

**YOUTH PROGRAM PROCEDURAL MANUAL
For Staff and Volunteers**

BETHESDA FRIENDS MEETING
Sidwell Friends Lower School
Edgemoor Lane & Beverly Road, Bethesda, Maryland
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www.bethesdafriends.org

Mission Statement

At Bethesda Friends Meeting youth are valued as a vital part of our community. We acknowledge the divine Light within each child and seek to nurture it in ways that are consistent with our Quaker testimonies. We seek to provide a safe and friendly environment for all participating in the Youth Program.

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November, 2021

Youth Program Procedural Manual

The information in this manual reflects the revised Bethesda Friends Meeting (BFM) Youth Safety Policy (YSP) approved in April 2021. It is designed for BFM youth workers who care for and teach BFM youth, ages 6 months to 18 years, and incorporates procedures for the Child Care Program and First Day School Program. Both the Youth Safety Policy and the Youth Program Procedural Manual are available on the BFM website at [Youth Safety Policy](#) (2021; pdf) www.bethesdafriends.org. A hard copy is available in the Meeting library. The manual contains useful information for parent(s)/guardian(s) and anyone interested in learning more about BFM Child Care and Religious Education Program

Definitions & Acronyms

Adult refers to someone 18 years or older.

BFM refers to the Bethesda Friends Meeting.

Child, children, minors, and youth are defined as including anyone under the age of eighteen (18).

Childcare refers to the BFM Childcare Committee.

Frequent Volunteer means an adult who volunteers more than three times in any 12-month period.

Infrequent volunteer means an adult who volunteers up to three times in any 12-month period.

Parent includes a guardian or adult entrusted by the parent or guardian with custody of a child.

RE refers to the BFM Religious Education Committee.

Teacher and Regular Volunteer mean an adult who frequently works with youth and has completed all youth safety policy requirements

Youth Program includes childcare (ages 6 months-PK) and First Day School (K-8th grade) and other special events for Meeting youth.

Youth Safety Policy means the Youth Safety Policy adopted by Bethesda Friends Meeting on April 11, 2021, as it may be amended from time to time. These policies are to safeguard the wellbeing of children, teachers, volunteers, paid childcare providers, and the Meeting community. The full version of the YSP is available on the BFM website. [Youth Safety Policy](#) (2021; pdf)

Youth Worker refers to anyone, adult or teen, who works with children, whether paid or unpaid, in the Childcare or First Day School Program during Meeting for Worship, committee meetings, Meeting for Business, and special events.

Overview of BFM Religious Education Program for Youth

Childcare Program

The childcare room is staffed by an early childhood professional plus an assistant. The childcare room is **located on the lower level of the Meeting House**. It has cribs, changing tables, toys, and art supplies for different age levels. Parents should record allergies and food sensitivities on their child's registration form as well as inform the childcare worker on duty. For refreshment, water, dairy-free, nut-free snacks are available, e.g. Ritz crackers, graham crackers, and pretzels. For infants and toddlers, parents should provide bottles and age-appropriate snacks. Childcare is available every Sunday year-round, except when the Meeting House is closed due to unexpected circumstances. The Childcare Committee organizes and provides oversight of child care.

First Day School (FDS) emphasizes Quaker values and history, community activities, and Bible stories. Teachers plan curriculum activities based on Quaker Religious Education materials, including Philadelphia Yearly Meeting and Britain Yearly Meeting curriculum materials. In addition, the children write their own material. Each December they produce a Christmas pageant in partnership with an orchestra of adults in the Meeting. Family and children's concerns help to shape choices for community service. For example, the FDS collects backpacks and school supplies for children in need of those resources. Generally, snacks are not available during FDS. However, children are invited to coffee hour at the rise of Meeting for nutritious snacks. FDS is held each Sunday during the school year, except on holiday Sundays or if the Meeting House is closed due to unexpected circumstances. On those Sundays, children age K-6 join Child Care in outdoor supervised play (see details under "FDS Summer Offerings"). The Religious Education Committee (RE) organizes and provides oversight of the FDS program.

Community Service: Until BFM develops detailed guidelines for an expanded community service program, all off-campus community service projects will require that each child be accompanied by their Parent.

General Procedural Information

Ages

Child Care: Infants (6 months old) through Pre-Kindergarten.

First Day School (FDS) Religious Education: one class for K-4th grades and another class for 5th-8th grades, depending on the number of children present. As the program grows, we anticipate adding activities for high school youth.

Childcare and FDS Hours and Drop-off and Pick-up Procedures

Childcare is available every Sunday in the Sidwell Friends School daycare room in the Meeting House from 10:45 am (drop off begins) to 12:20 pm (pickup ends). On duty are two youth workers: a paid childcare worker, screened and hired by the Youth Safety Committee, who has completed background checks, first aid and emergency training, and youth safety training. The other youth worker is either a regular or infrequent volunteer.

FDS classes meet from **11:15 am to 12:05 pm** on most Sundays during the school year, mid-September to mid-June. From 11:00 am to 11:15 am, children attend Meeting for Worship with their Parent. At 11:15 am, FDS teachers meet children at the Meeting Room door and walk to classrooms

in Sidwell Friends Lower School Groome Building. For a campus map, see Appendix C or the BFM website.

At the end of FDS class at 12:05 pm, children are escorted by their teachers back to the Meeting Room to join their families. Sometimes one of the children gives a report about what they did in FDS class.

The return to the Meeting Room at the end of FDS gives adults in the Meeting the opportunity to help children feel welcomed and recognized before the rise of Meeting for Worship. It also ensures clarity that parents are responsible for their children once FDS classes are over and the children are returned to the Meeting Room.

FDS Summer Offerings: In the summer, the K-6th Grades children join the childcare children for multi-age supervised play. Parents must reserve supervised play openings in advance with the childcare staff. Information on how to reserve an opening is posted on the BFM website and in the weekly bulletin. FDS children (PK-6th grade) will be escorted by an adult to join their parents in Meeting at 12:15 pm. Older children (Grades 7+) stay with their Parent.

Other Events: For special programs or events, where children cannot be with their parents such as parent meetings or Adult Religious Education sessions, childcare will cover ages six months-sixth grade. The drop off and pick up times will be publicized, and all children will be signed in. A registration must be on file for each child. Youth older than sixth grade must stay with their Parent.

Required One-Time Registration for All Ages

Parents must complete a one-page registration form for each child before the child can attend childcare or FDS. Completed forms should be given to the teacher or childcare provider on the child's first visit. Additional blank form are available in the Meeting library FDS cabinet. The cabinet is to the left just inside the entrance to the library. Blank registration forms are on the bottom shelf. They can also be found on the Bethesda Meeting website.

