

**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

A. AUTOMOBILE DROP OFF AND PICK-UP OF CHILDREN

KEY ACTION CHECKLIST:

- 1. Designate Responsible Adults to Supervise Participant Drop-Off and Pick-Up.*
- 2. Review Operations to Determine What Drop-Off/Pick-up Procedures are Needed.*
- 3. Select a Safe Area for Drop-Off and Pick-Up by Vehicles.*
- 4. Educate Parents/Guardians and Children Regarding Drop-Off/Pick Up Procedures.*
- 5. Use Local Resources.*

This information is provided a guideline to help parishes, schools and ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

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A. Automobile Drop Off and Pick-Up of Children

Unless properly managed, large numbers of children being dropped-off or picked-up from events by automobile may present a risk of injury. This is especially true with regard to school and religious education programs during the week when parents/guardians are hurrying from the parish or school to work or home.

KEY ACTION CHECKLIST:

1. Designate Responsible Adults to Supervise Participant Drop-Off and Pick-Up

- Follow screening procedures when selecting supervisors (see the Diocesan *Safe Environment Program* and *Best Practices-VOLUNTEERS*).
- Base the number of supervisors on the number and age of the participants (more supervisors as the age of participants goes down and as the number of participants goes up) as well as on the layout of the drop-off/pick-up area (ability to monitor the area). See the *Safe Environment Program* for further details on the recommended ratios.
- Train the supervisors to work together to control and help ensure the safety of:
 - Children
 - Parents
- Consider the use of vests, hats, nametags or other means to identify the supervisors.

2. Review Operations to Determine What Drop-Off/Pick-up Procedures are Needed

- All schools and religious education programs need a drop-off/pick-up procedure tailored to their specific campus.
- Other operations with large numbers of children arriving/departing simultaneously should be considered for the need of a drop-off/pick-up procedure.

3. Select a Safe Area for Drop-Off and Pick-Up by Vehicles

- Whenever possible, designate a drop-off/pick-up area off public streets.
- Do not block public streets or add traffic signs on public streets without proper approvals.
- If an area is available off public streets (e.g. parking lot) consider:
 - The use of cones or other means to restrict the flow of traffic to one-way in direction.
 - Situating the pick-up/drop-off area so that children do not cross in front of traffic in order to reach a safe area when being dropped-off or to reach the receiving vehicle when being picked-up.

- If necessary, regulate the speed of vehicles in the drop-off/pick-up area by using signs.
- Clearly separate the area where children are allowed to play/congregate from area where traffic is allowed.
- Plan for children arriving/departing on foot and separate this walkway from that used for vehicle drop-off/pick-up.

4. Educate Parents/Guardians and Children Regarding Drop-off/Pick-Up Procedures

- Create and maintain awareness of drop-off/pick-up procedures through:
 - Handbooks
 - Orientations
 - Meetings
 - Newsletters

5. Use Local Resources

- Consider contacting your local police/sheriff department for additional traffic safety information.

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**B. CHILDCARE DURING MASS, MEETINGS, OR OTHER SHORT DURATION
EVENTS**

KEY ACTION CHECKLIST:

- 1. Have a Plan.*
- 2. Call the Legal Department for Approval.*
- 3. Minimum Age and Diaper Changing Requirements.*
- 4. Selection of Staff or Volunteers.*
- 5. Informed Consent.*
- 6. Do Not Provide Food or Medication.*
- 7. Facility, Environment, and Equipment.*
- 8. Supervision.*
- 9. Emergency/Contingency Planning.*

FORMS:

- 1. Permission Waiver and Release of Consent for Treatment Form*

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B. Child Care During Mass, Meetings, or Other Short Duration Events

Although childcare during Mass, meetings, and other events may be of a short-term nature with parents nearby, safety considerations for the children are still important.

Whenever we supervise children – even for a brief period – we must take all reasonable steps to safeguard their well being.

KEY ACTION CHECKLIST:

1. *Have a Plan*

- Childcare should only be provided on a limited basis to facilitate parish or school activities. *At least one parent/legal guardian of a child being cared for must be on premises and readily available to respond to problems (illness, discipline, diaper changing, etc.).*
- Childcare operations such as this should be avoided unless the Pastor/Principal/Director is willing and able to devote the time and resources necessary to assure a safe environment.
- Review the Diocesan *Safe Environment Program* and plan to follow its provisions.

2. *Call the Legal Department for Approval*

- If you are planning childcare services, please consult the Diocesan Legal Department for planning assistance and approvals.

3. *Minimum Age and Diaper Changing Requirements*

- Children under care should be at least one year old.
- If a child is not toilet trained, his/her parent or guardian must be called to provide diaper changing.

4. *Selection of Staff or Volunteers*

- Staff and Volunteers who are to work in the childcare program should be carefully selected and screened according to the Diocesan *Safe Environment Program*.
- Refer to *Best Practices-VOLUNTEERS* for additional information.

5. *Informed Consent*

Parents or guardians must be made aware of the childcare arrangement and environment.

- Parents/guardians should complete the attached Parental Consent Form. See *Best Practices-Supervision*.
- Prior to leaving his or her child for the first time, a parent or guardian should be encouraged to tour the childcare area.

6. *Do Not Provide Food or Medication*

- Because of the possibility of severe food allergies (peanuts, wheat, sugar, etc.) food should not be provided. If a child is hungry, his/her parent or guardian should be called.
- Medication should not be dispensed.

7. *Facility, Environment, and Equipment*

An appropriate area should be designated for the childcare operations including:

- The childcare area should be secure, have required exits, and be located at ground level.
- To the extent possible, the childcare area should be free from obvious hazards, and appropriate for the childcare program and age of the children. For example: electrical outlets should be protected, cabinets latched as necessary, all toxic materials secured, cabinets or shelves secured from falling, looped blind cords cut, bathroom water temperature controlled to prevent scalding, etc.
- Toys, if any, should be clean and age appropriate with special attention to choking hazards.

8. *Supervision*

Children must be continuously supervised while in your care:

- Follow the provisions of the Diocesan *Safe Environment Program*.
- Have the parent/guardian sign the parental consent form and designate who may pick up the child. A Parent/Legal Guardian should sign children in and out using a log. If the person picking up the child is not personally known to the care provider, identification should be required.
- An appropriate adult to child ratio should be maintained. An overall ratio of one adult to five children is a good starting point, however, children 18 months and younger should have a one adult to three child ratio and children from 18 months to three years should have a one adult to four child ratio. Please see Diocesan *Safe Environment Program* for further details.
- At least two volunteer childcare providers should be in attendance at all times.
- Segregate and supervise children by age-group (12 months to 18 months, 18 months to three years, three years to five years, and school-aged).

- -In no event should children be supervised by anyone other than approved staff or volunteers. If a sufficient number of authorized staff or volunteers are not available, the number of children to be cared for must be reduced or the childcare canceled as appropriate.
- If the parent or guardian is called to care for the child's needs, the parent or guardian must remove the child from the childcare program. Parents/guardians are not permitted in the childcare area for an extended period of time while other children are being supervised. However, they may stop by for a brief time but cannot become a supervisor.

9. Emergency/Contingency Planning

You need to be able to react to reasonably foreseeable emergencies. Consider planning for emergencies such as:

- Medical
- Security/Violence
- Fire
- Earthquake

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C. CHILD PASSENGER RESTRAINTS

KEY ACTION CHECKLIST:

- 1. Know the Law.*
- 2. Know Who Needs a Restraint.*
- 3. If You Provide Transportation to Children Requiring Child Passenger Restraints.*
- 4. Discard Parish/School/Agency Owned Child Passenger Restraints.*

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C. Child Passenger Restraints

Child passenger restraints are devices such as approved car seats and booster seats that are used to protect small children before they are old enough for standard seat belts.

Along with our desire to protect children, California law requires the use of child passenger restraints in certain circumstances.

KEY ACTION CHECKLIST:

1. Know the Law

- California law requires the use of child passenger restraints until a child is at least one of the following: six years of age or weighs 60 pounds or more.

2. Know Who Needs a Restraint

- Make sure the permission slip that you use is filled-out completely with regard to the need for child passenger restraints.

3. If You Provide Transportation to Children Requiring Child Passenger Restraints

- Have the child's parents/guardians provide and install child passenger restraints in the car in which their child will be riding. Instruct staff and volunteers not to install child passenger restraint.
- If a parent/guardian does not provide a required child passenger restraint, the child may not be transported.

