

**Hope United Church of Christ, Sturgeon Bay, Wisconsin**  
**SafeConduct™ Policy and Procedures**  
**Approved by Council on October 26, 2021**  
**Update Approved by Council on January 25, 2022**  
**Update Approved by Council on April 26, 2022**  
**Update Approved by Council on June 28, 2022**  
Replaces Revised Safe Sanctuary Guidelines last Approved by Council July 15, 2018

**Table of Contents**

Statement of Policy ..... 3

Glossary of Definitions..... 3

Codes of Conduct ..... 6

General Requirements ..... 6

General Prohibitions ..... 7

Interaction Guidelines ..... 8

Adult-Youth Ratios ..... 9

Transitions and Free Time ..... 10

Nursery..... 10

Transportation of Vulnerable Adults..... 10

Transportation of Youth ..... 10

Off-Site Activities – Day Trips ..... 11

Off-Site Activities – Overnight Trips ..... 11

Social Media and Electronic Communications Code of Behavior ..... 12

One-on-One Interactions ..... 12

Screening, Selection, and Oversight of SafeConduct™ Training ..... 13

Responsibilities and Oversight..... 13

Applications for Staff ..... 13

Interviews for Staff ..... 13

Reference Checks for Staff..... 14

Background Checks for Staff and Volunteers..... 14

Conviction of Crimes..... 15

Policy Review and Training ..... 15

Responding to Inappropriate Behaviors, Policy Violations, or Suspected Abuse..... 16

Responding to Complainants or Victims..... 16

Responding to Inappropriate Behaviors and Policy Violations ..... 16

Responding to Suspected Abuse or Neglect ..... 17

Responding to Youth-to-Youth Sexual Abuse and Sexualized Behavior .....	18
Notification of Parents and Guardians .....	19
Responding to Media .....	20
Harm to Self and Others.....	20
Congregational Awareness.....	21
Policy Modification .....	21
Resources .....	21
Appendices:	
1. Leadership Code of Behavior .....	22
2. Code of Behavior for Adult Supervision of Youth .....	23
3. Code of Behavior for Supervision of Vulnerable Adults .....	24
4. Code of Behavior - Youth .....	25
5. Electronic Communication and Social Media Code of Behavior .....	26
6. Relational Covenant.....	27
7. Background Check Consent/Signature Authorization .....	28
8. Registration Form – Young Child Activities.....	30
9. Registration Form – Youth Group.....	32
10. Off-Site Activity and Transportation Permission.....	34
11. Accident/Incident Report Form.....	35
12. Report of Suspected Abuse or Neglect of Youth or Vulnerable Adult .....	36
13. Registered Sex Offender Guidelines .....	37
14. Limited Access Agreement .....	40

## **Statement of Policy**

Instead, as he who called you is holy, be holy yourselves in all your conduct. (1 Peter 1:15)

The main goal of Hope's SafeConduct™ Policy is provide a safe environment for youth and adults, including the prevention of the abuse of youth and vulnerable adults, and who participate in our programs and use our facilities. As a community of Christian faith, Hope United Church of Christ of Sturgeon Bay, Wisconsin (Hope UCC throughout the rest of this policy) is committed to creating and maintaining programs, facilities and a community in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. The congregation of Hope UCC supports principles of SafeConduct™, which include individual responsibility to fulfill the highest standards of personal conduct toward others and to lead and guide the congregation in fulfillment of the standards set by our Christian faith. Hope UCC strongly opposes and prohibits sexual exploitation, sexual harassment or any form of exploitation or abuse of others regardless of age, gender, race, national origin, sex, sexual orientation, sexual identification, mental capacity, disability, or any other protected characteristic. It is the intention of our congregation to affirmatively nurture good behavior and to prevent and correct behavior that is contrary to this policy.

All pastors, retired clergy, church employees, church volunteers, parents and guardians have a role to lead those who look to them individually for guidance, to monitor their behavior and to redirect them as they cross boundaries of SafeConduct™. Our congregation shall nurture good conduct as demonstrated by personal behaviors that are consistent with our Christian values to create a trusting, nurturing environment for all who participate in our programs and use our facilities.

## **Glossary of Definitions**

**Bullying:** Aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - Sending mean, vulgar, or threatening messages or images.
  - Posting sensitive, private information about another person.
  - Pretending to be someone else in order to make that person look bad.
  - Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language, or innuendos.

**Confidential:** Information is shared with or accessed by only authorized individuals.

**Electronic Communications:** Electronic communications include email, texting and any additional application, or website that allows for direct communication.

**Emotional Abuse:** Mental or emotional injury that results in an observable and material impairment to an individual's growth, development, or psychological functioning.

**Mandatory Reporter:** Those persons required to report "suspected abuse" to police or child welfare agencies under applicable Wisconsin laws or executive orders. It is the individual responsibility of every employee, volunteer and pastor to know if they are or are not a mandatory reporter, as well as the reporting requirements required by the state of Wisconsin. Detailed information identifying mandatory reporters and their reporting requirements are currently found at this link: <http://wcpds.wisc.edu/mandatedreporter/whois.html>

**Neglect:** Failure to provide for a youth's or vulnerable adult's basic needs or failure to protect them from harm.

**Pastor:** Includes any person admitted to ministry by The United Church of Christ and who serves the congregation in any capacity, whether called as pastor, interim, emeritus, long-term pulpit supply, or serving in a volunteer capacity.

A pastor serving the congregation in any capacity shall hold themselves to a higher standard of care in respect to their personal conduct and relationships with the congregation, church staff and volunteers, whether pastoral, administrative or personal in nature. Utmost care and good faith are expected.

**Physical Abuse:** Injury that is intentionally inflicted.

**Positions of Power or Authority:** An employee or volunteer who is pastor, moderator, treasurer, trustee, or personnel committee member. These persons are in a position to explicitly or implicitly affect employment or personnel decisions.

**Program Coordinator:** An employee or volunteer who is the coordinator or 'point person' for a specific Hope UCC program or event.

**Sexual Abuse:** Any contact of a sexual nature that occurs between a youth and an adult or between two youths. This is meant to include any activity which is meant to arouse or gratify the sexual desires of the adult or other youth.

**Sexual Exploitation:** Sexual activity or contact (not limited to sexual intercourse) in which a person takes advantage of another person by causing or allowing the participant to engage in sexual behavior with the employee, volunteer, or pastor.

**Sexual Harassment:** Repeated or coercive sexual advances toward another person contrary to his or her wishes. Sexual harassment includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term, condition or circumstance of instruction, employment, or participation in any church activity.
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact, of any kind, that has sexual overtones. Some examples include:

- Written contact—written contact includes all forms of Electronic Communications and Social Medias—such as sexually suggestive or obscene emails, letters, notes, texts, or invitations.
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, sexual propositions and jokes about gender-specific traits or sexual orientation.
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, or coercing sexual intercourse.
- Visual contact, such as leering or staring at another's body, gesturing, or displaying sexually suggestive objects, pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence or affect the career, salary, work, learning or worship environment of another. It is not permissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion or change of assignment; to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, or reclassifications will be forthcoming in exchange for sexual favors.

**Social Media:** Electronic platforms such as Facebook, Instagram, YouTube or similar, that allow for reciprocal interaction between individuals.

**Suspected Abuse:** Actual abuse consists of physical, sexual or mental abuse inflicted by a person responsible for a youth's or vulnerable adult's health, welfare or care, who may be a parent, guardian or other person having access to the youth or vulnerable adult. Abuse may include neglect of a person's health as a result of failure to properly feed, clothe or attend to apparent illness or mental well-being. As a caregiver in ministry, one need not directly witness, nor is one likely to directly witness, actual abuse. It is sufficient to suspect abuse based upon observations of general health, physical condition, patterns of irregular behavior, and environmental factors. Examples of observations might include bruising on multiple occasions, weight loss, chronic physical illness and anti-social or excessively withdrawn behavior. Environmental factors may include highly contentious divorce and custody battles, and parental drug use. One must use judgment in assessing multiple factors that lead to suspicion of abuse.

**Vulnerable Adult:** Anyone aged 18 or over, who is or may be in need of community care services by reason of mental or other disability, age, or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

**Youth:** We define a youth as anyone under age 18. (Also considered minor)

## **Codes of Conduct**

The Codes of Conduct defines specific rules, procedures, behaviors and conduct for persons in the following Hope UCC groups:

- Leadership - both staff and volunteer (APPENDIX 1)
- Leadership in positions of power – trustees, personnel, treasurer, moderator, pastor (APPENDIX 1)
- Supervisors of youth (APPENDIX 2)
- Supervisors of vulnerable adults (APPENDIX 3)
- Youth participating in Hope UCC programs (APPENDIX 4)

These persons will review and agree to implement the Code of Conduct and Electronic Communication and Social Media Code of Conduct (APPENDIX 5) at the beginning of each term or program. Individuals will participate in background checks and training as required.

## **General Requirements**

This policy applies to all youth, vulnerable adults, pastors, employees, and volunteers.