Visiting Families

A registration form must be completed by a Parent even if a child is a one-time visitor. The registration form includes a signature line for Parents to acknowledge they have received the Parent Handout and were directed to the Meeting website to read the YSP.

Required Name Tags

Parents must fill out a name tag for their child before leaving their child in the childcare room or, for FDS children, before entering the Meeting Room for Meeting for Worship. Name tags can be found in the childcare room and on the Meeting House credenza at the top of the Meeting House stairs. All children should wear their name tags until they leave the Sidwell Friends Lower School campus.

Every Sunday:

Sign in/Sign out Procedures for Childcare and FDS:

Sign in for childcare

At drop-off, each child must be signed in by a Parent. The sign-in book is in the childcare room.

Sign out for childcare

At pick-up, each child must be signed out by their Parent. Pick-up must occur no later than 12:20 pm.

Sign in for FDS

Before entering the Meeting Room, FDS children's names must be entered in the FDS sign-in book located on the credenza at the top of the Meeting House stairs.

Sign out for FDS

Classes end when children rejoin and sit next to their parent/guardian in the Meeting Room at 12:05 pm. As children return to their Parents, teachers will check off the child's name to show that child is now in the care of their Parent.

Program Locations

For Childcare

The childcare program is in the lower level of the Meeting House. The facility has age-appropriate toys and is accredited for use by children ages 6 months through Pre-K.

For FDS

After teachers and children meet at 11:15 pm in the Meeting House, supervised FDS classes are held in the Sidwell Friends School classrooms and playground. Teachers will escort the children to the appropriate classroom or playground (See map in Appendix C)

Youth Worker Staffing

As required by the Youth Safety Policy, at least two youth workers must be in attendance when a child or children are being supervised during BFM activities.

Childcare

The Childcare Room is supervised by two youth workers: A screened childcare worker and a regular or infrequent volunteer.

First Day School

The FDS classrooms are supervised by two youth workers each: one who serves as teacher and a regular or infrequent volunteer.

If only one youth worker is present with a supervised child or children, the youth worker must either recruit another youth worker to be a second youth worker or join another group with the child or children.

Temporary absence of a second youth worker, for example when one adult accompanies a child to the restroom, or other unavoidable absence of a youth worker for a brief period where needed, **does not violate the two-youth worker requirement.**

Infrequent Volunteers and Parent/Guardians

Infrequent volunteers or unscreened Parents may serve as the second youth worker only under the supervision of a paid childcare worker, a teacher, or a regular volunteer with training as specified in the YSP.

Teenage Assistant

Teenage volunteers must be at least 15 years old and meet the same requirements as adult volunteers, except that they do not require criminal background checks. (Background checks are not available for those under 18 years old.).

Youth Worker Criteria and Screening

The Youth Safety Committee manages the application and screening process for selecting youth workers. This process does not apply to guest speakers, one-time or infrequent volunteers, or parents staying in a class or in childcare with their own child.

To work with FDS or Child Care, adults must have attended BFM for at least one year and must have fulfilled the following steps and been approved to serve as a youth worker by the Youth Safety Committee:

- Complete an application form (not required for infrequent volunteers)
- Authorize a background check (except for infrequent volunteers and teenage youth worker)
- Complete the interview process with the Youth Safety Committee
- Complete the online Protect My Ministry youth safety training
- Complete Red Cross First Aid and CPR training (not required for infrequent volunteers)

Confidentiality

Personal information gained during the screening process about any individual must be held in confidence by the Youth Safety Committee and disseminated outside the Committee only to serve the purposes of the Youth Safety Policy. Confirmation of background check approval for each youth worker must be saved in a locked filing cabinet or a password protected file on the Meeting website and maintained by the Youth Safety Committee

Contact with Youth Outside of Meeting Programs

A youth worker must not establish private communication outside the Meeting's youth program (in person or by phone text, email, Instagram, or other technologies) with a youth participant in any of the Meeting's youth programs, except for communications with the knowledge and consent of the child's Parent, or communications to a whole group or class.

Youth Worker Volunteers Welcome

Interested, regularly attending adults, especially but not limited to Parents, are warmly invited to volunteer with our childcare and FDS programs. Anyone interested in teaching and/or assisting can complete a Childcare/FDS volunteer interest form and give the form to a member of the Childcare,

RE, or YS committee for follow up. Childcare/FDS volunteer interest forms can be found on the BFM website or in file in Meeting library.

Safety & Security

Parental Responsibility: In keeping with the BFM Youth Safety Policy, the only time a child should be alone with an adult during Meeting-related activities is when they are with their own Parent. Parents are responsible for their children during times when children are on BFM premises for meeting-related activities but have not been placed under the supervision of BFM youth workers. Thus, except when they are signed into childcare or FDS activities, children must be always supervised by their Parent while on the Sidwell Lower School Campus for Meeting-related activities. Parents may allow unsupervised children to occupy common spaces in the Meetinghouse where the children are visible, such as the library during meeting with the doors to the meeting room open, or on the patio immediately adjacent to the Meetinghouse. To protect the children and the Meeting, parents may not allow their children to be inside any building on the campus other than the Meetinghouse, or to play unsupervised elsewhere on the campus. Parents are responsible for making sure their children comply with this rule.

Welcome to Parents

Parents are welcome to visit the Child Care room and FDS classes at any time.

Visibility and Unlocked Doors

Activities with children will be scheduled and conducted in areas visible from adjoining areas. Visibility will be maintained by leaving the door to the room open and blinds open. Doors to classrooms and childcare rooms are never locked while supervised children are inside the room. The exception to this policy is when the youth worker determines there is an imminent threat to the children, for example, a shelter in place situation.

Diapering and Restroom Procedures

The goal of these detailed procedures is to facilitate restroom visits, maintain healthy relationships, encourage appropriate boundary management, protect children and youth from harm, and help youth workers avoid accusations of wrongdoing. Youth workers must follow the procedures from the Youth Safety Policy, Appendix 2.

Procedures for Childcare Program (children ages 6 months through Pre-Kindergarten)

For children in diapers, the youth worker must make sure to get their parent's permission, with relevant instructions and materials, before changing diapers.

If the child uses a child-sized potty or the toilet, childcare staff must accompany the child to the bathroom and keep the door open. The adult will allow the child to use the restroom as independently and privately as possible and provide assistance with clothing as needed.

For children who do not need diapers or a child-sized potty, a youth worker must accompany the child to the restroom and keep the door open. The youth worker must allow the child to use the restroom as independently and privately as possible and provide assistance only as needed. The youth worker must never touch a child in private areas. The youth worker and child must return to class after finishing the bathroom visit.

Procedures for FDS Classes

When possible, the whole class should take a restroom break with the supervision of two adults, e.g., before going outdoors. See the sections below for when a group visit is not possible.