4. Discard Parish/School/Agency Owned Child Passenger Restraints

- If your parish, school, or department owns any child passenger restraints, please discard these devices. Do not donate them or give them away. Call the Diocesan Legal Department for additional information.

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D. COMMUNITY SERVICE PROGRAMS

KEY ACTION CHECKLIST:

Community Service Activities For Parishes, Schools and Departments.

1. Know and Communicate Your Community Service Program Risks.

Jail Work Release and Community Service Requirements in Lieu of Jail.

1. Contact the Diocesan Legal Department.

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D. Community Service Programs

Community service programs are vital to many ministries of the Diocese. The ideal is that when community service projects are required, the emphasis be on the parent and child working together to satisfy the requirement. It is best if the parish, school or department not assume responsibility for the activities. Certain service programs present safety risks that require special handling, for example:

- *Construction or Repair Operations* (Los Ninos, Habitat for Humanity, Adopt-a-Family, community workdays, etc.)
- *Transportation Services* (providing transit to: Mass or parish events, doctor appointments, shopping, etc.)
- *Projects requiring travel* outside the geographic bounds of the Diocese

KEY ACTION CHECKLIST:

Community Service Activities for Parishes, Schools and Departments

1. Know and Communicate Your Community Service Program Risks

- If your Parish, School, or Ministry is involved in *any* activity similar to those listed above, please notify the Diocesan Legal Department.
- When considering and communicating your community service program risks, please include any services provided by others on your behalf or services provided in collaboration with another entity.

Work Release and Community Service Requirements in Lieu of Jail.

1.. Contact the Diocesan Legal Department

- These activities must be approved by the Diocesan Legal Department
- If you are already allowing this activity, please consult with the Diocesan Legal Department.

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**E. CONTRACTS FOR USE OF PREMISES GOODS OR SERVICES OTHER THAN
CONSTRUCTION**

KEY ACTION CHECKLIST:

- 1. Plan Early.*
- 2. Require Written Agreements.*
- 3. Evidence of Insurance Required.*
- 4. Know the Basics.*
- 5. Follow the Steps in the Contract Approval Process.*

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E. Contracts for Use of Premises, Goods, or Services Other Than Construction

When we contract for the use of premises or the purchase of goods and services, we have the opportunity to set expectations and transfer financial responsibility for losses that may result from the contracted activities.

Generally, when we purchase goods or services the other party must accept contractual responsibility for associated injury or damage. On the other hand, when we rent premises we may have to accept these responsibilities. Appropriate contract wording is critical.

Contracts are legal documents and may include provisions not covered by insurance, exposing the Parishes, Schools, and Ministries of the Diocese to uninsured losses.

KEY ACTION CHECKLIST:

1. Plan Early

- Some contracts (and therefore contractors) may be unacceptable and that this eventuality should be considered in planning processes. If you are in doubt, call the Diocesan Legal Department.

2. Require Written Agreements

- Verbal agreements are not adequate.
- The fact that a contractor is a Parishioner or friend does not mean that a written contract is not required. Written agreements in these situations are very important.
- Reducing the agreement to writing is advantageous to all parties since everyone's expectations can be made clear.

3. Evidence of Insurance Required

- In all cases, evidence of insurance (Certificates of Insurance and Additional Insured Endorsements) will be required of the contractor.
- Required insurance types and limits will depend upon the nature of the contract. **Minimum** limits of liability coverage will **generally** be:
 - Services other than transportation: \$2,000,000 combined single limit for bodily injury and property damage.

- Transportation services (e.g. charter buses): \$5,000,000 combined single limit for bodily injury and property damage.

4. Know the Basics

All Parishes, Schools and Departments that enter into contracts need to know:

- Any contract valued at \$10,000 or more must be approved by Diocesan Legal Department and signed by the Diocesan Finance Officer.
- The legal name of the entity must be used in all contracts.
- To contact the Diocesan Legal Department to discuss contract related matters.
- The Diocesan Contract Review Process (see next page).

5. Follow the Steps In the Contract Approval Process

The table on the following page details the basic steps in the contract approval and execution process when the Diocesan location is:

- Using premises owned by others. - For example, renting a building for a special event.
- Obtaining goods or services from others. - For example, contracting for landscaping, security, transportation, or janitorial services.

Note that separate procedures apply to building contracts. Refer to the Diocesan Finance Officer or Diocesan Legal Department.

The following steps need to be accomplished in the order shown. If you have any questions regarding contracts, please contact the Diocesan Legal Department.

What to Do	When to Do it
<ul style="list-style-type: none"> ✓ Determine your contract signature authority. ✓ If you do not have experience with the type of operation for which a contract will be needed, discuss it with the Diocesan Legal Department. ✓ Obtain an <u>unsigned</u> copy of the proposed contract and send it to the Diocesan Legal Department for review. ✓ Assist with re-negotiation of the contract as needed. ✓ Obtain required evidence of insurance (Certificates of Insurance and Endorsements) and send a copy to the Finance Department. ✓ If not authorized to sign the contract, advise the Finance Department to arrange for signature. 	<ul style="list-style-type: none"> ✓ Prior to engaging in any contract discussions. ✓ As soon as possible in the planning process. ✓ At least 30 days in advance of the anticipated contract start date. Large projects will require more time. ✓ When requested. ✓ At least 14 days in advance of the anticipated contract start date. ✓ Upon contract approval by the Diocesan Legal Department.

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**F. CONTRACTS FOR NON-DIOCESAN FUNCTIONS – SHORT-TERM USE OF
DIOCESAN FACILITIES BY GROUPS OR INDIVIDUALS**

KEY ACTION CHECKLIST:

- 1. Restrict Who May Use the Facility.*
- 2. Obtain Approval for Multi-Day Events.*
- 3. Restrict the Type of Activities Allowed.*
- 4. Complete a Short-Term Use Agreement.*
- 5. Obtain Evidence of Insurance – Individual Users.*
- 6. Obtain Evidence of Insurance – Group Users.*
- 7. Retain Control of the Premises*
- 8. Establish “House Rules.”*

FORMS:

- 1. Short Term Use Agreement – For Individuals*
- 2. Short Term Use Agreement – For Organizations*
- 3. Special Event Coverage-Liability Insurance for the Events of Outside Users of the Diocese of Monterey Facilities.*

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F. Contracts for Non-Diocesan Functions- Short Term Use of Diocesan Facilities by Groups or Individuals

Groups and individuals commonly request the use of our facilities (such as parish halls and school classrooms) for meetings, events, receptions, etc. Such use can be an important part of parish life, however, the process of allowing use must be carefully administered in order to provide a safe environment and to avoid unnecessary risks.

KEY ACTION CHECKLIST:

1. Restrict Who May Use the Facility

- Do not allow facility use by For-Profit groups. Use of premises by For-Profit Organizations may endanger our property tax-exempt status.
- Do not allow anyone (individual or group representative) under the age of 21 to request use of a facility.

2. Obtain Approval for Multi-Day Events

- Obtain Diocesan Legal Department approval for short-term usage exceeding two consecutive days or more than one day per week on an on-going basis.

3. Restrict the Type of Activities Allowed

- Facility use should be low risk (meetings, private receptions, etc.) and non-commercial. . It is also important to consider whether the use conflicts with our religious views.
- Use caution in the following situations:
 - Events open to the general public (parties, dances, concerts, carnivals, sales, etc.) must be cleared by the Diocesan Legal Department.
 - Events referred to in *Best Practices-HIGH RISK ACTIVITIES*.
 - Athletic practices or competitions unless approved by the Diocesan Legal Department.
 - Events requiring armed security.
 - Use by groups for purposes at odds with our religious views.
- If in doubt about an activity, call the Diocesan Legal Department for advice.

4. Complete a Short Term Use Agreement

- A Short Term Use Agreement must be executed for every use of premises. (See attached.)
- There are separate agreement forms for Individuals and Groups.

5. Obtain Evidence of Insurance – Individual Users

- Individuals may have homeowner’s or renter’s insurance. This coverage is acceptable if they can provide the Diocese with a Certificate of Insurance and Additional Insured Endorsement as required by the Short Term Use Agreement.
- Individuals that cannot provide evidence of insurance as described above must purchase the *Liability Insurance for the Events of Outside Users at Diocese of Monterey Facilities* (Special Event Coverage), see the attached form.
- Locations should not make representations about the extent or limitations of the Special Event Coverage. It should simply be presented as a Diocesan requirement. Refer any questions regarding coverage to the Program Administrator noted on the form.
- Note that the Special Event form and payment must reach the Diocesan Accounting Department at least seven days prior to the event.

