

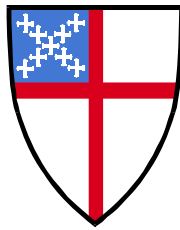
ALL SAINTS'

Episcopal Church and Day School

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(a part of The Episcopal Diocese of Arizona)



Policies for the Protection of Children and Youth from Abuse

Adopted by the Vestry
March 2007

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ALL SAINTS'

Episcopal Church & Day School

Seeking a deeper life in Christ
A more holy communion with one another
A greater love for the world

March, 2007

Dear Brothers and Sisters in Christ:

Can you imagine any higher responsibility for a community in Christ than to safe guard God's children from all forms of abuse? The church is meant to be a holy haven where God's children can be nurtured so they can grow into the full stature of Christ. That high and holy calling has as its foundation that all children would be safe from anything that would harm them mentally, physically, or spiritually.

To guarantee our church and day school be a solid rock of safety for our children, we have adopted an aggressive and well-thought-out policy that will safe guard God's children and educate their parents and our community about how to protect our greatest assets from the wiles of a distorted few.

This manual is the standard by which this church and day school will operate. As leaders of this community, both paid and volunteer, you are responsible for knowing the content and also for its enforcement. I hope that you will embrace this policy as good news and live it out so our church and day school can help to make the world better, one child at a time.

Please feel free to call my office if you have any questions regarding this policy.

Faithfully yours,



The Reverend Peter F. Walsh
Rector

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 church and school 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 at All Saints' Episcopal Church and Day School of the Diocese of Arizona (hereinafter referred to as "All Saints" and is intended to include both the church and the day school operations) by clergy, lay employees, and volunteers when engaged in ministry with children and youth. These policies are mandated for all such activities sponsored by our congregation, day school and any related organization acting under the auspices of All Saints'. The purpose of these policies is the prevention of sexual abuse against children and youth.

No policy can foresee every possible circumstance to which it may be applied. All Saints' leadership must understand these policies thoroughly enough to make appropriate judgments about individual circumstances. If this cannot be done, the leadership is required to contact the Diocese of Arizona 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 at the foundation of Christian ministry and as such are central to the life of All Saints'. 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 All Saints' 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. This *Code of Conduct* has been adopted by All Saints' to help All Saints' create safe environments for children and youth and for those who minister to them. All All Saints' Personnel (defined below) 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 or Youth* before agreeing to abide by them and continuing in service at All Saints'.

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

- All Saints' Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church and day school activities and services.
- All Saints' Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- All Saints' Personnel agree to comply with *The Policies for General Conduct with Children and Youth* as defined in *The Policies for the Protection of Children and Youth from Abuse*.
- All Saints' Personnel agree to comply with *The Guidelines for Appropriate Affection with Children and Youth*.
- All Saints' 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 All Saints' leaders and state authorities in accordance with these policies. (*See page 12*)
- In the event that All Saints' Personnel observe any inappropriate behaviors or possible policy violations with children or youth, All Saints' Personnel agree to immediately report their observations as outlined in this policy.
- All Saints' Personnel understand that All Saints' will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

II. GENERAL DEFINITIONS

A. ALL SAINTS' PERSONNEL

For the purposes of this policy, the following are included in the definition of All Saints' Personnel when they are functioning in their respective roles for All Saints'.

1. 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 All Saints'.
2. All paid personnel, whether employed in areas of ministry or other kinds of services by All Saints'.
3. Those who contract their services to All Saints'. (This could be accomplished by the agency sending a list of those individuals who would be sent to us, along with proof of background check, *Safeguarding God's Children* training and reference checks.)

4. Volunteers in activities for children and youth, including any person who enters into or offers himself or herself for a church- or school-related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so.

B. AGE CATEGORIES

1. A **child** is defined as anyone under the age of 12 years.
2. A **youth** is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.
3. 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 youth.
4. An **adult** for the purposes of this policy is defined as anyone who is 21 years or older.

