

St. Gabriel the Archangel Catholic Community

Safe Environment Program

2010



**St. Gabriel the Archangel
Catholic Community**

St. Gabriel the Archangel Catholic Community Safe Environment

In addition to the Diocese of Dallas Safe Environment Policy Saint Gabriel the Archangel Catholic Community employs the Two Cleared Adult Rule in supervising all youth activities. This rule requires that for all regularly scheduled events of Children's and Youth Ministries there will be a minimum of two cleared adults present with participants at all times. These adults are ministers or volunteers who have been screened through the procedure outlined in the Safe Environment Program.

Parents are expected to help to provide a safe experience for their child by doing the following.

- Become a cleared adult yourself.
- Attend some of your child's functions.
- Get to know your fellow parishioners, volunteers, ministers, and clergy.
- Volunteer to help out with your child's ministry.
- Contact the parish Faith Formation Advisory Board with your suggestions for making our community a more wholesome and nurturing place for your child.
- Report any suspicious behavior or activity immediately upon discovery.

At Saint Gabriel we are sensitive to your right to privacy concerning any issues revealed during the discovery process of the Safe Environment Program. All personal information remains confidential, and all files are kept under lock and key. The Safe Environment Director will report to you any disqualifying information encountered. You will have the opportunity to review and appeal this information. Examples of disqualifying offenses can be found in the Diocese of Dallas Safe Environment Policy booklet.

Two Cleared Adult Rule

It is the policy of Children's and Youth Ministries that for all regularly scheduled events there will be a minimum of two cleared adults present with children and youth at all times. These adults are ministers/volunteers who have been screened through the procedure outlined in the **Safe Environment Program**. If, for reasons due to absence, illness, the two cleared adults are not present at the beginning of the event, backup measures must be implemented or the event must be cancelled.

For Religious Education (Children's and Youth Ministries), the office aides will be trained and cleared to be emergency backup adults for the classes and small groups. Other available staff members may be called in case of emergency. As a last resort, parents may be on call for each class or small group who are willing to come into the classroom. In some instances, two groups may be combined to make the minimum of two cleared adults available. If the adult is not cleared, the DOCUMENTATION OF NON-COMPLIANCE WITH THE TWO CLEARED ADULT RULE must be completed.

Extracurricular events will also comply with the two adult rule. The details regarding the specific activities, number of chaperons, transportation and sleeping arrangements associated with the event, will be included in the permission slip, that is approved by the Director of Faith Formation, and provided to the parents prior to the event.

Any event, regularly scheduled or extracurricular, may be canceled at the discretion of the Director of Faith Formation, Director of Youth Ministry or the Pastor due to insufficient supervision, lack of participation, emergency conditions, or any other practical reasons.

Documentation of compliance with the two cleared adult rule

Attendance sheets should indicate the presence of the two cleared adults or the names of the substitutes for the group along with the date. Events will have the names of children/youth in attendance along with the names and signatures of adults supervising and attending the event.

Documentation of non-compliance with the two cleared adult rule

The minister/volunteer who is with a group of children or youth must notify the coordinator or director in charge of supervision of the event as soon as non-compliance is known. Anytime that two cleared adults are not in attendance with a group for a regularly scheduled event, written records must indicate the event, date, time, and the circumstances leading up to non-compliance and explain the measure taken for the event. The DOCUMENTATION OF NON-COMPLIANCE WITH TWO CLEARED ADULT RULE FORM will be available in meeting rooms and in the ministry offices. The minister/volunteer may initiate the completion of the form. Final responsibility for documenting non-compliance rests with the director or coordinator of the event. This report must be signed by the minister/volunteer and the director or coordinator supervising the event. The report is turned in immediately to the appropriate office for the director of the ministry. The form is filed in the Safe Environment Files with a copy to the pastor of St. Gabriel the Archangel