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Abuse Prevention

Abuse and Misconduct

Foothill Unitarian Church seeks to provide a safe and secure environment for all who engage in our community, with special care for the children, youth and vulnerable adults who participate in our program and activities. By implementing the practices described in this handbook, our goal is to protect our community from incidents of misconduct or inappropriate behavior while protecting our staff and volunteers from false accusations.

We strive to ensure the existence of a caring religious community, free from violence and abuse of all kinds including intimidation, coercion, sexual harassment and physical and sexual abuse. By adopting this policy, we declare our support and concerted effort to create a life-affirming culture and safe environment for children, youth and adults.

This policy has been written with the following objectives:

- To provide guidelines and procedures that will promote a safe and caring environment for all who participate in programs offered by Foothills Unitarian Universalist Church.
- To provide guidelines to decrease the risk of physical, sexual and emotional abuse while an infant, child or youth is in the care of a Foothills Unitarian Universalist Church staff person or volunteer and for vulnerable adults who are visited or transported by volunteers.
- To provide guidelines and procedures regarding the selection, training and supervision of adult staff and volunteers.
- To provide a caring and appropriate response to victims of abuse. - To provide guidelines for dealing with a report of abuse and for communicating with authorities and with the press in such an event.
- To help reduce Foothills Unitarian Church's exposure to risk and liability in our programs.

Classroom Set-Up

Two Adult Classrooms

It is the policy of Foothills Unitarian Church that on-going activities and classes for children and youth shall be supervised by two screened and approved volunteers. Two adults will be present in each classroom or doors will be left open.

- In the event that an adult volunteer becomes incapacitated and unable to carry out assigned responsibilities the DRE, Parish Visitor Coordinator, or the person in charge of the program or activity shall be notified and appropriate arrangements shall be made for the care of the infants, children or youth in attendance.
- The Foothills Unitarian Church may choose to provide childcare for meetings, programs, classes, and other events that are a part of congregational activities, at the discretion of the DRE. If childcare is not arranged by Foothills Unitarian Church, parents or guardians may arrange with the DRE to use the facilities of Foothills Unitarian Church for childcare. The parents or guardians of these children are responsible for hiring and supervising the child caregivers for their children. The DRE will provide a list of screened child caregivers as a courtesy, but Foothills Unitarian Church accepts no responsibility for caregivers hired by the parents or guardians.
- If a staff person or primary volunteer wishes to meet with a child, youth or vulnerable adult one-on-one outside of normal classroom or program activities, the parent or guardian of that child or youth or vulnerable adult must give explicit permission for the meeting to occur. If the child or youth does not want the parent to be notified of the meeting, then a second staff person must be present for the meeting. In the case of high school youth, a second young person of the same gender as youth requesting the meeting may sit in.

Open Classrooms

Classrooms will be arranged so that windows are not totally obstructed and dividers or curtains are partially open.

The DFM or someone appointed by the DFM to act in her/his place will observe classrooms without prior notification to the teachers each Sunday.

Parents and guardians are welcome to observe RE classrooms at any time. However, whenever possible, we strongly encourage parents to inform the teacher and/or DRE in advance, as unannounced visits can be disruptive.

Definitions of Abuse

Colorado state law defines child abuse in these terms:

Abuse involves an injury to a person's life or health, or permitting them to be unreasonably placed in a situation that poses a threat of injury to their life or health, or engaging in a continued pattern of conduct that results in malnourishment, lack of proper medical care, cruel punishment, mistreatment, or an accumulation of injuries that ultimately results in the death of a that person or causes serious bodily injury. In this section, "child" means a person under the age of sixteen years. The law also says no person, other than the perpetrator, complicitor, coconspirator, or accessory, who reports an instance of abuse to law enforcement officials, shall be subjected to criminal or civil liability for any consequence of making such report unless he knows at the time of making it that it is untrue. Abuse may be physical, neglect, sexual, emotional or parental substance abuse.

The Colorado Department of Education defines:

- **Physical Abuse** - includes injuries of a non-accidental nature, including soft tissue damage, broken bones, burns, head injury, and the like.
- **Negligent Abuse** includes activities that threaten the person's health or welfare, for example, lack of adequate food, clothing, shelter, education, or medical care; allowing inappropriate use of illegal or misprescribed substances; or putting a person at risk of a serious physical injury.
- **Sexual Abuse and Exploitation** - includes incest, indecent exposure, fondling, rape, pornography, and sexual exploitation.
- **Emotional or Mental Injury/Abuse** can occur when excessive or unrealistic demands are placed on a child. It includes verbal abuse, such as name-calling, yelling, criticism, and/or teasing.
- **Emotional neglect** results when a person does not receive personal warmth, attention, or supervision.
- **Parental Substance Abuse** includes child's exposure to harm prenatally due to mother's use of drug/illegal substance and/or manufacturing of controlled substances in child's presence or on premise with child.

No Minister, adult leader, parish visitor, child care employee, religious education program volunteer (RE Teacher, Youth Advisor, OWL Leader) nor any other person working in a paid or volunteer capacity for the Foothills Unitarian Church shall engage in sexualized behavior with persons under the age of eighteen.

Neither shall anyone engage in behavior with children, youth or adults, which constitutes sexual harassment, or verbal, emotional or physical abuse. It is also the policy of Foothills Unitarian Church that no one who has been convicted of any crime involving an infant, child or youth, or

vulnerable adult who has had such a conviction expunged, will be permitted to work with children and youth. This would include crimes such as contributing to the delinquency of a minor, or other non-sexual crimes.

Parents and Guardians

Parents and guardians have an important role to play in the prevention of sexual and physical abuse. To support parents and guardians as they educate and instruct their children about this issue, the Foothills Unitarian Church will offer information on the topic of sexual and physical abuse of children.

