

Safe Church Policies and Procedures
United Church of Christ Congregational
Burlington, MA

Approved by UCC Congregational Parish Council

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A. INTRODUCTION

A.1 PURPOSE

As a community of faith committed to following Jesus Christ, we strive to extend a generous welcome to all who enter our doors and to treat them with the love and dignity that God bestows upon each and every one of us. We want our church to be a safe place for everyone.

The UCC Congregational of Burlington is committed to creating a safe and healthy environment in which people of all ages, from infant to adulthood, can learn about and experience God's love. Therefore, we provide supervision for all activities and programs involving children, youth, young adults and adults. We employ practices that provide for the safety of all people and all participants and those who care for them.

Unfortunately, we cannot simply assume that our church is a safe place. We know that we cannot eliminate all risks, but we can strive to reach that goal by taking intentional and direct actions. The Safe Church Committee wants people of all ages to be able to deepen their relationship with God and each other in an environment that is safe and secure. It is in this spirit that the UCC Congregational of Burlington Safe Church Policies and Procedures was created. We consider this to be a living document, which will be amended over time as new considerations arise. We hope that although there are sure to be omissions, this document will provide guidelines to create a safer environment at UCC Congregational of Burlington for our members, employees, and guests.

What is safety?

Safety means that a person's spiritual, emotional and physical self is protected from injury.

Spiritual Safety

- People have the freedom to express their faith
- People's beliefs are treated respectfully

Emotional Safety

- Kindness and civility are the norm
- People refrain from personal attacks and gossip
- Confidentiality is honored

Physical Safety

- Door Card Key/Physical Key holders agree to abide by safe church policies
- Facilities are clean and well lit
- Exits are clearly marked and free of debris
- Fire alarms are kept in working order
- Food preparation areas are clean and health department guidelines for food preparation are followed

B. GENERAL DEFINITIONS:

Term	Definition
Adult:	A person 18 years of age or older.
Chaperone/ Driver:	A volunteer who helps supervise / transport youth for a special activity. To be a chaperone, an individual should be at least 23 years of age.
CORI Processor:	Submits and receives CORI forms. The CORI processor will consult the Safe Church Committee (See Section C.3) when there are concerns. All attempts will be made to maintain confidentiality.
Criminal Offender Record Information (CORI):	Criminal conviction information of persons within the Massachusetts Court System. It is regulated by the Massachusetts Criminal History Systems Board (CHSB) and maintained by the Board of Probation.
Department of Children and Families (DCF):	The Massachusetts Department of Children and Families (DCF) manage child abuse and neglect reports.
Elder:	A person of 65 years of age or older.
Harassment:	Repeated misconduct, whether verbal or physical, that creates an environment that is uncomfortable, unwelcoming, discriminating, or intimidating, or leads to an atmosphere in which a person's ability to participate in worship and activities at the church is compromised.
Inappropriate Content	Refers both to content that is improper or offensive, but also content that might be suited to the medium but not to the relationship, between the parties involved.
Incident Report:	A written report (FORM 1) of any unusual occurrence at UCC Congregational of Burlington.
Mandated Reporter:	A person who, by virtue of his/her profession or position, is required by law to report all reasonable suspicions of child, handicap or elder abuse. Church mandated reporters include but are not limited to: clergy, persons performing duties on behalf of the church (e.g., Deacons), church employees and volunteers who supervise, educate, coach, train or counsel minors on a regular basis (Children, Youth and Music positions).
Minor:	A person under the age of eighteen.
Moderator:	The lay Leader of UCC Congregational of Burlington and the presiding officer for all meetings of the Parish Council.
Nursery Attendant:	A staff member or volunteer who supervises activities in the nursery/toddler rooms. The caregiver must be at least 18 years of age.
Off-Site Event:	A youth event requiring transportation that is scheduled off UCC Congregational of Burlington property and may or may not include an overnight (e.g. bowling, mission trip, retreat).
Parish Council:	The governing body of the church that includes the Pastor, Moderator, Treasurer, Clerk, At-large Members, and various committee chairpersons.
Sexual exploitation:	Activity or conduct of a sexualized nature in which a person engaged in the work of the Church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior.
Sexual harassment:	Repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. Sexual harassment also

	includes continuing to express sexual interest after being informed directly that the interest is unwelcome – and using sexualized behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another.
Staff or paid employee:	Any individual hired and compensated by UCC Congregational of Burlington on a part-time, full-time, permanent, or temporary basis.
Teacher, Leader, Supervisor:	A paid or volunteer adult worker who has direct responsibility for the care of youth under their supervision. Person must be 18 years of age or older.
Vulnerable adult:	Any person aged 18 or over who is or may be in need of assistance by reason of physical or mental disability, age, emotional illness or vulnerability, and who is unable to take care of or to protect him or herself against significant harm or serious exploitation which may be occasioned by the actions or inactions of other people.
Youth:	All students participating in the 6th-12th grade program.

C. SCOPE OF POLICIES AND PROCEDURES

The policies and procedures included in this document apply to all activities that take place within the building and properties UCC Congregational of Burlington, as well as programs, activities, or events scheduled as part of the ministry of this church that take place elsewhere. The policies and procedures apply to all members, friends, volunteers, renters and employees of the church.

C.1 TWO-PERSON POLICIES AND PROCEDURES

The Two-Person Policy is intended to protect youth and prevent adults from encountering a situation where they could be wrongfully accused. Therefore, no adult should be alone in the church or be at a church-approved activity with a youth that is not related to him or her. It is recommended that there be a ratio of one adult for every six youths at all youth programs or activities. If these ratios are unable to be met, the youth activity may be canceled at the discretion of the minister or lay leader.

Each class should have at least one adult and one assistant.

If a second person is not available, the teacher may:

- Elect to hold class or continue the activity but keep the door open.
- Contact the Director of Christian Education (DCE) for guidance.

If circumstances dictate that a child must be alone with a teacher, the teacher should contact a parent or guardian and wait with the child in a public space (e.g., outside) on the church grounds.

At least two chaperones should wait with youth being picked up after an offsite event. In the event that an adult is alone with a youth waiting to be picked up, they should wait in a public space (e.g., outside).

It is permissible to have one adult per car carrying youth to an off-site event, but at no time should an adult be alone with a child other than his/her own. Two children and one adult in a vehicle is acceptable.

UCC Congregational of Burlington welcomes volunteers to become involved in the programs offered as part of our ministries. For those volunteers who work with youth and children on a regular basis, volunteers should generally be at least 18 years of age.

