



St David's Congregation  
1801 Camborne Road  
Richmond, VA 23236

POC: Director of Child & Youth Formation

## Creating a Culture of Child/Youth Safety-2014 (REPENT)

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Ref: (a) DoSVA, Policies for the Protection of Children/Youth from Abuse (2013)  
(b) DoSVA, "Safe Church" Web Site; [http://www.diosova.org/safe\\_church](http://www.diosova.org/safe_church)  
(c) Church Pension Group training @ <http://www.safeguardingonline.org>  
(d) Resolution B008, Protection of Children and Youth From Abuse, 74th General Convention (2003)  
(e) Church Pension Group, Model Policies for the Protection of Children and Youth from Abuse

1. PURPOSE. To create a transparent culture of child/youth safety within the St. David's community that inoculates against the largest risks, in part by identifying and addressing vulnerabilities, knowledge gaps, and bad habits. This is a prevention program. It does not, therefore, address criminal child abuse beyond the obvious requirement to report such crimes to law enforcement should this prevention system fail.

2. DISCUSSION. Children in organized activities face all the hazards of society including accidents, bullying, hazing, molestation, sexual assault, and peer abuse. This policy approaches these issues from the perspective of early prevention. It is designed to gradually create, and maintain, a common culture of safety that prevents or deters seriously harmful behaviors that must be addressed after-the-fact.

3. APPLICABILITY. This policy applies: (1) To all persons on the St. David's property including sponsored scouting groups; (2) All persons associated with St. David's while participating in authorized off site child/youth activities approved by the Director of Child & Youth Formation; (3) Non-public communications about all community events, programs, and activities; and (4) All church sponsored communication channels such as web sites, blogs, email, twitter, texting, or social media sites/pages.

4. DIRECTIVES AFFECTED. None. This policy consists of this cover page and the REPENT Prevention System (12 pages plus the listed enclosures).

Approved by the vestry on April 8, 2014; effective September 1, 2014.  
*//ss// (Senior Warden)*

Enclosure: (1) Risk Assessment Form  
(2) Internal Reporting Form  
(3) Caution Signs: Access, Privacy, & Control  
(4) Hazing Prevention Policy  
(5) Definitions

## **BEDROCK PRINCIPLES** (or Commandments)

(words in *bold italics* defined in enclosure 5)

Caring relationships are at the foundation of Christian ministry and a hallmark of a successful congregation. Programs to help *children* and *youth* experience God's gifts and love embody this core value. They are also risky, especially activities that do not occur on a Sunday morning in our church facility with at least one parent onsite.

This policy seeks to reduce these risks, largely by having carefully selected, trained, and monitored adults actively supervise events. This is not enough, however. The entire St. David's community must support a culture of safety built on the following bedrock principles, which are, in biblical terms, analogous to the 10 Commandments.

Memory aid: REPENT

1. **R**isk Recognition. A culture of safety unflinchingly acknowledges the diverse hazards. Therefore, before every *child/youth event*, we gladly employ a standard risk reduction technique called a *risk assessment* to avoid complacency. (See form at enclosure (1))
2. **E**veryone. Creating an effective culture of safety requires everyone's willing participation and compliance with our common standards of behavior.
3. **P**arents First. Prevention is a partnership between parents, staff, congregation, and adult volunteers. However, parents have primary responsibility at all times. They must be curious, involved, vocal, and personally satisfied with the supervision and risk mitigation measures.
4. **E**mpowered Leadership. The *rules* and standards of behavior established by this policy are only the non-negotiable baseline, or minimum. We always can, and often should, do more. Staff, ministry leaders, and associated organizations are empowered to implement additional measures from the many references, or as otherwise required by law or organizational charter (Boy/Girl Scouts).
5. **K**nowledge, Skills & Abilities. A culture of safety is partially built on Knowledge, Skills, and Abilities (KSA). Prevention starts with our bedrock principles and standards of behavior. Staff, vestry, *drivers*, and designated *supervising adults* must also demonstrate additional knowledge, skills, and abilities to perform certain tasks under specified conditions.
6. **T**ransparency. Perhaps the most important prevention principle. There can be no secrets, shaded truth, minimization, looking away, or dark corners when it comes to our *child* and *youth* programs. Everything is proudly done in the open sunshine. Even "minor" mistakes, *rule* violations, and *non-routine contacts* are promptly reported to prevent vulnerabilities that can be exploited by *acquaintance molesters* who patiently infiltrate *child/youth* programs.

## Section 1

### R - Risk Recognition.

Bedrock Principle: A culture of safety unflinchingly acknowledges the diverse hazards. Therefore, before every *child/youth event*, we gladly employ a standard risk reduction technique called a *risk assessment* to avoid complacency.

(Reminder: words in *bold italics* defined in enclosure 5)

- A. All the hazards of modern society are present in any program or activity conducted within this church community. Moreover, the generally trusting and forgiving nature of our congregation creates some additional vulnerability.
- B. Risk is the statistical chance that a hazard will cause a seriously bad outcome here. Our perception of risk, called *perceived risk*, is often very different from the objectively verifiable *actual risk*. Humans frequently over and under estimate the risk of an activity based on a variety of non-factual perceptions.
- C. Scientifically reviewed data, therefore, drives this policy's focus on reducing our children's exposure to the following known hazards: (1) automobile travel; (2) other accidents; (3) *acquaintance molesters*; (4) *stranger molesters*; (5) *hazing*; (6) *bullying* and (7) *peer-on-peer abuse*. This prevention policy is not, however, a substitute for supervision by involved parents.
- D. To avoid complacency, we recognize and discuss the risks in any particular event beforehand. This is known as a *risk assessment*. The idea is to systematically discuss, score, and address known hazards and risk factors before conducting an event, and to repeat the process if something changes. It requires leaders to explicitly address, and re-address, common sense questions such as: What are we going to do? What are the hazards? What are the options for reducing them? How effectively can we implement them? How much risk remains? Do the benefits of this activity (still) outweigh the remaining risks?
- E. We have simplified a widely used model called the *GAR*, or Green-Amber-Red, for use in our *child and youth events*. As expected, a score in the red (higher #) means the activity is most risky (normally because there is significant reliance on the good judgment of youthful participants); amber is in the middle; and green (lower #) means lowest risk.
  - a. Green (least risk): GAR score of 5-10. Typically pre-planned and frequently recurring on site activities with at least 2 *supervising adults* present at all times and many other adults on site, including at least one parent/guardian of each participant. Typical examples: Sunday school, Godly play, and midweek evening Lenten program.
  - b. Amber (moderate risk): GAR score of 11-25. Typically other pre-planned on site activities with several *supervising adults*, including at least 1 *event leader*. Examples: Boy Scout troop meeting on Monday evening, EYC meets at church one evening, and the "Great Cookie Caper."
  - c. Red (high risk): GAR score >25. Typically an off-site event or an onsite overnight event for older and more mature youth. Examples: EYC trips, EYC or Boy Scout sleepover or on-site camping. (This policy is not applicable to offsite events by associated organizations such as the Boy Scouts.)