C. DEFINITIONS

1. **“Regularly” Work With or Around Children or Youth** -- For the purpose of this policy, the following are included in the definition of All Saints’ Personnel who “Regularly Work With or Around Children or Youth.” **These individuals must receive three hours of training:**
 - a. All clergy whether stipendiary, non-stipendiary, canonically resident in this Diocese, licensed in this Diocese or otherwise engaged in ministry or service to All Saints’, regardless of their duties.
 - b. All paid All Saints’ Personnel, whether full-time or part-time, regardless whether they work with children or youth.
 - c. All volunteers serving 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 or youth without other adults in the vehicle.
 - g. Any person whose living quarters are on the grounds of All Saints’.
 - h. Parents who assist more than six (6) times per year with a program in which their child is enrolled, including providing transportation.
 - i. Adults who participate in overnight activities with children or youth.

Examples include, but are not limited to:

- Children’s or youth choir directors and their assistants
- Sunday School teachers and staff
- Vacation Bible School teachers and staff
- Organists who work with children or youth
- Lay Youth Ministers or youth sponsors
- Directors of Religious (Christian) Education
- Volunteer Youth Directors
- All Saints’ Personnel who work or assist in the nursery
- Teachers, substitute teachers, assistants, and staff
- Front Line ministry volunteers

2. **“Occasionally” Work With or Around Children or Youth** -- For the purpose of this policy, the following are included in the definition of All Saints’ Personnel who “Occasionally Work With or Around Children or Youth.” **These individuals must receive at least 1-1/2 hours of training:**
 - 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 non-parents and not more than six times for parents, or for one program or activity other than an overnight activity as specified in C.1.i above.
 - b. Persons who provide transportation to children or youth without other adults in the vehicle, infrequently, generally no more than three times a year.

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, with the exception of overnight activities. Parents who assist with overnight activities, whether for one night or longer, are required to receive 1-1/2 hours of training, but no background check.

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 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 that is meant to arouse or gratify the sexual desires of any of the children or youth.
4. **Emotional abuse** is mental or emotional injury to a child or youth that results in an observable and material impairment in the child’s or youth’s growth, development or psychological functioning.
5. **Neglect** is the failure to provide for a child’s or youth’s basic needs or the failure to protect a child or youth from harm.
6. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child’s or youth’s belongings or money.

III. SAFEGUARDS FOR CHILDREN AND YOUTH

A. SCREENING AND SELECTION

1. **Tools for screening and selection.** Any and all All Saints’ 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 (6) times a year with a program, in which their child is enrolled, including providing transportation, are exempt from these background checks and training requirements.)
 - a. A **standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks and the *Code of Conduct* (Appendix C). Please note that there are two different forms for paid applicants or volunteer applicants.

- b. **Criminal records check** in any state where the applicant has resided during the past ten (10) years.
- c. **Sexual offender registry check** in any state where the applicant has resided during the past ten (10) years.
- d. Individual **interview** with the applicant.
- e. **Reference checks** with persons who know, but are not related to, the applicant.
- f. **Driving or motor vehicle records check** for persons who transport children or youth.
- g. **Credit check** for persons with financial responsibilities.

All Saints' must obtain the background and reference checks independently and may not accept such checks obtained by others. The only exception is outlined in III.A.2.f. below.

2. **Frequency of review, record-keeping and supervisory restrictions.** 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 Diocese of Arizona shall be consulted if there is any uncertainty.
 - a. 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 three (3) months 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 and background checked worker.
 - b. All Saints' 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 or day school office. This file should contain the items listed in III.A.1. above.
 - c. Criminal records checks and sexual offender registry checks must be updated every five (5) years for All Saints' Personnel who "Regularly" or "Occasionally" Work With or Around Children or Youth.
 - d. No person will be permitted to screen or select an immediate family member who will be working with or around children or youth. 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.
 - e. Background checks must have been done within five (5) years and must be updated every five (5) years.
 - f. All Saints' Personnel who transfer to All Saints' within the Diocese of Arizona and apply for, who 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 All Saints' together with completion of:
 - A new application
 - Individual interview
 - 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.
 - g. All Saints' Personnel who transfer from Episcopal congregations or Episcopal schools outside the Diocese of Arizona may transfer *Safeguarding God's Children* training certificates, reference checks and background checks, subject to the requirements in III.A.2.f. above.

