of all minor passengers will be obtained prior to being transported. This permission will include all relevant details pertaining to the event, such as date and location, name of driver(s) whenever possible, time of departure and time of return. Emergency contact information including name of physician, health insurance information and consent to treat in case of an emergency must accompany all minors who are being transported by adults other than their parents. During travel, the forms will be kept by the driver of the vehicle. In addition, each driver will leave a list of the names and emergency information for all of the children and/or youth traveling in their vehicle with an adult leader of the event. If possible, every driver will carry either a cell phone or a pre-paid long distance calling card.

No driver may be sleep-deprived, consume alcohol or use any form of drug that can affect physical or mental performance during or before carrying out his/her duty as a driver.

#### **Transportation by Public Transportation (Bus, Train, Etc)**

When transporting youth, you must travel as a group with at least two adults. Every person in the group should know the route and the final destination in case the group gets separated. One adult should lead and one should follow to prevent youth from being separated from the group.

Written permission of the parent/guardian of all minors traveling will be obtained prior to being transported. This permission will include all relevant details pertaining to the event, such as date and location, the method of transportation, time of departure and time of return. Emergency contact information including name of physician, health insurance information and consent to treat in case of an emergency must accompany all minors who are being transported by adults other than their parents. During travel, the forms will be kept by the responsible adult traveling with the group. In addition, each responsible adult will leave a list of the names and emergency information for all of the youth traveling in their party with an adult leader of the event. If possible, every responsible adult will carry either a cell phone or a pre-paid long distance calling card.

**Unitarian Universalist Church of Muncie, Indiana (UUCM)**

*UUCM MULTIPLE RELEASE FORM – Please Print*

**PARENTAL AUTHORIZATION**

\_\_\_\_\_ has permission to travel on an educational trip with the Unitarian Universalist Church of Muncie (UUCM) to \_\_\_\_\_.

- Dates of travel: \_\_\_\_\_
- Time and place of departure: \_\_\_\_\_
- Time and place of return: \_\_\_\_\_
- Mode of transportation: \_\_\_\_\_
- Leaders are: \_\_\_\_\_

Participant's First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Participant's Date of Birth \_\_\_\_\_

Participant's Cell Phone # \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Home Phone # \_\_\_\_\_

Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Home Phone # \_\_\_\_\_

Emergency Contact (Name and Phone #) \_\_\_\_\_

Emergency Contact (Name and Phone #) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL RELEASE AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY**

In the event my child requires emergency medical attention and I cannot be reached immediately, I grant permission for a licensed physician to administer emergency medical treatment during this time. I further agree that I will assume all expenses involved in such medical procedures and will not hold UUCM or its representatives liable for said expenses.

I give permission for the UUCM staff, volunteer teachers or youth advisors to administer medications, which I have provided.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of medications they will be traveling with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of last Tetanus injection: \_\_\_\_\_

Family Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Phone# \_\_\_\_\_

\_\_\_\_\_  
Name of Insurance Company                      Name of Policy Holder                      Policy/Group Number

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**LIABILITY**

The undersigned, being the parent or legal guardian of the youth named above, release, waive and disclaim any and all liabilities of or claims against the UUCM, its officers, board members, supervisors, agents, servants, employees and all private persons or organizations volunteering services without charge to transport, supervise or chaperone my child while participating in such church-sponsored activities including, but not limited to, any or all liabilities or claims for personal injury, property damage, court costs, attorney’s fees and interest, however caused or accrued, as a result of my child participating in the church-sponsored events. I further agree to indemnify the UUCM, its officers, board members, supervisors, agents, events and/or employees for any and all damage or injury my child may cause to others as a result of his/her participation in the church-sponsored events.

Signature of  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**CODE OF CONDUCT**

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, as ambassadors and representatives of the Unitarian Universalist Church of Muncie.

Signature of  
Participant \_\_\_\_\_ Date \_\_\_\_\_

Signature of  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PUBLICITY**

Unless I have indicated otherwise (see below), I understand that pictures, video recordings, and/or audio recordings of my child may be displayed in brochures, newsletters, video productions and/or other electronic media designed and distributed to inform the general public of programs and events. I understand that in printed materials my child(ren) will not be identified by name without my express, written permission.

\_\_\_\_\_ I do NOT want any audio or video record (picture/video) of my child displayed on the church property or in brochures, newsletters, video productions or other electronic media designed to inform the general public of the programs and events.