Every pastor, employee, and volunteer who works with youth and/or vulnerable adults and/or is in a position of power or authority shall refrain from using their position to exploit an advantage over anyone. Each has a responsibility to lead those who look to them individually for guidance, to monitor their behavior, and to redirect them as they cross boundaries of SafeConduct™. Each shall acquire knowledge of the details of this policy and related procedures in order to:

- Demonstrate appropriate physical contact and verbal interaction as defined in this policy.
- Prevent sexual exploitation or sexual harassment of parishioners, employees, or others by anyone engaged in ministry on behalf of Hope UCC.
- Prevent abuse or exploitation of others, to include financial exploitation.
- Prevent abuse or mistreatment of youth, including abuse of one youth by another.
- Prevent or redirect inappropriate interaction or physical contact by others.
- Enforce standards for contact between employees, volunteers and pastor with youth, and vulnerable adults outside of scheduled programs.
- Enforce all communication guidelines, including electronic communications and social media.
- Manage risk of one-on-one contact between adults and youth or vulnerable adults.
- Act upon observations and allegations of behavior that is outside policy boundaries, including personal interactions, use of social media, and use of church computers.
- Understand and accept obligations, and know how to report suspected abuse of youth and vulnerable adults as required by this policy and the State of Wisconsin, as well as cooperating with related investigations.
- Recognize circumstances of sexual harassment and other forms of harassment, and the obligation and means to report to church leadership.
- Understand how—by action or inaction—employees, volunteers and pastor individually pose a risk to the church in the form of legal liability or loss of reputation.

Each person subject to this policy shall:

- Act as a team member in fulfilling ministry objectives.
- Support the Hope UCC Relational Covenant. (APPENDIX 6)
- Complete the required Background Check Consent/Signature Authorization, as required. (APPENDIX 7)
- Enforce the Hope UCC Code of Behavior for Youth. (APPENDIX 4)
- Collect required Registration Forms for Young Children Activities (APPENDIX 8) and Youth Group (APPENDIX 9)

- Follow procedures for emergencies, health and safety as outlined in the Hope UCC Safety Plan.
- Abide by the Hope UCC SafeConduct™ Policy and Procedures, Codes of Conduct (APPENDICES 1, 2 & 3) including Social Media and Electronic Communications (APPENDIX 5).
- Treat others in Hope UCC programs fairly and with respect, without regard to race, age, gender, sexual orientation, or religion.
- Practice those behaviors we regard as necessary and positive, as well as refrain from those behaviors that have been defined as prohibited.
- Report concerns or complaints about other employees, volunteers, other adults, or youth to the pastor or moderator. (APPENDIX 11)
- Report allegations or incidents of suspected abuse (APPENDIX 12) to the pastor or moderator and one or more of the following:
  - **Youth Protective Services - 746-7155 (746-2400 after hours)**
  - **Adult Protective Services - 746-7155 (746-2588 after hours)**
- Original report is filed with the confidential files of the pastor.
- Pastor or moderator will report to Hope UCC's insurance carrier.
- Praesidium offers an Anonymous Helpline for consultation at 855-347-0751.

### **General Prohibitions**

Hope UCC will not tolerate the mistreatment or abuse of others in church programs or activities. In addition, Hope UCC will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying.

Molesters routinely groom youth by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents. The pastor, staff and volunteers should only give gifts to groups of youth, not individuals, and only if the pastor approves the gift and parents are notified.

This policy and procedures define bandwidth of acceptable behavior. Because offenders often violate policies to gain access to youths, when the pastor, staff and volunteers know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

The following behaviors are prohibited at all times.

- Display affection toward a youth or vulnerable adult in private.
- Date or become romantically involved with youth or vulnerable adults.
- Use or be under the influence of alcohol or illegal drugs in the presence of youth, or vulnerable adults.
- Possess sexually oriented materials, including printed or online pornography, on church property or at church-sponsored events. This excludes resources for sex education approved by the Board of Education.
- Engage in inappropriate or unapproved communication with youth or vulnerable adults.
- Manipulate or exploit a vulnerable adult in any way.
- Abuse youth, vulnerable adults in any way, including but not limited to the following:
  - Physical abuse: hit, spank, shake, slap, unnecessarily restrain.
  - Verbal abuse: degrade, threaten, curse.

- Sexual abuse: inappropriately touch, expose oneself or engage in sexually oriented conversations to manipulate or entice.
- Mental abuse: shame, humiliate, act cruelly.
- Neglect: withhold food, water, shelter.
- Work one-on-one with youth in a private setting unless approved in advance by the pastor and then following these guidelines:
  - Meet in a public place in full view of others.
  - Avoid inappropriate physical interactions as previously stated.
  - If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Document and immediately report any unusual incidents—including disclosures of abuse or maltreatment and behavior problems—and how they were handled. This includes injuries or any interactions that might be misinterpreted.

**Interaction Guidelines**

**Physical Interactions:**

Hope UCC promotes a positive, nurturing environment while protecting youth, pastors, employees, and volunteers. Hope UCC encourages appropriate physical contact and prohibits inappropriate displays of physical contact.

Interaction Guidelines for Physical Interaction of Youth and Adults:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> <li>● Side hugs</li> <li>● Shoulder-to-shoulder or “temple” hugs</li> <li>● Pats on the shoulder or back</li> <li>● Handshakes</li> <li>● High-fives and hand slapping</li> <li>● Pats on the head, when culturally appropriate</li> <li>● Touching hands, shoulders and arms</li> <li>● Arms around shoulders</li> <li>● Holding hands with youth in escorting situations.</li> </ul> <p><b>Note: These may be inappropriate if unwanted by the youth or the vulnerable adult</b></p>	<ul style="list-style-type: none"> <li>● Showing affection in an isolated area</li> <li>● Lap sitting</li> <li>● Wrestling</li> <li>● Piggyback rides</li> <li>● Tickling</li> <li>● Hitting</li> <li>● Full-frontal hugs</li> <li>● Kisses</li> <li>● Allowing a youth to cling to an employee’s or volunteer’s leg</li> <li>● Any type of massage given by/to a youth</li> <li>● Any form of affection that is unwanted by the youth, employee or volunteer</li> <li>● Compliments relating to physique or body</li> <li>● Stare at or comment on anybody’s body</li> <li>● Touching bottom, chest or genital areas</li> <li>● Physical, sexual, mental or financial exploitation of a vulnerable adult</li> <li>● Youth-on-Youth sexual activity</li> </ul>

**Verbal Interactions:**

Pastors, staff and volunteers are expected to speak to others in a civil manner. They are prohibited from speaking to others in a way that is, or could be construed by any observer, as harsh, coercive, threatening,



intimidating, shaming, derogatory, demeaning, or humiliating. They must not initiate sexually oriented conversations with youth or vulnerable adults, nor discuss their own sexual activities with them.

Guidelines for Verbal Interactions of Youth and Adults:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> <li>• Verbal reminders</li> <li>• Redirection of behavior</li> <li>• Respectful language and voice</li> <li>• Offer of alternative choices</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving youth in the personal problems or issues of employees and volunteers</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate youth</li> <li>• Derogatory remarks about the youth or his/her family</li> <li>• Hazing, games of Truth or Dare</li> </ul>

**Adult-Youth Ratios**

- Under 6 years - one adult to four youth
- 6 - 8 years - one adult to six youth
- 9 - 13 years - one adult to eight youth
- 14 - 17 years - one adult to ten youth

A minimum of two adult supervisors is required during activities involving youth. This does not include the Nursery or Sunday School when two teachers are not available and when all activities are visible.

In all cases an employee or volunteer, under the age of 18 working with youth shall be under the supervision of an adult over the age of 21.

An employee or volunteer under the age of 21 assists with activities involving youth, there shall be a five-year age separation between them and the youth they supervise.

Parents, if they wish, are always invited to check on and/or stay with their youth in any church activity.

**Transition and Free Time**

Especially during day-long, off-site or overnight activities, there will be times when youth may not be engaged in a structured activity. Supervisors will monitor these times.

Parents are responsible for their youth’s safety and supervision when designated church supervision has not been assigned, such as during coffee hour, bonfires, and picnics.

When designated church activities are taking place but mainly involve adults, it is the responsibility of the parents who bring youth with them to provide supervision if child care is not available. It is the duty of the

pastor or program coordinator to inform parents of their supervision responsibilities and proactively ensure the adequate supervision of youth during programs.

### **Nursery**

**Bathroom:** Teachers, advisors, or volunteers who accompany a youth to the bathroom will remain outside the bathroom while the youth is inside. If the youth needs assistance with zipping, clean-up, etc., another adult will be informed that you will assist the youth.

**Too Many Youth:** In the event that there are more than four youth in the nursery/preschool room, attendant will ask for assistance.

**Checking In/Out:** The age limit in the nursery is under six (6). Parents are asked to adhere to this limit for the safety of the youth. Youth will be brought to the door of the nursery/preschool. Parents, guardians or authorized persons will sign the provided register when delivering their youth. Parents will inform the attendant if another person will pick up that youth after the service. Parents of diapered youth will indicate on the check-in form who will change the youth’s diaper if needed.

### **Transportation of Vulnerable Adults**

Anyone driving vulnerable adults on behalf of Hope UCC to any official ministry event shall review SafeConduct™ Policy and Procedures, submit appropriate signed Code of Conduct, and show proof of valid driver’s license and auto insurance.

### **Transportation of Youth**

Transportation of youth—whether on buses, motor coaches or private passenger vehicles— is a serious responsibility. Utmost care shall be taken in view of the risks associated with managing transportation.