6. Obtain Evidence of Insurance – Group Users

- **Groups using facilities on a one-time basis** must provide a Certificate of Insurance showing the Diocese of Monterey as a separately named insured in the amount of \$2,000,000. If groups cannot obtain such insurance, they may purchase Special Event Coverage – even if they have commercial insurance. See the attached form. Any exceptions to the purchase of Special Event Coverage must be cleared by the Diocesan Legal Department.
- **Groups using facilities on a recurring basis** (such as scout troops, local civic groups, etc.) may submit a evidence of their commercial insurance in accordance with the provisions of a use agreement drafted by the Diocesan Legal Department.
- **If the Group purchases Special Event coverage:**
 - Locations should not make representations about the extent or limitations of the Special Event Coverage. It should simply be presented as a Diocesan requirement. Refer any questions regarding coverage to the Program Administrator noted on the form.
 - Note that the Special Event form and payment must reach the Pastoral Office at least seven days prior to the event.

7. Retain Control of the Premises

- Clearly communicate the times and days users may access the premises.
- Carefully control building keys provided to facility users and be sure to retrieve them when the event is over.
- Walk-through the facility before the event with the user and agree on the condition of the premises so that cost of subsequent damage can be assessed.

8. Establish ‘House Rules’

Develop a set of ‘House Rules’ that fit your location. For example:

- A list of basic “dos and don’ts”

- Clean-up and lock-up procedures
- Who to contact in case of emergency
- Maintenance of exit ways
- Prohibition of flammable decorations
- Kitchen rules. Note if use of Parish kitchen appliances and utensils is allowed, the location should be sure that conditions are safe and sanitary. Do not allow use of location owned mixers or slicers. Be sure all appliances operate properly.

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**G. CONTRACTS FOR USE OF A FACILITY OR PREMISES NOT OWNED BY THE
DIOCESE**

KEY ACTION CHECKLIST:

- 1. Determine if the Premises is Basically Safe for Your Intended Purpose.*
- 2. Determine if a Contract will Need to be Signed in Order to Use the Premises.*
- 3. Develop an Emergency Plan.*

FORMS:

- 1. Inspection Form*

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G. CONTRACTS FOR USE OF A FACILITY OR PREMISES NOT OWNED BY THE DIOCESE

It is common for Parishes, Schools, and Ministries to use premises not owned or controlled by the Diocese. Examples include:

- Youth activities at a park
- Rental of a building for a special event

We need to take reasonable steps to assure that the facility is a safe place for our employees, volunteers, and attendees – even if the facility is only used for a single event.

KEY ACTION CHECKLIST:

1. Determine if the Premises are Basically Safe for Your Intended Purpose

Once you identify a facility that you plan to use, you need to be sure that it is adequate for your purpose. This is best accomplished by making a walk-around inspection of the premises. Look for items such as:

Indoor Facilities:

- Building was built for the type of activity you have in mind
- Premises in good condition with no obvious hazards (tripping, electrical, etc.)
- Any equipment to be used appears in good condition
- Good Housekeeping
- Cooking facilities (if any) appear to be clean
- Restrooms appear to be clean
- Exits easily accessible
- No obvious security/personal safety concerns
- Interior/exterior lighting works/appears adequate

Outdoor Facilities/Play fields, etc

- Premises was designed for the type of activity you have in mind
- Any equipment to be used appears in good condition
- Premises in good condition with no obvious hazards
- Layout allows for supervision of children (if applicable)
- Lighting works/appears adequate (if applicable)
- No obvious security/personal safety concerns

If there are conditions that need to be addressed prior to use, alert the property owner to determine if improvements can be made to accommodate you. If you have questions, call the Diocesan Finance Officer or the Legal Department.

2. Determine if a Contract will Need to be Signed in Order to Use the Premises

The use of most indoor facilities and some outdoor facilities will require that a contract be signed prior to use.

- Find out if a contract will be required.
- If a contract is required, refer to *Best Practices-CONTRACTS FOR USE OF PREMISES, GOODS, OR SERVICES OTHER THAN CONSTRUCTION*.
- Have the contract reviewed by the Diocesan Legal Department.

3. Develop an Emergency Plan

You need to be able to react to reasonably foreseeable emergencies. Consider planning for emergencies such as:

- Medical
- Security/Violence
- Fire
- Earthquake

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H. HIGH RISK ACTIVITIES

KEY ACTION CHECKLIST:

- 1. Know What is Considered “High Risk” and Seek Approval Early in the Planning Process.*
- 2. Refer to Best Practices Section Regarding Community Service Programs and Professional Services.*
- 3. Avoid Non-Diocesan Risks.*
- 4. Obtain Informed consent.*
- 5. Use Qualified, Insured Contractors with Caution.*

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone’s personal safety.

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H. High Risk Activities

Every event sponsored by a Parish, School, or Ministry of the Diocese creates some degree of safety risk to our staff and the community. Before planning a function, you are encouraged to balance the anticipated benefits with the unavoidable risks involved.

Some activities create high risks that cannot be justified. Generally, activities are considered to be high risk when:

- There is a substantial risk of bodily injury or property damage

OR

- The activity is not typical to the location’s operations

If you are considering any activity that may be considered *high risk*, contact the Diocesan Legal Department or Finance Officer early in the planning process for counsel and assistance. Early contact will allow for a determination if the event is, in fact, high risk and, if so, provide time to assess options.

KEY ACTION CHECKLIST:

1. Know What is Considered “High Risk” and Seek Approval Early in the Planning Process

- If you are in doubt about an activity call the Diocesan Legal Department or Finance Officer as soon as possible.
- It is not possible to list every activity that is potentially high risk. However, the following activities are *potentially* considered high risk:

VEHICLES FOR TRANSPORTATION OR SPORT

✓ Use of any watercraft other than public transit such as ferry boats (e.g. rafts, canoes, kayaks, ski boats, etc.).	✓ Use of any aircraft other than scheduled, commercial flights.
✓ Motorcycles	✓ Hay Rides
✓ Use of any motor vehicle other than a personal passenger vehicle (e.g. all-terrain vehicles)	✓ Any van designed to carry more than 10 persons including the driver.

SPORTS/ADVENTURE

✓ Extreme Sports (e.g. bungee jumping, skydiving, hang gliding)	✓ Boxing and martial arts
✓ Scuba diving, surfing/windsurfing	✓ Rock climbing
✓ ‘Ropes’ or obstacle course events in excess of 12 feet in height	✓ Activities related to ‘VEHICLES’ above (e.g. water skiing, river rafting, etc.)
✓ Skiing	✓ Ice Skating

OTHER

✓ Fireworks sales or displays
✓ Human pyramids, cheerleader tossing, etc
✓ Use of Trampolines
✓ Events involving livestock including rodeos, bullfights, and horseback riding

1. Refer to Best Practices- Community Service Programs and Professional Services

2. Avoid Non-Diocesan Risks

In some cases, a location may be asked to collaborate or co-sponsor an activity with another organization.

- Any endorsements of a non-diocesan program or the lending of the name of a parish or school to the programs of an outside entity should be approved by the Diocesan Legal Department. This also includes requests by political organizations.
- If participants of diocesan programs engage as a group in a non-diocesan activity it is important that the parish, school, or department clearly communicate to the participants as well as parents/guardians that the activity is not sponsored by the parish, school, or department.

3. Obtain Informed Consent

Irrespective of the degree of risk presented by a diocesan activity, the parish, school, or department needs to make sure that all program participants and parents/guardians of participants under the age of 18 are fully aware of the proposed activity including mode of transportation, if any, and consent to their child’s participation using the approved form.

- Parents/guardians must sign standard permission slips and medical releases for all participants under the age of 18.
- Refer to *Best Practices–SUPERVISION OF ACTIVITIES INVOLVING PERSONS UNDER 18*.

4. Use Qualified, Insured Contractors with Caution

- The use of a contractor to provide services can increase safety because a qualified professional is running the program, also it can reduce the risk of an activity to the Diocese by transferring some of the liability and insurance responsibility on to the contractor.
- Contractors should not be used, however, as a justification to engage high risk activities.
- If contractors are to be used, see *Best Practices–CONTRACTS FOR USE OF PREMISES, GOODS, OR SERVICES OTHER THAN CONSTRUCTION* for additional information.

