

Diocese of Southern Virginia

Rev. 2013-0

POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE

Policies for the Protection of Children and Youth from Abuse

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Policies for the Protection of Children and Youth from Abuse

Introduction

This policy is in effect for all employees of the Diocese of Southern Virginia including the Bishops, the Bishop's Staff, employees of Chanco on the James, employees of diocesan institutions, and vicars, employees, and volunteers in missions of the diocese. The Diocese commends it to parishes and it is a standard for conduct throughout the diocese.

This document is intended as a guide. The policies do not cover every issue that may be considered in the development of such policies in the parish. Individual parishes may create additional guidelines for their own context as long as said guidelines are not in opposition to stated diocesan standards. Nor do they necessarily reflect the law of each and every governing authority.

This document does not replace or constitute Safe Church Training. All certified persons' documentations are maintained in the office of the Diocese of Southern Virginia, and should also be maintained by the individual and the organization with which that person is affiliated.

Sample Forms

The Appendices contain **sample** forms that should be developed and revised to fit the needs of each organization.

Mission Statement

God embraces children with love, placing their nurture and care in our hands. We believe that children should be safe from all forms of abuse and neglect. We, the Church, will be advocates for children and establish clearly defined safeguards, policies and procedures for their protection.

Jesus teaches us very explicitly that children have both the right and the key to God's kingdom. He demonstrated this through blessing and touch.

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“And they were bringing children to him, that He might touch them, and the disciples rebuked them. But when Jesus saw it He was indignant, and said to them, 'Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.' And He took them in his arms and blessed them, laying his hands upon them." *Mark 10: 13-16*

Purpose

Our goal in response to the biblical mandate and societal needs is to maintain a safe, secure, loving place where children may grow and where their caregivers, teachers, and leaders, both paid and volunteer, minister appropriately to their needs.

We believe that the Diocese of Southern Virginia should take a forthright stance on protecting children from abuse and adopt firm standards of practice for clerical, lay staff, and volunteers who are employed or who volunteer their time and talents in the church and its institutions.

Unfortunately, our ministry to, with and among children also brings with it the danger of attracting men and women who have sexual or other inappropriate interest in children. Therefore, our responsibility in safeguarding children requires our utmost vigilance.

We believe there should be clear policies and practices for dealing with those persons convicted of child abuse crimes. There is a need to identify the responsibilities of the various members of the church's staff-clergy, lay employees and volunteers -in reporting child abuse; a need to provide proactive steps that would minimize the opportunities for the church to be considered a party in the abuse or neglect of children.

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Code of Conduct for Protection of Children and Youth from Child Abuse

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 Southern Virginia 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.

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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.
- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- Church Personnel agree to 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 comply with the Guidelines for Appropriate Affection (Appendix A) with children and youth.
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, church personnel agree to immediately report their observations. (Appendix B)
- All Church Personnel acknowledge their 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 these policies. (Appendix B, F)
- Church Personnel understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

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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.
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. Volunteers include members of advisory boards, vestries, Bishop's Committees, boards of directors, Executive Board and Standing Committee.

B. CHILDREN AND YOUTH

A child is defined as anyone under the age of 12 years. 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. PERSONS WHO 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.

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2. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.
3. All persons who supervise or assist with supervising children or youth, other than church school teachers, in ministries, programs or activities more often than occasionally.
4. All persons who provide transportation to children or youth without other adults in the vehicle more often than occasionally.
5. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.
6. All vestry members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples of Church Personnel who **REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH**: include, but are not limited to:

- 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

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**:

1. Church school teachers.
2. All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently,

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generally no more than three 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.)

3. All persons who provide transportation to children or youth without other adults in the vehicle infrequently, generally no more than three times a year.

4. All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.

5. 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 or youth's growth, development or psychological functioning.

5. **Neglect** is the failure to provide for a child or youth's basic needs or the failure to protect a child or youth from harm.

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6. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

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 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 (Appendix E) and the **CODE OF CONDUCT**. (Appendix D)
- 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. (See Appendix G for contact information)
- d. **INDIVIDUAL INTERVIEW** with the applicant.
- e. **REFERENCE CHECKS** 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** (Appendix C) completed by the applicant that includes an acknowledgment for the release of information to conduct background checks (Appendix E) and the **CODE OF CONDUCT**. (Appendix D)
- 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 knows how the applicant interacts with children.
- d. **DRIVING OR MOTOR VEHICLE RECORDS CHECK** if the person will be transporting children or youth.

