



## Safety Policy for Parish Center Building Use

### I. Space

- ❖ **Two-adult Rule:** At least two non-related adults should be present in groups of youth and children. If circumstances arise that a child or adolescent is alone with an adult, the adult should remain within sight of another adult whenever possible.
- ❖ **Confidentiality:** If door must be closed for the sake of confidentiality, first obtain permission of person involved in meeting. A dated memo about the meeting would be useful and more reliable than memory should that meeting later be questioned. Such a memo would not betray any privacy of a conversation.
- ❖ **Children:** If you have an encounter with a child or youth where you feel there might be a misunderstanding, debrief the encounter with the Pastor or Pastoral Associate for Parish Life & Administration and document the consultation. Where possible, discuss the matter with the child's parent or guardian.

### II. Overnight Events

- ❖ For overnights (lock-ins, camp, etc) always have at least two adults present (more if the size of the group requires). Make parents/guardians aware of the ground rules which will govern all such events, and whenever possible have the participants sign an agreement to abide by those
- ❖ For overnights, whether on church property or elsewhere, be sure that separate sleeping areas are provided for boys and girls, and that privacy is assured for use of bathroom facilities and for changing clothes.

### III. Other Precautions

- ❖ If children/youth are to be picked up by someone other than a parent or known babysitter, or dropped off somewhere other than their home, the parent or guardian should indicate that person's name and phone number.
- ❖ An adult leader should stay with all children/youth at the conclusion of an activity until every child/youth has been picked up. Never leave a child/youth alone waiting for a ride home.
- ❖ Use caution about any movies or videotapes. Many PG-13 rated films contain material that is inappropriate. Many congregations have a policy that R-rated films are never shown to youth/teens. If you question the appropriateness of a film, think about showing it to parents first (even if parents do not take up your offer it is important to have made the offer.)