Procedures for First Day School Children Ages 5-6

The youth worker supervising the child will allow the child to leave the classroom to go to the bathroom and will observe the child to make certain the child arrives at the restroom alone. If the youth worker cannot see from the classroom whether the child arrived at the bathroom alone, the youth worker must accompany the child to the restroom, after informing the other youth worker. If the child needs assistance, the youth worker will provide whatever help is needed and take care never to touch a child in private areas. If there is an accident that soils or wets a child's clothing, the youth worker should get help from the child's parent, unless the parent has previously outlined and given permission to address this in advance.

Procedures for First Day School Children and Youth Ages 7-18

Children and youth from seven to eighteen years old may use the restroom on their own, without supervision or accompaniment. However, one of the youth workers in charge should monitor restroom departures with sufficient attention to recognize when an unusual amount of time has passed. In those cases, a youth worker should search for the child or youth to determine whether the child or youth needs help or redirection back to class.

Special Needs

If a child or youth has a disability or a special need, the restroom protocol may need adaptation (for example, by applying the protocol for a different age group) in accordance with instructions from the Parent. If there is an accident that soils or wets a child's clothing, the supervising adult should get help from the child's parent unless this concern has already been addressed with the parent.

No Sexual Activity

Any sexual activity between any Youth Worker and a youth participant in a BFM program is prohibited.

Parents' Expectations and Communication

After a child is registered, parents will receive these procedures from a youth worker, with a request to provide any specific information about their child that may be needed to help youth workers provide appropriate assistance or supervision for using the restroom. Parents should provide children with clothing they can manage independently, if possible.

Reporting Incidents or Concerns to the Youth Safety Committee

Appendix 1 to the Youth Safety Policy details procedures for reporting concerns about possible child abuse or neglect. Any Meeting member or other person who becomes aware of, or suspicious that, an incident of child abuse or neglect has occurred must immediately notify a member of the Youth Safety Committee, whose members are identified in the Meeting Directory. Additionally,

members' contact information is posted on the bulletin board in the Meeting library. The person must also report incidents of abuse to Montgomery County Child Protective Services at 240 777-4417 or the police at 301 279-8000. Further important details and procedures are contained in Appendix 1. Or Appendix A of Youth Safety Policy

Safety concerns may also arise that are not allegations of child abuse or neglect, and which do not call for the response described in Appendix 1. Any person (parent, employee, volunteer, child, or other person) with a concern regarding safety of a child or children in the Meeting is encouraged to take the concern to a member of the Youth Safety Committee.

Health Protocols

BFM Childcare and FDS follow all CDC, state, and county or local protocols, as well as Sidwell Friends School and Bethesda Friends Meeting requirements, during periods of pandemics or other health concerns. These may include, for example, use of masks, up-to-date vaccinations, physical distancing, additional cleaning and handwashing procedures, and consent for contact tracing. For up-to-date information, see the website or weekly bulletin or contact the clerks of the Childcare or Religious Education committees. Contact information is in the Meeting directory.

Emergency Protocol and First Aid for Children

This information will be given to parents when they register their child for FDS and posted on the BFM website.

1. Post an Emergency Call List in a prominent location. This list will include 911, school name and address, BFM office and childcare landline phone numbers, security guard office landline and security guard mobile number, poison control center.
 - a. All teachers, regular volunteers, and paid childcare workers have an up-to-date Red Cross First Aid certificate, which includes CPR.
2. Minor injuries
 - a. A first aid kit is located in the Meeting House library, to the immediate left just inside the library entrance, in the lower cabinet labeled FDS.
 - b. Minor injuries, including falls, must be reported to the Parent. Even if a fall seems minor, it still must be reported. All Falls require parental awareness and/or follow-up to be certain there are no underlying injuries. Besides a verbal report, an incident report will be completed and kept on file in the BFM office.
3. Major injury (procedure listed in order of importance)
 - a. Start any first aid that is needed. Simultaneously call out for help from any other person nearby.
 - b. Call 911
 - i. Use Childcare or BFM Office landline if possible.
 - ii. State the school's name and use the street address that is printed in the FDS handbook in library cabinet. The school's name and street address should be programmed into lead teachers' and paid childcare workers' mobile phone as well.
 - iii. Explain the emergency.

- iv. Remain on the line to answer any questions or to listen to first aid assistance.
 - c. Enlist the help of the second Youth Worker.
 - i. Contact the Head of Meeting and the parent/guardian.
 - ii. Contact the Sidwell Friends security guard
 - iii. State the school's name and use the street address that is printed in the FDS handbook in library cabinet. The school's name and street address should be programmed into lead teachers' mobile phone as well.
 - d. Ask someone to go outside to direct the ambulance.
4. EpiPen & Allergies
- a. Allergies are noted on registration form.
 - b. Our youth workers are not trained to use an EpiPen for allergies. (Each brand has slightly different instructions.) Therefore, only the parent or guardian may administer the EpiPen.
 - i. If there are allergies, note on the sign-in sheet the name and cellphone number of the person holding and who will administer the EpiPen.
 - c. If a child has a serious allergic reaction, take the following steps in order of importance:
 - i. Call out to anyone within hearing or send one of the youth workers to find the parent/guardian to administer the EpiPen.
 - ii. Call 911 to take the child to the emergency room (standard procedure when an EpiPen is used). Use Childcare room or Meeting House Office landline if possible.
 - iii. State the school's name and use the street address that is printed in the FDS handbook in library cabinet. The school's name and street address should be programmed into lead teachers' mobile phone
 - iv. Explain the emergency. Remain on the line to answer any questions or listen to first aid assistance.
 - d. Enlist the help of the second Youth Worker.
 - i. Contact the Parent and the Head of Meeting.
 - ii. Contact the SFS security guard.
 - e. Ask someone to go outside to direct the ambulance.

Informing Parents about the Safety Rules and Health Protocols

At the time of registration, Parents acknowledge by their signature receiving a Parent Handout that includes a summary of Safety Rules and Health Protocols and a statement of their responsibility to read the YSP on the Meeting website.

Informing Children about the Safety Rules

Parents/guardians should make sure their children understand that they must always stay with their teachers and group and must follow guidelines for bathroom use. Teachers will review safety rules with the children as well.

***Youth Worker Responsibilities during Coffee Hour,
after Meeting for Worship,
and on Potluck Sundays***

Child Care workers are off duty when the last child is picked up from the childcare room. First Day School youth workers are off duty when children join their parents in the Meeting room at approximately 12:05 pm. Parents/guardians are responsible for their children during coffee hour and potluck. All youth workers are welcome to join coffee hour and potlucks. Coffee hour meets after Meeting for Worship in the Meeting House library adjacent to the Meeting Room. Families and children are heartily welcomed and encouraged to attend. It is a wonderful opportunity to visit with the younger members of our community and for parents/guardians and children to have time together.