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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.
6. To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.
7. Church Personnel who transfer within the Diocese of Southern Virginia 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 completion of a new application (Appendix C,) 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 applicant's personnel file.

B. EDUCATION AND TRAINING REQUIREMENTS

1. Three 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 or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting.

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2. Three hours of child abuse awareness education and training is required for all CHURCH PERSONNEL WHO OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH before they start their work with children or 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 holding children over the age of three on the lap, transporting a child or youth alone, 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

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GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH and in the GUIDELINES FOR APPROPRIATE AFFECTION. (Appendix A)

1. Every program for children and youth must have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.
2. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
3. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
4. An up to date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.
5. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector. The rector will consider whether the plan for a new activity includes adequate adult supervision.
6. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
7. 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.
8. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating, male and female adults must be present.

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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 Diocese of Southern Virginia 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 the clergy and congregation for at least six months.
3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse thereof 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. (Appendix M)
6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex,

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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.

14. Church Personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.

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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 a 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. Guidelines for Offenders at Church (Appendix H) must be read and acknowledged by known sex offenders.

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Responding to Problems

**Diocesan Contact: Canon Caroline Black
(757) 213-3377**

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 (Appendix A,) or which may violate any provision of these 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 immediately in one of the following ways:

- a. A telephone call or meeting with the immediate supervisor of 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.

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B. REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities. (Appendix F, L)
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 the Parish 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 Southern Virginia in the following ways:
 - a. A telephone call, meeting or fax to the bishop;
 - 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.
5. The Diocese of Southern Virginia and our Parishes 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 Southern Virginia.

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A: GUIDELINES FOR APPROPRIATE AFFECTION

The Diocese of Southern Virginia and _____ Parish 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.

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- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities.)

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.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- 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 individual children or youth.

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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:

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Reviewed by:

This form may be faxed confidentially to the Diocese of
Southern Virginia at (757) 440-5354.

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C: SAMPLE APPLICATION FORM

INSTRUCTIONS Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Today's date:

PERSONAL DATA

Name:

Street address:

City:

State: Zip:

How long at current address:

Home phone:

Work phone:

Best time to contact you:

Email address:

Driver license number: State

Social Security number:

Are you legally eligible to work in this country?

Yes No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

Please list your addresses in the past five years:

For what position are you applying?

What interests you about the position for which you are currently applying?

What has prepared you for the position for which you are currently applying?

EMPLOYMENT HISTORY

Please complete for your prior employers covering the past TEN years.

CURRENT EMPLOYER

Company name:

Address:

City: State: Zip:

Immediate supervisor name:

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Immediate supervisor phone number:
Position held:
Dates of employment: from/ to
Reason for leaving position:

PREVIOUS EMPLOYER

Company name:
Address
City: State: Zip:
Immediate supervisor name:
Immediate supervisor phone number:
Position held:
Dates of employment: from/ to
Reason for leaving position:

PREVIOUS EMPLOYER

Company name:
Address
City: State: Zip:
Immediate supervisor name:
Immediate supervisor phone number:
Position held:
Dates of employment: from/ to:
Reason for leaving position:

PREVIOUS EMPLOYER

Company name:
Address
City: State: Zip:
Immediate supervisor name:
Immediate supervisor phone number:
Position held:
Dates of employment: from/ to:
Reason for leaving position:

PREVIOUS EMPLOYER

Company name:
Address
City: State: Zip:
Immediate supervisor name:
Immediate supervisor phone number:

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Position held:
Dates of employment: from/ to:
Reason for leaving position:

VOLUNTEER EXPERIENCE

Include all experience working with children or youth

Organization:
Contact:
Phone:
Duties:
Dates: from/ to:

Organization:
Duties:
Dates: from/ to:
Contact:
Phone:

Organization:
Duties:
Dates: from/ to:
Contact:
Phone:

Organization:
Duties:
Dates: from/ to:
Contact:
Phone:

EDUCATIONAL HISTORY

Name of school
Address
City State Zip
Type of school
Name of program or degree
Program completed?