C.2 LOCATION OF POLICIES AND PROCEDURES

A Safe Church Policies and Procedures Manual is reviewed with each new employee. All volunteers who will be regularly working with children, youth, or vulnerable adults will also review the manual. Manuals are in identifiable binders in two locations, as well as church web site.

1. Church Office
2. Christian Education office

C.3 SAFE CHURCH COMMITTEE DESCRIPTION

The Safe Church Committee's function is to oversee the implementation of the Safe Church Policies and Procedures.

C.3.1 SAFE CHURCH COMMITTEE COMPOSITION

This team will be comprised of six members from UCC Congregational of Burlington. The following groups will provide a representative:

1. Board of Christian Education
2. Parish Council
3. Board of Deacons
4. Board of Trustees
5. Insurance Policy Rep/State Certified CORI Processor
6. Minister

C.3.2 SAFE CHURCH TEAM FUNCTION

The Safe Church Committee will:

- Bi-annually review and update Safe Church Policies and Procedures. Refer to Section [J](#) to review the most recent changes to this document.
- Oversee distribution of Safe Church Policies and Procedures to boards and committees.
- Confirm that staff and volunteers working with children are trained in Safe Church Policies-Section [C.2](#), including keeping an attendance sheet of who has received training, copies of the Volunteer Participation Covenant ([FORM 5](#)), and Acknowledgement of Safe Church Policies and Procedures forms ([FORM 13](#)).
- Oversee the completion of Criminal Background Check Authorization Forms ([FORM 4](#)).
- Receive CORI reports referred to them by the CORI processor.
- Receive and manage Incident Report Forms ([FORM 1](#)).
- When necessary, report incidents to the State of Massachusetts Department of Social Services in conjunction with the clergy (Section [I.3](#)).

- When necessary, serve on a task force to review formal complaints on adult misconduct (Section [J.3.1](#)).
- Maintain strict confidentiality.

D. BUILDING SAFETY

It is the responsibility of UCC Congregational of Burlington with the assistance of the Trustees to maintain physical safety of the church building.

D.1 GENERAL

UCC Congregational of Burlington will:

- Maintain the building upkeep to preserve physical safety
- Maintain the fire alarm system, fire extinguishers and first aid kits
- Create and post floor plans indicating emergency exits, fire extinguishers, first aid kits and emergency phone numbers
- Provide users of the building a mechanism to report any safety issues to the Trustees
- The Trustees will ensure compliance with local board of health inspection requirements, including the current food safety policy as described in the Town of Burlington Board of Health Requirements ([FORM 14](#)). A sign will be posted in the church's kitchen areas indicating that "The food and these premises have not been inspected by the state or local public health department." However, this sign should be removed or covered when a temporary food permit has been obtained, specifically for "events that are open to the public and food is prepared on site" and for "events that are open to the public with food service vendors providing food such as carnivals, community events, restaurant sampling events, promotional events, etc."

D.2 BUILDING ACCESS

At any time, other than during church business hours and/or scheduled events, the buildings will be secured and accessible only by use of card key.

Care will be taken to secure entrances to the church by limiting access to the appropriate individuals who:

- Abide by all policies and procedures for building use and UCC Safe Church Policies
- Sign a Key Receipt form ([FORM 2](#)), which states that the signer will not share the Card key or Physical keys with anyone and will verify that all lights are off and outside doors are closed by the last person in the building

The Trustees will maintain a master list of all Card Key and Physical Key holders.

Sanctuary: During corporate worship the sanctuary will be secured by adhering to Head Usher Reference Checklist guidelines located in the desk at rear of sanctuary.

Skelton Hall: The door accessing Skelton Hall from the vestibule will be locked once the children are gathered for classes. To access the hall, there is a buzzer to the right of the door on a screen. The buzzer rings to a screen outside the nursery door. The nursery attendant or Sunday school teacher sees the person

ringing the buzzer & allows them in by remotely unlocking the door. Children & infants are not allowed to leave the area without a parent or guardian or escorted by a teacher/assistant.

D.3 OUTSIDE GROUPS

All outside groups who rent or use the church facilities on a long-term basis will receive a copy of the Safe Church Policies and Procedures. Groups must agree to comply with its provisions as it pertains to their use of the building, and they will sign the Use of Facilities form ([FORM 3](#)). This documentation will be maintained by the Trustees.

D.4 HEALTH AND SAFETY

1. A first aid kit is available in the nursery and on the bookcase in the room next to the nursery.
2. A defibrillator kit is available on the wall in the hall between office and restroom.
3. Fire safety information, emergency evacuation routes and meeting place will be clearly posted in every classroom, along with emergency numbers for the church, police and fire departments.
4. Emergency procedures, including evacuation plans, will be reviewed at each teacher orientation.
5. Incident Reports forms ([FORM 1](#)) are found in the Church and CE offices, and they should be filled out when necessary. Forms are filed with the Safe Church Committee and are given to the parents as warranted.
6. If there is a medical emergency, 911 should be called as warranted. Parents and the minister should be contacted.
7. The importance of hand washing before handling food and after any cleanup is emphasized.

E. SCREENING AND TRAINING

UCC Congregational of Burlington welcomes volunteers to become involved in the programs offered as part of our ministries. For those volunteers who work with youth and children on a regular basis, volunteers should generally be at least 18 years of age.

E.1 CRIMINAL BACKGROUND VERIFICATION

UCC Congregational of Burlington uses the Massachusetts CORI verification process and may also use a national criminal background verification service selected by the Safe Church Committee.

E.1.1 POLICIES

UCC Congregational of Burlington requires a CORI report on:

- All prospective employees
- Adult leaders
- All adult volunteers who supervise youth or children at any time.

Anyone convicted of any felony or a felony default by the court, against a child or elder, whether physical, emotional, or sexual, will not be considered, under any circumstances, for any position at UCC Congregational of Burlington.

E.1.2 PROCEDURES

Staff will provide CORI applications ([FORM 4](#)) from person and turn them in to the CORI processor. The CORI processor will submit CORI applications and receive CORI reports. The CORI processor will consult the Safe Church Committee when there are concerns. The staff will solicit approval for volunteers from the CORI processor. All attempts will be made to maintain confidentiality.

The Safe Church Committee may consult with the church's pastoral staff and an attorney retained by the Church regarding background check findings and reports.

CORI reports are repeated every three years and a log will be maintained by the CORI processor stored on Google Drive.

