



★ The Episcopal Diocese *of Texas*

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# Safeguarding God's Children

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**Policies for the Protection of Children and Youth**

[epicenter.org/safeguarding](https://epicenter.org/safeguarding)  
[epicenter.org/wellness-and-care](https://epicenter.org/wellness-and-care)

**Jan 2024**



# ★ The Episcopal Diocese of Texas

*Office of the Bishop*

Dear People of the Diocese of Texas,

The Church is called to be the body of Christ in the world, so our relationships should always strive to manifest God's grace. Our ministry together calls for deeply respecting one another and uniting to prevent abuse, exploitation, or neglect, particularly of the most vulnerable among us. Toward this end, Safeguarding draws healthy boundaries around our interactions and teaches us how to respond when those boundaries have been crossed.

It's a changing world, and we continue to grow as a diocese in our understanding of what it means to provide nurturing and respectful environments for people in all their diversity, whether we gather in person or virtually. One thing is certain; we are called to love as Christ loved us. Through our daily awareness and practice of Safeguarding, we offer communities where people of all ages can know that they are valued and loved. In a world too frequently marred by hatred and division, I can't imagine a more precious gift. I am deeply grateful for your partnership in this holy work.

Faithfully,

A handwritten signature in black ink that reads "C. Andrew Doyle".

The Rt. Rev. C. Andrew Doyle

IX Bishop of Texas

## **About These Policies**

This document is a statement of general expectations of behavior in the Episcopal Diocese of Texas from clergy, lay employees, volunteers, and groups when engaged in ministry with children and youth. These policies are mandated for all ministries and programs of diocesan congregations, schools, and other organizations of the Episcopal Diocese of Texas.

No policy can foresee every possible circumstance to which it may be applied. Any additions or modifications by local leadership to these policies may be made only with the written approval of the [Safeguarding Minister](#).

## **Application of These Policies**

These policies apply to all congregations, schools, and other organizations that operate under the authority of the Episcopal Diocese of Texas.

These policies address ministry with children and youth. Ministry with adults is covered by The Episcopal Diocese of Texas, *Safeguarding God's People: Policies for Safe Ministry with Adult* and *Safeguarding God's People in the Workplace: Policies Prohibiting Sexual Harassment*.

## **Responsibility for Implementation**

The heads of congregations, the heads of schools, executive directors, and persons serving in equivalent roles in diocesan organizations are directly responsible to the Bishop for the implementation and administration of the policies and procedures outlined in *Safeguarding God's Children: Policies for the Protection of Children and Youth*.

The implementation and administration of these policies and procedures may be delegated to other staff members or volunteers, but *the ultimate responsibility may not be delegated*. Supervision of these administrative processes by the Head of Organization is required to assure appropriate compliance and confidentiality.

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## I. Definitions

### A. Age Categories

1. A **child** is defined as anyone under the age of 12 years.
2. A **youth** is defined as anyone who is at least 12 years old, but not yet 18 years old, and anyone who is 18 years old or older and still in high school.
3. An **adult** is defined as anyone who is 18 years or older who is not in high school and who is not a vulnerable adult.
4. A **Vulnerable Adult** is defined as anyone who is 18 years or older who has special needs of a physical, age-related, or mental nature.

### B. Personnel

1. **All members of the clergy**, whether stipendiary, non-stipendiary, canonically resident or licensed in the diocese who are engaged in ministry or service.
2. **Any adult**, whether an employee, volunteer, or vendor,
  - a. **Who supervises or assists in a program or activity for children or youth**, including (but not limited to):
    - Sunday school teacher or director of Christian education/formation for children or youth
    - Parochial or other Episcopal school teacher, substitute teacher, or office staff
    - Nursery worker
    - Vacation Bible School teacher or staff
    - Youth group leader or assistant
    - Parent volunteer in program for children and youth
  - b. **Whose work routinely gives them access to children or youth** in an organization's programs or activities (other than during worship or fellowship activities in which children and youth are being actively supervised by parents or other adults), including (but not limited to):
    - Security guard
    - Regular maintenance or cleaning person who works with or around children or youth.
3. **Youth who assist** in ministries or programs for children or youth (Youth Helpers).

