

UUFSD Policy and Procedure Document**Policy ID: 520****Title: Child and Youth Protection**

Date Approved: April 14, 2024 by the Board of Directors

Purpose

Religious communities can be particularly vulnerable to incidents of abuse because of the high level of trust, the welcoming spirit and the strong reliance and need for volunteers, especially in children and youth programs. Institutions operating in the best manner possible with all due concern still cannot guarantee an absolutely risk-free environment. Nonetheless, the policies and procedures set forth herein are established to support the safety and well-being of the youth and children attending all events sponsored by the Unitarian Universalist Fellowship of San Dieguito (UUFSD). These policies and procedures shall also satisfy the requirements of California Assembly Bill 506 (AB506) which became law on September 16, 2021 and went into effect on January 1, 2024. This law sets new requirements for youth serving organizations in three areas: screening, policies, and training. In addition, the law allows insurance carriers to seek verification of compliance with these requirements.

UUFSD will provide training on this child protection policy to all employees and RE volunteers. UUFSD will strive to provide opportunities for additional training classes or events on an annual basis.

For purposes of this document, the following **definitions** apply:

- **Director of Religious Exploration and Fellowship (DREF):** The person responsible for administration and oversight of the Religious Education Program.
- **Employee:** any individual who is paid for their service, whether as an employee or an independent contractor.
- **Assignee:** a third party that steps into the shoes of the original party. For example, the Minister or a board appointee may fulfill any duty of the DREF as an assignee if there is no DREF.
- **Mandated Reporter:** persons trained and required by law to report suspected or known instances of abuse.
- **RE Volunteer:** any unpaid volunteer who acts as a teacher, advisor, assistant, or facilitator in the RE Program.
- **Regular RE Volunteer:** an RE volunteer at any UUFSD-sponsored children/youth event who is 18 years of age or older and who has direct contact with, or supervision of, children/youth for more than 16 hours per month or 32 hours per year
- **Teacher:** any unpaid volunteer who acts as a teacher, advisor, assistant, or facilitator in the RE Program.

- **Supervisor:** any unpaid volunteer who has agreed to oversee or otherwise supervise children and/or youth at any UUFSD-sponsored event.
- **Person-in-charge:** the one person designated to be in charge of any Youth/Child event.
- **Youth/Child Event:** any UUFSD-sponsored event at which a youth/child is present without the immediate supervision of their parent or guardian. This includes, but is not limited to, regular Sunday Religious Education (RE) classes, field trips, service events, conferences, UUFSD All-Fellowship Camp at de Benneville Pines, and the like. Events sponsored by other organizations (e.g. other de Benneville camps) are not covered by this policy. It does not include adult events at which youth or children happen to be present.
- **Youth:** those persons in middle and high school grades 6-12 or the equivalent for homeschooled youth.
- **Personal Relationships:** California Code of Regulations, title 2, section 83.6 defines personal relationships as persons related by blood, adoption, current or former marriage, domestic partnership or cohabitation. Cohabitation means living with another person while in a romantic relationship without being married or in a domestic partnership.

Policies and Procedures

Note: Supplies of all blank forms referred to in this document (shown *in italics*) are kept on file by the DREF, as are all completed forms.

I. **Guidelines for Employees, RE Volunteers**

- a. The DREF (or assignee) has the right to **select and/or remove (with or without just cause) any RE employee or RE Volunteer**. With regard to RE employees, the DREF shall consult with the Minister, the Board, and the personnel committee prior to recommending hiring and/or termination.
- b. **Age restrictions**
 - i. Any employee or RE volunteer who is the person-in-charge of a youth/child event involving middle-school or high-school aged youth must be at least 25 years of age.
 - ii. Any employee or RE volunteer who is the person-in-charge of a UUFSD event involving babies through elementary age children must be at least 18 years of age.
- c. **Employees** – any employee must:
 - i. **Screening Process** (Prior to employment):
 - **Provide satisfactory references** from other childcare or education related positions, **if** applicable to the position.
 - **Complete the Required Criminal Background Checks:**

1) Complete a criminal background check through the Sterling Company (repeated every two years). Sterling will perform a DOJ Sex Offender Search and an Enhanced Nationwide Criminal Search. This is a paperless process that is handled electronically.

