

Pacific Southwest District Child and Youth Protection Requirements (7/9/2006)

Preamble

We, the Pacific Southwest District, as an institutional body of religious communities, recognize the importance of creating communities where everyone, and especially our children and youth, are safe. We recognize that religious communities – which should be dedicated to the creation of safe environments for all their members – are particularly vulnerable to incidents of abuse because of high levels of trust, the welcoming spirit and strong reliance and need for volunteers, especially in children and youth programs.

We recognize the importance in a religious community of those very factors of trust, welcome and volunteer commitment, and the necessity to adopt requirements, with explanatory guidelines, to guard against incidents of abuse. We further realize that institutions operating in the best manner possible with all due concern still cannot guarantee an absolute risk-free environment.

We recognize that to adequately address the need for safe environments, it will mean change and sacrifice of some convenience, yet we know our responsibility to respond to the reality of our situation and to our children and youth.

In this spirit, we endorse the following requirements for district events, and strongly urge our member congregations to adopt them for local youth-inclusive activities.

Requirements Statement

The requirements will contain the following sections:

1. Screening and Selection of Workers with Children and Youth
2. Supervision Requirements
3. Procedures for Reporting, Response and Removal of an Advisor
4. Code of Conduct for Workers with Children and Youth

These requirements will apply to all Pacific Southwest District sponsored events such as:

- YoUUtH Camps
- District Assembly
- YRUU Board Meetings
- Sanctioned YRUU Conferences (Cons)

Screening and Selection of Workers with Children and Youth

Screening

With the exception of parents assisting in their child's program as required, all other workers who provide for the direct care or supervision of children or youth at PSWD events, including adults serving on the PSWD YRUU Board, must meet the following criteria:

- Advisors for youth must have been active in a PSWD congregation for at least six months. Advisors for high school aged youth must be at least 25 years old, advisors for middle school

aged youth must be at least 21 years old, and all other grade level teachers or nursery school workers must be at least 18 years old. Elementary and Junior High Camp Senior Cabin Counselors (de Benneville Pines) must be at least 18 years old. Elementary Camp Junior Cabin Counselors must be at least 16 years old. Jr. High Junior Cabin Counselors must be at least 17 years old.

- All compensated workers must consent to a criminal background check and such check must be performed.
- All applicants for compensated positions must complete an application form and supply two references. These references should be people who have known the applicant for at least three years, preferably in relation to previous work with children and youth. Government issued photo identification, such as a driver's license, must be presented.
- All workers must sign the Code of Conduct form.

Event Supervision Requirements

There will be a minimum of two adults scheduled to supervise groups. Exceptions for exigent circumstances only may be made by the primary on-site leader.

For the purposes of these requirements a "group" is defined as those minors who have been assigned to a nursery, preschool, or individual class or specific program or activity within the context of that class, as well as youth who are taking part in a planned, organized component of their program.

Minimum ages for staff and the minimum staff-to-children/youth ratio is as follows:

- Elementary: Junior staff - 16 years old; Senior staff – 18 years old; ratio of 1:6
- Junior High: Junior staff - 17 years old; Senior staff – 18 years old; ratio of 1:8
- Senior High: Adult Staff – 22 years old; ratio 1:10

Corporal punishment may not be used under any circumstances

If an adult other than a parent, guardian, or sponsor has a private one-on-one meeting with a child or youth, another worker in the program shall be notified about the meeting, either before the meeting or promptly afterward.

No adult, other than a parent, guardian or sponsor, is to be along with a child or youth off-site.

Youth who are attending a PSWD sponsored event must have an on-site advisor. Each advisor may sponsor up to ten youth per event. It is up to the organizers of each event to ensure that each youth has a sponsor.

Transportation to and from District Events

It is the responsibility of the local congregation or the parents to provide safe transportation to and from PSWD events. PSWD strongly recommends that all youth ride with adults who meet the requirements below.

Transportation During District Events

All drivers must be at least 25 years of age and must provide proof of insurance.

There must be enough seat belts for everyone and everyone must wear a seat belt.

