

Safe Churches: Policy to Protect Children, Diocese of El Camino Real

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Policy to Protect Children and Youth: Based on: Model Policies for Protection of Children and Youth, Church Pension Fund, National Episcopal Church

Revision 09122011 - 05112012: This document has been revised to include:

1. The proper use of electronic devices to prevent the usage of devices, social networks or websites for bullying or abuse of children or youth.
2. Clarification of training requirements and background checks
3. Update on Nursery Supervisory Plans and New Regulations on Safe Cribs for Infants

Based on policies and practices suggested by GPG and Praesidium and research done by the Diocesan Trainer for Safeguarding God's Children.

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Code of Conduct for Protection of Children and Youth

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by the Diocese of El Camino Real to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within the Policies for the Protection of Children and Youth from Abuse before agreeing to adhere to the statements and continue in service to the church.

CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH

- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services by attending the required training, recertifying every three years and ensuring that practices and policies are in place and are effectively implemented and monitored in the Diocese.
- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth and remain vigilant in their oversight of those who minister to our children and youth by modeling and encouraging the right action of others.
- Church Personnel agree to read, understand and comply with the policies for general conduct with children and youth as defined in these Policies for the Protection of Children and Youth from Abuse.
- All Church Personnel agree to read, understand and comply with the Guidelines for Appropriate Affection with children and youth.
- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report any observed, known or suspected abuse of children or youth to appropriate church leaders and/or state and local authorities in accordance with these policies.
- Church Personnel understand that the Episcopal Church has zero tolerance for the abuse of children and youth and agree to comply in spirit and in action with this position.

I. General Definitions

A. Church Personnel

For the purposes of this policy, the following are included in the definition of church personnel when they are functioning in their respective roles for the church:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies.
3. Those who contract their services to the diocese, its congregations, schools or other agencies to work with children.
4. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so.

B. Children and Youth

1. A **child** is defined as anyone **under the age of 12 years.**
2. A **youth** is defined as anyone who is **at least 12 years old, but not yet 18 years old.**
A youth may also be an individual who is 18 years old or older, but still in high school.

C. Regularly or Occasionally Work with or Around Children or Youth

For the purpose of this policy, the following are included in the definition of Church Personnel who regularly Work with or Around Children or Youth.

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All paid persons and regular volunteers, who work more than four times a year, who supervise or assist with supervising children or youth in ministries, programs or activities.
3. All persons who provide transportation to children or youth without other adults in the vehicle more often than occasionally.
4. Any person whose living quarters, for more than a month, are on the grounds of the church, school or other related agency.

Examples of Church Personnel who regularly work with or around children or youth: include, but are not limited to:

- Clergy
 - Church School Teachers
 - Children's or youth choir directors
 - Organists who work with children or youth
 - Lay youth ministers
 - Volunteer youth directors
 - All Church Personnel who work or assist in the nursery more than four times a year
 - All Church Personnel who work in the nursery if they are the only person over 21 present at any time
 - All Staff, whether volunteer or paid, at church camps
 - Adults who participate in overnight activities with children or youth more than twice a year
 - Administrative Staff who have any contact with those in preschools, children/youth programs, and camps.

For the purpose of this policy, the following are included in the definition of Church Personnel who Occasionally Work with or Around Children or Youth:

- ❑ Assistant Church School Teachers. (An Assistant is a helper who works only directly with a Church School Teacher.)
- ❑ All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than 3 times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one “unit” of church school for a month.
- ❑ All persons who provide transportation to children or youth without other adults in the vehicle infrequently, generally no more than 3 times a year.
- ❑ All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
- ❑ Adults who participate in overnight activities with children or youth once or twice a year.

D. Types of Abuse

1. Physical Abuse is non-accidental injury, which is intentionally inflicted upon a child or youth
2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. Sexual abuse perpetrated by another child or youth: is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.
4. Emotional Abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child’s or youth’s growth, development or psychological functioning.
5. Neglect is the failure to provide for a child’s or youth’s basic needs or the failure to protect a child or youth from harm.
6. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child’s or youth’s belongings or money.