- d. These are just illustrations. Actual **GAR** scores are determined before each event or activity. We use the form at enclosure (1).

F. **Rules:**

- a. No new **child/youth event** or program may be created without the approval of the **Director of Child & Youth Formation\* (DCYF\*)** and rector.
- b. The **DCYF** shall obtain written permission slips from the parents/guardians of all non-adult participants prior to conducting an overnight or offsite event.
- c. The **DCYF** shall establish a clear starting and ending point for every **authorized child/youth event** and publicize this information to parents. This step is critical for offsite events as it determines who is responsible for transportation safety.
- d. Prior to conducting any **child/youth event**, the **supervising adults** shall faithfully perform a **risk assessment** using the form at enclosure (1) to, at least, guide their verbal discussions. This is sometimes referred to as “doing a GAR.”
- e. **Supervising adults** shall update their initial **risk assessment** whenever there is: a new activity; a change in any of the 5 **GAR** risk factors (activity complexity/consequence, environment, supervision, planning, & fitness); a new or increased hazard; or a recommendation to update the **GAR** from anyone in the group.
- f. The **DCYF\*** shall ensure that all required risk assessments are conducted.
- g. The **DCYF\*** may require a written risk assessment, a more detailed risk assessment of some aspect of a multi-activity event, more information to explain a **GAR** score, or an updated risk assessment. Such determinations are final.
- h. The **DCYF\*** shall cancel a planned **child/youth event** whenever it does not provide adequate supervision, considering the application of all available mitigation measures. Unless conducted entirely in **public**, an event cannot be adequately supervised without at least 2 unrelated adults, of the appropriate genders, immediately present and paying attention to the event.
- i. Whenever a **risk assessment** results in a **GAR** score  $\geq 11$ , the **supervising adults** and **DCYF\*** shall consider implementing additional mitigation measures in accordance with the “Empowered Leadership” section of this policy (Section 4).
- j. The **DCYF\*** shall inform the rector and wardens whenever a **GAR** indicates that an event, or some activity within a larger event, scores over 25 total points (e.g. is “red) or whenever any particular risk factor (such as environment) scores 9 or more points. This report shall include any desired mitigation measures and an overall go/no-go recommendation for the event, or portion of an event.
- k. The **DCYF\*** may, in conjunction with the relevant **event leaders** or other **supervising adults**, conduct a blanket risk assessment for routine recurring daytime events on the St. David's facility, and for routine recurring large group on-site events with parents also present on site. Such blanket risk assessments are valid for the shorter of the program's duration or a Sunday school “semester.” **Supervising adults** are still required to conduct a brief **risk assessment** check-in prior to each specific event, activity, or class.
- l. The **DCYF\*** shall, upon request, make the results of any **GAR** score available to the parent or guardian of an eligible, or actual, participant.

## Section 2

### E – Everyone.

Bedrock Principle: Creating an effective culture of safety requires everyone's willing participation and compliance with our common standards of behavior.

(Reminder: words in ***bold italics*** fully defined in enclosure 5)

- A. No prevention program is fully effective unless it resides within an overall culture of safety. A community's culture is the shared system of values, beliefs, and behaviors that characterize its people. It is "how we really do things around here."
- B. As it grew, this congregation found it necessary to shift toward a more institutional model of prevention. This will be a long-term evolutionary process, especially since caring relationships and the concept of "church family" are central to our Christian identity.
- C. Culture change starts with small steps in language and behavior. Mastering the following language and behavior will significantly advance this prevention effort.
- D. ***Hazing*** (sometimes called pranks or tricks).
  - a. Language. Although a comprehensive, yet compact, definition is difficult to provide, hazing typically occurs in connection with various impromptu and unsupervised "initiations." Examples include: verbal abuse, sleep deprivation, application of foreign or noxious substances on someone's body, head shaving, hitting, slapping, paddling, or any other action subjecting an individual to ridicule or embarrassment. If it wouldn't be done in front of parents and the congregation, then it is probably hazing. It makes absolutely no difference if the hazing victim has apparently agreed to participate.
  - b. Behavior Standard. Jesus didn't haze, or play pranks on, the new disciples so neither shall we. Prevention is everyone's responsibility.
  - c. See the complete hazing prevention policy statement at enclosure (4).
- E. ***Bullying***
  - a. Language. Bullying is aggressive behavior or language used to establish and maintain status/control over another ***child*** or ***youth***. Typical examples include exposing embarrassing information, spreading rumors, verbal attacks – in person or in cyberspace, so-called "pranks," group exclusion, physical intimidation, requiring personal servitude, threats, etc.
  - b. Behavior Standard. We are all called to love our neighbor as ourselves, treating everyone with acceptance, compassion, and respect. This is sometimes difficult, particularly within groups of ***children*** and ***youth***. Nonetheless, everyone is responsible for living this fundamental value. Bullying is, therefore, prohibited.
- F. ***Acquaintance Molesters***
  - a. Language. ***Acquaintance molesters*** are like spies who patiently infiltrate and imitate ideal child/youth leaders in order to gain unhealthy access to children.
  - b. Behavior Standard. Prevention is everyone's responsibility. We, therefore, limit all adult-to-***child/youth***, ***youth-to-youth***, and ***youth-to-child***, interactions to the following ***routine*** consensual interactions.
    - i. Brief hugs, pats on the shoulder, or pats on the back in ***public***.

- ii. Handshakes, “high-fives” and hand slapping.
  - iii. **Public** verbal praise - that is NOT related to physique or body development.
  - iv. Potentially private conversations conducted in an open **public** space – excluding any direct or tangential discussion of sexual topics between an adult and **child/youth**.
  - v. Touching hands, faces, shoulders and arms while in **public** or placing arms around shoulder in **public**.
  - vi. Holding hands while walking with small children.
  - vii. Sitting beside small children in **public**.
  - viii. Kneeling or bending down for hugs with small children in **public**.
  - ix. Holding hands during prayer.
  - x. Pats on the head when culturally appropriate.
  - xi. Brief **public** displays of affection or consolation during a **public** ceremony such as a wedding or funeral.
  - xii. Physical contact authorized by the rules of a **public** sporting event such as tagging out a runner during a softball game (does not include singling out any person, group, or type of person for targeted or rougher contact).
  - xiii. Physical contact necessary to protect someone from imminent danger or to administer first aid.
  - xiv. Physical contact necessary to provide instruction (e.g. proper stance or motion): (1) during an **authorized child/youth event**, or (2) done in **public**.
  - xv. Incidental physical contact while riding in a car or while sitting next to another person in a **public** setting such as a theatre or church pew.
  - xvi. If preauthorized by a parent, appropriate diapering or toileting of infants.
  - xvii. If preauthorized by parents, sleeping well apart within an open space such as a church basement or one-room cabin or lean-to.
  - xviii. Using a separate stall in the large restrooms outside the parish hall. (Gender appropriate restroom, of course.)
  - xix. Other physical contact authorized by a parent/guardian such as having a small child sit in one's lap in **public**.
  - xx. Discipline or control of one's own child that does not involve hitting.
  - xxi. Laying-on of hands or other contact during a **public** worship service.
  - xxii. Any form of electronic or digital communication to or from a **supervising adult**, which is also sent to, or easily viewable by, another **supervising adult** and applicable parent(s).
- c. These standards of behavior apply as described in paragraph 3 (Applicability) of this policy's cover page.

