SAFEGUARDING ALL
GOD’S CHILDREN

A program for
Child Sexual Abuse Awareness,
And Sexual Harassment and Exploitation
In the Diocese of Southwest Florida

Required for:
- Clergy
- Volunteers who work with children/youth
- Vestries
- Eucharistic visitors
- Parish employees
- Stephens ministers
- Sunday school teachers
- Parish nurses
- Diocesan leadership
- Anyone doing pastoral ministry
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**Procedures to follow if an Incident Occurs**

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<td>1. Any person who feels that he or she has experienced improper behavior is</td>
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<td>encouraged to report it to an adult advisor, the diocesan director of youth, young</td>
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<td>adult and higher education ministries, or the bishop as soon as possible. Any adult</td>
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<td>advisor who receives a report of any suspected or actual misconduct or abuse must report it to</td>
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<td>the bishop at (800) 992-7699 or the dean of your deanery within 72 hours. Anyone who has any</td>
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<td>questions about a specific situation and whether they should report it, is encouraged to</td>
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<td>report it anyway.</td>
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<td>2. If there is reason to suspect there has been child sexual abuse, call the Florida Abuse</td>
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<td>Hotline at (800) 962-2873.</td>
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<td>3. The parish treasurer should provide notification to the insurer which provides coverage</td>
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<td>to the congregation. (Notification should be put in the file as to the name of the person</td>
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<td>giving this notice, the name of the person, to whom the notification is given, and the date</td>
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<td>and time.)</td>
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Group Discussion

How do perpetrators of abuse gain access to children?

What keeps children who are abused from telling?

How common is child sexual abuse?
**Separating the**

**Facts from the Myths**

**Myth:** Strangers are responsible for most child sexual abuse.

**Fact:** 10% of abuse is perpetrated by strangers.

30% is perpetrated by family members.

60% is perpetrated by others known to the child.

**Myth:** Most child molesters are homosexual.

**Fact:** Most child molesters are heterosexual.

**Myth:** Children usually lie about sexual abuse.

**Fact:** Less than 5% of all allegations turn out to be false.
Watch for warning signs ………

In adults.

There are three types of sexual offenders of children.

Type I. Preferential Offenders

Type II. Situational Offenders

Type III. Indiscriminant or Sadistic Offenders
Watch for warning signs ........

In adults. **Physical Boundary Violations** are one type of warning sign in adults.

What are some examples of Physical Boundary Violations?

1.
2.
3.
4.
5.
6.
7.

Why do perpetrators of abuse use Physical Boundary Violations?

**Emotional Boundary Violations** are another type of warning sign in adults.

What are some examples of Emotional Boundary Violations?

1.
2.
3.
4.
5.

Why do perpetrators of abuse use Emotional Boundary Violations?
Watch for warning signs .......... 

In adults.

Behavioral Boundary Violations are a third type of warning sign in adults.

What are some examples of Behavioral Boundary Violations?
1.
2.
3.
4.
5.
6.

Why do perpetrators of abuse use Behavioral Boundary Violations?
Watch for warning signs .......

In children.

The warning signs we have identified represent some of the short-term effects of abuse, other short-term effects of sexual abuse could include the following:

1. Anxiety
2. Shame
3. Self-blame
4. Guilt
5. Feeling different
6. Feeling dirty
7. Feeling used
8. Difficulty concentrating

Some of the long-term effects of sexual abuse:

1. Suspicion of others
2. Depression
3. Difficulty with intimacy
4. Fearfulness
5. Eating disorders

Factors that effect healing:

1. Duration
2. Frequency
3. Intensity
4. Betrayal
Why is it essential to **ACT** when you see warning signs instead of waiting until you know for sure that abuse has occurred?

What are some things you can do if you spot warning signs in a particular adult?

1. 
2. 
3. 
4. 
5. 

What are some things you can do if you spot warning signs in a child or young person?

1. 
2. 
3. 
4. 
5. 
6.
**Teach** your children ways to protect themselves … when you’re not there.

What can we teach children about body parts?

1.

2.

3.

4.

It is important that the child has words to identify the private parts of the body so that he or she will later learn how to protect those parts.

**Remember,** what you call a child’s body parts are up to your family to decide. Parents and guardians should be comfortable enough with the words that they will actually use them with their children.
Teach your children ways to protect themselves …

When you’re not there.

