



The Diocese of Olympia

Diocesan Policies

For the protection of Children and Youth from Abuse

Safe Church Ministry 2015

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## Letter from the Bishop

Dear Ones,

As Christians we are the Body of Christ. The Church is the visible symbol of that Body in the world. As the visible and material reality of that Body, we strive to make it as safe as we can for all who come to it for comfort and nourishment. The Church will only be safe if that is true for its most vulnerable members. This can include people of all ages, but it most especially relates to children and youth. Christ teaches us that the children among us are to be welcomed and cared for; they possess a crucial openness and trust which serves as an example for all of us—they model for us an entry into life in the kingdom (Matthew 18:3-4).

The unfortunate reality of our lives today is that we must be ever-vigilant and intentional in making our church communities safe for the most vulnerable among us. For this reason, the Diocese of Olympia recently instituted a requirement for both the Safeguarding God's Children curriculum and background checks for all those who work with children, have responsibility for the preparation of children's ministries or are in proximity to children at the church at any time. While this new development will require time and attention, it has been enthusiastically accepted as a solid move toward the goal of making all people safe in our communities.

The online version is especially geared for vestries, bishop's committee members, parents who occasionally transport children, new hires (until the in-person training is available), retired clergy who are not on a regular rota, Diocesan House employees who do not work with children and any others who may be interested in this training.

The in-person training is still required for all active clergy, all paid employees, any persons (paid or unpaid) regularly working with youth, and Sunday school teachers and nursery attendants. Please contact the Bishop's Office for information on dates and times of these in-person workshops.

I give thanks for you and your commitment in taking this course and, by so doing, moving us closer to our goal of a truly safe church for all.

Faithfully,



The Rt. Rev. Gregory Rickel  
Bishop of Olympia

## Introduction

### *Why We Have These Policies*

Through baptism we share a common life of faith, a life of service and servanthood, a life rooted in love and faithfulness. We promise at every baptism to strive for justice and peace among all people and to respect the dignity of every human being.

These promises call us to assure that our churches are safe places for all God's children. They commit us to our highest and best efforts in our common life, including the care and safety of our children and youth. This policy is a response to OUR baptismal promises.

### *About These Policies*

This document is a statement of general expectations of behavior in this Diocese by clergy, lay employees and volunteers when engaged in ministry with children and youth. These policies are mandated for all such activities sponsored by every congregation, institution, organization, school and agency of the Diocese of Olympia. The purpose of these policies is the prevention of sexual abuse against children and youth.

Local entities may make additions in developing local policy so long as they do not conflict with the requirements of these policies. Any such additions must be submitted in writing for the approval of the Canon to the Ordinary. Nothing contained herein may be omitted from a local policy.

*No policy can foresee every possible circumstance to which it may be applied. Local leadership must understand these policies thoroughly enough to make appropriate judgments about local circumstances. If this cannot be done, the local entity is required to contact the Office of the Bishop for consultation.*

The Appendices of these policies contain forms to be used in the administration of programs for children and youth.

## I. Code of Conduct

Relationships among people are 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, such policies and codes of conduct are meant 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 always be experienced as caring and without intention to do harm or to allow harm to occur. The Code of Conduct has been adopted by the Diocese of Olympia 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 of Conduct and all other policies in ***The Handbook for Those Who Work with Children and Youth*** before agreeing to abide by them and continuing in service to the church.

***Persons who cannot agree to adhere to these policies are not allowed to serve in ministry to children and youth.***

### A. The 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 ***The Diocesan Policies for the Protection of Children and Youth from Abuse***.
- Church Personnel agree to comply with ***The Guidelines for Appropriate Affection with Children and Youth***.
- 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. *(See pages 11- 12)*
- 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 as outlined in this policy.
- 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.

## II. 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.

- All clergy whether stipendiary, non-stipendiary, canonically resident in this Diocese, licensed in this Diocese, or otherwise who are engaged in ministry or service to the church.
- All paid personnel, whether employed in areas of ministry or other kinds of service by the Diocese, its congregations, schools or other agencies.
- Those contracting their services to the Diocese, its congregations, schools or other agencies. (This could be accomplished by the agency sending a list of those individuals to the Canon to the Ordinary, along with proof of background check *Safeguarding God's Children* training and reference checks.)
- Volunteers in activities for children and youth, including any person who enters into or offers himself or herself for church related service, or who actually assists with or performs such a service.