### C. Terms

**Abuse:** Abuse includes **physical abuse** (non-accidental injury intentionally inflicted upon a child or youth), **sexual abuse** (any sexual contact, indecency, or activity of a sexual nature with a minor), and **emotional abuse** (mental or emotional injury to a child or youth that results in an

observable and material impairment in the child's or youth's growth, development, or psychological functioning).

**Bullying:** Behavior that intimidates, humiliates, offends, degrades, or harms another person, whether verbally, psychologically, or physically.

**Clergy in Charge:** A member of the clergy who is in charge of a program for children and youth. In a congregation, this is the head of the congregation unless the head has appointed another clergy staff member as the Clergy in Charge of a program.

**Diocese:** The Episcopal Diocese of Texas.

**Head of Organization:** The person who is the canonical head of a congregation or the chief executive officer of an organization, such as a head of school or executive director.

**Intake Officer:** A person designated by the 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*.

**LGBTQ+:** An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people whose sexual orientation differs from the heterosexual majority or whose gender identity or expression vary from their sex assigned at birth. The "+" is an effort to include gender non-binary and other gender identities that do not conform to traditional gender categories. This is an evolving term.

**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. Under Texas law, all adults are mandatory reporters of suspected abuse or neglect of children or youth.

**Neglect:** The failure to provide for a child's or youth's basic needs and/or medical needs or to take action to protect a child or youth from harm.

**Off-Site:** Any location other than the facility of the diocese or diocesan organization in which the ministry is based.

**Organizations:** All institutions authorized by the diocese or its congregations, including fellowships, missional communities, college ministries, schools, camps, retreat centers, and social service organizations.

**Overnight:** Any event that starts on one calendar day and ends on a different calendar day.

**Peer Abuse:** Any bullying or abuse occurring between children, between a child and a youth, or between youth.

**Programs:** Official activities and programs sponsored by the diocese or its organizations. Programs expressly include troops of **The Boy Scouts of America (BSA)**, because BSA requires troops to be chartered by the organization.

**Responsible Person:** The person designated as being accountable for compliance with this policy for an event or program. Such person must be (i) a Qualified Adult who has been trained and screened under these policies and (ii) physically present during the event.

**Qualified Adult:** A Qualified Adult is an adult who is (i) screened and trained in Safeguarding to work with children and youth, (ii) not a Vulnerable Adult, and (iii) at least two years older than the oldest participant in the program.

**Sacramental Use:** Consecrated or unconsecrated wine used in the setting of Eucharist.

**Supervisor:** A person who has oversight responsibilities for a program and/or Personnel in a program involving children or youth. The Supervisor may or may not be the Clergy in Charge and/or the Responsible Person.

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

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

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

**Travel:** An event for children and youth that involves spending the night in multiple locations over more than two calendar days.

**Youth Helper:** A youth who assists Qualified Adults in a program involving children and youth.

## **II. Creating Safe and Healthy Environments**

### **A. Behavioral Standards for Personnel**

These guidelines will help identify and prevent behaviors and interactions which may be used to “groom” children, youth, and their parents, or which may create conditions where abuse by adults or peers can more easily occur. They are not designed or intended to address interactions within families.

1. Personnel will **offer a positive role model by treating children and youth with patience and with equal respect, consideration**, taking care not to show favoritism.



