

DFMS Model Policy for the Protection of Children, Youth, and Vulnerable Adults

This model policy includes the following segments:

**Note: When accessing this document in Microsoft Word format on a computer, hold CTRL (or ⌘ command for Apple Computers) and click on the titles for direct links to the corresponding section.*

I. STATEMENT OF PURPOSE	1
II. DEFINITIONS	2
III. APPLICATION AND SCREENING	5
IV. EDUCATION AND TRAINING	6
V. MONITORING AND SUPERVISION OF PROGRAMS	7
A. UNRELATED ADULTS REQUIRED	7
B. CREATING SAFE SPACE	7
C. ONE-TO-ONE CONVERSATIONS WITH CHILDREN OR YOUTH	8
D. INCLUSIVENESS	8
E. VIOLENCE AND WEAPONS	9
F. BEHAVIORAL STANDARDS FOR ADULTS IN MINISTRY WITH CHILDREN OR YOUTH	9
H. BEHAVIORAL STANDARDS FOR MINISTRY WITH VULNERABLE ADULTS	9
G. SPECIAL CONSIDERATIONS FOR OFF-SITE PROGRAMMING	11
H. OVERNIGHT PROGRAMS	12
I. TRANSPORTATION	14
J. TRAVEL	14
VI. RESPONDING TO CONCERNS	16
A. SUSPECTED ABUSE, NEGLECT, OR EXPLOITATION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS	16
B. SUSPECTED VIOLATIONS OF THIS POLICY	16
C. LOCAL RESOURCES FOR RESPONSE	16
VII. POLICY ADOPTION, IMPLEMENTATION, AND AUDIT	17
A. DFMS ADOPTION AND IMPLEMENTATION	17
APPENDIX A: SCREENING AND TRAINING PROTOCOLS	18
APPENDIX B: RECOMMENDED PRACTICES AND GUIDELINES FOR SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS FOR CHILDREN, YOUTH, AND VULNERABLE ADULTS	19

I. STATEMENT OF PURPOSE

This document is a statement for The Episcopal Church and the Domestic and Foreign Missionary Society, setting forth expectations for its leaders and staff in their relationships with children, youth, and vulnerable adults, recognizing that not all DFMS staff may have these relationships. The purpose of this policy is to foster the highest standards of behavior at DFMS. The document includes:

- ***Screening and Training Protocols*** ([Appendix A](#)), which explains the level of screening and training required before engaging with children, youth, and vulnerable adults;
- A description of requisite training that is specialized and tailored to role and function;
- Behavioral standards designed to ensure that children and youth and all who engage in ministry with them are treated with dignity and respect in all settings.

II. DEFINITIONS

NOTE: These definitions reflect current understanding of terms describing gender identity and sexuality, which are continuing to evolve.

Adult: Anyone who is 18 years or older and not in high school.

Adult Protective Services: A social services program provided by state and local governments serving vulnerable adults and their families who are in need of assistance. Adult Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

Bullying: Behavior that intimidates, humiliates, offends, degrades, or harms another person, whether verbal, psychological, social, physical, or otherwise.

Child: Anyone under the age of 12 years.

Child Protective Services: A social services program provided by state and local governments serving children and their families who are in need of assistance. Child Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

Cisgender: An adjective describing a person whose sense of personal identity and gender corresponds with their gender or sex assigned at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Gender Non-Binary: An umbrella term for people who identify their gender as neither male nor female. These people might identify as both ("bigender"), neither ("agender"), a mix between the two ("genderfluid"), or they can be unsure of their gender ("genderqueer"). This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Intake Officer: The person(s) designated by each diocese to receive information regarding an offense for which a member of the clergy may be held accountable under *Title IV of the Constitution and Canons of The Episcopal Church*, which sets out the disciplinary process for clergy. Anyone may contact an Intake Officer to report concerns.