**G. Rules:**

- a. Parents shall not authorize any contact or interaction with their children that contradicts or undermines these standards of behavior.
- b. No one shall possess, view, download, or discuss sexually oriented or related materials (magazines, cards, videos, films, images, clothing, etc.) on church property or in the presence of **children/youth** except as part of an **authorized child/youth** educational event.
- c. Anyone involved in, or becoming aware of, **non-routine contact** (that is, any contact, comment, proximity, or interaction not on the above list), shall promptly report it to



- the **Director of Child & Youth Formation\* (DCYF\*)**, or equivalent Boy/Girl scout official. See form at enclosure (2). The primary purpose of this report is remedial and preventative. The noncompliant person receives a reminder on the standards of behavior and is made aware that “Everyone” is paying attention to safety.
- d. Anyone involved in, or becoming aware of, any degree of noncompliance with a **rule** established by this policy shall promptly report it to the **DCYF\***, or equivalent Boy/Girl scout official. See form at enclosure (2). The primary purpose of this report is remedial and preventative. The noncompliant person receives a reminder on the rules and is made aware that “Everyone” is paying attention to safety.
  - e. Reports involving the **DCYF\*** shall be made to the rector and wardens (or equivalent Boy/Girl scout officials) Reports involving the rector shall be made to the wardens.
  - f. In addition to contacting the potentially noncompliant person, the **DCYF\*** shall inform the rector, wardens, and parents at the earliest opportunity, and complete the actions listed in the “Transparency” and “kNowledge, Skills, and Abilities” sections of this policy.

REMINDER – This policy is an early prevention, education, and cultural change system; not a law enforcement or other planned response to observed or suspected crimes. Under this policy, **reportable** contact is not necessarily inappropriate. In fact, it may even be beneficial. It is simply reported, ideally by the person making the contact, as a preventative measure. If our prevention system fails, however, then the following **rule** applies:

- g. Anyone who observes, suspects that, or otherwise becomes aware that a crime has been, or is about to be, committed against a **child** or **youth**, shall promptly report this information directly to law enforcement. See reference (a) for information on when such reporting is also required by law. Making this direct report to law enforcement is the top priority! Do not make any internal report to the DCYF, rector, etc. in accordance with this policy, or reference (a), until AFTER you have directly contacted law enforcement officials.

## Section 3

### P – Parents First.

Bedrock Principle: Prevention is a partnership between parents, staff, congregation, and adult volunteers. However, parents have primary responsibility at all times. They must be curious, involved, vocal, and personally satisfied with the supervision and risk mitigation measures.

(Reminder: words in ***bold italics*** defined in enclosure 5)

- A. We strive to empower parents with information to make the best decisions on when their children should participate. Signed permission slips with event specific information are, therefore, required for all offsite and overnight events.
- B. Primary information pipelines include: this written policy, online training programs used by our staff and volunteers, parent newsletter/email distributed by the ***Director of Child and Youth Formation*** (DCYF), and the Parents Advisory Board (PAB) which is open to all. The PAB also advises the ***DCYF***, rector, and vestry on ***child/youth*** issues.
- C. When making go/no-go decisions, parents must distinguish between an ***authorized child/youth event*** and an event with friends who also happen to attend, or are otherwise associated with, St. David's. Most prevention measures in this policy apply to only authorized St. David's activities. Most "authorized" activities occur at our church facility on Sundays. All others are published on our web site and in the ***DCYF*** newsletter. The many fewer overnight and offsite activities also involve some sort of parental permission slip. When in doubt, ask the ***DCYF*** or the rector.
- D. When making go/no-go decisions, parents must also understand that their children may face additional risks at events not under the sole control of St. David's such as offsite group camp or activities at other churches. At best, our prevention measures will only apply to those from St. David's. Sometimes, not at all. When in doubt, ask the DCYF or rector.
- E. ***Rules***:
  - a. Prior to sending children to a ***child/youth event***, parents shall become satisfied with all aspects of it including the quality and quantity of available information, the potential hazards, and our risk-reduction measures. Free training is available to help parents in these prevention tasks.
  - b. Parents shall honestly and completely report any special needs, behavioral issues, or other challenges concerning their children to the ***DCYF***. This information will be discreetly used to maximize the safety and success of all participants.
  - c. Parents shall be immediately available at the contact number provided on a signed permission slip. Typically, this will be for an offsite or overnight event.
  - d. Parents shall inform the ***DCYF*** if they will not be on site while their ***child*** is attending a Sunday morning program or a ***child event*** conducted simultaneously with a larger ***public*** event such as the evening Lenten program or fall formation dinner. In other words, whenever the ***child*** is here alone or with peers.
  - e. Parents shall not authorize any contact or interaction with their children that contradicts or undermines the standards of behavior in the "Everyone" section of this policy.



## Section 4

### E – Empowered Leadership.

Bedrock Principle: The *rules* and standards of behavior established by this policy are only the non-negotiable baseline, or minimum. We always can, and often should, do more. Staff, ministry leaders, and associated organizations are empowered to implement additional measures from the many references, or as otherwise required by law or organizational charter (Boy/Girl Scouts).

(Reminder: words in *bold italics* defined in enclosure 5)