Name of School
Address
City State Zip
Type of school

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Name of program or degree
Program completed?

Name of school
Address
City State Zip
Type of school:
Name of program or degree:
Program completed?

PROFESSIONAL/CIVIC REFERENCES

Name:
Address
City State Zip
Daytime phone:
How long have you known this person?
Relationship to you:

Name:
Address:
City State Zip
Daytime phone:
How long have you known this person?
Relationship to you:

PERSONAL REFERENCES

Name:
Address
City State Zip
Daytime phone: Evening:
How long have you known this person?
Relationship to you:

Name:
Address
City State Zip
Daytime phone: Evening:
How long have you known this person?
Relationship to you:

Policies for the Protection of Children and Youth from Abuse

FAMILY REFERENCES Name:

Address:

City State Zip

Daytime phone: Evening:

How long have you known this person?

Relationship to you:

Have you ever been accused of physically, sexually or
emotionally abusing
a child or an adult?

Yes No

If yes, please explain.

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D: 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 (Appendix A) 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.

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E: 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] to request and receive such information.

If hired or chosen, I agree to be bound by _____ [Parish'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] 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] 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] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature and Date

Policies for the Protection of Children and Youth from Abuse

F: STATE CHILD ABUSE REPORTING STATUTE WEBSITES

VIRGINIA www.dss.state.va.us

ALABAMA www.dhr.state.al.us

ALASKA www.hss.state.ak.us/ocs

ARIZONA www.de.state.az.us/dcyf/cps/

ARKANSAS www.arkansas.gov/dhs/chilnfam/

CALIFORNIA www.dss.cahwet.gov/cdssweb/default.htm

COLORADO www.cdhs.state.co.us/

CONNECTICUT www.dss.state.ct.us/dss.htm

DELAWARE www.state.de.us/dhss/

DISTRICT OF COLUMBIA

www.childwelfare.com/states/district_of_columbia.htm

FLORIDA www.state.fl.us/cf_web/

GEORGIA www.gahsc.org/

HAWAII www.hawaii.gov/dhs/

IDAHO www.Idahochild.org/

ILLINOIS www.state.ill.us/dcfs/index.html/

INDIANA www.in.gov/fssa/

IOWA www.dhs.state.ia.us/

KANSAS www.srskansas.org/

KENTUCKY www.childwelfare.com/states/kentucky.htm

LOUISIANA www.dss.state.la.us/

MAINE www.state.me.us/dhs

MARYLAND www.dhr.state.md.us/cps

MASSACHUSETTS www.state.ma.us/dss

MICHIGAN www.michigan.gov/fia

MINNESOTA www.dhs.state.mn.us

MISSISSIPPI www.mdhs.state.ms.us

MISSOURI www.dss.state.mo.us/dfs/csp.htm

MONTANA www.dphhs.state.mt.us

NEBRASKA www.hhs.state.ne.us

NEVADA www.dcfs.state.nv.us

New Hampshire www.cfsnh.org

NEW JERSEY www.state.nj.us/humanservices

NEW MEXICO www.state.nm.us/cyfd

NEW YORK www.ocfs.state.nc.us

NORTH CAROLINA www.ncdhhs.gov/dss/cps/

NORTH DAKOTA

www.childwelfare.com/states/north_dakota.htm

Policies for the Protection of Children and Youth from Abuse

OHIO www.state.oh.us/odhs/cdc
OKLAHOMA www.okdhs.org
OREGON www.dhs.state.or.us/abuse
PENNSYLVANIA www.dpw.state.pa.us/ocyf/dpwocyf.asp
PUERTO RICO www.childwelfare.com/states/Puerto_Rico.htm
RHODE ISLAND www.dcyf.state.ri.us
SOUTH CAROLINA www.state.sc.us/dss/cps/index.html
SOUTH DAKOTA www.state.sd.us/social/CPS
TENNESSEE www.state.tn.us/humanserv
TEXAS www.tdprs.state.tx.us
UTAH www.hcdcfs.utah.gov
VERMONT www.state.vt.us/srs/
WASHINGTON www.wa.gov/dshs
WEST VIRGINIA www.wvdhhr.org
WISCONSIN www.dhfs.state.wi.us
WYOMING www.dfs.web.state.wy.us/

Policies for the Protection of Children and Youth from Abuse

G: State Criminal Records and Sex Offenders Registry Information

VIRGINIA

AGENCY Virginia State Police
7700 Midlothian Turnpike
Richmond, VA 23235
(804) 674-2000

WEBSITE www.virginiatrooper.org

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (804) 674-2000.