What can we teach children about what to do if someone tries to violate their boundaries?

1.

2.

3.

4.

Even with training, many children will not tell an adult when their boundaries have been violated.

It is important for children to have alternative skills for responding to boundary violations,

and

Adults must be the primary protectors of children.
Local contact information....

If you have a concern, talk to someone.

Whom to call in my program.....

Whom to call in my parish or school....

Whom to call in my diocese or institution....

If you suspect abuse, report to the police or protective services.....

Police....

Protective services....

Child abuse hotline....
Why would a church be a place that could be targeted by perpetrators of abuse?

Why do we have an even greater responsibility to protect children when we’re involved in ministry?

What are the steps we must take to keep ministries safe?

1.
2.
3.
4.
5.
Screening is your first opportunity to prevent.

Why is screening an essential element to keeping children safe?

What steps are involved in careful screening?

1.
2.
3.
4.
5.
6.
Interacting should be guided by clear standards known to everyone.

Why are guidelines for interacting essential for keeping children safe?

What interactions are appropriate for ministry?
1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

What interactions are not appropriate for ministry?
1. 
2. 
3. 
4. 
5. 
6. 
7. 
8.
Interacting should be guided by clear standards known to everyone.

Interacting resource: Sample Guidelines

Appropriate displays of affection
- Asking permission before touching.
- Hugs.
- Pats on the shoulder or back.
- Hand-shakes.
- “High-fives” and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders, and arms.
- Arms around shoulders.
- Holding hands during prayer, or when a person is upset.
- Holding hands while walking with small children.
- Sitting close to small children.
- Kneeling or bending down for hugs with a small child.
- Holding or picking up children 3 years old and younger.

Inappropriate displays of affection
- Any form of unwanted affection.
- Full frontal hugs or “bear hugs”.
- Touching bottoms, chests or genital areas.
- Lying down or sleeping beside children.
- Massages.
- Patting children on the thigh, knee or leg.
- Tickling or wrestling.
- Touching or hugging from behind.
- Games involving inappropriate touching.
- Kisses on the mouth.
- Showing affection in isolated areas of the program such as bedrooms, closets, restricted areas or other private rooms.
- Compliments that relate to physique or body development.
Monitoring is absolutely essential for safe ministries.

Why is monitoring essential for keeping children safe?

What steps are involved in monitoring?

1.
2.
3.
4.
5.
6.
Monitoring is absolutely essential for safe ministries.

**Monitoring resource:** Sample Supervisory Plan

**Church Nursery**

**Personnel:** Only screened volunteers may work in the nursery. No one under the age of 15 may be alone with children in the nursery.

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

**Supervision:** Director of Religious Education will conduct random spot visits to the nursery no less than once each week. Visits will be documented by date, time and the DRE’s initials. Once each month, the DRE will spend at least 10 minutes observing the program. Observations will be documented by the DRE in notebook in the office.

**Ratio:** One adult volunteer per 5 children.

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

**Bathroom procedure:** Children 4 and over will be walked to the bathroom at the beginning of the hour, and the volunteer will stand in the door. Parents will be informed in writing that their children will not be assisted with toileting so they can properly prepare their children. Assisting younger children will be conducted by volunteers with one volunteer assisting and another standing in the door. When only one volunteer is present, the volunteer will be assisted by the receptionist, the DRE or another screened parent.

Diapering will be conducted in the observable diapering area only.

**Reporting Concerns:** Concerns about the nursery program should be reported to:

Call: John Doe at XXX-XXX-XXXX Ext. XXX [Fill in appropriate parish contact]
Training provides everyone with the tools to keep children safe.

Why is training essential for keeping children safe?

What should be trained?

1. 

2. 

3. 

4. 

Who should be trained?

1. 

2. 

3. 

4. 

5. 

6.
**Training** provides everyone with the tools to keep children safe.

**Training resource:** Preventing False Allegations

Behaviors that have led to false allegations of abuse:

- Meeting alone in isolated places.
- Showing favoritism.
- Engaging in physical contact that was misinterpreted.
- Wearing provocative or revealing attire.
- Meeting in homes and in bedrooms without others present.
- Being nude in front of children.
- Giving special or secret gifts.
- Graphically discussing sexual activities or encouraging others to do so.
- Keeping “secrets” about relationships.
- Failing to adhere to uniform or accepted standards of affection.
- Staring while others were dressing.
- Commenting on children’s bodies.
- Taking pictures while children are dressing or showering.
- Shaming or belittling an individual.
Responding quickly gives you the power to protect children.