LGBTQ+: An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people whose gender identities vary from their gender or sex assigned at birth, or whose sexual orientations differ from the heterosexual majority. The "+" is an effort to include additional gender identities. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Mandated Reporter: A person who is required by state law to report reasonable suspicions of abuse, neglect, and/or exploitation of vulnerable populations to the appropriate state agency. State laws vary greatly. Generally, state law mandates that either all adults or adults in certain professions report suspected abuse of children and/or youth. It is imperative to know the requirements of applicable state laws. Typically, individuals who are not mandated to report suspicion of abuse may make a report to the appropriate state agency, even though not legally required to do so.

Off-Site: Any location other than DFMS offices or facility.

Programs: Official activities and programs sponsored by The Episcopal Church and its provinces, dioceses, and congregations that DFMS may participate in (examples include: The Episcopal Youth Event, Provincial Youth Events, Happening, Teens Encounter Christ, pilgrimages, mission experiences, New Beginnings, camp programs, Acolyte Festival, etc.).

Residential Facility: Any institutional or group home setting where a vulnerable adult resides on a permanent or temporary basis such as a nursing home, rehabilitation center, assisted living facility, treatment center, or memory care facility.

Responsible Person: The person designated as being accountable for compliance with this policy for each event or program.

Sexual misconduct: A broad term encompassing any behavior of a sexual nature that is committed without consent or capacity for consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

Supervisor: A person who has oversight responsibilities for a ministry program and/or Leaders in a ministry program.

Title IV: A section of the *Constitution and Canons of The Episcopal Church* pertaining to clergy professional standards, accountability and ecclesiastical discipline.

Transgender: An adjective describing a person whose sense of personal identity and gender does not correspond with the gender or sex assigned to them at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Training: Organized activity designed to provide information and/or instructions to strengthen and enhance the recipient's understanding, capacity, and exercise of ministry.

- **Universal Training:** A standard of training that will foster a culture of safety and inclusion for all people that includes a broad overview of issues of vulnerability, power, and healthy boundaries.
- **Specialized Training:** A standard of additional training that equips people who participate in or have oversight responsibility for ministries. In addition to Universal Training, a person will have access to training that is specialized and tailored to their role and ministry function.

Vulnerable Adult:

- Any adult who is infirm or diminished in capacity due to age, illness, or disability;
- Any adult who is ministered to in their home (by Eucharistic Visitors, Pastoral Care Visitors, Stephen Ministers, or others);

- Any adult who is wholly or partially dependent upon one or more other persons for emotional, psychological, or physical care or support, such dependency may be temporary as in the case of an accident, illness, or birth of a child; and
- Any adult who by virtue of a crisis, experiences vulnerability leading to dependency on another or lacks agency in a pastoral relationship as in the wake of death of a family member or job loss.

Youth: Anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, and still in high school.

III. APPLICATION AND SCREENING

Although all DFMS staff members are subject to a background check before being hired, all consultants and volunteers who will be working on program or other DFMS events involving children, youth, and vulnerable adults are subject to a criminal and child abuse background check before they may work with children, youth, or vulnerable adults. If provided and/or required, references must be checked to insure that they are legitimate. Background checks shall include: criminal background check and a multi-state sex offender check.

IV. EDUCATION AND TRAINING

All DFMS Staff, consultants, or volunteers working with children, youth, or vulnerable adults, shall have Universal Training that fosters a culture of safety and inclusion for all people and covers a broad overview of issues of vulnerability, power, and healthy boundaries.

In addition to Universal Training, all Supervisors and those with oversight responsibilities for ministry programs and/or other adults who engage in ministry with children, and youth, and vulnerable adults shall have Specialized Training that is tailored to their role and ministry function. Both Universal and Specialized Training can be provided through DFMS' Praesidium site and includes the ongoing DFMS-staff obligated training.

Depending on role and responsibility, Specialized Training should include:

- Prevention, identification, and response to all forms of abuse and neglect, including financial exploitation;
- Mandated and voluntary reporting of suspected abuse, neglect, and exploitation of vulnerable adults;
- Understanding of vulnerability within the pastoral relationship;
- An introduction to gender non-binary;
- The needs of LGBTQ+ children and youth;
- The ways that children and youth can engage in self-advocacy;
- The needs of differently-abled children and youth.
- The needs of aging LGBTQ+ individuals who often struggle to find care or residential facilities adequately equipped to meet their needs;
- The ways that vulnerable adults can engage in self-advocacy.

