

**Adapted from Diocese of El Camino Real for St. Jude's, Cupertino
Policy for Protection of Children and Youth: Executive Summary and Synopsis of Policy**

Primary to the Christian call to encourage children and youth in spiritual formation is the need to create a safe environment in which to grow. In order to create a cohesive policy for all church leaders, paid and volunteer, who work with children and youth, it is necessary to adopt a policy that not only meets requirements for risk management and church insurance, but also meets a standard of care representative of the adults' commitment to "love God and love neighbor". The policy is also meant to provide for the protection of the adults who work with children and youth. St. Jude's *Policy for Protection of Children and Youth* is based on the "Model Policies for Protection of Children and Youth" created by the Church Pension Fund, National Episcopal Church, and "Safe Churches: Policy to Protect Children" created by the Diocese of El Camino Real. It is to be a guide followed by all Episcopal Church leaders and volunteers at St. Jude's Episcopal Church, Cupertino, CA. Below is a summary of the key points of the *Policy for Protection of Children and Youth*. This "summary" is to be used in conjunction with the larger, more complete document, which offers details regarding "General Definitions", "Safeguards for Children and Youth", "Responding to Problems", and an Appendix that offers guidelines for appropriate affection; guidelines for church nursery; regulations on crib safety; confidential notice of concern; application for child/youth workers; code of conduct acknowledgement, release and signature forms; parental/guardian consent form; sample parish nursery sign in/sign out sheet; liturgical resources; frequency of required trainings; and resources for background checks and screening.

SUMMARY:

- All clergy and all persons who regularly work in a 1:1 relationship with children and youth shall be screened and selected utilizing the system adopted by the Diocese (see I.A, B & C General Definitions, pg 3).
- All who occasionally work with or around children and youth shall be screened and selected utilizing the system adopted by the Diocese (see II.A, 1-6, pg 4-5).
- A minimum standard of screening is available through "Group Resources"; also available for free online, "registered sex offenders" www.meganslaw.ca.gov
- All persons who work regularly or occasionally one on one with children or youth will attend three hours of child abuse prevention training approved by the Ecclesiastical Authority (see II. B.1-3, pg 5-6, Education and Training Requirements).
- Training is available in Spanish as well as English.
- Church Personnel who are responsible for screening, selection and supervision of others participating in programs for children and youth are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring every two (2) years (see II. B.4., Education and Training Requirements, pg.6).
- St. Jude's Episcopal Church will maintain a current list of persons who have been screened and trained to work with children. It is recommended that a Diocesan-wide list be maintained also.
- Whenever possible at least two (2) unrelated persons supervise activities with children and youth.
- No person will be allowed to volunteer to regularly work with children or youth until the person has been known to the clergy and congregation for at least six (6) months and has been screened and trained, unless they always work directly with experienced church personnel. Former Rector will be contacted for verification and a recommendation.
- If a church volunteer working with children and/or youth has not been screened and/or trained in child abuse prevention, that person should be supervised by someone who has been screened and trained.
- Those who work regularly with children and youth will have regular conversations with appropriate supervisor such as clergy person, youth minister, Sunday School Director or youth/children advisory committee member.
- Rector (or canonical equivalent) approved and congregation sponsored programs for children and youth activities are to be made known and available to church members.
- If Church Personnel observe any inappropriate behaviors that violate the Guidelines for Appropriate Affection or other provisions of the Policy for Protection of Children and Youth, they must immediately report their observations. (See Section III. Responding to Problems, pg. 11)