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I. MONEY HANDLING

KEY ACTION CHECKLIST:

- 1. Sunday Collection Procedures.*
- 2. Fundraising and Bingo Procedures.*
- 3. Script and School Tuition.*
- 5. In Case of Robbery.*
- 6. In Case of Burglary.*

FORMS:

- 1. Coin and Currency Count by Service*
- 2. Weekly Deposit Report*
- 3. Plate Collection Safe Deposit Log*

Diocese of Monterey

Best Practices For Safe Operations

I. Money Handling

These guidelines for handling the monies that the Church collects conform to generally accepted accounting practices. They have been established to protect the persons handling the funds as well to protect the funds and the entity to which they are given.

Donations are freely given and our parishioners' generosity should not be taken lightly. Every effort should be made to protect these gifts. Volunteers and staff are precious to the church and they should be aware of proper cash handling procedures.

KEY ACTION CHECKLIST:

1. Sunday Collection Procedures

- If possible, ushers should use long-handled baskets for the plate collection. If baskets are passed within the pews, ushers need to monitor closely these baskets as they are being passed from person to person, pew to pew.
- When the collecting is concluded, the baskets need to be combined into one basket (two baskets if there is a second collection) in view of the assembly. This could take place behind the last pew at the back of the Church, or in some cases, a table is centrally located in the middle of the assembly. Baskets should not be combined in a private room, or Church entrance away from the assembly. During the offertory, the combined basket(s) is placed at the front of the altar.
- Collections need to be moved from the altar, immediately after Mass. This needs to be done by two responsible volunteers (in many cases, Eucharistic Ministers or Ushers will handle this responsibility). Collections should be bagged, marked by service, and placed into a safe. This also needs to be done by the same two volunteers that have moved the basket(s) from the altar. However, if the safe is a key or combination lock safe, access to the safe should be limited to as few persons as possible.

Specific designated persons would be responsible for opening the safe and placing the bags into the safe. We recommend the use of a safe that will allow deposits without being opened (like a mailbox) in the Sacristy. This eliminates the need for many persons to know the combination or location of a key to open the safe. Also, a sign-in form or log needs to be posted next to the safe. Then, whoever puts the bags into the safe can initial or write their name onto the log specifying that they have deposited the bags (see sample Plate Collection Safe Deposit Log).

- Within the Sacristy, church office, or rectory, collection monies should never be kept in a locked drawer, closet, or the like. These types of facilities can easily be burglarized. If there is no safe located in the Sacristy, and if the collection must be moved from the Church to another building, at least two persons should transport the money to the safe. If two persons are not available to transport the money, it should remain locked in the Church safe.

Allowing one person to transport money is dangerous both for the person's safety as well as for the safety of the money.

- Collections should remain locked in the safe until at least two counters, unrelated by blood or marriage, arrive on the day the monies are counted. Two persons need to be present when the safe is opened and the collections are removed. If the monies need to be transported to a counting room or area, two persons should be present for that transport.
- Cash should never be removed from the collection. All monies should be deposited "in tact" at the bank, i.e.; checks should not be cashed from the collections.
- Counting of the collections should be done by a minimum of two persons. They can be volunteers or paid staff but must be independent of the record keeping process, i.e.; the bookkeeper should not count the money. Money-counting personnel should rotate, so that different individuals are counting at least every other week.
- Minimum age for counting volunteers is 18 years of age
- Each service needs to be counted separately. In other words, do not combine the separate service bags together, before the monies are counted. All collections for each service need to be counted twice. (What you may wish to do is have two volunteers count one service completely, and then exchange with two other volunteers that are counting a different service. This way, two separate groups of volunteers are reviewing and counting the receipts for each service.) A "sign-off" sheet should be kept as to who has counted and recounted each service. Please see attached example. (This is included in the sample Coin and Currency Count by Service Form.)
- All checks should be endorsed with the parish stamp as soon as possible after they are received.
- The collection amounts need to be recorded into a ledger or weekly collection report with a breakdown of how much was received by checks and how much was received in cash (the cash breakdown should show how much was received in 1's, 5's, 10's, 20's, total coin, etc.) (Please see the attached samples of a Coin and Currency Count by Service Form and a Weekly Collection Report, which includes cash receipts.)
- Deposits into the bank should be made immediately after the collections have been counted. However, if the counting is done on the weekend, monies should be stored in the safe until the next banking day. Due to the possibility of robberies at our parishes, trips to the bank should not be made at regular times each week, but should vary. If the collections are sizable (\$5,000 or more), use of an armored transport company should be considered.
- Two or more persons need to take the deposit to the bank. Also, two or more persons need to walk the deposit from the car into the bank. Some banks have parking lot security, however, many do not. Please use care in selecting the people who will be transporting cash to the bank.
- Arrangements should be made with the bank to notify the pastor of any variance of \$20.00 or more in the deposit. Every effort should be made to determine the reason for the variance.

2. Fundraising and Bingo Procedures

The above procedures for collection counting would apply for any monies received at fundraising or bingo event with the following additions:

- All monies received at fundraising or bingo events should be received at one centralized location. Two or more persons need to be present at this location.
- When “cash boxes” fill up, two or more different persons need to be present when monies are bagged. Once monies are bagged, the “bagging volunteers” would be escorted to a counting area (staffed with at least two volunteers) or safe where the bags would be placed for safekeeping.
- All monies received need to be counted twice, and recorded on a report that accounts for a cash breakdown (1’s, 5’s, 10’s, 20’s, total coin, etc.) Since you will not be accounting by service, what you may wish to do is account for time period, such as monies received from 12:00 noon – 1:00 p.m., etc. This will help keep the monies being accounted for in a more manageable amount. These separate time periods would be counted twice.

3. Script and School Tuition

- Script should be stored in a safe or other secure location in the school or parish office.
- Whether script is sold after school or every Sunday after Masses, a secure location for the sale of script should be found. This location should be in sight of either church or school officials.
- Receipts should always be given when money is exchanged for script or payment of tuition. These should be duplicate type receipts so that both the school and the individual have signed copies of the transactions.
- Minimize the amount of script or cash kept with persons selling script. A system should be established for two volunteers or staff members to collect monies or deliver more script to the seller. The times when this is done should be varied.
- Due to the value of the script inventory, it should be reconciled on a regular basis – monthly at a minimum.
- Schools should follow all the “Sunday Collection Procedures” with regards to counting and transportation of tuition monies to the bank.

4. In Case of Robbery

- Follow the robber’s instructions - neither challenge nor attempt to outwit the robber - so that the robber does not feel he or she is losing control of the situation, motivating the robber to resort to violence
- Focus on any characteristics of each robber - - physical characteristics, patterns of speech or movement, any names of persons or places that may be mentioned - - that may help police to later apprehend and prosecute the robber.

- **DO NOT BE A HERO!!** Refrain from pursuing the robber in order to avoid further endangering yourself or any bystanders, but observe the robber's route in order to provide any further identifying information.
- Contact the police immediately by dialing 911.
- Complete the incident report.
- Contact the Pastoral Office.

5. IN CASE OF BURGLARY

- As soon as you discover that a burglary has occurred, call the police.
- Refrain from touching or disturbing the area that has been burglarized.
- Complete an incident report.
- Contact the Pastoral Office.

