

Safety Policy for Channing Memorial Church  
Religious Education and Child Care Programs  
Revised 05-18-2015

***We pledge to conduct ourselves in a manner that conveys mutual respect. We accept the responsibility to educate ourselves and our children about sexual misconduct, abuse, molestation, harassment and exploitation.***

Channing Memorial Church (CMC) and the CMC Religious Education Program welcomes all children, youth and their families. We encourage all members of the congregation to volunteer with the children and youth, as they are willing and able. Because we value the special circle of trust that we have created here, we require all adult volunteers who work with children and youth to consent to the below policies.

**1. Religious Education (RE) Workers/Volunteers:**

All adults and teens working with children or youth must attend Channing Memorial Church for a minimum of 6 months prior to volunteering. As appropriate, all RE volunteers, teachers, teen volunteers and child care workers, will do the following:

- a Complete the ***Application Form for Working with Children and Youth*** (APPENDIX A).
- b Sign the ***Code of Conduct for Working with Children and Youth*** (APPENDIX B) at the time they sign up to teach.
- c All persons over age 18 working with children and youth will have a ***RI Background Check*** (APPENDIX C). If the applicant has resided in Rhode Island for less than 5 years, then the background check must be completed in states of prior residence. In this circumstance, a finger print check will be required.
- d Background checks will be processed by the Director of Religious Education (DRE), or the Chair of the Religious Education Committee if the DRE is unavailable. A person will be designated to complete these checks and store them in an appropriate non-public location.
- e Background checks for those already on file will be completed once per year. In the event that the background check returns a record of concern, the minister, DRE and chair of the Safe Congregation Committee will review the case.

**2. Child Care Workers/Volunteers:**

The Child Care Committee (CCC) will develop a plan related for educating, scheduling and approving child care workers for Sunday morning services, as well as non-Religious Education Program congregational events that follows the safety policies outline in this document. The CCC will follow the same procedures as the RE Program in completing an ***Application Form for Working with Children and Youth*** (APPENDIX A), ***Code of Conduct for Working with Children and Youth*** (APPENDIX B) and ***RI Background Check*** (APPENDIX C).

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- a Age: The primary sitter for Sunday morning services must be 18 years of age or older. Every attempt will be made to have the secondary support sitter be 18 years of age or older. If no one of that age is available, those authorized to hire sitters may utilize responsible sitters 16-18 years of age. In general, students 13-15 years of age can be considered as additional sitters.
- b Sitter training: It is required that the primary sitter take a Red Cross First Aid/CPR training course and keep their training current.

### 3. Religious Education Class and Child Care Protocol:

- a Class Protocol for Pre-K through 8th grade will include: Staffing of two adults in all RE classrooms at all times. This may require an approved parent volunteer staying if one of the adult teachers is not present. If a parent volunteer cannot be found, the class will merge with another class for that morning.
- b Child care room protocol for Sunday services for infants up to the age of four: Staffing of two sitters in the child care room at all times. The CCC will obtain a third sitter when there are more than six children in child care or if there are two infant/toddlers less than two years of age.
- c Event child care that may include a mix of infants and children of all ages should follow below guidelines.

<b>RE Class and Child Care Safety Ratio Guidelines*</b>	
<b>Age</b>	<b>Adult/child ratio</b>
6 weeks to 2 years of age	1:1
2 to 3 years of age	1:3
3 to 5 years of age	1:5
K to grade 5	1:8
Grade 6 to grade 12	1:10

\*These ratios are more conservative than State of Rhode Island Department of Children, Youth and Families guidelines (see [http://www.dcyf.ri.gov/docs/center\\_regs.pdf](http://www.dcyf.ri.gov/docs/center_regs.pdf)).

- f Parent must sign out all children through grade 5.
- g Each child will have a **Registration Form** (APPENDIX D) on file that includes information about allergies and special needs.
- h During services and classes, children must have a parent or another responsible adult on the premises unless prior arrangements have been made with the Religious Educator.
- i Doors must remain open at all times unless there are TWO adults with completed safety clearances in the room.
- J Parents are responsible for their children before the service begins and after the RE program has ended.

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4. **Field Trip Protocol:**

- a A signed ***Field Trip Permission Form*** (APPENDIX E) must be completed.
- b Copies of a valid driver's license and insurance coverage for all drivers to and from RE activities must be on file (see APPENDIX A-Application Form for Working with Children and Youth).
- c All drivers must be 21 years of age or older.
- d All children must wear seat belts and use appropriate seating according to weight and age in as outline in the ***National Highway Transportation Safety Administration guidelines ((NHTSA) APPENDIX F)***.
- e It is preferred that two adults be in any car transporting minors. If this is not possible, there will be at least two children in a single driver's car. A single child may never be alone in a car with a single unrelated adult.

5. **Overnight Chaperone Guidelines:**

The safety policy of the Channing Religious Education Program requires two adults to be with children and youth during all RE programming. Chaperones are approved by the DRE and have volunteer clearance.

a **Chaperones shall:**

- strive to help youth treat each other well and help solve conflicts- if they arise.
- help all members of the sleepover respect each other and the physical space.
- have an active role in maintaining order.
- make sure youth stay in the building.
- follow the agreed upon sleeping arrangements.

There will be a **green** binder on site that includes emergency information and a parent call list. Included in the binder will be a copy of all RE Registration Forms that outline any allergies or medical issues of concern. Chaperones must keep a cellphone available for emergencies and are the only ones who call parents. Chaperones must remain accessible to youth and emergencies while sleeping. Chaperones shall not wear earplugs/earphones or have noise machines while sleeping.

b **Sleeping arrangements:**

- One person per sleeping bag/blanket.
- Same sex sleeping quarters are required at all overnight gatherings.
- Doors must be left open.
- Chaperones will sleep in adjacent area with doors open.

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### **c First Aid Kits:**

- Kitchen- near fridge
- Shelf in Childcare Room
- Cold gel pack in freezer

### **d Fire Extinguishers:**

- Kitchen
- Childcare Room

### **e Emergency Phone Numbers:**

- Property Issues (heat, locked out, etc.) **Pat Padilla 862 - 0684**
- CALL 911 for injuries and Police matters

### **f Kitchen:**

- The Parish Hall stove should be shut off after each use. It is located to the right of stove against wall.