E.2 TRAINING

All staff members and persons who work with youth, children and elders will receive training on safe church policies and procedures. They will sign a Volunteer Participation Covenant ([FORM 5](#)), which will be kept on file with the Safe Church Comm. Each person will review a copy of the Safe Church Policies and Procedures and Information for Volunteers ([FORM 6](#)), and they will be given an opportunity to ask questions. Those individuals who have regular, direct contact with youth or elders will also receive education about abuse awareness and reporting procedures.

Training procedures:

- Training sessions will be offered at the beginning of each church school term, or as need arises.
- The Safe Church Committee will keep an attendance sheet of those who have received training.
- Training will include a review of the UCC Congregational of Burlington Safe Church Policies and Procedures.
- Staff members will review the Safe Church Policies and Procedures and sign [FORM 13](#) prior to starting a position.

F. CHILDREN'S MINISTRY POLICIES AND PROCEDURES

The policies and procedures when interacting with Children to further the ministry of UCC Burlington should be strictly followed.

F.1.1 REGISTRATION FORMS

Parents or guardians of all children participating in the Christian Education program will be asked to complete a registration form for each child ([FORM 7](#)). The registration form includes contact information and information regarding allergies or any other relevant medical concerns. This information will be included in the classroom attendance folder.

F.2 ATTENDANCE AND DISMISSAL PROCEDURES

1. Children leave the Sanctuary to Sunday school classrooms at the end of children's time. Parents are not required to leave the sanctuary to escort their children to class.
2. Attendance will be taken at each class.
3. Parents are expected to pick up their children after class.

F.3 OFFSITE EVENT GUIDELINES

1. Attendance will be taken. If parent is attending the event with the child/youth, no permission slip will be required. If the parent is not attending, permission slip is required.
2. Parents and participating youth shall be given information ahead of time about programs, activities leaders, chaperones, dates, times, cost, method of transportation, purpose of the scheduled trip or activity and other details whenever possible.
3. All occupants of a vehicle must use an individual seat belt (no multiple belting) at all times during the operations of the vehicle.
4. The driver should not use a cell phone while driving except for an emergency. The driver is encouraged to pull off the roadway to a safe spot before using the cell phone.
5. On an overnight trip there will be at least one male and one female chaperone, depending on the gender mix of the participating youth group.

F.3.1 DISCIPLINE

The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation.

- Teachers are encouraged to clearly and respectfully communicate expectations of appropriate behavior to their class at the beginning of each school year and on a periodic basis throughout the Sunday school year. In addition, a covenant of conduct including class expectations may be posted in each classroom.
- If a child's behavior is disruptive, the teacher is instructed to address the issue with the child directly. Should the behavior be repeated, the teacher will contact the Director of CE, who will follow up with parents/guardians as necessary.
- No child will be disciplined by the use of any form of physical punishment or verbal abuse.

F.4 PEANUT AND TREE NUT ALLERGY GUIDELINES

Parents, teachers, volunteers, church members, renters, and anyone using the downstairs classrooms for church and youth events are asked not to bring in any foods, snacks, or craft items made with peanuts or nuts, including nut shells or nut-based cooking oils.

These events include, but are not limited to, Sunday School, youth groups, confirmation class, craft groups for church events, social gatherings, and events from non-member renters.

We are asking that all of the above groups and events use the following as a guideline:

Try to avoid bringing into the areas designated above any food that contains:

- *Nut-based cooking oils*
- *Nuts or foods containing nuts*
- *Food that has any of the following on the label:*
 - *May contain peanuts*
 - *May contain tree nuts*
 - *Made in a facility that processes peanuts*
 - *Made in a facility that processes tree nuts*
 - *Made on shared equipment that processes peanuts*
 - *Made on shared equipment that processes tree nuts*

Signs will be posted in the Skelton Hall area as a reminder of the above nut guidelines.

F.5 CONCERN FOR A CHILD'S SAFETY OUTSIDE OF CHURCH

If in the context of a class or other event, a child discloses information that raises concern about his or her safety, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

G. YOUTH MINISTRY POLICIES AND PROCEDURES

The policies and procedures when interacting with Youth to further the ministry of UCC Burlington should be strictly followed.

G.1 PERMISSION, MEDICAL, AND COVENANT FORMS

All Youth participating in youth programs must have a UCC Congregational of Burlington Information form ([FORM 1](#)) and a Medication Consent Form ([FORM 8](#)) on file. These forms will be kept on file for the year with the church. Completed forms will be brought on all youth off-site events by the adult leader. A UCC Congregational of Burlington Trip Permission form ([FORM 8](#)) will be filled out and handed in for any offsite overnight trips.

All youth participating in youth ministry programs will develop and sign a covenant with their leaders at the beginning of the year based on the guidelines in [FORM 10](#).

G.2 DISCIPLINE

All participants are expected to act in a respectful manner toward all others participating in a youth group function. Participants are expected to follow the Covenant developed with the Leader. The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation. No youth will be disciplined by use of any form of physical punishment or verbal abuse.

Mutual respect in communication between youth and leaders, teachers and chaperones is expected. Appropriate behavioral expectations will be clearly communicated.

Disruptive, disrespectful, or dangerous behavior will be addressed by the leader, teacher, or chaperone in charge. If this behavior occurs on a trip or at a meeting, the leader reserves the right to contact the parent/guardian and send the youth home at the parent's/guardian's expense.

Adult volunteers must report all infractions of youth rules to the minister or adult leader of the group.

H. INTERNET/SOCIAL MEDIA SAFETY AND POLICY

The internet and social media are evolving tools which offer great promise for developing and deepening ministries, but which also pose significant safety challenges. Electronic communication from members and officials of the church should not be assumed to be confidential.

H.1 ONLINE MINOR/ADULT RELATIONSHIPS

1. Adults should not submit “friend” requests to minors or youth. Youth may request friendships with adults, and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.
2. All youth and adults should be informed that any communication that is sent via digital means (email, social networking site notes or posts, texts, etc.) is not confidential and it may be reported or shared with others.
3. Adults who correspond with youth via email should CC a parent, another youth leader, the Director of Christian Education, or the Minister on all emails.
4. Covenants should be created to define and govern appropriate and inappropriate content that may or may not be posted to on-line forums. See Guidelines for Making Digital Covenants ([FORM 12](#)).
5. Burlington UCC youth related groups should be “closed” but not “hidden”. These groups should have both youth and adult administrators.
6. Members of UCC Congregational of Burlington groups should decide within their covenant whether or not their social networking site groups are open to parents of current members.
7. Any inappropriate material should be deleted from the site. Any material that is covered by “Mandatory Reporting” laws should be reported to the clergy, documented for church records, and then deleted from the site.
8. Any content that details inappropriate behavior (outside of the bounds of the established covenant) during a church sponsored event or activity should be addressed by adults.
9. Adult leaders are not responsible for internet youth pages that are not sponsored by the UCC Congregational of Burlington.
10. For reasons of education and accountability, digital communication covenants should be made between youth and adult leaders ([FORM 12](#)).