-COIN AND CURRENCY COUNT BY SERVICE
 (PLEASE COMPLETE SEPARATE SHEET FOR 2ND COLLECTIONS)

DATE _____ SERVICE/2ND COLLECTION _____

COUNTED BY _____ RECOUNTED BY _____

	NUMBER	VALUE	AMOUNT	
			DOLLARS	CENTS
LOOSE COIN				
Pennies		.01		
Nickels		.05		
Dimes		.10		
Quarters		.25		
Half-Dollars		.50		
TOTAL LOOSE COIN				
ROLLED COIN				
Pennies		0.50		
Nickels		2.00		
Dimes		5.00		
Quarters		10.00		
TOTAL ROLLED COIN				
CURRENCY				
Ones		1.00		
Fives		5.00		
Tens		10.00		
Twenties		20.00		
Fifties		50.00		
Hundreds		100.00		
TOTAL CURRENCY				
TOTAL CHECKS (attach tape)				
SUBTOTALS				
TOTAL LOOSE COIN				
TOTAL ROLLED COIN				
TOTAL CURRENCY				
TOTAL CHECKS				
TOTAL FOR SERVICE				

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

WEEKLY DEPOSIT REPORT

DATE _____ COMPLETED BY _____

ACCOUNT _____

COLLECTION INFORMATION			
SERVICE TIME	AMOUNT	2 nd Collection	AMOUNT
TOTALS			
COLLECTION TOTALS			

MISCELLANEOUS CASH RECEIPTS	
TYPE OF RECEIPT	AMOUNT
Baptisms	
Weddings	
Quinceaneras	
Funerals	
Mass Stipends	
Facility Rental	
Other	
Miscellaneous Cash Receipt Total	

DONOR RECEIPTS		
NAME OF DONOR	SPECIFIED USE	AMOUNT
V.	DONATION TOTAL	
VI.	COLLECTION TOTAL	
VII.	2ND COLLECTION TOTAL	
VIII.	MISCELLANEOUS CR TOTAL	
IX.	DONATION TOTAL	
X.	TOTAL DEPOSIT	

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**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

J. OVERNIGHT STAYS AND FOREIGN TRAVEL

KEY ACTION CHECKLIST:

1. Overnight Stays.

2. Foreign Travel.

FORMS:

1. Code of Conduct: Participants

2. Agreement: Non-Participating Parents/Guardians

3. Code of Conduct: Chaperones

4. Request for Approval: Overnight Stays

5. Request for Approval: Foreign Travel with Children

DIOCESE OF MONTEREY

BEST PRACTICES FOR SAFE OPERATIONS

J. Overnight Stays and Foreign Travel

Overnight stays and foreign travel present additional risks that must be addressed by the parish, school or ministry sponsoring the event.

Key Action List:

1. Overnight Stays

- Overnight stays for children and young people must be approved in advance as follows: For parish religious education trips, by the Pastor and Director of Catechetical Ministry. For parish youth ministry events, by the Pastor and Director of Youth Ministry. For Schools, by the Pastor and Superintendent of Schools.
- Factors to be considered in determining the appropriateness of an overnight stay include the following:
 - What is the purpose of the event? It should have educational or spiritual value. Purely recreational events are less likely to be approved.
 - What type of activity is involved? If this involves a dangerous activity, please see *Best Practices-High Risk Activities* for more information.
 - What else is occurring at the event when the group is present? Is this a self-contained event or will the Diocese of Monterey group be meeting with others at this activity? If so, what type of interactions will the group have with others?
 - What type of sleeping accommodations will be used? It is ideal if the accommodations sleep at least six people: two adults and four children of the same gender. If your event will have more or less than six, please outline in the proposal the type of accommodations and how the group will satisfy the requirements of the **Safe Environment Program**. Please refer to *Best Practices-Supervision* and *Volunteers* for more information.
 - Is the facility to be used for the overnight stay appropriate for that purpose? Please see *Best Practices-Use of Facilities or Premises not Owned by the Diocese*.
 - What will be the adult child ratio? All adults on the trip must have completed the criminal background check required under the **Safe Environment Program** and the ratio of adult to children must be within the guidelines established by the **Safe Environment Program**. Please refer to the *Best Practices-Supervision and Volunteers* for more information.
 - What type of transportation will be used? Please refer to the *Best Practices-Transportation* for more information.
 - What type of training and preparation will be used? How will the adult chaperones, children and non-participating parents learn of the rules and the code of conduct?

- The parents must sign a consent form as required by the policy on Supervision.
- The adult chaperones, children and non-participating parents must sign the appropriate Code of Conduct.
- The Sponsor must submit a Request for Approval, which is attached.

Key Action List:

2. Foreign Travel

- Travel to a foreign country presents additional challenges and risks including language, culture, access to medical care, and transportation. Because of these additional risks, it is extremely important that all of the safeguards discussed in **Key Action List: Overnight Stays** be assured. It is also important that any foreign travel be approved well in advance of the intended departure date to assure adequate time for planning as follows: For parish religious education trips, by the Director of Catechetical Ministry. For parish youth ministry events, by the Director of Youth Ministry. For schools, by the Pastor and the Superintendent of Schools.
- It is ideal that those traveling to another country be at least eighteen years old. However, trips involving children aged 16-17 may be approved as long the provisions of the **Safe Environment Program** are observed. Travel involving children younger than 16 will not be approved.
- In addition to the factors listed above, the sponsor of a foreign travel event must address the following additional concerns:
 - What provisions have been made for a communications plan? When traveling internationally, the trip sponsor must provide for a communications plan in case of an emergency.
 - What provisions have been made to obtain medical care while in the foreign country? The trip sponsor must provide a plan for providing medical care and medical releases for children while traveling to a foreign country.
 - What travel documentation is required? The trip sponsor must submit information on the Request for Approval outlining the documentation necessary to travel between the United States and the foreign country. The ideal would be that United States citizens, including children, have passports and that foreign nationals have passports and the necessary travel documents to re-enter the United States.

CODE OF CONDUCT: PARTICIPANTS

In order to participate in youth activities sponsored by the Diocese of Monterey, Participants and their Parents/Guardians agree as follows.

Participants agree:

1. I will politely obey the requests and directions of the adult leaders.
2. I will stay with my assigned group or buddy at all times.
3. I will participate in the approved activity at all times.
4. I will dress appropriately at all times.
5. On overnight trips, I will stay in my assigned room and observe the bedtime and quiet hours schedule until group activities begin the next day or as otherwise directed by adult leaders.
6. I will be on time to activities and will observe all check in rules.
7. I will treat adult leaders, other participants, and community members with respect and will not engage in behavior that reflects poorly on me or the group such as: stealing, swearing, fighting, being physically or verbally abusive, being dishonest, damaging property, threatening others, or engaging in disruptive behavior.
8. I will not participate in hazing, teasing, or other similar activities.
9. I will not engage in any illegal activity including:
 - Smoking or possessing tobacco in any form
 - Possessing or use drugs (Note: Prescription drug use must be disclosed to the adult leaders)
 - Gambling
 - Possessing any weapon

I will take responsibility for my actions and understand that I will be sent home if I do not comply with this Code of Conduct to the satisfaction of the adult leaders.

Signature

Print Name

Event

Date

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

AGREEMENT: NON-PARTICIPATING PARENTS/GUARDIANS

1. I will immediately and at my own cost retrieve my child from this activity if my child does not comply with this Code of Conduct to the satisfaction of the adult leaders.
2. I have reviewed the Code of Conduct: Participants with my child(ren). He or she understands the Code of Conduct and has promised to comply with it.
3. During the event, I can be reached as follows:
 - a. Home: _____
 - b. Work: _____
 - c. Cell: _____
 - d. Other: _____

Signature of Parent/Guardian

Print Name

Name of Child(ren)

Event

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CODE OF CONDUCT: CHAPERONES

1. I agree to be responsible for the children assigned to me.
2. I agree to follow the requirements of the Diocese of Monterey's *Safe Environment Program*.
3. I agree to be a good role model in my interactions with the all on this trip by the following:
 - a. Dressing appropriately
 - b. Not consuming alcohol
 - c. Not smoking
 - d. Not using illegal drugs
 - e. Not possessing a weapon
 - f. Being respectful to all children, adults and others I may encounter on this trip.

Signature

Print Name

Event

Date

-

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REQUEST FOR APPROVAL: OVERNIGHT STAYS

This form must be submitted as far in advance as possible to the appropriate person: For parish religious education trips, to the Pastor and Director of Catechetical Ministry. For parish youth ministry events, to the Pastor and Director of Youth Ministry. For schools, to the Pastor and the Superintendent of Schools. For all other categories, please send this form to the Diocesan Legal Department.

Name of sponsoring parish/school: _____

Name of contact person: _____ phone: _____

Type of activity(ies): _____

Dates: _____ Place: _____

What is the purpose of the event? _____

What else is occurring at the event when the group will be there? _____

What type of sleeping accommodations will be used? _____

What will be the adult child ratio? _____

All adults fingerprinted according to the *Safe Environment Program*? _____

What type of transportation will be used? _____

What type of training/preparation will be done in advance? _____

Approved by:

Pastor Date

Director of Youth Ministry or Director Catechetical Ministry Date

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

REQUEST FOR APPROVAL: FOREIGN TRAVEL WITH CHILDREN

This form must be submitted as far in advance as possible to the appropriate person: For parish religious education trips, to the Director of Catechetical Ministry. For parish youth ministry events, to the Director of Youth Ministry. For schools, to the Pastor and the Superintendent of Schools. For all other categories, please send this form to the Diocesan Legal Department.