Certification of training shall be renewed every three years.

DFMS employees with responsibility for programs with services or ministries to children, youth, and vulnerable adults shall keep records sufficient to evidence compliance with this policy by their consultants and volunteers.

V. MONITORING AND SUPERVISION OF PROGRAMS

A Responsible Person shall monitor and supervise the behavior of adults, children, and youth to ensure appropriate behavior and healthy boundaries at all DFMS-sponsored programs and programs in which DFMS participates.

All people who minister to children, youth, and vulnerable adults and/or pastoral relationships with others must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the Supervisor. Such supervision shall review the scope, accountability, and responsibility of the ministry with the person engaged in the ministry.

All new activities that include pastoral relationships and/or ministry to children, youth, and vulnerable adults shall have a Responsible Person to monitor and supervise all events to ensure appropriate behavior and healthy boundaries.

DFMS HR Office shall maintain an up-to-date list of persons with their contact information approved to minister to children, youth, and vulnerable adults.

A. Unrelated Adults Required

For Children and Youth:

There shall be at least two unrelated adults (at least two years older than the eldest participant) present at events designed for children and youth. If unanticipated circumstances result in an adult being alone with children or youth, that adult shall report those circumstances to the Supervisor as soon as possible.

For Vulnerable Adults:

While not required, it is best practice for those ministering to vulnerable adults, or in the homes of others, to do so with another trained adult minister present. Those engaged in such ministries should minister in pairs.

B. Creating Safe Space

For Children and Youth

To create a safe space, it is necessary to anticipate and avoid circumstances in which children and youth are exposed to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact.

For example:

- **Alcoholic beverages.** Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas where any program is to take place.
- **Computers and electronic devices.** Children and youth shall have adequate supervision when using electronic devices during the course of the program day. Responsible Persons and Supervisors should be aware of any mis-use of devices to bully or demean participants. See *Recommended Practices and Guidelines for Social Media and Electronic Communications* (Appendix B).

- **Persons with keys and access to locked spaces.** *Anyone with keys or electronic access* to buildings where programs take place and shall meet appropriate requirements for screening and training or shall be kept away from program participants.

Unused spaces. Spaces not in use should not be readily accessible. Given the vast differences in facilities, this will vary by program. To create a safe space, it is necessary to anticipate and avoid circumstances that could result in exposure of vulnerable adults to undue influence or exploitation. On-site and off-site settings for ministry with vulnerable adults and pastoral relationships and conversations should:

- Be in places where casual monitoring by others is convenient; and
- Convey safety and comfort.

C. One-to-One Conversations with Children or Youth

When one-to-one conversations occur between an adult and a child or youth, another unrelated adult is either to be present or capable of visually monitoring the conversation.

Examples include:

- Planned or unplanned on-site conversations can take place in a public location, away from where others can hear but in view of other adults.
- Planned off-site conversations/meetings can take place in a public place (such as a coffee shop or restaurant) in view of other adults. A Responsible Person shall be informed about the appointment or plans in advance.

Confidentiality cannot be guaranteed if a child or youth discloses a situation pertaining to abuse, neglect, self-harm, or exploitation because of mandatory reporting laws and obligations to parents and guardians. If a child or youth feels unsafe in disclosing something to a parent or guardian, the Responsible Person should err on the side of safety for the child or youth. If there is any doubt as to what steps to take, please contact the Director of Human Resources or the Chief Legal Officer.

Impulsive, secluded or secretive activity, online or in person with children or youth, are prohibited.

D. Inclusiveness

No one shall be denied rights, status or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class. To the extent possible, all spaces and settings for programs, activities, and ministry shall be accessible.

The Episcopal Church seeks to support all persons by providing reasonable alternative arrangements regardless of state law to address safety and comfort of all program participants

Transgender, genderqueer, or gender non-binary children, youth, or adults who express the need or desire for increased privacy should be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement should be provided in a way that protects the person's ability to keep their transgender status confidential. They should not be required to use a locker room or restroom that conflicts with their gender identity.

