

Berea Friends Meeting Safety Guidelines

May 19, 2019

Purpose

Berea Friends Meeting is committed to providing a safe and enriching environment for all who participate in our programs and activities. We believe a vibrant Quaker meeting is one where all participants are fully engaged and invested in the life of the religious community. The goal of these guidelines is to provide clear guidance on prevention of and response to issues of safety.

Administration

The Clerk's Committee and one representative from the Young Friends Committee will review and revise these guidelines at least yearly.

Definitions

Youth: any person who is under the age of 19, or who is under the age of 22 and still needs the kind of support available in our youth programs

Adult Worker: any person over the age of 18 who agrees to help lead youth programs or activities

Youth Worker: any person under the age of 19 who agrees to help lead programs or activities

Volunteer: any person of any age who offers to help workers with youth programs or activities

Guest: An individual who is not associated with BFM on a regular basis for worship or other activities.

Harassment and bullying – any unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassment may occur in person or via electronic communication or social media. Harassing behavior may include, but is not limited to:

- epithets,
- derogatory comments including slurs and lewd propositions,
- assault,
- impeding or blocking movement,
- offensive touching or any physical interference with normal work or movement,
- visual insults such as derogatory posters or cartoons.

Youth Abuse

For purposes of these guidelines, “youth abuse” is any action or lack of action that endangers or harms a youth’s physical, psychological or emotional health and development. Youth abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a youth that is not accidental, such as beating, shaking, inflicting burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a youth and an adult or between a youth and another youth at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a youth of his or her essential needs, such as adequate food, water, shelter, safety, and/or medical care.

Documentation

The BFM clerk, or designee(s) will take steps once per year to assure that documentation is in the appropriate places.

1. All youth in BFM programs will have Age, DOB, contact information, and guardian contact information available in a file in the BFM library, available to adult workers.
2. Safety Guidelines and supporting forms will be available at the Berea Friends Meeting website. There will be a paper copy in the BFM library.
3. Names and contact information for BFM clerk, Ministry and Nurture clerk, and members of Ministry and Nurture will be posted in the BFM library.
4. Completed incident reports and any other pertinent related documents will be maintained in a locked file, placed there by and accessible only to the Clerk of BFM and the Clerk of Ministry and Nurture.

Awareness

Education and policies about safety are critical to our stewardship. We see education as fitting in a logical sequence between our efforts in prevention, on the one hand, and being ready to respond to safety issues on the other.

This policy will be published in the Minutes of Business Meeting, and a copy will be kept in the BFM Library. The Clerk's Committee will ensure meeting members and attenders remain educated regarding Safety Guidelines.

Adults Workers

A Young Friends Committee will conduct worker screening and training as needed. Screening for adult workers will include the following requirements, which may be proposed for amendment by the Young Friends Committee as deemed necessary, subject to approval by Business Meeting.

1. Adult and youth workers must participate actively in Berea Friends for at least six months prior to working with BFM youth, or must submit an application and undergo a background check.
2. All adult and youth workers will read and sign a copy of the "Safety Guidelines". Young Friends committee members will collect and store the original signed paper in the BFM library. A copy of the signed paper will be given to the applicant.

Training

1. The Board of Directors (BFM Clerk, Treasurer, and Recording Clerk, as per articles of incorporation) holds responsibility for awareness and practice of procedures related to these Safety Guidelines. This responsibility includes generating procedural checklists as needed. Checklists will contain indicators for specific types of actions and procedures, including who or which agencies shall be contacted related to the specific safety issue.
2. The Young Friends Committee holds responsibility for making young friends aware of procedures specific to youth safety.

Supervision of Youth

1. We strive to have a minimum of two adult workers for all organized youth programs. When two adults are not available, doors to the room should remain open unless there are windows in the doors. We do not allow an individual youth to be alone with one adult at any BFM sponsored activity unless in an emergency situation or extenuating circumstances.
2. All overnight activities will follow Southern Appalachian Young Friends (SAYF) Guidelines: http://awesomesayfers.org/forms/SAYF_guidelines-rev201708.pdf

Physical Surroundings

1. Minimizing hazards
 - a. Clear egress will be maintained in all spaces used for community events
 - b. Smoke alarm batteries will be checked weekly during time periods when overnight guests are expected
2. Transportation: All SAYF retreat travel will be in rented vehicles with at least 2 adult drivers, as decided by Minute 2012.4.c of April 2012.
3. BFM adheres to a no running policy inside the building.

