

## **GUIDELINES FOR MAINTAINING A SAFE ENVIRONMENT FOR MINORS DURING EPARCHIAL / PARISH PROGRAMS**

Promulgated by Bishop Gerald Dino on September 24, 2010.

### **Guidelines:**

1. **Pre-approval from the Pastor** or appropriate leadership is needed for the validity of the event.
2. **Background Checks** – All persons over the age of 18 working with the program require background checks. The necessary applications for background checks for those of the Eparchy of Phoenix can be obtained from the Pastor and submitted to the Safe Environment Office at the Pastoral Center.
3. **Safe Environment Training** – All adults working with youth must have proof of having completed Safe Environment training on file at the Pastoral Center.
4. **Required Forms** – All pertinent and required forms must be completed, i.e., Pastoral Conduct Form for adults; permission and health forms for youth.
5. **Instructions/Procedures for a Specific Event** –in preparation for a program, participants and chaperones/staff must be informed about behavioral expectations.
6. **Adult Leaders and Chaperones** –There must be at least two adult leaders (21 years of age or older) to provide sufficient leadership for all parish sponsored activities. Ratio of adult to minor should be no less than 1 adult per 6 minors.
7. **One-on-One Contact** – When working with youth, it is important that the leaders of the group do not meet one-on-one (privately) with a young person (as per policy). In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.
8. **Transportation** – When youth are being transported in vehicle, two unrelated adults must be present. An adult leader or chaperone should never be alone in a vehicle with a minor.
9. **Constructive Discipline** – Discipline used in youth ministry, educational and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.

10. **Appropriate Attire** – Proper clothing for activities is required. Modest tops or T-shirts with acceptable wording and logos are allowed. Torn, ripped, or clothes with holes are not acceptable, neither are oversized clothes. Modest dress is always required. Example: No tank tops, halter tops, transparent blouses, very short or tight shorts or skirts, etc. The discretion of the adult supervisor will be respected.
11. **No Secret Organizations** – The Church does not recognize any secret organizations as part of its programs. All aspects of the youth program are open to observations by the Bishop, pastors, parents and leaders.
12. **Hazing** – Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders.
13. **Alcohol and Smoking** – Youth and adults participating in the program are prohibited from the use of alcohol, smoking, any illegal drugs or the improper use of legal drugs.
14. **Supervisory Structure for Sleeping Arrangements and Bathroom Facilities** – To insure safety, specific requirements must be in place 24 hours a day.
- Adults (18 and older) must have separate sleeping accommodations from the youth.
  - Two chaperones, one male another female, contingent on group (if not gender specific), must be arranged to ensure adult supervision throughout the night.
  - In the case of limited bathroom facilities, appropriate arrangements must be made for youth and adult to use the facilities independently.

**PASTORAL CONDUCT FORM FOR ADULTS WORKING WITH YOUTH  
IN PARISH/EPARCHIAL PROGRAMS**

I will:

- treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
  
- refrain from using foul language and foul gestures at all times.
  
- refrain from smoking, using tobacco products, any illegal drugs or improper use of legal drugs at any time while serving children or youth in parish/archieparchial functions.
  
- refrain from using, possessing, or being under the influence of alcohol or illegal drugs at any time while serving children or youth in parish/eparchial functions.
  
- report any suspected abuse and neglect to the person in authority who will notify the Pastoral Center's Safe Environment Office and/or local child protection agency or civil authorities.
  
- cooperate fully in any investigation of abuse of children or youth.

I understand that failure to report suspected abuse to civil authorities is, according to the law, a Class B misdemeanor. The only exceptions to this requirement involve information learned only within the Mystery of Reconciliation or within an attorney-client privilege.

I understand that any action inconsistent with the above may result in termination of my giving services to children or youth.

I certify with my signature below that I have read the Sexual Misconduct Policy of the Eparchy of Phoenix and the Guide to the Policy.

Adult's Printed Name \_\_\_\_\_

Adult's Signature \_\_\_\_\_

Parish \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pastor (as Witness) \_\_\_\_\_

## **EXPECTATIONS OF CHAPERONES/STAFF DURING YOUTH PROGRAMS**

### **(Tailored to the event)**

- \* To protect both the participants and staff alike and to insure safety for all, avoid any one-on-one situations with a teen.
- \* Likewise to insure a Safe Environment, all participants must be present at all activities for the duration of the event. Moreover, coming and going, or partial participation disturbs the dynamic process and continuity of the Youth Event on personal and communal spirit.
- \* In order to keep the integrity of the event, all public announcements will be assigned to a specific person.
- \* Direct any potential problems to the Event Leader or staff member.
- \* All medical issues are to be directed to the Event Leader or First Aid attendant.
- \* Curfews and quiet times are applicable for everyone, especially the adults, who are models for the event.
- \* In emergency situations, direct those specific teens in your care to the designated area, do a head count. If all are not present inform the event leader and/or staff.
- \* No adults, other than the leaders and/or facilitators are to be present during the talks and reflection times. Any additional adult presence unfairly inhibits the teens' openness and participation.
- \* As Christian models, respect for all participants is expected. Edifying speech and behavior are necessary components in Christian models. (No yelling or talking down to teens are not acceptable.)
- \* Adult leaders are not called to "police" or control participants, but rather are to guide and lead teens by emulating the love, teachings, sacrifice and service of Jesus Christ.

**Expectations for Youth during the Program  
(Tailored to the event)**

May not leave the premises of the event

Must observe the curfew and quiet at night in the sleeping areas

No electronic devices

No Public or Private Display of Affection

No smoking, use of drugs or alcohol

No foul language or foul gestures

Modest clothing appropriate to the activity

Give the highest respect and dignity to everyone

Maintain cleanliness of facilities and property

All equipment returned and placed in its proper location

In case of a general emergency immediately gather in the designated meeting area