



UNITARIAN CHURCH OF MONTPELIER

**POLICY FOR
THE PREVENTION OF
SEXUAL ABUSE
OF OUR
CHILDREN AND YOUTH**

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Acknowledgements

The Safe Congregations Task Force was established by the Executive Committee of the UCM on January 19th, 2009 with the intent of reviewing UCM's current policies and practices in regard to safety. Given the breadth of safety concerns that are pertinent to a church community, the Executive Committee directed the Task Force to focus on child sexual abuse as an initial phase. The overall goal of the Task Force was to create a comprehensive Policy for the Prevention of Child Sexual Abuse that will address the prevention and response to allegations of child sexual abuse within the UCM community.

We'd like to thank the following individuals for their involvement in the creation of this policy: Tina Ruth, Janet Poeton, Jenny Beaudin, and Ginnie Humphreys comprised the Safe Congregation Task Force; Rhoda Chickering served as the Executive Team Liaison; Sally Armstrong, Religious Education Director and Mara Dowdall, Minister, and Stephen Edington, Interim Minister, also contributed significantly to the development of this document.

Unitarian Church of Montpelier

Safe Congregation Policy

I. UCM Philosophy for the Prevention of Child Sexual Abuse

We, the members and friends of the Unitarian Church of Montpelier (UCM), recognize, with sadness, the reality that children and young people today, including those in our congregation, are vulnerable to the outrage of physical, sexual and emotional abuse. As Unitarian Universalists, dedicated to the principles of the inherent dignity and worth of every person, and to justice and compassion, we are committed to creating in our congregation a safe environment that protects children and youth from harm, and promotes their spiritual growth.

Members and friends of the UCM acknowledge that preventing sexual misconduct, abuse and harassment in our congregation and in society is a complex goal. Education, training, careful hiring, and safety procedures are concrete steps toward creating a safer environment for all concerned.

We believe our church must respond to the challenge of protecting our children and youth from, sexual abuse. To that end, we accept the responsibility to educate ourselves and our children about sexual misconduct, abuse, molestation, harassment and exploitation. We pledge to do our best to protect and support those who come either at risk or in crisis. We as a congregation pledge to conduct ourselves in a manner that conveys mutual respect and consideration.

By breaking the silence that too often surrounds this sensitive topic, and by providing a forum for addressing possible problems and concerns, we will carry out our commitment to provide a protective environment for all children, youth, staff, and volunteers who participate in church sponsored activities.

We will achieve these goals by:

1. Screening and training all RE volunteers, paid and unpaid, who work with children and youth;
2. Screening and training all UCM staff;
3. Screening and training UCM Board and Executive Team members;
4. Supervising children and youth and those who work with them;
5. Treating all persons with dignity and respect; and
6. Making the congregation aware of these policies and procedures.

Moreover, all members and friends of the Unitarian Church of Montpelier are responsible for providing a safe and caring community in which children, youth and the congregation at large:

- 1. are respected and their self-worth affirmed and**

2. are encouraged in their spiritual, social and emotional growth.

We are committed to the safety of our children, volunteers, staff, and all members and friends of our congregation, and to the principles of fairness, kindness and forgiveness that have long been part of our religious tradition.

II. Definitions

1. “Abuse” is an act committed by a parent, caregiver, or person in a position of trust that harms or threatens to harm a child. There are four categories of abuse - physical, sexual, emotional or mental - and neglect. Neglect is defined as harm caused by withholding life’s necessities - food, clothing, shelter, medical care, education.
2. “Approved adult” means an adult who has applied to work with children and/or youth at UCM, and who, after screening has been completed, has been approved to do so.
3. “The Board” means the governing body of the Unitarian Church of Montpelier (UCM) as defined in the Bylaws of the UCM (UCM Bylaws), article 3.2, adopted April 14, 2013.
4. “Child” means a person who is under the age of 12.
5. “Child sexual abuse” means “a sexual act imposed on a child who lacks emotional, maturational, and cognitive development. Authority and power enable the perpetrator, implicitly or directly, to coerce the child into sexual compliance. The ability to lure a child into a sexual relationship is based on the all-powerful and dominant position of the adult or older adolescent perpetrator, which is in sharp contrast to the child’s age, dependency and subordinate position.” (*Balancing Acts – Keeping Children Safe in Congregations*, Haffner, D. p. 36)
6. “Church friend” means a person who has participated in an activity of the congregation at any time during the preceding 12 months but who has not joined the UCM per article 2.2 of the UCM Bylaws.
7. “Church leader” means the minister, staff and lay leadership of the Church.
8. “Church member” is defined in the UCM bylaws in article 2.2.
9. “DRE” means the UCM Director of Religious Education.
10. “Executive Team” means the group that manages the operations and business of the UCM as defined in article 3.4 of the UCM Bylaws.
11. “Lay leader” means a person who occupies an unpaid position of leadership in the Church.
12. “Limited Access Agreement” means a written and signed agreement between the UCM Response Team and a person who is alleged to have, admits to having, is being investigated for having, or has been charged with or convicted of having committed sexual misconduct, molestation or abuse.

13. RE Group” means those children 18 years old or younger who have been assigned to a nursery, pre-school, or other Religious Education (RE) class, or are participating in any UCM sponsored program or activity.

14. “RE volunteer” means an adult or older youth who works with children and youth in Church School classes, RE groups and other Church sponsored and related events, including paid child care providers.

15. “Sexual Abuse” as defined by Vermont law: “Sexual abuse” consists of any act or acts by any person involving sexual molestation or exploitation of a child including but not limited to incest, prostitution, rape, sodomy, or any lewd and lascivious conduct involving a child. Sexual abuse also includes the aiding, abetting, counseling, hiring, or procuring of a child to perform or participate in any photograph, motion picture, exhibition, show, representation, or other presentation which, in whole or in part, depicts a sexual conduct, sexual excitement or sadomasochistic abuse involving a child. (33 VSA 492(8))

16. “Sexual misconduct” means a wrongful or improper sexual act which is either intentional or obstinately indifferent to the harm it may cause the victim, or that creates an intimidating, hostile or offensive environment.

17. “Staff” means all hired, paid employees of the UCM .

18. “Youth” means a person between the ages of 12 and 18, inclusive.

III. Response Team

A Response Team (RT) will be established to ensure the ongoing work of creating and maintaining the safety of our children and youth from sexual abuse.

The RT consists of a maximum of four members to include:

- the Minister;
- the DRE; and
- two members or friends of the UCM appointed by the ET.

More members may be added to a given Response Team as necessary to manage specific tasks.

Those serving on the RT will ideally have a mental health background or have other professional experience in sexual abuse issues.

The RT will be responsible for the following:

- Meeting at least once per year and reporting to the ET and the congregation on its work
- Reviewing this policy and considering pertinent changes to the document
- Making recommendations to the ET concerning this policy and related matters
- Supporting the DRE in assuring that criminal background checks are conducted for staff and volunteers as outlined in Section IV.
- Maintaining a library of resources including a list of professionals experienced in working with sexual abuse issues
- Serving as liaisons to the religious education classes, youth groups and parents of children and youth involved in UCM's religious education programs
- Working together to respond to concerns of sexual misconduct or sexual abuse as outlined in section V.
- Negotiating a Limited Access Agreement with UCM friends or members as outlined in Section VI.
- Regularly updating a policy brochure as outlined in Section VII.
- Supporting the DRE in implementation of annual trainings of staff and RE volunteers as outlined in section VII.
- Ensuring the education of the congregation concerning this policy as outlined in section VII.