Safe bathroom/shower facilities will be provided by gender (or specific times will be assigned to the use of a single facility).

Adults should either have separate shower facilities or shower at other times than the children and youth. Separate dressing facilities should also be provided.

E. Violence and Weapons

- No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.
- Bullying of any kind by anyone is prohibited.
- Children and youth shall not have weapons of any kind at any event or program for children or youth. Exceptions to this restriction may be made for camp programs or other specific programs with prior approval.
- Report suspected violations immediately.

F. Behavioral Standards for Adults in Ministry with Children or Youth

Adults who work with children and youth are expected to model the patterns of healthy relationships that children and youth deserve in all settings. Interactions should meet all requirements outlined above, and adults should be discouraged from initiating a private relationship with any unrelated child or youth from the church away from sanctioned church activities.

H. Behavioral Standards for Ministry with Vulnerable Adults

All who work with vulnerable adults are expected to model the patterns of healthy relationships. To this end, lay, and ordained ministers working with vulnerable adults shall:

- Take care not to unduly influence a person to whom they minister;
- Accept only token gifts from those to whom they minister. Ministers given gifts shall report those gifts in writing to their Supervisor, clergy, senior warden, or Responsible Person;
- Decline to accept loans of any kind from those to whom they minister;
- Decline to agree to be named as a beneficiary or to act as an administrator or executor in a will of anyone to whom they minister; and
- Inform Supervisor, clergy, senior warden, or Responsible Person of anything that causes concern for the safety or wellbeing of those to whom they minister.

DOs

All who minister to children, youth, and vulnerable adults are encouraged to:

- Have ongoing spiritual practices, which might include: daily prayer, regular participation in corporate worship, and Bible study;
- Spend time with and listen to children, youth, and vulnerable adults, and advocate for their ministry within the Body of Christ;
- Offer appropriate physical expressions of care, which may include:
 - a. With children and youth:
 - i. high fives and fist bumps;
 - ii. hand-holding while walking with small children or in prayer;
 - iii. brief touching of shoulders, hands, or arms;
 - iv. “laying on of hands” under appropriate pastoral supervision;
 - b. With vulnerable adults these may include:
 - i. brief hugs;
 - ii. pats on the shoulder or back;
 - iii. handshakes;
 - iv. holding hands during prayer;
- Model appropriate affection with other adults and be accountable to the community for behavior.
- Maintain healthy boundaries when sharing personal information.

DON'Ts

Adults shall not under any circumstances:

- Provide children, youth, or vulnerable with non-sacramental alcohol, marijuana, drugs, cigarettes, tobacco products, e-cigarettes, vapes, or pornography;
- Arrive under the influence of alcohol, illegal drugs, or misused legal drugs at any children’s or youth event or when they are responsible for children or youth at an event;
- Consume non-sacramental alcohol or illegal drugs or misuse legal drugs at any event when they are responsible for children, youth, or vulnerable adults;
- Engage in illegal behavior or permit other adults or children or youth to engage in illegal behavior;
- Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child, youth, or vulnerable adult;
- Discuss their own sexual activities, fantasies, or their own use, or abuse of drugs or

alcohol with children or youth.

Anyone who suspects a violation of these policies shall take steps as outlined in *Responding to Concerns* ([Section VII](#)).

G. Special Considerations for Off-Site Programming

Off-site programs, trips, and events are a welcome and often necessary means for spiritual, social, and emotional development and well-being of children, youth, and vulnerable adults. They also present additional challenges for maintaining best practices. The expectations for safe space, as described above, should be observed off-site.

1. Prior Approvals

- Prior approval by your supervisor and/or the Canon or Chief is required for all off-site child, youth, or vulnerable adult program, and that approval shall be documented.