H.2 ONLINE ADULT/ADULT RELATIONSHIPS

1. Adult members who seek religious or spiritual advice from clergy via digital means (email, social networking site posts, etc.) should be informed that their communication may not be confidential. The minister should be contacted directly when possible.
2. Clergy are encouraged to use privacy settings to shield both adult and youth members from viewing content that may be inappropriate.

H.3 ONLINE COMMUNICATION AND CONTACT

Any internet-based group, page or electronic mailing list that is created by a designated member of the UCC Congregational of Burlington, for the purpose of establishing, maintaining or growing ministries and is used as means of communication with the community, must conform to rules listed below.

H.3.1 TRANSITIONS

1. Clergy who are leaving UCC Congregational of Burlington should refrain from offering pastoral care through digital communication after the end date of their contract with the church.
2. Former youth members and adult leaders, due to departure, removal or loss of eligibility (aged out of a program) should be removed from youth group digital communication membership (Facebook groups, list serves, etc.) (See Guidelines for Making Digital Covenants, ([FORM 12](#)).

H.3.2 VIDEO CHATS AND BLOGS

1. Adults should refrain from initiating video chats with youth.
2. Participants in a video chat or blog should consider what will be shown in the video such as their surroundings, their clothing/state of dress, etc.
3. All transcripts of on-line text chats, video chats, blogs or video blogs should be saved by the system administrator whenever possible.
4. All clergy and youth leaders should consider the content and nature of any post that will be read by or visible to youth, because it might be perceived as the voice of the church, and it may be misconstrued as part of church policies and procedures.

H.3.3 PUBLISHING/POSTING CONTENT ONLINE

1. Obtain signed Media Release forms from parents/guardians of minors who may participate in activities that may be photographed or videoed for distribution ([FORM 1](#)).
2. When electronic media recordings of church services or activities are distributed on the web or via other broadcast media, a notice should be posted in the bulletin that indicates the service or activity is being recorded. In addition, a notice that provides greater detail than the standard posting in the bulletin will be included in a pew pamphlet.
3. Photos that are published on church-sponsored sites may not include the name or contact information of individuals.

I. CHILD, HANDICAPPED OR ELDER ABUSE RESPONSE AND REPORTING

Through our Safe Church Policies and educational programs, we seek to prevent abuse occurring at UCC Congregational of Burlington. Allegations or reasonable suspicions of abuse will be responded to seriously and will be reported to appropriate church and state authorities. All of the actions and documentation as described below must be held in the strictest confidence and as few people as possible be informed. It is the responsibility of all individuals concerned to maintain confidentiality.

I.1 STANDARD FOR REPORTING

UCC Congregational of Burlington observes the Massachusetts standard for reporting abuse. Anyone with "a reasonable cause to believe" that a child under age 18 or an elder is suffering, or has suffered from, abuse or neglect, will follow the Response and Reporting Policies and Procedures listed below.

"Reasonable Cause" - after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse. This is the 'reasonable person' standard commonly used in the law - Questions and Answers About Reporting Child Abuse ©: Dayl Hufford. (See Resources, Section [L](#))

I.2 PREVENTING IMMINENT HARM

To protect children, handicapped and elders, any circumstance of abuse that poses imminent risk of serious harm will be reported to the Burlington Police Department at 911 or 781-270-1914 or 781-270-1212. Because of the vulnerability of children, the handicapped and elders, their right to our protection supersedes a counselee's right to confidentiality.

I.3 REPORTING PROCESS

In the event an individual discloses information that they are not safe, or if in the context of a class or other event, a person has a reasonable cause to believe that another person is not safe, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

If there is an allegation against the pastoral staff, the Moderator will contact the Area Minister and the Human Resources Committee. The church will seek the counsel of the Association Committee on Church and Ministry regarding action to be taken.

Incident Reports ([FORM 1](#)) are required for all unusual occurrences at UCC Congregational of Burlington. They must be submitted to the Safe Church Committee or the appropriate staff member even if it is determined that an oral or written report will not be filed with DCF. These forms will be stored in a secure and confidential location.

The Department of Children and Families (DCF) is the Massachusetts agency with responsibility for protecting minors and elders from abuse and neglect. No one is prohibited from making a report directly to DCF and may do so as either an identified or anonymous reporter. Reporters can file anonymously by calling The Child-at-Risk-Hotline at 1- 800-792- 5200 (after hours) or contact (DCF) Cambridge office at (617) 520-8700 (Mon-Fri 8:45am-5pm) to report as an identified reporter. For more information see http://www.mass.gov/Eeohhs2/docs/dss/can_mandated_reporters_guide.pdf

An oral / telephone report to the Massachusetts Department of Children and Families (DCF) will be made within 24 hours as recommended by the Massachusetts Conference, UCC. Written reports will be completed within 48 hours as required by Massachusetts law. Mandated reporters who fail to report suspected child abuse may be subject to criminal prosecution. G.2.4 Pastoral Staff and Safe Church Team's Roles

Any person raising a concern of abuse should contact the Safe Church Committee and/or confidentially discuss their concern with the UCC Congregational of Burlington pastor, or the Director of CE.

The role of the Safe Church Committee is to receive the allegation, provide leadership and guide the reporter through the Department of Children and Families (DCF) contact process. Investigation and evaluation of concerns of abuse is the role and obligation of DCF and not the reporter, minister, or the Safe Church Committee.

J. ADULT MISCONDUCT – HARASSMENT AND EXPLOITATION

UCC Congregational of Burlington wishes to create and maintain a community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation.

J.1 POLICY ON ADULT CONDUCT

The Church is strongly opposed to sexual exploitation and harassment of any kind, and such behavior is prohibited. It is the intention of the church to respond to allegations of behavior that are contrary to this policy and, if necessary, to discipline those persons who violate it and/or report it to the appropriate authorities. Every individual always has the right to report allegations to local authorities.

All persons engaged in the ministry of UCC Congregational of Burlington (including elected or appointed leaders, employees, volunteers, and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual exploitation of parishioner(s) or other individual(s) by anyone engaged in the ministry of UCC Congregational of Burlington is unethical and unprofessional behavior and will not be tolerated.

Should someone observe that a vulnerable adult, or anyone else, is being abused, harassed or exploited, a concerned member may initiate proceedings on their behalf.