Parents may visit their child's class or act as an occasional substitute classroom assistants without undergoing a background check if a screened Primary Volunteer or RE staff person is present.

While parents are welcome to visit a classroom without notice, a parent's ongoing presence in the classroom is still subject to the Child Abuse Prevention Policy. The policy states that all adults involved in ongoing contact with minors in classrooms are required to have background and reference checks.

There is an expectation that a child will be able to be separate from his/her parents for a one hour class, in order for a child to be enrolled. However, it is recognized that children may experience separation anxiety in new classrooms, particularly in settings children, and is committed to helping children and parents through this transition, within the boundaries of the Child Abuse Prevention Policy.

Parents may attend a class, or a portion of a class, for three visits, to help the child transition. If further parental involvement is still required after three visits, the parent will meet with the DRE to jointly develop a transition plan. In this plan, the parent will leave the classroom for longer periods each week until the child is fully independent.

Should a child require parental involvement to ease separation anxiety at some future date after the initial transition has occurred; a new period of transition will begin, with the parent again able to attend classes for three visits, before a transition plan must be developed.

Parents of children with special needs may be requested or required to attend classes with their child(ren) by a teacher or DRE. This attendance is allowed within the confines of the Child Abuse Prevention Policy, without the requirement of a background and reference check, and with no expectation of separation, or transition plan, required.

Selection, Screening, and Training of Volunteers

In order to meet the variety of needs and positions required to provide education and supervision for infants, children and youth while they are in the care of Foothills Unitarian Church, two different levels of volunteers will be selected and screened. These levels are described below.

1. **Primary Volunteer:** A primary volunteer is an adult who is at least 18 years of age and works with infants, children, or youth on a regular basis within Foothills Unitarian Churches approved and on-going programs. All youth advisors for our YRUU high school youth group must be a minimum of 25 years old. Examples of primary volunteers would be Parish Visitors, RE Group Leaders who are assigned to a group of children or YRUU advisors.
2. **On-call Volunteers:** An on-call volunteer is an adult who is at least 18 years old and works with infants, children, or youth on an occasional basis within FUUC's approved and on-going programs. Examples would be childcare volunteers for Foothills Unitarian Church events, volunteers providing transportation, chaperones for overnights, one day summer RE teachers, or substitute teachers.

All primary volunteers must be active participants in the life of the congregation for at least six months before being considered for any positions involving children, youth or vulnerable adults. This requirement may be waived if a potential volunteer has been active in another congregation and is given a favorable reference by the minister and/or religious education director of that congregation.

With the exception of parents assisting in their child's program as required or as requested, all staff and all volunteers assigned to work with vulnerable adults, infants, children and youth on an on-going basis must agree to a criminal background check by an agency approved by the Foothills Unitarian Universalist Church Board. The purpose of this check is to ascertain if a potential volunteer has ever been convicted of a crime involving abuse of a child or vulnerable adult. These checks will be repeated every third year and the congregation will bear the costs of this check. e. Background checks will be performed by an entity approved by our insurance carrier.

The background check reports will go directly to the Director of Religious Education (DRE) for RE Volunteers and to the Church Administrator for Parish Visitors. The specific information from the report will not be shared with any other volunteers. The DRE or Minister (s) have the authority to veto a volunteer on the basis of the information received from the background check or other confidential information regarding the volunteer. Volunteers have the right to discuss a veto with the Minister and to take action on their own behalf, which may include an appeal to the Board.

All volunteer RE Group Leaders will submit a Teaching Agreement, including two references and will have an interview with the DFM and others he or she may designate. The DFM or assistant will conduct reference checks and keep a written record of references.

Screened on-call volunteers will be utilized whenever possible to fill unexpected, one-time needs in our programs for children and youth. In the event that a screened on-call volunteer is not available to fill an unexpected, one-time need, a parent may be utilized to fill the vacancy, as long as the second adult present is a screened volunteer or another screened staff member or adult is in the vicinity. The DRE also has the discretion of using a screened teen assistant as the second volunteer. If a second volunteer is not available the children or youth will be placed in another classroom or returned to their parents or guardians.

In keeping with UUA best practices, RE group leaders or advisors who are married or involved in a romantic partnership may not serve as the sole two adult primary volunteers in The OWL (Our Whole Lives) Programs or in any program where RE Staff or other adults will not be present in the building.

Training and Supervision of Volunteers and Staff working with Children and Youth

All primary volunteers who work with children and youth will be required to complete a training prior to volunteering with minors or vulnerable adults. All volunteers working with children are required to sign a Teaching Agreement before being approved to teach in our programs.

This training will cover the congregations' policies regarding relationships between adult volunteers and children or youth, information on child abuse and how to recognize child abuse, and how to handle and incidence of child abuse or the report of child abuse.

Nursery Care Staff must be trained in infant/child CPR and first aid. Church staff is required to be trained in infant/child CPR and first aid and with the AED (defibrillator located in the church foyer).

Substitutes / Back-ups

If a substitute is required for a class or meeting, teachers and advisors should attempt to arrange for a substitute in this order:

- Other team members
- Substitute from the approved list
- Parents of child in the classroom or group, a child care staff member may be used as an assisting teacher.

Covenantal Behaviour

Covenant of Right Relations

We covenant to build a religious community guided by love and sustained by respectful relationships which work towards the greater and common good. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor and value our differences, and assume good intentions. We will communicate directly, honestly and compassionately, particularly when we are in conflict, and we will not expect to always get our own way. When we feel hurt or when we hurt others, we will try to forgive, make amends and connect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.

Emergency Response Procedures

Foothills Unitarian Church strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, the security and safety of the congregation as a whole receives priority over the privileges and inclusion of individuals. To the degree events compromise the health of this congregation, our actions, as people of faith, reflect this emphasis on security and safety and on maintaining our covenant.

