



***St. Julie Billiart  
Parish***

***Policies and  
Procedures  
for  
Parish-Sponsored  
Youth Activities***

*Revised  
April 2018*

As prepared by the  
Safeguard the Children Committee

The following individuals have reviewed and approved the material presented in this document:



**Edward F. Roes - Chairperson, Safeguard the Children Committee**

APRIL 16, 2018

**Date**

**Reverend Paul J. Hruby - Pastor**

**Date**

**Deacon Barry Harper**

**Date**

**Daryl Hitt, Youth Ministry Director**

**Date**

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## Mission Statement

The St. Julie Billiart Parish *Safeguard the Children Committee* is a group of lay volunteers and clergy formed as part of a mandated Archdiocesan-wide effort to assist in preventing sexual abuse of children in parish settings and at parish sponsored events.

In this role, the Committee's goals are to:

- 1) **Monitor** Archdiocesan Policies and Procedures to ensure parish compliance with safeguard initiatives found in the U.S. Conference of Catholic Bishops Charter for the Protection of Children and Young People;
- 2) **Ensure** that all adults and those who work with children have attended the VIRTUS® Adult Child Sexual Prevention Programs and strive to achieve the goal that all children and young people have been educated in one of the Archdiocesan-approved safe environment programs;
- 3) **Evaluate** the parish buildings and grounds on an ongoing basis to ensure a safe environment for our children and young people; and
- 4) **Review and recommend** parish-wide safe environment policies and procedures that provide for the safety of our children and young people.

### *St. Julie Billiart Parish Safeguard the Children Committee*

#### Volunteer Members

Ed Roes, Chairperson  
Barry Dydyk  
Carolyn Dydyk  
Richard Gaz  
Ric Donovan

#### Clergy/Staff Members

Rev. Paul J. Hruby, Pastor  
Deacon Barry Harper  
Daryl Hitt, Youth Ministry Director

## **Sec. 1     Policies**

### ***(a) Screening***

To assure that clergy, directors, teachers, and volunteers in overnight church sponsored programs meet minimum standards of accountability all current ministers and new applicants or appointees to these programs will be required to submit an application that includes his or her educational background, job history, volunteer organizations, and personal background information for the previous ten years. Each person will be required to be fingerprinted to facilitate a screening to determine their suitability for working with children and young people pursuant to Archdiocesan policy. Further, each person involved with youth must agree to a formal background check if deemed necessary. All personnel files will be subject to review and audit by two Volunteer Members of the Committee to ensure compliance with the screening policies and procedures. Megan's Law check/screening frequency.

### ***(b) Contact***

One-on-one contact between adults and children will be limited. When it is required for personal conferences the meeting will be conducted within open view of other adults and children. If within a confined area:

1. the door to the room must be left open OR
2. if the door is closed there must be clear visibility through the door windows AND prior to the meeting another staff member must be informed of the meeting.

For individual confessions/consultations the above policies shall apply.

### ***(c) Personal Relationships***

Attraction between minors is possible and greater care and caution should be taken in all interactions once the attraction is recognized. The Pastor and the Director of the Religious Education should be informed of any unwanted or inappropriate attraction.

### ***(d) Off-Campus Activities***

#### **(1) Ratio**

There will be at least two leaders who have read and signed off on this policy (policy informed; at least one over 21 years of age) on all trips or outings. There will be a minimum of two leaders for groups of up to 16 youth, plus one additional leader for each eight or less additional youth.

## **(2) Driving**

Driving alone with a minor, other than your own child, is prohibited.

## **(3) Accommodations**

No youth is permitted to sleep in the bed, tent, or bedroom of an adult other than his or her own parent or guardian. In dormitory-style settings there must be at least two policy informed leaders. Adults should only intrude into private areas (e.g., private rooms, changing rooms, and rest rooms) in cases where it is ABSOLUTELY necessary for health or safety reasons, and go by two's if at all possible. Restrooms/changing rooms guidelines are defined in (e) and apply to off campus activities.

## **(4) Home Visits**

Minors are not allowed to go alone to a staff member/Pastor/faculty member/volunteer's home. For a parish or religious education group-sponsored activity written permission (e.g., permission slip) from a parent or guardian is required.