J.2 PROCESS FOR RESPONDING TO A COMPLAINT OR CONCERN

The utmost respect shall be given to the confidentiality and privacy of all parties. Any person who brings a concern or complaint forward, or who assists in investigation of such a report, will not be adversely affected in terms and conditions of employment or Church membership, or otherwise discriminated against or discharged. Information will be shared only on a need-to-know basis.

J.3 RESPONSE

1. **Informal** - The person with a concern may attempt to resolve the matter directly with the person accused. Alternatively, the person with a concern may attempt to resolve the matter with the assistance of his/her supervisor, a Safe Church Committee member, or the minister.
2. **Formal** - If an informal resolution of the complaint does not seem wise, appropriate, or possible, or does not succeed, the person with a concern should complete an incident report form (Form A-1) and submit it to a Safe Church Committee member and/or Minister. This will lead to a formal proceeding. If the allegation involves the Minister, the person with a concern should contact the Moderator, Human Resources Chair, Deacon Chair or the Safe Church Committee.

J.3.1 FORMAL PROCEEDING

When the Safe Church Committee is requested to initiate a formal proceeding, the following procedure will happen:

1. A task force will be convened.
 - If the allegation involves the Minister, the task force will be comprised of the Moderator, the Safe Church Committee, Human Resources Chair, and the Deacon Chairperson. The Moderator will inform the Conference Area Minister. UCC Congregational of Burlington will cooperate fully in any conference procedures related to the person's ministerial authorization.
 - If the allegation involves another authorized UCC minister, the task force will be comprised of the Minister, Moderator, the Safe Church Committee, Human Resources Chair, and the Deacon Chairperson. The Moderator will inform the Conference Area Minister. UCC Congregational of Burlington will cooperate fully in any conference procedures related to the person's ministerial authorization.
 - If the allegation involves another UCC Congregational of Burlington staff member, the task force will be comprised of the Minister, Moderator, the Safe Church Committee, and the Human Resources Chair.
 - If the allegation involves a lay person the task force will be comprised of the Minister, Moderator, and the Safe Church Committee.
2. The person accused will be notified that an incident report form has been filed.
3. Statements will be gathered from any individuals involved.
4. The task force will carefully document all activities and meetings, including dates, times, locations, names of the parties present, decisions, and actions to be taken. This documentation is to be kept in a secure location determined by the Safe Church Committee.
5. The task force will consider all information and determine an appropriate course of action.
6. If the task force determines that no harassment or sexual exploitation has occurred, all affected parties will be notified.
7. If the task force determines that harassment or sexual exploitation has occurred, the task force will inform the individuals and take actions that may include:
 - Formal reprimand with defined expectations for changed behavior.
 - Recommending or requiring a program of growth that may include education and/or counseling.
 - Probation, with the terms of the probation clearly identified.
 - Dismissal from volunteer leadership position or employment and, in extreme cases, membership in, the Church.

J.4 APPEAL

If the person(s) involved is not satisfied with the disposition of the matter, he or she has the right to appeal to the Deacon Chairperson who will appoint a committee to review the complaint.

K. SAFE CHURCH POLICIES AND PROCEDURES REVIEW

The UCC Congregational of Burlington Safe Church Policies and Procedures were reviewed and revised by the 2022 Parish Council.

The Safe Church Policies and Procedures will be reviewed each year by the Safe Church Committee. The Committee may recommend revisions to be approved by the Parish Council.

L. RESOURCES

Commonwealth of Massachusetts. "Sex Offender Registry Board General Information." <http://www.mass.gov/sorb>; (2010).

Criminal History Systems Board. "Criminal Offender Record Information-CORI." http://www.mass.gov/chsb/cori/cori_cert.html (2010).

General Laws of Massachusetts. "Protection of Children Chapter 119: Section 51A Injured children; reports." <http://www.mass.gov/legis/laws/mgl/119-51a.htm> (July 2008).

General Laws of Massachusetts. "Protection of Children Chapter 119: Section 51B Physically or emotionally injured children; duties of department; disclosure of information to department." <http://www.mass.gov/legis/laws/mgl/119-51b.htm> (July 2008).

M. FORMS AND ATTACHMENTS

The UCC Congregational of Burlington provides the following forms and guidelines to be reproduced and completed as required by the Safe Church Policy.

Form 1 Incident Report Form

Form 2 Door Key Receipt Form

Form 3 Use of Facilities for Outside Organizations - Statement of Compliance

Form 4 Criminal Background Check - Authorization

Form 5 Volunteer Participation Covenant

Form 6 Information for Volunteers

Form 7 Church School Registration

Form 8 UCC Congregational of Burlington Trip Permission Form

Form 9 Medication Release Form

Form 10 Participation Covenant Guidelines for Youth

Form 11 Sample Youth Retreat Covenant

Form 12 Guidelines to Making Digital Covenants

Form 13 Acknowledgement of Safe Church Policies and Procedures

Form 14 Town of Burlington Board of Health Guidelines and Temporary Food Permit (page 36)

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

FORM 1. INCIDENT REPORT FORM

Complete for all incidents, accidents or unusual occurrences that occur on the church premises or at any church sponsored event. Complete and file this report with the UCC Congregational of Burlington Safe Church Committee within 24 hours of the incident.

Reporter: _____ Date of Incident: _____ Time: _____

Identification of person(s) involved

1. Name: _____ Age: ____ Gender: ____

Address: _____

Relationship to UCC Congregational of Burlington (Employee, Volunteer, Member, Visitor, etc.): _____

2. Name: _____ Age: ____ Gender: ____

Address: _____

Relationship to UCC Congregational of Burlington (Employee, Volunteer, Member, Visitor, etc.): _____

3. Name: _____ Age: ____ Gender: ____

Address: _____

Relationship to UCC Congregational of Burlington (Employee, Volunteer, Member, Visitor, etc.): _____

Specific Location of Incident: _____

Witness(es), if present: _____

Briefly describe the nature and extent of the injury, accident or abuse and circumstances under which you became aware of the incident. Cite the source of any information not observed first hand.

Treatment, shelter or other action /support immediately provided:

Additional action(s) (e.g. 911, family notification, alternative transportation):

Note: INDIVIDUALS UNDER AGE 18 REQUIRE PARENT NOTIFICATION; INCLUDE TIME OF NOTIFICATION.