Those serving on the RT will be required to sign a confidentiality agreement to ensure that information shared within the RT is kept confidential.

IV. Supervision and conduct of staff and volunteers

Hiring of staff and volunteers

The DRE will participate in all hiring of staff and RE volunteers, paid or unpaid, who will be working with children and youth in the UCM.

Any applicants with a documented history of abusive or admitted sexual misconduct are prohibited from providing direct care or supervision of children or youth.

Before beginning their duties, all staff and adult volunteers working with children and youth will be required to undergo a Vermont criminal conviction background check, with additional checks from other states as deemed advisable. Such background checks will be conducted for all staff and adult volunteers every two years after the initial check.

All staff and adult volunteer applicants will be screened to ensure that they are not listed on the Vermont Sex Offender Registry.

If a staff member or volunteer applicant has a criminal record, the RT will assess whether or not the applicant is deemed an appropriate candidate to work with children and youth. If a staff member or volunteer applicant is listed on the Vermont Sex Offender Registry or another state's sex offender registry, he or she will be prohibited from providing any direct care or supervision of children or youth at the UCM.

Any religious education staff or volunteer (adult or youth) who participates in religious education on a regular basis will be trained about the *Policy for the Prevention of Child Sexual Abuse* and will acknowledge his or her agreement to abide by the Policy on his or her Volunteer Information Sheet.

In addition to the above, all applicants wishing to provide religious education support at the UCM will be required to submit the following:

ALL UCM STAFF (in addition to other requirements for hiring UCM staff):

- Application and resume
- List of professional references
- Signed Code of Ethics form

RE VOLUNTEERS - Adults

- Information Sheet
- List of at least two personal and/or professional references who can speak to the individual's suitability to work with children
- Signed Code of Ethics form

Additionally, it is recommended that anyone wishing to work as an RE volunteer must be a friend or member of the UCM congregation and have been attending services at the UCM for the previous six months.

RE VOLUNTEERS - Youth (18 years old and under)

- Information Sheet
- List of at least two personal references who can speak to the individual's suitability to work with children
- Signed Code of Ethics form

Youth volunteers will be required to complete an interview with the DRE before assuming any duties.

OCCASIONAL VOLUNTEERS

It is recognized that there are frequently individuals who volunteer who have direct contact with children or youth on an occasional basis but who are not committing to a regular volunteer position. The DRE has discretion to determine whether occasional volunteers will be required to sign a Code of Ethics form and/or read the *Policy for the Prevention of Child Sexual Abuse* and sign the *Policy for the Prevention of Child Sexual Abuse Acknowledgement Form* before working with children or youth.

The DRE or a member of the RT will be responsible for conducting all criminal background checks.

All Information Sheets forms, signed consents and background check reports shall be kept in a locked file secured by the DRE and Minister.

Duties of DRE Related to RE Staff and Volunteer Supervision

It will be the responsibility of the DRE to:

- Ensure that all RE staff and volunteers are oriented to this policy
- Ensure that all RE staff and volunteers have read and signed a Code of Ethics form annually
- Ensure that all parents of children and youth enrolling in RE programs are oriented to this policy.
- Conduct background checks every two years or more frequently if deemed necessary for all staff and volunteers as outlined above
- Circulate among classrooms during church services where RE classes are in session to offer assistance and be available to substitute in emergency situations

Conduct of Staff and RE Volunteers Working with Children and Youth

All RE volunteers are subject to the supervision and evaluation of the DRE and are required to comply with the following policies to ensure a safe and secure environment for our children and youth.

IN THE CLASSROOM

1. Each class, group, or event shall have at least two RE volunteers present at all times with at least one RE volunteer being an adult over the age of 18. For infants and toddlers, the desirable ratio is one RE volunteer for every three children. The Minister or DRE shall determine the appropriate level of supervision for each group or activity and may make exceptions to this rule on a case by case basis.
2. If two RE volunteers are not available for a class or group:
 - a. The class may be combined with another class, or
 - b. The class may be cancelled.
 - c. Under extraordinary circumstances, the class will be conducted with one volunteer and the classroom door will remain open during the entire class and the DRE or designee will check that class frequently.
3. In order to provide visibility into classrooms, window coverings will be open at all times.
4. The DRE and/or designee shall circulate among the RE classrooms and monitor classroom activities at random during regular RE classes.
5. When taking children third grade or younger to the restroom, the RE staff or volunteer shall stay out of the restroom until the child has finished. RE volunteer should enter and assist only when necessary.
6. Children third grade and younger must be picked up after RE classes by a parent or guardian unless prior arrangements have been made with the DRE or teacher.
7. RE volunteers may not use corporal punishment or abusive language under any circumstances. This includes behavior that constitutes verbal, emotional or physical abuse or language that is threatening or demeaning.
8. Alcohol, tobacco and drugs may not be used on UCM property at any time. RE volunteers will not work with children and youth when under the influence of alcohol, illegal drugs or in circumstances which impair one's judgment or one's ability to function effectively in a leadership role.
9. If a child discloses incidents that might constitute abuse or neglect, the RE volunteer should follow the procedures on reporting of abuse and neglect as outlined in Section V. In the event that a child makes a disclosure of abuse and the RE volunteer feels that there is an immediate danger to that child, the RE volunteer will stay with the child until the DRE or Minister has been contacted.

OUTINGS AND OVERNIGHTS

For purposes of this policy, all events and overnights begin and end at the church.

10. All outings must be pre-approved by the DRE and participating children and youth must have a signed permission of a parent or guardian.
11. Any UCM sponsored outing will be chaperoned by volunteers approved by the DRE.
12. Anyone volunteering to drive children and youth for a UCM sponsored outing will provide to the DRE a valid driver's license and proof of automobile insurance.
13. During an event, no child or youth will ride alone in a vehicle with a UCM RE staff/volunteer/chaperone.
14. Any UCM sponsored overnights will abide by the UCM Sleepover Guidelines.
15. Only parents and guardians will be allowed to pick up children and youth after an outing or overnight unless other arrangements are made with the DRE or the Coordinator of the event.

COMMUNICATION

16. RE volunteers will not engage in the use of social media (i.e. Facebook or Twitter) with children and youth that are under their care/supervision.
17. With the exception of Coming Of Age or other similar mentoring programs, no RE volunteer will maintain electronic or phone communication with an individual child or youth under their care in a UCM program.
18. For the purposes of Coming Of Age and similar mentoring programs, electronic communication can be utilized between mentor and mentee as long as the child's or youth's parents and the DRE are copied on all communications.
19. It is recognized that an RE volunteer may have a prior relationship with a child or youth whom they have had or are likely to have individualized electronic or phone communication with and that that child may be enrolled in the UCM RE programs. In the event that an RE volunteer is charged with the care of a child or youth (in the context of an RE program) where such a pre-existing relationship exists, the RE volunteer is required to disclose that relationship to the DRE.

V. Responding and Reporting

Responding to possible sexual misconduct may be very different from responding to child sexual abuse as defined by Vermont law (see definition section, above). Sexual misconduct could include behaviors that would be of concern to the UCM but would not constitute child sexual abuse under Vermont law and therefore not be subject to reporting to the Vermont Department for Children and Families (DCF). The UCM standard of behavior is higher than the Vermont state standard for child sexual abuse.

Responding to Possible Sexual Misconduct

If a UCM member or friend witnesses or hears something from a child or youth or someone else that leads him/her to suspect that a child or youth has been or is subject to sexual misconduct or sexual abuse, the member or friend should listen carefully to the child or youth, and affirm his or her courage in speaking up. They should not ask investigative questions, which can affect official disposition of the matter at a later time. The individual should consult immediately with the Minister or, in the Minister's absence, with the DRE.

