

**First Unitarian Society of Milwaukee**  
**Children Faith Formation: VOLUNTEER AND STAFF SAFETY GUIDELINES AND PROCEDURES**

Each applicant for volunteerism in Faith Formation Children's and Youth Programming shall agree in writing to screening by Trusted Employees at [www.trustedemployees.com](http://www.trustedemployees.com), in order to conduct the criminal record screening.

A "Code of Ethics" will be signed by all recruited regular class leaders, assistants, and hired staff before Faith Formation teaching commences.

Two adults will be in each classroom whenever possible. If not possible due to unusual circumstances, the class room door will remain open. Teachers and assistants will be informed of this policy during orientation.

Field trips require Faith Formation additional planning beforehand with staff. Permission forms will be used when children/youth leave premises for sanctioned activities.

Two adults (minimum) will be required at all sponsored FAITH FORMATION events, whether on or off premises. (An exception could be made for events when Faith Formation church staff accompanies children or youth) Generally we recommend a 7-1 youth/adult ratio for safety purposes.

For youth conferences and other travel, no vehicle will be allowed to have only one adult/one youth. Exceptions may be made for church staff or for a parent driving their own child.

***Code of Ethics for Faith Formation Staff and Volunteers of Children and Youth***

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Adults and older youth in Faith Formation leadership roles are in a position of stewardship in fostering spiritual development. It is especially important that those in leadership positions provide appropriate nurture, care and support. Spiritual growth in human beings includes physical, emotional, intellectual, and sexual identities. Please be mindful that all communication has potential of carrying harmful messages. Communication includes body language, facial expressions, and tone of voice, as well as choice of words in written and verbal expression.

Children, youth and adults suffer damaging effects when leaders engage in physical, emotional, verbal, or intellectual abuse of any kind. In addition, behavior that is seductive, erotic or contains sexual innuendo can be especially damaging. As a leader and role model in the Faith Formation program at First Unitarian Society, you are asked to enter a covenant to follow these guidelines.

As I engage in the shared ministry of Faith Formation I covenant to:

- (Spiritual): be mindful that spiritual growth, both my own and that of others, encompasses all of the following aspects of relationship.
- (Physical): be consciously gentle and non-threatening in all physical contact and proximity with children and youth and adults.
- (Emotional-Intellectual): communicate in a manner that is positive and affirming, as feeling and ideas as shared most honestly in a safe environment.
- (Sexual): refrain from all behaviors, verbal and physical, that are in any way erotic, seductive or sexual in nature; including sexual innuendo.

I understand that in case of violation, appropriate action will be taken. As an adult volunteer, leader or childcare provider working in a paid or volunteer capacity under the auspices of the First Unitarian Society of Milwaukee I hereby agree to abide by this Code of Ethics.