

The Congregational Church in Killingworth, UCC- Safe Conduct Policy Summary

*see website for full Safe Conduct policy

www.killingworthchurch.org

Physical interactions

Appropriate interactions

- Side hugs
- Pats on back or shoulder
- Handshakes
- High fives (hand slapping)
- Verbal praise
- Touching hands, shoulders and arms
- Holding hands with young children in escorting situations

Inappropriate interactions

- Full frontal hugs
- Kisses
- Showing affection in isolated areas
- Lap sitting
- Piggyback rides
- Tickling
- Any form of affection that is unwanted by the youth or the staff or volunteer
- Compliments relating to physique or body development
- Touching bottom, chest, or genital areas
- Allowing a youth to cling to an employee's or volunteer's leg

Verbal interactions

Appropriate verbal interactions

- Positive reinforcement
- Appropriate jokes
- Encouragement
- Praise

Inappropriate verbal interactions

- Name calling
- Secrets
- Cursing
- Shaming or belittling
- Derogatory remarks
- Harsh language that may frighten, threaten or humiliate youths

Electronic Communication

Appropriate

- Sending and replying to emails and text messages from youths ONLY when copying in a supervisor or the youth's parent
- Communicating through "organization group pages" on Facebook or other approved public forums

Other considerations

- Youths/children need to be supervised in the church building and grounds
- All youth group participants shall remain with the group throughout the times of the activity.
- If a youth has not been picked up on time by parents, **two** adults shall remain with the youth to wait.
- A complete First Aid Kit shall be brought by the leader of each event off the premises of the church
- All teachers, advisors, or aides will wait outside the bathroom door for children while they are performing personal sanitary functions.

Inappropriate

- Private messages between clergy, employees, and volunteers with youths

- Posting pictures of organization participants on social media sites

Other considerations

- Allowing children to roam the church building or grounds unsupervised shall also be discouraged.
- Under no circumstances shall youth be allowed to separate from the group activity and roam from adult supervision.
- Any adult who is helping a child go to the bathroom should inform the other adult that this is what they are doing.
- When helping children to clean up from crafts and wash hands, the door to the bathroom should be left completely open.
- We will carry out activities in open areas, not in private offices or spaces. Doors without windows will be left open when sessions with children/youth are taking place.

Other considerations