B. EDUCATION AND TRAINING REQUIREMENTS

1. 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 three (3) months; in the interim, individuals who have not completed the required training must always be supervised by a person who is fully trained and background checked.

The three (3) hour 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 All Saints' Church. No other training is acceptable, and there are no exceptions. This training is good for five (5) years.

2. Those who work "Regularly" with children or youth must receive three (3) hours of training using the *Safeguarding God's Children* videos entitled "For Parents and Congregations" and "For Ministries."
3. Those who work "Occasionally" with children or youth must receive one and one-half (1-1/2) hours of training using the *Safeguarding God's Children* video "For Parents and Congregations." This training can be administered by All Saints' Personnel who have been so authorized by the Bishop of Arizona. (Parents who participate in overnight events sponsored by All Saints', whether or not on All Saints' property, parent homes, or away, must receive one and one-half (1-1/2) hours of training using the *Safeguarding God's Children* video "For Parents and Congregations.")
4. Individuals who change categories from "Occasional" to "Regular" and who have received only 1-1/2 hours of training must receive an additional 1-1/2 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 All Saints' premises. These ratios are found in Appendix E.
2. All Saints' Personnel who will be alone in a room with a child or youth must ensure that window treatments are open and allow an unobstructed view into the room, and that windows in doors also allow a full view into the room, if it is not possible to leave the door completely open.
3. All Saints' Personnel over the age of 21 must directly supervise All Saints' 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 non-related 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 church- or school-sponsored programs for children and youth will be maintained at All Saints'.

6. All Saints' Personnel are not permitted to develop new activities for children and youth without approval from appropriate All Saints' authorities. Requests to develop new activities should be submitted in writing to the Rector or Head of School or their appointees, who will then 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 F.
8. When supervising or assisting private activities such as dressing, showering or diapering infants or children, All Saints' Personnel will remain in an area observable by other adults or work in pairs.
9. At least two unrelated All Saints' 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. The sole exceptions to this guideline are church- or school-sponsored programs when parents host children or youth in their homes overnight. An example of this is the ALFaEs program at the day school.
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.
12. While All Saints' Personnel are called upon at all times to be vigilant in the protection of children and youth in their presence, these guidelines recognize that parents are primarily responsible for the safety of their children at some functions on the All Saints' premises. Examples include, but are not limited to, Harvest Fair, sporting events when children and youth attend as spectators, and when Sunday School classes are dismissed.

D. GENERAL GUIDELINES FOR THE PROTECTION OF CHILDREN AND YOUTH

The following guidelines are intended to assist All Saints' 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 by child molesters 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 All Saints' sponsored and affiliated programs. They are not designed or intended to address interactions within families.

1. All All Saints' Personnel who work with children and youth must agree to comply with the *Guidelines for Appropriate Affection with Children and Youth* (Appendix A).
2. With church-related activities, 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. All Saints' Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs 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 All Saints' Personnel transport children and youth for an All Saints' sponsored activity or for any purpose. A sample form is found in Appendix G.

6. All Saints' 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. All Saints' 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. All Saints' Personnel are prohibited from dating or becoming romantically involved with a child or youth.
9. All Saints' Personnel are prohibited from having sexual contact with a child or youth.
10. All Saints' Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, computer files, e-mails, films, clothing, etc.) on All Saints' 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 or Head of School.
11. All Saints' Personnel are prohibited from using the Internet to view or download any sexually oriented materials on All Saints' property or in the presence of children and youth.
12. All Saints' 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. All Saints' 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 one of the children or youth in the bed, sleeping bag or tent. An adult may sleep in the same hotel room with no fewer than three (3) 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 rollaway 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. Exception 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. All Saints' Personnel are prohibited from dressing, undressing, bathing or showering in the presence of children or youth.
15. All Saints' 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. All Saints' Personnel are prohibited from using harsh language, profanity, degrading punishment, or any mechanical restraint for behavior management.
17. All Saints' Personnel are prohibited from participating in or allowing others to conduct any hazing activities or behaviors which could be construed as hazing.