### B. Age Categories

- 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.
- A **vulnerable adult** is defined as anyone 18 years or older who has special needs of a physical, age-related or mental nature and participates in activities for children and adults.
- An **adult** for the purpose of this policy is defined as anyone who is 21 years or older. Those individuals between the ages of 18 and 21 are treated as adults except where legal requirements mandate that adult be defined as age 21.

### C. Definitions

**“Regularly” Work with or Around Children or Youth** – For the purpose of this policy, the following are included in the definition of the church Personnel who “Regularly Work with or Around Children or Youth.” These individuals must receive four hours of training consisting of both units of the “Safeguarding God’s Children” material:

- a. All clergy whether stipendiary, non-stipendiary, canonically resident in the Diocese, licensed in this Diocese or otherwise engaged in ministry or service to the church, regardless of their duties

- b. All paid Church Personnel, whether full time or part time, regardless whether they work with children or youth.
- c. All volunteers in staff positions, whether full time or part time, regardless whether they work with children or youth.
- d. All volunteers whose work routinely takes them throughout the facility or grounds (examples: volunteer sextons, groundskeepers, etc.)
- e. All persons who supervise or assist with supervising children or youth in ministries, programs or activities.
- f. All persons who provide transportation to children to children or youth with other adults in the vehicle.
- g. Any person whose living quarters are on the grounds of the church, school or other related agency.
- h. Parents who assist more than six times per year with a program in which their child is enrolled, including providing transportation.

Those persons who assist in supervision, and who provide transportation, and parents who assist with programs in which their child is enrolled, may satisfy this requirement using *Safeguarding Online*.

Examples include but are not limited to:

- Children’s or youth choir directors
- Sunday School teachers and staff
- Vacation Bible School teachers and staff
- Organists who work with children or youth
- Lay Youth Ministers
- Directors of Religious (Christian) Education
- Volunteer Youth Directors
- Church Personnel who assist in the Church nursery
- All staff whether volunteer or paid, at church camps
- Teachers, substitute teachers and staff in parochial schools
- Adults who participate in overnight activities with children or youth

***“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 “Occasionally Work With or Around Children or Youth” These individuals must receive at least 2 hours of training consisting of the first unit of “Safeguarding God’s Children” material or the completion of the program *Safeguarding Online*.

- a. Persons who supervise or assist with supervising children or youth in ministries programs or activities infrequently, generally no more than three times a year for one program or activity other than an overnight activity.
- b. Persons who provide transportation to children or youth without other adults in the vehicle, generally no more than three times a year.
- c. Bishop’s Committees and Vestries. *While it is recommended that Bishop’s Committees and Vestries do training in person, the requirement for Bishop’s Committees and Vestries may be fulfilled using the program entitled Safeguarding Online.*

**Exception:** Parents who assist *no more than six times a year* with a program in which their child is enrolled, including providing transportation, are exempt from these background check and training requirements.

#### D. Types of abuse

- **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a child or youth.
- **Sexual abuse** is any contact or activity of a sexual nature that occurs between a child or youth and adult.
- **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 growth development or psychological functioning.
- **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.

#### E. Other Personnel

For purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for an entity that has entered into a use agreement or lease to use the facilities of a church or other facility in the Diocese: all clergy, paid personnel and volunteers who are associated with the entity and those contacting with the entity for their services.

### III. Safeguards for Children and Youth

#### A. Screening and Selection

Any and all Church Personnel who "Regularly" or "Occasionally" Work with or Around Children or Youth shall be screened and selected utilizing at least the following tools listed below. (Exception: Parents who assist *no more than six times a year* with a program in which their child is enrolled, including providing transportation, are exempt from these background check and training requirements.)

1. **A standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks. This application includes the *Code of Conduct* (Appendix C). Please note that there are two different forms for paid applicants or volunteer applicants.
2. **Criminal records** check in any state where the applicant has resided during the past ten years

3. **Sexual offender registry check** in any state where the applicant has resided during the past ten years. (Using the Oxford Document Management Company Inc.)
4. **Individual interview** with the applicant.
5. **Reference checks** with persons who know, but are not related to, the applicant.
6. **Driving or motor vehicle records check** for persons who transport children or youth. (Using the Washington State Patrol.)
7. **Credit check** for persons with financial responsibilities.