II. Safeguards for Children and Youth

A. Screening and Selection

1. Any and all Church Personnel who Regularly Work with or Around Children or Youth shall be screened and selected utilizing the system adopted by the Diocese, which shall include at least the following:
 - a. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks and the Code of conduct (Appendix C)
 - b. Criminal records check in any state where the applicant has resided during the past seven (7) years, and other states, if any as determined by the church.
 - c. Sexual offender registry check in any state where the applicant has resided during the past seven (7) years.
 - d. Individual interview with the applicant.
 - e. Reference check of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
 - f. Driving or Motor Vehicle records check if the person may be transporting children or youth.

2. Any and all Church Personnel who *occasionally* work with or Around Children or Youth shall be screened and selected utilizing at least the following:
 - a. A standard application completed by the applicant that includes an acknowledgment for the release of information to conduct background checks and the Code of Conduct. This will include signature of applicant agreeing to background check as a condition of employment. (Appendix C)
 - b. Individual interview with the applicant.
 - c. **At least one Reference Check of a person or persons outside the congregation** who knows the applicant, preferably who know how the applicant interacts with children.
 - d. Driving or Motor Vehicle records check if the person will be transporting children or youth.

3. All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth-

4. Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.

5. Criminal records checks and sexual offender registry checks will be conducted every five (5) years for Church Personnel who regularly work with or around Children or Youth. Anyone on whom a background check is done must agree in writing to the check.

7. Church Personnel who transfer within the Diocese of El Camino Real and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in Section A. above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with a

completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicants' personnel file. The Diocese of El Camino Real will require a background check whenever an employee moves to a new employer, i.e. different church.

B. Education and Training Requirements

1. All persons who work with children and youth including volunteers will attend child abuse prevention training approved by the Ecclesiastical Authority.
2. Three (3) hours of child abuse prevention education and training is required for all Church Personnel who regularly work with or around Children or Youth before they start their work with children or youth. If that is not possible, then the rector, vicar or their assigned delegate may proctor the online training by using the modules in Safeguardingonline.org. However, it is recommended that the individual take the training in community as soon as it is possible to do so at an available Diocesan training session.
3. The Safeguarding God's Children for Congregations is required at minimum for all Church Personnel who occasionally work with or around Children or Youth before they start their work with children or youth. It is recommended that these individuals take the entire training curriculum (Safeguarding for Congregations and Ministries) as soon as a training session is available.
4. Those who contract their services to the Diocese, its congregations, schools or other agencies who have direct access to children must show proof of certification in training for Safeguarding Children (or its equivalent), or must complete training as required of Diocese of El Camino Real. The Diocesan trainer also keeps a database of the dates of attendance based on sign-in sheets.
5. Church Personnel who are responsible for screening, selection and supervision of others in programs for children and youth will receive the necessary training (3 hours) by taking Safeguarding God's Children for Ministries in addition to Safeguarding for Congregations. This module focuses on screening, selection and monitoring. [Recertification is required every three years and may be taken online using the modules available through www.safeguardingonline.org.](http://www.safeguardingonline.org)
6. It is advisable to alert parents that training exists and invite them to attend training if desired, and to alert parents of guidelines for Safeguarding Children and Youth.

C. Monitoring and Supervision of Programs

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. One aspect involves having structural guidelines or standards for the programs and activities for children and youth. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Programs and activities have to be monitored and supervised to do that.

Another aspect of monitoring and supervision is that supervisory personnel and others monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to “groom” them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include frequent or inappropriate holding of children or youth on the lap, inappropriate one-on-one time in private of an adult with a child or youth, and the like.

The structural guidelines and standards are covered in both this Monitoring and Supervision section and in the following section, General Conduct for the Protection of Children and Youth. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on General Conduct for the Protection of Children and youth and in the Guidelines for Appropriate Affection.

1. Children and Youth must be under the care of an approved supervisor at all times.
2. Every program for children and youth must have established ratios for adults and children. Recommended **minimum ratios guidelines**: Adult: Child/Youth. 1:4 for children under 2 years; 1:16 for children 3-6 years; 1:22 for children over 6 years old. It is always desirable to have more than one adult in attendance. Compliance with the established ratio is required at all times, including activities that occur off church premises.
3. Church Personnel should avoid being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
4. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and physically monitor frequently during all activities.
5. An up to date list of Rector (or canonical equivalent)--approved and congregation-sponsored programs for children and youth will be maintained and made available to church members. Church Personnel are not permitted to develop new activities for children and youth without approval from the Rector or canonical equivalent.
6. Those who regularly work with children and youth will have **regular conversations, at least quarterly**, with appropriate supervisor such as a clergy person, youth minister, Sunday School Director or youth/children advisory committee. This conversation will primarily be to support the person working with children or youth but will also alert the supervisor to burn out, conflicts and other issues that may lead to the endangering of youth or children.
7. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
8. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
9. **Whenever possible, at least two (2) unrelated Church Personnel must supervise activities**. When both boys and girls are participating anytime where there is dressing or sleeping such as overnights, camping or ski trip, male and female adults must be present.