2) Complete the LiveScan fingerprinting background check. The LiveScan process is coordinated by our designated Custodian of Records (COR) at UFSD.

3) Should a potential RE employee have a criminal background, it is then within the discretion of the Minister in consultation with the UFSD Board to decide whether that person will still be allowed to work at UFSD. Should that check reveal that said potential employee is a registered sex offender, said person will be notified immediately and will be barred from employment at UFSD.

ii. **Policy and Procedures:** Read and return a signed copy of this *Child and Youth Protection Policy and Procedure*.

iii. **Training:**

RE employees will complete all required training per section VI, Training Requirements, and submit corresponding certificates or signed agreements to the DREF (or assignee) within 30 days of date of hire.

All other employees will:

- Read and return to the DREF (or assignee) a signed copy of UFSD 520 *Child and Youth Protection Policies and Procedures*
- Complete the applicable California online [Child Abuse Mandated Reporter Training](#) (To be renewed every two years.)
- Review and sign the *Mandatory Reporting for Harm to Self or Others* procedures form.

d. **RE Volunteers** – Any RE Volunteer must:

i. **Screening Process:**

- Have been **active in UFSD or a UU Congregation** for at least **six months**.
- **Complete a UFSD RE Volunteer Application Form and interview with the DREF (or assignee)**. If said RE volunteer has been involved with a congregation other than UFSD, they must allow for a reference check from a staff member of the congregation where they were involved.
- **Complete a criminal background check(s):**

- 1) Sterling Company (repeated every two years). Sterling will perform a DOJ Sex Offender Search and an Enhanced Nationwide Criminal Search. This is a paperless process that is handled electronically.
 - 2) For Regular RE Volunteers and RE Volunteers serving in a lead teacher role, a LiveScan fingerprinting background check is also required. The LiveScan process is coordinated by our designated Custodian of Records (COR) at UFSD.
 - 3) Should any check reveal that said RE volunteer is a registered sex offender, said volunteer will be notified immediately and will be barred from any UFSD youth/child event.
- ii. **Policy and Procedures:** Read and return a signed copy of this *Child and Youth Protection Policy and Procedure*.
 - iii. **Training:** Complete all required training per section VI, Training Requirements, and submit corresponding certificates or signed agreements to the DREF (or assignee) within 30 days of initial training session.
 - iv. **Approval:** Approval of RE volunteers shall be determined by the DREF (or assignee) in conjunction with the RE Committee.

II. Removal of An Employee or RE Volunteer

- a. Any person with concerns about an employee or RE volunteer shall contact the DREF or Minister.
- b. The DREF or Minister will consult with all necessary parties and determine whether action is necessary. The DREF or Minister will then inform the UFSD Board President of the allegations and make a recommendation.
- c. The DREF or Minister will afford the accused employee or RE volunteer an opportunity to know the charges against them, to know the evidence and source thereof supporting such charges, and the right to reply to or rebut such charges.
- d. It is understood that such action will be handled with due caution and discretion, and that the professional Ministerial Staff of UFSD has the full backing and support of the UFSD Board in implementing these guidelines. Because of potential exposure to charges of discrimination or other legal hazard, the Board shall be promptly advised of the circumstances surrounding any removal action under these guidelines.

III. General Policies

- a. The parent and/or legal guardian of any child participating in any in-person or online youth/child UFSD event must complete the following:

- i. *Registration Form, including Medical Release*
- ii. *Participation Release and Authorization for Emergency Medical Treatment*
- b. Participating youth must read and sign their agreement to the *Youth Event Participant Rules/Behavioral Expectations*.
- c. If an employee or RE volunteer has a private one-on-one meeting with a child or youth, the DREF or Minister shall be notified about the meeting, either before the meeting or promptly afterward.
- d. No employee or RE volunteer is to be alone with a child or youth off-site.
- e. If the parent or legal guardian leaves the premises of any UUFSD event while their child/youth remains behind (e.g. Sunday RE class), they must notify the DREF or person-in-charge of their departure and provide emergency contact information.
- f. Any known Registered Sex Offender shall not be allowed at any UUFSD event in which children and youth participate. This includes, but is not limited to, Sunday Services. Any exception to this policy must be approved on a case-by-case basis by the Minister in consultation with the DREF and the Board, through a limited access covenant.

