

**ALL SAINTS' EPISCOPAL CHURCH  
LAS VEGAS, NEVADA**

**CHILD SEXUAL ABUSE PREVENTION  
POLICY**



**MAY 2005**

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**All Saints' Episcopal Church                      May 2005**  
**CHILD SEXUAL ABUSE PREVENTION POLICIES**

**I.      General guidelines:**

**A.    Definitions:**

- (1) Employee:** A paid worker in the employ of All Saints' Church.
- (2) Volunteer:** An unpaid worker who volunteers his or her time in support of a project or program sponsored by All Saints' Church.
- (3) Child (children):** For the purposes of this policy, a child is a person under the age of 18.

**B.    Application of these policies:**

- (1) These policies apply to all employees and volunteers who have personal contact with children, or supervise other employees or volunteers who have personal contact with children, in the context of a project or program sponsored by All Saints' Church.**
- (2) Persons who provide occasional childcare, and are paid for their services, are considered as volunteers for the purposes of definition under these policies.**

**C.    Particular program application (including, but not limited to):**

- (1) Church school and nursery; including Sunday morning Programs and other Christian education programs, childcare provided during parish events, and special programs (i.e. outings, picnics) sponsored by All Saints' Church.**
- (2) Youth programs; including weekly youth group education or recreational meeting/programs, overnight "lock-ins", retreats, outings and special programs sponsored by All Saints' Church.**

- (2) **Nursery and church school workers who work under direct Supervision of a trained employee or volunteer may be exempt from child sexual abuse training at the discretion of the Vestry of All Saints' Church.**

**D. Selection of employees:**

- (1) **Employees are selected in accordance with current employment policies of All Saints' Church. All perspective employees are interviewed by the rector and/or members of the Vestry.**
- (2) **All Employees, will be screened during an interview for Specific characteristics which are seen as possible indicators of risk pertaining to child sexual abuse prior to employment. (See Attachment 1 for risk assessment items)**
- (3) **Prospective employees who appear to be "at risk" under the Child sexual abuse factors will not be allowed to work with children. Any such determination will be held in strict confidence.**

**E. Selection of volunteers:**

- (1) **Volunteers are not allowed to participate in programs that bring them into personal contact with children until they have been members of All Saints' Church for at least six months. (See Attachment 1 for risk assessment items)**
- (2) **Volunteers will be interviewed by the clergy and/or staff person responsible for the program or project for which they are volunteering. The interview will assess the existence of any potential for child sexual abuse by the volunteer. Volunteers who appear to be "at risk" under the child abuse factors will not be allowed to work with children. A decision to not use a volunteer because of potential "risk" will be held in strict confidence.**

**F. Training requirements:**

- (1) **All employees and volunteers who have personal contact with children must complete minimum training requirements established by the Diocese of Nevada, and/or All Saints' Church, in child sexual abuse prevention.**
- (2) **Nursery and church school workers who are under direct**

supervision of an employee or volunteer who has received child sexual abuse prevention training may be exempt from training at the discretion of the vestry of All Saints' Church.

- (3) Initial training will be conducted by attendance at a Diocesan training program, or a program led by the Rector, or other qualified instructor, and will include providing the new employee or volunteer with a copy of these policies and a copy of the specific program guidelines pertaining to the program in which the volunteer and/or new employee will be working.
- (4) A statement, signed by the Rector and new employee or volunteer as verification of this initial training, will be retained in All Saints' Church files.
- (5) Formal training under the diocesan and/or church requirements must be conducted within three (3) months of employment or volunteer date.
- (6) Refresher training is required every two years for all Employees and volunteers whose work falls under the Criteria of these policies.

G. Specific program guidelines: All Saints' Day School and each parish program (i.e. church school/nursery and youth group) will have specific guidelines covering normal activities that focus on child sexual abuse prevention. These guidelines must be directed toward lessening the risk of child sexual abuse and/or situations that might place volunteers or employees, or children in compromising situations.