Use the content in this chapter to respond to these events at Foothills Unitarian Church:

1. Medical Emergency
2. Fire
3. Severe Weather
4. Bomb Threat
5. Suspicious Package
6. Non-Violent Disruptive Person
7. Active Shooter/Violent Person

Emergency Contacts

Emergency Contacts

CONTACT	NUMBER
Holly Ayala: Facilities Coordinator	(970) 449-0869
Jenn Powell : Operations, Events & Rentals manager	(970) 829-1068
Katie Watkins: Director of Finance & Operations	(970) 658-6728
Eleanor VanDeusen: Director of Family Ministry	(970) 213-0983
Lauren Farley: Family Ministry Coordinator	(301) 346-4986
Reverend Gretchen Haley: Senior Minister	(303) 877-0934
Church Office Main Line	(970) 493-5906
Police	Emergencies: 911 Non-Emergencies: (970) 221-6540
Fire Department	Emergencies: 911 Non-Emergencies: (970) 221-6570
Electric Utility (Fort Collins Utilities Acct. # 386164-62364)	(970) 212-2900

Definitions

Trained Person

Any person working in a paid or unpaid capacity for Foothills Unitarian Church who has successfully completed Security and Emergencies training. Includes, but is not limited to, ministers, full-time and part-time support staff members, volunteers, friends, and members of the congregation.

Applicable Volunteer

Any person serving in an unpaid capacity for Foothills Unitarian Church, including, but not limited to, adult leader, child care provider, nursery care provider, teacher, family ministry program volunteer (Children's Small Group Leader, Youth Advisor, OWL Leader), worship host, greeter, usher, member of the A/V Team, member of the Radical Welcoming Team, and member of the Safe Space Team.

Policies

Who Must Successfully Complete Security and Emergencies Training

Any person working in a paid or unpaid capacity for Foothills Unitarian Church shall successfully complete Security and Emergencies training. Includes, but is not limited to, ministers, full-time and part-time support staff members, and applicable volunteers.

Who is in Charge at Each Location of a Security or Emergency Event

The Trained Person with the highest organizational rank is in charge at each location of a security or emergency event. They must be (1) physically at the location and (2) able and willing to do the job. They are authorized to direct all persons at the location to minimize confusion and maximize response. All persons must listen closely to and comply with their instructions.

Trained Person	Organizational Rank
Event and Operations Manager, Jenn Powell	First in Main Building
Director of Family Ministry, Eleanor VanDeusen	First in Chalice Wing
Facilities Coordinator, Holly Ayala	Second in Main Building
Engagement & Family Ministry Coordinator, Lauren Farley	Second in Chalice Wing
Safe Space Team Member at the Location First	Third in Main Building
Worship Host at the Location First	Fourth in Main Building
Applicable Volunteer at the Location First	Depends if the above ranks are not able to be there

Evacuation Plan for Foothills UU Campus 2024

Main Floor - Main Lobby

2 Exits:

1. Exit out the Main entrance doors, onto the patio, and then through the East parking lot to the far East part of it to the Garden shed. It is marked as an Emergency meeting spot.
2. Exit out the West Entrance doors and head to the far West end of the West parking lot to the marked Emergency spot.

Main Floor - Unity Hall

2 exits:

1. Exit the side door in Unity Hall out towards the West parking lot to the meeting area in the far west corner.
2. Exit Unity Hall's entrance doors into the main lobby, then exit out the Main entrance doors, onto the patio, and then through the East parking lot to the far East part of it to the Garden shed. It is marked as an Emergency meeting spot.

Main Floor - Kitchen

2 Exits:

1. Exit the service door in the kitchen to the patio, and continue out through the East parking lot to the far East part of it to the Garden shed. It is marked as an Emergency meeting spot.
2. Exit out the Kitchen into the Main lobby and exit out the Main entrance doors, onto the patio, and then through the East parking lot to the far East part of it to the Garden shed. It is marked as an Emergency meeting spot.

Main Floor - Sanctuary

2 Exits:

1. Exit out the Sanctuary's entrance doors. Once out of the Sanctuary we direct people to leave through the main entrance doors, through the East parking lot to the far East part of

it to the Garden shed. It is marked as an Emergency meeting spot.

2. OR exit the door backstage on the same side of the room as the Sanctuary entrance doors, take you outside to the West entrance patio, go to the far west side of the West Parking lot to the marked Emergency meeting spot.

Main Floor - Church Offices

Exit the offices through the admin entrance doors out the east parking lot to the garden shed. The other immediate exit is down the admin. Hallway and out the rear of the utility closet. Once outside, head to the far west parking lot.

Downstairs Chalice Wing

To go pack for each classroom for children.

Locks on all playground gates

- Rooms 111,112, 113, 114, 115 & 116: Exit classroom and go to the gate at the far edge of the playground and take them to the meet up area by the garden shed.
- Rooms 117: Exit treat door, go out through the gate and head east to go to the meet up area by the garden shed.
- Basement: Exit main basement door to sidewalk on Drake. Follow the sidewalk west to the meeting area in the West parking lot.

Upstairs Chalice Wing

- Rooms 227 & 226: exit new double patio doors. Head North to the parking lot and east to the garden shed.
- Rooms 225, 224, 223, 222, 221: Exit old Chalice Wing double doors, head North to the parking lot and east to the garden shed.

Shed needs repair, brightening up - possible fun paint.

Possible location of first side kits and even procedures.