Disposition:

Name of person completing this report:

(Please Print)

Signature of person completing this report:

(Signature)

(Date)

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

FORM 2. DOOR KEY RECEIPT FORM

(Print full name)

Under UCC Congregational of Burlington efforts to implement UCC Safe Church guidelines, all persons are asked to sign this form and comply with the terms and conditions below.

Please check one of the following:

_____ I am a Member of UCC Congregational of Burlington

_____ I am not a Member of UCC Congregational of Burlington

I am receiving the door key for the following purpose(s):

I acknowledge receipt of the current door key and agree that:

- I will not duplicate the key or share it with anyone else
- I will be entirely responsible for the security of the door key.
- If I am the last person to leave the church, I will verify that all outside doors are locked.
- I understand that, as a door key recipient, I am required to report child abuse and neglect as set forth by the Department of Social Services. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a minor or elder has occurred in the UCC Congregational of Burlington Church building or outside play area, I am required to file an Incident Report Form ([FORM 1](#)) in accordance with the Safe Church Policies and Procedures.
- I understand that failure to comply with any of the provisions set forth above may result in my loss of privilege to be a door key holder.

Recipients Signature

Date

Church Office Staff Signature

A copy of this document will be filed with the Trustees

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

FORM 3. USE OF FACILITIES BY OUTSIDE ORGANIZATIONS - STATEMENT OF COMPLIANCE

Statement of Compliance

I acknowledge that as a representative of the organization below I have read and understand the UCC Congregational of Burlington Safe Church Policies and Procedures and that we agree to comply with them. Failure to follow the policies may result in the termination of my right and that of the organization that I represent to use church facilities.

The organization I represent is _____

To indicate your understanding of your responsibilities as a guest in our church, please initial each of the following paragraphs, sign this document, and return it to the church office along with your "Application for Use of Facilities."

1. _____ We understand that our organization is required to report to the Safe Church Committee (or Director of CE, Minister, or Moderator) immediately and file an Incident Report within 24 hours, if I believe, or have been told, that there is reasonable cause to suspect that a minor or elder has been abused and/or neglected at UCC Congregational of Burlington.
2. _____ When the activity of my organization has ended, and we are the last people in the church, we will make sure that the lights are out, and the doors are locked before leaving.
3. _____ We will notify the Board of Trustees if any safety issues are apparent while using said premise, via email at trustees@UCCBurlington.org and cc: uccburlington@gmail.com.

On behalf of _____ (organization name)

Signature

Date

Print Name

A copy of this document will be kept on file by the Trustees.

**UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803**

**FORM 4. CORI FORM (CRIMINAL BACKGROUND CHECK –
AUTHORIZATION)**

This form will be provided by the Criminal History Systems Board.

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

FORM 5. VOLUNTEER PARTICIPATION COVENANT

UCC Congregational of Burlington is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policies, procedures and statements reflect our congregation's commitment to preserving this church as a safe place where people can experience the love of God through relationships with others.

- Adult volunteers will read the Safe Church Policies and Procedures manual.
- All adult volunteers involved with children, youth or vulnerable adults of our church should generally have been part of the church community for at least six months before involvement or acceptance of a volunteer assignment, at the discretion of the clergy.
- Any adult who has been convicted of child abuse (physical abuse, sexual abuse, or emotional abuse) will not work with children or youth in any church-sponsored activity.
- Adult volunteers with children and youth shall observe the 'Two-Person Policies and procedures' whenever possible, to prevent adults from being alone with an unrelated minor.
- Adult volunteers shall immediately report any inappropriate or abusive behaviors to the minister or to a Safe Church Committee member.
- If in the context of a class or other event, a child discloses information that raises concern about his or her safety, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

I have read this **Participation Covenant**, and I agree to observe and abide by all the policies regarding work in ministries with children, youth and vulnerable adults, as set forth above.

Signature of Applicant

Date

Print full name

**UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803**

FORM 6. INFORMATION FOR VOLUNTEERS

Two person policies and procedures

- No adult should be alone in the church, or at a church approved activity, with a minor that is not related to him or her.
- At least two chaperones should wait for youth to be picked up for an offsite event. In the event that an adult is alone with a youth waiting to be picked up, they should wait in a public space.
- It is permissible to have one adult per car carrying multiple youth to an off-site event.

Discipline

- The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation.
- No child or youth will be disciplined by the use of any form of physical punishment or verbal abuse.
- If a minor's behavior is problematic, the volunteer is instructed to address the issue with the child directly. Should the behavior continue, the volunteer will contact the appropriate staff member, who will contact the minor's parents/guardians.
- If this behavior occurs on a trip or at a meeting, the leader reserves the right to contact the parent/guardian and send the child or youth home at the parents/guardians expense.

Disclosure of Safety Concern

If in the context of a class or other event, a minor discloses information that raises concern about his or her safety, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

Medical Emergency

- If there is a medical emergency involving a minor, the parents/guardians should be contacted immediately. The staff/volunteer member should alert the ministerial staff and call 911 as warranted.
- All youth participating in off-site church programs must have a UCC Congregational of Burlington Youth Information form and a Medication Release form on file. This form will be kept on file for the year with the church.
- Completed Youth Information and Medication Release forms will be brought on all off-site, overnight events by the adult leader.

Driving

- All occupants of a vehicle must use an individual seat belt (no multiple belting) at all times during the operation of the vehicle.
- The driver may not use a cell phone while driving. In case of emergency, the driver is encouraged to pull off the roadway to a safe spot before using a cell phone.

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

FORM 7. CHURCH SCHOOL YOUTH/MINOR REGISTRATION FORM

Name: _____
(First) (Last) (Nickname)

Date of Birth: _____ Male _____ Female _____ Grade as of Sept. 20 _____

Parent/Guardian's Name (s): _____

Address: _____

Telephone Numbers: _____

Parent/Guardian's Email Addresses: _____

Please list any special needs, allergies, talents or interests that we should be aware of in order to help us care for your child's health and learning: _____

In order to share the good news of the ministries of UCC Congregational of Burlington, we sometimes take photos of children and youth for use on bulletin boards, in our newsletter and on our website. When published on our website we DO NOT include any identifying information (name, address, etc.) about the child along with the photo. **Please indicate if you do _____; do not _____ authorize the use and reproduction of your child(ren)'s photo(s)/video by UCC Congregational of Burlington.**

Additional Information: _____

Parent's/Guardian's Signature: _____ **Date:** _____

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

**FORM 8. UCC CONGREGATIONAL OF BURLINGTON TRIP
 PERMISSION**

Trip Destination:		Trip Date(s):	
Departure Location:		Departure Time:	
Return Location		Estimated Return Time	
Purpose of Trip			
Transportation Provided:			
Private Car	Rented Vehicle	Public Transport	Chartered Bus
Parent Driver	Staff Driver	Other Adult Driver	Professional Driver
Trip Leader:		Leader/emergency # (emergencies only):	

Complete the form below, detach at the dotted line, and return it to the Trip Leader or to the church office

.....