DISTRICT OF COLUMBIA

AGENCY Metropolitan Police Department
Attn: Mail in Correspondence
300 Indiana Ave. N.W., Room 3061
Washington, DC 20001
(202) 727-4245

WEBSITE www.ci.washington.dc.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (202) 727-4407.

MARYLAND

AGENCY Central Repository
CJIS
P. O. Box 32708
Pikesville, MD 21282-2708
(410) 764-4501

WEBSITE Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

Policies for the Protection of Children and Youth from Abuse

The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410) 653-5690 or e-mailed to sor@dpscs.state.md.us.

NORTH CAROLINA

AGENCY State Bureau of Investigation
North Carolina Department of Justice
P. O. Box 29500
Raleigh, NC 27626-0500
(919) 662-4500

WEBSITE www.state.nc.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

WEST VIRGINIA

AGENCY West Virginia State Police
Criminal Identification Bureau
Records Section
725 Jefferson Road
South Charleston, WV 25309
(304) 746-2100

WEBSITE www.wvstatepolice.com

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (304) 746-2133.

Please call the Office of the Canon for Formation if contact information is needed for additional states. The phone number is (757) 213-3391.

Policies for the Protection of Children and Youth from Abuse

H: Guidelines for Offenders at Church

This is a list of suggested guidelines only and should be approved by your support team (Counselor, Clergy, Probation/Parole Officer, other significant persons.) If any in your support team disagrees with any of these rules, then of course you should go by the guidelines they give you. They may want to add guidelines at the end of this document.

- 1) The main obvious issue is that you should never be alone with a child (anyone under 18.) You are the adult. You do what it takes to make this happen. You do what it takes to avoid being alone with a child, at all costs.
- 2) Someone at your church should know about your offense history. Depending upon your risk level, it may be that the professional staffs of the church and people who hold paid or volunteer positions of authority and trust such as Ministers, Youth/Children's Minister, Elders, Deacons, should know. It will be tempting to start fresh at a new church where no one knows you, or your history. This is very dangerous. Consult your counselor on this one.
- 3) Never initiate physical touch with anyone under 18 years old. This includes hugs and handshakes. You should never discuss the physical appearance of anyone under 18 years old. Hugs are common in church settings. If someone under 18 years of age attempts to hug you - you make it a handshake. It is a good idea for you to also refrain from initiating physical contact, other than handshakes with adults.
- 4) How you deal with the issue of the restroom at church should be discussed with your counselor and Clergy. For some of you this is not an issue. This depends on your risk level. Some of you should not go into the restroom at all unless you have an adult escort. Some of you however, can use the same relapse prevention strategies that you use in the community to

Policies for the Protection of Children and Youth from Abuse

avoid being alone in the bathroom with a child. Plan ahead; be vigilant. Use the restroom before you attend the church. You should not leave the sanctuary during the church service to go to the restroom.

5) You should not be wandering the hallway and in the area of the church building where the Sunday school classes are taught alone, especially during the church service. Remember your argument is that the church service and the worship experience are very important to you. If it is, then why would you be leaving it to go on hall patrol?

6) You will not be in a position of authority and trust over any person under 18 years old. This includes Sunday school, helping with the nursery, or even leading songs for a teenage or children's class. Let me be very clear here: You cannot be even a 'helper' in these activities. These activities put you in a 'zone' or a way of thinking of relating to kids on their level- a place where you do not need to be.

7) Remember the word "boundaries." You are the one that needs to exercise them.

8) If you come to church with your family, you should stay with your family during the entire church experience. If you attend church alone, do not sit next to children or teenagers. Only you know your mind and how it works. Many times groups of teenagers sit together at the front of the church. If sitting directly behind this group triggers your fantasies and distracts your mind from the sermon, then you should not be sitting behind the teenagers.