Why is responding quickly essential for keeping children safe?

What can be done to respond?

1.

2.

3.

4.

5.

6.
Responding quickly gives you the power to protect children.

Responding resource: Barriers and Disclosures

Barriers to reporting sexual abuse.

Denial. We don’t want to believe that abuse occurs.

Loyalty. We have allegiance to the alleged perpetrator or the organization.

Fear. We could be wrong, or we may not want to be identified.

Protection. We want to protect the victim from embarrassment or pain.

Avoidance. We don’t want to get caught in the middle.

Guilt. We should have known or we might be implicated.

If a child discloses abuse:

Listen.
Be sensitive to vague disclosures.
Don’t threaten or condemn the alleged perpetrator.
Let the person know you believe him or her.
Tell the person he or she was right to disclose.
Assure the person the abuse was not his or her fault.
Reassure the person that he or she will be safe.
Avoid questions that could make the person feel responsible.
Collect essential details for the report.
Write down exactly what the person said.
Follow reporting procedures.
I. **Exercise: Names that can Hurt**

Brainstorm terms that are used to describe a person that may offend or hurt others or make them feel less valued.

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II. **Discussion Questions for Harassment Misconduct Prevention**

1. What is harassment?

2. What is sexual exploitation?

3. What is sexual misconduct?

4. What is collusion?

5. What does Title VII of the Civil Rights Act of 1964 prohibit discrimination of?

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III. **True or False**

1. True or False - Harassing behaviors are those that disrespect another person or group.

2. True or False - Behavior must be violent or filled with anger to be considered hostile.

3. True or False - Pervasive means the behavior or conduct must be ongoing.

4. True or False - The intention of a person’s behavior must be considered when determining whether or not harassment has occurred.

5. True or False - A “reasonable person” standard is applied to determine whether a behavior could be considered harassment.

6. True or False - An employer cannot be held liable in a harassment suit if they were unaware of the behavior in their workplace.

7. True or False - The key to preventing harassment is in understanding what it is and how it affects others.

8. True or False - Reasonable action involves letting the offender know their behavior is unwelcome.

9. True or False - Respecting the differences in one another is a key to avoiding harassment in the workplace.

10. Yes or No - I am familiar with the current Diocesan Policies for the Protection of Children and Youth from Abuse.
**Key for Exercise No. II Discussion Questions**

1. **What is harassment?**

   Verbal, non-verbal or physical conduct that insults, belittles or shows hostility or aversion toward an individual or group on the basis of that person’s or group’s race, color, national origin, citizenship, religion, gender, marital status, sexual orientation, age, ability, disability, and or any other characteristic protected by law. This may include but is not limited to:

   1. use of sexual language or comments
   2. using nicknames or other terms that may make the recipient feel uncomfortable or threatened
   3. telling of ethnic or sexual jokes or stories
   4. spreading rumors
   5. talking about or asking about a person’s sex life
   6. comments about a person’s anatomy or clothing
   7. staring at someone
   8. giving certain facial expressions {such as winking, throwing kisses, etc.}
   9. displaying sexually suggestive visual materials
   10. making sexual gestures with hands or body movements
   11. unwelcome or undesired physical contact

   Harassment is any pervasive behavior or comment that makes the recipient feel uncomfortable or threatened.

2. **What is sexual exploitation?**

   Sexual exploitation involves sexual or romantic relationships (actual or attempted) between a church worker and a person with whom she / he has a pastoral relationship, whether or not there is apparent consent from the individual. Such exploitations constitute a betrayal of trust, and include any of these activities during the course of the pastoral relationship:

   1. sexual intercourse
   2. erotic kissing
   3. touching of genital area / breasts
   4. verbal suggestions of sexual involvement
   5. use of force [physical / emotional / supervisory] to gain sexual gratification
3. **What is sexual misconduct?**
   The term sexual misconduct includes sexual abuse, harassment or exploitation:
   1. *Sexual abuse or sexual molestation* is sexual involvement or sexual contact with a person who is a minor or who is legally incompetent.
   2. *Sexual harassment* is unwanted or unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature including sexually-oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications, undesired physical contact; inappropriate comments about clothing or physical appearance, or repeated unwelcome requests for social engagements.
   3. *Sexual exploitation* is the development of or the attempt to develop a sexual relationship between a cleric, employee, or volunteer and a person with whom there is a pastoral relationship, whether or not there is consent.