The congregation or institution must obtain the background and reference checks independently and may not accept such checks obtained by others. The only exception is outlined in #6 below.

All information gathered about an applicant will be carefully reviewed and evaluated to make a determination of whether the person is appropriate to work with children or youth. The Canon to the Ordinary shall be consulted if there is any uncertainty.

1. Background checks and training in child abuse prevention is required for all individuals before they begin their ministry with children or youth and must be done within one month of hire or start date. In the interim, anyone lacking training or a completed background check must be supervised at all times by a fully trained, background checked worker.
2. Church Personnel who work with or around children or youth must have a personnel file that is kept in a locked file cabinet in the church office. This file should contain the items listed in Section A. above.
3. Criminal record checks, sexual offender registry checks and abuse prevention training must be updated every five years for Church Personnel who “Regularly” or “Occasionally” Work With or Around Children or Youth.
4. No person will be permitted to supervise an immediate family member when working with or around children or youth unless an unrelated adult is present. An immediate family member is defined as the spouse, parent, child, sibling, grandparent, partner or co-habitant. This also applies to in-law and step family relationships.
5. Background checks must have been done within five years and must be updated every five years.
6. Church Personnel who transfer within the Diocese of Olympia and apply for, are asked or do undertake positions working with or around children or youth are required to undergo the same screening and selection process. This requirement may be met through the transfer of a copy of the personnel file to the new congregation, school agency or program together with the completion of:
  - a. A new application
  - b. Individual Interview
  - c. 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.

7. Church Personnel who transfer from Episcopal congregations outside the Diocese of Olympia may transfer ***Safeguarding God's Children*** training certificates, reference checks and background checks, subject to the requirements above.

## B. Education and Training Requirements

Child abuse prevention education and training is required for all individuals before they start their work with children or youth. If this is not possible, education and training must be completed within one month; in the interim, individuals who have not completed the required training must always be supervised by a person who is fully trained and for whom the appropriate background checks have been completed. As a temporary measure *Safeguarding Online* may be completed immediately with in person training being completed within 3 months.

**This training shall be the program Safeguarding God's Children and the training must be administered by a diocesan-certified trainer, who must register the training with the Office of the Bishop. No other training is acceptable, and there are no exceptions.**

1. Those who work "Regularly" with children or youth must receive four hours of training using the ***Safeguarding God's Children*** videos entitled "For Parents and Congregations" and "For Ministries"
2. Those who work "Occasionally" with children or youth must receive two hours of training using the ***Safeguarding God's Children*** videos entitled "For Parents and Congregations." *Safeguarding Online* will fulfill this requirement.
3. Individuals who change categories from "Occasional" to "Regular" and who have received only two hours of training or have completed *Safeguarding Online*, must receive an additional two hours of training using the ***Safeguarding God's Children*** video "For Ministries".

## C. Monitoring and Supervision of Programs

Supervisory personnel and others should 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.

The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered below and in the section on ***Guidelines for Appropriate Affection with Children and Youth***.

1. Every program for children and youth must meet established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises. These ratios are found in Appendix D.
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 younger than 21 and be physically present during all activities.

4. No person will be permitted to supervise an immediate family member unless another unrelated adult is present. An immediate family member is defined as the spouse, parent, child, sibling, grandparent, partner or co-habitant. This also applies to in-law and step family relationships. Related personnel may minister together as long as an unrelated adult is present.
5. 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.
6. Church Personnel are not permitted to develop activities for children and youth without approval from the rector, vicar or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector, vicar or canonical equivalent. The rector, vicar or canonical equivalent will assure that any activity includes adequate adult supervision.
7. Each program will follow age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths. These procedures are found in Appendix E.
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. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating in overnight activities or activities away from the church or school, male and female chaperones must be present.
10. When transporting children in vehicles, two unrelated adults must be in each vehicle unless the group is organized into a caravan, during which all vehicles are in sight of another vehicle in the caravan. It is suggested that cell phones be available in each car and a list of names and contact numbers be provided to each driver.
11. Classrooms or other areas used by children or youth should have windows or a window in the door. If there are no windows or a window in the door, the door must remain open. Doors of occupied classrooms must be unlocked at all times during activities. Unused rooms should be locked.