Name of sponsoring parish/school: _____

Name of contact person: _____ phone: _____

Type of activity(ies): _____

Dates: _____ Place: _____

What is the purpose of the event? _____

What else is occurring at the event when the group will be there? _____

What type of sleeping accommodations will be used? _____

What are the ages of the children involved: _____

What will be the adult child ratio? _____

All adults fingerprinted according to the *Safe Environment Program*? _____

What type of transportation will be used? _____

What type of training/preparation will be done in advance? _____

Please describe the communications plan while traveling abroad: _____

Do all participants and chaperones have travel documentation consistent with the policy on foreign travel? _____

What are your plans for access to medical treatment while abroad? _____

Approved by:

Pastor

Date

Director of Youth Ministry or Director of Catechetical Ministry

Date

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**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

K. PLAYGROUND SAFETY

KEY ACTION CHECKLIST:

- 1. Determine if Your Playground Equipment is Up-to-Date.*
- 2. Know what to Look For.*
- 3. Maintain Your Playground Equipment.*
- 4. Supervise Playground Use.*
- 5. Know Your Resources if you Plan on Installing New Equipment or Have Questions.*

DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS

K. Playground Safety

Each year thousands of children are injured on playgrounds across the United States. Our concern for the well being of our children and California Law require each location with playground equipment to take action to prevent injuries.

KEY ACTION CHECKLIST:

7. *Determine if Your Playground Equipment is Up-to-Date*

All known parish and school playground equipment was inspected in the Fall of 2000

- If your playground was inspected, confirm that you received the report and that any deficiencies have been corrected.
- If you had playground equipment that was installed prior to September 2000 and you are not sure if it was inspected or you never received a report, please contact the Diocesan Legal Department.
- If you had playground equipment installed after September 2000, please contact the Diocesan Legal Department so that an inspection can be arranged.

8. *Know What to Look For*

- Review the U.S. Consumer Product Safety Commission (CPSC) *Publication Handbook for Public Playground Safety*. This document can be obtained on the Internet at <http://www.cpsc.gov/cpscpub/pubs/325.pdf> or by calling the Diocesan Legal Department.

9. *Maintain Your Playground Equipment*

- Check for common hazards (debris, sharp edges, etc.) frequently and take appropriate action.
- Maintain the protective surfacing material that lies under and around the equipment
 - Loose fill materials (wood chips, etc.) need to be raked and replenished to assure an adequate depth of material that is not packed down.
 - Mats and similar materials need to be inspected for defects and repaired as needed.
- Follow the maintenance guidelines and use the maintenance checklists in the CPSC Handbook.

4. *Supervise Playground Use*

- When play is supervised (i.e. during the school day) assign an adequate number of adults to supervise play

- Train supervisors to identify and fix common hazards
- .Train supervisors to identify and deal with risky behaviors (jumping off the top of equipment, etc.)
- If possible, fence and lock playground equipment areas to secure it from unsupervised use.

10. *Know Your Resources If You Plan on Installing New Equipment or Have Questions*

- New playground equipment needs to be assembled and installed in compliance with the written instructions of the manufacturer. In addition, new playground equipment must either be assembled and installed by, or under the direct supervision of, an individual authorized by the manufacturer or be inspected by a Certified Playground Safety Inspector prior to use.
- In addition, the playground equipment supplier and installer must provide a written warranty that the equipment/installation complies with the current American Society for Testing and Materials (ASTM) Designation F-1487 *Standard Consumer Safety Performance Specification for Playground Equipment for Public Use* as well as the current CPSC *Handbook for Public Playground Safety*. In case of conflict, the more restrictive/conservative standard shall apply.
- Contact the Diocesan Legal Department. The Legal Department will arrange for a person familiar with playground safety to assist you.

**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

L. PROFESSIONAL SERVICES

KEY ACTION CHECKLIST:

1. Know and Communicate Your Professional Services Risks.

- *Medical*
- *Nursing*
- *Legal*
- *Other*

DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS

L. Professional Services

Although the Diocesan insurance program provides broad coverage, certain activities are not covered.

Certain professional services are *not permitted by our insurance program* including:

- Medical and Nursing Services including, but not limited to, school nurses, healthcare screenings, and home health care visits.
- Legal Services including, but limited to, immigration services.

Therefore, provision of these services must be avoided in order to protect our Parishes, Schools, and Ministries from the financial impact of potential claims.

KEY ACTION CHECKLIST:

Know and Communicate Your Professional Services Risks

- If your Parish, School, or Ministry is involved in *any* activity that utilizes the services of licensed professionals, please call the Diocesan Legal Department as soon as possible.
- When considering and communicating your professional services risks, please include any services provided by others on your behalf or services provided in collaboration with another entity.

**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

M. SPECIAL EVENTS – FUNDRAISERS, FESTIVALS AND FIESTAS

KEY ACTION CHECKLIST:

- 1. Designate Safety Responsibility*
- 2. Plan Early if any Facilities or Equipment are to be Rented from Others.*
- 3. Communicate Regarding Carnival Operations and other Potentially High Risk Activities.*
- 4. Make Sure the Facility and Equipment to be Used are Adequate.*
- 5. Obtain any Required Permits.*
- 6. Make and Document Periodic Safety Inspections.*
- 7. Make Provisions for Security.*
- 8. Have and Enforce a Policy for Serving Alcohol.*
- 9. Follow Safe Food Handling Guidelines.*
- 10. Control the Use of Volunteers.*

FORMS:

- 1. Inspection Form*

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS

M. Special Events – Fundraisers, Festivals, and Fiestas

Our Parishes, Schools, and Ministries often rely on Special Events for fund raising. These events might include:

- Festivals and Fiestas
- Auctions
- Dinners
- Golf Tournaments
- BINGO Games

By their nature, Special Events are infrequent, high activity level operations that occur over short periods of time and often involve large numbers of volunteers and participants. In addition, some special events (especially Festivals and Fiestas) are such a “tradition” that safety hazards that have developed over the years are overlooked. We need to be concerned about the safety of our staff, volunteers, parishioners, and guests.

KEY ACTION CHECKLIST:

1. Designate Safety Responsibility

- Overall responsibility for event safety should be assigned to a specific individual on the Special Event Planning Committee called the Safety Manager.
- This Safety Manager should coordinate all safety matters relating to the event including loss prevention, incident reporting, and emergency response.
- The Safety Manager should be encouraged to discuss any unusual aspects of the Special Event with the Diocesan Legal Department.

2. Plan Early if any Facilities or Equipment are to be Rented from Others

If any facility belonging to someone other than the Diocese is to be used, it is important that the event planning process begin early.

- The facility should be reviewed for adequacy (see below). Also see *Best Practices-USE OF A FACILITY OR PREMISES NOT OWNED BY THE DIOCESE*.
- Rental agreements should be reviewed by the Diocesan Legal Department and insurance requirements fulfilled. See *Best Practices-CONTRACTS FOR USE OF PREMISES, GOODS, OR SERVICES OTHER THAN CONSTRUCTION* in this regard.

- If the use of a facility is donated, the Diocesan Legal Department should be contacted so that a use agreement can be drafted.
- The facility should be designed for its rental purpose.

3. Communicate Regarding Carnival Operations and Other Potentially High Risk Activities

- Certain carnival operations present an *elevated risk of loss* to our Parishes, Schools, and Ministries including:
 - ‘Sumo Wrestling,’ human fly, and similar contact/impact events
 - Carnival rides, dunk tanks, moon bounces, etc.
 - Tests of skill utilizing darts, air guns, etc.
 - Climbing walls and similar activities

These types of carnival operations are typically provided by a contracted service, and are sometimes attempted by Parish volunteers and staff. Either way, if you are considering any carnival operation similar to those listed above, call the Diocesan Legal Department as soon as possible for approval.

- Activities such as carnival rides need to be avoided. Refer to *Best Practices-HIGH RISK ACTIVITIES*.

4. Make Sure the Facility and Equipment to be Used are Adequate

Facilities and equipment used in conjunction with special events need to be reasonably safe taking into account the number and age of the participants. The Safety Manager should review key areas including:

- Was the facility designed for the event?
- Is the facility free of obvious hazards?
- If the event takes place indoors, is the occupant capacity of the room adequate? Are there sufficient exits? Are the exits accessible?
- Will temporary wiring be used? If so an electrician should review it.
- Flammable decorations should not be used.
- Are floors and stairs free of tripping hazards?
- Are there adequate parking facilities?
- Is there adequate lighting for all facilities (including parking lots) used at night? Is emergency lighting required?
- If outdoor fields are used, is the area reasonably free of tripping hazards and are those hazards that can not be removed marked?
- If temporary structures are used are they structurally sound and secured from movement (due to wind, etc.).

