

St. Raphael's Parish July 14, 2009
Procedures for the Protection of Children and Teens

Introduction

St. Raphael's Parish is committed to promoting and ensuring the protection of our children and teens. This procedure statement outlines (1) the steps that must be taken by all prospective Parish employees and volunteers in order to serve at the Parish and (2) the Code of Conduct applicable to persons who serve at the Parish.

Employees and Volunteers: Screening, Training and Code of Conduct

- All parish employees and volunteers must be *screened* prior to working in a parish program or ministry. They must:
 - Complete all required registration paperwork
 - Pass a criminal history record check
 - Pass a reference check
 - Successfully complete an interview with their ministry or program head
- All parish employees and volunteers must be *trained* prior to working in a parish program or ministry. They must:
 - Complete VIRTUS training prior to beginning work in the ministry or program
 - If required (i.e., for individuals who work with children) continue VIRTUS training with online updates
 - Sign an acknowledgement that they have read and will follow all parish and diocesan child and teen protection policies and procedures (See Appendix A)
- All parish employees and volunteers must *adhere to a Code of Conduct* while working in a parish program or ministry. They must:
 - Adhere to the employee and volunteer Code of Conduct. All employees and volunteers must become familiar with this code and follow it. (See attached Code of Conduct)
 - Immediately call 911 and the local Child Protection Services Agency if there is a suspicion of child and/or youth abuse.

Additional Requirements for Some Employees and Volunteers

- New youth organization leaders must, in addition to the above-outlined requirements, complete an interview with the parish Youth Council
- Drivers for programs or ministries must, in addition to the above-outlined requirements, submit additional driver information (which includes copies of current NYS drivers' license, automobile registration, and insurance information). Registration and insurance information must be updated each year.