#### D. General Guidelines 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. These guidelines will help identify and stop those behaviors and interactions which may be used to “groom” children, youth and their parents, or which may create conditions where abuse can more easily occur. These guidelines are also used to make decisions about interactions with children and youth in church sponsored and affiliated programs. They are not designed or intended to address interaction within families.

1. All Church Personnel who work children and youth must agree to comply with the Diocese of Olympia *Guidelines for Appropriate Affection with Children and Youth* (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 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 using, possessing, distributing, or being under the influence of alcohol, illegal drugs, or misusing legal drug, or prescription medications while participating in or assisting with programs or activities specifically for children and youth.
5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for church for a church sponsored activity or for any purpose. A sample form is found in Appendix F.
6. Church Personnel will relate to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, national origin, disability, 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 and youth will be done in an open, 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, computer files, e-mails, films, clothing, etc.) on church property or in the presence of children and youth except as expressly permitted as part of an educational program that is pre-authorized by the rector, vicar or canonical equivalent.
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 and 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 or tents with other children or youth unless the adult is an immediate family member of the children or youth in the same bed, sleeping bag or tent. An adult may sleep in the same hotel room with no fewer than three other children, providing adult and all children are of the same sex. The adult must sleep alone in a bed or on a cot or roll away bed. The adult must never be alone with a child. The adult will use the bathroom facilities alone, dressing/undressing in the bathroom with the door closed and with no children present. Exceptions to the above is given if any of the children are related to the adult, in which case the adult may sleep in the same bed with a child who is an immediate family member. It is acceptable to have multiple adults sleep in one open space such as a parish hall or camp lodge with children and youth. **A best practice rule is no situation in which one adult is alone with one child unless they are immediate family members.**
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 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, profanity, degrading punishment or any mechanical restraint for behavior management.
17. Church Personnel are prohibited from participating in or allowing others to conduct any hazing activities or behaviors which could be construed as hazing.

#### E. Requirements of Entities Using Church or Diocesan Facilities

Any and all Other Personnel who “Regularly” or “Occasionally” Work With or Around Children or Youth are required to be screened utilizing at least the following tools listed below. (Exception: Parents who assist *no more than six times a year* with a program in which their child is enrolled, including providing transportation, are exempt from these background check and training requirements.)

1. **Criminal records** check in any state where the applicant has resided during the past ten years
2. **Sexual offender registry check** in any state where the applicant has resided during the past ten years. (Using the Oxford Document Management Company Inc.)
3. **Driving or motor vehicle records check** for persons who transport children or youth. (Using the Washington State Patrol.)

The entity must obtain the background checks independently and may not accept such checks obtained by others.

1. Background checks and training in child abuse prevention must be done within [three] months of the contract start date. In the interim, anyone lacking training or a completed background check must be supervised at all times by a fully trained, background checked worker.
2. Criminal record checks, sexual offender registry checks and abuse prevention training must be updated every five years for Other Personnel who “Regularly” or “Occasionally” Work with or Around Children or Youth.
3. No person will be permitted to supervise an immediate family member when working with or around children or youth unless an unrelated adult is present. An immediate family member is defined as the spouse, parent, child, sibling, grandparent, partner or co-habitant. This also applies to in-law and step family relationships.
4. Background checks must have been done within five years and must be updated every five years.

Child abuse prevention education and training is required for all Other Personnel within [three] months of the contact start date or before they start their work with children or youth. If this is not possible, education and training must be completed within one month; in the interim, individuals who have not completed the required training must always be supervised by a person who is fully trained and for whom the appropriate background checks have been completed.

This training shall be the program Safeguarding God’s Children and the training must be administered by a diocesan-certified trainer, who must register the training with the Office of the Bishop. A training equivalent to Safeguarding God’s Children will be acceptable upon approval of the Canon to the Ordinary.

1. Those who work “Regularly” with children or youth must receive four hours of training using the
2. **Safeguarding God’s Children** videos entitled “For Parents and Congregations” and “For Ministries” or a training equivalent.
3. Those who work “Occasionally” with children or youth must receive two hours of training using the **Safeguarding God’s Children** videos entitled “For Parents and Congregations.” *Safeguarding Online* or a training equivalent will fulfill this requirement.
4. Individuals who change categories from “Occasional” to “Regular” and who have received only two hours of training or have completed *Safeguarding Online*, must receive an additional two hours of training using the **Safeguarding God’s Children** video “For Ministries” or a training equivalent.