IV. RESPONDING TO PROBLEMS

A. REPORTING OF INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS WITH CHILDREN OR YOUTH

1. When All Saints' 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 All Saints' 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 over-night 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 Rector, Head of School or division heads. Notification may also be made to the Canon to the Ordinary in the Bishop's office.
 - b. A telephone call or meeting with the Canon to the Ordinary in the Bishop's office if the complaint is against the Rector or Head of School.
 - 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 rector, who will then inform the Bishop. The head of school shall be informed immediately regarding any violations involving school children or youth.
4. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

B. REPORTING OF SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. All All Saints' Personnel are required by this policy and by the laws of the State of Arizona to report known or suspected abuse of children or youth to the police or to Child Protective Services, as noted in Appendix D.
2. 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.
3. 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.
4. In addition to reporting to the state authorities, All Saints' Personnel are required to report any suspected or known abuse of children or youth that may have been perpetrated by All Saints' Personnel directly to the Rector, who will immediately report it to the Bishop, so that immediate and proper steps may be taken. The Head of School shall be informed immediately regarding violations involving school children or youth.
5. Reports of suspected or known abuse that involve All Saints' Personnel must be reported to the Diocese of Arizona in one of the following ways:
 - a. A telephone call or meeting with the Rector or Head of School. Notification may also be made to the Canon to the Ordinary in the Bishop's office.
 - b. A telephone call or meeting with the Canon to the Ordinary in the Bishop's office if the complaint is against the Rector or Head of School.
 - c. A *Notice of Concern* (Appendix B), signed or unsigned, sent to the Bishop.
6. All Saints' will cooperate fully with any investigation by law enforcement authorities.

APPENDIX A: GUIDELINES FOR APPROPRIATE AFFECTION WITH CHILDREN AND YOUTH

All Saints' 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 All Saints' Personnel from misunderstandings. Stating which behaviors are appropriate and which are inappropriate allows All Saints' 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 by child molesters to "groom" children, youth and their parents for future abuse. The following guidelines are to be carefully followed by all All Saints' Personnel working around or with children and youth.

1. Love and affection are part of All Saints' 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.
- 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 settings because many of them are the behaviors that child molesters use 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: _____ 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 fax to the Bishop's office: 602-495-6603 or mail to: The Bishop of Arizona, 114 West Roosevelt Street, Phoenix, AZ 85003-1406.**

**APPENDIX C:
APPLICATION, CODE OF CONDUCT,
AND ACKNOWLEDGMENT, RELEASE AND SIGNATURE**

This section provides two application forms, one for Paid Personnel (pages 17-21) and one for Volunteers (pages 22-25). Please choose the appropriate form. These forms must be used.

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 Acknowledgment, Release and Signature page.

ALL SAINTS' Episcopal Church Paid Personnel: Application Form

Instructions:

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

Today's Date _____

Position Applied for _____

Name: _____

Street address: _____ Driver License: State ____ Number _____

City: _____ State: _____ Zip: _____ How long at current address: _____

Phone: Home (_____) _____ Work (_____) _____

Cell (_____) _____

Best Time to Contact You: _____ E-Mail Address: _____

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 all counties and states where you have lived in the past ten years: _____

For what position are you applying? _____

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

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

Employment history -Please complete for your current or most recent employer.				
Dates of employment (start with most recent)	Company name and address (city, state, zip)	Immediate supervisor name and phone	Position held	Reason for leaving
Started ___/___/___ Ended ___/___/___				
May we contact your supervisor? _____ Yes _____ No				
If not, when may we contact him or her? _____				

Please complete for your prior employers, covering the past ten years.