The Minister will reach out to the alleged victims of abuse and their family to offer referrals for relevant support in the community including referrals to the Vermont Network Against Domestic and Sexual Violence local program.¹ The Minister will be alert to offer support and ministry to *anyone* who is affected by the situation and who is in need.

If an RE volunteer or UCM staff member is suspected of sexual misconduct or abuse, he or she will be suspended immediately, pending the outcome of the assessment of the situation.

Reporting

If an individual witnesses or hears something that rises to the level of abuse as defined by Vermont law or that raises a question in their mind of whether or not an individual's behavior constitutes abuse by Vermont law, then the Department for Children and Family Services should be consulted.

If the individual who suspects child sexual abuse is a mandated reporter by law, s/he must within 24 hours report their suspicions to the Family Services Division of the Vermont Department for

¹ The Network maintains a 24 hour hotline where individuals can speak to advocates about the situation. Vermont Network advocates are the only victim advocates in Vermont who are legally bound by confidentiality under 12 VSA s.1641. Anything said to them about a given situation must remain confidential unless the client gives permission for them to share that information.

Children and Families (DCF) on their 24 hours a day, 7 days a week toll-free number, 1-800-649-5285.

It is important to remember that it is not the function of the congregation - neither the Minister, the DRE, a Board member, the Response Team, or any member of the congregation - to conduct an investigation into possible child sexual abuse.

If an individual suspects child sexual abuse, they are encouraged to contact the Minister immediately. If the Minister is not available, the individual should contact the DRE. The Minister or DRE can help support that individual in making a report to DCF or can make the report on behalf of the individual. If an older youth was initially told of an incident by a younger child or witnessed an incident, the Minister, DRE or adult RE volunteer should join the older youth in making the report.

Our Minister is a mandated reporter under Vermont statute. However, it is the policy of the UCM that all RE volunteers and UCM staff are considered to be mandated reporters. Therefore, any RE volunteer or UCM staff person should report to DCF if he or she suspects sexual abuse of a child or youth. Note: one does not have to be a mandated reporter to make a report to DCF. Therefore, any individual who suspects sexual abuse of a child or youth can make a report to DCF.

Before calling DCF, the reporting person should have as much as possible of the following information:

1. the names and addresses of the child's parents/caretakers
2. the name and birth date of the child, the school or child care facility s/he attends
3. the nature and extent of injury or allegation of abuse, including any evidence of prior abuse to the child or the child's siblings
4. name and relationship of alleged abuser to child, and any evidence of prior abuse by that person
5. family composition
6. source of the report
7. the actions taken by the contact person since learning of the incident
8. the name and contact information of the person making the report

Information in items 1, 2 and 5 should be regularly gathered and available on the RE enrollment form at the beginning of the church year.

The reporting person may be asked to write up what they have told DCF.

If the DRE, Minister or individual are not sure whether a report to DCF is justified, the DRE, Minister or individual will call DCF, describe the situation, and ask their advice.

After reviewing the reporter's information, DCF will assess the situation and decide whether the report warrants an investigation. If so, they will begin an investigation within 72 hours.

Once an allegation of abuse has been made to the Minister, s/he will decide whether or not to convene a meeting of the Response Team. If the Minister is unavailable, and the report has been made to the DRE, the DRE will be responsible for convening the Response Team.

The Role of the Response Team

If convened, the Response Team will meet to discuss how best to support the congregation and those directly affected in each case, when appropriate. Care will be taken to ensure confidentiality to protect the alleged victim, the accused person and the individual who initiated the report to DCF. The Response Team should document all communications, including all telephone calls, and retain this documentation along with any written reports on the matter in a locked file maintained by the DRE and the Minister.

The Minister and/or the Response Team will determine whether, and if so, when to seek legal counsel, to consult the UUA District, to notify the UCM insurance carrier, and to designate a spokesperson for the UCM.

The Response Team will also assess whether or not the alleged perpetrator is a threat to anyone else in the church and will create a plan that specifically addresses that situation. If the alleged perpetrator is an RE staff member or volunteer, his/her work in that capacity will be suspended immediately pending the outcome of the DCF investigation. If the DCF investigation substantiates that abuse has occurred, that individual will be asked to resign from his or her duties as an RE volunteer or UCM staff person.

It is possible for an RE volunteer or UCM staff person to be reinstated if no DCF substantiation is made.

VI. Restoration

We know that religious communities are often unaware of being host to adult sex offenders. Research shows that congregations that ignore this fact and who create a culture of secrecy increase the likelihood of abuse. Additionally, research indicates that offenders who are supported by their community, able to maintain employment and have good social supports are less likely to recidivate². Therefore, the UCM is dedicated to collaborating with governmental and private agencies to help reintegrate offenders who have proven records of rehabilitation.

The UCM reserves the right to determine the conditions for the offender's inclusion in community, as articulated in a Limited Access Agreement. The Limited Access Agreement invites an individual listed on the sex offender registry or who has a history of sex offenses to participate in certain aspects of congregational life, setting clear boundaries including what the individual will not do. The message to the individual is that he/she is both welcome to participate in adult worship, adult social and adult educational activities and that he/she must covenant with the congregation to avoid all contact with children. Under no circumstances will such an agreement compromise the congregation's commitment to prevent child sexual abuse.

A Limited Access Agreement will also be required for anyone who has been involved in DCF where a report of child abuse has been made and substantiated against them.

If an alleged perpetrator refuses to sign the Limited Access Agreement, the Response Team will make it clear to the individual that they will be denied access to the congregation functions and church property.

The Response Team should decide how often to meet with any individual with whom it has a Limited Access Agreement to review the arrangement and address any concerns.

² *Corrections, The Essentials*; Chapter 6: Probation and community Corrections; Sage Publications; www.sagepub.com/upm-data/43447_6.pdf and *The Social Reintegration of Offenders and Crime Prevention* by Public Safety Canada; 2007; <http://www.publicsafety.gc.ca/res/cp/res/soc-reint-eng.aspx#s3>.

VII. Training and Education

Education and training are critical to the creation of a safer church environment. Information, knowledge, and understanding support the development of healthy relationships based on self-esteem and respect for others. Greater understanding of sexuality and abuse will make us better able to avoid situations that could lead to abuse, and to move more effectively toward justice and healing for us all. All Church leaders as well as the RT share in the responsibility for the education of the congregation around issues of sexual abuse and the related policies of the UCM.

Training of Youth

A high quality sexuality education program, such as Our Whole Lives (OWL) is one of the best methods for sexual abuse prevention. OWL teaches children that their bodies are good and that their sexuality is a gift. The curriculum helps youth explore how to make good decisions and gives them the language to communicate accurately and effectively about sexuality. Given this information, children and youth are better prepared to respond appropriately when faced with abusive behavior, to assert their right to control their own bodies and to tell an adult if such behaviors occur.

The DRE and Religious Education Committee are expected to offer age-appropriate programs on sexuality, sexual health and prevention of sexual abuse. This will be accomplished primarily through the offering of OWL classes on a regular basis.

Training of staff and volunteers

All staff, RE volunteers and Lay Pastoral Care volunteers, paid or unpaid, will be required to participate in an annual orientation to this policy. This orientation will serve to do the following:

- Introduce and review this policy;
- Discuss mandated reporting obligations and procedures;
- Review the Code of Ethics documents; and
- Present information about local resources for support in the Montpelier community related to sexual abuse.