D. General Conduct for the Protection of Children and Youth

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to identify and stop those that may be inherently harmful

to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.

1. All Church Personnel who work with children or youth must agree to comply with the _____ [parish/school] Guidelines for Appropriate Affection (Appendix A).
2. No person will be allowed to volunteer to regularly work with Children or Youth until the person has been known to clergy and congregation for at least six months, unless they always work directly with experienced church personnel.
3. Programs for infants and children in the nursery will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them. (Sample Sign in/out sheet, Appendix D)
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.
5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. Church Personnel are prohibited from having sexual contact with a child or youth.
10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
12. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
13. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge. It is acceptable to have one adult sleeping in a room or tent with a group of children or youth of the same gender.
14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
15. Church Personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes

spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop behavior that may cause immediate harm to the individual or to a child, youth or others.

16. Church Personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.

17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

18. Local policies should include parent drop-in, program activities in full view (no covered windows) and rooms not in use or where activity cannot be seen should be locked.

E. Electronic Communications and Bullying Policies

The Internet has provided offenders with a new tool to groom and gain access to vulnerable youth and children. Over the past two years, the National Church through Praesidium reports that over two-thirds of adult-to-youth sexual abuse investigations determine that the alleged offender used technology or electronic communication as part of the offense. These cases included alleged offenders being caught with child pornography on their computer or cell phones, taking pictures of youth or children with their cell phones, speaking with youth or children via the networking sites, e.g. email or Face-Book, IM'ing youth or children or in one case a teacher sending over 300 text messages to a student.

These offenses are grave and the Diocese of El Camino Real has zero tolerance for such behavior. Therefore, the following guidelines for Electronic Communications are being recommended to parishes, missions, schools and any child or youth program in the Diocese:

Electronic Communications between Staff, Volunteers and Youth and Children

1. Because text messages and instant messages are private, intimate and the content of the message not easily traced without a warrant, staff and volunteers *should limit* the use of text messaging to youth and children or reply to text messages from youth or children only as necessary to facilitate ministry goals. **Copies of text messages should be sent to parents, clergy in charge and youth leadership whenever text messages are sent.** If a youth or child attempts to communicate with an employee or volunteer via text without the proper distribution to ministry authorities, a supervisor or clergy in charge should be notified immediately. Doing so helps to ensure that employees or staff are not subjected to false allegations.
2. Staff and volunteers should ordinarily text message or instant message only during day and evening hours.
3. All email communications with youth or children should include parents or guardians.
4. **Staff and volunteers are prohibited from communicating with youth using private social networking websites such as Face Book, Twitter, or MySpace.** Personal social networking profiles and blogs of staff and volunteers must be private and inaccessible to youth. **Staff and volunteers with profiles on social networking sites may not request to be friends with youth or children or approve friend requests from youth or children.** All communications on these kinds of media should be public pages authorized by the appropriate ministry leadership. The next section will talk more about how to implement these communications tools.

Please note that these policies do not include child to child or youth to youth communications.

On the opposite end of the spectrum, because Social Networking Media has become such a central part if not a preferred media for our communications and because remaining in touch with children and youth in our church programs is highly important and recommended, the following guidelines may be used to facilitate

communication but also protect our children from abuse and protect our staff and volunteers from false allegations:

1. Program administrators may create a *public* social network page for a specific program with the approval of the relevant diocesan or parish authority. Such sites do not carry any expectation of privacy and diocesan and parish staff may monitor such sites to protect youth involved in such activities. Then staff, volunteers and youth may use the public page to communicate instead of through *individual* profiles. This approach allows those in authority to monitor communications and ensure that staff and volunteers do not have private (and possibly inappropriate) conversations with children and youth.
2. Encourage staff and volunteers to have “private profiles” and *proper security safeguards* so that youth and children do not have access to private and personal information.
3. **Require staff and volunteers to sign a *Social Networking Code of Conduct*** which includes guidelines about appropriate and inappropriate communication with youth. At a minimum, the Code of Conduct should include:
 - a. Prohibit comments that are, or could be construed by an observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.
 - b. Prohibit sexually oriented conversations or discussions about sexual activities.
 - c. Prohibit private messages between staff and volunteers and youth or children.
 - d. Prohibit posting inappropriate pictures or inappropriate comments on pictures.
 - e. Provide youth and their parents with a similar *Social Networking Code of Conduct*. This allows the parents to play a role in monitoring their children’s interactions with staff and volunteers. In addition, it teaches youth how to interact appropriately through social networking sites. Program administrators and Clergy should review this Code of Conduct with children and youth at program orientations, e.g., beginning of the School Term, Sunday School, Summer Camps, Vacation Bible School.
4. **Parents must sign a *Consent Form* to allow clergy, staff and volunteers access to their child/children via electronic media.**
5. Additionally the following points should be considered:
 - a. Train staff on how to respond to private electronic communications from youth or children. The training should include:
 - i. Alerting a supervisor about the private communication and forwarding it to someone in authority if possible so that another person is aware. The Staff person should not respond to a specific communication except to say that all communication must be placed on the public site and refer to the Code of Conduct.
 - ii. If a youth or child reveals abuse or inappropriate interactions with an adult, staff or volunteers, this complaint must be immediately reported to an administrator or person in authority. Provide an anonymous method for reporting concerns.
 - iii. No personally identifiable information on youth or pictures of youth should be posted by adults or youth on social media without parents’ written permission (see Parental Consent Form C.1).

Child to Child or Youth to Youth Electronic Communications

1. Children and youth must be trained on how to appropriately use cell phone applications, cameras, instant messaging, and text messaging with one another. A time to do this training is during orientation programs.

2. During orientation, children and youth should be asked to sign a *Social Networking Code of Conduct* to ensure that each child understands the practices and policy of the Diocese.
3. Children and youth should be made aware that the church program and Diocese have “zero tolerance” for bullying, the posting of photographs of an inappropriate nature or any misuse of electronic media.
4. Children and youth should also be made aware that electronic devices will be confiscated if those responsible for their wellbeing learn that these devices are being used inappropriately.

III. Responding to Problems

A. Reporting Inappropriate Behaviors or Policy Violations with children or youth.

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or that may violate any provision of the Policies for the Protection of Children and Youth from abuse, they must immediately report their observations. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.

2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:

- a. A telephone call or meeting with the immediate supervisor or the person,
- b. A telephone call or meeting with the rector, if the person is not the rector;
- c. A telephone call or meeting with a church warden if the person is the rector;
- d. A telephone call, meeting or fax to the bishop;
- e. Submit a Notice of Concern (Appendix B), signed or unsigned, to the bishop.

3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

B. Reporting Suspected abuse of Children or Youth

1. All Church Personnel are required by this policy to follow California State Law on mandated reporting¹. Those who are not mandated reporters are required to make sure a report of known or suspected abuse of children or youth is made to the appropriate state authorities.

2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, “in good faith” means that the person submitting the report believes what he or she is reporting to be true.

3. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the rector of _____ Parish or school principal so that immediate and proper steps may be taken to ensure the safety of alleged victims.

4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of El Camino Real in the following ways:

¹ Penal Code 11165 et seq. lists California’s mandatory reporters. Among those are clergy members, custodians of records for clergy, an administrator, or an employee of a licensed community care or child day care facility, a teacher. “Clergy members” means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized religious denomination or organization. Mandated reporters must report sexual abuse. California law defines sexual abuse as “sexual assault” or “sexual exploitation.” Cal. Penal Code § 11165.1. Seek legal counsel for assistance.

- a. A telephone call, meeting or fax to the Bishop or Ecclesiastical Authority.
- b. A telephone call or meeting with the rector, if the rector is not the person being complained about.
- c. Submit a Notice of Concern (Appendix B), signed or unsigned, to the bishop or Ecclesiastical Authority.

5. The Diocese of El Camino Real and _____ Parish or _____ School will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of El Camino Real.