On the second Sundays of the month, instead of coffee hour in the library, there is a potluck gathering after the rise of Meeting in the Groome Building cafeteria/multi-purpose room which families are also welcome to attend.

APPENDIX A:

Youth Safety Policy

Bethesda Friends Meeting of the Religious Society of Friends (Quakers)

Adopted: April 11, 2021

Quakers believe the Divine exists in every person. We are committed to honoring that of God in everyone and to providing an environment in which every member, attender, and visitor -- whether a child or an adult - can be free from harm or fear. We respect each other through our actions, and in that spirit, we adopt this policy.

This policy has been created to provide direction to the Meeting in the selection, hiring, and training of employees and volunteers who are responsible for the supervision, guidance, and teaching of our children, as well as a committee structure to deal with concerns about their safety.

Bethesda Friends Meeting (BFM) cherishes the children and youth who participate in our programs and activities. They are a vital part of our faith community. We seek a community where no child (or adult) is at risk for emotional, physical or sexual abuse. We seek a community where a mutual sense of trust allows children and adults to speak out when they feel uncomfortable or unsafe, where difficult issues can be discussed, and where our loving concern for one another is strengthened, not diminished, by these discussions.

BFM seeks to prevent the occurrence of child abuse within its programs. Prevention occurs in various ways that include:

- screening youth worker applicants, checking references, conducting criminal background checks, and periodically re-checking criminal records;
- training youth workers on the signs and symptoms of possible child abuse and on this Youth Safety Policy;
- monitoring staff during youth activities; and
- creating, and monitoring compliance with, youth program procedures that implement this Policy.

The policies and procedures laid out in this Youth Safety Policy reflect obligations that apply to all of us - not just our teachers, other volunteers, and child care providers, but also parents and all other members of our community. Therefore it is important that all members of our community understand this Policy and that we all work together to ensure its full implementation.

We have reviewed and approved the practices outlined in this document. By implementing these practices, our goal is to protect the children and youth of Bethesda Friends Meeting from incidents of misconduct or inappropriate behavior.

The practices set forth in this Policy are not designed to replace good judgment and common

sense. No policy can anticipate all situations. As a general principle, when in doubt, this policy should be implemented by minimizing the risk of abuse. Protecting and honoring children and youth is not a static event; it is a process that evolves with changing governmental regulations and the circumstances of each interaction. This working document will be evaluated and updated when necessary and reviewed regularly every four years, or more frequently if necessary, by the Youth Safety Committee, which consists of the Clerk of the Meeting, and the Clerks of the Pastoral Care Committee, the Childcare Committee, and the Religious Education Committee or their designees. The Youth Safety Committee will determine a date in the near term for this policy to take effect.

1. Definitions & Acronyms For purposes of this document, the following definitions apply:
 - a. Adult refers to someone 18 years or older.
 - b. BFM refers to Bethesda Friends Meeting.
 - c. Child Care refers to the BFM Child Care Committee.
 - d. Child, children, minors, and youth are defined as including anyone under the age of eighteen (18).
 - e. The Clerk of the Meeting, or the Clerk, as used in this Policy, includes both Co-Clerks of BFM unless the Co-Clerks have designated one Co-Clerk as responsible for Youth Safety matters.
 - f. Infrequent volunteer means an adult who volunteers up to three times in any 12 month period.
 - g. Parent includes a guardian or other adult entrusted by the parent or guardian with custody of a child. RE refers to the BFM Religious Education Committee.
 - h. Youth Program includes childcare (ages 6 months through age 5) and first day school (age 5 through age 17).
 - i. Youth worker refers to anyone, adult or teen, who works with children on a regular basis, whether paid or unpaid, including:
 - i. Those who provide child care and First Day School during worship, committee meetings, Meeting for Business, and special events.
 - ii. Those who lead and assist Child Care and First Day School and other youth programs and events.
2. Youth Safety Committee

The Youth Safety Committee acts on behalf of the Meeting to ensure implementation of this Policy and otherwise to address concerns about the safety and well-being of children participating in BFM programs or otherwise on BFM premises. Any concerns for youth safety that arise from background checks of prospective employees and volunteers, from information about adult employees or volunteers provided at any time by other sources, or from any suspected incident of abuse or neglect, must be referred to the Youth Safety Committee. The Youth Safety Committee must also ensure monitoring of youth workers and compliance with procedures and consider concerns about implementation of the Youth Safety Policy that are brought to its attention and that cannot be immediately resolved by the appropriate Committee of BFM. The Youth Safety Committee consists of the Clerk of the Meeting, and the clerks of the Pastoral Care Committee, the Religious Education Committee, and the Child Care Committee. The Youth Safety Committee determines who serves as its clerk. Its members serve *ex officio* (i.e. they do not go through the

nominating committee process). The clerks of Pastoral Care, Child Care, and RE may designate a member of their committee to serve on the Youth Safety Committee in their stead. At any time where a designee of a committee clerk resigns, the relevant committee clerk serves on the Youth Safety Committee until that clerk appoints a successor.

3. Selection of Youth Workers

The Youth Safety Committee manages the application and screening process for selecting youth workers. This process does not apply to guest speakers, one-time or infrequent volunteers, and parents staying in a class or child care with their own child.

The screening process includes the following:

One Year Rule (Volunteers). A person may be considered to serve as a youth worker only after having been involved with Bethesda Friends Meeting for a minimum of one year.

Application

Every prospective youth worker must complete an application that includes the names and contact information for at least two references, who are not related to the applicant.

Personal Interview. Every prospective youth worker will have a personal interview with at least 2 members of the Youth Safety Committee to determine their suitability, and to clarify expectations for the work involved. The interview provides an opportunity for the applicant:

- to discuss their interest and suitability for this service;
- to discuss this Youth Safety Policy
- to receive a copy of this document and sign a form acknowledging receipt and review of the policy
- to learn about next steps in the selection process, including the background check and reference check;
- to discuss critical information that may result from the criminal background check, including the applicants' transparency concerning contacts with the criminal justice system, whether they are disqualifying or not.

A. Criminal Background Check

A criminal-background check is required for all prospective (and current) youth workers. This check is coordinated by the Youth Safety Committee through a professional background check service that is selected by the Committee and paid for by the Meeting. An applicant will not be approved as a youth worker if the background check shows: Conviction of, imposition of a deferred sentence for, or any plea of guilty or no contest at any time, or the existence of any pending charges, for (i) any crime involving sexual misconduct, (ii) any crime of abuse against children, (iii) any crime involving firearms, (iv) any offence involving distribution or intent to distribute illegal drugs or substances, or (v) felonious assaults or batteries. A person may not serve as a youth worker unless they have had a background check within three years of the date of service.