This training will be offered yearly at least two different times, daytime and evening, prior to the start of each church year. If anyone is unable to attend, a member of the Response Team or the DRE will review this policy, including the UCM's policy on mandated reporting, with that individual prior to the individual leading a class, working with children or youth or being a caregiver. Additionally, a resource list on resources in the Montpelier

community related to sexual abuse will be provided to that individual.

Educating the Congregation

A brochure will be available that summarizes this Policy including UCM's policy on mandated reporting. This brochure will be available to any member of the congregation, will be included in the staff and volunteer training and will be distributed during every New Member class. Additionally, the brochure will be included in the UCM weekly announcements and distributed with the Order of Service at least once per year and will be available on the UCM website. The brochure will be updated annually and should include local resources for those seeking help or assistance.

Additionally, the UCM will make every effort to educate the greater congregation about sexual assault and child sexual abuse. Possible strategies for engaging in primary prevention within our congregation include but are not limited to: relevant order of service inserts; newsletter articles; developing relationships with local organizations and experts; related sermons on child sexual abuse or sexual assault, open congregation meetings, and special speakers.

VIII. Appendix A. Policy Documents

- a. Information Sheet for Adult Religious Education Volunteers
- b. Information Sheet for Youth Religious Education Volunteers
- c. Code of Ethics
- d. NNED Incident Report
- e. Limited Access Agreement
- f. Sleepover Guidelines



Unitarian Church of Montpelier
130 Main Street
Montpelier, VT 05602

Adult Volunteer Information Form

Name _____

Address _____

Phone (primary) _____ (secondary) _____

Email: _____

The best way to contact me is email _____ phone _____ other _____

Please list two personal and/or professional references who can speak to your suitability to work with children or youth.

Name _____ Contact Information _____

Name _____ Contact Information _____

- I have attended Unitarian Church of Montpelier for at least six months.
- I have been trained about the Policy for the Prevention of Sexual Abuse of Our Children and Youth and agree to abide by it.
- I understand that as a volunteer working with children and/or youth I will be subject to a Vermont criminal background check and/or a Vermont sex offender background check.
- I have read and signed the Code of Ethics.

Signature _____ Date _____



Unitarian Church of Montpelier
130 Main Street
Montpelier, VT 05602

Youth Volunteer Information Form

Name _____

Address _____

Phone (primary) _____ (secondary) _____

Email _____

The best way to contact me is email phone other _____

Please list two people who know you and would be willing to speak on your behalf:

Name _____ Contact Information _____

Name _____ Contact Information _____

- I have attended UCM for more than six months.
- I have been trained about the Policy for the Prevention of Sexual Abuse of Our Children and Youth and agree to abide by it.
- I have read and signed the Code of Ethics.

Signature _____ Date _____



The Unitarian Church of Montpelier
130 Main Street
Montpelier, VT 05641

Code of Ethics

UCM Staff, Adults and Older Youth
Working with Children and Youth

Adults and older youth who are in leadership roles are in a position of responsibility and mentorship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth.

Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore Religious Education Volunteers will refrain from engaging in sexual, seductive, or erotic behavior with children and youth.

Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I have read and understand the above Code of Ethics. I agree to abide by the Code and understand that if I violate it there will be consequences.

Signature

Name printed

Date

Copy provided to signer by

Date



Unitarian Church of Montpelier
130 Main Street
Montpelier, VT 05602

NNED Incident Report

Please use this form to document all

- physical injuries
- physical arguments
- serious infractions of district/con rules or violations of legal statutes

Name of Child/Youth _____

Date ____/____/____

Other individuals involved:

Location of incident:

Time of incident _____ am / pm

Witnesses:

Appendix A.d

Incident:

Action taken:

Parent/Guardian notified: Yes No

Legal authorities notified: Yes No

Staff (paid or volunteer) completing this report:

Printed name

Signature

CONFIDENTIAL LIMITED ACCESS AGREEMENT

Limited access agreements are intended to protect Unitarian Church of Montpelier (UCM) children and youth from sexual misconduct and abuse, and to help a person who has committed or been alleged to have committed sexual misconduct or abuse be part of our spiritual community.

The following is a template from which the Response Team (RT) may choose parts applicable to the particular situation at hand.

** **Support Person:** Based on the circumstances as they are known about a particular case, the RT may determine that a Support Person needs to be appointed to an individual under a Limited Access Agreement. Relevant factors to be considered may include, but not be limited to, the age and apparent responsibility of the alleged offender, the UCM activities that he or she participates in, and the ties that he or she has to the community.*

If the RT requires the appointment of a Support Person, he or she must know the history of the alleged offender, and/or the situation leading to this agreement. The alleged offender may suggest a person to serve as a support person, but the selection must be approved by the RT.

A support person must read your Limited Access Agreement (LAA) carefully, be fully knowledgeable of the restrictions it imposes on you, and sign and date the agreement in the presence of an RT member after he or she has agreed to be your Support Person.

Your Support Person's duty is to help you abide by the agreement, and thus to protect you from further problems, and to protect our children and youth from sexual misconduct or abuse.

The Support Person may do this by helping you recognize when you are in a situation where you may not think you are at risk of violating your LAA, but your Support Person is concerned that you may be. It is then his or her duty to warn you, and to do his or her best to prevent any violation.

Select one of the following two introductory paragraphs:

Introductory paragraph in the case of an allegation, the veracity of which has not been established:

A serious complaint or allegation, now under review, has been made about you to the UCM Response Team (RT). While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement.

Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the Minister, the Director of Religious Education (DRE), and members of the RT. It will be kept in a locked file in the DRE's office.

The RT will decide whether or not a Support Person will be appointed in each case. Use appropriate paragraphs above about the role of the Support Person here.

Introductory Paragraph in the case of a convicted sex offender:

The UCM affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of 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 children and youth in our congregation and to you 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.

The RT will decide whether or not a Support Person will be appointed in each case. Use appropriate paragraphs above about the role of the Support person here.

The following language is to be used whether there is either an allegation or for a convicted offender:

Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and intergenerational events as permitted by the RT. You are to avoid all contact with children on congregation property or at congregation-sponsored events. This includes the following:

Please do not initiate conversation or interaction with children.

Please 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.

If the RT has required you to have a Support Person, please remain in the presence of your Support Person at all times when children and/or youth are present.

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.

Again, if the RT has required you to have a Support Person, please avoid being in the building without him/her when activities involving children and/or youth are in session, such as nursery school or youth group.

Appendix A.e

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property.

I understand that the RT will review this contract regularly every three months and that it will remain in effect indefinitely, unless and until it is terminated in writing by the RT.

Signature

Date

Support Person

Date

Signature, for the RT

Date

Print name, for the RT

The Unitarian Church of Montpelier Church Sleep Over Guidelines

We welcome all as we build a loving community to nurture each person's spiritual journey, serve human need and protect the earth our home.

Each person is important.
Be kind in all you do.
We're free to learn together.
We search for what is true.
All people need a voice.
Build a fair and peaceful world.
We care for Earth's lifeboat.

Overnights at The Unitarian Church of Montpelier provide our youth with the opportunity to learn, worship, and relax together in an atmosphere of sharing and fun. It is the goal of our program to offer these events as a way for our young people to bond in a setting conducive to community building. In order to make the overnight a success for everyone, and to make the most of learning, sharing, and having fun, We have created the following guidelines:

Observe the general code of conduct agreement:

Not to use alcohol, tobacco, or illegal drugs.