Written permission of the parent/guardian of all minor passengers will be obtained prior to being transported. This permission will include all relevant details pertaining to the event, such as date and location, name of driver(s), time of departure and time of return.

No driver may consume alcohol or use any form of drug which can affect physical or mental performance during or before carrying out his or her duty as a driver.

A minimum of two adults must accompany a group going off-site. Exceptions for exigent circumstances only may be made by the primary on-site adult leader.

Reporting of Incidents, Response, and Removal of an Advisor

Reporting – All persons affiliated with a PSWD event, including compensated workers, volunteers, adults or youth, who acquire knowledge or a reasonable suspicion that one or more child or youth at a district event has been sexually molested or exploited, injured or been the victim of significant objectionable conduct shall immediately report the incident to the person in charge of the event.

Every person in charge of an event to whom a report of molestation, injury, or objectionable conduct is made shall immediately:

- i. determine whether they occupy the status of a person required under the law of the jurisdiction in which the incident occurred to report such incident to the law enforcement authorities, and if so, the person shall report the incident to such authorities.
- ii. report the incident in writing to either the District Executive or the Program Consultant of the PSWD; and
- iii. report the incident to the parent of the apparent victim and to the Senior Minister of the congregation with which the apparent victim is affiliated; provided, however, that such reports are not required if good reasons exist for not doing so and such good reasons are expressed in a writing delivered immediately to the District Executive or Program Consultant of the PSWD.

Adults who, although neither a person in charge of an event nor a person affiliated with the event, nevertheless acquire knowledge or a reasonable suspicion that one or more children or youth as a PSWD event has been sexually molested or exploited, injured, or been victim of significant objectionable conduct, (i) must consider whether they are required to report the incident to the law enforcement authorities of the jurisdiction in which the incident occurred, and if so, report the incident, and (ii) should, unless good reasons exist for doing otherwise, report the incident to the District Executive or Program Consultant of the PSWD.

Definitions of persons required to report, and what must be reported, under the laws of Arizona, California and Nevada, and an explanation of procedures to follow when making a statutorily required report, and are found in Insert A to these requirements.

Response to Media Inquiries

Only the District Executive or Program Consultant (his/her specific designee) may speak for PSWD in response to media inquiries concerning an alleged incident of abuse, injury or objectionable conduct.

Please see Insert B to these requirement for further information.

Removal of an Adult Advisor

Should circumstances or events arise that indicate that an adult advisor is no longer a suitable person for working with children or youth, steps will be taken to remove said adult from involvement of contact with children or youth. Any person with concerns about and adult advisor shall contact district professional Field Staff – the Program Consultant or District Executive – who will then assess the need for removal. The Field Staff will consult with necessary parties, including appropriate leadership of the advisor’s local congregation, and determine whether action is necessary. The Field Staff will then inform the PSWD Board President and their appropriate supervisor in the District Services Staff Group of the UUA.

In taking such actions, the Field Staff will afford the affected worker or advisor an opportunity to know the charges against him or her, to know the evidence, and source thereof, supporting such charges, and the right to reply to or rebut such charges.

It is understood that such actions will be handled with due caution and discretion, and that the professional Field Staff of the PSWD has the full backing and support of the PSWD Board in implementing this policy. Because of potential exposure to charges of discrimination or other legal hazard, the Board shall be properly advised of the circumstances surrounding the removal action under this policy.

Although these requirement are designed for district-sponsored events, individual’s congregations are encouraged to develop their own requirements in concert with these.

Recommended by the Task Forces composed of

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Many thanks go to the Southwest and Central Midwest Districts for sharing their Safety Requirement with us.

Handout # 3-6

Mandatory Reporter requirements

Insert A

Mandatory reporters in California

include, but are not limited to, clergy, administrators and employees of public or private day camps, public or private youth centers, youth recreation programs or youth organizations.

They shall report when they have knowledge of or observe a child in their professional capacities or within the scope of their employment, whom they know or reasonably suspect has been the victim of child abuse.