Before each trip, approval must be obtained from the pastor and the calendar cleared with the office manager. Before departure, a trip itinerary shall be provided to the church office manager that documents the departing time, arrival time, destination, and names of passengers, supervising staff and volunteers. Any unusual occurrences or significant changes in route will be documented.

<p><b>The following standards shall apply to Transport Youth:</b></p> <ul style="list-style-type: none"><li>• No employee or volunteer shall transport a single youth who is not his/her own, except as may be required in an emergency with the approval of a supervisor.</li><li>• Any person who drives on behalf of Hope UCC-sponsored programs shall show proof of valid driver’s license and auto insurance.</li><li>• All passengers are to be seated and use safety belts, if available, when the vehicle is running.</li><li>• When passengers must disembark at a rest facility or destination, care shall be taken to obtain a head count upon arrival and departure.</li><li>• Hope UCC will not rent commercial vans for transportation unless the driver has the appropriate license to drive the vehicle.</li></ul>
--



### **Off-Site Activities - Day Trips**

Off-site activities require special additional planning, taking into account the nature of the destination and

exposure to the public at large. For example, attendance at a public venue such as an amusement park will require greater supervision than a visit to a sister church. Due to the increased risk of a youth becoming lost or injured during an off-site activity, extra care shall be taken to assure adequate supervision.

**The following are minimum requirements for Off-Site Activities – Day Trips:**

- All off-site activities shall be approved in advance by the pastor and the calendar cleared with the office manager.
- The trip leader shall provide a plan outlining transportation and supervision for the activity.
- Parent/guardian permission shall be obtained. Permission forms are to cite the destination(s) and dates of activity. (APPENDIX 10)
- Adult-youth ratios shall be increased by at least one adult person for the same number of youth.
- At least two adults will supervise off-site activities.
- Each employee or volunteer shall be assigned to a specific group of youth to supervise. Head counts and roll checks will be conducted routinely.
- Standards for bathroom activities, transition time and transportation shall be maintained.
- Parents/guardians shall be provided a means to make emergency contact with the trip leader.

**Off-Site Activities – Overnight Trips**

Camps generally have the experience and staffing to adopt different standards than these below. The assumption for the purpose of this standard is lodging at a public hotel, but this standard is applicable to overnights on the church premises and mission trips.

As with off-site activities, overnight activities present an even higher level of risk to youth than day trips, due to isolation from parents and the 24-hour supervision that is required throughout the activity.

**The following are minimum requirements for Off-Site Activities – Overnight:**

- Overnight activities, whether on the church site or not, shall have prior approval of the pastor.
- Parent/guardian permission shall be obtained. Permission forms are to cite the destination(s) and dates of activity. (APPENDIX 10)
- All overnight activities include a minimum of two adult chaperones over 21 years of age, one man and one woman in mixed gender groups
- All volunteers and employees under 18 years of age must be supervised at all times.
- Trip leaders or other designated adults shall conduct routine walk-throughs of high-risk areas.
- In the event of a building evacuation, an outdoor rally point will be designated in advance.
- A roster will be maintained of the room assignments for each youth and adult.
- A bed check will be conducted at a specific time known to all.
- Adult-youth ratios are to be maintained for outings away from the lodging site.
- A daily schedule of events shall be maintained with supervisory duty assignments included.
- Double-queen lodging is preferred at hotels, four to a room. Youth in each room will be of similar age. No adult will share a bed with a youth.
- Adult rooms will be scattered among rooms occupied by youth. There shall be at least one adult lodged on any floor on which youth are sleeping.
- Standards for bathrooms, out-of-the-way locations, off-limits locations and transition time shall be maintained as the site circumstances and facilities may require.
- The Youth Code of Behavior will be used. (APPENDIX 4)

## **Social Media and Electronic Communications**

In order to extend the life of the congregation, enhance communication, and develop engagement in the life of the church and its ministry, Hope UCC will authorize certain employees, volunteers, and pastor to manage the church's website and social media channels.

No party shall create a website or social media site in the name of, or purporting to represent, the church without the explicit, written permission of the pastor or moderator. When an employee, volunteer or pastor, acting in their capacity as a representative of the church, leads or coordinates activities using social media, the pastor must review all electronic materials for appropriateness of content. These electronic materials may include Web pages, Facebook, email, and similar means. At Hope UCC we define youth as anyone under the age of 18. Connection is defined as friending, following, or in any way linking profiles together.

Pastor, employees, and council approved designees who manage public pages on behalf of church programs are responsible for monitoring communications and assuring that appropriate conduct is enforced in conversations as outlined in the Hope UCC Social Media and Electronic Communication Code of Conduct (APPENDIX 5).

Employees, volunteers, church leadership and pastor are to abide by the Hope UCC Social Media and Electronic Communications Code of Behavior (APPENDIX 5).

## **One-on-One Interactions**

Most abuse occurs when an adult is alone with a youth. Hope UCC aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the pastor.

In those situations where one-on-one interactions are approved, the pastor, staff, and volunteers should observe the following :

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform the pastor, other staff, and/or volunteers that you are alone with a youth and ask them to randomly drop in.
- Document (Appendix 11 or 12) and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers must have pastor approval for any tutoring or private coaching sessions. Tutoring and coaching sessions with Hope's youth may not occur outside of the organization. Tutors must keep a schedule of private tutoring and coaching sessions to include times, youth involved, and location and submit to the pastor monthly. These reports will be filed in the church office.

## **Screening, Selection, and Oversight of SafeConduct™ Training**

### **Responsibilities and Oversight:**

**Pastor** - The Search Committee will oversee the selection of a new pastor and the SafeConduct™ training process. The UCC completes the background check as part of their process in bringing forth candidates. The Personnel Committee oversees the selection of interim candidates and their background checks. The Board of Deacons oversees the selection of pulpit supply, including the background checks for long-term candidates.

**Staff** - The Personnel Committee and pastor will oversee the selection of staff members and their SafeConduct™ training; they will work with Boards and Committees as applicable. This process includes:

- Complete an Application Form.
- Complete a Background Check Consent/Signature Authorization (APPENDIX 7). Falsification of any aspect of this form shall be grounds for immediate dismissal from the employment.
- Complete all required training obligations, which includes a reviewing and agreeing to follow and implement all Codes of Conduct.
- Undergo a formal face-to-face interview with authorized church representatives.
- Authorized representatives of Hope UCC will also conduct background and reference checks.

**Volunteers** - The pastor, Council, Board or Committee Chair/s will oversee the screening and selection of potential volunteers and their SafeConduct™ training.

Volunteers who are anticipated to have frequent or unmonitored contact with youth or vulnerable adults shall be active members of the church for no less than six months prior to beginning duties. There should be no exceptions to this requirement, even when volunteer candidates come from another church with similar programs. Their screening and selection process will include completion of a background check and reference check, as appropriate. (APPENDIX 7) An annual orientation will be held for training purposes.

Prior to assuming responsibilities with boards, committee or programs volunteers will review and agree to follow and implement Codes of Conduct, as well as complete any required training.

At all times, the privacy and security rights of individuals are to be protected with utmost care. All documents related to the screening and selection process will be kept in a locked file in the Hope UCC office.

### **Applications for Staff:**

All applicants for employment are expected to complete an application. It will be reviewed by the Personnel Committee for completeness, high risks and fitness to position requirements. If the application is not complete, or the applicant may be screened out, the applicant may be asked to complete the application, or the missing information may be obtained during an interview. However, Hope UCC will follow a consistent approach to applications missing information.

### **Interviews for Staff:**

All applicants for employment will be interviewed during the selection process and prior to employment. The purpose of the interview is to determine whether the applicant possesses the skills needed to perform the job requirements and whether the applicant demonstrates characteristics of a potentially abusive person. The interview will also provide the applicant with information about job responsibilities and expectations. During interviews with candidates who could potentially work with youth, the church's commitment to protect children abuse will be discussed.

After the interviews are completed, the applicant may be screened out or the applicant may continue in the screening process. Any information recorded will be kept in the personnel file if the applicant is hired or selected.

### **Reference Checks for Staff:**

Reference checks will be conducted for all applicants selected for employment prior to starting work. A minimum of three references is recommended, including two professional and one personal reference. The Personnel Committee will work with applicants to develop a good reference list. If the person responsible for screening the applicant does not believe the references are appropriate, he or she can ask for different ones. References will be conducted by telephone. The person responsible for the screening should inform the referent that the applicant is applying for a position with the organization and will explain that the applicant will have access to youth. The Personnel Committee will use standard reference questions and will record the responses of the referents on the reference question form. Offers of employment should not be made until the required number of references is contacted. Completed reference check forms should be kept in the applicant's personnel file if the applicant is employed.

### **Background Checks for Staff and Volunteers:**

Council will authorize two church members to administer background checks.

A background check administrator and pastor shall review each background check and determine whether or not someone is eligible for church employment or volunteer consideration. If any concerns or discrepancies arise with the background check, the pastor will be notified and shall retain the right to make a final approval after consultation with conference staff, legal counsel, and/or Hope UCC's insurance company.

Criminal history and sexual offender registry checks will be completed for:

- Staff.
- Leadership in positions of power, including the Moderator, Treasurer, members of the Trustee and Personnel committees at the beginning of new assignments. (July-August)
- Volunteers who work with youth or vulnerable adults prior to beginning those responsibilities.