5. Obtain any Required Permits

It is the responsibility of the location to investigate the need for and to obtain all required permits (street closure, liquor license, parade, carnival, fun runs/walks, etc.).

6. Make and Document Periodic Safety Inspections

- The Safety Manager or a designee should make a walkthrough inspection of the entire facility (including service areas and restrooms):
 - Prior to the start of the event.
 - On a scheduled basis during the event (frequency to be determined by the Event Safety Manager.)
 - At the end of each day of a multi-day event and at the conclusion of the event.
- It is recommended that the attached *Inspection Form* or similar form be used as an inspection tool. If no hazards are found, note that fact on the form.

7. Make Provisions for Security

In considering the need for security, the Safety Manager should ask the following questions:

- Is there a potential need for crowd control? If so should the event be changed to reduce this need?
- Is there a need for armed security? If so, should the event take place?
- Will large amounts of money (especially cash) be handled? If so follow the money handling procedures in *Best Practices-MONEY HANDLING*. Also consider if an armored car service is needed.
- Is there a need for physical security (perhaps to secure auction items)?
- If you contract for security, see *Best Practices-CONTRACTS FOR USE OF PREMISES, GOODS, OR SERVICES OTHER THAN CONSTRUCTION*.
- If in doubt, the Event Risk Manager should be encouraged to contact the local police department.

8. Have and Enforce a Policy for Serving Alcohol

In order to minimize the considerable risks associated with serving alcohol, the following guidelines should be considered:

- Alcohol service should be catered when possible. The caterer needs to provide evidence of liquor liability insurance.
- Liquor licenses are the responsibility of the parish or school.
- Selected servers who are responsible, over 21, agree not to drink during the event, and, if possible have server training (TIPS, etc.).
- “Open Bars” should not be allowed. Use of tokens or other means to restrict the number of drinks available to a single person is encouraged.

- Have a plan to prevent serving underage persons—ask for ID from those who look under 30.
- Have a plan to prevent persons from becoming intoxicated – serve one drink at a time.
- Liquor should be measured when drinks are poured.
- Have a plan to deal with persons who become intoxicated.
- Provide non-alcoholic beverages.
- Substantial food should be served at any event where liquor is served.
- Encourage responsible drinking and the use of designated drivers.
- Stop serving alcohol 1 to 2 hours prior to the end of the event.
- Make arrangements with a local taxi company to transport intoxicated persons.

9. *Follow Safe Food Handling Guidelines*

The Event Risk Manager needs to know that a single source of food poisoning can impact every participant of a special event. Simple procedures including the following should be considered to minimize the likelihood of food borne illness:

- Keeping hot foods hot – Hot food should be kept above 140° F until served.
- Keeping cold foods cold – Cold food should be kept below 40° F until served.
- Don't let food sit for more than an hour at room temperature
- Requiring food servers to be in good health and practice good hygiene (hand washing, etc.)
- Wash dishes and serving utensils thoroughly

10. *Control the Use of Volunteers*

- See *Best Practices-VOLUNTEERS*.

**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

**N. SUPERVISION OF ACTIVITIES INVOLVING PERSONS UNDER 18
(NON-CLASSROOM)**

KEY ACTION CHECKLIST:

- 1. Select Supervisor with Care.*
- 2. Obtain Informed Consent of Parents/Guardian.*
- 3. Provide Enough Supervision.*
- 4. Review Activities and Equipment.*
- 5. Have an Emergency Plan.*
- 6. Provide Periodic Training.*

FORM:

- 1. Permission Waiver and Release and Consent for Treatment Form*

DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS

N. SUPERVISION OF ACTIVITIES INVOLVING PERSONS UNDER 18 (Non-Classroom)

We are responsible to assure the safety of children (anyone under the age of 18) who participate in our programs and activities. This means that we need to be sure that these activities are well planned, understood and agreed to by the parents/guardians, and properly supervised.

KEY ACTION CHECKLIST:

1. *Select Supervisors with Care*

Whenever we supervise children and young people, we are responsible for their safety.

- Refer to the Diocesan *Safe Environment Program*
- Supervisors must be at least 18 years old. Although youth may *assist* supervisors, persons under 18 may not supervise anyone.
- In addition to other criteria, supervisors should be chosen that have the mental and physical abilities as well as the temperament to effectively deal with youth.
- See *Best Practices–TRANSPORTATION*
- See *Best Practices-VOLUNTEERS*

2. *Obtain Informed Consent of Parents/Guardians*

- Diocese of Monterey Permission Waiver and Release & Consent for Treatment Form (see attached) must be used for all youth events.
- The permission slip must include a full description of the activities, including times, places, transportation, etc. (See attached.)
- Only those activities for which written, informed consent has been given may be performed.

3. *Provide Enough Supervision*

- Refer to the Diocesan *Safe Environment Program* for information on required adult to child ratio and more detail on the points below.
- Maintain an ‘open door’ policy – all interactions between supervisors and youth should be in an area that can be observed by other supervisors.
- Private, one-on-one (supervisor-youth) situations are not permitted.
- If an activity includes male and female participants, male and female supervisors are required.
- If the predetermined number of qualified supervisors do not show-up, the event should be canceled.
- Supervisors should be reminded to stay in their role as supervisor.

4. Review Activities and Equipment

- All activities must be appropriate for the age, mental ability, and physical ability of the participants.
- Any facilities or equipment to be used as part of a youth activity should be reviewed/inspected for obvious hazards prior to the activity.

5. Have an Emergency Plan

Consider planning for emergencies such as:

- Child missing
- Medical
- Security/Violence
- Fire
- Earthquake

6. Provide Periodic Training

- Consider refresher training sessions for supervisors focusing on key procedural issues and expectations.

**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

O. TRANSPORTATION – USE OF MOTOR VEHICLES

KEY ACTION CHECKLIST:

- 1. Avoid the Risk – Minimize Transportation Services.*
- 2. Use Chartered Transportation Services to Minimize the Risk When Possible.*
- 3. Obtain Signed Permission Slips Anytime Transportation is Provided to Anyone Under 18.*
- 4. Know and Follow Driver Selection Requirements.*
- 5. Restrict the Scope of Vehicle Use.*
- 6. Restrict the Vehicles That May be Used.*
- 7. Know the Rules for Rental Vehicles.*
- 8. Place Children in the Back Seat When Possible.*
- 9.. Require the Use of Seatbelts and Vehicle Restraints.*
- 10. Be Prepared for Accidents.*

Forms:

- 1. Driver Information Form – Questions*
- 2. Automobile Accident Form*

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS

O. Transportation – Use of Motor Vehicles

The use of vehicles is, perhaps, the single greatest safety hazard the Diocese and its people encounter on a routine basis. Too often, vehicle accidents cause injuries or death to members of the community.

For all of these reasons, great care needs to be taken to minimize risks associated with vehicle use.

KEY ACTION CHECKLIST:

1. Avoid the Risk – Minimize Transportation Services

- Vehicle risk is presented any time:
 - A Parish/School Diocesan owned/leased vehicle is operated
 - A vehicle not owned by the Diocese is used on behalf of the Diocese.
- Actively seek ways to minimize the number of miles driven by or on behalf of the Diocese.

2. Use Chartered Transportation Services to Minimize the Risk When Possible

- When possible, engage the services of reputable, insured, chartered transportation services.
- See *Best Practices-CONTRACTS FOR USE OF PREMISES, GOODS OR SERVICES OTHER THAN CONSTRUCTION BEST PRACTICES* for information on contracting requirements for charter transportation.

3. Obtain Signed Permission Slips Anytime Transportation is Provided to Anyone Under 18:

- See the *Best Practices–SUPERVISION OF ACTIVITIES INVOLVING PERSONS UNDER 18*.

4. Know and Follow Driver Selection Requirements

- Only persons who have been screened and selected should drive *any vehicle* on the business of Parishes, Schools, and Ministries of the Diocese.
- Screening and selection criteria for ***all drivers*** includes:
 - Drivers must be at least 25 years of age and have regularly driven automobiles for the past 5 years.