Not to bring weapons, fireworks, or engage in violent acts.

Not to engage in sexual relations or inappropriate behavior. Remain with the group at all times.

Respect others, the environment, and myself. Abide by the covenant created by the group.

Violations of these agreed upon standards will be dealt with on an individual basis, and may result in contact with parents and early dismissal.

Respect the worth and dignity of each other:

- Recognize and honor the personal space of others.
- One person per sleeping bag or blanket.
- Lights Out at 12:30. Lights turned off. Activities ended. No verbal communication at all after 1:00. These limits **may** be extended for overnights without a session or church to follow the next morning.
- Movies and games must end at the Lights Out time.
- A "Quiet Room" will be provided and honored if requested and chaperones are available.
- Be aware of and limit use of electronic devices. Avoid use during sessions and refrain from texting during sessions.
- Listen to, abide by, and remember to thank all chaperones.
- Remember to help with clean-up.

Safety concerns:

- Chaperones must be made aware of any prescribed medication that a youth may need.
- Sleeping spaces will be open and monitored with two adults present in each room during sleeping hours.
- All interior doors must remain unlocked.
- Youth must remain with the group at all times. No one will be allowed to leave early except to the company of a parent or guardian. No pairing off except for brief restroom visits.

IX. Appendix B. Resources

- a. Resources List
- b. What Is Child Sexual Abuse?
- c. Information Sheet
- d. How Parents Sometimes Feel When Abuse Has Been Reported
- e. Things Parents Can Do to Help
- f. Maintaining Boundaries
- g. OUR HOUSE: Community Therapist Referral List
- h. National Children's Advocacy Center: Suggested Reading for Children
- i. Children's Advocacy Center: Recommended Readings

RESOURCE LIST

Local organizations and resources

OUR House of Central Vermont

38 Summer Street, Barre, VT 05641. (802) 476-8825

<http://www.ourhouse-vt.org/index.html>

OUR (One Unified Response) House is a Children's Advocacy Center and Special Investigations Unit that is committed to providing a safe and supportive environment to assist child victims, adult survivors, and non-offending family members in the discovery, intervention, healing, and prevention of child sexual abuse. OUR House serves Washington County, in central Vermont.

Prevent Child Abuse Vermont

PO Box 829, Montpelier, VT 05602. (802) 229-5724

<http://www.pcavt.org/>

For over 35 years, PCAV has been working effectively to prevent child abuse and neglect through parent education, support and public awareness. Prevent Child Abuse Vermont promotes and supports healthy relationships within families, schools and communities to eliminate child abuse.

Resource List: Books for Fostering Healthy Sexual Development book list includes the following categories of books: books for parents to read with younger children, other useful books for families, books for parents of younger children, for parents to read with older children, for parents of older children, and for parents of children of all ages. The full list is available in DRE office.

Vermont Department for Children and Families

<http://dcf.vermont.gov/>

The Vermont Department for Children and Families (DCF) provides a wide array of programs and services, including adoption & foster care, child care, child development, child protection, child support, disability determination, and economic benefits such as 3SquaresVT, fuel assistance, and health insurance.

Vermont Network Against Domestic and Sexual Violence

63 Barre St. Montpelier, VT 05602 (802) 223-1302.

<http://www.vtnetwork.org/>

The Vermont Network is a statewide resource on domestic and sexual violence issues. Its staff provide technical assistance and training to member programs and statewide partners, inform public policy, and coordinate statewide projects and conferences.

Resource List: A resource list with reading materials regarding child sexual abuse is available from the Network library. Email the Network at library@vtnetwork.org or see the full resource list available in the DRE office.

Washington County Sexual Assault Crisis Team

Barre City, VT 05641. (802) 476-1388. Emergency Hotline number: (802) 479-5577

<http://www.sexualassaultcrisisteam.org/>

SACT offers 24 hour emergency Hotline services; hospital advocacy; legal advocacy at the police station, courtroom and other legal areas; attorney consultation available through the Law Project; education, training, support programs; information and training on date rape, stranger rape, surviving incest, inner child workshops, ritualized abuse, different types of harassment, support groups, cults, criminal activity as well as school and community safety programs. The Sexual Assault Crisis Team also has a shelter that offers services to both male and female victims of sexual assault.

National Websites

National Sexual Violence Resource Center

<http://www.nsvrc.org/projects/child-sexual-assault-prevention/preventing-child-sexual-abuse-resources>

NSVRC offers a collection of online resources that provide information and tools for caretakers, organizations and communities assuming the responsibility of preventing child sexual abuse. Through basic information on child sexual development, defining sexual abuse, and learning effective strategies we can prepare to take action steps toward prevention.

Our Whole Lives (OWL) Sexuality Education Curricula

<http://www.uua.org/re/owl/>

Our Whole Lives is a series of sexuality education curricula for six age groups: [grades K-1](#), [grades 4-6](#), [grades 7-9](#), [grades 10-12](#), [young adults \(ages 18-35\)](#), and [adults](#). *Our Whole Lives* helps participants make informed and responsible decisions about their sexual health and behavior. It equips participants with accurate, age-appropriate information in six subject areas: human development, relationships, personal skills, sexual behavior, sexual health, and society and culture. Grounded in a holistic view of sexuality, *Our Whole Lives* not only provides facts about anatomy and human development, but also helps participants clarify their values, build interpersonal skills, and understand the spiritual, emotional, and social aspects of sexuality.

Stop It Now

<http://www.stopitnow.org/>

Since 1992 Stop It Now![®] has been preventing the sexual abuse of children by helping adults, families and communities take actions that keep kids safe - especially before they are ever harmed. Learn what parents can do to keep kids safe; read responses to real life questions in the advice column, *Ask Now*; visit our resources page for links to tip sheets, guidebooks and other specialized prevention resources.



What Is Child Sexual Abuse?

Child sexual abuse is sexual activity with a child by an adult, an adolescent, or an older child. When any adult engages in sexual activity with a child, that is child sexual abuse. It is a crime in all 50 states. When sexual activity involves another child or an adolescent, it is not always so clear. Some kinds of sexual behavior among children might be innocent explorations rather than abuse.

Sexual abuse occurs when a person forces a child to have any form of sexual conduct or makes a child perform sexual acts. Sexual abuse may involve

- ◆ Touching private parts (clothed or unclothed)
- ◆ Penetration, (with penis, fingers or using an object)
- ◆ Voyeurism – watching a child bath, toilet or dressing
- ◆ Making the child view, listen to, read or participate in pornography or any sexual act

These acts are abuse even when the offender says they were gentle and did not hurt the child.

Sexual abuse is also known as molestation and exploitation. Sexual molestation does not always mean sexual intercourse. Sometimes older children molest younger or smaller children. Sexual acts between children become molestation when one child uses coercion, force, or violence to get the other child to do the acts. Young molesters should be reported to the Department for Children and Families (DCF) so they may receive help.

Sexual molestation is overwhelming to children, especially when an adult is involved. Most children are taught to trust adults. They tend to believe what adults tell them is true rather than to rely on their own feelings. This works against them in two ways. If the molester tells them that what is being done is “okay,” they might doubt their own feelings that it is not. If a parent’s initial reaction when they hear the child’s disclosure of abuse is, “This can’t be true!”, the child may wonder if his or her own feelings are mistaken. Children almost never tell of abuse “to create problems.” More often, children fear that telling will make people angry with them.