Background checks will be repeated at a greater frequency when information exists that an individual's background or circumstances have changed since a criminal background check was last performed. Written permission will be obtained to conduct a background check. (APPENDIX 7)

A criminal record is not an automatic bar for employment or volunteer work. Arrest records are generally not grounds for disqualification. The status or relevance of crimes will be considered on a case-by-case basis. Where a criminal record exists, consideration shall be given to the following factors:

1. Seriousness of the crime.
2. Statutes that legally disqualify the person from working with Youth or Vulnerable adults.
3. Length of time since the last offense.
4. Pattern of criminal activity.
5. Activities the applicant has been involved in since the offense(s) occurred.
6. Drug offense(s) or driving offense(s), depending upon position requirements.

## **Conviction of Crimes:**

Conviction for the following crimes shall be considered barriers for employment or volunteer work with Youth and Vulnerable Adults or serving in a position of power as the Moderator, Treasurer or member of the Trustees or Personnel Committees:

1. Violent crimes.
2. Sexual assault.
3. Sexual abuse or neglect of a Youth and/or Vulnerable adult.

As a community of faith Hope UCC attends to the needs of all who seek healing, redemption and fellowship. Hope UCC is prepared to accept in our midst those who have violated the most sacred mores of our society in order to provide them refuge, peace, example and support. See APPENDIX 13 for additional guidance. Should there be a situation where an individual is under and honoring court imposed restrictions, the pastor and the appropriate team (Safety, Trustees, or Deacons) will develop a written plan that complies with the court's orders. (Appendices 14) Conference staff, legal counsel, and/or Hope UCC's insurance company, will be consulted as needed. Every attempt will be made to ensure that there is little opportunity to reoffend while in attendance at a Hope UCC function. Any such written plan will be filed in the confidential files of the pastor.

## **Policy Review and Training**

### **Hope UCC Pastor and Moderator (Self Responsibility)**

- Receive information on how to access Hope UCC's complete SafeConduct™ Policy & Procedures that is contained and maintained on the church website. Hard copies will be provided upon request.
- Complete the appropriate training at the beginning of call or term. Training records will be maintained by the church records management system (Breeze). (Training with BOE and/or Deacons)
- Review and agree to implement Hope UCC's Codes of Conduct at the beginning of a call or term.

### **Hope UCC Leadership in Positions of Power (Pastor or Moderator Responsibility)**

- Receive information on how to access Hope UCC's complete SafeConduct™ Policy & Procedures that is contained and maintained on the church website. Hard copies will be provided upon request.
- Review and agree to implement Hope UCC's Codes of Conduct prior to assuming duties.

### **Hope Leadership – Staff, Boards, and Committees (Board or Committee Chair Responsibility)**

- Receive information on how to access Hope UCC's complete SafeConduct™ Policy & Procedures that is contained and maintained on the church website. Hard copies will be provided upon request.
- Review and agree to implement Hope UCC's Codes of Conduct prior to assuming duties.

### **Program Coordinators and Volunteers working with Youth (Brd of Education Responsibility)**

- Receive information on how to access Hope UCC's complete SafeConduct™ Policy & Procedures that is contained and maintained on the church website. Hard copies will be provided upon request.
- Complete the appropriate training (youth) prior to assuming duties and annually. Training will include abuse prevention education. (Board of Education responsibility)
- Review and agree to implement Hope UCC's Codes of Conduct prior to assuming duties.

### **Program Coordinators and Volunteers working with Vulnerable Adults (Deacon Responsibility)**

- Receive information on how to access Hope UCC's complete SafeConduct™ Policy & Procedures that is contained and maintained on the church website. Hard copies will be provided upon request.

- Complete the appropriate training (vulnerable adult) prior to assuming duties or at the beginning of a term. Training will include abuse prevention training. (Board of Deacons responsibility)
- Review and agree to implement Hope UCC's Codes of Conduct prior to assuming duties.

## **Responding to Inappropriate Behaviors, Policy Violations, or Suspected Abuse**

### **Responding to Complainants or Victims:**

Hope UCC will be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, we will attend to the immediate needs of complainants or victims by providing support and pastoral care.

#### **Response Guidelines:**

- Complaints will be heard and respected. Don't overreact; try to stay calm.
- We will be supportive of the youth; tell them they did the right thing to talk about this and they are not to blame for anything that may have occurred.
- Allegations will be treated seriously without judgement. Document the allegations using the exact words the victim uses (who, what, where, when, etc.). Describe any signs of abuse you observe.
- Situations will be handled with respect to everyone's privacy and confidentiality. Strict confidentiality will be observed, limiting information to those who must be informed. Do not talk to anyone about this event other than the program coordinator, pastor or moderator.
- Report verbally immediately to the program coordinator, pastor or moderator. When questionable or inappropriate behavior related to possible sexual misconduct or sexual harassment between adults is observed, it will be reported immediately to the pastor or moderator. If the complaint includes the pastor, contact the moderator. If the complaint includes the moderator, contact the pastor.
- Give full cooperation to civil authorities with guidance of legal counsel. Notify parent of a youth complainant after conferring with law enforcement or Human Services.
- Do not prejudge the event or those involved. Some complaints, after review, could prove to be false.
- Let the youth know that you will try to help; don't make any promises ("I'll make things better.") you will not be able to keep.
- Do not talk negatively about the accused in front of the youth; simply reassure the youth that it is not the youth's fault.

### **Responding to Inappropriate Behaviors and Policy Violations:**

Each pastor, employee, and volunteer is expected to follow Hope UCC's Code of Conduct, both by living its requirements and helping others to do the same. Each is expected to guide and when possible, gently correct others, in order to comply with the Code of Conduct. When another person, regardless of status, rank or power, commits a more serious Code of Conduct violation, the observer must report the violation to the program coordinator, pastor, or moderator.

Because Hope UCC is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone actively participates in the protection of youth and adults. In the event that a Clergy member, employee, or volunteer observe any suspicious or inappropriate behaviors and/or policy violations on the part of others, it is their personal responsibility to immediately report their observations to the program coordinator, pastor, or moderator. At Hope UCC, the policies apply to everyone.

All reports of suspicious or inappropriate behavior with youths will be taken seriously. Procedures will be followed to ensure that the rights of all those involved are protected.



**Guidelines for Staff or Volunteers Response:**

- Interrupt the behavior.
- Report the behavior to the program coordinator, pastor, or moderator.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a program coordinator, pastor, or moderator, contact pastor or moderator.
- Document the situation, but do not conduct an investigation. (APPENDIX 11 or 12)
- Keep reporting until the appropriate action is taken.

**Guidelines for Program Coordinator, Pastor, or Moderator Response:**

- Determine the appropriate person to respond to the concern.
- Determine the appropriate response based on the report.
- Speak with the employee or volunteer who has been reported.
- Review the file of the employee or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form. (APPENDIX 11 or 12)
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, follow the guidelines in the next section, **Responding to Suspected Abuse or Neglect**.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.
- Reports will be filed in the confidential files of the pastor.

Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the employee, volunteer, or program.
- If policy violations with youths are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution as determined by the pastor and Personnel Committee Chair.
- If more information is needed, interview and/or survey other Clergy, employees, and volunteers or youths.

**Guidelines for Organizational Response:**

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

**Responding to Suspected Abuse or Neglect:**

Clergy, employees, and volunteers are required to report any suspected or known abuse of youths perpetrated by employees or volunteers directly to the pastor or moderator so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk.

As required by mandated reporting laws (Wisconsin Law WI 48.981), the pastor, staff, and volunteers must report any suspected abuse or neglect of a youth (as defined under statutes of Wisconsin Law WI 48.02(1)—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to the Door County Dept. of Human Services. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

**Guidance for Staff and Volunteers Response:**

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that it was appropriate to tell to you.
- Talk, listen and respect the person. Treat allegations seriously.

- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to pastor or moderator.
- It is not your job to investigate the incident but it IS your job to report the incident to your supervisor in a timely manner.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. (APPENDIX 12)
- The person to whom the abuse or neglect report is made is the person who will make the call to report the information to authorities in order to accurately answer questions with correct details, with the pastor or moderator.
- Check back to make sure appropriate steps were taken. If not, report again to the pastor or moderator.

**Guidance for Pastor or Moderator Response:**

- First, determine if the youth is still in danger and if so, take immediate steps to prevent further harm.
- Review that the Report Form (APPENDIX 12) is completed - who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Contact the Door County Dept. of Human Services with the person who completed the report form to bring the report to their attention.
  - Adult Protective Services - 746-7155 (746-2588 after hours)**
  - Child Protective Services - 746-7155 (746-2400 after hours)**
- As a supplement to phone reporting, email this form to Child Protective Services at: [CFSJuvenileintake@co.door.wi.us](mailto:CFSJuvenileintake@co.door.wi.us) Note 'Protective Service Report' in the subject line.
- If the accused is a staff member or volunteer, suspend the accused until the investigation is completed. (Work with Personnel Chair if a staff member.)
- Reports will be filed in the confidential files of the pastor.

**Responding to Youth-to-Youth Sexual Abuse and Sexualized Behaviors:**

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-Youth sexual activity and sexualized behaviors often remain unreported in organizations because Clergy, staff, and volunteers are not comfortable documenting these situations, or may not know how. Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. Hope UCC recognizes that the following interactions are high risk and should be prohibited.