4. **What is collusion?**
   Collusion is another term for collaboration or conspiracy. People collude to keep the truth hidden and to protect those who are engaged in unethical, immoral or illegal practices. Collusion can be aggressive and vocal or passive and silent. Dee Miller coined the phrase DIM thinking (*DENIAL, IGNORANCE, & MINIMIZATION*) for describing what lies behind collusion. Ignorance can refer to one or all of the following: misinformation about the dynamics of abuse, resistance to attempts to provide education, or a choice to ignore what one knows to be true. Some of the ways people collude to keep sexual abuse or misconduct in the dark are:
   - **Deny** refuse to accept as true or right; reject as unfounded, unreal;
   - **Justify** to show something to be right or reasonable; to free from blame;
   - **Minimize** to make something appear to be of the least possible importance;
   - **Blame** to place the responsibility of an error, fault or damage on; someone/something else;
   - **Trivialize** to make something seem unimportant, insignificant or trifling.

5. **What does Title VII of the Civil Rights Act of 1964 prohibit discrimination of?**
   It prohibits discrimination on the basis of Race, Color, Religion, Sex, or National Origin. It prohibits verbal, non-verbal, and visual harassment of any type.
DIOCESE OF SOUTHWEST FLORIDA

DIOCESAN POLICIES FOR
THE PROTECTION OF
CHILDREN AND YOUTH FROM ABUSE
Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships. Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by Diocese of Southwest Florida to help churches create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code and within the Policies for the Protection of Children and Youth from Abuse before agreeing to adhere to the statements and continue in service to the church.

**CODE OF CONDUCT FOR PROTECTION OF CHILDREN AND YOUTH**

- Church Personnel agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.

- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.

- Church Personnel agree to comply with the policies for general conduct with children and youth as defined in these Policies for the Protection of Children and Youth from Abuse.

- All Church Personnel agree to comply with the Guidelines for Appropriate Affection with children and youth.

- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, church personnel agree to immediately report their observations.

- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.

- 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.

**GENERAL DEFINITIONS**

**A. CHURCH PERSONNEL** For the purposes of this policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.

2. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies.

3. Those who contract their services to the diocese, its congregations, schools or other agencies.

4. Volunteers, including any person who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, Bishop’s Committees, and boards of directors.

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

**C. REGULARLY OR OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH** For the purpose of this policy, the following are included in the definition of Church Personnel who regularly work with or around children or youth:
1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.

2. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who has keys giving them access to the buildings on the grounds.

3. All persons who supervise or assist with supervising children or youth, other than church school teachers, in ministries, programs or activities more often than occasionally.

4. All persons who provide transportation to children or youth without other adults in the vehicle more often than occasionally.

5. Any paid personnel whose living quarters are on the grounds of the church, school or other related agency.

6. All vestry members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for children or youth.

Examples of Church Personnel who REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH: include, but are not limited to:
- Children’s or youth choir directors
- Organists who work with children or youth
- Lay youth ministers
- Volunteer youth directors
- All Church Personnel who work or assist in the nursery more than four times a year
- All Church Personnel who work in the nursery if they are the only person over 21 present at any time
- All staff, whether volunteer or paid, at church camps
- Adults who participate in overnight activities with children or youth more than twice a year

For the purpose of this policy, the following are included in the definition of Church Personnel who OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH:

1. Church school teachers.

2. All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one "unit" of Church School for a month).

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

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

5. Adults who participate in overnight activities with children or youth once or twice a year.

D. TYPES OF ABUSE

1. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.

2. Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.

3. Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children or youth.

4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth’s growth, development or psychological functioning.
5. Neglect is the failure to provide for a child or youth’s basic needs or the failure to protect a child or youth from harm.