Dates of employment (start with most recent)	Company name and address (city, state, zip)	Immediate supervisor name and phone	Position held	Reason for leaving
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

Volunteer experience

Organization	Duties	Dates	Contact	Phone

Educational history

Name of School	Address (City, State, Zip)	Did you Graduate?	Name of Program, Degree or Certificate Earned
High School:			
College:			
Graduate:			
Other:			

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

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Relationship to You

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

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

If yes, please explain. _____

Signature

ALL SAINTS' Episcopal Church
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 All Saints' 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 All Saints' leaders and state authorities in accordance with *The Policies for the Protection of Children and Youth from Abuse*.

___ I understand that All Saints' will not tolerate abuse of children and youth and I agree to comply in spirit and in action with its policies.

ALL SAINTS' Episcopal Church
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 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 All Saints' Episcopal Church and Day School to request and receive such information.

If hired, I agree to be bound by the All Saints' policies and procedures, including but not limited to, *The 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 All Saints' Episcopal Church and Day School.

I also understand that All Saints' is an at-will employer and 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 All Saints' Episcopal Church and Day School, or myself.

Nothing contained in this application or in any pre-employment communication is intended to or does create a contract between myself and All Saints' Episcopal Church and Day School for either employment or any other benefit.

I have read and understand the above provisions.

Signature

Date

**ALL SAINTS' Episcopal Church
Volunteer Personnel: Application Form**

Instructions: Please complete all of the questions accurately and fully.

Today's Date _____
Position applied for _____

Name: _____

Street address: _____ Driver License: State _____ Number _____

City: _____ State: _____ Zip: _____

How long at current address: _____

Phone: Home (_____) _____ Work (_____) _____
Cell (_____) _____

Best Time to Contact You: _____ e-mail address: _____

Please list all counties and states where you have lived in the past ten years: _____

What ministry or ministries or school programs or activities will you be involved with?

What interests you about this ministry or ministries or school programs or activities?

What has prepared you for this ministry or ministries or school programs or activities?

Volunteer experience or Employment

Organization	Duties	Dates	Contact	Phone

References – List three references who are not related to you that we may contact.

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Relationship to You

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

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

If yes, please explain. _____

Signature

ALL SAINTS' Episcopal Church
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 All Saints' leaders and state authorities in accordance with *The Policies for the Protection of Children and Youth from Abuse*.

___ I understand that All Saints' will not tolerate abuse of children and youth and I agree to comply in spirit and in action with its policies.

ALL SAINTS' Episcopal Church
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 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 All Saints' Episcopal Church and Day School to request and receive such information.

If chosen, I agree to be bound by All Saints' policies and procedures, including but not limited to, *The 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 All Saints'.

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 All Saints' Episcopal Church and Day School or myself.

Nothing contained in this application or in any pre-volunteering communication is intended to or does create a contract between myself and All Saints' Episcopal Church and Day School for either volunteering or any other benefit.

I have read and understand the above provisions.

Signature

Date

APPENDIX D: STATE CHILD ABUSE AND NEGLECT REPORTING

Information on Reporting Child Abuse or Neglect from the Child Protective Services Website
<http://www.azdes.gov/dcyf/cps/reporting.asp>

To report an emergency, call 911.

Arizona law requires certain persons who suspect that a child has received non-accidental injury or has been neglected to report their concerns to CPS or local law enforcement (ARS §13-3620.B). YOU may be a child's only advocate at the time you report the possibility of abuse or neglect. Children often tell a person with whom they feel safe about abuse or neglect. If a child tells you of such experiences, act to protect that child by calling the toll free **Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445)**.

WHAT IS CHILD ABUSE AND NEGLECT?

When a parent, guardian or custodian inflicts or allows the infliction of physical, sexual or emotional abuse, neglect, exploitation or abandonment.