- A. The St. David's *child/youth* community is a diverse and constantly changing group of congregants, staff, and families; preschool students, staff, and families; Boy/Girl Scouts and families; and other youth groups. This policy makes no attempt to anticipate every situation or articulate the many requirements applicable to each part of this community. Instead, the emphasis is on creating a broad culture of safety as a common starting point.
- B. Accordingly, community leaders are expected to build upon this common foundation by adding appropriate measures and standards to match their specific events or sub-group. There is no ceiling on the number of additional measures or more restrictive standards of behavior that may be imposed. They may be standing requirements or event-specific.
- C. Examples.
  - a. If two EYC members were dating, the *supervising adults* could impose more restrictive standards of behavior during an event to keep it a spiritual, as opposed to romantic, weekend.
  - b. If nearby separate sleeping space is available, *supervising adults* could forego beds in the large military-type barracks where the *youth* bunk.
  - c. While planning a weekend group camp that includes hundreds of unknown people, the *DCYF\** could increase the number of *supervising adults* to ensure that at least one adult will be awake and in a position to observe/hear, and prevent, any unhealthy nighttime activity by, or directed at, any of our *youth*.
- D. *Rules*:
  - a. Staff, ministry leaders, *supervising adults*, *DCYF\**, parents, and associated organizations shall consider implementing additional safety measures and more restrictive standards of behavior when conducting *GAR risk assessments*. (See mandatory *GAR* form at enclosure 1.) Helpful sources of additional information include: The many documents on the "safe church" portion of the diocesan web site (Reference b); The online training ("Safeguarding Online") offered by the Church Pension Fund/Church Insurance Company (Reference c); "Model Policies for the Protection of Children and Youth from Abuse" from the Church Pension Fund (2004) (Reference e); Girl Scouts of Virginia activity forms and checklists; and the Boy Scout publication "Guide to Safe Scouting" (2013), and associated web site, which is particularly relevant to off site and adventure activities.
  - b. Staff, vestry, ministry leaders, *supervising adults*, *DCYF\**, and associated organizations shall solicit and welcome safety input from parents.

## Section 5

### N – **Kn**owledge, Skills, & Abilities.

Bedrock Principle: A culture of safety is partially built on Knowledge, Skills, and Abilities (KSA). Prevention starts with our bedrock principles and standards of behavior. Staff, vestry, *drivers*, and designated *supervising adults* must also demonstrate additional knowledge, skills, and abilities to perform certain tasks under specified conditions.

(Reminder: words in *bold italics* defined in enclosure 5)

- A. As with all ministries, children/youth ministries will be performed by those with the necessary God-given gifts. These ministries require a unique and sometimes contradictory set of gifts. *Supervising adults* must be patient, creative, loving, and able to relate to and motivate children/youth. They must also be good planners, willingly transparent, a stickler for following rules and maintaining boundaries, and good in an emergency. Those without the necessary gifts must be lovingly, yet firmly, guided toward other ministries.
- B. Much of the information necessary to meet the “knowledge” portion of our required Knowledge, Skills, & Abilities (KSA) is available in the online *training* created by the Church Pension Group and offered by the diocese. See reference (c). However, the designated *supervising adults*, vestry, and staff must also: (1) demonstrate retention of the required knowledge and (2) demonstrate, under the specified conditions, the required skills and abilities.
- C. *Rules*:
  - a. The *Director of Child & Youth Formation (DCYF)* shall use the following minimum standards when qualifying and recertifying the following levels of *supervising adults*.
  - b. *Event leader*. (The adult volunteers who regularly supervise events in less controlled environments where parents are not within the immediate vicinity)
    - i. 25+ years old
    - ii. Active in congregation and known to rector and *DCYF* for at least 2 years
    - iii. Full compliance with all *rules* during the previous 2 years
    - iv. Any *non-routine contact* w/I 2 years was not an abuse of discretion
    - v. Background check conducted in accordance with (IAW) current diocesan & Church Insurance Company (CIC)/Church Pension Group (CPG) standards/models
    - vi. Written application IAW current CPG/diocesan model
    - vii. Individual interview IAW current CPG/diocesan model
    - viii. Reference checks IAW current CPG/diocesan model
    - ix. DMV records check (if a licensed driver)
    - x. Recite and explain “REPENT” from memory
    - xi. Demonstrate, from memory, significant working knowledge of the St. David’s standards of behavior and the ability to apply them in hypothetical or actual situations
    - xii. Define the following terms from memory: *acquaintance molester, stranger molester, peer-on-peer abuse, hazing, & bullying*
    - xiii. Identify children at higher risk of abuse

- xiv. Given a hypothetical scenario of an offsite day camp, identify points of increased risk & appropriate mitigation measures
- xv. Identify several “caution signs” that an *acquaintance molester* is trying to gain access, privacy, and control over children/youth (See enclosure 3)
- xvi. Explain locations and contents of on-site first aid kits
- xvii. Explain when a *Green-Amber-Red (GAR) Risk Assessment* is required to be conducted and updated
- xviii. Conduct and explain a *GAR Risk Assessment* without assistance beyond the St. David's *GAR* form
- c. **Chaperone.** (Essentially a college age graduate of our youth programs)
  - i. 18-24 years old
  - ii. Active participant in St. David's youth programs during teen years
  - iii. Known to rector and DCYF for at least 2 years
  - iv. Full compliance with all *rules* during the previous 2 years
  - v. Any prior *non-routine contact* since age 16 was not an abuse of discretion
  - vi. Written application IAW current CPG/diocesan model
  - vii. Individual interview IAW current CPG/diocesan model
  - viii. Recite and explain “REPENT”
  - ix. Demonstrate significant working knowledge of our standards of behavior
  - x. Define the following terms from memory: *acquaintance molester, stranger molester, peer-on-peer abuse, hazing, & bullying.*
  - xi. Explain when a *GAR* risk assessment is required to be conducted and updated
  - xii. Explain locations and contents of on-site first aid kits
- d. **Experienced Adult.** (Long time members & former event leaders)
  - i. 60+ years old
  - ii. Active in congregation and well known to rector, wardens, and *DCYF* for the previous 10 years
  - iii. Full compliance with all *rules* during the previous 2 years
  - iv. Any *non-routine contact* w/I 2 years was not an abuse of discretion
  - v. Previously held the *event leader* (or similar pre-2014) designation; successfully completed full term without incident
  - vi. Individual interview IAW current CPG/diocesan model
  - vii. Explain locations and contents of on-site first aid kits
  - viii. Recite and explain “REPENT”
  - ix. Demonstrate significant working knowledge of the St. David's standards of behavior
  - x. Define the following terms from memory: *acquaintance molester, stranger molester, peer-on-peer abuse, hazing, & bullying*
  - xi. Explain when a *GAR* risk assessment is required to be conducted and updated
- e. **Driver.** (Regularly transports other people's children)
  - i. 25+ years old
  - ii. Active in congregation and known to rector and *DCYF* for at least 2 years
  - iii. Full compliance with all rules during the previous 2 years.
  - iv. Any *non-routine contact* w/I 2 years was not an abuse of discretion
  - v. Background check conducted IAW current diocesan & Church Insurance Company (CIC)/Church Pension Group (CPG) standards/models