B. Reference Check

After interviewing the applicant, the Youth Safety Committee must contact at least two of the applicant's references. Reference checks can be conducted by phone, video conference, in person, or by email. The purpose of the reference check is to determine whether the applicant has the character and interpersonal skills that justify entrusting the applicant with the supervision of children. If the applicant has worked with minors within the past five years, the reference interviews should include someone from that organization or the family where the applicant worked with minors, if possible. The Youth Safety Committee must maintain notes from reference calls, including contact information, in a password protected file.

C. Teenage Assistants (under 18 years old)

Teenage assistants must be at least 15 years old. They must be screened as specified above, except that criminal background checks are not required. Teenage assistants who assist teachers in First Day School classes or Child Care or otherwise supervise children must be under the supervision of a youth worker 18 years or older.

D. Confidentiality

Personal information gained during the screening process about any individual must be held in confidence by the Youth Safety Committee and disseminated outside the Committee only to serve the purposes of the youth safety policy. Confirmation of background check approval for each youth worker must be saved in a locked filing cabinet or a password protected file kept by the Youth Safety Committee.

4. Other Safety Measures

Two Youth Workers

At least two youth workers must be in attendance when a child or children are being supervised during BFM activities. If only one youth worker is present with a supervised child or children, the youth worker must either:

- recruit another youth worker to be a second youth worker; or
- join another group with the child or children.

Only under the supervision of a fully screened youth worker may unscreened parents and other infrequent volunteers qualify as a youth worker to meet the two youth workers requirement.

A teenage assistant who is under the supervision of an adult youth worker qualifies as a second youth worker.

Temporary absence of a second youth worker in accordance with the bathroom procedures under this policy, or other absence of a youth worker for a short period where needed, does not violate

the two youth worker requirement.

b) Unlocked Doors

Doors to classrooms and child care rooms must never be locked while supervised children are inside the room.

c) Contact with Youth Outside of Meeting Programs

A youth worker must not establish private communication outside the Meeting's youth program (in person or by phone, text, email, Instagram or other technologies) with a youth participant in any of the Meeting's youth programs, except for communications with the knowledge and consent of the child's parent, or communications to a whole group or class.

d) Parental Responsibility

Parents are responsible for their children during times when children are on BFM premises but have not been placed under the supervision of a youth worker. Unsupervised children may occupy common spaces in the Meetinghouse where they are visible, such as the library during meeting with the doors to the meeting room open, or the patio immediately adjacent to the Meetinghouse, but may not be inside any building on the campus other than the Meetinghouse. Parents are responsible for making sure their children comply with this rule.

e) No Sexual Activity

Any sexual activity between any Youth Worker and a youth participant in a BFM program in which the Youth Worker is involved is prohibited.

f) Check-in/Check-out

The relevant committee in charge of supervision of children must establish procedures by which a parent places their child under the supervision of a youth worker. This may involve a written check in/check out or an oral process. These procedures, including the times that children may be placed under the supervision of a youth worker and released from that supervision, must be made available on the BFM website and kept up to date so that parents are aware of the applicable rules.

g) Restroom Procedures

To protect children and youth from harm and help youth workers avoid accusations of wrongdoing, youth workers must follow the procedures set out in Appendix 2 regarding supervision of restroom visits by children and youth under their supervision.

h) Oversight and Implementation

The Meeting must review this policy, as well as associated practices and implementation, every four years, or sooner if necessary. That review must be carried out by the Youth Safety Committee. A calendar and procedure will be developed for this review, which includes the following:

Make recommendations to the clerks of Religious Education and Child Care for improving child protection in First Day School or the Child Care program.

Compare the written Youth Safety Policy document with current practice to affirm strengths and identify areas of practice that are not consistent with that policy.

- Develop ideas for making the Youth Safety Policy more practical and effective, both for safeguarding children and for optimizing resources (especially time and labor) to avoid placing needless burdens on First Day School, Child Care, or others in the Meeting community.
- Review the confidential personnel records of background checks and reference calls to confirm that these practices are well-implemented, and to provide appreciation, support, and guidance to those involved with those due diligence tasks.
- Report to Business Meeting about the results of the review process to reassure and inform the Meeting community, while also documenting the completion of that review process in the Business Meeting minutes.
- The report to the Business Meeting should take place no later than every four years from the month of the previous report.

After the review is completed, the Youth Safety Committee will report any resulting recommendations to Meeting for Business and make requests for improving RE and Child Care procedures to strengthen child protection in accord with these best practices.

The Youth Safety Committee will undertake additional annual reviews to confirm ongoing full implementation of this Policy and provide annual reports to the Meeting for Business.

i) Reporting Incidents or concerns to the Youth Safety Committee

Appendix 1 details procedures for reporting concerns about possible child abuse or neglect. Any Meeting member or other person who becomes aware of, or suspicious that, an incident of child abuse or neglect has occurred must immediately notify a member of the Youth Safety Committee, whose members are identified in the Meeting Directory. The Youth Safety Committee must create and maintain records of reports received and actions taken on those reports. The person must also report incidents of abuse to Montgomery County Child Protective Services at 240 777-4417 or the police at 301 279-8000, as required by law and as detailed in Appendix 1.

Safety concerns may also arise that are not allegations of child abuse or neglect and which do not call for the response described in Appendix 1. Any person (parent, employee, volunteer, child or other person) with a concern regarding safety of a child or children in the Meeting is encouraged to take the concern to a member of the Youth Safety Committee.

j) This Policy to be publicized.

This policy must be publicly posted on BFM's website.

k) Prevention Awareness.

The Youth Safety Committee must facilitate at least one training session annually on youth safety and the prevention, recognition and reporting of child abuse. All child-care and youth workers must attend this session, or if unable to attend, must listen to or watch a recording of this session. Additionally, we encourage all adults in our Meeting community to attend such educational sessions.

Appendix A1

Responding to Suspected Child Abuse or Neglect

I. Definitions of Child Abuse and Neglect According to Maryland Law

BFM operates in Maryland and we are therefore governed by Maryland law. The specific Child Abuse Laws pertinent to Maryland are contained in the Maryland Code, Family Law, and some excerpts are in Appendix 3. While this Policy is mainly aimed at child abuse, Maryland law imposes identical requirements to report incidents or suspicions of both child abuse and neglect.

a. Child abuse generally includes, but is not limited to, the following:

- Any treatment, action or behavior or lack thereof to a child by any parent, household or family member, or other person having permanent or temporary care or responsibility for supervision or authority over the child that is not accidental, and that causes or creates substantial risk of causing physical, sexual or emotional harm or injury to that child, whether there was an intent to harm the child or not. This includes actions or behaviors that are direct as well as indirect through writing, phone calls, texting, instant messaging, via any form of social media or any other form of communication or interaction.
- Any act that involves sexual molestation or exploitation of a child by any parent, household or family member, or other person having permanent or temporary care or responsibility for supervision or authority over the child. These acts include incest, rape, sodomy, and sexual offense, as well as actions or behaviors that are direct as well as indirect through writing, phone calls, texting, instant messaging, via any form of social media or any other form of communication or interaction.

b. Neglect generally includes, but is not limited to, the following:

II. Any action or failure to act that harms or creates a substantial risk of harming a child's physical or mental health, such as failing to provide proper supervision and care, or adequate, food, water, shelter, or medical care, by a caregiver who bears responsibility for providing such.