- . Physical abuse includes non-accidental physical injuries such as bruises, broken bones, burns, cuts or other injuries.
- . Sexual abuse occurs when sex acts are performed with children. Using children in pornography, prostitution or other types of sexual activity is also sexual abuse.
- . Neglect occurs when children are not given necessary care for illness or injury. Neglect also includes leaving young children unsupervised or alone, locked in or out of the house, or without adequate clothing, food, or shelter. Allowing children to live in a very dirty house which could be a health hazard may also be considered neglect.
- . Emotional abuse of a child is evidenced by severe anxiety, depression, withdrawal or improper aggressive behavior as diagnosed by a medical doctor or psychologist, and caused by the acts or omissions of the parent or caretaker.
- . Exploitation means use of a child by a parent, guardian or custodian for material gain.
- . Abandonment means the failure of the parent to provide reasonable support and to maintain regular contact with the child, including providing normal supervision, when such failure is intentional and continues for an indefinite period.

WHO MUST REPORT?

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature, or who reasonably believes that there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. § 36-2281, shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services in the Department of Economic Security, *except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only.*

The following persons are required by law to report:

- . Any physician, physician's assistant, optometrist, dentist, osteopath, chiropractor, podiatrist, behavioral health professional, nurse, psychologist, counselor or social worker who develops the reasonable belief in the course of treating a patient.
- . Any peace officer, member of the clergy, priest or Christian Science practitioner.
- . The parent, stepparent or guardian of the minor.
- . School personnel or domestic violence victim advocates who develop the reasonable belief in the course of their employment.
- . Any other person who has responsibility for the care or treatment of the minor.

A person making a report or providing information about a child is immune from civil or criminal liability unless such person has been charged with, or is suspected of, the abuse or neglect in question.

A person acting with malice who either knowingly and intentionally makes a false report of child abuse and neglect or who coerces another person to make a false report is guilty of a crime. A person who knowingly and intentionally falsely accuses another of maliciously making a false report of child abuse and neglect is also guilty of a crime.

WHEN TO REPORT?

A report should be made when any person, who reasonably believes that a child under 18 has been abused, neglected, exploited or abandoned.

A report of suspected abuse, neglect, exploitation or abandonment is only a request for an investigation. The person making the report does not need to prove the abuse. Investigation and validation of child abuse reports are the responsibilities of child protective service workers. If additional incidents of abuse occur after the initial report has been made, make another report.

HOW IS ABUSE REPORTED?

A report can be made to the CPS Statewide Toll-Free Child Abuse Hotline at 1-888-767-2445, (1-888-SOS-CHILD) or law enforcement office.

When reporting, the following information if known will be requested:

- . name, age, and gender of child and other family members
- . address, phone numbers, and/or directions to child's home
- . parents' place of employment
- . description of suspected abuse or neglect
- . current condition of the child

WHAT HAPPENS TO THE REPORT?

A CPS Specialist will investigate the report through interviews with all children in the home, parents, friends, relatives, and any other person who may have information about the child and family.

After investigation, if CPS has reason to believe that a parent, guardian, or custodian abused or neglected a child and intends to confirm this, a letter will be sent to the person accused explaining how an appeal of this decision may be requested and how to get a copy of the CPS report.

WHAT SERVICES ARE AVAILABLE THROUGH CHILD PROTECTIVE SERVICES?

Day Care, Parent Aide, Medical and Psychological Examinations and Evaluations, Shelter Care, Counseling, and other administrative and support services.

Remember: A report of suspected child abuse, neglect, exploitation or abandonment is a responsible attempt to protect a child.

APPENDIX E:
ADULT-TO-CHILD RATIOS REQUIRED FOR
PROGRAMS AND ACTIVITIES FOR CHILDREN AND YOUTH

The presence of two unrelated adults is required at all times for any church program or activity. *

In addition to this requirement, All Saints' will strive to maintain the following adult-to-child ratios:

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

*Day Schools that are accredited or licensed may observe adult-to-child ratios as established by the licensing or accrediting agencies.

**APPENDIX F:
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 expected 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 bathroom 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 bathroom. If there are stalls, the child goes in 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 or Head of School, 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 Bishop's office.