2. Registration, Waiver, and Release Forms

- All participants shall complete and sign a registration form and a waiver and release form before participating in any DFMS-sponsored programs. Confidentiality must be preserved with respect to medical and other sensitive information in the forms. Such forms can encompass a program year.
 - There must be a parent/guardian's signature on all release and waiver forms for minors. If a person is unable to consent due to impairment or lack of agency, then the signature of that person's guardian, spouse, or other trusted family member is required. Please check with the Legal Department concerning whether digital signatures are acceptable in your state.
 - Completed release and waiver forms shall be maintained in a secure location on-site or online. Please check with the Legal Department concerning whether such forms may be saved electronically and the length of time the forms must be saved and then archived.
- Permission slips shall be provided for each off-site event and shall be signed by the parent/guardian for the children and youth. For vulnerable adults, permission slips shall be signed by the vulnerable adult, guardian, spouse, or trusted family member.
- Prior permission for a minor or any individual to be photographed or recorded on film, videotape, audiotape, or other electronic media is required from a parent/guardian.

3. First Aid and Medications

- Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged for those who work with children, youth, and vulnerable

adults and each DFMS-sponsored program shall have an adult with the proper certifications.

- A first aid kit, appropriately stocked for the event and participants, shall be available in an easily accessible location.
- A record must be kept for all medication or first aid given to a participant. This record shall include the participant's name, the date and time of service, the name of the person administering medication or treatment, and a description of the medication, dosage, and/or treatment given.
- All medications (prescription and over the counter) belonging to minors or vulnerable adults requiring assistance with medications shall be given to the Responsible Person, unless otherwise agreed upon. Exceptions may include inhalers, epi-pens, and birth-control pills.
- Only the Responsible Person, or their adult designee, shall administer medications unless a parent or guardian has provided permission for a youth to self-administer medication.

4. Supervision

- At any gathering of children or youth, there shall be at least two unrelated adults with one being age 25 or older, preferably reflecting the sex and gender identity of the participants.
- Minimum ratios of adult to child/youth shall be as follows:
 - 5 years & younger — 1 adult for each 5 overnight-participants and 1 adult for each 6 day-participants
 - 6–8 years — 1:6 for overnight, and 1:8 for day
 - 9–14 years — 1:8 for overnight and 1:10 for day
 - 15–18 years — 1:10 for overnight and 1:12 for day
- Additional adults can provide skills, mentorship, support, encouragement, spiritual guidance, and joy.
- When you have new leaders-in-training, the leadership teams should also have a reasonable number of experienced adult leaders to provide support.

5. Insurance

All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact the Chief Financial Officer.

H. Overnight Programs

In overnight programing, particular attention will be given to historically excluded or unrecognized people, such as LGBTQ+ and differently-abled individuals. In a situation of

unequal power and safety, preferences of these individuals merit additional consideration, accommodation, and action to ensure:

- Participant privacy;
- Maximization of social integration of all participants;
- Minimization of stigmatization of any participants;
- Equal opportunity to participate;
- Safety of all participants.

Other guidelines for overnight programs:

- The safe use of restrooms and showers by all participants requires event leaders to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. Adults should have separate showers or separate times for showers.
- Overnight programs shall provide safe, supervised sleeping arrangements.
 - No bed, cot, or sleeping bag shall have more than one person sleeping in it.
 - Supervision by two unrelated adults is required in any space where one or more children or youth are sleeping.
 - It is acceptable for all participants to sleep in the same open area when dressing rooms and bathrooms provide appropriate privacy.
- Participants shall have access to three substantial meals each full day and access to sufficient water.
- Participants shall be given the opportunity for at least seven hours of sleep each 24-hour period, except for programs where parental/guardian permission is given to miss sleep. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the youth or child does not have a medical condition that would put the participant at risk by missing sleep.
- Participants shall have some time set aside each day for rest or free time.