- vi. Written application IAW current CPG/diocesan model
  - vii. Individual interview IAW current CPG/diocesan model
  - viii. Reference checks IAW current CPG/diocesan model
  - ix. DMV records check
  - x. Recite and explain "REPENT"
  - xi. Demonstrate significant knowledge of the St. David's standards of behavior
  - xii. Define the following terms from memory: *acquaintance molester, stranger molester, peer-on-peer abuse, hazing, & bullying.*
- f. Certification as an *event leader, experienced adult, chaperone, or driver* expires 5 years after initial certification, whenever the person no longer meets all the minimum requirements, or whenever full confidence in their ability to perform these important duties is lost.
- g. The *DCYF* shall document and maintain records of those individuals meeting the *event leader, chaperone, driver, and experienced adult* qualifications and publicize their identities to the congregation.
- h. The rector shall ensure that all staff members who regularly work with *children/youth*, or who have oversight responsibility of such programs, qualify as an *event leader*, excepting, when necessary, the requirements for a prior working relationship with the *DCYF* and rector. This is in addition to any separate requirements for preschool workers.
- i. The rector shall ensure that all *supervising adults* who manage, administer or otherwise participate in parish digital communications are well familiar with and follow the relevant DoSVA Guidelines for use of social networking websites & other forms of digital communications. See reference (b).
- j. The *DCYF* and rector shall occasionally monitor the current *training*, guidelines, models, recommendations, and best practices of the Church Insurance Company/Church Pension Group and *Ecclesiastical Authority* to ensure the knowledge, skills, and abilities (KSAs) required by this policy remain consonant with them.
- k. The wardens shall ensure that each new vestry member masters the following KSAs within 90 days of joining the vestry
- i. Recite and explain "REPENT" from memory
  - ii. Demonstrate, from memory, significant working knowledge of the St. David's standards of behavior and the ability to apply them in hypothetical or actual situations
  - iii. Define the following terms from memory: *acquaintance molester, stranger molester, peer-on-peer abuse, hazing, & bullying*
  - iv. Identify children at higher risk of abuse
  - v. Given a hypothetical scenario of an offsite day camp, identify points of increased risk & appropriate mitigation measures
  - vi. Identify several "caution signs" that an *acquaintance molester* is trying to gain access, privacy, and control over children/youth (See enclosure 3)
  - vii. Explain locations and contents of on-site first aid kits
  - viii. Explain when a *GAR* risk assessment is required to be conducted and updated

## Section 6

### T – Transparency.

**Bedrock Principle:** **T**ransparency is perhaps our most important prevention principle. There can be no secrets, shaded truth, minimization, looking away, or dark corners when it comes to our *child/youth* programs. Everything is proudly done in the sunshine. Even “minor” mistakes, *rule* violations, and *non-routine contacts* are promptly reported to prevent vulnerabilities that can be exploited by *acquaintance molesters* who patiently infiltrate *child/youth* programs.

(Reminder: words in *bold italics* defined in enclosure 5)

- A. Sunshine, or transparency, is one of the best organizational “disinfectants” as it drives self-correcting behavior. Although mostly run by volunteers, the planning, decision-making, and actions within our *child/youth* programs must withstand community scrutiny.
- B. Transparency is also a very powerful deterrent to those who would abuse, *haze*, or otherwise harm our children. Almost all of this behavior occurs in private.
- C. Transparency is also necessary in our response to apparent *rule* violations, contact that does not comply with our standards of behavior, or other poor decisions that unreasonably increased risk. Although designed to be primarily remedial and educational, we must avoid even the appearance of an opaque “insider” process.
- D. **Rules:**
  - a. Parents are welcome to non-disruptively observe events involving their own child.
  - b. Anyone involved in, or becoming aware of, any degree of noncompliance with a *rule* established by this policy, *hazing*, *bullying*, *peer-on-peer abuse*, or unsafe driving within a *child/youth* activity shall promptly report it to the *DCYF\** or equivalent Boy/Girl scout official. See form at enclosure (2). The primary purpose of this report is remedial and preventative. The noncompliant person receives a reminder on the *rules*, or standards, and is made aware that “Everyone” is paying attention to safety.
  - c. Reports involving the *DCYF\** shall be made to the rector and wardens (or equivalent Boy/Girl scout officials). Reports involving the rector shall be made to the wardens.
  - d. In addition to contacting the apparently noncompliant person, the *DCYF\** shall inform the rector, wardens, and parents at the earliest opportunity.
  - e. Any reported *rule* violation, *hazing*, *bullying*, *peer-on-peer abuse*, or unsafe driving involving a *child/youth activity*, shall be documented by the *DCYF\** who shall conduct a brief inquiry into the matter. His/her findings and recommendations shall be promptly presented to the rector and wardens who shall ensure they are discussed at the next regular vestry meeting.
  - f. Should the *DCYF\** learn that an individual has repeatedly engaged in *non-routine contact*, such information shall be processed as if an apparent *rule* violation.
  - g. Should this prevention system fail, anyone who observes, suspects that, or otherwise becomes aware that a crime has been, or is about to be, committed against a *child* or *youth* shall promptly contact law enforcement officials directly. See reference (a) on when this report is also required by law. After making this direct report to law enforcement, individuals are expected to notify the rector, and/or wardens, and/or appropriate diocesan officials. See references (a)-(b).



**Child/Youth Event Risk Assessment Form (GAR)**

(Enclosure 1)

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1. Activity/Event (list & evaluate discrete sub-events separately):
2. Number & Age of Participants:
3. Names of **event leaders** and other **supervising adults** (minimum # is almost always 2):
4. Hazards (circle applicable; add event specific hazards):  
  
 Automobile travel; Other accidents (specify) \_\_\_\_\_; **Acquaintance molesters;**  
**Stranger molesters; Peer-on-Peer Abuse; Hazing; Bullying, & \_\_\_\_\_**
5. Options to reduce each hazard?
6. **GAR** score (Use table & instructions below)
7. Do the benefits of this activity (still) outweigh the risks?

Risk Factor	Risk Factor Score (Any aspect of non-exclusive language can increase score to 10)	
	1 (Ideal)	10
<b>Complexity/Consequence</b> Include duration. Generally, the longer one is exposed to a hazard, the greater the risks.	Very simple and short activity. No travel. Failure to correctly perform very unlikely to result in injury or property damage.	Long duration. Multi-person precision or coordination required to avoid potentially serious injury or significant property damage.
<b>Planning.</b> How much info you (& parents) have, how clear it is, & how much time to plan or evaluate.	Very stable/well planned. Situation well known to all & unlikely to change, planned well in advance. All participants well known.	Little or low quality information, frequent change. No advance or contingency planning. Parents not informed. Minimal prior knowledge of some participants.
<b>Supervision.</b> How qualified the <b>event leaders</b> & other supervisors are + whether effective supervision is actually taking place.	<i>Lifeguard model.</i> At least 2 experienced & attentive <b>event leaders</b> w participants at all times. Outstanding COMMS between all enthusiastically transparent adults. <b>Supervision Ratio</b> ≤ 5.	<b>Supervision ratio</b> > 8. Adults distracted by personal issues, email, etc.; sleeping (overnight event), or have multiple non-safety tasks to perform. Reluctance of any supervisor to ask for help, voice concerns, "call office" for guidance, or to be fully transparent. <b>No event leader or driver.</b>
<b>Environment.</b> Factors affecting participants & supervisors such as Wx, time of day, lighting & geographic size. Proximity of parents.	Very controlled, forgiving & small environment. Daytime. Ideal temp + humidity. Unlimited back up personnel at hand. Parents nearby.	Large or uncontrolled environment. Distant from backup assistance or parents. Supervisors distant from participants at times. Event includes "strangers" (other churches, camp, new participants, etc.)
<b>Fitness.</b> Physical & mental state of participants & leaders – including recent sleep, illness, participant skill levels or behavioral issues.	All fully capable of physical & mental tasks, willing, & well rested. No drug or alcohol use w/i 8 hours. No behavioral issues for any participant. Supportive group dynamics.	Poor activity/participant match. Lack of skills, abilities, or willingness. Some disruptive behavior. Team tired, frustrated, or impatient. Some negative dynamics. Recent drug/alcohol use. Hangover. Illness.