2. Personnel will **conduct any one-to-one talks** with children and youth in an open or public place where private conversations are possible but occur in full view of others. A Responsible Person or Supervisor shall be informed in advance about any planned conversations. When such conversation is unplanned, the Responsible Person or Supervisor shall be informed as soon as practical.
3. **Personnel are encouraged to offer appropriate displays of affection that respect physical, emotional, and behavioral boundaries**, including but not limited to the following examples:
  - High fives and fist bumps
  - Handholding while walking with small children or in prayer
  - Brief touching of shoulders, hands, or arms
  - “Laying on of hands” and/or anointing under appropriate pastoral supervision
  - Brief hugs and arms around shoulders
4. Personnel **shall not engage in behaviors that cross physical, emotional, and behavioral boundaries**, including but not limited to the following examples:
  - Any unwanted form of physical affection
  - Inappropriate or lengthy embraces
  - Kisses on the mouth
  - Holding children over 3 years old on the lap
  - Touching bottoms, chests, or genital areas other than appropriate diapering and toileting of infants/toddlers
  - Showing affection in isolated areas such as bedrooms, staff-only areas
  - Touching knees or legs, wrestling, or tickling children or youth
  - Piggyback rides
  - Any type of massage given by a child or youth to an adult
  - Any type of massage given by an adult to children or youth
  - Snapping bras, giving “wedgies,” or similar touching of underwear
  - Comments or compliments (spoken, written or electronic) about physique or body development
  - Giving money or gifts to individual children or youth
  - Private meals with individual children or youth
  - Inappropriate interaction on social media (See *Section III.L.*)
5. Personnel who develop **private relationships** with children or youth outside of ministry activities (e.g., using youth as babysitters or for yard maintenance) will (i) do so only with the permission of parents or guardians and (ii) notify the Supervisor or Responsible Person of the program in which the Personnel and child or youth are involved.

6. Personnel **shall not use, possess, distribute, or be under the influence** of alcohol or illegal drugs, or misuse legal drugs or prescription medications while participating in or assisting with programs or activities specifically for children and youth. See also the diocesan [Alcohol Policy](#).
7. Personnel **shall not provide children or youth with non-sacramental alcohol, marijuana, drugs, tobacco products, e-cigarettes, vapes, or pornography**. See also *Section II.I* and the diocesan [Alcohol Policy](#).
8. Personnel **shall not engage in sexual contact with a child or youth or become romantically involved** with a child or youth.
9. Personnel **shall not possess, download, or view any sexually oriented or explicit materials** on the property of the diocese or any organization or in the presence of children and youth (except for materials that are part of an educational program that is pre-authorized by the Head of Organization).
10. Personnel **shall not discuss their own sexual activities**, including dreams and fantasies, or discuss with children or youth their use of sexually oriented or explicit materials such as pornography, videos, or materials.
11. Personnel **shall not sleep in the same bed** or sleeping bag with children or youth unless the adult is an immediate family member.
12. Personnel **shall not use physical punishment** in any way for behavior management of children and youth, including spanking, slapping, pinching, or any other physical force. Physical force may only be used to stop behavior that may cause immediate harm to the child or to others.
13. Personnel **shall not use harsh language**, profanity, degrading language or punishment, or any mechanical restraint for behavior management.

#### **B. Sexual Activity Between Children/Youth**

Although not all sexual activity between children or youth is abuse, sexual activity of any kind between children or youth is not appropriate in connection with activities sponsored by the diocese or organization, regardless of where it takes place. Personnel must intervene to stop such activity by a child or youth and report it immediately as a policy violation and may need to report it as abuse. (See *Section VII.*)

### C. Basic Needs

No one is to be deprived of the basic human needs of food, drinking water, shelter, adequate sleep, access to restrooms, safety, and clothing at any event. Adequate sleep means the opportunity to sleep for at least 7 hours.

Exceptions may be made for programs intended to teach children or youth about poverty, needs, and hunger, such as an intentional fasting program. 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 fasting or missing sleep. Participants who wish to withdraw or who are unable to complete the program must have their basic needs met immediately.