Best practice guidelines for hotel stays with children and youth:

- One child or youth per bed, including cots, pullouts or hide-a-beds, and rollaway beds;
- At least 2 children or 2 youth in each room.
- Adult supervisors or chaperones have rooms on the same floor, scattered among the rooms with children or youth, and at least one adult room is by the stairs or elevators;
- Adult leader assigns rooms and room occupants;

I. Transportation

For the health and safety of all participants, the following practices shall be followed:

- For events that originate and/or terminate at a DFMS event, all drivers must be at least 21 years of age and provide proof of insurance and a current driver's license, a completed volunteer driver information form, and have a satisfactory DMV records check.
- All drivers and riders must comply with state laws including seat belt and cell phone usage.
- Parents/guardians are responsible for the transportation and safety of their children and/or youth to and from the event. This responsibility includes the transportation of any other passengers in their vehicle.

J. Travel

Travel with children, youth, and vulnerable adults presents amazing opportunities for participants to experience the church and the world on a larger scale with vastly different perspectives of faith communities and their contexts. It also presents challenges to normal safety protocols and opportunities for creativity if managed well. The following policies will help groups prepare for a variety of potential scenarios, as well as for domestic and international travel.

1. Adult Leaders and Chaperones

- Minimum ratios of adult to youth need to be greater due to the possibility of leaving an adult behind with a participant in the event of a medical emergency.
 - 9–14 years — 1:5
 - 15–18 years — 1:7
- Regardless of group size, no group should travel with fewer than three adult chaperones.
- One adult, minimum age 25, should serve as the travel administrator who is responsible for all aspects of the trip, including carrying all necessary documentation, contacts, and forms including:
 - medical releases;
 - community covenant;
 - emergency contacts;
 - itineraries; and
 - cash and/or credit card capacity to address emergencies.
- It is a best practice that, one adult, minimum age 25, should hold a current medical certification to manage administration of necessary and permissible medications, administer immediate and necessary first aid, and triage medical situations to determine if care of an individual needs to be taken to a higher level of care. When this is not possible, one person should be designated to supervise the administration

of medications as instructed on medical release forms, and a clinic near your destination should be identified ahead of time in order to respond to health emergencies as rapidly as possible.

- Acceptable medical certifications include:
 - Wilderness Medical Response
 - Outdoor Emergency Care
 - Emergency Medical Technician/Paramedic
 - Nurse — RN/LPN/Nurse Practitioner
 - Physician's Assistant
 - Medical Doctor
- Best practice is to designate an adult to serve as back-up to the travel administrator, and as back-up for simple first aid and administration of prescriptions. These could be the same person.
- A copy of all documents should be left with an accountable person at the DFMS office. That person should also serve as the local emergency contact person for communications between the traveling group and families at home.

2. Insurance for Travel

- All participants should be covered by the appropriate trip insurance which may be provided by DFMS. Short-term trip or supplemental insurance, must be secured at least one month prior to travel. It is the responsibility of the DFMS personnel planning the event to make sure that any necessary certificates of insurance are obtained through the Finance Office.
- It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.
- Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.

3. International Considerations

- Check in with the U.S. Department of State on travel requirements, including visas.
- Make certain that every traveler's passport is valid for at least six months beyond your return date and that each traveler has an original valid passport or proof of permanent residency or other document entitling that traveler to return to the United States for international trips originating and returning to the United States
- Determine whether or not vaccinations are required and/or recommended for entry into specific countries.
- Arrange to have at least two cell phones with the group that will have active coverage in your destination(s). Make a back-up plan for communication with your Responsible Person at home.

VI. RESPONDING TO CONCERNS

A. Suspected Abuse, Neglect, or Exploitation of Children, Youth, and Vulnerable Adults

Any person who has reason to suspect that abuse, neglect, or exploitation of children, youth, or a vulnerable adult has taken place, and all mandated reporters are required to contact the state's Child Protective Services or the appropriate international authority, as well as the program leader.

In addition, anyone who has reason to suspect that abuse, neglect, or exploitation of children, youth, or a vulnerable adult has taken place within a facility or program being run by the DFMS, should immediately inform one of more or the following:

- The Chief Legal Officer and the Canon ultimately responsible for the activity and the Bishop if a diocesan facility;
- The director, head, or other governing officer in the case of other organizations; and/or
- The appropriate Title IV Intake Officer in case a member of the clergy is suspected of abuse, neglect and/or exploitation.