#### IV. Responding to Problems

##### A. Reporting of 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 with Children and Youth** or which may violate any provision of the **Diocesan Policies for Protection of Children and Youth from Abuse** they must immediately report their observations as instructed below.

Examples of inappropriate behaviors or policy violations would include seeking private time with children or youth, taking children or youth on overnight trips without other adults, swearing or making suggestive comments to children or youth or selecting staff or volunteers without the required screening and *Safeguarding God’s Children* training.

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 head of the congregation, head of school or executive director of the diocesan institution. Notification may also be made to the Canon to the Ordinary in the Office of the Bishop.
  - b. A telephone call or meeting with Canon to the Ordinary in the Office of the Bishop if the complaint is against the head of the congregation, head of the school or executive director of the diocesan institution.
  - c. A Notice of Concern (Appendix B), signed or unsigned sent to the Bishop.
3. Any person receiving a report of inappropriate behavior or possible violation of these policies shall immediately inform the Bishop or the Canon to the Ordinary.

4. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.
5. The Bishop and the Canon to the Ordinary receive reports. These people may be reached in the Office of the Bishop: PO Box 12126 Seattle, WA 98102, 206-325-4200 ext 2040.

## B. Reporting of Suspected Abuse of Children or Youth

1. All church Personnel are required by this policy and/or by the laws of the State of Washington to report known or suspected abuse of children or youth to the police or the Child Protective Services. Failure to report suspected abuse of children or youth is a crime. The four types of abuse are physical abuse, sexual abuse, emotional abuse and neglect.
2. 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, vicar or canonical equivalent, who will immediately report it to the Office of the Bishop, so that immediate and proper steps may be taken.
4. Reports of suspected or known abuse that involve Church Personnel must be reported to the Diocese of Olympia in one of the following ways:
  - a. A telephone call or meeting with the head of congregation, head of school or executive director of the diocesan institution. Notification will also be made to the Canon to the Ordinary in the Office of the Bishop.
  - b. A telephone call or meeting with the Canon to the Ordinary in the Office of the Bishop if the complaint is against the head of the congregation, head of school or executive director of the diocesan institution.
  - c. A notice of Concern (Appendix B), signed or unsigned, sent to the Bishop.
5. The Diocese of Olympia will cooperate fully with any investigation by law enforcement authorities.

## Appendix A: Guidelines for Appropriate Affection with Children and Youth

*The Diocese of Olympia is committed to creating and promoting a positive, nurturing environment for our children and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. Stating which behaviors are appropriate and which are inappropriate allows Church Personnel to comfortably show positive affection in ministry and yet identify individuals who are not maintaining safe boundaries with children and youth. The guidelines are based in large part on avoiding behaviors known to be used to "groom" children, youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children and youth.*

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:

- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, 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 initiated by small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).
- Brief hugs

The following forms of affection are considered inappropriate with children and youth in ministry settings because many of them are the behaviors that have been used to "groom" children or youth 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.
- 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.

## Appendix B: Confidential Notice of Concern

Who is the complaint about:

Date of Notice:

Name of Congregation:

Type of Concern:

Inappropriate behavior with a child or youth

Policy violation with a child or youth

Reason to believe abuse occurred/is occurring

Other

Describe the situation:

What happened?

When did it happen?

Where did it happen?

Was anyone else present?

Has it ever happened before?

Was it reported to the authorities? \_\_\_\_\_ Yes \_\_\_\_\_ No

If reported, to whom:

What action was taken?

Follow-up:

Does anyone else need to be notified?

Would you like someone to call you to discuss the situation? \_\_\_\_\_ Yes      \_\_\_\_\_ No (If yes, be sure to give contact information below.)

Optional Information:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Once completed, please mail to:**

***The Office of the Bishop, Diocese of Olympia, Attention: Canon to the Ordinary PO Box 12126 Seattle, WA 98102.***

## APPENDIX C: APPLICATION, CODE of CONDUCT and Acknowledgement, Release and Signature

This section provides two applications forms, one for Paid Personnel (pages 18-22) and one for Volunteers (pages 23-27). Please choose the appropriate form. **These forms must be used.**

If local entities wish to expand the information requested, the Chancellor of the Diocese must approve the proposed changes. Please contact the Canon to the Ordinary to submit proposed changes.