User Instructions: (1) Discuss all items with the other participating adults. Seek input from all. (2) Score each row in the table from 1 to 10 points. (3) Add up all the row scores. (4) Report final **GAR** score to **DCYF** before beginning. (5) Discuss/Answer question #7 above this table.

**TOTAL GAR Score** \_\_\_\_\_



*CREATING A CULTURE OF CHILD/YOUTH SAFETY*  
*Internal Reporting Form*

Enclosure (2)

1. Your Name (optional unless self-reporting) & contact info: \_\_\_\_\_

2. What are you reporting? (Circle all that apply): ***non-routine contact***, violation of a ***rule*** established by this policy, ***hazing***, ***bullying***, ***peer-on-peer abuse***, unsafe driving, other unsafe action or safety concern that does not constitute a crime. (Contact law enforcement officials directly if you've observed a crime or believe that one is about to be committed.)

(Reminder: Words in ***bold italics*** defined in enclosure 5)

3. When did this happen?

4. Where did this happen?

5. Who was present when it happened?

6. Did you see and hear it happen? Yes / No (circle one)

If yes, describe in detail – including how close you were to the events described and how well you were able to see and hear them. (Continue on back of form if necessary; attach any relevant documents or records).

If no, how do you know about this incident?

7. Thanks. See the “Transparency” section of this policy on where to send your report.

\*\*\*\*\* Staff use only please\*\*\*\*\*

1. Date DCYF\* received report:

2. Rector notified on \_\_\_\_\_. Wardens notified on \_\_\_\_\_. Parents notified on \_\_\_\_\_.

3. DCYF\* initial inquiry completed on \_\_\_\_\_.

4. Results of initial inquiry provided to rector on \_\_\_\_\_; wardens on \_\_\_\_\_.

5. Report and DCYF\* inquiry discussed at \_\_\_\_\_ vestry meeting.

6. Follow-up action required? (Describe what is to be done and who is going to do it)

**Caution Signs: Access, Privacy, & Control**

Child molesters need access, privacy, and control in order strike. A stranger, or ***opportunistic molester*** will spontaneously exploit these conditions whenever they exist. An acquaintance, or preferential, molester, on the other hand, will patiently infiltrate a church child/youth program and help create these conditions. Here are some actions that may indicate an ***acquaintance molester*** is attempting to gain access, privacy, and control: (see definitions in enclosure 5)

**Access**

- Takes a less desirable paid or volunteer position within a child/youth program for no credible reason other than to be around children
- Goes way beyond the normal high expectations of a child/youth ministry to spend extra time with the children/youth. Always available to help out. Seems “too good to be true.”
- Appears to focus on befriending single, or other overwhelmed, parents and spending lots of time with their children
- Breaks or bends rules around children; poor boundaries
- Works excessively hard to earn the confidence of parents and the community, thereby “seducing” or “grooming” them into granting increased access to children

**Privacy**

- Discourages other adults from participating in or monitoring child/youth programs, often done subtly (actions do not match words of welcome)
- Little advance planning or notice for child/youth activities - makes it difficult for other adults or parents to participate
- Expresses personal “ownership” of child/youth programs
- Unenthusiastic about transparency in child/youth programs
- Looks for opportunities to be alone with children; bends, breaks, or “forgets” standards of conduct (See the “Everyone” section of REPENT)
- Private digital communications with children or youth

**Control**

- Goes overboard with touching, roughhousing, hugging, etc.
- Has favorites; special gifts
- Acts like a kid/peer sometimes; poor boundaries
- Extremely involved with child/youth private life; knows latest music, hobbies, & interests
- Deviates from approved lesson plans, topics, itinerary, or curriculum – on own and without good reason
- Looks to obtain, and keep, secrets with children – may encourage misbehavior such as smoking, drinking, viewing pornography
- Threatens to reveal secret misbehavior or otherwise intimidates a child

# **St. David's Episcopal Congregation Hazing Prevention Policy Statement**

Enclosure (4)

The practice of hazing will not be tolerated. Aside from serving no useful purpose, the demeaning and abusive activities associated with hazing are totally contrary to our mission, faith, and values.

To prevent hazing, we must develop an awareness of what constitutes hazing and understand its negative impacts. Although a comprehensive, yet compact, definition is difficult to provide, hazing typically occurs in connection with various impromptu and unsupervised "initiations." Examples include: verbal abuse, sleep deprivation, application of foreign or noxious substances on or in someone's body, shavings, hitting, slapping, paddling, or any other action subjecting an individual to ridicule or embarrassment.

If it wouldn't be done in front of parents and the congregation, then it is probably hazing. It makes absolutely no difference if the hazing victim has apparently agreed to participate.

There are many Christian ways to welcome new group members, teach humility, build team spirit, and inspire servant-based leadership. Hazing is not one of them and shall not be tolerated.

Hazing prevention is everyone's responsibility. Anyone becoming aware of apparent hazing activity shall report it to the Director of Child & Youth Formation, who will subsequently inform the rector and parents at the earliest opportunity. Incidents involving the Director's family shall be initially reported to the rector and senior warden.

*Approved by the vestry at the regular June 2013 meeting*

Definitions.