**Prohibited Youth-to-Youth Interactions:**

- Hazing
- Bullying
- Derogatory name-calling
- Games of Truth or Dare
- Singling out one child for different treatment
- Ridicule or humiliation

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

In order to adequately respond to and track incidents within the organization, all sexual activity between youths and sexualized behaviors of youths must be consistently documented.

**Guidance for Staff and Volunteers Response:**

- If you observe sexual activity between youths, you should immediately separate them.
- Calmly explain that such interactions are not permitted and separate the youths.
- Notify your supervisor.
- Complete the Incident Report (APPENDIX 11) including what you observed and how you responded.
- Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.
- In some cases, if the problem is recurring discipline may be required including not allowing one or both youths to return to the program.

**Guidance for Program Coordinator, Pastor, and Moderator Response:**

- Meet with the person who reported the sexual activity to gather information.
- Confirm that the youths involved have been separated or placed under increased supervision.
- Review any steps taken by the reporter.
- Review the Incident Report to confirm it is accurately and thoroughly completed.
- Meet with parents of the youths involved.
- Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
- If warranted, contact the appropriate agency at the Door County Dept. of Human Services to bring the report to their attention.
  - **Adult Protective Services - 746-7155 (746-2588 after hours)**
  - **Child Protective Services - 746-7155 (746-2400 after hours)**
- As a supplement to phone reporting, email the incident report form to Child Protective Services at CFSJuvenileintake@co.door.wi.us Note 'Protective Service Report' in the subject line.
- Document any follow-up needed or action taken.

After the initial internal interview of the sexualized behavior or youth-to-youth sexual activity, the organization will determine what can be done to prevent a reoccurrence.

**Guidelines for Organizational Response:**

- Review the need for additional supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.
- Alert others in the organization.

**Notification of Parents/Guardians:**

A minor youth may be party to an incident either as an initiator or as the victim. Whether a youth is initiator or victim may not be clear in all circumstances, such as a youth-on-youth incident. Violation of policy does not necessarily create a victim. While notification of parents of such circumstances may be warranted, utmost care in communication is required. While communicating with a parent, and being mindful of the importance of timely communication, care shall be given to assessing:

- Specific facts.
- Whether a disciplinary or termination process is required.
- Whether a child should be dismissed from a program (requiring notification of other parents/guardians).
- Whether "mandatory reporting" is a factor.
- Who shall and in what manner communicate with the parents/guardian.
- Whether the pastor or program coordinator should be involved in the communication.
- Tentative remedial steps to prevent a further incident.

Notification of parents shall not be delayed when immediate medical care is required.

## **Responding to Media:**

Media publicity following an incident or allegation of abuse or exploitation may be detrimental to the reputations of individuals, the congregation, and Hope UCC. Without evading the media, contact with media must be managed and conducted only by the pastor and moderator. No other person(s) may speak on behalf of the church unless designated by Church Council in a particular circumstance.

Prior to speaking to media, the pastor or moderator shall contact and consult with the Wisconsin UCC Conference Legal Counsel and Hope UCC's insurance carrier to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation.

## **Harm to Self and Others**

### **Harm to Self:**

Suicidal threats are a serious sign of trouble and need to be taken seriously. If people in a crisis get the help they need, they will likely not resort to more drastic steps of expressing their unhappiness and probably not be suicidal again. Use QPR conversation strategies; QPR stands for Question, Persuade, and Refer:

- Question - Asking someone directly about suicidal intent can lower anxiety, open up communication and lower the risk of an impulsive act.
- Persuade – Persuade the person to stay alive. Listen to their problem and give them your full attention. Remember, suicide is not the problem, only the solution to a perceived insoluble problem. Listening can help re-ignite hope.
- Refer –
  - The best referral involves taking the person directly to someone who can help.
  - The next best referral is getting a commitment from them to accept help, then making the arrangements to get that help.
  - The third best referral is to give referral information and try to get a good faith commitment not to complete or attempt suicide. Any willingness to accept help at some time, even if in the future, is a good outcome.

QPR training is available through Prevent Suicide Door County at [preventsuicidedc@gmail.com](mailto:preventsuicidedc@gmail.com).

Suicide is the most preventable kind of death, and almost any positive action may save a life. There is no rule of confidentiality when it comes to potential suicide. It does no good to keep the secret and lose someone. If you believe an individual is at risk, you must act.

Notify the program coordinator and pastor or moderator. Document the incident on an Incident Report (APPENDIX 11) and file in the confidential files of the pastor.

Numbers to call for immediate help include:

- **Emergency 911**
- **Door County Crisis/Suicide Intervention 24/7 Hotline 920-746-2588**

### **Harm to Others:**

A threat to harm others is a serious sign of trouble and need to be handled promptly. There is no rule of confidentiality that applies. If you believe an individual may cause harm to another, you must act.

Notify the program coordinator and pastor or moderator. Document the incident on an Incident Report (APPENDIX 11) and file in the confidential files of the pastor.

Number to call for immediate help:

- **Emergency 911**

## **Congregational Awareness**

Hope UCC is dedicated to open communication and education surrounding the SafeConduct™ Policy. The congregation is entitled to know what to expect of church ministries and of employees, volunteers and pastor, as well as policies and procedures created to protect the respective ministry constituencies which include: youth, vulnerable adults, parents, guardians, employees, members, volunteers, and pastor.

The entire SafeConduct™ Policy will be posted on the Hope UCC website. At the time youth or vulnerable adults are enrolled in Hope UCC programs, parents or legal guardians will be directed to the Hope UCC website for this information.

Parents and guardians will be invited to participate in the SafeConduct™ training provided to employees and volunteers. Parents and guardians will be encouraged to report violations of policy, boundaries or suspected abuse to the pastor or moderator.

## **Policy Modification**

Hope UCC Council will revise this policy and or appendices as it feels appropriate. Hope UCC Council also reserves the right to deviate from any of the policy's terms should individual circumstances require. Should any provision of this policy violate applicable law, applicable law will be followed.

## **Resources used in preparation of this document:**

<b>Description</b>	<b>Where to Find</b>
UCC Safety and SafeConduct™	<a href="https://www.wcucc.org/resource-center/church-management/safe-conduct/">https://www.wcucc.org/resource-center/church-management/safe-conduct/</a>
WI Conference UCC SafeConduct™ Guidelines	Wisconsin Conference UCC
SafeConduct™ Policy and Procedure	The First Congregational United Church of Christ of Appleton, Wisconsin
Safe Sanctuary Guidelines July 2018	Hope UCC Office
SafeConduct™ Policy & Procedure Template ©Insurance Board, June 2017 edition	<a href="https://www.insuranceboard.org/wp-content/uploads/2020/06/Safe-Conduct-Policy-Template.pdf">https://www.insuranceboard.org/wp-content/uploads/2020/06/Safe-Conduct-Policy-Template.pdf</a>
Suicide Prevention	<a href="https://preventsuicidedc.org/">https://preventsuicidedc.org/</a>
QPR – Suicide Prevention Strategies	<a href="https://preventsuicidedc.org/">https://preventsuicidedc.org/</a>

**APPENDIX 1 - HOPE UCC  
LEADERSHIP CODE OF BEHAVIOR**

I HAVE REVIEWED THE PROVISIONS OF HOPE UCC'S SAFETY PLAN AND SAFECONDUCT POLICY AND PROCEDURES. I AGREE TO:

- Support the Hope UCC Relational Covenant.
- Follow emergency procedures as outlined in the Hope UCC Safety Plan.
- Abide by the Hope UCC SafeConduct™ Policy and Procedures, including:
  - Following Hope UCC Social Media and Electronic Communication expectations.
  - Reporting all violations of the SafeConduct™ Policy and Procedures to the Pastor or Moderator. (Incident Report or Report of Abuse or Neglect)
  - Complete BACKGROUND CONSENT/SIGNATURE AUTHORIZATION as required.

IF I AM FOUND TO BE IN VIOLATION OF ANY OF THE PROVISIONS OF THE SAFETY PLAN AND SAFECONDUCT POLICY AND PROCEDURES, I UNDERSTAND THAT MY LEADERSHIP RESPONSIBILITIES MAY BE TERMINATED.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form will be kept in a file in the Hope UCC Office.

**APPENDIX 2 - Hope UCC**  
**CODE OF BEHAVIOR FOR ADULT SUPERVISION OF YOUTH**

I HAVE REVIEWED THE PROVISIONS OF HOPE UCC'S SAFETY PLAN AND SAFECONDUCT POLICY AND PROCEDURES.

I AGREE TO:

- Support the Hope UCC Relational Covenant.
- Enforce the Hope UCC Youth Code of Behavior.
- Follow emergency procedures as outlined in the Hope UCC Safety Plan.
- Abide by the Hope UCC SafeConduct™ Policy and Procedures, including:
  - Following Hope UCC Social Media and Electronic Communication expectations.
  - Reporting all violations of the SafeConduct™ Policy and Procedures to the Pastor or Moderator. (Accident/Incident Report or Report of Suspected Abuse or Neglect)
  - Being present at all times during any assigned program supervision.
  - Having another adult present whenever I am meeting with a youth group, except for Faith Formation.
  - Having at least two youth present if I am transporting youth to a function or activity when there is no other adult traveling with me.
  - Requiring all signed approval for travel and health emergency form turned in before I permit a youth to travel to any Hope UCC sponsored off-site activity.
  - Abstaining from using alcohol, illegal drugs, tobacco, and firearms when supervising/volunteering at Hope UCC youth activities.