Procedure: Active Shooter/Violent Person

Information

1. An active shooter is attempting murder. They may use guns, explosive devices, chemical or biological agents.
 - A. Shooters select a person or a group at random.
 - B. The event is unpredictable and changes fast.
 - C. You must decide quickly what to do.
2. When an active shooting starts, you have three choices.
 - A. Run (Best Choice)
 - B. Hide (Temporary Choice)
 - C. Fight (Last Choice)

Procedure Steps: Run (Best Choice)

1. All Persons—
 - A. DO NOT activate the fire alarm. Other people may leave the building(s) into the path of the shooter.
 - B. DO NOT get your personal items.
 - C. DO NOT give first aid to or move wounded people.
 - D. Immediately leave the shooting scene. Run fast and far. Stay aware of the situation. Think about a good escape route, out of the building, away from the shooter. Trust your instincts. Don't delay.
 - E. Help other UNWOUNDED people escape.
 - F. As soon as possible, call 911. Use any operational phone. Give the 911 dispatcher this information. Be as accurate as possible.

- (1) Location of the active shooter(s).
- (2) Number of shooters.
- (3) Physical description of the shooter(s).
- (4) Number and type of weapons held by the shooter(s).
- (5) Number of potential victims at your location.

G. Immediately stop people from entering an area where the shooter may be.

H. Immediately raise your hands and spread your fingers when you find the police and/or other first responders. Listen closely to and obey their commands exactly.

Procedure Steps: Hide (Temporary Choice)

Hiding is temporary. When you can safely do it, run, per the procedures in this section.

1. All Persons—Immediately

- A. Close/lock, and barricade all entry doors.
- B. Close/lock windows and blinds.
- C. Extinguish all lights, including candles.
- D. Move to a corner of the hiding place, far away from doors and windows. The best corner is on the same wall as the entry door.
- E. Silence all cell phones, including vibrate mode.
- F. Stay out of the shooter's view.
- G. Stay still and quiet.

Best Practices: Fight (Last Choice)

There are no step-by-step procedures, only best practices.

1. All Persons—

- A. Fight only when your life is in imminent danger. Work as a group with others.
- B. Commit to your actions. Be as physically aggressive as possible.
- C. Try to incapacitate the shooter. Scream, kick, improvise weapons, throw items. Target eyes, shins, and genitals. Do whatever you can.

Best Practices: When the Police Arrive

The first police officers to arrive will not help the injured. Other first responders will treat and move the injured. After you reach a safe area, the police will keep you there until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until the police release you.

1. All Persons—

- A. Remain calm. Listen closely to and obey their commands exactly.
- B. Drop items in your hands (e.g., bags, jackets).
- C. Raise your hands and spread your fingers. Keep your hands visible at all times.
- D. Avoid quick movements toward officers.
- E. Avoid pointing, screaming or yelling.
- F. Do not ask questions.

Procedure: Bomb Threat

Information

The majority of bomb threats are benign. Take all of them seriously. The 911 dispatcher will tell you if you need to leave the building.

Procedure Steps: Bomb Threat Received by Handwritten Note

1. Any Person—

- A. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.
- B. Immediately make a decision about the threat. If the threat is serious, immediately call 911. If the threat is NOT serious, immediately call the police. Use any operational phone.
- C. Immediately stop handling the note to preserve any evidence (DNA, fingerprints, Etc.).
- D. Immediately alert other persons in the area. As required, use the church paging system (HOW?).

Procedure Steps: Bomb Threat Received by Email

1. Any Person—

- A. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.
- B. Immediately make a decision about the threat. If the threat is serious, immediately call 911. If the threat is NOT serious, immediately call the police. Use any operational phone.
- C. Do not delete the message.
- D. Immediately alert other persons in the area. As required, use the church paging system (HOW?).

Procedure Steps: Bomb Threat Received by Phone Call

1. Call Receiver—Try to keep the caller on the phone, and ask a lot of questions. Use the checklists below.
2. Call Receiver—

A. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.

B. Immediately tell a person to call 911. Use any operational phone.

C. Immediately tell a person to alert other persons in the area. As required, use the church paging system found in the Fire panel in the Office Wing lobby.

3. Call Receiver—Ask the caller these questions. Legibly print the answers on paper.

Question	Question
Where is the bomb located?	What will make it explode?
When will it go off?	Did you place the bomb? If yes, why?
What does it look like?	What is your name?

4. Call Receiver— Legibly print this information on paper.

Question	Question
What were the exact words of the threat?	What is the threat caller’s estimated age?
Where is the threat caller located?	Is the voice familiar? If so, who does it sound like?

5. Call Receiver—Circle any of these characteristics that apply to the threat caller’s voice:

Female	Male	Accent
Angry	Calm	Clearing Throat
Coughing	Cracking Voice	Crying
Deep Voice	Deep Breathing	Disguised
Distinct	Excited Laughing	Lisp
Loud	Nasal	Stutter
Ragged	Rapid	Raspy
Slow	Slurred	Soft

6. Call Receiver—Circle any of these characteristics that apply to the threat caller’s background sounds.

Animal Noises	House Noises	Kitchen Noises
Street Noises	Street Noises	Booth PA System
Crowd	Music	Motor
Static	Office Sounds	Factory Sounds
Local Number	Long Distance Number	

7. Call Receiver—Circle any of these characteristics that apply to the threat caller’s language.

Incoherent	Irrational	Profane
Pre-recorded	Well-spoken	

Procedure: Fire

Emergency Equipment Locations

Emergency Equipment	Location
Fire Alarm Control Panel	Office Wing
Fire Alarm Graphic Map	Office wing
Fire Alarm Pull Station	Throughout the church buildings
Fire Extinguisher	Sanctuary: backstage Unity Hall: next to emergency side exit door Church Office: in Office Wing lobby Chalice Wing: In the southwest end in the hallway and in the northwest stairwell.