APPENDICES

A. GUIDELINES FOR APPROPRIATE AFFECTION

The Diocese of El Camino Real and _____ Parish or _____ School are committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.

2. The following forms of affection are considered INAPPROPRIATE with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth, unless in context of group activity.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides, unless in context of group activity.
- Individual massage given by a child or youth to an adult.
- Individual massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Inappropriate comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with unrelated individual children or youth, except occasional meals in a public location

A1. SAMPLE CHURCH NURSERY SUPERVISORY PLAN

Personnel: Only screened volunteers may work in the nursery. No one under the age of 16 may work with infants or toddlers without the supervision of another volunteer over the age of 21 years.

Nursery volunteers are not permitted to allow unscreened friends or family members to assist in the nursery without formally applying to become volunteers.

Supervision: The Team Leader for Children's Ministries will conduct random spot visits to the nursery no less than once each week. Visits will be documented by date, time and the Team Leader's initials. Once each month, the Team Leader will spend at least 10 minutes observing program. Observations will be documented by the Team Leader in a notebook left in the Administrator's office.

Ratio: One adult volunteer to four (4) infants or toddlers

Physical Environment: No paper, foil or decorations may obscure view through the windows. Nursery room doors and room across the hall must remain open anytime there is only one adult in the nursery.

Bathroom procedure: Children four and over will be walked to the bathroom at the beginning of the hour as needed, and the volunteer will stand in the door. Parents will be informed in writing that their children will not be assisted with toileting so they can properly prepare their children. Assisting younger children will be conducted by volunteers with one volunteer assisting and another standing in the door. When only one volunteer is present, the volunteer will be assisted by the Team Leader or another screened parent.

Diapering will be conducted in the observable diapering area only.

Report concerns: Concerns about the nursery program should be reported to the Ministry Team Leader or Clergy in Charge.

A.2 New Regulations on Crib Safety – Churches must be Compliant** by December 28, 2012 – Church Law and Tax Report - September/October 2011

**Compliance means that any cribs used in nurseries or preschools must be purchased after June 28, 2011. Churches that are not in compliance could face an array of risks, including substantial penalties up to \$100,000 per crib, lawsuits, personal liability and general liability.

The Consumer Product Safety Commission (CPSC) has issued new regulations that cribs sold after June 28, 2011 must meet the following requirements.

1. Traditional drop-side cribs cannot be made or sold; immobilizers and repair kits cannot be used to rehabilitate a non-compliant crib. The regulations prohibit any person to whom the Consumer Product Safety Improvement Act (CPSIA) applies to "manufacture, sell, contract to sell or resell, lease, sublet, offer, provide for use, or otherwise price in the stream of commerce, a crib that is not in compliance with the new standards. The CPSIA states that it applies to any person that: (A) manufactures, distributes in commerce, or contracts to sell cribs"; (B) holds itself out as having knowledge or skill peculiar to cribs, including child care facilities and family child care homes; and (C) owns or operates a place of public accommodation.

2. Wood slats must be made of stronger wood to prevent breakage.
3. Crib hardware must have anti-loosening devices to keep it from coming loose or falling off.
4. Mattress supports must be more durable.
5. Safety testing must be more rigorous.

B. CONFIDENTIAL NOTICE OF CONCERN

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern:

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by: (Please print) _____

Telephone number: _____

Location and address: _____

Signature: _____ Date: _____

Reviewed by: _____

Once completed, please deliver to _____ Parish or _____ School.

State of California Child Abuse Reporting Statute Website: www.dss.cahwet.gov/cdssweb/default.htm
State of California Criminal Records and Sex Offender Registry: State of California, Department of Justice
Record Security Section, C-121
PO Box 903387
Sacramento, CA 94203-3870
(916) 227-2928/www.caag.state.ca.us

C. APPLICATION FOR CHILD/YOUTH WORKERS

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. Use separate page if needed.