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

SAFEGUARDS FOR CHILDREN AND YOUTH

A. SCREENING AND SELECTION

1. Any and all Church Personnel who REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:

   a. A STANDARD APPLICATION completed by the applicant that includes an authorization for the release of information to conduct background checks and the CODE OF CONDUCT.
   b. CRIMINAL RECORDS CHECK in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.
   c. SEXUAL OFFENDER REGISTRY CHECK in any state where the applicant has resided during the past seven (7) years.
   d. INDIVIDUAL INTERVIEW with the applicant.
   e. REFERENCE CHECKS of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
   f. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person may be transporting children or youth.

2. Any and all Church Personnel who OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH shall be screened and selected utilizing at least the following:

   a. A STANDARD APPLICATION completed by the applicant that includes an acknowledgment for the release of information to conduct background checks and the CODE OF CONDUCT.
   b. INDIVIDUAL INTERVIEW with the applicant.
   c. AT LEAST ONE REFERENCE CHECK of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
   d. DRIVING OR MOTOR VEHICLE RECORDS CHECK if the person will be transporting children or youth.

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

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

5. Criminal records checks and sexual offender registry checks will be conducted every five (5) years for Church Personnel who Regularly Work With or Around Children or Youth.

6. To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar inlaw relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.

7. Church Personnel who transfer within the Diocese of Southwest Florida and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in Section A above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.
B. EDUCATION AND TRAINING REQUIREMENTS

1. Four hours of child abuse prevention education and training is required for all CHURCH PERSONNEL WHO REGULARLY WORK WITH OR AROUND CHILDREN OR YOUTH before they start their work with children or youth or, if that is not possible, one hour of child abuse awareness training before they start their work and the rest of the training within three months of starting. Training must be renewed every five years utilizing the Safeguarding Online program.

2. One hour of child abuse awareness education and training is required for all CHURCH PERSONNEL WHO OCCASIONALLY WORK WITH OR AROUND CHILDREN OR YOUTH before they start their work with children or youth.

3. Church Personnel who are responsible for screening, selection and supervision of others in programs for children and youth are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring every two years.

C. MONITORING AND SUPERVISION OF PROGRAMS

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

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

The structural guidelines and standards are covered in both this MONITORING AND SUPERVISION section and in the following section, GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH and in the GUIDELINES FOR APPROPRIATE AFFECTION.

1. Every program for children and youth must have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.

2. Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.

3. Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.

4. An up to date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.

5. Church Personnel are not permitted to develop new activities for children and youth without approval from the rector or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector or canonical equivalent. The rector or canonical equivalent will consider whether the plan for a new activity includes adequate adult supervision.
6. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.

7. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.

8. At least two unrelated Church Personnel must supervise activities. When both boys and girls are participating, male and female adults must be present.

D. GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

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

1. All Church Personnel who work with children or youth must agree to comply with the Diocese of Southwest Florida Guidelines for Appropriate Affection (Appendix A).

2. No person will be allowed to volunteer to REGULARLY WORK WITH CHILDREN OR YOUTH until the person has been known to the clergy and congregation for at least six months.

3. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.

4. Church Personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.

5. Parents or guardians must complete written permission forms before Church Personnel transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.

6. Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church Personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.

7. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.

8. Church Personnel are prohibited from dating or becoming romantically involved with a child or youth.

9. Church Personnel are prohibited from having sexual contact with a child or youth.

10. Church Personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

11. Church Personnel are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.

12. Church Personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.

13. Church Personnel are prohibited from sleeping in the same beds, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.

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, degrading punishment, or mechanical restraint such as rope or tape for behavior management.

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

RESPONDING TO PROBLEMS

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

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

2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:
   a. A telephone call or meeting with the immediate supervisor of the person,
   b. A telephone call or meeting with the rector or canonical equivalent, if the person is not the rector or canonical equivalent;
   c. A telephone call or meeting with a church warden if the person is the rector or canonical equivalent;
   d. A telephone call, meeting or fax to the bishop;
   e. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the bishop.

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

B. REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. All Church Personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities.

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

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

4. Reports of suspected or known abuse that involve Church Personnel may be reported to the Diocese of Southwest Florida in the following ways:
   a. A telephone call, meeting or fax to the bishop;
   b. A telephone call or meeting with the rector or canonical equivalent, if the rector or canonical equivalent is not the person being complained about.
   c. Submit a NOTICE OF CONCERN (Appendix B), signed or unsigned, to the bishop.
5. The Diocese of Southwest Florida and the Parish will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the Diocese of Southwest Florida.