### D. First Aid and Medications

At all activities for youth or children, the following rules apply:

1. **First Aid Kit:** An appropriately stocked first aid kit shall be available in an easily accessible location.
2. **Medications:** All medications (prescription and over the counter) belonging to minors shall be given to the Responsible Person, unless otherwise agreed upon by the parents and the Responsible Person. Recommended exceptions include inhalers and epi-pens. Subject to the above exception, the Responsible Person or the Responsible Person's adult designee shall administer all medications.
3. **Records:** A record must be kept for all medications or first aid given to a participant that includes the name of the person administering the medication or treatment, a description of the medication, dosage, and time of medication/treatment.
4. **Current Certification:** Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is encouraged for persons working with children and youth.

### E. Discrimination and Harassment

The Episcopal Diocese of Texas prohibits discrimination or harassment toward any person based on race, color, sex, sexual orientation, gender identity or expression, national origin, age, or disabilities. Personnel must report immediately incidents of discrimination or harassment under the provisions of *Section VII*.

## F. Inclusiveness

The diocese promotes communities where all persons feel fully welcome and included.

1. In planning programs and activities, care should be given **not to exclude** persons without a purpose that is closely tied to the program or activity.
2. All spaces and settings for programs, activities, and ministry shall be **physically accessible** to everyone to the extent possible.
3. Reasonable **alternative arrangements** shall be made to address the safety and comfort of persons who express the need or desire for additional privacy in restroom use or other private activities.
  - a. Such persons shall be offered reasonable alternative arrangements such as use of a single-stall restroom, a private area for changing clothes, or a separate changing schedule.
  - b. To the extent possible, any alternative arrangement should be provided in a way that protects the ability to keep confidential the need for privacy, if so desired.
  - c. This provision expressly includes requests made by persons whose gender identity does not conform to traditional gender categories. Such persons should not be required to use a locker room or restroom that conflicts with their gender identity.
  - d. Safe bathroom/shower facilities are to be provided by gender (or specific times will be assigned for the use of a single facility). Violations of this policy must be reported under the provisions of *Section VII*.

## G. Violence and Bullying

1. **Violence.** No one is to strike, hit, or otherwise physically threaten or harm anyone at any time at activities.
2. **Bullying.** Bullying is manifested in various ways: abusive language, offensive name calling, acts or threats of physical abuse, vandalism, theft, or destruction of property. Bullying of any kind, including bullying based on sexual orientation or gender identification or expression, inhibits a person's ability to feel safe in our organizations. Bullying in any form violates a person's sense of worth and immeasurable value to God and will not be tolerated in organizations of the diocese. Personnel must report incidents of bullying under the provisions of *Section VII*.

## H. Weapons

1. **General Weapons Policy:** The Episcopal Diocese of Texas does not permit any person, including members of the clergy, staff, students, volunteers, and visitors, to carry a weapon in our churches, congregations, schools, or organizations. This prohibition applies even if the person is licensed to carry a concealed weapon under Texas laws. Law enforcement officers are the only exception to this policy. There are three ways to give legal notice that the property is a gun free zone: (1) signs posted at entrances, (2) a printed card or other written communication and (3) oral communications. Notification details can be found here: [Gun Law and Policy](#). Personnel must report violations of this policy under the provisions of *Section VII*.
2. **Specific Weapons Policy Involving Children and Youth:** Children and youth shall not have weapons of any kind, or items which may easily be used as weapons (e.g., pocketknives, machetes, bows and arrows, etc.), at any event or program for children and youth except as expressly permitted in camp programs or other programs with prior approval from the Head of Organization.

## I. Alcohol Storage and Restriction

All alcohol, including alcohol for sacramental use, must be stored in an area inaccessible to children and youth. Alcohol may not be served at events designed for children and youth except for sacramental use. (See also *Section II.A.7.* above and the diocesan [Alcohol Policy](#))

## III. Monitoring and Supervision of Programs

Programs for children and youth must be monitored so that inappropriate behaviors by adults, youth, and other children can be detected and stopped. The following rules apply even when the program takes place offsite. When an organization is chartering a program (like the Boy Scouts of America) or contracting with other organizations or vendors, the Safeguarding Office should be contacted to discuss monitoring and supervising in its context.