Signature of  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Facsimiles or copies produced by other means shall be treated in all manners and respects as an original agreement or instrument, and shall be considered to have the same binding legal effect as if it were the original signed version.**

APPENDIX 5

UUCM CHILDREN AND YOUTH PARTICIPATION RELEASE

I, \_\_\_\_\_, represent that I am the parent/guardian of \_\_\_\_\_. I grant permission for my son or daughter to participate in the following supervised activity:

This activity will take place on

\_\_\_\_\_

This activity will take place at:

\_\_\_\_\_

Time and place of departure: \_\_\_\_\_

Time and place of return: \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

Leaders: \_\_\_\_\_

Expenses: \_\_\_\_\_ Equipment &

Clothing: \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

If I cannot be reached in the event of an emergency, the following person is authorized to act in my behalf:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to participant \_\_\_\_\_

Child's Allergies

\_\_\_\_\_

Medication child is currently taking

\_\_\_\_\_



I have provided all necessary medications for my son or daughter in the original containers. For any “over the counter” medications, I have included written instructions regarding such medication. My son or daughter will have the medications with him or her, and my child is capable of self-administering the medication or I have provided instructions for use of medication, which the Director of Religious Education has approved for this activity.

Signature \_\_\_\_\_  
Parent or legal Guardian

Date \_\_\_\_\_

**Unitarian Universalist Church of Muncie, Indiana**

**PERMISSION FORM/LIABILITY WAIVER/MEDICAL RELEASE FORM FOR CHILDREN AND YOUTH**

**Please complete one form for each child/youth**

\_\_\_\_\_ has my permission as her/his parent or legal guardian to participate in any and all events and activities sponsored or endorsed by the Unitarian Universalist Church of Muncie (UUCM). I acknowledge that by participating in church-sponsored events my child may be involved in activities occurring both on and off church property, during both day and evening hours, occasionally involving overnight stays, requiring transportation by motorized vehicle, involving the preparation and consumption of food and involving the use of tools, fire or other materials and objects. I further acknowledge that by participating in church-sponsored events my child may become involved in recreational and sporting activities including but not limited to hiking, climbing, swimming, tobogganing and Frisbee.

Accordingly, I acknowledge that participation in church-sponsored events involves certain dangers and risks, may expose my child to hazards of bodily injury or property damage. In recognition of these risks and realities and in consideration of my child being offered the opportunity to participate in and benefit from these church sponsored events, I agree on behalf of myself and my child to release, waive and disclaim any and all liabilities of or claims against the UUCM, its officers, board members, supervisors, agents, servants, employees and all private persons or organizations volunteering services without charge to transport, supervise or chaperone my child while participating in such church-sponsored activities including, but not limited to, any or all liabilities or claims for personal injury, property damage, court costs, attorney's fees and interest, however caused or accrued, as a result of my child participating in the church-sponsored events.

**In the event my child requires emergency medical attention and I cannot be reached immediately. I give permission for the UUCM staff, volunteer teachers or youth advisors to administer medications, which I have provided, and to authorize medical treatment.**

I agree that the UUCM, its officers, board members, supervisors, agents, events and/or employees have the right to terminate the participation of my child in any or all church-sponsored activities for failure to behave and act in accordance with the church's regulations on conduct, for failure to follow the instructions and directions of the activity supervisor(s) and/or chaperone(s), or for any conduct of my child deemed by the church, its officers, board members, supervisors, agents, servants and/or employees, at their sole discretion, to be detrimental to, or incompatible with, the interest, harmony, comfort or welfare of others or the activity as a whole.

**Unless I have indicated otherwise** (see bottom of page), I understand that pictures, video recordings, and/or audio recordings of my child may be displayed in brochures, newsletters, video productions and/or other electronic media designed and distributed to inform the congregation and/or the general public of programs and events taking place in the church. I understand that in printed materials my child(ren) will not be identified by name without my express, written permission.

I further agree to indemnify the Unitarian Universalist Church of Muncie, its officers, board members, supervisors, agents, events and/or employees for any and all damage or injury my child may cause to others as a result of his/her participation in the church sponsored events.

**I further understand that it is my responsibility to keep current the information contained on all records held in the church office including, but not limited to, my address, phone, emergency contact and insurance information.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Policy Holder

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy/Group Number

If you have no insurance, please write "none"

**Facsimiles or copies produced by other means shall be treated in all manners and respects as an original agreement or instrument, and shall be considered to have the same binding legal effect as if it were the original signed version.**

\_\_\_\_ I do not want any audio or video record (picture/video) of my child displayed on the church property or in brochures, newsletters, video productions or other electronic media designed to inform the congregation and/or general public of the programs and events taking place in the church.