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Fire Alarm Control Panel | Office Wing Fire Alarm Graphic Map | Office Wing

Typical Evacuation Map Typical Fire Alarm Pull Station
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Typical Cabinet-Mounted Fire Extinguisher Typical Wall-Mounted Fire Extinguisher

Procedure Steps

1. Trained Person—If it is immediately available, get the device with PCO installed and take it with you.
2. All Persons—DO NOT get personal items. Stay together. Immediately leave the building. Use the route shown on the Evacuation Map (on the back of the door or near the door) in your location.
 - A. Sanctuary, Social Hall, and church office, go to and gather at the far edge of a parking lot.
 - B. Chalice Wing upper rooms, go to and gather at the far edge of the north/east parking lot.
 - C. Chalice Wing lower rooms, go to and gather at the far edge of the playground. If you have a k (usually a support staff member), unlock the playground gates. After the playground gates are unlocked, go to and gather in the field outside the playground fence.
3. Trained Person—

- A. If it is safe to do, and it applies to you, close the door(s) to the hall as you leave the building.
- B. If it is safe to do, immediately activate the fire alarm.
- C. Immediately call 911. Use any operational cell phone.
- D. After you reach the gathering area, immediately take attendance. If you have it, use the device with PCO installed.

E. If a missing child cannot be found in 15 minutes, immediately tell the first responders.

Procedure: Medical Emergency

Emergency Equipment Locations

Emergency Equipment	Location
AED (Defibrillator)	Main Lobby: Left side of the door to the janitor's closet
First Aid Kit	Sanctuary: At the A/V station Social Hall: At the Welcome Desk Kitchen: Inside the Kitchen near the door between the Kitchen and Social Hall Church Office: On the right side of the mailboxes Chalice Wing: In the snack closet in the center of each hallway on wall or shelf

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Typical First Aid Kit Location | Chalice Wing

Procedure Steps

1. Trained Person—If the medical condition and/or injury is severe (example: stopped breathing, heart attack, stroke, broken bone, heavy bleeding, burns, etc.):

- A. Immediately tell a person to call 911 and to meet and bring the first responders. Use any operational phone.
- B. Immediately decide:
 - (1) What emergency equipment do I need?
 - (2) Can the victim be moved?
 - (3) To turn the victim on their side if they vomited.
- C. Immediately tell a person to get and bring applicable emergency equipment (example: First Aid Kit, AED, etc.).
- D. If the victim needs warmth and comfort, immediately tell persons to find and bring appropriate materials.
- E. As soon as possible, give emergency first aid, including CPR, until first responders arrive. As required, tell people to help you.
- F. If the victim is under 18 years old, immediately tell a person to find the parents.
- G. If help is needed to calm persons at the scene, immediately tell calm persons to move distressed persons away from the scene.
- H. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.

2. Trained Person—If the medical condition and/or injury is NOT severe:

- A. Immediately tell a person to get and bring applicable emergency equipment (example: First Aid Kit).
- B. As soon as possible, give emergency first aid. As required, tell people to help you.
- C. If the victim is under 18 years old, immediately tell a person to find the parents.
- D. If help is needed to calm persons at the scene, immediately tell calm persons to move distressed persons away from the scene.
- E. If required, immediately tell a person to find and bring the Event and Operations Manager or lead staff member onsite.

3. Trained Person—As soon as possible, report the medical condition and/or injury on a Foothills Incident Report. Go to <https://foothillsuu.wufoo.com/forms/foothills-incident-report>.

Procedure: Non-Violent Disruptive Person

Policies

Non-Violent Disruptive behavior of a person in the past caused concerns about one or more of these things.

1. Perceived threats to the safety of any adult or child.
2. The disruption of church activities.
3. Diminishment of the appeal of the church to its existing and potential members.

When any person's physical and/or emotional well-being or freedom to safely express their beliefs or opinions is threatened, Foothills Unitarian Church addresses the source of the threat firmly and promptly. Actions to stop the disruptive person, but are not limited to, expulsion, and civil and criminal law enforcement.

Procedure Steps

1. Trained Person—If the Event and Operations Manager and/or support staff are at church, immediately tell a person to find and bring them.
2. Trained Person(s)—
 - A. If required, immediately stop the church activity until it is safe to restart.
 - B. Immediately use “De-escalation Techniques for the Upset Member/Visitor” in this section.
 - C. As soon as possible after starting “De-escalation Techniques for the Upset Member/Visitor,” ask the disruptive person to leave.
 - D. If the disruptive person does not leave, immediately tell a person to call 911 and to meet and bring the police. Use any operational phone.
 - E. If the disruptive person becomes violent, refer to Procedures Active Shooter/Violent Person in this section.

3. Event and Operations Manager—As soon as possible after the event, report it to the Board of Trustees on a Foothills Incident Report. Go to <https://foothillsuu.wufoo.com/forms/foothills-incident-report>.

4. Event and Operations Manager—If the person is a member, volunteer, or friend, refer to **Procedures: Non Violent Disruptive Member, Volunteer, or Friend** in this handbook.

De-Escalation steps for the upset member or visitor:

There are times when members or visitors can escalate disruptive behaviors. We all struggle with these situations. Some members/visitors lack the skill set to effectively communicate their needs or frustrations and may resort to speaking loudly, cursing, slamming doors, pacing, sometimes barely taking a breath to pause, and various other disruptive behaviors.

Techniques you can use to de-escalate upset members/visitors:

- Keep your tone of voice, facial expression and body language calm and neutral.
- DO NOT tell the member/visitor to calm down (think of how you feel if you think you have a legitimate complaint and someone says this to you).
- Listen without interruption and allow the member/visitor to vent. Responding before you have heard what they have to say may agitate them further.
- DO NOT judge or be dismissive of their complaint or concern (NOTE: their concern may be valid even if communicating it poorly or it is valid to them.)
- DO NOT take the communication personally, their frustration/anger is not about you.
- DO NOT get emotionally "hooked" or drawn into their agitation. If you feel your muscles tensing and pulse increasing, slow down your breathing.
- You do not have to have an answer for every question or respond to every statement.
- Respect personal space (it shows respect and keeps you safer). If you must enter their personal space, inform them you are doing so to avoid frightening them.
- Use positive or helpful statements: "Please tell me more so I can better understand how to help you."