### A. Accessibility of Information

**The Policies for the Protection of Children and Youth shall be posted** in an area where activities for children or youth take place, **along with contact information for the Clergy in Charge (if applicable), the Supervisor, the Head of Organization, and** (in the case of a congregation) **a Warden**. Such information shall also be given to all parents and guardians of children and youth involved in the activities.

## **B. Approval and Tracking of Activities and People with Access**

1. **No new activities for children and youth** shall be developed **without written approval** of the Head of Organization (or in the case of the diocese, the person in the Bishop's Office who oversees programs for children and youth). Requests for new activities must be in writing so that the Head can ensure that any activity includes adequate adult supervision.
2. An **up-to-date list** of approved programs for children and youth will be maintained by the organization in the office where such records are kept.
3. An **up-to-date list of people with general key or code access** to the buildings of the organization will be maintained by the organization in the office where such records are kept.

## **C. Responsible Person**

For every youth or children's event, whether held in person or on a virtual platform, a **Responsible Person** (as defined in *Section I.C.*) **shall be appointed** by the Supervisor. The "on site" requirement is met in an online gathering by being present on the virtual platform.

## **D. Two Adults Rule**

1. Except as provided in *Section V.B.* (with respect to off-site events and travel), at least **two Qualified Adults who are unrelated** (see *E* below) shall be present at ministry settings and events designed for children or youth, including live ministry events held on virtual platforms. A Qualified Adult is an adult who is (i) screened and trained in Safeguarding to work with children and youth, (ii) not a Vulnerable Adults, and (iii) at least two years older than the oldest participant in the program.
2. Exceptions
  - a. Only one Qualified Adult may be sufficient in a well-monitored, visually accessible program space on the grounds of the diocese or organization, provided that another Qualified Adult can maintain frequent visual contact (such as by frequent random checks of classrooms).
  - b. Only one Qualified Adult may be sufficient on a virtual platform, provided that at least one other Qualified Adult has the information necessary to make frequent and random checks of the ministry event or that such event is recorded and the recording kept in a location where it can be viewed by the Supervisor and Head of Organization.
  - c. Any such exception to the Two Adults Rule must be described in writing and approved by the Head of Organization and the Supervisor.

d. **Schools or camps** that are accredited or licensed may disregard the Two-Adults rule when permitted the accrediting or licensing agency.

### E. Unrelated Persons

**The Two Adults Rule is not met by two people who are related to each other as immediate family members.** An immediate family member is defined as the parent, child, sibling, grandparent, spouse, partner, or co-habitant. Immediate family members whose relationships are created by marriage (in-laws and step-relationships) are also included. Related persons may minister together so long as at least one other unrelated Qualified Adult is present.

### F. Vulnerable Adults

Persons who are defined as Vulnerable Adults in Section 1.A.4 of these policies may not serve as a Qualified Adult for purposes of the Two Adults rule. If the inclusion of such a person as a participant or helper in a ministry for children and youth is determined by the Head of Organization to be appropriate, then the Safeguarding Minister must be consulted as to what training and/or additional supervision is required.

### G. Unanticipated Circumstances

If unanticipated circumstances result in **an adult Personnel's being alone with children or youth**, that adult shall report those circumstances to the Responsible Person, Supervisor, Clergy in Charge, or Head of Organization as soon as possible. This rule also applies to online interactions on virtual platforms.

### H. Ratios

The following adult to child/youth ratios must be observed for in-person events:

1. **Schools or camps** that are accredited or licensed may observe the adult to child ratio as established by the accrediting or licensing agency.
2. **For any other program or activity** (except as may be required for travel in *Section V.B.2.*), **the following adult to child ratios must be maintained:**

<b>Infants (0-11 mo.)</b>	1:3 (one adult to three infants)
<b>1-5 years</b>	1:5 for overnight participants and 1:6 for day participants
<b>6-8 years</b>	1:6 overnight and 1:8 day
<b>9-14 years</b>	1:8 overnight and 1:10 day
<b>15-18 years</b>	1:10 overnight and 1:12 day

## I. Release

Programs for infants and children under six years old must have procedures to ensure that children are released only to their parents or to those designated by their parents or guardians.