B. Suspected Violations of this Policy

Anyone who suspects a violation of these policies shall immediately report the violation to the Responsible Person and your supervisor as well as the Chief Legal Officer and the Canon in charge of the program activity.

DFMS Staff and Supervisors receiving reports of violations of this policy shall be responsible for reporting the violation to the appropriate person.

The bishop, hearing reports of violations by clergy, or by laity at diocesan events, shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/ or disciplinary action, up to and including canonical disciplinary action, as provided by Title IV of the Constitutions and Canons and/or termination of employment or unpaid ministry with the diocese.

C. Local Resources for Response

Each diocese, congregation, or organization shall provide a list of local resources that can give information and assistance to anyone concerned about circumstances that may violate this policy.

VII. POLICY ADOPTION, IMPLEMENTATION, AND AUDIT

A. DFMS Adoption and Implementation

DFMS shall ensure that all programs and events of the Episcopal Church involving children and youth comply with the standards set out in this model policy.

Appendix A: Screening and Training Protocols

Screening and Training Chart	Ministry Function	Public Records	App/Inter/Ref	Universal Training	Leader	Supervisor
Staff & Contracted Ministers (not covered below)	Church Employees	X	X	X		X
	Diocesan contractors (1099)	Depends		X	X	
	Clergy	X	X	X		X
	Church contractors (1099)	Depends		X		
	Diocesan Employees	X	X	X		X
	Diocesan Staff - unpaid	X	X	X		X
Program Supervisors						
	Child/Youth Choir Director	X	X	X		X
	Choir Director	X	X	X		X
	Commissioned Ministry Teams	X	X	X		X
	Director of Religious Education	X	X	X		X
	Camp Director	X	X	X		X
	Youth Minister	X	X	X		X
Program Participants (non-supervisory)						
	Acolyte Mentor	X		X	X	
	Choir parents			X		
	Church School Teacher	X		X	X	
	Counselor in Training	X- 18 and over	X	X	X	
	Nursery Worker - unpaid	X		X	X	
	Parish Nurse	X	X	X		X
	Teenage assistants			X	X	
	Musicians who work with youth	X	X	X		X
*Off-site	Camp Counselor	X	X	X		X
	Confirmation mentors	X	X	X	X	
	Lay Chaplains	X	X	X		X
	Pastoral Care Teams	X	X	X	X	
*Overnight	Youth Group Leaders	X	X	X		X
Drivers						
	Drivers	DMV		X		
Governance						
	Church Elected			X	X	
	Treasurer	Criminal & Credit		X	X	
	Vestry			X	X	
	Wardens	Criminal & Credit		X		X
Key Access						
	Altar Guild	Recommended		X		
	Building Hosts	Recommended		X		
Home Visitors						
	Eucharistic Visitors	X	X	X	X	
	Home Visitors	X	X	X	X	
	Stephen Ministers	X	X	X	X	
	Church Staff- unpaid	X	X	X		X
*Off-site: Any location other than the sponsoring Episcopal church, institution, facility, or campus.						
*Overnight: Any event that starts on one calendar day and ends on a different calendar day.						

Appendix B: Recommended Practices and Guidelines for Social Media and Electronic Communications for Children, Youth, and Vulnerable Adults

Social media shapes the lives of young people, is an ever-increasing part of adult lives, and has the potential to empower ministry. Behavior in the digital sphere is never private. Posted content may be used out of context and out of the control of the originating individuals and organizations, putting them at risk. In addition, these powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. The following recommended practices and guidelines are designed to be a flexible template for developing policies and covenants governing the safe use of social media and digital communication in ministry settings.

As a reminder, DFMS prohibits the use of any of DFMS's Information and/or Telecommunications Systems or the dissemination of information in a manner bringing disrepute, damage, or ill-will against DFMS. Employees are reminded to be courteous to other users of the DFMS's Information and/or Telecommunications Systems and always to conduct themselves in a professional manner. Employees should write e-mail communications and posts to social media apps and sites with no less care, judgment and responsibility than they would use for letters or internal memoranda written on DFMS letterhead or any other communication by any means on behalf of DFMS.