Helpful statements you can use to de-escalate upset members/visitors:

- "You are frustrated (upset/etc.), I can understand why that was so frustrating for you."
- "I can hear how frustrated you are" or "that must be/have been scary."
- "I understand why..." (This does NOT mean you agree, it only means you are empathetic.)
- "I want to be able to help."
- "That sounds tough."
- For Phone Calls: "I'm going to do my best to help with this situation. I am asking you to refrain from (or stop) using profanity (or yelling, etc.)."

If there is an immediate safety threat, immediately tell a person to call 911. Use any operational phone.

Procedure: Severe Weather

1. Trained Person—Monitor <https://www.larimer.gov/roads/real-time-weather> of real-time weather information. If you decide people must find shelter in the church, immediately announce your decision on the church paging system located in the Fire Panel in the Office Wing Lobby.

2. Trained Person in the Sanctuary, Unity Hall, and church office—

A. Immediately move persons

(1) Inside.

(2) When possible, to church spaces without outside doors and windows, like a hallway or basement.

(3) If it applies to an interior corner of the space, away from outside doors and windows.

B. Immediately close doors to hallways and outside windows and blinds.

C. Keep children calm and quiet.

3. Trained Person in the Chalice Wing upper rooms—

A. If it is immediately available, get the device with PCO installed and take it with you.

B. Immediately move persons

(1) Inside.

(2) To the lower rooms in the Chalice Wing.

(3) To an interior corner of the room, away from outside doors and windows.

C. Immediately close doors to hallways and outside windows and blinds.

D. Immediately take attendance. If you have it, use the device with PCO installed.

E. Keep children calm and quiet.

4. Trained Person in the Chalice Wing lower rooms—

A. If it is immediately available, get the device with PCO installed and take it with you.

B. Immediately move persons

(1) Inside.

(2) To an interior corner of the room, away from outside doors and windows.

C. Immediately close doors to hallways and outside windows and blinds.

D. Immediately take attendance. If you have it, use the device with PCO installed.

E. Keep children calm and quiet.

5. Trained Person—Monitor <https://www.larimer.gov/roads/real-time-weather>

Procedure: Suspicious Package

Information

Look for these signs of a suspicious package—a letter or parcel bomb—delivered to the church.

Letter and Parcel Bomb Recognition Checklist: What to Look For	
Foreign mail, air mail, and special deliveries	Strange odor
Restrictive markings like "CONFIDENTIAL" or "PERSONAL"	Strange sounds
Excessive postage	Excessive weight
Handwritten or poorly typed address	Rigid, lopsided, or uneven envelopes
Incorrect titles	Excessive tape or string
Misspellings of common words	Visual distractions
Oily stains or discoloration on package	No return address

Procedure Steps: Handle a Suspicious Package

1. All Persons—If a suspicious package is delivered to the church:
 - A. DO NOT open or shake it.
 - B. DO NOT carry it or show it to other persons.
 - C. DO NOT bring it to the police.
 - D. DO NOT sniff, touch, or taste it.
 - E. Immediately try to recall which company delivered the package.
 - F. Immediately alert other persons in the area. As required, use the church paging system (HOW?).
 - G. Immediately leave the building. Close doors as you leave.

(1) Sanctuary, Social Hall, and church office, go to and gather at the far edge of a parking lot.

(2) Chalice Wing upper rooms, go to and gather at the far edge of the north/east parking lot.

(3) Chalice Wing lower rooms, go to and gather at the far edge of the playground. If you have a key (usually a support staff member), unlock the playground gates. After the playground gates are unlocked, go to and gather in the field outside the playground fence.

H. Immediately call 911. Use any operational cell phone.

I. Immediately prevent other persons from entering the building.

J. As soon as possible, wash your hands with soap and water.

K. As soon as possible, make a list of persons in the room where the package was received.

Harassment

Limited Access Agreements

Managing Convicted Sex Offenders

1. Purpose

To ensure the safety of children, youth, and vulnerable individuals in our congregation.

This guidance reflects our values of compassion, accountability, and covenantal community. It supports our commitment to creating a safe, welcoming, and just space for all—especially the most vulnerable among us. It also clarifies the boundaries necessary when individuals with a history of sexual offenses seek involvement in the life of the church.

2. Organizational Guidance

Foothills Unitarian Church does not permit individuals known to have criminal charges pending, have pled guilty to, or been convicted of child sexual or physical abuse, or those listed as sex offenders, to work with or supervise children or youth.

If it becomes known that an individual with a history of sexual offenses is attending or seeks to participate in church activities, the following steps must be followed:

Initial Steps

- The Minister will:
 - Check the local sex offender registry.
 - Meet with the individual to discuss the nature of the concern.
- The individual will be asked to sign a **Consent to Consult Treatment Provider** form (see [Attachment #4](#)) to permit contact with:
 - Their current sex offender treatment provider and/or therapist.
 - Their parole or probation officer (if applicable).
- These professionals will be asked to provide:
 - An assessment of the individual's risk to re-offend.

- Recommendations on any additional restrictions beyond the Limited Access Agreement.
- The individual may also be required to undergo a new professional assessment with a qualified therapist specializing in sex offender treatment.

If the Individual Refuses Cooperation

- If the individual refuses to:
 - Sign the consent form,
 - Allow contact with professionals,
 - Or complete an assessment,Then the church may deny them access to all congregational activities and property.