H. The Rector or Vestry of All Saints' church is the authority for determining exceptions or special circumstances applicable to these policies.

I. These policies and procedures were approved at a regular meeting of the Vestry of All Saints' Church, on May 17, 2005.

Signature of Vestry Clerk: \_\_\_\_\_/Original signed/\_\_\_\_\_

**Person with some of the following characteristics may be at risk.**

- 1. Personal history as a victim of child sexual abuse or as an offender against children; including accusation, complaints, arrest, and/or conviction pertaining to child sexual abuse.**
- 2. Lack of family and social support system; someone who is “emotionally needy” and tends to get emotional needs met by children, and may not have adult relationships that meet adult emotional needs.**
- 3. A person who is experiencing emotional trauma, especially in the areas of difficulties with family and social relationships.**
- 4. A person with absolute “black and white” thinking patterns; and a rigid code of moral ethics especially focused on sexual ethics.**
- 5. A person with an overriding need for power, control or dominance.**
- 6. A person who has a personal “over-investment” in children, who may see him or her self as a “personal savior” for problems facing children and youth.**

**I. Guideline application:**

- A. These guidelines apply to all programs, activities, and special events sponsored by the All Saints' Church youth program, and to all volunteers and employees who participate in the role of adult leaders in the youth program.**
- B. Adult leader is defined as an adult (18 years of age or older), who is employed by or volunteers in youth programs sponsored by All Saints' Church.**
- C. Youth are defined as children (under 18 years of age) who participate in youth programs sponsored by All Saints' Church.**
- D. The Rector or Christian Education Director of All Saints' Church is the program manager for youth programs and is responsible for screening volunteers for the youth program, and for the development and implementation of these guidelines.**

**II. General guidelines:**

- A. Adult leaders will be screened in accordance with the Child Sexual Abuse Policies of All Saints' Church before beginning work with youth.**
- B. Youth activities will be developed by adult leaders, in conjunction with youth advisors. All youth group activities must be conducted with knowledge of the Rector of All Saints' Church.**
- C. No alcohol, drugs, or tobacco will be used by adult leaders or youth during any activity sponsored by All Saints' youth program.**
- D. Activities must be supervised by adult leaders.**
  - (1) During all activities, sufficient adult leaders will participate to maintain a reasonable youth/adult ratio so that adult leaders know the whereabouts and activities of each youth participant.**
  - (2) Whenever possible there will be both male and female adult leaders present at all youth activities. All overnight activities must be supervised by at least two adults, one male and one female.**
  - (3) Activities will be canceled if enough adult leaders are not available to provide adequate youth/adult ratio.**

- E. “One-on-one private meetings between youth and leaders will be kept to a minimum. In the event such meetings are necessary, another adult leader must be notified, in advance, of the meeting its location, and the duration of the meeting. The same criteria applies to private meetings between youth group members.**
- F. The individual behavior of adult leaders and youth must always show respect for the dignity of every person. Behavior, jokes, etc. of a sexual nature have no place in youth group activities and will not be allowed.**
- G. Physical touching and expressions of affection between individuals will be kept appropriate for the context of the situation. Casual expression of affection between adults, adults and youth, and between youth is appropriate. More serious expression of affection is not allowed (i.e. sexual play, “necking,” prolonged “hugs”).**

**II. Transportation guidelines:**

- A. Adult leaders may provide transportation for youth to and from local meetings and activities, either on an individual basis or in groups.**
- B. Transportation to special events (i.e. retreats, outings) will be coordinated between adult leaders. Youth must have the permission of their parent(s) or guardians(s), and an adult youth leader, to provide their own transportation to special events.**
- C. Adults, (persons 18 years of age or older) other than the youth’s parents or Adult leaders, may provide transportation to and from youth activities and special events, however, their participation must be within these guidelines, and coordinated with the leader responsible for the activity.**