IF I AM FOUND TO BE IN VIOLATION OF ANY OF THE PROVISIONS OF THE SAFETY PLAN AND SAFECONDUCT™ POLICY AND PROCEDURES, I UNDERSTAND THAT MY AFFILIATION WITH YOUTH ACTIVITIES MAY BE TERMINATED.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form will be kept in the Board of Education file in the Hope UCC Office.

**APPENDIX 3 - HOPE UCC**  
**CODE OF BEHAVIOR FOR SUPERVISION OF VULNERABLE ADULTS**

I HAVE REVIEWED THE PROVISIONS OF HOPE UCC'S SAFETY PLAN AND SAFECONDUCT POLICY AND PROCEDURES.

I AGREE TO:

- Support the Hope UCC Relational Covenant.
- Follow emergency procedures as outlined in the Hope UCC Safety Plan.
- Abide by the Hope UCC SafeConduct™ Policy and Procedures, including:
  - Following Hope UCC Social Media and Electronic Communication expectations.
  - Reporting all violations of the SafeConduct™ Policy and Procedures to the Pastor or Moderator. (Accident/Incident Report or Report of Suspected Abuse or Neglect)
  - Being present at all times during any assigned supervision.
  - Having along the health emergency form of any vulnerable adult when transporting them.
  - Providing a copy of driver's license and insurance coverage with the program supervisor before transporting vulnerable adults in a Hope UCC program.
  - Abstaining from using alcohol, illegal drugs, tobacco, and firearms when supervising/volunteering at Hope UCC activities.

IF I AM FOUND TO BE IN VIOLATION OF ANY OF THE PROVISIONS OF THE SAFETY PLAN AND SAFECONDUCT™ POLICY AND PROCEDURES, I UNDERSTAND THAT MY AFFILIATION WITH YOUTH ACTIVITIES MAY BE TERMINATED.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form will be kept in a Deacon's file in the Hope UCC Office.



**APPENDIX 4 - HOPE UCC  
CODE OF BEHAVIOR - YOUTH**

Successful youth activities at Hope UCC are dependent upon the cooperation of and respect for all participants. Please read this list of expectations and consequences designed to ensure a good experience for all. Adult/supervisor will interpret and enforce the Youth Code of Behavior.

**I will:**

- **Honor** the Hope UCC Relational Covenant.
- **Cooperate** with others in group meetings and activities.
- **Respect** other members of the group and their belongings by:
  - Not putting other people down, fighting, using abusive or vulgar language, teasing, or separating myself from the group.
  - Not wearing inappropriate clothing with objectionable slogans, language, or design.
- **Abide** by Hope UCC's Social Media and Electronic Communications Policy.
- **Respect** Hope UCC's facility, its grounds and contents, as well as any premises used for off-site activities.

*Consequences of not complying with the above expectations:*

1<sup>st</sup> Offense: Verbal warning is given by an adult supervisor.

2<sup>nd</sup> Offense: Parent/guardian notified and participant is asked to leave.

3<sup>rd</sup> Offense: Expulsion from the activity.

**I will not:**

- Use drugs, tobacco, alcohol, firearms, weapons, or toy weapons at Hope UCC's facility and grounds as well as any premises used for off-site activities.
- Exhibit harassing or sexually inappropriate behavior.
- Use excessive aggressive behavior against others.

*Consequences of exhibiting the above behaviors:*

1<sup>st</sup> Offense: You will be asked to leave the building immediately, once parent(s) are notified. Suspension from the church activity.

2<sup>nd</sup> Offense: Permanent expulsion from the activity.



I have read the information above describing expectations for behavior at Hope Church youth activities both on and off the premises. I understand that failure on my part to live up to these expectations will result in the consequences listed above.

\_\_\_\_\_ Date \_\_\_\_\_  
(Participant Signature)

I/We have read the information above and reviewed it with our youth. We understand what is expected and accept my/our responsibilities.

\_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Legal Guardian Signature)

Each youth/family will keep the top portion of this document; youth group leaders will keep the lower portion.

**APPENDIX 5 – HOPE UCC  
ELECTRONIC COMMUNICATION AND SOCIAL MEDIA CODE OF BEHAVIOR**

Employees, volunteers and pastor who manage public pages on behalf of church programs are responsible for monitoring communications and assuring that appropriate conduct is enforced in conversations. The employee or volunteer shall deny participation by individuals who repeatedly violate the Code of Conduct.

Each employee, volunteer, and pastor who supervises activities for youth or vulnerable adults shall:

- Encourage parents to play a role in monitoring their youth's interactions through electronic channels.
- Remind youth how to interact appropriately through social media and electronic communication.
- Notify parents/guardians of any new electronic channel of communication upon initiation, and provide parents/guardians the opportunity to participate in said electronic channel.
- Prohibit comments that are, or could be construed by any observer to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Deny participation by individuals who repeatedly violate this Code of Conduct.
- When concerns regarding safety, legal matters or inappropriate discourse arise, the parents or legal guardians of the perceived victim shall be notified.

**General Electronic Communication and Social Media Use Expectations:**

<b>Appropriate Electronic Communication</b>	<b>Inappropriate Electronic Communication</b>
<ul style="list-style-type: none"> <li>• Follow expectations in the Hope UCC Relational Covenant</li> <li>• Email will be used for sharing brief information, scheduling, and appreciations</li> <li>• Email messages will list someone in the 'to' field if a response is expected; 'cc' if keeping them in the loop;</li> <li>• Consider <i>need to know</i> when using 'reply' or 'reply all'</li> </ul>	<ul style="list-style-type: none"> <li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments</li> <li>• Forwarding an email without the author's permission or knowledge</li> <li>• Substantive issues that require discussion; they are better handled with direct discussion</li> <li>• 'Bcc' in email messages for the purpose of secretive communication; use bcc judiciously</li> <li>• Sexually oriented conversations</li> <li>• Posting inappropriate pictures or inappropriate comments on pictures</li> </ul>

**Additional Electronic Communication and Social Media Use Expectations for those supervising youth, or vulnerable adults:**

<b>Appropriate Electronic Communication</b>	<b>Inappropriate Electronic Communication</b>
<ul style="list-style-type: none"> <li>• Communication with youth or vulnerable adults on behalf of the church using Hope UCC's electronic channels or personal channels provided the youth's parents or guardians are copied on all communications</li> <li>• Phone calls to youth or vulnerable adults will occur only after receiving parent or guardian permission</li> <li>• Limited to logistical matters, e.g., setting meeting dates, times, places, or investigating matters of pastoral concern</li> </ul>	<ul style="list-style-type: none"> <li>• Private messages between youth or vulnerable adults and adult supervisors or staff</li> </ul>

**APPENDIX 6 - HOPE UCC**  
**RELATIONAL COVENANT - CREATED 1-30-2021**

We, of Hope United Church of Christ, make an intentional choice to embrace this covenant as an essential part of our faith journey. The following are ways in which we will work together to reach our highest potential as individuals and as a community.

- We aspire to be open, affirming and to encourage everyone to travel their own spiritual path. We are committed to building trust, advocating for justice, and celebrating diversity.
- We treat ourselves and each other with patience and love by listening with compassion and speaking with authenticity.
- We affirm all emotions, take responsibility for our own words and actions, and trust the good intentions of others.
- We affirm that every voice has equal value. In our verbal, written and online communication, we speak directly and in caring, clear, honest, and respectful ways. We refrain from gossip and honor confidentiality.
- We uphold our faith community by participating actively and responsibly in the decision making process and work of the church, as we are able. We reach out to meet the needs of each other and the wider community. We are accountable to each other.
- We create a safe environment for self-disclosure and healthy relationships. When harm is experienced, we acknowledge it, promptly take responsibility, and work to make amends. We practice forgiveness and kindness.

Endorsed by Hope UCC Council on February 23, 2021

This is a living document. It is our intention to revisit and refine this covenant.

**APPENDIX 7 – HOPE UCC – PAGE 1**  
**BACKGROUND CHECK CONSENT/SIGNATURE AUTHORIZATION**

**Prior to beginning duties, each Hope UCC employee, volunteer and Authorized Clergy candidate who desires to work with youth, vulnerable adults or is in a position of power or authority over others will have a background check completed. ALL INFORMATION ON THIS FORM IS CONFIDENTIAL.**

**PERSONAL DATA REQUIRED FOR BACKGROUND CHECK**

---

First Name	Middle Name	Last Name
------------	-------------	-----------

---

Street Address	.	City	State	Zip Code
----------------	---	------	-------	----------

---

Phone	Email Address
-------	---------------

---

Date of Birth	Social Security Number
---------------	------------------------

---

List any other cities and states in which you have lived during the previous 7 years.

---

List any other LAST NAMES you have used during the previous 7 years and/or for higher education).