9) Be very careful and vigilant at church parties, potlucks, or other functions whether they are at someone's house or in the church building. During these types of functions children are often running around unsupervised. Remember this basic rule:

Policies for the Protection of Children and Youth from Abuse

stay with the crowd. You have no business wandering around sparsely populated areas of the church, where you increase the chance you may end up alone with a child or group of children. Again remember the word boundaries. If a child initiates physical contact with you, shake their hand- only, or start a "high five."

10) Some of you will have a rule of absolutely NO physical contact with a child; even if initiated by the child. If this is the case, you and your support team will need to decide what church activities you can attend and still comply with this rule.

11) You should not go to a church function that is at someone's house where there are children present, unless someone in that house is aware of your offense history.

12) Ask your clergy to be on your support team.

The following are some extra guidelines that your support team may wish to add.

This is a revised excerpt from the book "Walk The Walk : A treatment supplement for sex offenders with Christian beliefs -"
By Tim Horton. Copyright © 2009 www.acmehalo.com

Policies for the Protection of Children and Youth from Abuse

Name Date

I have read the above rules and guidelines with my
Clergy/minister, counselor, parole or probation

I have read these rules and agree to support _____
in following them.

Name Date

Name Date

Name Date

Name Date

Policies for the Protection of Children and Youth from Abuse

This is a revised excerpt from the book "Walk The Walk: A treatment supplement for sex offenders with Christian beliefs."

By Tim Horton. Copyright© 2009 www.acmehalo.com

I: Safety Standards for Youth Ministry

<http://images.acswebnetworks.com/1/2279/DIOSOVA2012SafetyStandardsforYouthMinistry.pdf>

Episcopal Diocese of Southern Virginia *Safety Standards for Youth Ministry*



These are the youth ministry safety standards recommended by the Episcopal Diocese of Southern Virginia.

They are intended for youth ministry (with 6th-12th grades) in both congregational and diocesan event settings. Their purpose is to protect youth, adults who work with them, and the church, by properly screening and monitoring volunteers and creating safe space for young people.

- Above all, the physical and emotional safety of each person should be honored and upheld.
- There should be at least two adults (21 or older) or more at any church youth gathering. The adult to youth ratio should be between 1:5 and 1:8. Where possible, there should be a mix of male and female adults, with the gender of adult leaders matching that of youth participants. A married couple should not be the only adults with a group of youth.

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- Although some youth drive themselves to church, licensed adults (21 or older) should be the only drivers on youth trips and during youth meetings. All riders should wear seat belts at all times.
- Adults who work with youth on a regular basis (employees and volunteers) must take the Safeguarding God's Children training offered by the Episcopal Diocese of Southern Virginia. This workshop must be renewed every three years.
- The church should conduct a criminal background check on each adult who regularly works with youth.
- No adult should be alone in private with a young person at or away from the church or event facility. If it is necessary for a young person and adult to have a private conversation, it should be done in a public and visible place. His or her own child is an exception to this rule.
- On trips, adults should either have separate shower facilities or shower at other times than the youth.
- In order to protect the community and to avoid situations that blur appropriate adult/youth boundaries, it is not appropriate for adults to:
 - *Have youth sit in their laps (or to sit in a young person's lap)
 - *Give piggyback rides
 - *Give or receive massages with youth
 - *Engage in snuggling or prolonged hugging with youth
 - *Engage in wrestling or physical horseplay with youth
- On trips and at overnights, every young person and adult should have these basic needs met:
 - *Three substantial meals each full day
 - ***Access to restrooms (and showers, when possible)**
 - *At least eight hours for sleep each 24-hour period
 - *Some space each full day for rest or free time
 - *Separate sleeping areas and restrooms for males and females
- A functioning set of standards of behavior (or Community Covenant) should be honored by all participants (youth and adult) at all youth meetings and trips. These standards of behavior should prohibit the use and possession of alcohol, illegal drugs, tobacco products, and weapons. They should also prohibit acts of violence, sexual activity, theft, and vandalism.
- Each trip or overnight event should require a permission (with a parent/guardian's signed permission for their child to participate) and medical release form (listing food/drug allergies, health insurance information, emergency contact information, and a parent/guardian's signed permission for their child to be treated for emergencies.) Have your church's

Policies for the Protection of Children and Youth from Abuse

Chancellor/Attorney review these documents to be sure they serve the church and families effectively.