Please note this application is one document with three parts: (a) the Application (b) the Code of Conduct and (c) the Acknowledgement, Release, and Signature page. Applicants must initial the Code of Conduct and sign and date the Acknowledgement, Release and Signature page.

# Paid Personnel Application Form

**Instructions: Please complete all of the questions accurately and fully. Attach additional sheets if needed.**

\_\_\_\_\_  
**Position Applied For**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*Full Legal Name*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State*

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
*Home number/cell number*

\_\_\_\_\_  
*Best time to call?*

\_\_\_\_\_  
*Work number*

\_\_\_\_\_  
*Driver's License State and Number*

\_\_\_\_\_  
E-Mail Address:

\_\_\_\_\_  
US Citizen or Visa Status

*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 1-9 as required by the Immigration Reform and Control Act.*

List all counties and states in which you have resided for the last 10 years, including dates:

For what position are you applying?

What interests you about this position?

What has prepared you for this position?

**Please complete for your current and prior employers, covering the past ten years.  
Use additional sheets as necessary**

Dates employed	Employer Name	Address	Supervisor and Phone number	Reason for leaving?	May we contact?

**All Academic Institutions and programs:**

<b>Institution</b>	<b>Dates Attended</b>	<b>Year Graduated</b>	<b>Degree/Certification</b>
Graduate School:			
College or University:			
Vocational School:			
High School:			

**References - List three references who are NOT related to you that we may contact in connection with your application for employment.**

<b>Name</b>	<b>Address</b>	<b>Daytime Phone and Email</b>	<b>How long have you known this person?</b>	<b>Relationship to You</b>

Have you ever been convicted of or plead guilty to or no contest to a crime other than a minor traffic violation? \_\_\_\_\_

If yes, please explain, including dates:

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

If yes, please explain:

## Paid Personnel: 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 with Children and Youth* as defined in ***The Policies for the Protection of Children and Youth from Abuse.***

\_\_\_ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations as outlined in this policy.

\_\_\_ I acknowledge my obligation and responsibility to protect children and youth and agree to immediately 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 its policies.

## Paid Personnel: Acknowledgement, 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 for my discharge if I have already been hired.

I acknowledge that I have received and reviewed a copy of ***The Information Handbook for Those Who Work with Children or Youth***.

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. I also authorize the Diocese of Olympia, the Episcopal Church in Western Washington and \_\_\_\_\_ (congregation, school, agency, etc.) to request and receive such information.

If hired, I agree to be bound by the Diocese of Olympia policies and procedures, including but not limited to, ***The Diocesan Policies for the Protection of Children and Youth from Abuse*** and its ***Code of Conduct for the Protection of Children and Youth*** and such other policies as may be required by \_\_\_\_\_ (congregation, school, agency, etc.).

I also understand that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of \_\_\_\_\_ (congregation, school agency, etc.), the Diocese of Olympia, the Episcopal Church in Western Washington or myself. Nothing contained in this application or in any pre-employment communication is intended to or does create a contract between myself and the Diocese of Olympia, the Episcopal Church in Western Washington or \_\_\_\_\_ (congregation, school, agency, etc.) for either employment or any other benefit.

**I have read and understand the above provisions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Volunteer Personnel: Application Form

Please complete all of the questions accurately and fully. Attach additional sheets as necessary.

**Position Applied For:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

*Full Legal Name*

\_\_\_\_\_

*Mailing Address*

\_\_\_\_\_

*City, State*

\_\_\_\_\_

*Zip*

\_\_\_\_\_

*Home number/cell number*

\_\_\_\_\_

*Best time to call?*

\_\_\_\_\_

*Work number*

\_\_\_\_\_

*Driver's License State and Number*

\_\_\_\_\_

*E-Mail Address:*

\_\_\_\_\_

*US Citizen or Visa Status*

*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 1-9 as required by the Immigration Reform and Control Act.*

*List all counties, states and corresponding dates where you have lived in the past ten years:*


In what ministry or ministries will you be involved?

What interests you about this ministry or ministries?