Privileged Communication – A clergy member who acquires knowledge or reasonable suspicion of child abuse during a penitential communication is not subject to the requirement to make a report. For the purpose of this subdivision, “penitential communication” means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member, who in the course of the discipline or practice of his or her church, denomination, or organization, has a duty to keep those communications secret.

Nothing in this subdivision shall be construed to modify or limit a clergy member’s duty to report known or suspected child abuse when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

Mandated Reporters in Arizona are

- Physicians, hospital interns or residents, surgeons, dentists, osteopaths, chiropractors, podiatrists, county medical examiners, nurses, psychologists;
- School personnel, social workers, peace officers, parents, counselors, clergymen, priests, or any other person having responsibility for the care or treatment of children.

They shall report when their observations or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse, sexual conduct with a minor, sexual assault, molestation, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, child prostitution, death, abuse, physical neglect which appears to have been inflicted on that minor by other than accidental means or which is not explained by the available medical history as being accidental in nature, or denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant less than one year of age.

Privileged Communication – A clergyman or priest who has received a confidential communication or a confession in that person’s role as a clergyman or priest in the course or the discipline enjoined by the church to which the clergyman or priest belongs may withhold reporting of the communication of confession if the clergyman or priest determines that it is reasonable and necessary within the concepts of the religion. This exemption applied only to the communications of confession and not to the personal observations the clergyman or priest may otherwise make of the minor.

Mandatory reporters in Nevada are

- Any persons who maintain or are employed by facilities or establishments that provide care for children, children’s camps or other facilities, institutions or agencies furnishing care to children.
- Clergyman, practitioners of Christian Science, or religious healers (unless they have acquired the knowledge of the abuse or neglect from the offenders during confession);

They shall report

- When they, in their professional or occupational capacities, know or have reason to believe that a child has been abused or neglected;

- When they have reasonable cause to believe that a child has died as a result of abuse or neglect. Privileged Communications – Any person who is required to make a report may not invoke any of the privileges granted under the law for his or her failure to report under the reporting law.

Information obtained from *Child Abuse and Neglect State Statutes Elements: Reporting Laws, Number 2, Mandatory Reporters of Child Abuse and Neglect*, US Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau,

www.calib.com/nccanch/pubs/statso1/mandrep.pdf

Code of Conduct for Cabin Counselors at 2018 Summer Camps

The *mission* of de Benneville Camping Ministries is to create an evolving, safe, and affirming community that encourages the exploration of Unitarian Universalists values through intentional programming and sacred connections that enrich mind, body, and spirit. Our *vision* is for our children, youth, and adults to leave camp transformed and empowered to carry out loving action in the world.

Our de Benneville Camping Ministries Youth Staff (CMYS) consists of youth who are in leadership positions. They play a key role in carrying out our mission and vision, fostering the spiritual development of both individuals and community. Our CMYS are expected to always have the best interests of all campers at heart. CMYS are expected to nurture the physical, emotional, and spiritual growth of all campers by fostering an environment of kindness, trust, being respectful, and fun. No one's enjoyment should ever be at the expense of another person's health or self-esteem. The expectation of all staff is to encourage kindness with one another, and among campers, and to discourage unkindness. In this manner, we hope to create an environment in which all staff and campers will be able to explore the spiritual and religious nature of their lives, both as individuals and communities. In light of this, there are some specific expectations that the Camping Ministries Director has of all staff working with our campers. They are:

- **Sleep** –CMYS are expected to get enough sleep so that they will be alert and able to maintain good judgment and clear thinking. We expect each volunteer to take individual responsibility for getting “enough” or “a reasonable amount” of sleep each night, so that they may perform their expected duties in competent and professional manner.
- **Supervision** - The two staff rule: Whenever possible, campers shall be under the care and supervision of two camping staff. An exception would exist if the camp activities are so constructed as to provide constant visual access and frequent observation by other designated staff. Furthermore, no staff shall place oneself in a compromising situation by being alone with a camper out of sight of other staff persons. Finally, no staff person shall be alone with a camper in camp bathrooms or showers.
- **Sexualized behavior** – It is never appropriate to engage in any manner of sexual behavior with another person at camp. This refers not only to explicitly sexual behavior, but also to sexually provocative behavior.
- **Confidentiality** –Sometimes you will learn that a fellow camper is the victim of abuse, is suicidal, has a serious drug problem, or involved in a sexual relationship with someone under the age 15 or are under the age of 15 themselves. For this reason, please try never to give fellow campers the impression that you will keep secrets for them. CONFIDENTIALITY IS NOT SECRET KEEPING. **You are NOT required by California law to report this.** However, when the information is of a crisis nature, encourage the child or youth to seek help from a parent or other authority figure. In addition, you MUST consult with an active adult Chaplain, Dean, and Camping Ministries Director for Mandatory Reporting consideration. Even though CMYS are not legally considered mandatory reporters, we are covenanting as a community to be reporters.
- **Creating Boundaries** - Physical contact such as wrestling, horseplay, or other high contact games are not appropriate recreational activity. No volunteer staff should initiate or encourage physical or intimate contact with children or youth. Setting boundaries is the responsibility of

all staff. Camp is a group ministry that focuses on providing safe and healthy practices for mind, body, & spirit.

- **Friendship with a Camper** - Although we hope that campers and staff will have genuine fondness for one another, any cabin staff or program staff who looks to campers for “friendship” is not sufficiently mature to be in a position of responsibility over them. A “friendship” is reciprocal, where neither person has more responsibility for the health of the relationship than the other. This is directly opposed to the camper/staff relationship, where the staff is the one who assumes primary responsibility for maintaining appropriate boundaries and cultivating an atmosphere of health and trust. It is expected that any relationship that a staff person has with a camper who have grown to adulthood will not become exploitative.
- **Unofficial contact with campers** - Sometimes a genuine mentoring relationship will develop between a camper and a staff member. These can be not only healthy, but transformative for both. Any relationship you develop with a camper outside of camp must be with the knowledge and consent of the parents or immediate guardian. This is for the protection of the camper from potential boundary infringement, but also for your own protection. You will best protect yourself from false accusations of misconduct by keeping the parents informed of your actions.

In addition, all volunteers who lead campers will:

Provide nurturing care and support for all children and youth, Work to help children develop a positive sense of self and a spirit of independence, Respect the selfhood of each child or youth, including the absolute right to privacy of his or her own mind and body, not engage in any behavior or language that is personally threatening or demeaning, not encourage or condone any sort of illegal or unethical activity on part of the children or youth.

Accordance with This Code of Conduct

Any CMYS who disagrees with any provision of the code is free to discuss their opinions with the Camping Ministries Director. However, until such a time as the camp chooses to alter any portion of its provisions, the volunteer must abide by the code as written. By signing below, the signature indicates that they have read this Code of Conduct and agrees to abide by it. If a volunteer violates any of its provisions, they may be removed at Camp and/or district events.

Signature of Camping Ministries Youth Staff Member _____

Printed Name of Camping Ministries Youth Staff Member _____

Date Signed _____

Code of Conduct for Adult PSWD Camping Ministries Staff

The *mission* of PSWD Camping Ministries is to create an evolving, safe, and affirming community that encourages the exploration of Unitarian Universalists values through intentional programming and sacred connections that enrich mind, body, and spirit. Our *vision* is for our children, youth, and adults to leave camp transformed and empowered to carry out loving action in the world.

Our PSWD Camping Ministries Staff (CMS) consists of adults who are in leadership positions and play a key role in carrying our mission and vision, which fosters the spiritual development of both individuals and community. Our PSWD CMS are expected to always have the best interests of all campers at heart. PSWD CMS are expected to nurture the physical, emotional, and spiritual growth of all campers by fostering an environment of kindness, trust and fun. No one's enjoyment should ever be at the expense of another person's health or self-esteem. Our charge to our volunteers is to encourage kindness and genuineness between one another, and among campers, and to discourage unkindness and falseness. In this manner, we hope to create an environment in which all staff and campers will be able to explore the spiritual and religious nature of their lives, both as individuals and communities. In light of this, there are some specific expectations that the PSWD Camping Ministries has of all adult volunteers working with our youth campers. They are:

- **Sleep** – PSWD CMS are expected to get enough sleep so that they will be alert and able to maintain good judgment and clear thinking. We expect each volunteer to take individual responsibility for getting “enough” or “a reasonable amount” of sleep each night, so that they may perform their expected duties in competent and professional manner.
- **Supervision:** The Two adult Rule: Whenever possible, campers shall be under the care of supervision of two adult volunteers. An exception would exist if the camp activities are so constructed as to provide constant visual access and frequent observation by other designated staff. Furthermore, no PSWD CMS person shall place oneself in a compromising situation by being alone with a camper out of sight of other staff persons. Finally, no adult volunteer shall be alone with a camper in camp bathrooms or showers.
- **Creating Boundaries:** Physical contact such as wrestling, horseplay, or other high contact games are not appropriate recreational activity. No PSWD CMS should initiate or encourage physical or intimate contact with youth. Setting boundaries is the responsibility of all staff. Camp is a group ministry that focuses on providing safe and healthy practices for mind, body, & spirit.
- **“Friendship” with Youth** – Although we hope that youth and adults will have genuine fondness for one another, any adult who looks to youth for “friendship” is not sufficiently mature to be in a position of responsibility over them. A “friendship” is reciprocal, where neither person has more responsibility for the health of the relationship than the other. This is antithetical to the adult/youth relationship, where the adult is the one who assumes primary responsibility for maintaining appropriate boundaries and cultivating an atmosphere of health and trust. It is expected that relationships that an adult has with youth who have grown to adulthood will not become exploitative.

- **Unofficial Contact With Youth** – Sometimes a genuine mentoring relationship will develop between a youth and an adult. These can be not only healthy, but transformative for both. However, it is our concern that a “predator,” who does not have the best interest of the youth or child at heart, will try to disguise an unhealthy relationship with a youth or child as a mentoring relationship. Therefore, if you wish to be in contact with a youth or child outside the normal channels of PSWD Camp events, it is imperative that your behavior both be and appear to be above reproach. Any relationship you develop with a youth outside of camp must be with the knowledge and consent of the parents or immediate guardian. This is for the protection of the youth from potential boundary infringement, but also for your own protection. You will best protect yourself from false accusations of misconduct by keeping the parents informed of your actions.
- **Sexualized behavior** – It is never appropriate to engage in any manner of sexual behavior with a camper. This refers not only to explicitly sexual behavior, but also to sexually provocative language. It is not appropriate to tell jokes with sexual content. Physical expressions of affections such as hugs have their place, but it is best to allow the campers to initiate them, and the staff must be sensitive not to allow them to be prolonged.
- **Confidentiality** – Sometimes you will learn that a youth is the victim of abuse, is suicidal, has a serious drug problem, or involved in a sexual relationship with someone under the age 15 or are under the age of 15 themselves. **YOU MUST NOT KEEP SUCH INFORMATION TO YOURSELF.** For this reason, please try never to give youth the impression that you will keep secrets for them. **CONFIDENTIALITY IS NOT SECRET KEEPING.** For the most part a covenant of confidentiality will mean that you do not repeat information told to you in confidence. However, when the information is of a crisis nature, encourage the child or youth to seek help from a parent or other authority figure. In addition, you **MUST** consult with an active adult Chaplain, Dean, and Camping Ministries Director for Mandatory Reporting consideration. Even though most CMS are not legally considered mandatory reporters, we are covenanting as a community to be reporters.

Accordance with This Code of Conduct

Any PSWD CMS who disagrees with any provision of the code is free to discuss their opinions with the PWR Region Leadership and/or Camping Ministries Director. However, until such a time as the district chooses to alter any portion of its provisions, the volunteer must abide by the code as written. By signing below, the signature indicates that they have read this Code of Conduct and agrees to abide by it. If a worker violates any of its provisions, they may be removed as a worker at PSWD Camp and/or district events.

Signature of Volunteer _____

Printed Name of Volunteer _____

Date Signed _____