- Keep a stocked first aid kit nearby whenever you meet or travel as a group.
- On trips, it is recommended that a doctor, nurse, EMT, or a child's own parent/guardian be in charge of keeping and administering prescribed medication to participating youth.
- Be sure to document any medical or physical accident or incident in writing.
- Any suspicion or allegation of abuse or neglect of a youth must be reported to Youth and Family Services immediately.
- All youth meetings and trips should be open to parents, clergy, and other appropriate visitors at all times.

Policies for the Protection of Children and Youth from Abuse

J: Resolution X031, House of Bishops Letter on Child Sexual Abuse 2003

Topic: Title
Proposer:

Procedural: Pastoral Letter
Ken Price

A PASTORAL LETTER FROM THE BISHOPS OF THE EPISCOPAL CHURCH

To be read or cause to be distributed in every parish, mission, preaching station, and church-related institution which works with children and youth.

Dear Brothers and Sisters in Christ,

We your bishops are steadfastly committed to seeing that the Episcopal Church is a community of safety and health for all people. The Body of Christ, the Church, must be a place where adults, children, and young people find the love and blessing of God, and where no one might be hurt and where their hurts may be healed.

We are all aware of the reports in the media, during the past year and more, of incidents of sexual misconduct in churches. Many of these tragedies have involved children and young people. While the Roman Catholic Church has most often been mentioned in news reports and accusations, the rest of the Church and many secular agencies have also been caught up in trying to address the damage done to our children by sexual predators. The Episcopal Church is not immune to this scourge in our society and we must respond to it honestly and forthrightly.

Our Church has repeatedly upheld our mandate to be a haven of safety for all. The Scriptures teach us that every human being is made in the image of God; and our Lord enjoins us to receive and serve the least among us as we would receive and serve him. The mandates of our baptismal covenant include seeking and serving Christ in all persons, loving our neighbors as ourselves, striving for justice and peace for all people, and respecting the dignity of every human being.

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Because of these mandates of love, respect, service, and justice, we have acknowledged our obligation to articulate clear standards about sexual harassment and misconduct, and to ensure that all our work and ministry is guided by them. We have been committed to sexual conduct training and abuse prevention for all our clergy and lay leaders. We have been clear that exploitation and abusiveness are always unacceptable in our common life. We have made efforts to become aware of the spiritual and emotional damage that is done by sexual misconduct, and to do our best to guarantee that none who come to us will suffer such harm. In spite of our best efforts, it is sad when we discover that we have not done enough.

While we were in conference together at Kanuga, North Carolina in the spring, many of us had the opportunity to learn more about pedophilia, a form of predatory sexual behavior that has caused untold harm in our society and in the Body of Christ. It is especially important that we as a church focus on understanding and preventing pedophilia.

While we need to be aware that pedophilia is a reality in our society, which can be manifest in the church, we must be very clear about the nature of this tragic problem. Pedophilia is pervasive; one in eight males and one in four females will be molested before they reach the age of eighteen. Of reported cases in the general population, sixty percent (60%) of abusers are known to their victims, thirty percent (30%) are family members or relatives, and ten percent (10%) are strangers. We must be aware that the Church is a community which offers predators the opportunity to become known and trusted by parents and their children.

We also know that offenders are predominantly male and heterosexual. We must take great care not to equate pedophilia with homosexuality in our minds or our conversation, and we must never assume that only men molest children in this way.

What we have learned most recently about the repetitive nature of pedophilia makes it imperative that we take very clear steps together to do the screening necessary to ensure that our children encounter God's love among us, and that we do all in

Policies for the Protection of Children and Youth from Abuse

our power to protect them from the distorted perceptions of love offered by predators.

In a Mind of The House resolution passed at Kanuga in March of 2003, we committed ourselves to support the development of church-wide policies to safeguard our children; and until such time as these policies are adopted, to revisit and revise our diocesan policies to ensure that ministries provided to the children among us will be life-giving and free from abusiveness of any kind.

Among the basic provisions we have committed to implement, delineated in Resolution B008 on the "Protection of Children and Youth from Abuse" adopted at the 74th General Convention in 2003, are:

1. Thorough SCREENING and SELECTION of clergy, lay employees and volunteers who work with children and youth;
2. Articulation of clear behavioral standards for interactions between clergy, lay employees, volunteers and children and youth
3. Careful, CONTINUOUS MONITORING OF ALL PROGRAMS AND INTERACTIONS involving children and youth;
4. Provision for EDUCATION AND TRAINING OF CLERGY, LAY EMPLOYEES AND VOLUNTEERS for work with children and youth; and
5. Guidelines for responding to concerns about behavior or allegations of abuse.