It is extremely difficult for any abuse victim to disclose the abuse



802/476-8825
www.ourhouse-vt.org

Information Sheet

Commonly asked questions about child sexual abuse

Is child sexual abuse really a big problem?

Statistics show that child sexual abuse occurs at an alarming rate. Most reliable studies in the U.S. show that 1 in 4 girls and 1 in 7 boys have been sexually abused before age 18. There were 705 substantiated cases of child sexual abuse or neglect in the state of Vermont in 2010. However, it is estimated that less than one victim in ten will ever tell. In fact, Vermont has a higher reported rate of sexual abuse than the rest of the nation.

Who are the abusers?

People who molest children come in all shapes and sizes, racial and socioeconomic backgrounds. In 95% of all cases of child sexual abuse in Vermont, the victim knew the abuser either as a relative or family friend. The Vermont report on Child Abuse and Neglect states that 45% of the perpetrators were boys under the age of 20.

How does this happen?

There is an imbalance of power. Children are often dependent on adults or older children in their lives. They often trust or like the person who is molesting them. Children often know little about sexuality and they don't always know that what is happening to them is not OK. If a child is threatened or scared he or she may not know how to tell or ask for help. It is important to remember that child sexual abuse is never the child's fault; it is always the fault of the offender.

Why do people sexually victimize children?

People who have been successfully treated for child sexual abuse often describe feelings of despair and loneliness, which usually precedes victimizing a child. For many, this is a pattern that began when they were abused as children. Abusers often become "hooked" on using children to achieve sexual arousal and their control of the situation leads to a sense of power. This is a hard concept for many to understand. However, understanding the reasons why someone abuses a child is never an excuse or permission for them to act on their impulses.

Can a sex offender ever be cured?

With full accountability for his or her crimes, specialized treatment, and adequate support groups, a sex offender can learn to control his or her abusive behavior. Like many other diseases and dysfunctions (i.e., alcoholism) we cannot expect a cure, but we can expect control of behavior throughout a lifetime.

Are there false reports or false accusations?

Children are more apt to under report than false report. Much controversy stems from parents who believe their adult children falsely accuse them of sexual abuse. At issue for these parents is whether adults can recall abuse from childhood that was previously forgotten. The media also publicizes allegations of sexual abuse in a variety of divorce proceedings. These cases raise questions regarding the reliability of reporting sexual abuse. This is not an easy topic for anyone. However, when we weigh the number of false reports against the number of children who have been sexually abused, we know that we must not turn away out of fear of a false report. What we can learn from these cases is the importance of asking careful questions and not jumping to false conclusions based on little or no evidence. We must be able to respect every individual and each situation.

What can parents do if they believe their child has been sexually abused? How should they respond? What should they say?

One of the most important things a parent can do is respond in a calm and matter of fact manner. Listen to the words and feelings of your child and observe their body language. Try to find out what happened and reassure them that they have done nothing wrong. Let them know that you are glad that they told and that you will do whatever you can to keep them safe. Many people are tempted to handle the disclosure on their own. Yet, because sexual abuse involves some very complicated dynamics and is against the law, it is important to seek professional help.

Is healing from sexual abuse possible for a child?

Yes, healing from child sexual abuse is possible. We have many wonderful examples of children healing from the child abuse and living out caring and productive lives. Key to the healing process is the opportunity to deal directly with the abusive situation and having support from significant people in the child's life. Anyone responsible for an abused child should ensure adequate treatment for that child through private or publicly available programs. O.U.R. House is a resource for people in the Washington County area. Vermont has 5 other Children's Advocacy Centers as well.

Are there things that parents can do to prevent child sexual abuse?

Yes, you can give your children the skills, knowledge, and ability to protect themselves from abuse. For, instance, children need to know what kinds of touches are OK and what touches are not OK. They need to have a sense of being able to control their own bodies in exchange for physical affection. They need to have assertive techniques for telling someone not to touch them, and they need to have confidence in an adult who will believe and protect them if told about an incident. Always know where your child is and whom she/he is with. Teach your child the correct names for body parts to give them a comfortable language. Listen to your child. Remind children that they have your permission to tell if someone touches them in a not OK way. Define family boundaries, and periodically review personal safety as a total family.



How Parents Sometimes Feel When Abuse Has Been Reported

When abuse is reported, parents sometimes feel as if they are on a roller coaster of emotions. This is normal. The report can affect your life in many ways, and it takes time to adjust. The following are some of the common thoughts and feelings that parents may have. Parents may have one or more of these, or they may move from one feeling to another.

DENIAL: A parent’s first reaction may be to not believe or accept the possibility that his/her child has been abused. He/she may believe that the abuse did occur but that no real or lasting harm was done to the child. Parents often experience denial because it is too overwhelming to accept that the abuse occurred and that there will be after-effects. For some people, it takes time to overcome denial and face the realities of abuse.

ANGER: At times, parents may feel angry with themselves for not protecting their child. Parents may feel angry with the perpetrator for what he/she did. Parents may even feel angry with the child.

HELPLESSNESS: Parents are not likely to know what to expect and therefore may feel that things are out of their control. Some parents may fear that their child will be taken away from them. Speaking with the O.U.R. House team members will help address these concerns and provide information about what to expect from the situation.

LACK OF ASSERTIVENESS: Parents may feel invisible and think that there is nothing that can be done to help improve the family’s situation. Again, team members are available to help guide parents about how to change a situation and how to take appropriate action.

SHOCK, NUMBNESS, AND REPULSION: Some parents may have memories of being abused as a child, which may lead to shock, numbness, and repulsion for the current situation. Memories from the past may surface to add to distress. Parents may need to seek counseling for themselves in order to better assist and support their child. O.U.R. House offers counseling referrals for adult survivors of child sexual abuse.

GUILT AND SELF-BLAME: Parents may feel at fault for what has happened to their child. They may also feel that there was something that could have been done to prevent the abuse from occurring, or that they somehow should have “sensed” that the abuse was happening. The perpetrator is responsible for the abuse, not the parent, and not the child.

HURT AND BETRAYAL: It is normal to feel hurt from the loss of a child’s innocence. A parent may have also lost a spouse, partner, relative, or friend if that person was the abuser. It is natural to feel betrayed by a person when he/she has caused injury to a child. It is important to take time to grieve for these losses.

FEAR OF VIOLENCE: Parents may have fears that the offender will try to cause more harm to the family. These fears should be expressed immediately to the local police, Department for Children and Families or other professionals.

LOSS OF PRIVACY: Parents may be concerned that others in the community will hear about what has happened to their child. The investigation of child abuse is performed in a confidential manner, and no one involved in the case will communicate any factual material to anyone other than involved team members. A child’s name will not appear in the newspaper. It is important that parents use care when discussing the situation with others while the investigation is ongoing – this will prevent complication or confusing the case.