**APPENDIX G:
REGISTRATION AND PERMISSION FORMS FOR
CHILDREN OR YOUTH PROGRAMS AND ACTIVITIES**

REGISTRATION FORM

Participant's Name _____

Goes by (name) _____ Male ___ Female ___

Date of Birth _____ Age _____ Grade _____

Church Name _____ City _____

Home Address _____

City _____ Zip _____

Home Ph.# _____

Email _____

Parent/Guardian Work Phone _____

Parent/Guardian Cell Phone _____

If unavailable in emergency, notify _____

Phone _____

Allergies to medications and reaction _____

Other Allergies _____

Medications sent with participant _____

Note: Prescribed medications must be in original pharmacy container with the correct name, date, instructions and physician's name on label. The event nurse will keep and distribute all medications during the event.

Please notify the event coordinator or nurse if this participant has been exposed to any communicable disease within the 3 weeks prior to this event. Participants will NOT be allowed to attend if they arrive at the event ill.

Are there any over the counter medications that the participant should not receive if any minor symptoms develop? (i.e. Tylenol, Advil, Kaopectate, etc.) _____

Insurance Co. _____

Policy # _____ Group# _____

Insurance Co. Phone _____

EVENT PERMISSION FORM

My Child, _____,

has my permission to attend and to participate in _____ (name of event)

sponsored by _____.

I represent that my child is healthy and capable of participating in said event without causing risk of danger, illness or accident to him/herself, or to others. I agree to hold harmless the leaders of All Saints' Episcopal Church and Day School, the event coordinators, the Bishop of Arizona and the Diocese of Arizona in the event of any accident or injury.

In the event that my child requires medical attention while attending the event, I understand that an adult sponsor of the event will make every reasonable attempt to contact me. In the event that I cannot be contacted, I consent to any medical attention deemed appropriate. In the event that treatment is called for, which the medical provider refuses to administer without consent, I hereby authorize an adult sponsor to give such consent for me if I cannot be contacted immediately or, because of an emergency, there is no time or opportunity to make contact. In the event that it is necessary for that person to give consent, I agree to hold such person free and harmless of any liability for damages arising from giving such consent.

I declare that my child is covered by medical insurance and/or that I am responsible for any and all expenses incurred by my child whether covered under insurance or not.

(NOTE: THE SPONSORS OF THIS EVENT DO NOT PROVIDE INSURANCE IN CASE OF INJURY OR ILLNESS).

Custodial Parent or Legal Guardian Signature:

_____ Date _____
(faxed signature acceptable)

Relationship to Participant: _____

**APPENDIX H:
TRANSPORTING CHILDREN & YOUTH IN A MOTOR VEHICLE**

All people who will transport children/youth within the scope of a church and/or school program are to complete this form. Completed forms are to be returned to the day school office for school business and to the church office for church business. A new form is required each year.

Please attach to this form a copy of:

- your current driver's license
- proof of insurance
- current vehicle registration

Name: _____

Address: _____

Telephone: _____
home cell

Your vehicle

Make and Model: _____

Year: _____ Color: _____

Is your vehicle in good repair and equipped with safety restraints (including those for infants and young children if you will be transporting them)? ___Y ___N # of seat belts _____

If there is another vehicle you might use in the course of transporting children/youth, please describe it in the same way:

Have you ever had a driver's license revoked or suspended? If so give details.

Have you ever been arrested for DUI (driving under the influence)? _____

If yes, give details as to where and when each such charge was made, and describe the outcome:

In transporting children/youth, I agree to:

- obey all traffic regulations including speed limits and safety restraint requirements.
- transport only the number of persons my vehicle is equipped to carry.
- drive only when I am not under the influence of alcohol or other intoxicating drugs.

Signature

Date

Attest Statement

Under penalty of perjury, I swear or affirm that the information given above is true, complete and correct. I understand and agree that a complete background investigation may be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless for liability any person or organization that provides such information, I also agree to release and hold harmless All Saints' Episcopal Church and Day School, their officers, employees, agents, and volunteers.

Applicant's Signature _____

Date _____

Witness Signature _____

Person receiving/reviewing this form _____