In addition we asked the Presiding Bishop to create a working group from among our members to partner with the Church Pension Group, the Church Insurance Corporation and other agencies and appropriate organizations to develop the materials necessary to provide the Church with consistent expectations and standards.

Policies for the Protection of Children and Youth from Abuse

We realize that in many of our congregations, persons who offer to take on ministries with children and youth are a blessing to an understaffed education or formation program for children or youth. The overwhelming majority are trustworthy and caring persons whose ministry will bear great good fruit.

But we must acknowledge that there are times when predators use the church as an opportunity for sexual abuse of children and adolescents who can suffer severe spiritual, emotional, and sometimes physical damage as a result. In response to such times we are called to acknowledge two truths: that human sin and failure are very real, and that God's grace, mercy and power are always strong enough to heal and transform our pain.

We have no intention to call our members to suspicion and mistrust. We do recognize the need to call our members beyond the naiveté of unquestioning confidence and into the care and discipline which must characterize our choices where children are concerned. Jesus called us to be as wise as serpents and as gentle as doves. In the case of pedophilia, our consistency in carefully screening, choosing and training ALL who work with children and youth will serve to allay any concerns about favoritism or carelessness, prohibiting those who have harmed children from ministries involving children, while providing the ability to firmly guide those who might harm children into other areas of ministry which serve the Church and contribute to our mission.

Some helpful materials will be available through your diocesan office by the first of November. We ask that as you make use of them you will remember the challenge our Lord provided to his followers, "unless you become as children you cannot enter the kingdom of God." We renew our commitment to ensure that our church is a community of love and care for every person. We ask that you join us in doing all in our power to see that all our members find among us a safe place where they can be open and trusting and able to know the reconciling love of God in Christ that makes all things new.

Policies for the Protection of Children and Youth from Abuse

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 829)

Bishops of the Episcopal Church
Gathered at General Convention, Minneapolis, MN
August 6, 2003, The Feast of the Transfiguration

Policies for the Protection of Children and Youth from Abuse

K: RESOLUTION B008, PROTECTION OF CHILDREN AND YOUTH FROM ABUSE, 74TH GENERAL CONVENTION (2003)

**TOPIC/TITLE: CHILDREN: PROTECTION OF CHILDREN AND YOUTH FROM ABUSE
PROPOSER: THE RT. REV. THOMAS CLARK ELY (VERMONT)**

RESOLVED, the House of Bishops concurring, That the 74th General Convention of the Episcopal Church recommit itself to the vision of the role of children in the church as articulated in A Children's Charter for the Church as adopted by the 72nd General Convention in 1997. The Charter, among other things, calls the church to:

- Receive, nurture and treasure each child as a gift from God;
- Love, shelter, protect and defend children within its own community and in the world, especially those who are abused, neglected or in danger; and
- Advocate for the integrity of childhood and the dignity of all children at every level of our religious, civic and political structures; and be it further

RESOLVED, That this Church acknowledges that the times and circumstances demand that the church articulate a clear and firm commitment to the safety of all, especially children; that we support this commitment with clear and firm policies and procedures for the well-being of all; and that we commit this Church to being and becoming a place where children and youth are safe, especially from abuse and neglect; and be it further

RESOLVED, That each diocese develop and adopt policies for the protection of children and youth from abuse that address the following:

1. A screening and selection process for all clergy, lay employees and volunteers who regularly work with children or youth. Dioceses are encouraged to consider:
 - a. A written application
 - b. A public records check
 - c. An interview