## **(e) Restrooms/Changing Rooms/Dressing Rooms**

Privacy of youth and adults is to be respected. Intrusions by adults into restrooms, changing rooms, or dressing rooms will occur only to the extent that health and safety requires. Separate restrooms and changing facilities for males and females and youth and adults are required. If separate facilities are not available then separate times for males and females and youth and adults should be established and posted.

## **(f) Training**

### **(1) Clergy, Teachers, and Volunteers**

Clergy (bishops, priests, and deacons) and staff including teachers and volunteers should be youth-protection trained, with refresher training every four years, in a recognized training program (e.g., the archdiocese- mandated VIRTUS program). Refresher training can also be maintained current with on-line training. All Volunteers must be VIRTUS trained and fingerprinted prior to serving a ministry with a youth membership.

An annual informational orientation will be conducted for all new St. Julie Billiart parish staff and volunteers (content and time arrangements to be determined). The orientation will explain staff responsibilities and duties in working with the children of our parish. Parents will receive information on the VIRTUS program and Safeguard the Children Committee Policies and Procedures and they will be encouraged to work independently with their children to help them understand the risks they may face in their everyday life.

## **(2) Children**

Handouts, whereby children learn the Five Body Safety Rules of protection, will be provided as part of the application package for the Religious Education Program. Children enrolled in the Religious Education program participate in the Touching Safety Training program during their regularly scheduled class once a year.

### ***(g) Reporting***

Any staff or volunteer must report suspicions of child sexual abuse occurring during a church related activity in a parish setting or a parish sponsored event to the appropriate authorities i.e., a church official who is a mandated reporter (any adult staff member or volunteer) plus the child abuse hot line or the local police

### ***(h) Inappropriate Material***

Teachers, leaders or older youth volunteers shall never provide alcohol, drugs, sexually explicit or inappropriate social media, music or reading materials to children. Sexual jokes, slang, or innuendo must be avoided when interacting with minors. Topics or vocabulary that could not comfortably be used in the presence of parents or other adults should not be used in the presence of minors.

### ***(i) Communication***

Utilization of text messaging, phone calls, or any other electronic communication (including all social media platforms) to convey information of a personal or intimate nature or any information outside the scope of official parish business is strictly prohibited. Personal discussion or communications of a sexual nature with minors, such as notes, letters, email, text messages, electronic photos or videos, and telephone calls are prohibited. In addition, any electronic communication with a youth participant shall, when possible, include a minimum of one other parish staff person, adult volunteer (18 years of age or above), parent or legal guardian.

### ***(j) Visitors***

Visitors and visiting clergy need to be informed of our policies. The policies of this Committee shall be binding on all who minister to youth within our parish, whether permanent or temporary, full or part-time, clergy or laity. It is the responsibility of the person who invites, selects, or hires visitors to familiarize them with our parish policy.

***(k) Violations of Policy***

In addition to the reporting required in Section 1(g) above, violations of the policies within this document must be reported to the Safeguard the Children Committee Staff members.

**Sec. 2     Guidelines**

This section is intended to provide readers of this document with information that enhances the interpretation of these policies.

***(a) Parent Participation***

All activities are to be open to observation by parents. Parents have the right to inspect materials used for the teaching of the children. There will also be an orientation session to explain our program to parents and guardians and to give them professional input of potential dangers that children can face in all areas of their education and formation.

***(b) Resources***

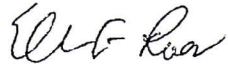
It is the goal of this Committee to continually provide resources for youth protection for use by parents and volunteers.

***(c) Feedback***

Positive and negative feedback from all users of this policy will be encouraged at all times. Feedback should be addressed to the Safeguard the Children Committee Chairperson. A comprehensive review of all parish sponsored youth activities as they pertain to the Policies and Procedures set forth in this document will be conducted annually by the Committee in early August of each year.



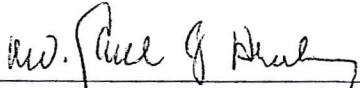
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**Edward F. Roes - Chairperson, Safeguard the Children Committee**

APRIL 16, 2018

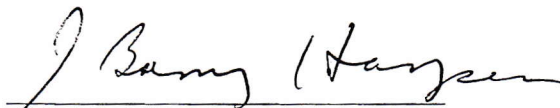
**Date**



**Reverend Paul J. Hrubby - Pastor**

5 September 2018

**Date**



**Deacon Barry Harper**

5 Sept 2018

**Date**



**Daryl Hitt, Youth Ministry Director**

9/5/18

**Date**