Name: _____

Date: _____

Present Address: _____

Home Phone: _____ Mobile Phone: _____ Office Phone: _____ E-mail: _____

SS No.: _____ Driver's License: _____

1. What type of children/youth work do you prefer? _____

2. When are you available? _____

3. Minimum length of commitment? _____

4. List the name and location of the educational institutions in which you have been enrolled, include degrees and areas of study: _____

5. List other names used (maiden, former, nickname, AKA's): _____

6. Previous home addresses in the last ten years: _____

7. Name and address of the church where you are a member: _____

8. How long have you been a member? _____

9. Name and address of other churches you have attended regularly during the last five years: _____

10. List all previous church work involving youth (identify church, location, dates, type of work): _____

12. List by name, street address, telephone number, and contact person your employers for the last 10 years: _____

13. Have you had a driver's or other license (e.g. professional) suspended or revoked? ____ If so, give details: _____

14. Have you ever been fined, convicted, or forfeited bail for driving under the influence? ____ If so, give details: _____

15. Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? _____ If so, please explain:

16. Has any charge, claim or complaint ever been made, and sustained, that you engaged in inappropriate sexual behavior? _____ If so, give details:

17. Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with supervision, guidance and care of young people? _____ If so, please explain:

18. Are any particular accommodations necessary to enable you to perform the essential functions of the position? _____

Personal References (Not former employers or relatives)

Name: _____

Phone: _____

Address: _____

Name: _____

Phone: _____

Address: _____

Name: _____

Phone: _____

Address: _____

Attest Statement Under penalty of perjury, I swear or affirm that the information given above is true, complete and correct. I understand and agree that a complete background investigation may be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless from liability any person/organization that provides such information. I also agree to release and hold harmless the Diocese of El Camino Real and _____ (name of parish/school), their officers, employees, agents and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this application, or any action by them as a result of such investigation.

Applicant's Signature _____ Date signed _____

Witness' Signature _____ Position/Title: _____

CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

Read and initial each item to signify your agreement to comply with the statement:

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in church activities and services.

_____ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

_____ I agree to comply with the policies for GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH defined in the Policies for the Protection of Children and Youth from Abuse.

_____ I agree to comply with the GUIDELINES FOR APPROPRIATE AFFECTION and the appropriate USE OF ELECTRONIC DEVICES with children and youth.

_____ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

_____ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE.

_____ I understand that the church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

_____ I agree to attend the training program as required by the diocese of El Camino Real recertifying Every three years by using the online training modules.

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize _____ [Parish/School] to request and receive such information.

If hired or chosen, I agree to be bound by _____ [Parish's/School's] policies and procedures, including but not limited to its POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE and CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. I understand that these may be changed, withdrawn, added to or interpreted at any time at the _____ [Parish's/School's] sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of _____ [Parish/School] or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and _____ [Parish/School] for either employment, volunteering or the providing of any benefit. I agree that the Parish/School may perform a background check.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature _____ Date _____

We are sending you this parental consent form to both inform you and to request permission for the following:

1. Publish your child’s photo/image and personally identifiable on our website, newsletters or E-news.
2. Communicate with your child via text messaging, instant messaging, email or public Face-Book pages also trusting that you are monitoring your child’s activities and also trusting that we will copy you on any communication we send when such media reasonably allows us to do so.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as child/youth ministries do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes child/youth names, photo or image, residential addresses, e-mail address, phone numbers and locations, dates and times of youth gatherings and trips. If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the rector, vicar or priest-in-charge identifying your wishes and such rescission will take effect upon receipt.

Please check one of the following choices:

____ I/We GRANT permission for a photo/image that includes our child without any other personal identifiers to be published on a ministry Internet site.

____ I/We GRANT permission for our child’s photo/image and name to be published on a ministry Internet site.

____ I/We GRANT permission for our child’s photo/image and all other personal identifiers listed above to be published on a ministry Internet site.

____ I/WE GRANT permission for clergy, employees, and volunteers to text or instant message our child for the good of the ministry.

____I/We DO NOT GRANT permission for photo/image or any other personal identifiers or information about our child/youth to be published on the parish/ministry public Internet site.

____I/We DO NOT GRANT permission for any member of the clergy, employee or volunteer to text message or instant message our child/children.

Child/Youth's Name: (please print) _____

Child/Youth's Name: (please print) _____

Print name of Parent/Guardian: (print)

Signature of Parent/Guardian: (sign)

Relation to Child/Youth:

Date: _____

D. SAMPLE PARISH/SCHOOL NURSERY SIGN-IN/SIGN OUT SHEET

[Parish Name]

Please PRINT clearly!

Child's Name: _____

Parent's Name: _____

Parent's SIGNATURE: _____

Special Needs: _____

Parents' Location Today: _____

Cell Phone # _____ (put cell phone on VIBRATE so it won't ring in church!)

