

# **Unitarian Universalist Church of Greater Lansing**

## **OPERATIONAL SAFE CONGREGATION POLICY for Leaving UU Lansing with Children and Youth**

### **YOUTH GROUP EVENTS**

Youth daytime and evening events and overnights are an integral part of UU Lansing's youth program. To keep these experiences safe, nurturing, welcoming and enjoyable, the following policies must be adhered to:

#### **ON-SITE EVENTS**

##### **1. OVERVIEW**

- a)** Only UU Lansing Youth Group members may participate in Youth Group Events unless express permission has been granted by the Director of Lifespan Faith Development for visitors to attend. Youth Group members are youth who have previously registered for the RE program and have attended UU Lansing classes or events. Walk-in visitors are not allowed.
- b)** The onsite ratio of adults to youth will be at least 1:6. A minimum of two (2) adults is required for a daytime, evening or overnight event to take place.
- c)** Youth leadership will communicate standard behavior guidelines to participants prior to each event, based on recommendations and best practices from the Youth staff of the Unitarian Universalist Association and require parents and youth acknowledge receipt by signature.
- d)** For each event, youth and the leaders will jointly develop a behavioral community Covenant before programming begins.
- e)** Youth participants will work together to clean up and restore the overnight space to a tidy and orderly condition.

##### **2. BEHAVIORAL CONSEQUENCES**

- a)** The following behavior will result in parent contact, and the youth being sent home without warning:
  - i.** Behavior that could pose a risk of harm to self or others
  - ii.** Going outside after dark unless accompanied by adult leaders or with an adult leader's permission.

- iii. Leaving the larger group without an adult leader's permission.
  - iv. Willful destruction of property; restitution will be required.
- b) The following behavior will result in parent contact, and the youth being sent home without warning. In addition, a contract will be required among the youth and adult leaders, the DLFD, and the youth's parent(s)/guardian(s) in order for the youth to participate in future overnights, retreats or field trips.
- i. Having, smoking or using tobacco products
  - ii. Sexual activity. Exclusionary and sexual behavior is inappropriate during a youth overnight, field trip or retreat. Sexual activity detracts from the group environment and the sense of group safety.
- c) Having firearms, weapons, fireworks, illegal or intoxicating (including marijuana, alcohol, and off label use of prescription and OTC medication) substances will result in parent contact, and the youth being sent home without warning. The youth will remain under adult supervision until a parent/guardian arrives. In addition, the youth will not be able to participate in overnights, retreats, or field trips for one calendar year. They may then resume participation if approved by the DLFD.

### **3. FIELD TRIP/OFF-SITE GUIDELINES**

- a) All of the above rules apply. In addition:
- b) Parents/Guardians must sign permission slips prior to children/youth leaving the UU Lansing premises for UU Lansing sponsored field trips. If children and/or youth are being transported by private car, drivers must have a signed permission slip for each child in the car.
- c) Participation requirements: If a child or youth does not have a signed permission from a parent or guardian, that child or youth will not be allowed to participate in the scheduled event.
- d) Location: The destination and expected time of return must be posted in the UU Lansing building. All routes should BEGIN and END at UU Lansing unless other arrangements have been communicated by the DLFD to parent/guardians in advance.
- e) Leaders must have a list of names, emergency contacts, medical conditions and Parent/Guardian-signed emergency forms with them at all times.
- f) Medications: It is the responsibility of Parents/Guardians to disclose and to provide any medication that may need to be taken by their child during the trip to the RE volunteer staff member in charge of that trip. Parents/Guardians should provide in writing and speak directly with the DLFD or the UU Lansing volunteer responsible for the field trip to agree on appropriate procedures for administering emergency medication that their child may require during the field trip.
- g) An appropriately filled first aid kit is to be taken on all field trips, overnights and retreats.

#### **4. DRIVERS AND DRIVING SAFETY**

- a) All drivers for UU Lansing-sponsored field trips for children and youth must be at least 18 years of age and not a member of the UU Lansing Youth.
- b) Drivers must comply with all applicable state laws regarding the operation of motor vehicles, including the use of seatbelts for drivers and all passengers.
- c) Children must ride in car seats in compliance with Michigan state law.
- d) If a trip requires more than one vehicle, each vehicle must have the necessary information to reach the destination. Drivers are not to caravan, i.e., follow the one person who knows the way.
- e) It is recommended that children and youth be transported in groups, and, when possible, two (2) adults shall be present to transport any child or children. In no circumstance will one adult transport only one child who is not his or her own unless the Parent(s)/guardian(s) has made other arrangements.
- f) Drivers must have a list of names, emergency contacts, medical conditions and Parent/Guardian-signed emergency forms for children/youth they are transporting with them at all times.

*Approved by the Rev. Neal Anderson, 3/1/23*

## UU LANSING PERMISSION SLIP

This form covers any trips taken by your child(ren) during normal church time, or for any other class activities in which you are not present. You will be notified in advance of all off-site outings or overnights.

Youth Name(s)	Age	Grade (Sept '22)	Birthdate

Parent/Guardian #1 Name	Phone	Email	Address
Best way to contact in case of emergency? (circle)      Phone      Text      Email			

*(optional)*

Parent/Guardian #2 Name	Phone	Email	Address
Best way to contact in case of emergency? (circle)      Phone      Text      Email			

**Photo Permission:** I give permission for photos to be taken of my child(ren) during church activities and used in church publications (print and online). I understand that my child(ren)'s name(s) and other identifying details will never be posted online with any photo. (circle)      Yes      No

I, \_\_\_\_\_, give permission for my child(ren) listed above to participate in RE activities, outings and field trips during the 2022-2023 church year.

\_\_\_\_\_  
Parent/Guardian Signature #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
*(optional)* Parent/Guardian Signature #2

\_\_\_\_\_  
Date

## UU LANSING EMERGENCY INFORMATION

## Medical Treatment Authorization

Please complete this section so that we may seek medical treatment in the event of an acute, serious illness or injury. Every effort will be made to contact you prior to treatment. Treatment will proceed before contacting you ONLY if the situation does not permit delay due to the urgency of the medical condition.

### Insurance Information

Health insurance company:
Policy number(s):
Contact number:
Primary physician name:

### Health Information

1. Is there any chronic illness or condition of which we should be aware? (If yes, please explain, e.g. asthma, epilepsy, diabetes, etc):

- No
- Yes: \_\_\_\_\_

2. Does your child take any medications?

- No
- Yes (please list name(s), dose and frequency): \_\_\_\_\_

\_\_\_\_\_

3. Does your child have any allergies?

- No
- Yes: \_\_\_\_\_

I/we hereby authorize UU Lansing to obtain medical treatment in case of emergency for my child(ren) listed above. I will be fully responsible for any medical costs incurred in such a situation.

\_\_\_\_\_  
Parent/Guardian Signature #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
(optional) Parent/Guardian Signature #2

\_\_\_\_\_  
Date