Steps in Handling Suspected or Actual Abuse

1. In the event of suspected child abuse or neglect, the following procedure shall be followed in accordance with Maryland Family Law section 5-704 and 5-705:

- i. The individual who suspects or observes an incident of child abuse or neglect shall, as soon as possible,
 - a. make an oral report of the suspicion or incident to Montgomery County Child Protective Services (240 777-4417) or

Montgomery County Police (301 279-8000), with guidance from the Youth Safety Committee if there is a question concerning whether this is a reportable event, AND

- b. Report the suspicion or incident to a member of the Youth Safety Committee.
 - ii. In order to document the oral report, the individual must also make a written report to Child Protective Services or the police within 48 hours of the incident. The Youth Safety Committee will be available to provide support and assistance to the individual as appropriate.
2. If applicable, the employee or volunteer alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children and will not be permitted to participate in any activities involving children or youth, pending an investigation. The Pastoral Care Committee will be available to provide pastoral support as appropriate to the alleged perpetrator.
3. The parent of the youth will be notified by the Youth Safety Committee as soon as possible, except in circumstances in which such parent is the alleged abuser.
4. In situations where the parent is available and not the alleged abuser, the Youth Safety Committee will assist as requested by the parent to care for the needs of the child. If the parent is not immediately available or is the alleged abuser, the Youth Safety Committee will ensure that the alleged victim receives immediate medical attention, if and as appropriate.
5. Investigation of the suspicion or incident is the responsibility of the civil authorities who are trained for this purpose. Members of the Youth Safety Committee and all others involved are expected to cooperate fully with any investigation. In the course of any investigation, all involved are reminded that confidentiality is important to the alleged victim as well as the alleged perpetrator. Any person ultimately found guilty of abuse by the authorities will be permanently removed from their position with children or youth and will not be permitted to participate in any activities involving children and youth in BFM.
6. The Clerk of BFM will ensure that all required reports to the civil authorities are made and that internal written records are kept regarding the suspicion or incident. The internal records should include, in detail, all steps taken by BFM in compliance with this policy and state law, as well as all actions to foster the healing of everyone involved. These will be kept in a locked file or secure digital location.

7. BFM's insurance carrier will be notified by the Clerk of the Meeting, if relevant.
8. After consultation with BFM legal counsel if needed, the Clerk will determine whether, to what extent and by whom internal announcements or reports will be made within BFM to Friends.
9. The Youth Safety Committee and BFM's legal counsel if applicable will together determine what information might need to be communicated to help the community recover. This group will make decisions about communicating information and facilitating healing and will assist in carrying these out.
10. The Youth Safety Committee will contact the victim and their parents to inform them of steps that were taken in order to keep other parents informed.
11. At the conclusion of the investigation, if it is determined by the civil authorities that they do not have enough information to move forward, or if the suspicion is unsubstantiated, the Youth Safety Committee will determine whether any further internal steps need to be taken.
12. Throughout the process, including decisions about communication within the BFM community, the confidentiality of both the youth and the accused is very important. All are asked to keep this in mind as decisions are made and related actions occur.
13. The Clerk will consider who in the community needs support as a result of the incident and if the community as a whole needs to heal, and if so take appropriate steps to promote such support and healing.

Appendix A2 Restroom Procedures

The goal of these procedures is to facilitate restroom visits, maintain healthy relationships, encourage appropriate boundary management, protect children and youth from possible harm, and help youth workers avoid accusations of wrongdoing.

Procedures for Child Care Program (children ages 6 months through Pre-Kindergarten)

For children in diapers, the youth worker must make sure to get their parent's permission, with relevant instructions and materials, before changing diapers. For children who don't need diapers, a youth worker must accompany the child to the restroom. The youth worker must allow the child to use the restroom as independently and privately as possible and provide assistance as needed. The youth worker must never touch a child in private areas. The youth worker and child must return to class after finishing the bathroom visit.

Procedures for First Day School Children Ages 5-6

The youth worker supervising the child will allow the child to leave the classroom to go to the bathroom and will observe the child to make certain the child arrives at the restroom alone. If the youth worker cannot see from the classroom whether the child arrived at the bathroom alone, the youth worker must accompany the child to the restroom, after informing the other youth worker. If the child needs assistance, the youth worker will provide whatever help is needed and take care never to touch a child in private areas. If there is an accident that soils or wets a child's clothing, the youth worker should get help from the child's parent, unless the parent has previously outlined and given permission to address this in advance.

Procedures for First Day School Children and Youth Ages 7-18

Children and youth from seven to eighteen years old may use the restroom on their own, without supervision or accompaniment. However, one of the youth workers in charge should monitor restroom departures with sufficient attention to recognize when an unusual amount of time has passed. In those cases, a youth worker should search for the child or youth to determine whether the child or youth needs help or redirection back to class.

Special Needs

If a child or youth has a disability or a special need, the restroom protocol may need adaptation (for example, by applying the protocol for a different age group) in accord

with instructions from the parent. If there is an accident that soils or wets a child's clothing, the supervising adult should get help from the child's parent unless this concern has already been addressed with the parent.

Managing Expectations and Communications

Parents should receive these procedures, with a request to provide any special information about their child that may be needed to help youth workers provide appropriate assistance or supervision for using the restroom. Parents should provide children with clothing they can manage independently, if possible.

Appendix A3

Child Abuse Laws in Maryland

Definitions of Child Abuse and Neglect

(b) (1) "Abuse" means:

(i) the physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed by:

1. a parent;
2. a household member or family member;
3. a person who has permanent or temporary care or custody of the child;
4. a person who has responsibility for supervision of the child; or
5. a person who, because of the person's position or occupation, exercises authority over the child.

(2) (ii) "Abuse" does not include the physical injury of a child by accidental means.

(r) "Mental injury" means the observable, identifiable, and substantial impairment of a child's mental or psychological ability to function caused by an intentional act or series of acts, regardless of whether there was an intent to harm the child.

(s) "Neglect" means the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate:

- (1) that the child's health or welfare is harmed or placed at substantial risk of harm; or
- (2) mental injury to the child or a substantial risk of mental injury.