IV. **Event Supervision**

- a. There must be a minimum of two adult RE employees/volunteers, not in a personal relationship, at each event.
- b. The ratio of adults to high-school aged youth should be 1:10
- c. The ratio of adults to middle-school aged youth should be 1:8
- d. The ratio of adults to elementary or toddler aged children should be 1:6.
- e. The ratio of adults to infants should be 1:4.
- f. Whether in person or online, the DREF (or assignee) shall designate an adult RE volunteer/employee to be the person-in-charge at each youth/child event.
- g. Youth from other congregations who are attending a UUFSD sponsored event must have an on-site advisor. Each advisor may sponsor up to ten youth per event. It is up to the organizers of each event to ensure that each youth has a sponsor.
- h. For Regional events to be sponsored at UUFSD, a minimum of two adult RE volunteers/employees, not in a personal relationship, from UUFSD must agree to attend and sponsor said event in order to protect the interests of UUFSD.
- i. For on-site regional events, the person-in-charge should refer to the *2019 GA Youth Safety Guidelines*.
- j. A minimum of two adult RE volunteers/employees, not in a personal relationship, must accompany a group going off-site.

V Transportation

- a. To and from events: It is the responsibility of the parents or guardians of participating children and youth to provide safe transportation to and from UUFSD events.
- b. During events, if driving youth/children other than your own:
 - i. All drivers and second adults in the car must be screened RE volunteers not in a personal relationship.
 - ii. A minimum of two RE employees/volunteers, not in a personal relationship, must accompany the youth/children being transported during the event.
 - iii. All drivers must be at least 25 years of age and must be fully insured in accordance with California State Law.
 - iv. There must be enough seat belts for everyone and everyone must wear a seat belt. Appropriate safety gear is required when transporting younger children (i.e. car seats) in accordance with state laws. In addition, no child under the age of 12 shall be allowed to ride in the front seat of a car unless written permission is obtained from the parent/guardian stating the child may ride in the front seat.
 - v. Written permission of the parent/guardian of all minor passengers will be obtained prior to being transported. This permission will include all relevant details pertaining to the event, such as date and location, name of driver(s), time of departure and time of return.
 - vi. No driver may consume alcohol or use any form of substance that may impair physical or mental performance during or before carrying out their duty as a driver.

VI Training Requirements

- a. **Training required for UUFSD RE employees and RE volunteers:** UUFSD will offer training, at least annually, for adult RE employees and volunteers. Training must include these areas:
 - i. Review and sign this UUFSD *520 Child and Youth Protection Policies and Procedures*
 - ii. Complete UUFSD required background check(s)
 - iii. Complete the appropriate version of the California online [Child Abuse Mandated Reporter Training](#). (To be renewed every two years.)
 - iv. Review and sign UUFSD *Mandatory Reporting for Harm to Self or Others* responsibilities and procedures
 - v. Review and sign UUFSD *Code of Conduct and Ethics*
 - vi. Review and sign UUFSD *RE Employee-Volunteer Agreement*

- vii. Review and tour of UFSD RE Program curricula, space, materials and administrative forms
- b. **Training required for 18-year-old youth**
(Refer to *UFSD 18+ and Bridgers Orientation*)
 - i. Changes in legal status
 - ii. Increased legal consequences for sexual crimes
 - iii. Increased consequences in UFSD programs for sexual misconduct
 - iv. Status as a role model for younger youth, both positively and negatively.

VII Restroom Policy

Children under 10: An RE employee or volunteer will escort children under the age of 10 to the bathroom. The RE employee or volunteer will check the bathroom first to make sure that it is empty of all adults, and then allow the child(ren) inside. The RE employee or volunteer will then remain outside the bathroom door and escort the child back to the classroom. If a child is taking longer than seems necessary, the RE employee or volunteer will call the child's name. If a child requires assistance, the RE employee or volunteer will prop open the bathroom door and leave the door open as they assist the child. For the protection of all, RE employees or volunteers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

Children 10 and over: Children/Youth aged 10 and over may be dismissed from RE activity to use the restroom if they go with another child/youth or an adult.

Parents are strongly encouraged to have their children visit the bathroom prior to each class.

RE employees or volunteers will not provide diapering or clothing change services.