CONFUSION: Many parents wonder, “Why didn’t my child tell me?” It is not uncommon for a child not to tell his/her parent about the abuse. Children are often aware that such news will upset their parent, but do not understand that the parent would not be angry with them for the abuse occurring. Sometimes the abuser has threatened the child with harm, with responsibility that the abuser will get in trouble if the child tells, that a parent or loved one will be mad at them for disclosing, or that the child will be “taken away” from their parents. Even young children feel protective toward their parents and refrain from doing or saying anything that will upset or anger that parent. **Parents should reassure their child that the fact that he/she told someone was a very brave and important thing to do.**

Appendix B.d (end)



Things Parents Can Do to Help

- * Return to a normal routine as soon as possible.
- * See that your child receives therapy as soon as possible. Trying to ignore the problem usually causes more difficulties and will not make the problem go away.
- * Find support and/or counseling for yourself and other family members. Parents do not have to go through this alone.
- * Teach your child the rules of personal safety. Tell them what to do if someone tries to touch him/her in an uncomfortable way.
- * Be careful not to question your child about the abuse. If a child is questioned, it could jeopardize the case in court against the child's abuser. Specially trained investigators from the Department for Children and Families will interview your child to obtain the necessary information without harming the case or further traumatizing your child. If your child wants to talk about it, listen and be supportive, but do not probe.
- * Avoid discussing the case with other victims or their families.
- * Never coach or advise your child on how to act or what to say to professionals or investigators. This could seriously damage the case and confuse and upset your child.
- * Avoid the suspect. Have no contact with him/her.
- * Your child may need an extra sense of physical security. Stay close; assure your child that you will keep him/her safe. Understand your child's needs or unusual requests for things like nightlights, leaving the bedroom door open, and a need for physical closeness.
- * Remember to give attention to other children in your family. Explain to them that they are okay, that something has happened to the abused child, but that you will keep all of them safe.

MAINTAINING BOUNDARIES

EXAMPLES OF BOUNDARY VIOLATIONS

Physical Boundary Violations

- Standing too close to a person without his/her permission.
- Touching a person without his/her permission.
- Getting into a person's personal belongings and living space such as one's purse, wallet, mail, and closet.
- Listening to a person's personal conversations or telephone conversations without his/her permission.
- Not allowing a person to have privacy or violating a person's right to privacy.
- Exposing others to physical illness due to your having a contagious disease.

Sexual Boundary Violations

- Touching a person sexually without his/her permission.
- Not negotiating when, where, and how to engage in sexual activity.
- Demanding unsafe sexual practices.
- Leaving pornography where others who do not wish to or should not see it may see it.
- Exposing oneself to others without their consent.
- Staring or looking at another person lustily (voyeurism) without his/her permission.
- Exposing visually and/or auditorily others to your sexual activities without their consent.

Internal Boundary Violations

- Yelling and screaming
- Name calling
- Ridiculing a person
- Lying
- Breaking a commitment
- Patronizing a person
- Telling a person how he/she should be or what he/she should do
- (Negative Control)
- Being sarcastic

Appendix B.f Dos	Don'ts
Maintain appropriate personal space	Invade personal space; physical proximity that is too close
Maintain reasonable eye contact	Maintain intense eye contact
Appropriate comments regarding program environment and social activities	Comments that are personal or physical in nature, <i>i.e.</i> “you have great legs,” “you should wear that sweater more often,” “what big muscles you have,” or may have sexual overtones; condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones; flirting
Helpers assigned duties appropriate to the program environment	Helpers assigned duties to meet personal needs of staff members
Youth-staff communication appropriate and understood by general population	Youth-staff communication has implied messages and inside understanding not
	commonly understood by general population; hidden communication
Conversations with youth support learning and growth; youth's perspective is focus of conversation	Conversations with youth disclose personal and confidential information so that the youth becomes the confidant of the adult; staff revealing personal information that could make youth uncomfortable; adult becomes focus of conversation
Appropriate use of conferences or other youth events in a manner consistent with program purpose	Pattern of spending time alone with youth in conferences beyond program expectations
Youth-staff relationship centered on academics, program events and activities	Youth-staff relationship maintained outside program events, manifested by gift giving, outside social activities, or receiving or writing personal notes
Maintain fair and equal treatment of all youth with occasional exceptions	Pattern of covering for or providing excuses for particular youth
Leaders of program activities maintain clear standards around gender issues and harassment	Leaders of program activities encourage atmosphere of loose and inappropriate boundaries around gender and harassment issue

A pat on the back, shoulder or arm	Shoulder massage, lingering touches, squeezes, requesting affection; hugs, kisses or invitations to “give me a hug,” “give me a kiss”
Exercising good judgment on whether to touch youth and/or under what circumstances; sensitive to individual preferences and cultural norms	Touching youth who may misinterpret the touch due to individual circumstances, cultural standards or developmental stage
Referring serious youth problems to the appropriately trained professional	Staff members acting as helpers for serious problems in circumstances where higher level training in effective counseling is warranted
Parent approves of the interaction	Parent questions the appropriateness of the interaction

[www.ncdjdp.org/community_programs/gsm/relationships/Maintain **Boundaries.doc**](http://www.ncdjdp.org/community_programs/gsm/relationships/Maintain_Boundaries.doc)

Shaming a person* This material is excerpted with permission from: *Facing Codependence: What It Is, Where It Comes From, How It Sabotages Our Lives* By Pia Mellody with Andrea Wells Miller and J. Keith Miller

Appendix B.f (end)



Community Referral List

Names in **bold work with young children with sexual abuse issues as well as other clients*

Woodbury

Auguste Elliot 53 Hemlock RD, Woodbury, VT 456-1600

Berlin

Family Tree Counseling 641 Comstock Road, Berlin, VT 223-7364
ages 6 and older

Montpelier

Alexandrai Forbes 138 Main St, Montpelier, VT 229-1643
Jane Kast 2 Spring St, Montpelier, VT 229-6148
Cheryl Lee 64 Main St, Montpelier, VT 223-1133
 Diana Mcleod Montpelier, VT 229-5296
 Heather Moz 14 Terrace St, Montpelier, VT 229-2207
Michael O'Hare 157 State St, Montpelier, VT 223-2905
 Elliot Seigle 19 Court St, Montpelier, VT 223-5561
Shari Stahl 162 Elm St, Montpelier, VT 229-6700
Miriam Voran 79 Main St, Montpelier, VT 223-2134
 Anne Unangst 162 Elm St, Montpelier, VT 223-1225

Hyde Park

Sharon Moffit Green River Guild 888-6215

Northfield

David Brosell 27 South Main St, Northfield, VT 485-8055

Plainfield

William Fink 157 Towne Ave, Plainfield, VT 454-8336

Waterbury

Kammy Kelton 55 South Main St, Waterbury, VT 244-7937
 Michelle Reed 93 South Main St, Waterbury, VT 244-1748

Randolph

Sarah Kenealy Randolph, VT 276-2109

National Children's Advocacy Center

210 Pratt Ave NE
Huntsville, Alabama 35801
(256) 327-3853

These books are only suggestions. Parents are strongly encouraged to read each book before deciding to give them to your children.

Suggested Reading for Children

Brown, L. K., & Brown, M. T. (1986). *Dinosaurs divorce: A guide for changing families*. Boston: Atlantic Monthly Press.

Freeman, L. (1982). *It's my body*. Seattle, WA: Parenting Press, Inc.

Girard, L. W., & Pate, R. (2010). *My Body Is Private*. Morton Grove, Ill: Prairie Paperbacks, Albert Whitman and Company.

Hammerseng, K. M., & Garbot, D. (1995) *Telling Isn't Tattling*. Seattle, WA: Parenting Press, Inc.

Holmes, M. M. (2000). *A Terrible Thing Happened: A Story for Children Who Have Witnessed Violence or Trauma*. Washington, DC: Magination Press Children's Books.

Johnsen, K., & Forssell, L. (1986). *The Trouble with Secrets*. Seattle, WA: Parenting Press.

Kleven, S., & Bergsma, J. (1998). *The Right Touch: A Read-Aloud Story to Help Prevent Child Sexual Abuse*. Bellevue, WA: Illumination Arts.

Ottenweller, J. & Hewitt, S. (1991). *Please Tell! A Child's Story About Sexual Abuse*. Center City, MN: Hazelden Foundation.