Based on the Professional Assessment

- **Low Risk / Successfully in Treatment:**
 - The Minister and/or Director of Family Ministry (DFM) will create a **Limited Access Agreement** that defines the terms of participation in the life of the congregation.
- **High Risk:**
 - The individual will be denied participation in the congregation until treatment professionals confirm a reduced risk of reoffending.

Limited Access Agreement Expectations

- All individuals with past sexual offense histories must sign a **Limited Access Agreement** prior to participation.
- In some cases, the agreement must be renewed annually.
- Refusal to sign results in denial of access to all congregation functions and church property.

Communication to the Congregation

- The decision about how and whether to inform the congregation of the presence of a known sex offender will be made by:
 - The President of the Board,
 - In consultation with the Minister, the Board of Trustees, and the Director of Family Ministry.

3. Related Content

Bylaws and Policies

This guidance interprets or implements the following:

- [3.2.3.2 Protection of Children and Vulnerable Adults](#)

Organizational Guidances & SOPs

This guidance is related to or informs the following documents:

- [SOP:Creating A Limited Access Agreement](#)

4. Revision History

- Updated by **Rev. Sean Neil-Barron** on March 28th, 2025

Previous Version

Adults, youth, and children who are known to have criminal charges pending or pled guilty to or have been convicted of either child sexual or physical abuse, or as a sex offender, will not be allowed to work with children or youth. If it becomes known that a convicted sex offender is attending the church or any church activities, the following steps shall be taken.

1. The Minister will check the local sex offender registry and meet with the individual to discuss the concerns that have been raised.
2. The individual will be asked to sign a release form Consent to Consult Treatment Provider (attached #4) so that the Minister can contact his/her sex offender treatment provider and/or current therapist, as well as the person's parole officer. The therapist and the parole officer will be asked for their professional assessment of the likelihood that the sex offender will re=offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. The individual may also be asked to go for a professional assessment with a therapist who specializes in working with sex offenders. If the offender refuses permission to contact the therapist or refuses to go for an assessment, the congregation may refuse participation in any congregational activity.
3. If the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the DFM and/or Minister (s) will develop a Limited Access Agreement. If the Professional assessment indicates that the person is at high risk for re-offending, the person will be denied involvement

in the faith community until treatment is successful at reducing the risk.

4. All persons with past histories of sexual offenses will be asked to sign a Limited Access Agreement. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the offender refuses to do so, he/she may then be denied access to congregation functions and church property. The President of the Board, in consultation with the board, the Minister, and the DRE will determine how information about the presence of a convicted sex offender will be communicated to the congregation.

Misconduct

Misconduct

Suspected Abuse or Misconduct by a Volunteer

Misconduct

Suspected Abuse or Misconduct by Staff

Off-Campus Safety

Driving and Drivers

A minimum of two approved adult volunteers (age 21 or older) must chaperone all offsite officially scheduled events. At least one volunteer must be a primary volunteer with the group traveling offsite (i.e. Youth advisor for YRUU events; Children's Small Group Leader for Children's events; etc.) Any person planning to drive youth to an offsite event must be an Approved Driver. Approved Drivers are required to:

- a. Complete a Leader Agreement (attached #1) and Code of Ethics (attached #2)
- b. Submit to a background check
- d. Show proof of a valid driver's license, and proof of current insurance covering injury and loss of life in their vehicle and other involved vehicles should there be an accident.
- e. Have a good driving record

The minimum adult-to-youth ratio for car transportation will be no less than 1:7. If the group size requires only one vehicle, two approved adults must travel in that vehicle. If the trip requires two or more vehicles, only one Approved Driver (serving as the driver) is required in the vehicle, up to a maximum of 7 youth per one adult driver, as long as vehicles have come to an agreement about how to stay in touch. If two or more vehicles are not traveling together in communication, but are instead traveling essentially on their own, two approved adults must travel in each vehicle.

Ten or fifteen passenger vehicles require two approved adults to travel in the vehicle, one of which must be an Approved Driver (serving as the driver). For trips longer than 5 hour or 350 miles away, both adults must be Approved Drivers, so that no single driver will have to drive for too many hours before getting a break.

When youth are carpooling to the event location, transportation will be a personal decision between parents and not subject to FUUC policies.

Field Trips

Parents must sign Field Trip permission form (see attached #8) when children are leaving the church premises for a church sponsored activity. The destination and expected time of return will be posted in the church school office. Leaders will carry the names and emergency contacts with them at all times. There will be a minimum of two adults accompanying children and all drivers must be insured and have a copy of the driver's license and insurance on file in the RE office. Children 4 and under must be restrained in appropriate child safety seats, and all passengers must wear a seatbelt.

Overnights

When scheduled, overnights will be considered a part of the program and will be planned to promote the mission of the Family Ministry program or Youth group. The primary goal of conducting the overnight must be the emotional safety and well-being of our youth. During an overnight event, all Family Ministry policies remain in effect.

Overnights may only be held on the premises of the Foothills Unitarian Church and each participant will need a signed Overnight Permission Form (attached #7) from his/her parent/guardian.

Overnights will occur on evenings that provide sufficient time the next morning for clean-up and wrap-up of activities. Despite the high energy potential of lock-ins, it is recommended that overnights have lights-out by midnight, to ensure adequate sleep.

The following rules are publicized and followed:

1. Overnights will be chaperoned by

Sexualized behavior of any kind is not permitted at the FUUC sanctioned event.

b. Possession or use of Drugs and alcohol are prohibited.

c. All forms of violence, physical, verbal, sexual, or otherwise will not tolerated during any Foothills Unitarian Church sanctioned event. Weapons are not permitted.

d. Separate housing arrangements shall be provided for males and females under the age of eighteen or for others, including gender non-conforming youth at all Foothills Unitarian Church sponsored or financed youth events. Under no circumstances should a planned overnight be announced on the Foothills website or advertised to the general public.