Circle one response for each statement:

I have not been convicted of adult/youth physical and/or sexual abuse, exploitation, harassment or misconduct.                      True    or    Not True

I have never terminated my employment or service in a volunteer position or had my employment or authorization to hold a volunteer position terminated for reasons of sexual harassment, exploitation, or misconduct.                      True    or    Not True

List two references not related to you:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPENDIX 7 – HOPE UCC - PAGE 2**  
**AUTHORIZATION**

I have received, read and understand:

- The Disclosure of Background Investigation
- The federal government notice entitles, "A Summary of Your Rights Under the Fair Credit Reporting Act." (background checks are considered Fair Credit Reports)
- Hope UCC SafeConduct™ Policy & Procedures

I authorize Hope United Church of Christ to conduct reference checks and obtain consumer and or investigative consumer reports (background checks) about me from a consumer reporting agency in considering me for volunteering, hiring, promotion, assignment, reassignment, retention, discipline, or other employment purposes.

By signing below, I also acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I agree that, as a volunteer or employee of Hope United Church of Christ, this authorization will remain in effect throughout that commitment or term, or to the extent allowed by law.

I hereby release the above named references, Hope United Church of Christ of Sturgeon Bay, WI and its employees, representatives, and/or contracted organizations from all liability for any damage whatsoever incurred in obtaining or furnishing such information.

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

This document will be kept in a secure and confidential file in the Hope UCC Office.

Children/Youth Volunteer       Leadership Volunteer       Employee

For office use only

Date filed online: \_\_\_\_\_ Date notified: \_\_\_\_\_

**APPENDIX 8 – HOPE UCC – PAGE 1**  
**REGISTRATION FORM - YOUNG CHILD ACTIVITIES**

Date completed: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Pronoun: \_\_\_\_\_  
(him/her/they/other)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address of Child: \_\_\_\_\_

Siblings (names and ages): \_\_\_\_\_

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

Received Bible from Hope UCC:  Yes  No

**HEALTH INFORMATION:**

Allergies  YES  NO If yes, explain \_\_\_\_\_

Medications  YES  NO If yes, explain \_\_\_\_\_

Special Health Conditions  YES  NO If yes, explain \_\_\_\_\_

**IS THERE ANYTHING SPECIAL WE NEED TO KNOW ABOUT YOUR CHILD?** \_\_\_\_\_

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

**WHAT IS YOUR CHILD INVOLVED/INTERESTED IN?** \_\_\_\_\_

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

**CHECK-IN AND CHECK-OUT AGREEMENT** (Does not apply to Faith Formation through Sunday School)

\_\_\_\_\_ I will check my child in and out of Hope UCC activities at the designated time.

**APPENDIX 8 – HOPE UCC – PAGE 2**

**PHOTOGRAPH RELEASE AGREEMENT**

Hope UCC shares the activities of Hope through photos and videos in church newsletters, on the church website and on social media site/s. Images will **NOT** include names.

\_\_\_\_\_ I approve my child’s image being included in photos and videos of Hope UCC activities.

\_\_\_\_\_ I do not want my child’s image included in photos or videos of Hope UCC activities.

**AUTHORIZATION**

\_\_\_\_\_ I authorize reasonable first aid and emergency medical services deemed necessary for the child named above in the event of an accident or injury, understanding that I will be contacted promptly if such a situation arises. I also acknowledge that I will be ultimately responsible for the cost of any medical care not reimbursed by health insurance available to the child involved.

\_\_\_\_\_ I consent to the checked agreements in this Registration Form.

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Second Parent/Guardian (print): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

This Registration Form will be kept in a binder in the Hope UCC Office except during activities.

\*\* The Hope UCC SafeConduct™ Policy and Procedures document can be found on the Hope UCC website, [www.hopechurchdc.org](http://www.hopechurchdc.org)

**APPENDIX 9 - HOPE UCC – PAGE 1**  
**REGISTRATION FORM - YOUTH GROUP**

Date completed: \_\_\_\_\_

Name of Youth: \_\_\_\_\_ Pronoun: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address of Youth: \_\_\_\_\_

Siblings (names and ages): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confirmed: \_\_\_Yes \_\_\_ No Date: \_\_\_\_\_ Does your youth want to help with Sunday School? \_\_\_Yes \_\_\_ No

**HEALTH INFORMATION**

Allergies \_\_\_ YES \_\_\_ NO If yes, explain \_\_\_\_\_

Medications \_\_\_ YES \_\_\_ NO If yes, explain \_\_\_\_\_

Special Health Conditions \_\_\_ YES \_\_\_ NO If yes, explain \_\_\_\_\_

\_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is there anything else we should know about your youth?

**MEDICAL INSURANCE INFORMATION**

Medical Insurance Carrier: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Policy/Group #: \_\_\_\_\_

Employer Providing Insurance (or self): \_\_\_\_\_

**TRANSPORTATION AGREEMENT**

\_\_\_\_\_ My youth is allowed to walk or ride their bicycle to and from Hope UCC.

\_\_\_\_\_ My youth is allowed to drive to and from Hope UCC.

\_\_\_\_\_ I will arrange to transport my youth to and from Hope UCC.



**APPENDIX 9 - HOPE UCC – PAGE 2**

The following persons have permission to transport my youth in my absence:

Name and Phone Number \_\_\_\_\_

Name and Phone Number \_\_\_\_\_

\_\_\_\_\_ I understand that Hope UCC SafeConduct™ procedures do not allow for less than two adult supervisors to be with youth. In the event a youth has not been picked up at the conclusion of a Hope UCC activity, two adults will remain and the parent or person (named above) authorized to transport the child will be contacted. The youth will not be left alone.

**CHECK-IN AND CHECK-OUT AGREEMENT**

\_\_\_\_\_ I (or person listed above) will check my youth in and out of Hope UCC activities at the designated time.

\_\_\_\_\_ My youth will check themselves/self in and out when they walk, ride their bike, or drive to Hope UCC activities. We have discussed this procedure.

**PHOTOGRAPH RELEASE AGREEMENT**

Hope UCC shares the activities of Hope through photos and videos in church newsletters, on the church website and on social media site/s. Images will **NOT** include names.

\_\_\_\_\_ I approve my youth's image being included in photos and videos of Hope UCC activities.

\_\_\_\_\_ I do not want my youth's image included in photos or videos of Hope UCC activities.

**AUTHORIZATION**

\_\_\_\_\_ I authorize reasonable first aid and emergency medical services deemed necessary for the youth named above in the event of an accident or injury, understanding that I will be contacted promptly if such a situation arises. I also acknowledge that I will be ultimately responsible for the cost of any medical care not reimbursed by health insurance available to the youth involved.

\_\_\_\_\_ I consent to the checked agreements in this Registration Form.

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Second Parent/Guardian (print): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

This Registration Form may be adapted for specific groups as approved by the Board of Education. A copy will be kept in the Hope UCC Office and with the Youth Group supervisor. \*\* The Hope UCC SafeConduct™ Policy and Procedures document can be found on the Hope UCC website, [www.hopechurchdc.org](http://www.hopechurchdc.org)

**APPENDIX 10 - HOPE UCC**  
**OFF-SITE ACTIVITY & TRANSPORTION PERMISSION**

\_\_\_\_\_ I give my permission for \_\_\_\_\_ to attend the following activity of Hope United Church of Christ.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I understand the following people will provide transportation in their vehicle or a vehicle rented/borrowed by Hope UCC:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I agree to bring my child/youth home at my expense should he/she become ill or if deemed necessary for behavior reason by the adult supervisor/s.

**In case of emergency:**

I can be reached at the following number: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**In case I cannot be reached, contact:**

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Special instructions:**

**AUTHORIZATION**

\_\_\_\_\_ I consent to the checked statements in this form.

Name of parent/guardian (print): \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

This copy of this form will be kept in the Board of Education binder in the Hope UCC Office; the supervisor of the off-site activity will take a copy of the form along on the trip.

**APPENDIX 11 – HOPE UCC  
ACCIDENT/INCIDENT REPORT FORM**

**PERSON/S INVOLVED:** \_\_\_\_\_

**Member:**       **VISITOR:**       **EMPLOYEE of HOPE:**

**ACTIVITY/ORGANIZATION:** \_\_\_\_\_

**DATE OF INCIDENT:** \_\_\_\_\_      **TIME OF INCIDENT:** \_\_\_\_\_

**LOCATION OF INCIDENT:** \_\_\_\_\_

**Check all that apply and briefly describe:**

**Incident**  \_\_\_\_\_

**First Aid Administered**  \_\_\_\_\_

**Medical Treatment Required**  \_\_\_\_\_

**What happened? Provide details of the incident:**

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

**Witness(s):**

\_\_\_\_\_

**Contributing Factors:**

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

**Submit this form to the Pastor or Moderator within 48 hours of the incident.**

**Pastor Follow-Up:**

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

This report will be filed in the confidential files of the Pastor.

**APPENDIX 12 – HOPE UCC**  
**REPORT of SUSPECTED ABUSE OR NEGLECT OF YOUTH OR VULNERABLE ADULT**  
**All information in this document is confidential.**

Date of report to Door County Dept. of Human Services: \_\_\_\_\_ Time: \_\_\_\_\_

Name of victim: \_\_\_\_\_ Native American: Yes or No

Age/grade: \_\_\_\_\_ School: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name of person/s causing alleged harm: \_\_\_\_\_ Phone: \_\_\_\_\_

**Detailed description of incident** (Continue on back of this page):

**Source of information**

Reporter name/role: \_\_\_\_\_ Phone: \_\_\_\_\_

Date reporter became aware of alleged harm: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Name of other with knowledge of incident: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of other with knowledge of incident: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of reporter: \_\_\_\_\_

Signature of report writer (if different): \_\_\_\_\_

**Name of County Intake Worker reported to:** \_\_\_\_\_

**Adult Protective Services - 746-7155 (746-2588 after hours)**

**Child Protective Services - 746-7155 (746-2400 after hours)**

As a supplement to phone reporting, email this form to Child Protective Services a: CFSJuvenileintake@co.door.wi.us

Note 'Protective Service Report' in the subject line.