**IV. Abuse or inappropriate behavior reporting:**

**Suspected sexual abuse, sexual abuse or exploitation disclosed by youth, and inappropriate sexual behavior or sexual exploitation by leaders of youth, taking place or disclosed in the context of youth group activities must be reported immediately to the Rector or Warden of All Saints’ Church.**



## **CHURCH SCHOOL AND NURSERY PROGRAM GUIDELINES Attachment 3**

### **I. Guideline application:**

- A. These guidelines apply to all programs, activities, and special events sponsored by the All Saints' Church school and nursery programs, and to all volunteers and employees who participate in the role of adult leaders, teacher, nursery attendants, and part-time paid child care providers in the church school and nursery.**
- B. Adult leader is defined as an adult (18 years of age or older), who is employed by or volunteers in church school and nursery programs sponsored by All Saints' Church.**
- C. Students are defined as children (under 18 years of age) who participate as students, or are in the care of teachers or nursery attendants during church school, nursery activities, or children under the care of a paid child care provider sponsored by All Saints' Church.**
- D. Teachers and nursery attendants are those who volunteer as teachers in the church school program, and volunteers or part-time paid nursery attendants, or part-time child care providers for special programs or classes.**
- E. The Rector, or Christian Education director of All Saints' Church is the program manager for church school and nursery programs and is responsible for screening volunteers for these programs, and for the development and implementation of these guidelines.**

### **II. General guidelines:**

- A. Teachers, nursery attendants, and part-time paid child care providers will be screened in accordance with the Child Sexual Abuse Policies of All Saints' Church before beginning work with church school or nursery or part-time child care providers.**
- B. Church school and nursery activities will be developed by the Christian Education Director All church school and nursery activities must be conducted with the knowledge of the Christian Education Director or rector of All Saints' Church.**
- C. Church school and nursery activities must be supervised by at least two adult leaders, teachers, or nursery attendants.**

## **CHURCH SCHOOL AND NURSERY PROGRAM GUIDELINES Attachment 3**

- (1) During all activities, sufficient adult leaders, teachers, nursery attendants, or child care providers will participate to maintain a reasonable student/teacher ratio so that teachers know the whereabouts and activities of each participant.**
- (2) Whenever possible there will be both male and female adult leaders present at all church school or nursery activities. All overnight activities must be supervised by at least two adults, one male and one female.**
- (3) Activities will be canceled if enough adult leaders are not available to provide adequate student/leader ratio.**
- (4) A single nursery attendant or child care provider may tend the nursery or a small group of children, as long as there is another leader or teacher available to assist or supervise. Children will not be left under the unsupervised care of nursery attendants or childcare providers under the age of 18.**

### **III. Transportation guidelines:**

- A. Adult leaders or adult teachers may provide transportation for students to and from activities, either on an individual basis or in groups.**
- B. Transportation to special events will be coordinated between the Christian Education Director and adult leaders or adult teachers.**
- B. Adults, (age 18 and older) other than the student's parents or adult Leaders and adult teachers, may provide transportation to and from church school activities and special events, however, their participation must be within these guidelines, and coordinated with the leader responsible for the activity.**

### **IV. Abuse or inappropriate behavior reporting:**

- A. Suspected sexual abuse, sexual abuse or exploitation disclosed by Students, and inappropriate sexual behavior or sexual exploitation by adult leaders, teachers, nursery attendants, or childcare providers, taking place or disclosed in the context of church school activities must be reported immediately to the Rector or Warden of All Saints' Church.**

**ALL SAINTS' EPISCOPAL CHURCH  
CHILD SEXUAL ABUSE PREVENTION POLICIES INITIAL  
TRAINING**

The signature of the following employee or volunteer indicates that they have received initial training on Child Sexual Abuse Prevention, and had explained to them the Child Sexual Abuse Prevention Policies of All Saints' Church, Las Vegas, Nevada, on the date indicated.

DATE \_\_\_\_\_ Signature \_\_\_\_\_

Signature of Trainer \_\_\_\_\_