- Possess a valid, unrestricted (except for corrective lenses) California Drivers License and have attached a photocopy to the attached form
- In the past eight years, the driver ***must not have been convicted**** of any of the following:
 - ✓ ***Any*** offense involving alcohol or drugs (e.g. DUI/Drugs, open container, etc.)
 - ✓ Negligent, Careless, or Reckless Driving
 - ✓ Evading a peace officer
 - ✓ Speed contest or exhibition of speed
 - ✓ Hit and Run
 - ✓ Speeding more than 20 mph over posted limit
 - ✓ Failure to stop at a stop sign or signal
 - ✓ Any felony charge involving a motor vehicle
 - ✓ Driving with a suspended or revoked license
 - ✓ Vehicular manslaughter
 - ✓ Driving on the wrong side of the road
 - ✓ In the past four years, the driver must ***not*** have been convicted* of more than one moving violation

* **Convicted includes all convictions and/or related traffic school attendances.**

- Drivers should complete a *Driver Information Form* (see attached) to conform compliance with the foregoing.

5. Restrict the Scope of Vehicle Use

- Drivers using any vehicle on Diocesan business should be instructed and acknowledge what constitutes acceptable vehicle use on behalf of the Parish, School, or Ministry.
- Drivers should understand that they are not authorized to drive on behalf of a Parish, School, or Ministry unless specifically requested to do so.

6. Restrict the Vehicles That May be Used

- Personal vehicles driven on Diocesan (parish, school, etc.) business must be registered to the driver and be insured as required by law.
- Diocesan vehicles should be only driven by Diocesan clergy or employees.
- Clergy, employees, and volunteers should only drive vehicles that they own. Note, this precludes valet parking or driving vehicles of other at car wash events.
- In addition, the following vehicle types should not be used:
 - Any vehicle designed to carry more than 10 persons including the driver unless operated by a charter service.
 - Any motorcycle, all-terrain vehicle, or off-road vehicle.

Please refer to *Best Practices-HIGH RISK ACTIVITIES*.

7. Know the Rules for Rental Vehicles

- Generally, Diocesan Insurance does not provide coverage when rental cars are used on personal business.
- In no case does Diocesan Insurance provide coverage for physical damage to a rental vehicle or consequential damages (such as charges for loss of use) resulting from a rental vehicle accident.
- It is strongly recommended that additional insurance be purchased through the rental agency when the vehicle is rented.

8. Place Children in the Backseat When Possible

- The National Highway Traffic Administration recommends that children under the age of 13 not ride in the front seat due to hazards presented by airbags.

9. Require the Use of Seatbelts and Vehicle Restraints

- At a minimum, every person in any vehicle must have and use a seatbelt.
- Additionally, child passenger restraints must be used by any child unless the child is one of the following: 6 years of age or 60 pounds.

See *Best Practices-CHILD PASSENGER RESTRAINTS* for additional information.

10. Be Prepared for Accidents

Every Diocesan vehicle should contain an automobile accident reporting kit. At a minimum, each kit should contain:

- An Automobile Accident Reporting form (see attached)
- A pen or pencil
- An automobile insurance identification card as required by California Law
- Emergency contact/medical information for child passengers

ATTACH AUTOMOBILE ACCIDENT REPORTING FORM

This information is provided as a guideline to help Parishes, Schools and Ministries provide a safe environment. It should be used in conjunction with good judgment and is not a guarantee of anyone's personal safety.

**Diocese of Monterey
Driver Information Form - Questions**

All Questions Must be Answered Yes or No. If No, please explain in area below.

Driver Name: _____

- A. I am at least 25 years of age and have regularly driven automobiles for the past 5 years.
Yes _____ No _____
- B. I possess a valid, unrestricted (except for corrective lenses) California Drivers License and have attached a photocopy. Yes _____ No _____
- C. In the past eight years, have you been convicted* of any of the following. Circle offenses where a conviction occurred, otherwise leave blank. Yes ___ No _____
- Any offense involving alcohol or drugs (e.g. DUI/Drugs, open container, etc.)
 - Negligent, Careless, or Reckless Driving
 - Evading a peace officer
 - Speed contest or exhibition of speed
 - Hit and Run
 - Speeding more than 20 mph over posted limit
 - Failure to stop at a stop sign or signal
 - Any felony charge involving a motor vehicle
 - Driving with a suspended or revoked license
 - Vehicular manslaughter
 - Driving on the wrong side of the road
- D. In the past four years, have you been convicted* of more than one moving violation
Yes _____ No _____

* Convicted includes all convictions and/or related traffic school attendances.

2. Vehicle:

- A. The vehicle I will drive is registered to me. Yes _____ No _____
- B. I have liability insurance as required by law on the vehicle I will drive.
Yes _____ No _____
- C. My vehicle is, to the best of my knowledge, in good mechanical condition.
Yes ___ No _____

Explanation:

I WILL DRIVE SAFELY AND FOLLOW ALL DIOCESAN POLICIES.

SIGNATURE

DATE

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**DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS**

P. VOLUNTEERS

KEY ACTION CHECKLIST:

- 1. Know the Special Requirements for Volunteers Working with Specific Populations or Money:***
 - *Elderly in an Unsupervised Setting.*
 - *Disabled Individuals in an Unsupervised Setting.*
 - *Working with Money (Scrip, Currency, etc.).*
- 2. Formally Orient New Volunteers and Remind Existing Volunteers.***
- 3. Restrict the Scope of Volunteer Activities.***
- 4. Monitor and Supervise Volunteer Operations.***

FORMS:

- 1. Volunteer Form***

DIOCESE OF MONTEREY
BEST PRACTICES FOR SAFE OPERATIONS

P. Volunteers

The contributions of volunteers are vital to the Parishes, Schools, and Ministries of the Diocese. We want to make sure that we do not put volunteers in a position that will result in injuries to themselves or other members of the community.

The risks of injury or loss presented by Volunteer operations include:

- Injury to the Volunteer (such as the result of a fall)
- Injuries to others (such as the result of an automobile accident or inadequate supervision of a child)
- Property damage (such as the result of defective workmanship)

Active management of volunteer programs will help assure that our volunteers and facilities remain as safe as possible.

KEY ACTION CHECKLIST:

1. Know the Special Requirements for Volunteers working with Specific Populations or Money:

- The screening provisions of the Diocesan *Safe Environment Program* should also be applied to any volunteer that:
 - Is assigned to work with the elderly in an unsupervised setting
 - Is assigned to work with the disabled in an unsupervised setting
 - Is assigned to work with money (scrip, currency, etc.)

2. Formally Orient New Volunteers and Remind Existing Volunteers

To the extent possible, volunteers should be formally oriented including:

- Diocesan *Safe Environment Program*
- The need to be assigned work or receive approval before acting as a volunteer
- Restrictions on the scope of volunteer tasks (see following)
- Special rules with regard to transportation and vehicle use
- What to do and expect in case of accident
- Appropriate boundaries
- Code of Conduct
- Existing volunteers should be re-oriented annually.

3. *Restrictions on the Scope of Volunteer Activities*

Volunteers can effectively perform a wide variety of services, however, certain tasks are best performed by trained staff or contractors. Consideration should be given to restrictions on volunteer services such as the following:

- Any activity beyond the physical or mental abilities of the individual volunteer.
- ***Volunteers under the age of 18 are children*** and must be supervised by responsible adults. Please refer to *Best Practices-Supervision of Activities Involving Persons Under 18 and Transportation – Use of Motor Vehicles*. In addition, volunteers who are under 18 should not do any of the following:
 - Use ladders or work in elevated locations (such as roofs)
 - Use power tools
 - Lift/move heavy objects
 - Drive vehicles
 - Count money
- Certain tasks should be left to professionals including:
 - Elevated work such as roofing, tree-trimming, work requiring ladders more than 6 feet tall, work requiring personnel lifts, scaffolding, etc.
 - Structural work
 - Electrical work
 - Plumbing work other than very simple tasks
 - Security services (including volunteer patrols, festival security, etc.)
- If a volunteer is also a contractor and is going to perform work related to his or her (for example, an electrician volunteering to provide electrical work), suggest that he work be provided by the contractor's firm on a donation basis.

4. *Monitor and Supervise Volunteer Operations*

- Consider appointing a Volunteer Coordinator.
- To the extent possible, volunteer operations should be monitored and supervised to help assure that volunteers do not exceed the scope of their duties.
- It is important to redirect volunteers that work outside the bounds determined by the volunteer coordinator.

INSERT VOLUNTEER PACKET

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