It is also the right and duty of DFMS to protect itself from, among other things, misuse of DFMS's or any third party's trademarks, violation of DFMS's anti-discrimination and anti-harassment policies, DFMS's privacy policies, or unauthorized disclosure of DFMS confidential and proprietary information.

General Information about Digital Communications

- All communications sent digitally (email, social networking sites or platforms, notes, texts, or posts, etc.) are NOT CONFIDENTIAL and can be shared or reposted to others. Remember that what you publish or upload may be available to be read by anyone for a long time.
- You should always be aware of the privacy settings on any personal social media use.
- Interactions in the virtual world need to be transparent; that is, occurring in such a way that it is easy for others to see what actions are performed.
- In the virtual world, healthy boundaries and safe church practices must be adhered to as they are in the physical world.
- In the virtual world, "friend" can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality, and expectations for relationship.
- Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of children, youth, and vulnerable adults apply in the virtual world as they do in the physical world and must be complied with.

Recommended Practices:

- DFMS may not use a photo of a minor on any DFMS social media account without the express permission of a parent or guardian. DFMS will never “tag” a child or youth. When written permission is provided by a parent/guardian, the captioning of photos or videos of minors may be permitted. The caption should not include the minor’s full name, nor should it create a clickable link to someone’s personal profile.
- When using photos and videos for ministry purposes, obtain a media release form from Communications for each person and only post images that respect the dignity of every person depicted. (You can find sample forms in ERIC.)
- DFMS and the program leader must inform participants when they are being videoed. Signs should be posted that indicate a service or activity will be broadcast when worship services or activities are streamed or distributed on the web or via other broadcast media.

Recommended Practices and Guidelines for Interactions with Children and Youth:

- Privacy settings and personal boundaries should be implemented.
 - Create and use profiles on social networking sites that meet professional and institutional standards.
 - Never submit connection requests (such as friend requests on Facebook or “Add Me” on Snapchat) to children or youth.
 - Establish a regular ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and institutional standards.
 - All communications with children and youth shall be on official DFMS phones, computers, and email. No one should ever be using a personal phone, email, or social media account to communicate with children or youth.
 - Inform parents of children and youth of social networking sites and platforms used within the ministry.
 - Always, send communication (1) to entire groups, (2) on an individual’s “wall,” or (3) in public areas, rather than in private messages. This includes photos, images and videos.
 - When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or guardians as well. Examples of these types of emails include: payment due information, specific medical requests or questions, etc. Mass emails sent to an entire group are not required to be copied to parents or guardians.
 - Disclose **ongoing** digital pastoral communications (ie: e-mails, Facebook messages, texting, etc.) with children and youth to a parent and/or a supervisor to determine when a referral to a professional provider or resource is needed.
- Create covenants to govern digital groups, which include:

- Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequence for inappropriate behavior;
 - Who may join and/or view group activity, when participants should leave the group and when/if the group will be disbanded;
 - Description of content that can be posted or published on the site or page;
 - A prohibition of “tagging” photos and videos of children and youth. However, the captioning of photos and videos is permissible with written permission from a parent or guardian;
 - Notification that mandatory reporting laws will be followed; and
 - Consequences for breaking the covenant.
- Delete inappropriate material posted in digital groups, address the behavior and report it, if necessary, in accordance with legal and institutional requirements.
 - In video calls, follow the same criteria used in telephone calls. In addition, prudent judgement regarding attire and surroundings should be observed.
 - Comply with the following best practices regarding “groups” on social networking sites:
 - Have at least two unrelated adult administrators as well as at least two youth administrators for groups that are designed for youth;
 - Use closed groups, but not “hidden” or “secret” groups, for youth;
 - Have only youth administrators invite other youth to join the online group, unless a youth previously asked an adult administrator to invite them to join;
 - Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant;
 - Open social networking groups for youth to parents of current members;
 - Remove adult leaders of youth groups and youth who are no longer members, due to departure, removal from position, or are ineligible because they “aged-out” of a program from social networking sites, list serves, etc;
 - Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.