Schor, H., & Kilpatrick, M. (2002). *A Place for Starr: A Story of Hope for Children Experiencing Family Violence*. Indianapolis, IN: Kidsrights.

Spelman (2000) *Your Body Belongs to You*. Morton Grove, IL: Prairie Paperbacks, Albert Whitman and Company.

Stauffer, L., & Deblinger, E. (2003). *Let's Talk About Taking Care Of You: An Educational Book About Body Safety*. Hatfield, PA: Hope for Families.

Werner-Watson, Jane. Sometimes A Family Has to Split Up.

Suggested Reading for Teens

- Carter, W. (2002). It Happened to Me. New Harbinger Publications.
- Harris, R.H. (1996). It's Perfectly Normal. Candlewick Press.
- Mather, C.L. and Debye, K.E. (1994). How Long Does It Hurt? Jossey-Bass Publishers.
- Mayle, P. (1975). What's Happening to Me? Kensington Publishing.
- McGee, K. (2003). Unmasking Sexual Con Games. Boys Town Press.
- Moles, K. The Teen Relationship Workbook. Wellness Reproductions & Publishing.
- Nelsen, J. and Lott, L. I'm On Your Side: Resolving Conflict with Your Teenage Son or Daughter

Suggested Reading for Parents

- Adams, C. and Fay, J. (1995). Helping Your Child Recover from Sexual Abuse Seattle: University of Washington Press.
- Alexander, Debra (1999). Children Changed by Trauma: A Healing Guide. New Harbinger Publications.
- Bear, Dimock. Adults Molested As Children: A Survivor's Manual for Women and Men
- Brohl, K. When Your Child Has Been Molested. Jossey-Bass.
- Byerly, Carolyn. The Mother's Book. Iowa: Kendal/Hunt Publishing Co.
- Coblentz, John (1999). Beauty for Ashes: Biblical Help for the Sexually Abused.
- Davies, Vanessa (1997). Betrayal of Trust: Understanding and Overcoming the Legacy of Childhood Sexual Abuse.
- Hooper, Carol. Mother Surviving Child Sexual Abuse.
- Mars, Brennan (1999). Bobbie's Story: A Guide for Foster Parents.
- Schaefer, Karen. What Only a Mother Can Tell You About Child Sexual Abuse. Child Welfare League.
- Stone, Robin (2004). No Secrets, No Lies: How Black Families Can Heal from Sexual Abuse.

(Rev. 9-14-09)



Recommended Readings

For Parents

- Helping Your Child Recover from Sexual Abuse.
Author: Caren Adams & Jennifer Fay
- What's Happening in Our Family? Understanding Sexual Abuse through Metaphors.
Author: Constance M. Ostis, MSW
- No Secrets, No Lies: How Black Families Can Heal from Sexual Abuse.
Author: Robin D. Stone
- Straying Towards Truth.
Author: Karen E. Fennell

For Teens

- How Long Does It Hurt? Author: Cynthia L. Mather & Kristina E. Debye
- Back On Track. Author: Leslie Bailey Wright & Mindy B. Loiselle
(Specifically for boys ages 10 and up)

For Children

- Please Tell! A child's story about sexual abuse. Author: Jessie
- No More Secrets for Me. Author: Oralee Wachter
- It Happened to Me: A Creative Healing Book. Author: Debra Whiting Alexander

For Adult Survivors

- The Courage to Heal: A Guide for Women Survivors of Child Sexual Abuse.
Author: Ellen Bass & Laura Davis
- The Courage to Heal Workbook: A Guide for Women & Men Survivors of Child Sexual Abuse. Author: Laura Davis

The Children's Advocacy Center Staff understands you may have many questions surrounding your child's abuse. We are available to answer questions even after your child's interview is over. The following is a list of books that you may find helpful to answer some of your questions during you and your child's journey to recovery. We recommend that these books be used in conjunction with and not in place of therapy.

X. Appendix C. Bibliography

THE SAFE CONGREGATION HANDBOOK, Nurturing Healthy Boundaries in Our Faith Communities,

Patricia Hoertdoerfer and Frederic Muir, Editors, Unitarian Universalist Association (UUA), Boston, 2005.

Contains multiple thoughtful and stimulating articles under the headings of Congregation and Culture, Transformational Leadership, Self-Care for Religious Leaders, Religious Education and Safety, and Congregational Justice Making, followed by outlines for workshops for each of those subjects and handouts to be copied. Contains several pages listing additional resources. 167 pp.

BALANCING ACTS - keeping children safe in congregations, Reverend Debra Haffner, download from the UUA website, uua.org/leaders/library, then type in Haffner, Balancing Acts

A manual for setting up a safe congregation policy, balancing the following three tenets: ensuring the safety of children and youth in our congregations from sexual abuse, sexual assault, and sexual harassment; treating with worth and dignity a person who has offended but seeks a spiritual home, while limiting such a person's activities; and educating ourselves about child sexual abuse and healthy childhood sexuality. Resources include a case study of a sex offender in church, and citations to resources on general information about child sexual abuse, information about sex offenders, organizations to which to refer for a treatment provider for an assessment, support for congregants, and for insurance issues. 53 pp.

NORTHERN NEW ENGLAND DISTRICT'S SAFETY POLICIES AND PROCEDURES

Referring to the seven UUA Principles, the safety policy applies to District Annual Conferences, youth conferences, youth conference planning committees' (known as (DYC or YAC) meetings or retreats and youth trainings/workshops. The policy addresses the screening and selection of adults, supervision, on site safety practices, transportation to and from events, accountability, education and training, and offers many forms for use or adaption by congregations, listed in the UCM Safe Congregation Handbook List of Forms Appendix. 38 pp.

The Safe Congregation Handbook, The First Unitarian Church of Philadelphia. The congregations's Safe Congregation policy, procedures and forms. 22 pp.

Toward a Safe Congregation: a policy for the prevention of community breaking behavior, sexual misconduct, physical abuse and harassment. Community Congregation, Peaceful Valley, AL. The congregation's policy, procedures and forms. 12 pp.

A Safe Congregation, Champlain Valley Unitarian Universalist Society, Middlebury, VT. 8 pp.

Untitled policy of the Unitarian Universalist Congregation of the Upper Valley, Norwich, VT. 9pp.

MMUUF RE: SAFE CONGREGATIONS POLICY, Mount Mansfield Unitarian Universalist Fellowship, Jericho, VT. 6 pp.

RESPONSIBLE STAFFING, Guidelines on Screening Practices for Use by Unitarian Universalist Association Organizations When Adding Clergy, Professional Leaders, Staff and Volunteers.

The Policy for the Prevention of Sexual Abuse of Our Children and Youth was developed by and proposed to the Executive Team by the Safe Congregation Task Force, with great help from the additional people listed below along with the Task Force members:

Sally Armstrong, UCM Director of Religious Education

Jenny Beaudin, SCTF member and draftsman

Rhoda Chickering, former Executive Team Liaison

Rev. Mara Dowdall, former Minister

Ginnie Humphreys, SCTF member

Janet Poeton, SCTF member

Tina Ruth, SCTF Chair

The Policy for the Prevention of Sexual Abuse of Our Children and Youth was approved by the UCM Executive Team on September 30, 2013.

Rev. Stephen D. Edington, Interim Minister

Judith Hinds

(Tina Ruth recused herself from acting as an Executive Team member with respect to the Safe Congregation Task Force because she had been appointed by the Executive Committee under the former governance model to chair the SCTF.)