Off-Campus Safety

Walking Field Trips

A Walking Field Trip permission form (attached #6) must be signed for children to participate in walking field trips within ½ mile of the church during their Foothills Unitarian Church Sunday morning class.

Reporting

Reporting

Disclosure Procedures

Public Media

In the event that a report of suspected abuse becomes public, the Minister and the BOT President will be the contacts for the media. The Minister and the President should be in frequent contact with each other to maintain consistency in the information that is released to the media. In the event that either the Minister or the President is accused of child abuse, the President-Elect shall be the second contact person for the press and the congregation. The advice of the District, the UUA and an attorney should be sought before a public statement is released. Statements should be factual and should avoid blaming or speculation of the outcome of any investigation or prosecution.

Reporting Suspected Abuse or Misconduct

Mandatory reporting laws of Colorado impose special obligations on a wide range of professions and occupations to report child abuse or neglect or abuse neglect of vulnerable adults. There are 35 different categories of professionals who must report suspected abuse and neglect. The State recognizes that many professionals develop trusting relationships with children, youth or vulnerable adults and are likely to obtain personal information from children, youth or vulnerable adults in that context. State law wants to protect children, youth or vulnerable adults from abuse by mandating professionals to report these incidents and that reports are given immediate attention and consistent response from law enforcement/human service professionals. The law requires that any person who has reasonable cause to know or suspect that a child, youth or vulnerable adult has been subjected to abuse or neglect or who has observed the child, youth or vulnerable adult being subjected to circumstances or conditions which would reasonably result in abuse, shall immediately upon receiving such information to report or cause a report to be made of such fact to the county department or local law enforcement agency. The Colorado law requires a report to the local police department, the local health and human service department. The law says there are no exceptions (not to supervisors, relatives or co-workers).

An abuse report should include:

- State you are a mandated reporter
- Name, address, age, ethnicity and gender of child or vulnerable adult
- Name and address of persons responsible
- Nature and extent of the injuries
- Family composition of child, vulnerable adult & perpetrator
- Source of the report, with name, address, occupation
- Any action taken by the person reporting the abuse
- Any other information such as potential witnesses

The Minister(s), Director of Family Ministry are regarded as mandated reporters if they suspect child abuse. The Minister(s) are regarded as mandated reporters if they suspect abuse of a vulnerable adult. All volunteers and the non-mandated staff of Foothills Unitarian Church are strongly encouraged to report suspected abuse, endangerment, or neglect to the appropriate authorities. Anyone making a report of abuse should also report his or her suspicions to the Minister, the DFM or the President of the Executive Board. The person who receives the report will then notify the other staff person and the President.

When a report of suspected child abuse is made, the BOT President will notify the District Executive and the agent representing the congregation's insurance company. These contacts should be made within 24 hours of the initial report. If the President is not available, the President-Elect should make these reports.

If the person who first suspects the abuse declines to make the report, the Minister or DFM will make a report to the appropriate agencies. If the Minister or DFM are unavailable, the President will contact the appropriate agencies. Anyone suspected of abuse will not be permitted to have contact with children, youth or vulnerable adults of this congregation while on Foothills Unitarian Church property pending resolution of the allegation. Staff accused of abuse shall be immediately relieved of any responsibilities involving children, youth or vulnerable adults and are forbidden to have any contact with Foothills children, youth or vulnerable adults on or off Foothills property with the exception of their own family members, pending resolution of the allegation. In the event that an accusation of abuse is made against the Minister, the President will notify the UUA Department of Ministry and the District Executive. If the President is not available, the President-Elect will make the contacts. The President or President-Elect will convene an emergency meeting of the Board to inform the Board of the allegations.

The President of the Board, in consultation with the Board, the Minister, and the DRE will determine how information about the allegation of abuse will be communicated to the congregation.

Responsible Behavior

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where responsible behavior and openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

There have been times when the disruptive behavior of an individual within the church building has led members to voice their concerns about one or more of the following:

- Perceived threats to the safety of any adult or child;
- The disruption of church activities;
- Diminishment of the appeal of the church to its potential and existing membership.

When these issues arise, we will follow these steps:

1. If an immediate response is required, the Minister(s), if available, and/or the leader of the group involved will undertake this. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. Anytime any of these actions are undertaken without the Minister(s) being present, the Minister(s) must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister(s) to the offending party or parties.
2. Situations not requiring immediate response will be referred to an ad hoc committee appointed by the Board. The committee will respond in terms of their own judgment observing the following:
 - The committee will respond to problems as they arise.
 - Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
 - The committee will collect all necessary information to fully understand the situation.
 - To aid in evaluating the problem, the following points will be considered:

DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS - How much interference with church functions is going on?

OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?

- To determine the necessary response, the following points will be considered:

CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?

HISTORY - What is the frequency and degree of disruption caused in the past?

PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?

- The committee will decide on the necessary response on a case-by-case basis, and inform the Board and the Minister of their recommendations. However, the following three levels of response are recommended:

LEVEL ONE - The Minister(s), a member of the committee, and/or a member of the Board shall meet with the offending individual to communicate the concern and expectations for change, as well as consequences if the behavior does not change.

LEVEL TWO -The offending individual is excluded from specific church activities, with reasons and the conditions of return made clear.

LEVEL THREE - The offending individual is excluded from the church premises and all church activities. If it is decided that expulsion will take place, the Minister(s) and/or the Board explaining the expulsion and the individual's rights and possible recourse will send a letter.

Foothills Unitarian Church strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well being of the congregation, as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions, as people of faith must reflect this emphasis on security and on restoring our covenant.