_____ has permission to go with the UCC Burlington Youth Group to

_____ On _____ (date)

My youth has a UCC Congregational of Burlington Youth Registration Form on file in the UCC Burlington Church Office. I understand that every effort will be made to contact parents/guardians in the event of an emergency. In an emergency requiring medical care and treatment, I authorize any physician, hospital or other healthcare provider to give care to this minor. I also give permission for the transport of my youth to/from a doctor and/or hospital by a chaperone or ambulance.

 Parent/Guardian Signature

 Date

UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803

FORM 9. MEDICATION RELEASE FORM

I give my son/daughter _____ permission to have in their possession any medication(s) they may require during the trip to _____. I have reviewed the proper dosage and use of any medication(s) with my son/daughter and give them my permission to self administer their medication(s) as needed.

I understand the chaperones on this trip will not be responsible for holding medications or administering medications.

(Signature of parent/guardian)

Date

I will be bringing my own medication(s) with me on the trip to _____. I know how and when to take my medicine (s). I will be responsible for the safe use and storage of my medication(s) during this trip.

I will not share any medications with other people during the course of this trip. This includes over the counter medications, such as aspirin, cough drops or cold medicine. (The chaperones will have basic first aid kit available for participants).

(Signature of UCC Congregational of Burlington Youth)

Date

List of all medications, including over the counter:

Medication name	Dose	Amount taken	Schedule	Additional info
-----------------	------	--------------	----------	-----------------

**UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803**

FORM 10. PARTICIPATION COVENANT GUIDELINES FOR YOUTH

UCC Congregational of Burlington is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church.

The following process reflects our congregation's commitment to preserving this church as a safe place where people can experience the love of God through relationships with others. The following process will be completed at the beginning of the year for all youth programs. If situations arise during the year (e.g., group trips) which requires additional topics to be included in the covenant, it will be amended, or another covenant will be created.

1. Post ahead of time a list of the non-negotiable rules that are in the Safe Church guidelines, (e.g., rules about driving, confidentiality, drugs and alcohol, sexual activity, bullying)
2. Ask the group the following question: "What other ground rules can the group adopt so that each person in the group feels comfortable participating?" As participants brainstorm, list their suggestions on newsprint. Try to use positive language. Topics and possible guidelines to discuss include:
 - Expected attendance
 - Be open-minded
 - No put-downs; only pull-ups
 - Start and end on time
 - Keep what is said in the group confidential
 - Use "I" language / speak for yourself
 - Be a team player
 - Participate but share time (Step up/ step back)
 - Have as much fun as possible
 - Cell phones will only be used to help make activities work
3. Once the group has reached a consensus on a list of operating principles, write the principles on newsprint beneath the title Group Covenant. Explain that a Group Covenant is a statement that outlines the rules that the group agrees to follow while they are together. Have participants sign the covenant. Post it somewhere in the room where everyone can see it at all times.
4. Email the covenant to the parents of the youth so they know the rules.

**UCC Congregational of Burlington
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FORM 11. SAMPLE YOUTH RETREAT COVENANT

Mission Trip and Retreat Covenant

My covenant with God and my fellow UCC Congregational of Burlington Youth Group members is to be open to the surprising work of God on this trip, even when it comes through the unexpected (like exhausting work, or people who are very different from me). I will live and participate in a Christian community, showing respect and attentive love to each person in our group.

For the days of this trip, I will seek to follow the example of Jesus who did not come to be served, but to serve. I will participate in all activities that have been planned for me, including any assigned work or chores. I will be hospitable to strangers.

I will avoid actions or attitudes such as complaint, gossip, profanity, making fun or excluding others, etc. that might detract from the building of Christian community or the mission we have been sent to accomplish. I understand there will be absolutely no tolerance of the use or possession of alcohol, tobacco, drugs, or weapons, including, but not limited to, cigarette lighters and knives.

I will honor the adults who have so graciously given their time in order that this trip might happen. I will respect and obey them without challenge or complaint because I know that they love me and always have my best interests in mind. I will also listen to my assigned adult leader(s).

I will not destroy or take any property that does not belong to me, but I will instead leave things better than they were before I arrived.

I will put my romantic relationships on hold for the duration of this trip, directing my full attention and energy to spiritual growth, community building, and the mission we have been sent to accomplish. I will refrain from any and all sexual activity, including, but not limited to, any public or private displays of romantic affection.

I will honor the group and the importance of the time we have together by living within these basic behavioral guidelines for the trip:

- I will be ready and on time for all activities.
- I will not wander off from the group, and I will stay with at least two friends, being careful that an adult always knows where I am.
- I will let girls' bedrooms be for girls only, and boys' bedrooms be for boys only.
- I will obey the assigned "lights out" instructions.
- I will only use my cell phone for purposes related to the trip or to communicate with my family.

In the event that I choose to break this Covenant, I understand that I may be sent home prior to the trip's end at my parents' expense. This decision will be made by the leaders on the trip, in consultation with the adult chaperones.

This Covenant is committed to by:

Youth Participant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803**

FORM 12. GUIDELINES FOR MAKING DIGITAL COVENANTS

1. Digital Covenants should acknowledge that materials posted on Church Sponsored sites (and/or group pages) are not confidential.
2. Digital Covenants should acknowledge that content deemed inappropriate will be removed from the site or group page.
3. Digital Covenants should address the following issues:
 - Use appropriate language and appropriate content
 - Membership eligibility (do you have to be a member of the UCC Congregational of Burlington Youth group, are parents of current members eligible, are there age requirements/ restrictions for participation, etc.)
 - Content that can be posted/published on the site or page
 - Who, how and when may photos be tagged (members identified by name; for example, individuals may tag themselves in photos but should not tag others)
 - Stipulate appropriate and inappropriate (bullying, pictures that depict abuse, violence, sexual acts, etc.) behavior of members and the consequence for inappropriate behavior
 - Transitions, due to departure, loss of eligibility or removal of youth members and/ or adult leaders
 - Mandatory reporting laws will be followed

**UCC Congregational of Burlington
6 Lexington Street
Burlington, MA 01803**

**FORM 13. ACKNOWLEDGEMENT OF SAFE CHURCH POLICIES AND
PROCEDURES**

I, _____ have reviewed and understand the “Safe Church
Policies and Procedures” for UCC Congregational of Burlington.