PLEASE INITIAL when you sign your child IN _____ & OUT _____

Child's Name: _____

Parent's Name: _____

Parent's SIGNATURE: _____

Special Needs: _____

Parents' Location Today: _____

Cell Phone # _____ (put cell phone on VIBRATE so it won't ring in church!)

PLEASE INITIAL when you sign your child IN _____ & OUT _____

Child's Name: _____

Parent's Name: _____

Parent's SIGNATURE: _____

Special Needs: _____

Parents' Location Today: _____

Cell Phone # _____ (put cell phone on VIBRATE so it won't ring in church!)

PLEASE INITIAL when you sign your child IN_____ & OUT_____

E. LITURGICAL RESOURCES

A COLLECT FOR THE CARE OF CHILDREN

Almighty God, heavenly Father, you have blessed us with the joy and care of children:
Give us calm strength and patient wisdom as we bring them up, that we may teach them
to love whatever is just and true and good, following the example of our Savior Jesus Christ.
AMEN (BCP, p. 829)

A COMMISSIONING

A Dedication of Children's Ministers

Brothers and Sisters in Christ Jesus, we are all baptized by the one Spirit into one body, and given gifts for a variety of ministries for the common good. Our purpose is to commission these persons in the Name of God and of this congregation to a special ministry to which they are called.

Children and Youth Minister: I present to you these persons to be admitted to the ministry of Christian Education in this congregation.

Are these persons prepared by a commitment to Christ as Lord, by regular attendance at worship, and by the knowledge of their duties, to exercise their ministry to the honor of God and the well-being of the Church?

Children and Youth Minister: I believe they are.

Do you renew your commitment to Jesus Christ, pledging yourselves by the grace of God to follow Him as your Savior and Lord?

Response: "I do."

Do you commit yourselves to the ministry of Christian Education offering your time and talents to this most important work?

Response: "I do."

Let us pray:

God of all wisdom and knowledge, give your blessing and guidance to all who teach in your church, that by word and example they may lead those whom they teach to the knowledge and love of you; through Jesus Christ our Lord. AMEN.

*In the Name of God and this Congregation, I commission you as members of the Children's Ministries of [Parish].
(Book of Occasional Services. P. 194-196)*

F. FREQUENCY OF REQUIRED TRAININGS

Training Module	Who Should Attend	Frequency	Other Considerations
Safeguarding God’s Children	All persons who work directly with or around children or youth including but not limited to Clergy, Church Staff, Volunteers, Contractors, Vestry and Parents	Every Three (3) Years	After the initial training, one may recertify on-line using www.safeguardingonline.org . Please contact the Diocesan Trainer to setup a local administrator. Vestry members are invited and encouraged to attend this training session to ensure the monitoring and implementation of practices and policies.
Safeguarding God’s People (Includes Sexual Harassment Modules for employees and Employers)	All who have a pastoral relationship with another individual. This includes but is not limited to clergy, youth leaders, Eucharistic Visitors, Cursillo, Alpha and Vocare leaders, Stephen Ministers, Lay Counselors and Spiritual Directors	Every Three (3) Years	There is no on-line training available at this time. Vestry members are invited and encouraged to attend this training session to ensure the monitoring and implementation of practices and policies.
Eucharistic Ministers		Every Three (3) Years	May serve one year as appointed by the Rector, Vicar or Priest-in-Charge. May be trained by the Deacon, if available or Vicar or Rector (Title III – National Canons)
Eucharistic Visitors		Every Three (3) Years	Must serve as a Eucharistic Minister for one year before training to become a Eucharistic Visitor. EV’s are also required to take the Safeguarding God’s People Training.
Anti-Racism Training		Once	Fulfills the requirements of Convention

G. Resources for Background Checks

1. www.praesidium.com – Partners with our national church, different levels of screening are available at a reasonable cost. Call 1-800-743-6354 or email Praesidium@Praesidiuminc.com
2. www.church-screening.com - Guide One provides this service and as our insurance agent, it is recommended along with Praesidium.
3. Live Screening Fingerprinting is recommended for all youth group leaders and required for preschool teachers. This screening is now available though UPS stores and other public agencies. Individuals no longer need to be sent to the sheriff’s department.