**Report received by: Pastor** \_\_\_\_\_ **Moderator** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

This report will be filed in the confidential files of the pastor.

**APPENDIX 13 - HOPE UCC – PAGE 1**  
**REGISTERED SEX OFFENDER GUIDELINES**

As a community of faith, serving by the example of Jesus Christ, Hope UCC seeks to attend to the needs of all who seek healing, redemption, and fellowship among us. We shall be prepared to accept in our midst those who have violated the most sacred mores of our society at large, in order to provide them refuge, peace, example, and support in their recovery and penitence. We commit to doing so with utmost care for the welfare of our congregation, collectively and individually, and the community we serve.

We accept that there are risks to be born in our deliberate association with and ministry to sex offenders who are considered a pariah among the community-at-large as evidenced by the many constraints placed upon their interaction with the community. We agree to honor the needs of the congregation and our community to have reasonable assurance that a sex offender in our care will not have an opportunity to reoffend as a result of lapses in our management of the offender.

We shall consider limited participation or membership of a sex offender in our congregation with utmost care which shall include the following elements:

- Document understanding of the statutory limitations applying in the State of Wisconsin to the movement and activities of a sex offender, taking into account the programs of the church.
- Consider and understand the character of the crimes which have resulted in requiring an individual to register as a sex offender, the passage of time without repeated conduct or behavior and the risk and opportunity of re-offending that is presented by the particular programs of our congregation.
- Document understanding of limitations and prohibitions placed upon the offender by courts and probation authorities. The opinion of a mental health professional regarding the suitability of the person to participation in the life of the church shall be obtained. In all cases where probation is in force, we shall obtain the explicit approval of and conditions of participation specified by the probation officer. A recommendation by law enforcement or mental health professionals to deny participation to an offender shall be honored in all cases.
- Understanding that, with respect to a person who is an staff member, volunteer or in a position of church leadership, who has previously been conviction for acts of sexual misconduct as defined by insurance contracts, knowledge by church leaders of such prior conviction will have the effect of voiding coverage for the individual employee, volunteer or church leader and for the church for future acts of sexual misconduct by that person.
- Given that criminal convictions are a matter of public record, there shall be no expectation of secrecy on the part of the offender. As a condition of participation in our faith community, the offender must agree that the leadership of the church shall make it known to the members, constituencies and customers of the church that we have accepted among us a registered sex offender. The conditions and limitations that apply to participation in the life of the church shall be known to all.
- With the advice of legal counsel, and in all cases, the conditions of participation by a registered offender shall be defined by a "limited access agreement" executed by the offender and church. (APPENDIX 15). Such agreement shall be approved by probation authorities as may be necessary according to para. 3., above. The agreement shall be reviewed annually to validate

## APPENDIX 13 - HOPE UCC – PAGE 2

ongoing eligibility. Violation of the agreement by the offender shall be considered as grounds for immediate cancellation of the agreement.

The following additional considerations shall apply:

**Victims in the congregation** – In such case as the victim of a registered sex offender is a member of the congregation, employee or is a client of other services provided by the congregation, the registered sex offender shall not be permitted to attend the church or church activities.

**Clergy-penitent privilege** – “Clergy-penitent privilege” is a “Rule of Evidence” defining or limiting information which clergy may reveal in a court of law only. “Clergy penitent privilege” does not prevent clergy from informing the congregation of matters which may be relevant to their safety; it does not require clergy to hold information in secrecy.

Ordained clergy shall assume responsibility and take extraordinary care to understand the scope and limitations of clergy-penitent privilege in the State of Wisconsin, and the parameters of confidence and privilege as defined the UCC. Authorized clergy shall inform the leadership of the church of the general principles of confidence and privilege under which (s)he performs his/her clerical duties.

**Escorts**– Conditions of limited access for a registered sex offender will commonly require that the offender have an escort while on the church premises or at church events elsewhere. A person serving as an escort shall not be a spouse, partner or relative of the offender.

**Approval & Supervision** – With the advice and prior approval of the Church Board, a Limited Access Agreement with a registered sex offender may be signed only by the pastor.

The pastor, in association with the escorts who shall be named in the Limited Access Agreement, shall be responsible for the general supervision of the registered sex offender in all of the latter’s activity in relation to the church. Elements of supervision shall include the following:

- Knowledge of the terms of the Limited Access Agreement, including activity limitations placed upon the registered sex offender.
- Knowledge of the registered sex offender’s offense history sufficient to understand the risks of association with the church and its ministries.
- Willingness to assert activity limitations and to report any violation of restrictions placed upon the registered sex offender.
- Willingness to intervene in any onset of a risky or problem behavior.
- Willingness to report all cases of non-compliance to the pastor.

The pastor shall assess, prior to selection, whether a proposed escort is willing to fulfill the above elements of supervision.

**Professional privacy** – Members who are employed in certain occupations may have a statutory obligation to maintain privacy around the criminal history of their clients who may also be parishioners. Such members shall decline to accept leadership roles which may put them in a position of decision-making regarding individuals who may be their professional clients.

**APPENDIX 13 - HOPE UCC – PAGE 3**

**Juveniles** – While the criminal record of a juvenile is ordinarily concealed by the courts, the church may come to know the juvenile’s history by other means. Honest disclosure by a juvenile and parents in the volunteer application and screening process may reveal that a record exists without knowing the specifics. While a limited access agreement will be required for the juvenile, as for others, every precaution will be taken to preserve the privacy and confidentiality which the law affords a juvenile.

Acknowledgment of SafeConduct™ Policy and Procedure:

I have read and agree to comply with Hope UCC’s policies regarding sexual abuse prevention.

---

Signature of Employee or Volunteer

---

Date

**APPENDIX 14 - Limited Access Agreements - PAGE 1**

**This Limited Access Agreement is executed between:  
Hope UCC, referred to below as "we", "the congregation" and "clergy";  
And (Petitioner Name), referred to below as "you" and "your"**

Hope UCC is an "open and affirming congregation" and as such affirms the dignity and worth of all persons as expressed in our Welcome Statement. We are committed to being a religious community open to those who are in need of worshiping with us, especially in times of distress and serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

Within these guidelines, the congregation welcomes your participation in worship services, coffee hour, meetings, adult education, and all adult social events. Do not enter the classroom wing of the church building. You are to avoid all contact with children and youth on church property or congregation-sponsored events. This includes the following:

- Do not talk with children.
- Do not volunteer or agree to lead, chaperone, or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- You will remain in the presence of an escort who knows your situation at all times. You must meet that person before coming onto church property (or before arriving at any church-sponsored event), remain with them at all times, and depart with them.
- If a child or youth in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
- Avoid being in the church or any church-owned building or church-rented space at any time without an escort present with you at all times.
- Do not ask for, seek access to, nor remove from the church any materials, files, directories, etc. listing members and friends of the church.

As a part of this agreement it is understood that you will have three (3) members of this congregation, approved by the clergy, who know thoroughly your history and are willing to serve as your escorts. You will be welcome on church property and at church sponsored events but must be accompanied at all times by one of the escorts named below:

Named escort 1:

Named escort 2:

Names escort 3:

To engage your integration into the congregation and to assist you in maximizing your experience with the church it is agreed that you will meet on a bi-monthly basis with the escorts and the pastor together or separately to discuss matters of mutual interest and concern. These meetings will also serve as an ongoing review of the implementation of this agreement.



**APPENDIX 14 - Limited Access Agreements – PAGE 2**

Implementation of this agreement is based upon a review by the pastor of the most current supporting documents as follows:

- A statement from the court as to the nature of the conviction.
- A risk assessment from a qualified therapist.
- A report from a certified treatment provider indicating that you are not at too high a risk for recidivism.

Any change in the above must be reported immediately to the pastor.

REASONS FOR EXCLUDING A PERSON FROM ALL CONGREGATIONAL ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Refusal to allow the clergy to contact the treatment provider and parole officer. Refusal to go for a risk assessment with a qualified therapist.
- Report by a treatment provider that the individual is at too high a risk for recidivism. Refusal to sign a Limited Access Agreement.
- Refusal to comply with the requirements of the Limited Access Agreement.

This agreement will remain in effect until/unless:

- You fail to honor the terms of the agreement, thus nullifying it.
- It is superseded by any policies and procedures put in place by the church's SafeConduct™ Committee. The SafeConduct™ Committee in consultation with the clergy is the body responsible for providing you with guidelines, support, and counsel for your participation in the life of the congregation.
- You, the clergy, and the SafeConduct™ Committee mutually agree to change the terms of this agreement.

**ATTEST:** I have reviewed the terms of the above limited access agreement and agree to abide by its provisions. Failure to honor its terms will result in my being denied access to church property and all church events

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner Name

\_\_\_\_\_  
Address

**WITNESS FOR THE CHURCH:**

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Name \_\_\_\_\_  
Official Church Title

Hope UCC, 141 S. 12<sup>th</sup> Ave., Sturgeon Bay, WI 54235