Policies for the Protection of Children and Youth from Abuse

- d. Reference checks
 - e. A general provision that volunteers not work with children or youth until they have been known to the clergy or congregation for at least six months
2. The articulation of behavioral standards for clergy, lay employees, and volunteers working with children or youth. Dioceses are encouraged to consider:
- a. Respect for the privacy and dignity of children and youth by not putting them in inappropriate unmonitored one-to-one situations
 - b. Age-appropriate arrangements for sleeping, bathing, dressing, or showering
 - c. The prohibition of dating, romantic involvements, or sexual contact with a child or youth
 - d. The prohibition of any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) in the presence of children and youth except as expressly permitted as part of a pre-authorized educational program
 - e. Guidelines for physical contact and expressions of affection that define appropriate and inappropriate behaviors
 - f. The prohibition of discussing their own sexual activities and fantasies with children or youth
 - g. The prohibition of the non-sacramental use, possession, distribution or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs
3. The monitoring of programs and interaction with children and youth. Dioceses are encouraged to consider:
- a. The prohibition of the development or initiation of new activities for children or youth without prior approval from the appropriate decision-maker(s)
 - b. The recognition that the ordinary standard is the presence of two unrelated adults for any activities involving children or youth
4. Education and training. Dioceses are encouraged to consider:
- a. Child abuse prevention for clergy, lay employees and volunteers who regularly work with children or youth
 - b. Specialized training for those who recruit, screen or select persons to work with children or youth

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5. Guidelines for responding to concerns. Dioceses are encouraged to consider:
- a. Inappropriate behavior with children or youth
 - b. Violation of policies for the protection of children or youth
 - c. Suspected abuse of children or youth; and be it further

RESOLVED, That each diocese shall report to the House of Bishops Committee on Pastoral Development prior to the Spring 2006 meeting of the House of Bishops with a copy of its adopted and implemented policy and an evaluation of the history of its use. A summary report shall be made to the House of Bishops Spring 2006 meeting and a full report made to the 75th General Convention.

The Church Pension Group
445 Fifth Avenue
New York, NY 10016
(800) 223-1800
www.cpg.org

Policies for the Protection of Children and Youth from Abuse

L: Virginia Legal Information System **Mandatory Reporting** **Title 63.2-1509**

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to § [8.01-576.8](#);
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or

Policies for the Protection of Children and Youth from Abuse

facility to which children have been committed or where children have been placed for care and treatment;

11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;

12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ [9.1-151](#) et seq.) of Chapter 1 of Title 9.1;

13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;

14. Any person employed by a local department as defined in § [63.2-100](#) who determines eligibility for public assistance;

15. Any emergency medical services personnel certified by the Board of Health pursuant to § [32.1-111.5](#), unless such personnel immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;

17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and

18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client.

This subsection shall not apply to any regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church as it relates to (i) information required by the doctrine of the

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religious organization or denomination to be kept in a confidential manner or (ii) information that would be subject to § [8.01-400](#) or [19.2-271.3](#) if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make

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available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g.) Provision of such information, records, and reports by a health care provider shall not be prohibited by § [8.01-399](#). Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall include (i) a finding made by a health care provider within six weeks of the birth of a child that the results of toxicology studies of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding made by a health care provider within six weeks of the birth of a child that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis made by a health care provider at any time following a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis made by a health care provider at any time following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report,

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records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ [18.2-61](#) et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

E. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department or the Department's toll-free child abuse and neglect hotline.

(1975, c. 341, § 63.1-248.3; 1976, c. 348; 1978, c. 747; 1993, c. 443; 1994, c. [840](#); 1995, c. [810](#); 1998, cc. [704](#), [716](#); 1999, c. [606](#); 2000, c. [500](#); 2001, c. [853](#); 2002, cc. [747](#), [860](#); 2006, cc. [530](#), [801](#); 2008, cc. [43](#), [268](#); 2012, cc. [391](#), [504](#), [640](#), [698](#), [728](#), [740](#), [815](#).)

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M: Links for Additional Resources

Training recommendations:

<http://images.acswebnetworks.com/1/2279/SafeChurchTrainingRecommendations.pdf>

Scheduled classroom trainings upcoming:

<http://www.diosova.org/article289739.htm>

Request to host classroom training:

<http://images.acswebnetworks.com/1/2279/RequesttoHostSafeChurchTraining.pdf>

National Sex Offender Public Website:

<http://www.nsopw.gov/>

Virginia State Police Registered Offenders:

<http://www.nsopw.gov/>

Virginia State Police Criminal Records Request Form

<http://vsp.cache.vi.virginia.gov/downloads/SP167.pdf>

Sample Permission Slip for Youth Events

201314YouthMinistryToolkitFINAL.pdf