(x) "Sexual abuse" means any act that involves:

(1) sexual molestation or exploitation of a child by:

- (i) a parent;
- (ii) a household or family member;
- (iii) a person who has permanent or temporary care or custody of the child;
- (iv) a person who has responsibility for supervision of the child; or
- (v) a person who, because of the person's position or occupation, exercises authority over
the child.

(2) sex trafficking of a child by any individual.

(z) "Sexual molestation or exploitation" includes:

(1) allowing or encouraging a child to engage in:

- (i) obscene photography, films, poses, or similar activity;
- (ii) pornographic photography, films, poses, or similar activity; or
- (iii) prostitution;
- (2) incest;
- (3) rape;
- (4) sexual offense in any degree;
- (5) sodomy; and
- (6) unnatural or perverted sexual practices.

Maryland Code, Family Law § 5-701

Individual Responsibility

(a) Notwithstanding any other provision of law, including any law on privileged communications, each health practitioner, police officer, educator, or human service worker, acting in a professional capacity in this State: (1) who has reason to believe that a child has been subjected to abuse or neglect, shall notify the local department or the appropriate law enforcement agency; and (2) if acting as a staff member of a hospital, public health agency, child care institution, juvenile detention center, school, or similar institution, shall immediately notify and give all information required by this section to the head of the institution or the designee of the head.

(b)(1) An individual who notifies the appropriate authorities under subsection (a) of this section shall make:

(i) an oral report, by telephone or direct communication, as soon as possible to the local department or appropriate law enforcement agency; and

(ii) a written report:

1. to the local department not later than 48 hours after the contact, examination, attention, or treatment that caused the individual to believe that the child had been subjected to abuse or neglect; and

2. with a copy to the local State's Attorney.

Maryland Code, Family Law § 5-704

Content of Reports

(c) Insofar as reasonably possible, an individual who makes a report under this section shall include in the report the following information:

- The name, age, and home address of the child
- The name and home address of the child's parent(s) or other person responsible

- for the child's care
- The whereabouts of the child
- The nature and extent of the abuse or neglect of the child, including any evidence or information available to the reporter concerning possible previous instances of abuse or neglect
- Any other information that might be helpful to determine the cause of the suspected abuse or neglect and the identity of any individual responsible for the abuse or neglect.

Maryland Code, Family Law § 5-704

Persons required to notify authorities and report suspected instances of abuse or neglect; exceptions

(a)(1) Except as provided in paragraphs (2) and (3) of this subsection, notwithstanding any other provision of law, including a law on privileged communications, a person in this State other than a health practitioner, police officer, or educator or human service worker who has reason to believe that a child has been subjected to abuse or neglect shall notify the local department or the appropriate law enforcement agency.

(1) A person is not required to provide notice under paragraph (1) of this subsection:

(i) in violation of the privilege described under § 9-108 of the Courts Article;

(ii) if the notice would disclose matter communicated in confidence by a client to the client's attorney or other information relating to the representation of the client; or

(iii) in violation of any constitutional right to assistance of counsel.

(2) A minister of the gospel, clergyman, or priest of an established church of any denomination is not required to provide notice under paragraph (1) of this subsection if the notice would disclose matter in relation to any communication described in § 9-111 of the Courts Article and:

(i) the communication was made to the minister, clergyman, or priest in a professional character in the course of discipline enjoined by the church to which the minister, clergyman, or priest belongs; and

(ii) the minister, clergyman, or priest is bound to maintain the confidentiality of that communication under canon law, church doctrine, or practice.

Agency to notify the other agency

(b)(1) An agency to which a report of suspected abuse or neglect is made under subsection (a) of this section shall immediately notify the other agency.

(2) This subsection does not prohibit a local department and an appropriate law enforcement agency from agreeing to cooperative arrangements.

Oral or written report

(c) A report made under subsection (a) of this section may be oral or in writing.

Contents of report

(d)(1) To the extent possible, a report made under subsection (a) of this section shall include the information required by § 5-704(c) of this subtitle.

(2) A report made under subsection (a) of this section shall be regarded as a report within the provisions of this subtitle, whether or not the report contains all of the information required by § 5-704(c) of this subtitle.

Maryland Code, Family Law, § 5-705

Failure to report suspected abuse or neglect of child

In general

(a) A person who is required to provide notice of suspected abuse or neglect of a child or make a written report of suspected abuse or neglect of a child under § 5-704 of the Family Law Article may not knowingly fail to provide the required notice or make the required written report if the person has actual knowledge of the abuse or neglect.

Penalty

(b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$10,000 or imprisonment not exceeding 3 years or both.

Scope of section

(c) This section applies only to a failure to report child abuse or neglect that occurs during the time the child is a minor.

Maryland Code, Criminal Law, § 3-602.2

**APPENDIX B:
Emergency Protocol and First Aid for Children**

NOTE: This information will be printed and kept in the front of the Child Care sign-in book. It will be given to parents when they first sign in their child, and it will be posted on the BFM website.

- This protocol should be shared and reviewed annually with Ministry & Worship.
- In any safety matter, do not hesitate to interrupt the Worship Meeting.

Emergency Protocol and First Aid

1. Child Care will have an Emergency Call List in the sign-in book. Providers and Volunteers will program the list in their mobile phones.
 - a. This list will include 911, school name and address, BFM office and child care landline phone numbers, security guard office landline, security guard mobile number, poison control center.
 - b. All Providers will have an up-to-date Pediatric First Aid certificate, which includes choking and chest compression.

2. Minor injuries
 - a. One first aid kit is in the Child Care supply bag that is with the Provider at all times.
 - b. A second first aid kit is in the left-hand drawer of the credenza outside the Meeting Room door.
 - c. A third first aid kit is in the Meeting House library, to the immediate left of the door going into the library, in the lower cabinet labeled FDS.
 - d. Minor injuries, including falls, must be reported to the parent/caregiver.
 - i. Besides a verbal report, an incident report will be completed and kept on file in the BFM office file cabinet.
 - e. If a fall or incident seems minor, it still must be reported. All falls require parental awareness and/or follow-up to be certain there are no underlying injuries.

3. Major injury (procedure listed in order of importance)
 - a. Start any first aid that is needed. Simultaneously call out for help from any other person.
 - b. Call 911.
 - i. Use Child Care or BFM Office landline if possible (to allow the dispatcher to automatically see the exact location).
 - ii. State the school's name and use the street address that is printed in the sign-in book and programmed into Lead Teachers' mobile phone.
 - iii. Explain the emergency.
 - iv. Remain on the line to answer any questions or to listen to first aid assistance.
 - c. Enlist the help of other children or adults
 - i. Contact the Head of Meeting and the parent/guardian.