VIII Open Door Policy

Classroom doors are to remain open unless there is a window in the door or a side window beside it. Doors are to never be locked while persons are inside the room except in the event of an active internal threat. (See section XI)

IX Check-in/Check-out Policy

For children 3rd grade and under, a security check-in/check-out procedure will be followed. The child will be signed in and out by a parent or guardian.

After children 4th grade and over are released from Religious Education classes (no check-in/check-out), they will be expected to meet their parents at a pre-arranged location, and their supervision becomes the responsibility of their parents. Parents with special circumstances needing other arrangements for the release of their children should see the DREF (or assignee) ahead of time.

At congregation-wide events when childcare is available, a security check-in/check-out procedure will be followed.

X **Medical and Emergency Policies**

a. **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at UFSD. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- i. Fever, diarrhea, or vomiting within the last 48 hours
- ii. Green or yellow nasal discharge
- iii. Eye or skin infections
- iv. Other symptoms of communicable or infectious disease
- v. Children who are observed by our RE employee or volunteers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be removed from our care for the day.

b. **Medications Policy**

It is the policy of UFSD not to administer either prescription or non-prescription medications to the children under our care. Medications are to be administered by a parent/guardian at home, or kept with the parent/guardian while at UFSD. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents/guardians of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents/guardians of such children should address their situation with the DREF (or assignee) to develop a plan of action.

c. **Accidental Injuries to Children Policy**

A first aid kit will be available in each classroom, and additional first aid kits will be available to take on field trips.

In the event that a child or youth is injured while under UFSD care, the following steps are to be followed:

- i. For minor injuries, scrapes, and bruises, RE employees/volunteers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury to include an *Incident Report*

at the time the child is picked up from UFSD care.

- ii. For injuries requiring medical treatment beyond simple First Aid, the parent or guardian will immediately be summoned in addition to the RE employee's/volunteer's supervisor. If warranted by circumstances, an ambulance will be called. Once the child has received appropriate medical attention, an *Incident Report* will be completed.

d. **Life-Threatening Medical Emergency Policy**

In case of life-threatening medical emergencies, call 911, and then call the child/youth's parents and/or guardians, then inform the person-in-charge. At least one adult will follow or travel with medical personnel and the child/youth in the ambulance to the hospital. Such adults will accompany them until they are released back to the program or their parent/guardian arrive.

Emergencies requiring 911 include, but are not limited to:

- i. Anyone who stops breathing
- ii. Any loss of consciousness
- iii. Allergic reactions of any severity such as to insect bites or food
- iv. A fall of more than three feet
- v. Bleeding that is not stopped by elevation and pressure soaks through a bandage within minutes
- vi. Possible broken femur or other serious bone break
- vii. Chest pain of any kind

e. **Non-Life Threatening Medical Emergency Policy**

The following conditions require contacting parent/guardian for quick pick up, calling 911, or transport to an emergency room or urgent care medical facility:

- i. Musculoskeletal injuries such as sprained ankles/wrists
- ii. Headache that lasts an hour or longer after taking medication
- iii. Dizziness that does not resolve after eating something or recurs
- iv. Vomiting
- v. Burns that cause blistering
- vi. Complaints of pain or discomfort that is not eased by medication or that does not appear to have a direct cause
- vii. Fever

XI **Active Internal Threat**

An active internal threat exists when the cause of danger is inside your facility or

campus. Your goal is to seclude adults and children in safe, secure areas while the threat is removed.

- a. **Communication:** Immediately notify 9-1-1.
- b. **Lockdown:** Designated personnel should immediately lock all exterior doors and windows and check hallways and restrooms for kids to get to safety. Lead kids who are outside the facility away from the building/campus to a safe location. Seclude leaders and kids inside classrooms, offices, or anywhere available — avoiding areas that can't be locked. Take roll. An armed intruder inside your facility is likely walking the building looking for victims. It's essential to not be seen or heard. Create obstacles between the threat and potential victims by locking doors, covering windows, and staying out of sight.
- c. **Instructions:** Remain in place until an all-clear sounds from authorities. Don't open doors or windows for anyone unless you can easily confirm the person isn't a threat through identification precautions. Let rescuers find and come to you.