<b>Term</b>	<b>Definition</b>	<b>Cross-references</b>
<p>Acquaintance Molester</p>	<p>A non-family molester who becomes close to the victim, and often their parent(s), before committing sexual abuse. Also called a Preferential Molester.</p> <p>Usually a male over 12 years old who was abused as a child. This form of molester is patient, systematic, and a master of concealment &amp; misdirection. They are said to “seduce” or “groom” both the victim &amp; their families through the calculated use of attention, affection, kindness, and even gifts. They are often willing to devote considerable amounts of time, money, and energy in this process. They listen to and empathize with the problems of children.</p> <p>They are often aware of the target’s latest music, hobbies, and interests. They will ignore, relax, or make exceptions to the rules in order to befriend the target child/youth, who is often a favorite.</p> <p>Acquaintance molesters frequently use social networking sites and digital communications to contact targets. Sets poor boundaries. Seeks &amp; exploits opportunities to be alone with children/youth. Goes overboard with touching, roughhousing, hugging, or tickling.</p> <p>Only later, after having “seduced” or “groomed” the targets, and sometimes their parents &amp; community, will an acquaintance molester gradually lower children’s inhibitions by slowly introducing sexual context and content into their digital or in-person interactions.</p> <p>Caution Sign categories: Access, Privacy, &amp; Control. See enclosure (3).</p> <p>Approximately 50%-60% of all <i>detected</i> child molestation. Recall, however, that less than 5% of all child abusers are caught. The vast majority continues to molest until they stop on their own, become sick/disabled, or die.</p>	<p>Preferential Molester; Stranger Molester; Situational or Opportunistic Molester</p>

Term	Definition	Cross-references
Actual Risk	<p>The objectively verifiable chance of being exposed to a particular hazard or negative event. Conceptually represented by the equation:</p> <p><b>Actual Risk = (Severity of a particular negative event) times (the Probability it will happen to one of us).</b></p> <p>Most humans are poor at accessing the actual risk without a written decision aide.</p>	Perceived Risk; Risk-Based Decision Making; Risk Assessment; GAR
Authorized (Child/Youth Event)	<p>An event conducted by St. David’s in accordance with this policy, approved by the DCYF, and listed on the parish web site or in other St. David’s publications. This term <u>does not</u> apply to the Boy/Girl scouts or other associated organizations.</p>	DCYF
Bullying	<p>Aggressive behavior or language used to establish and maintain status/control over another child or youth. Typical examples include exposing embarrassing information, spreading rumors, verbal attacks – in person or in cyberspace, so-called “pranks,” group exclusion, physical intimidation, requiring personal servitude, threats, etc.</p> <p>Some overlap with hazing – especially during teens.</p>	Hazing
Chaperone	<p>A college age graduate of our youth programs who assists other leaders. Detailed qualification requirements contained in section 5 (kNowledge, skills, &amp; abilities) of this policy.</p>	Event leader; DCYF, Experienced Adult; Driver
Child	<p>Anyone under the age of 12</p>	Youth
Child/Youth Event	<p>An event specifically targeted toward, and conducted for, children or youth to the exclusion of other age groups. A general, or public, event open to everyone (such as worship) that happens to draw mostly children or youth is not a child or youth event.</p>	Child; Youth; Public
Director of Child & Youth Formation (DCYF)	<p>The St. David’s staff member (or volunteer if no staff person) responsible for the oversight of all child and youth formation activities. Formally reports to the rector but works closely with the “Formation” vestry member and/or commission leader. Formerly referred to as the Coordinator of Child &amp; Youth Formation (CCYF) in older documents.</p>	
DCYF*	<p>For associated groups and organizations, such as the preschool, Boy/Girl Scout Troop, “DCYF*” refers to the top person within that organization such as the</p>	

Term	Definition	Cross-references
	Director, Scoutmaster, Leader or other similar title.	
Driver	<p>A person, at least 25 years old, who has possessed a valid drivers license for at least the previous 5 years.</p> <p>A driver has also submitted a satisfactory DMV driving record check to the DCYF, met other requirements, and operates a legally registered and inspected automobile with sufficient seat belts (and child seats if applicable) for all the child/youth passengers.</p> <p>Detailed qualification requirements contained in section 5 (kNowledge, skills, &amp; abilities)</p>	Event Leader; Chaperone; Experienced Adult
Ecclesiastical Authority	<p>The <u>Diocesan Bishop</u> is the Ecclesiastical Authority per the Church Constitution and Canons. The Standing Committee is the Ecclesiastical Authority in the absence of a Diocesan Bishop (if no Bishop Coadjutor, Suffragan, etc.).</p> <p>Notes:</p> <p>(1) Ecclesiastical Authority may also pass to the Bishop Suffragan or Coadjutor under certain circumstances such as incapacity or extended absence of the Diocesan Bishop. See Title II, Sec 5; Title III, Canon 12, Sect 4(c) and Sec 8(p); (Written &amp; sealed transfer of authority required). See also DioSVA Const. Art IX &amp; Canon XXIX. (2013 version)</p> <p>(2) Certain disciplinary authority granted the “bishop diocesan” may be expressly assigned to an assisting bishop. Title IV, Canon 19, Sec 21</p> <p>(3) Prior to 2013, Ecclesiastical Authority regarding the appointment and removal from office of Archdeacons <i>could be delegated</i> along with authority to accomplish the missionary work of the Diocese. DioSVA Canon XV, Section 1(b) (2011 version).</p> <p>(4) Prior to 2013, Ecclesiastical Authority to supervise a Mission Station <i>could be delegated</i> to the Rector &amp; Vestry of a sponsoring parish (or other individuals). DioSVA Canon XV, Section 3(c) (2011 version).</p> <p>Thus, future changes to the DioSVA Canons could reauthorize the Diocesan Bishop to delegate specific aspects of his or her ecclesiastical authority.</p>	Training



<p>Event Leaders</p>	<p>The adult volunteers who regularly supervise events in less controlled environments where parents are not within the immediate vicinity. This title represents the highest level of qualification and certification w/i our child &amp; youth programs. Detailed qualification requirements are contained in section 5 (kNnowledge, skills, &amp; abilities)</p> <p>When present, event leaders have overall responsibility for conducting a child or youth event.</p> <p>For affiliated groups and organizations, such as the preschool, Boy and Girl Scout Troops, the “event leaders” are the regular supervising on-site adults, screened and qualified in accordance with the affiliated organization’s charter, doctrine, or national policy.</p>	<p>Chaperone; Driver; Experienced Adult</p>
<p>Experienced Adult</p>	<p>Long time members who have previously served as event leaders but who are not currently qualified as such. Experienced adults normally supervise events held in very controlled environments when parents are also onsite.</p> <p>Detailed qualification requirements are contained in section 5 (kNnowledge, skills, &amp; abilities)</p>	<p>Event Leader</p>
<p>Family Molester</p>	<p>A child molester who abuses his or her own relatives. Usually a male over 12 years old who was abused as a child.</p> <p>Approximately 30% of all detected child molestation. But note that the vast majority of fatal abuse is by family members.</p>	<p>Acquaintance Molester</p>
<p>GAR (Green Amber Red)</p>	<p>Green-Amber-Red – A widely used model for conducting Risk Assessments. The basic idea is to discuss, score, and address known hazards &amp; risk factors before conducting a child/youth event.</p> <p>A score in the red means the activity is most dangerous; green means low risk; amber is in the middle.</p> <p>See form at enclosure (1).</p>	<p>Risk Assessment; See form at enclosure (1)</p>