- ii. Contact the Sidwell Friends security guard
 - 1. Have the guard's mobile number and office landline phone number in the sign-in book and also programmed in the Provider's mobile contacts.
 - d. Have someone stand outside to direct the ambulance.
- Include this information in all handbooks and sign-in books.
- Practice these procedures on the playground and in the classroom with pertinent adults.
- Practice these procedures with the children.
- Coordinate these procedures with Ministry and Worship and update annually.

4. EpiPen & Allergies

- a. Allergies are noted on FDS registration forms and in the sign-in book.
- b. Providers and Volunteers are not trained to use an EpiPen for allergies. (Each brand has slightly different instructions.)
 - i. If there are allergies, note who is holding the EpiPen. Preference is for the parent/guardian to hold and administer the EpiPen.
- c. In event of an allergy attack (in order of importance):
 - i. Call out or run for help for the parent/guardian to administer the EpiPen.
 - 1. Do not hesitate to interrupt the Worship Meeting.
 - ii. Call 911 (standard procedure when there's an allergy attack or an EpiPen is used).
 - 1. Use Child Care or Meeting House Office landline if possible.
 - iii. State the school's name and use the street address that is printed in the sign-in book or programmed in the Teacher's mobile phone.
 - 1. Explain the emergency. Remain on the line to answer any questions or to get first aid assistance.
 - iv. Call the SFS security guard and report the emergency. (Have the guard's mobile number and office phone number in the sign-in book and also programmed in the Provider's mobile contacts).
 - v. A child will normally go to a medical facility for follow-up after use of an Epi-Pen or allergy attack. This is the responsibility of the parent/guardian.

APPENDIX C
SIDWELL FRIENDS LOWER SCHOOL CAMPUS MAP



**APPENDIX D
REGISTRATION FORM**

Today's Date: _____

Parent(s) name(s): _____

Address: _____

Parent email(s): _____

Best phone number(s): _____

Emergency contact name and phone number:

Children(s) names & Date of Birth:

Allergies or special concerns? Please note here or discuss with childcare provider.

I have received the Parent Handout and have been directed to the BFM website to read the Youth Safety Policy.

Signature: (Parent/Guardian)

Parent Handout

<https://bethesdafriends.org>

General Information

Childcare is offered year-round for children six months to prekindergarten. Childcare is located on the lower level of the Meetinghouse directly under the meeting room.

Children may be signed into childcare as early as 10:45 A.M. and picked up no later than 12:20 P.M.

First Day School is offered during the school year for children kindergarten age through age 11 years. Children attend Meeting with their parents for 15 minutes and are escorted from the Meetinghouse to their program area by a FDS teacher at 11:15 A.M. They are returned to the Meeting room at 12:05 P.M.

Parents are responsible for their children while on the Sidwell Friends Lower School Campus, except when signed into the Childcare or First Day School program.

Unsupervised children may occupy common spaces such as the patio immediately adjacent to the Meetinghouse or the meeting library if the doors are open to the meeting room.

Children may not enter **any** other rooms on campus unless accompanied by a childcare provider or FDS teacher.

Parents are responsible for making sure their children have an age-appropriate understanding of the rules for participating in the program as detailed in the Youth Safety Policy on the Meeting website.

All children will be supervised by two staff in a visible setting. To facilitate this policy, parents should help their children learn to use the bathroom as independently as possible. If help is needed, parents must give specific instructions to the childcare provider or FDS teacher. Providers do not change diapers except in rare situations and only with specific instructions from the parent.

Health Protocols

BFM childcare and FDS will follow all health protocols required by Sidwell Friends Lower School as a requirement of using their campus. Specifics can be found on the meeting website.

First Aid and Emergency Protocols

All minor injuries will be reported to parents. A written record will be kept on file in the Meeting office.

If a major injury occurs, first aid will be given and 911 will be called. The parent will be summoned. The head of Meeting and the Sidwell Security Guard will be notified. A written report will be forwarded to the Sidwell Friend Lower school principal, a copy of which will be kept on file in the Meeting office.

Youth workers are not trained to use an EpiPen. A parent will be summoned to administer the EpiPen and decide if 911 is called for an ambulance to take the child to the emergency room.

**APPENDIX E:
Volunteering to assist the Child Care Provider**

BFM appreciates having volunteers help with our children! If you've been regularly attending BFM for 6 months or longer, you can volunteer to assist the paid Provider in Child Care. (A parent can sit in the Child Care room at any time.) To volunteer, contact the clerk of the Child Care committee or sign up on the BFM website.

https://www.bethesdafriends.org/Child-Care#volunteer_form

Volunteering to assist in the Child Care room as a Regular Volunteer

BFM welcomes and encourages members and attenders to assist the paid Provider in Child Care. This helps us meet our safety guideline to have two adults in the Child Care room.

Screening process

- Regular Volunteers will all have annual background checks, a reference check, and a conversation with the Child Care Committee about how they can assist in the Child Care room.
 - This material is reviewed by the CC committee and/or the Child/Youth Safety subcommittee, and the paperwork is filed in the BFM office.
 - CPR training for volunteers is not required, but will be paid for by BFM if the volunteer wishes to sign up.
- ✓ The Child/Youth Safety subcommittee will initiate a criminal background check.
 - ✓ A member of the Child/Youth Safety subcommittee will make at least one unannounced visit each year to Child Care and First Day School classes to ensure that activities are in compliance with the Youth Safety Policy.

	Reference form	Background check	First Aid certified
Regular Child Care Volunteer	✓	✓	
Paid Provider	✓	✓	✓

Bethesda Friends Meeting

**Request for Clearness to Volunteer with Children at Bethesda Friends Meeting (BFM)
Application Form (Copy will be filed with the Child Safety sub-Committee)**

Complete and return to _____

1. Name (last name first): _____

2. Address: _____

3. Mobile Phone: _____ Other phone: _____ (type
_____)

4. E-mail Address: _____

5. I would like to work with children at BFM in (check all that apply): ___ Nursery ___ First Day
School ___ Other activities for children and youth at BFM.

6. I will read and follow the Child Safety Policies and Procedures of BFM ___Yes ___ No

7. When did you first attend BFM? _____ Have you been an active attender at BFM (once a
month or more) for 6 months or longer? ___Yes ___ No

8. If required, I agree to a clearness interview with the Child Safety sub-Committee ___Yes
___ No

9. If an interview is required at BFM, do you prefer a Sunday at 9:45? ___ or Sunday at 12:30?
___? If another day, time or location is preferred, please list here:

10. If required, I agree to provide BFM with names of references relevant to working with children
___Yes ___ No

11. I agree to give BFM permission to conduct a criminal background check ___Yes ___ No
Or: I will provide BFM a copy of a previous criminal background check ___Yes ___ No

12. Have concerns about child safety ever been raised in any of your past interactions with
children? ___Yes ___No. If yes, please provide more details here:

Signature: _____

Date: ____ / ____ / _____