Signature: _____ Date: _____

FORM 14. TOWN OF BURLINGTON BOARD OF HEALTH GUIDELINES AND TEMPORARY FOOD PERMIT APPLICATION

Guidelines for Potluck Dinner/Events



BURLINGTON BOARD OF HEALTH

61 Center Street
Burlington, MA 01803
Tel: 781-270-1955 Fax: 781-273-7687



Public Health
Prevent. Promote. Protect.

Potluck Dinners/Events – New MA Law

M.G.L. Chapter 94, Section 328A - Effective November 3, 2014

For the purposes of this section, "potluck event" shall mean an event that meets all of the following conditions:

- (1) people are gathered to share food at the event;
- (2) there is no compensation provided to people for bringing food to the event;
- (3) the event is not conducted for commercial purposes; and
- (4) the participants at the event shall be informed that neither the food nor the facilities have been inspected by the state or a local public health department.

Notwithstanding any general or special law to the contrary, neither the department of public health nor any local board of health shall regulate the serving of food that is brought to a potluck event sponsored by a group of individuals or by a religious, charitable or nonprofit organization by individuals attending the potluck event for consumption at the potluck event. Individuals who are not members of the group or organization sponsoring the potluck event may attend the potluck event and consume the food at the event.

A business establishment dealing in the sale of food items shall not sponsor a potluck event. Potluck event food shall not be brought into the kitchen of a business establishment dealing in the sale of food.

A temporary food permit is no longer needed for potluck dinners/events.

If the event does not meet the four (4) criteria above, a temporary food permit may be required. Contact the Board of Health for more information: 781-270-1955.

The most commonly reported food preparation practices that contribute to foodborne illness are improper holding temperatures, poor personal hygiene, inadequate cooking, contaminated equipment and food from unsafe sources. For additional information on food safety, organizations looking to conduct potluck events may wish to consult the USDA's publication "Cooking for Groups: A Volunteer's Guide to Food Safety". http://www.fsis.usda.gov/shared/PDF/Cooking_for_Groups.pdf

The Temporary Food permit application can be found on page 38 of this document or on the Town's website.

Guidelines for Bake Sales



BURLINGTON BOARD OF HEALTH

61 Center Street
Burlington, MA 01803
Tel: 781-270-1955 Fax: 781-273-7687



Public Health
Prevent. Promote. Protect.

BAKE SALE GUIDELINES

The following are recommendations from the Burlington Board of Health to ensure safe food is provided for Bake Sales:

- Allow only non-potentially hazardous baked goods such as brownies, cookies, cakes, fruit pies, etc... to be sold/given away to the public. Do not allow items which require refrigeration such as those that contain cream, custard, meat, chicken and fish.
- Provide an ingredient list for those who may have food allergies.
- Individually wrap or cover baked goods to protect against customer and possible environmental contamination.
- Do not handle unwrapped baked goods with bare hands. Use utensils, napkins or disposable gloves.
- Wash hands using warm water and soap, scrubbing front and back of hands and fingernails for 20 seconds, rinse and dry with paper towel (do not use cloth towels).

Please Note: A permit is not required from the Board of Health to conduct Bake Sales.



BURLINGTON BOARD OF HEALTH

61 Center Street
Burlington, MA 01803

Tel: 781-270-1955 Fax: 781-273-7687



TEMPORARY FOOD PERMIT APPLICATION

Name of Applicant: _____

Phone: _____

Email: _____

Name of Business/Organization: _____

Business Phone: _____

Address: _____

Name of Person Completing Form: _____

Name of Event: _____

Event Location: _____

Date and Time of Event: _____

On Site Person in Charge (PIC): _____

Cell Phone of PIC: _____

Approx. # of people expected to attend? _____

List all food/beverages that will be served and the establishment where the food was purchased.

<u>Food Items:</u>	<u>Location Purchased:</u>
_____	_____
_____	_____
_____	_____
_____	_____

Will food be prepared/cooked on site at location?

Yes ☐ No ☐

Will food be held hot?

Yes ☐ No ☐

If yes, describe equipment used:

Will food be held cold?

Yes ☐ No ☐

If yes, describe how:

Hand wash sink required for temperature control for safety foods and any food preparation conducted on site.
See temporary hand wash station diagram.

Temporary event warewashing station setup may be required. Health Agent will notify if required.

Signature of Applicant

Date

Print Name

Updated: 8/30/21

TEMPORARY FOOD ESTABLISHMENT OPERATIONS ARE YOU READY?

Use this guide as a checklist to verify compliance with MA food safety regulations

- ☐ **Application:** Submit a completed temporary food permit application to the local Board of Health at least 10 days prior to the event.
- ☐ **Dry Storage:** Keep all food, equipment, utensils and single service items stored above the floor on pallet or shelving, and protected from contamination.
- ☐ **Cold Storage:** Keep potentially hazardous foods at or below 41°F. An effectively insulated container with sufficient coolant may be approved by the Board of Health for storage of less hazardous foods, or use at events of short duration. Mechanical refrigeration is needed for long duration events.
- ☐ **Hot Storage:** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- ☐ **Thermometers:** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- ☐ **Food Display:** Protect food from customer handling, coughing, or sneezing by wrapping, use of sneeze guards or other effective barriers.
- ☐ **Food Preparation:** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the Board of Health to prevent bare hand contact with ready-to-eat foods. Protect all storage, preparation, cooking and serving areas from contamination. Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.
- ☐ **Person in Charge:** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with the Board of Health for certified food protection manager requirements.
- ☐ **Handwashing:** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100°F to 120°F. A handwashing sign must be posted.
- ☐ **Health:** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hand must be covered and protected with waterproof materials.
- ☐ **Hygiene:** Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.
- ☐ **Warewashing:** A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis. The Board of Health requires additional sets of utensils if warewashing sinks are not easily accessible. Use chlorine bleach (50 ppm- 100 ppm) or quaternary sanitizer (200 ppm) or other approved sanitizer for sanitizing food contact surfaces, equipment and wiping cloths.
- ☐ **Water Supply:** An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.
- ☐ **Wastewater Disposal:** Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.
- ☐ **Counters/Shelving:** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.
- ☐ **Trash:** Provide an adequate number of cleanable containers inside and outside the booth.
- ☐ **Restrooms:** Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.
- ☐ **Clothing:** Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

If you have any questions regarding the above guidelines, call the Burlington Board of Health at 781-270-1955 prior to the event.

TEMPORARY HAND WASH STATION

Proper Hand Wash Station