XII **Discipline Policy**

No one working with or supervising children is allowed to spank, grab, hit, or use other physical discipline of children. RE employees/volunteers should consult with the DREF or the Minister if assistance is needed with disciplinary issues.

XIII **Alcoholic Beverages Policy**

Adults, who are responsible for youth or on-call, are not to consume or be impaired by alcohol or other substances that impair functioning for the duration of the event or tenure of their responsibility. This includes not showing up impaired from previous consumption.

Alcoholic beverages users must comply with all city and state laws, rules, ordinances and regulations concerning the service and consumption of alcoholic beverages. At no time may alcoholic beverages be served to or consumed by a minor on UUFSD premises. UUFSD reserves the right to shut down the event if it is determined that a minor has consumed or is under the influence of alcohol while occupying premises.

Only beer and wine (no hard liquor) are permitted on UUFSD premises. When an alcoholic beverage is served, a non-alcoholic beverage must also be provided. The consumption of alcoholic beverages shall not be the main focus of any event held on church property. During the event no alcoholic beverages may be removed from the premises. At the conclusion of the event, all alcoholic beverages must be securely stored, disposed of, or removed from church property, whether they are opened or unopened.

XIV **Sexuality Education Policy**

If sexuality education is a programmed part of a child/youth event, the leaders must

be specifically trained and have the knowledge and skills not only to teach about sexual health but to fulfill the trust inherent in the role of a sexuality educator. Such training should include experience, comfort and skill with this specific age group as well as anti-bias awareness.

Child/youth programming containing sex education will adhere to Our Whole Lives guidelines.

XV **Service Work Policy**

Child/youth and adults participating in service and volunteer work are to be aware they represent the organization.

The UFSD person-in-charge will attempt to make sure that service opportunities are available to people of all abilities. Appropriate training will be provided by partner organizations and use of heavy machinery is prohibited for those under the age of 18. Groups must have safety plans, equipment, and skilled supervisors appropriate for the context of the event.

Service work requires a first aid kit be present.

XVI **Photo/Media Policies**

a. **Photo permissions and Social Media**

- i. Permission forms must include photo permissions. Each event requiring an attendance permission form must also include its own photo permission form.
- ii. UFSD RE employees/volunteers may share photos or videos on social media during events. Other photos may be used in websites, promotional material, or social media. UFSD employees/RE volunteers will not tag or name the child/youth who appear in posted photos without a signed photo permissions form from their parents/guardians and verbal permission of the child/youth.
- iii. All event leadership is expected to follow this policy and are prohibited from sharing photos, videos, audio recordings and similar items without permission. This requires event leadership to check permission forms at registration to see if any parent/guardians do not give permission.

b. **Social Media Policy for RE Employees/Volunteers**

RE Employees/Volunteers will seek parent/guardian permission before communicating with youth and include an opportunity for the parent/guardian to limit interaction via the *Parent Consent Form for Child/Youth Digital Communication*.

Parents have the right to be copied on any communication they request. If they request to be added to group conversations, their role is only to witness and share any relevant logistic information pertaining to their youth. They are encouraged to share any concerns about the group business with DREF (or assignee) rather than participating

in conversation. Parents and DREF (or assignee) have the right to ask to view any communication between adult volunteers and children/youth.

When communicating electronically with children/youth, adults must include a second adult on the message or communication. If a child/youth contacts an adult one on one, the adult has the responsibility to redirect the conversation to add a second adult to the communication and/or redirect the conversation to the appropriate platform.

If it is necessary to have a virtual one-on-one interaction between a youth/adult, the adult will:

- i. Let the person-in-charge or DREF, and parent/guardian know you will be communicating, around what time, and what about.
- ii. Make sure there is a record of the conversation, including recording phone calls.