<p>Hazing</p>	<p>Although a comprehensive, yet compact, definition of hazing is difficult to provide, hazing typically occurs in connection with various impromptu and unsupervised "initiations." Examples include: verbal abuse, sleep deprivation, application of foreign or noxious substances on someone's body, head shaving, hitting, slapping, paddling, or any other action subjecting an individual to ridicule or embarrassment.</p> <p>If it wouldn't be done in front of parents and the congregation, then it is probably hazing. It makes absolutely no difference if the hazing victim has apparently agreed to participate.</p>	<p>Bullying; see full hazing prevention policy stmt at enclosure (4)</p>
<p>Non-routine contact</p>	<p>Any contact, comment, proximity, or interaction not <u>explicitly</u> included on the list of routine contacts in the "Everyone" section of this policy.</p>	<p>Reportable</p>
<p>Opportunistic Molester</p>	<p>A molester who exploits places and times to spontaneously/impulsively victimize an unknown (&amp; normally isolated) child or youth. Usually a male over 12 years old who was abused as a child.</p> <p>Also called a Stranger Molester.</p> <p>Approximately 11% of all detected child molestation.</p>	<p>Stranger Molester</p>
<p>Peer-on-Peer Abuse</p>	<p>Any form of abuse, especially sexual abuse, on a child/youth that is committed by another child/youth. Frequently occurs with little or no advance warning, although there may be some general indications of aggressive or sexualized behavior.</p> <p>Adolescents commit approximately 35% of all sexual offenses against a child/youth.</p> <p>For purposes of this policy, <u>any</u> sexual contact between youth or children on church grounds or while on an authorized child/youth event <u>is</u> peer-on-peer abuse and shall be <u>initially</u> treated (and reported) as such.</p>	<p>Authorized child/youth event; rule</p>

<p>Perceived Risk</p>	<p>The perceived threat based primarily on non-factual information such as: our emotional response to the situation, our feelings of control over the situation, the dread of the outcome, media coverage, how much we trust those providing information, and if anyone in our community has recently experienced the negative event.</p> <p>Perceived Risk is often <u>much higher or much lower</u> than the Actual Risk.</p>	<p>Actual Risk</p>
<p>Preferential Molester</p>	<p>Another term for an Acquaintance Molester. Patient, observable, predictable.</p>	<p>Acquaintance Molester</p>
<p>Public</p>	<p>In open view of several other adults, and potentially parents, who must be present and capable of observing, if so desired.</p> <p>During an authorized child/youth event, it also includes acts or communication done in the presence of at least one other event leader, experienced adult, chaperone, or the child’s/youth’s parent, <u>who is actually paying attention to the interaction.</u></p>	<p>Authorized child/youth event; Event leader; Experienced Adult; Chaperone</p>
<p>Reportable (Contact, Event, Action, Observation, etc.)</p>	<p>All behavior, language, interaction, proximity, communication, or conduct that is <u>not listed</u> in the standards of behavior in the “Everyone” section. (Section #2)</p> <p>If not on the standards of behavior list, it is reportable - including all forms of indirect interactions such as letters, email, social media, web postings, chat, and using 3<sup>rd</sup> persons.</p> <p>Under this policy, reportable contact is not necessarily inappropriate, wrong, bullying, hazing, or child abuse. It does not express an accusation. It simply must be reported, ideally by the person making the contact, as a preventative measure.</p> <p>Individuals observing or suspecting criminal activity should, and often must, promptly report this <u>directly to law enforcement</u>. This is a totally separate requirement. See reference (a).</p>	<p>Non-routine contact</p>
<p>Risk Assessment</p>	<p>An organized repeatable process to determine the Actual Risk of an event or activity &amp; identify measures to mitigate the known risks.</p>	<p>Actual Risk; GAR; See form at enclosure (1)</p>

<p>Risk-Based Decision Making</p>	<p>Making decisions based on data and Actual Risk to obtain the most risk reduction for the time, effort, &amp; money, dedicated to mitigation measures.</p>	<p>Actual Risk; Risk Assessment</p>
<p>Rule</p>	<p>A written directive that requires one to take some affirmative act or refrain from doing some act. Denoted by the language “shall” or “shall not.” Unless otherwise noted, there are no exceptions to a rule. Moreover, authority to grant the exception or relaxation is strictly limited to the identified official.</p> <p>Non-compliance with a rule is considered a very serious weakening of this prevention system.</p> <p>Due to Episcopal Church “polity,” only documents promulgated by St. David’s parish may contain the rules applicable to this congregation, at least while on our own grounds. Most of the other “safe church” documents are considered guidelines, standards, recommendations, models, best practices, etc. – and frequently cover topics beyond the scope of this parish document which is focused on building a broad culture of child/youth safety.</p>	<p>Safe church; Training</p>
<p>Safe Church</p>	<p>Shorthand for policies concerning primarily the prevention and response to the sexual abuse of children and youth. See Resolution B008 on the “Protection of Children and Youth from Abuse” adopted at the 74th General Convention in 2003.</p> <p>Although there are several other obvious aspects of child safety, it is important to the full understanding of national &amp; regional documents (and some of the earliest online training) to remember the original, and less expansive, definition of “safe church” which is clearly focused on preventing sexual abuse.</p>	
<p>Stranger Molester</p>	<p>Another term for an Opportunistic Molester. Impulsive, anonymous, &amp; spontaneous. Approximately 11% of all detected child molestation.</p>	<p>Opportunistic Molester</p>
<p>Supervising Adults</p>	<p>Persons over 21 years of age who, regardless of title, have standing leadership or oversight roles within any child/youth program, or who are designated as safety observers during any particular child/youth event.</p> <p>Also, the person(s) in charge of any authorized church communication channel, such as group email, our social media site, twitter feed, etc.</p>	<p>Event Leader; Chaperone; Experienced Adult; See GAR form at encl. (1)</p>

<p>Supervision Ratio</p>	<p>The number of participating children/youth to each supervising adult. A lower number is better. The minimum number of adults is almost always two. But several more may be required depending on the number of youth/children &amp; nature/location of the activities.</p>	
<p>Training</p>	<p>A very specific form of learning activity designed to ensure that students have specific knowledge, skills, and/or abilities.</p> <p>While there are many other forms of learning, “training” must have explicit terminal learning objectives (knowledge) or explicit terminal performance objectives (knowledge, skills, &amp; abilities). These tell everyone: (1) what is to be learned; (2) how well it is to be performed; and (3) under what conditions it is to be performed.</p> <p>The 2013 Diocesan Canon XIV, Section 1 (f) (1) states that parishes shall: "Provide that all Parish clergy, lay employees and appropriate volunteers have ... had <i>training</i> consonant with the guidelines of the Church Insurance Company and current policies and practices designated by the <i>Ecclesiastical Authority</i> for maintaining <i>safe church</i> environments."</p>	<p>Ecclesiastical Authority; safe church</p>
<p>Youth</p>	<p>Someone who has reached the age of 12 but not yet turned 18. (Note: The Director of Child &amp; Youth Formation may, on a case-by-case basis, classify someone who is over 18 but still attending high school as a youth.)</p>	<p>Child; DCYF</p>