**APPENDIX**

**A. GUIDELINES FOR APPROPRIATE AFFECTION**

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

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

Some POSITIVE and APPROPRIATE forms of affection are listed below:
- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered INAPPROPRIATE with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.
- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.
B. CONFIDENTIAL NOTICE OF CONCERN

Individual(s) of Concern:___________________________________________________________

Date of occurrence:________________________________________________________________

Time of occurrence:________________________________________________________________

Type of Concern:
[ ] Inappropriate behavior with a child or youth
[ ] Policy violation with a child or youth
[ ] Possible risk of abuse
[ ] Other concern:

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

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

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

_______________________________________________________________________________________
_______________________________________________________________________________________
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_______________________________________________________________________________________

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

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

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Submitted by:(Please print)_______________________________Telephone:_____________________

Location and address_____________________________________________________________________

_______________________________________________________________________________________
_______________________________________________________________________________________

Signature: _____________________Date: _________________Reviewed by:_____________________

Once completed, please fax to the confidential fax line 941 556 0321.
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/youth.

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

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

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

ACKNOWLEDGMENT, RELEASE AND SIGNATURE

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize the Diocese of Southwest Florida to request and receive such information.

If hired or chosen, I agree to be bound by Diocesan policies and procedures, including but not limited to its POLICIES FOR THE PROTECTION OF CHILDREN AND YOUTH FROM ABUSE and CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH. I understand that these may be changed, withdrawn, added to or interpreted at any time at the Diocese of Southwest Florida’s sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Diocese of Southwest Florida or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and the Diocese of Southwest Florida for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature________________________________ Date __________________________________________
C: FLORIDA CHILD ABUSE REPORTING STATUTE WEBSITES

FLORIDA www.state.fl.us/cf_web/

D: FLORIDA CRIMINAL RECORDS AND SEX OFFENDERS REGISTRY INFORMATION

FLORIDA
AGENCY Florida Department of Law Enforcement
P.O. Box 1489
ATTN: USB (User Services Bureau)
Tallahassee, FL 32302
(850) 410-8109
WEBSITE www.2.fdle.state.fl.us
CRIMINAL BACKGROUND CHECK
Criminal background records are obtained through either, name and date of birth checks or on the internet.
SEX OFFENDER REGISTRY
The Sex Offender Registry hotline is (850) 410.8572.

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

To register your training at the Diocese, please complete and return this form to:

Tana Sembiante, Diocese of Southwest Florida
7313 Merchant Court, Sarasota, FL 34240

Please print or type

Church : ___________________________ City : _________________________

Training Session Date:_____________ Time: _________________________

Proposed location of training:______________________________________

Name of trainer/s:________________________________________________

Material requirements:____________________________________________

Registration completed by :-

Name & Signature:_________________________ Date: _______________

(For additional information please contact: Tana Sembiante (941) 556-0315 Ext. 274 or Email tsembiante@episcopalswfl.org)
# Sign in Sheet

Diocese of Southwest Florida

Safeguarding All of God's Children Training

Date: ______________  Time: ________________  Location: ________________________

Trainer Name: ___________________  Trainer Signature: _____________________

Trainer Name: ___________________  Trainer Signature: _____________________

(Please Print Name and Parish Clearly)

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<th>Parish to Receive Certificate</th>
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Safeguarding All God’s Children: Training Session Evaluation

Please take your time to answer the following questions. Your feedback is truly appreciated!