Documentation should be archived for no less than 7 years.

c. **Child/Youth Digital Communication Policy**

UUFSD desires to promote safety and to create a healthy environment for smartphones, instant messaging apps, and digital communication between its RE volunteers/employees and children/youth who participate in UUFSD RE programs and activities. As a result, UUFSD has developed the following guidelines:

- i. RE volunteers/employees who want to communicate with minors using smartphones, instant messaging apps, email, group chat, social networking websites, or other forms of digital media must first sign a consent form, *RE Employee and Volunteer Consent Form for Youth Digital Communication* and agree to follow this UUFSD Child/Youth Digital Communication Policy. The policy outlines the recommended practices, limitations, and legal parameters for texting, social media, and other forms of digital communication with children and youth participating in UUFSD RE programs and activities.
- ii. RE volunteers/employees may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with minors involved in UUFSD RE programs and activities.
- iii. Except in an emergency, RE volunteers/employees may not transmit any personal information pertaining to a minor without the child/youth RE participant and his or her parents or guardians signing consent forms. This applies to group texting, group email, group chats, instant messaging, or any other public method of digital communication. Personal information may include such things as a minor's name, phone number, email address, or photograph.
- iv. RE volunteers/employees will instruct youth occasionally about this Digital Communication Policy and the dangers of such conduct as

“sexting.”

- v. RE volunteers/employees who become aware of possible child abuse through digital media must immediately notify the person-in-charge. The person-in-charge will follow the reporting procedures found below in section XVII, Incidents of abuse, misconduct, inappropriate behavior or the like.
- vi. All information, images, or videos shared digitally on public ministry communications channels are not considered confidential.
- vii. To participate in UUFSD RE digital communications, youths must sign a related consent form, *Participant Expectation for UUFSD Digital Communication*.
- viii. Youths who violate this policy may lose the right to interact on UUFSD’s RE digital channels or be removed from the UUFSD RE program. The DREF (or assignee) or Minister will notify parents immediately of any violation.
- ix. RE volunteers/employees within RE programs and/or activities may never use a mobile phone while driving — even hands free — unless it’s an emergency.
- x. Any texts, chats, instant messages, or emails sent by RE volunteers/employees must go to a group rather than to individuals.

UUFSD will only endorse and/or advertise UU events that are in alignment with these policies.

Any media inquiry should be referred to UUFSD DREF (or assignee).

XVII Incidents of abuse, misconduct, inappropriate behavior or the like:

- a. An employee or RE volunteer may not use corporal punishment under any circumstances.
- b. An employee or RE volunteer may not engage in any manner of sexual behavior with a child or youth. This refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language, to include the use of images, videos, etc.
- c. The use of alcohol, tobacco, vapes, cannabis and illegal drugs is prohibited at any UUFSD youth/child event.
- d. Any employee or RE volunteer who acquires knowledge or a reasonable suspicion that one or more youth at a UUFSD event has been sexually molested or exploited, injured, or been the victim of significant objectionable conduct shall immediately report the incident to the person-in-charge or Mandated Reporter.
- e. Should circumstances or events arise that indicate an employee or RE volunteer is no longer a suitable person for working with children or youth, the following steps will be taken to remove said person from involvement

or contact with UUFSD children or youth.

- i. All reports of abuse must be made to the person-in-charge. If that person cannot be located, the report of abuse may be made to the DREF or the Minister.
- ii. Every person to whom a report of such conduct is made shall immediately report the incident to either the DREF or Minister, and, within 48 hours produce a written report of the allegation. See RE *UUFSD Suspected Child Abuse Report form*.
- iii. If the person to whom the report was made is a mandated reporter, by state law, that person shall report the incident to the appropriate law enforcement authorities, and promptly apprise the Board of the situation.
- iv. If the disclosure is made to the minister, they may be barred from disclosing the allegation if it is considered a privileged penitential communication. A penitential communication is defined under California law as “a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of their church, denomination, or organization, is authorized or accustomed to hear those communications, and under the tenets, customs, or practices of their church, denomination, or organization, has a duty to keep those communications secret.” This does not modify or limit the Minister’s duty to report known or suspected child abuse when they are acting in some other capacity that would otherwise make the Minister a mandated reporter.

XVIII Documentation Policy

a. Record Retention Policy

All programs must retain permission forms, photo permissions, incident reports, and supporting documentation for a minimum of seven (7) years.

b. Access to Documentation

Access to incident reports is limited to UUFSD staff and relevant Unitarian Universalist credentialing organizations. Youth and adults with documentation on file may request a file summary in writing by contacting the DREF (or assignee).

I have read the above UFSD 520 Policy and Procedure on Child and Youth Protection and agree to follow these policies and procedures in my role working with children and youth on behalf of UFSD.

Name Print

Signature

Date