**Volunteer Organizations involved with in last ten years: (use additional sheets as necessary)**

Name	Address	Contact Person	Duties	Dates of Service

**All Academic Institutions and programs:**

Institution	Dates Attended	Year Graduated	Degree/Certification
Graduate School:			
College or University:			
Vocational School:			
High School:			



## Volunteer Personnel: 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 with 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 with Children and Youth* in ***The Policies for the Protection of Children and Youth from Abuse.***

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

I acknowledge my obligation and responsibility to protect children and youth and agree to immediately 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 its policies.

## Volunteer Personnel: Acknowledgement, 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 choosing me for a volunteer position or for my discharge if I have already been chosen.

I acknowledge that I have received and reviewed a copy of ***The Information Handbook for Those Who Work with Children or Youth.***

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment or volunteer activities, criminal conviction record, sexual offender registry, credit history if I handle money in my volunteer position, driving record if I transport children in my volunteer position or other qualifications for my volunteering. I also authorize the Diocese of Olympia, the Episcopal Church in Western Washington and \_\_\_\_\_ (congregation, school, agency, etc.) to request and receive such information.

If chosen, I agree to be bound by the Diocese of Olympia policies and procedures, including but not limited to,

***The Diocesan Policies for the Protection of Children and Youth from Abuse*** and its ***Code of Conduct for the Protection of Children and Youth*** and such other policies as may be required by \_\_\_\_\_ (congregation, school, agency, etc.).

I also understand that my volunteering may be terminated, or any offer or acceptance of volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of \_\_\_\_\_ (congregation, school, agency, etc.), the Diocese of Olympia, the Episcopal Church in Western Washington or myself.

Nothing contained in this application or in any pre-volunteering communication is intended to or does create a contract between myself and The Diocese of Olympia, the Episcopal Church in Western Washington or \_\_\_\_\_ (congregation, school, agency, etc.) for either volunteering or any other benefit.

**I have read and understand the above provisions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Appendix D: Adult-to-Child Ratios Required for Programs and Activities for Children and Youth

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The presence of two unrelated adults is required at all times for any church program or activity. In addition to this requirement, the following adult-to-child ratios must be maintained:

Infants (Ages 0-1)	1 adult to 3 infants
<i>Toddlers (Ages 1-2)</i>	<i>1:6</i>
<i>Age 2 through 8th grade</i>	<i>1:8</i>
<i>9th-12th grade</i>	<i>1:12</i>

\*Diocesan schools that are accredited or licensed may observe adult-to-child ratios as established by the licensing or accrediting agencies. Adult for the purposes of these ratios means a person over the age of 21 years.

## Appendix E: Procedures For Restroom Use, Showers or Baths for Children or Youth Programs and Activities

1. No adult may shower, bathe or use the restroom facilities in the presence of children or youth. Hand washing is required of all persons after any use of restroom facilities.
2. Diapering should be done in diapering stations in close proximity to other care providers. It is not appropriate for diapering to occur behind closed doors or in isolated places.
3. An adult caregiver must accompany all children age 2 through kindergarten to the restroom. If facilities are removed from the classroom, the caregiver must check the restroom to see if other adults are present before allowing the child to go in. If there is no stall in the restroom, the caregiver stands outside the door while the child uses the restroom. If there are stalls, the child goes into the stall alone. The caregiver will assist the child only if necessary, in which case the stall door and the outer door shall remain ajar. The caregiver should not go into the restroom with the child and close the door, or into the stall and close the door.
4. If the restroom is in the classroom with only one toilet, the child should go alone into the restroom. If the restrooms are removed from the classroom, the caregiver must accompany children age 2 through kindergarten following the procedures outlined above.
5. In a classroom with attached restrooms with only one toilet, the first through fifth grade child will go alone. If the restrooms are located away from the room, another child of the same sex will accompany the child to the restroom. Children in this age group may not go to the restroom alone. In no instance should a door be completely closed if adult assistance is needed.
6. Youth in sixth through twelfth grades are encouraged to use the buddy system if restrooms are located some distance away from the activity.
7. When there are special needs or extenuating circumstances, a specific policy may be formulated, approved by the rector, vicar or canonical equivalent, and the parent(s) of the child, and implemented with appropriate monitoring and supervision. If assistance is needed in formulating such a policy, please contact the Office of the Bishop.

## Appendix F: Permission Slip

*Coming Soon*