Your program or ministry: ____________________  Your role: ________________

<table>
<thead>
<tr>
<th>Please rate the following:</th>
<th>Poor</th>
<th>Average</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>First Video: Safeguarding God’s Children: A Guide for Parents</td>
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<td>and Congregations</td>
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<td>Second Video: Safeguarding God’s Children: A Guide for Ministries</td>
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<td>Skills of the trainer.</td>
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<tr>
<td>Information gained from the workshop.</td>
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<td>3</td>
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<tr>
<td>Overall.</td>
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<td>2</td>
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The most useful part of this workshop was ____________________________________________

______________________________________________________________________________

The least useful part of this workshop was _________________________________________

______________________________________________________________________________

______________________________________________________________________________

Are there things you will do differently as a result of this training? ________________

______________________________________________________________________________

______________________________________________________________________________

Other comments or suggestions? _________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Thank you for your assistance.
RESOURCE LIST

1. Florida Department of Children and Family Services
Florida Abuse Hotline: 1-(800)-96ABUSE or 1-(800)-962-2873
Regional Offices:
Charlotte, Collier & Lee Counties
P.O. Box 60085, Fort Myers, FL 33906 / 2295 Victoria Ave., Fort Myers, FL 33901
Tel. (239) 332-2822
Hillsborough, Pinellas, Pasco, Manatee, Sarasota & Desoto Counties
9393 N. Florida Ave., Tampa, FL 33612
Tel. (813) 558-5900 – SC 514-5900
Hernando County
1601 West Gulf Atlantic Highway, Wildwood, FL 34785
Tel. (352) 330-2177 – SC 895-5001

2. Florida Department of Law Enforcement
P.O. Box 1489
ATTN: USB (User Services Bureau)
Tallahassee, FL 32302
Tel. (850) 410-8109
Website: www.2.fdle.state.fl.us
Criminal Background Check: Criminal background records are obtained through either name and date of birth checks or on the internet.
Sex Offender Registry hotline: (850) 410-8572

3. The Church Insurance Company
Church Pension Group and The Nathan Network
445 Fifth Ave., c/o Grace Episcopal Church
New York, NY 10016
ATTN: Sally Johnson
311 Broad St. Windsor, CT 06095-2906
Direct Tel. (612) 836-1450 Toll Free (877) 285-8659
Website: www.cpg.org Tel. (860) 285-8659

4. The National Committee for Prevention of Child Abuse (NCPCA), 332 S. Michigan Ave., Ste. 1600, Chicago, IL 60690 - Tel. (312) 663-3520

5. The National Resource Center On Child Sexual Abuse, 107 Lincoln St., Huntsville, AL 35801 - Tel. 1-(800) KIDS-006 (1-(800) 543-7006)

6. The Family Violence & Sexual Assault Institute, 1310 Clinic Dr., Tyler, TX 75701 - Tel. (903) 595-6600

Additional Reference Material

1. Richard R. Hammar, Steven W. Klipowicz, and James F. Cobble, Jr. Reducing the Risk of Child Sexual Abuse in Your Church (April) 1993. Christian Ministry Resources, P.O. Box 1098, Matthews, NC 28106. – Tel. (704) 841-8066 / Fax (704) 841-8039

Dealing Responsibly with Public Perception and the Media

Making statements can be tricky when allegations of wrongdoing become public.

In fact, thoughtless comments offered in the heat of the moment -- however well-intentioned -- can make the situation worse for everyone involved. In general, if a reporter (or anyone else, for that matter) asks you about an incident or allegation:

- Don’t feel pressured. You don’t HAVE to talk to a journalist if you don’t want to. If you don’t wish to be interviewed, politely decline and refer them to a supervisor, your rector or the diocesan office. Please don’t say “no comment” (see below).
- Limit your comments to what you know to be true from first-hand experience. Don’t speculate. Don’t repeat rumors. It’s OK to say “I don’t know.”
- For legal reasons, never reveal names of minors involved in any incident. Newspapers generally refrain from publishing that information anyway.
- NEVER try to publicly defend a person accused of wrongdoing by declaring their innocence or deriding the allegations. Unless you’re an eyewitness, you don’t know if the allegations are true or false. Secondly, implying that a potential victim of abuse could be lying is insensitive and can deter other victims from coming forward.
- Don’t say “no comment” to a reporter. In print or on TV, those two words will give the impression the church is hiding something or is trying to hinder an investigation, both of which are never true.
- The first call from a reporter will almost always catch you off-guard. If you are a position to be a spokesperson and you need more time to get your thoughts together, simply ask for it. For example:
  - “We’re still gathering information at this point. Can I call you back this afternoon?”
  - “I’m in the middle of something right now. Can I call you back in 15-20 minutes?”

In short: Think about what you say before you say it; limit comments to facts you actually know; don’t hesitate to refer inquiries to a supervisor or the diocesan office.