Concern about abuse or neglect occurring outside of BFM programs and activities

When an individual involved in the care of youth at a BFM program or activity becomes aware of suspected abuse or neglect of a youth under his/her care, by law [KRS 620.030(1)], concerns must be reported immediately. Reports should be made to the KY Cabinet for Health and Family Services Child Abuse Reporting Hotline (1-800-752-6200). The reporting individual will inform the BFM Clerk of Ministry and Nurture and/or the BFM Clerk.

Allegations of harassment or bullying

Incidents rising to levels that are problematic may be brought to the attention of Ministry and Nurture or to Adult Workers if youth are involved. Cyberspace environments, including electronic communication and social media, are included in our safety concerns.

Sexual harassment is of particular concern and we recognize the right of everyone to feel secure in our BFM environment. We expect that anyone perceiving or experiencing sexual harassment will bring their concern to the Clerk of Ministry and Nurture, an Adult Worker, or the BFM Clerk for consideration or action.

Allegation of abuse or neglect during a BFM program or activity

Under no circumstances will BFM members or attenders commence to investigate any claim of abuse or neglect beyond the information required make a report to authorities.

In the event that an incident of abuse or neglect is alleged to have occurred at or during a BFM sponsored program or activity, the following procedure shall be followed.

1. The parent or guardian of the youth will be notified.
2. The person alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with BFM youth pending an investigation and instructed to remain away from youth at all BFM programs and activities during the investigation.
3. BFM will comply with the state's requirements regarding mandatory reporting of abuse according to the law. Notification will be made to the KY Cabinet for Health and Family Services Child Abuse Reporting Hotline (1-800-752-6200), and the incident will also be reported immediately to either the Clerk of Ministry and Nurture or the BFM Clerk. BFM will fully cooperate with the investigation of the incident by civil authorities.
4. The BFM insurance provider will be notified of any sexual misconduct incident which may reasonably be expected to result in a claim, within 30 days of cognizance. Notification will include an incident report (see Appendix A). A copy of all documents will be stored in the BFM library in a locked file.
5. Ministry and Nurture will discern when and whether members and attenders are informed, and whether legal counsel is needed.
6. If the media becomes involved regarding an incident concerning abuse or neglect, the BFM Clerk or designee will be our spokesperson unless he or she is alleged to be involved.
7. A Ministry and Nurture visit in the manner of Friends will be arranged for those who desire it.
8. Any person who is found guilty by authorities of the alleged abuse or misconduct will be removed from their position working with BFM youth.

If a youth worker of Berea Friends Meeting suspects that any such abuse may have occurred, they will inform the supervising adult worker, who will a) assist the youth worker in documenting the incident, and b) follow up according to mandated reporting guidelines of the state. If the adult worker is involved in the incident, the youth worker will inform the Clerk of BFM or a member of Ministry and Nurture who will assist the youth worker to ensure the process required by law for mandated reporting is fulfilled.

Appendix A

This form shall be used to document cases of abuse or neglect. For incidents that occur during BFM programs or activities and meet insurance criteria, the form will be sent to the insurance company. A copy of all incidents will be maintained in a locked file accessible to the Clerk of Ministry and Nurture and to the BFM Clerk. For incidents that are suspected not during BFM programs or activities, the form may be used to guide and document the situation, in which case it is under the care of the reporting individual.

Incident Report

Date Written _____

Written by _____ (please print)

Writer's address and telephone(s)

Date of the incident _____

Witnesses and contact information if known

Child(ren) Name & D.O.B: _____

Who has custody? _____

Names, address and telephone of parents or custodians:

1. Is the child currently safe? Please describe the situation if the child is not safe.

2. What needs to happen to get and/or keep the child safe?

3. What is the nature and extent of injury, abuse, or neglect including any prior evidence of same? (Please

cite the source of your information if not observed firsthand.) Where and when did the injury occur?

4. What are the circumstances under which you became aware of the injuries, abuse or neglect?

5. Has the child and/or the child's family been contacted and offered supports or information?

6. REPORT TO STATE AGENCY:

Person who made the call: _____

Agency called and telephone number:

Person spoken to: _____

Date and time: _____

What is agency's plan for response?

7. Additional information.