## J. Visibility and Security

Classrooms or other areas used by children or youth **must have windows or a window in the wall or door so that casual monitoring can occur**. At least one window must be **unobstructed by blinds, curtains, drapes, or posters, except during a lock-down drill or an active security threat**. Doors of occupied classrooms or other program spaces must be unlocked during activities, except that doors may be locked from the inside in occupied classrooms and program spaces when recommended as a security measure by law enforcement or a security audit. Unused rooms should be kept locked or monitored.

## K. Private Activities

Each program will follow procedures to ensure the safety of children and youth using restrooms, locker rooms, showers, or baths and during diapering.

1. No adult may shower, bathe, or use restroom facilities in the presence of children or youth.
2. When supervising or assisting private activities such as dressing, showering, or diapering infants or children, **the Qualified Adult will remain in an area observable** by other adults or work in pairs. **Children and youth must be supervised at all times to prevent incidents of Peer Abuse.**
3. Safe restrooms, locker rooms, and shower facilities will be provided by gender (or specific times will be assigned for the use of a single facility). **When children or youth express the need for additional privacy, every effort should be made to provide reasonable alternative arrangements that are appropriate for their safety and wellbeing.** A child or youth may request additional privacy for a variety of reasons, including, for example, past experiences of abuse or bullying, medical issues, or non-conforming gender identity. Such arrangements may include the use of a private area or separate changing or showering schedule, or the use of a single stall restroom. To the extent possible, any alternative arrangement should be provided in a way that keeps confidential the reason for requesting additional privacy. Children and youth should not be required to use a restroom or locker room that conflicts with their gender identity.
4. **Diapering** must be done by a Qualified Adult at diapering stations in proximity to other care providers and not behind closed doors or in isolated places.



## 5. Age-Appropriate Restroom Supervision

### a. Age Two through 5<sup>th</sup> Grade

i. If the restroom is attached to the classroom or activity room and has only one toilet, the child may go alone.

ii. If the restrooms are located away from the activity or classroom, follow the “rule of three:” two Personnel (at least one of whom must be a Qualified Adult), or one Qualified Adult and at least one other child or youth, should accompany the child to the restroom. Personnel must check the restroom to see if other adults are present before allowing the child to go in. If the restrooms are in a public space and the absence of other adults cannot be achieved, Personnel must be especially vigilant about the safety of the child.

iii. In a restroom without a stall for the toilet, a Qualified Adult should stand outside the restroom door while the child uses the toilet. In a restroom with a stall, a Qualified Adult should remain outside the stall. If the child requires assistance in using the toilet in a restroom without a stall, then a Qualified Adult may assist the child while leaving the outside door propped open. If the child requires assistance in using the toilet in a restroom with a stall, the stall door must be propped open while a Qualified Adult is assisting the child. When possible, the outside door should be propped open as well.

### b. Youth in 6<sup>th</sup> through 12<sup>th</sup> grades

i. Youth may go alone to the restroom if the restroom is adjacent to the classroom or activity room or only a short distance away, but groups of adolescents must always be supervised in the restroom. Supervision includes a Qualified Adult who stand just outside the door of a restroom and verbally make their presence known or Qualified Adults who make frequent and random checks of activity within the restroom.

ii. If restrooms are located some distance away from the activity or classroom, follow the “rule of three:” two Personnel (at least one of whom must be a Qualified Adult) and one youth, or one Qualified Adult and at least one other youth, should accompany the youth to the restroom.

c. **Special needs or extenuating circumstances.** When appropriate, a specific policy may be formulated, approved by the Head of Organization and a parent or guardian of the child or youth, and implemented with appropriate monitoring and supervision. If assistance is needed in formulating such a policy, contact the [Safeguarding Minister](#).

## L. Virtual Ministry, Social Media, and other Digital Communications

**All digital communications must comply with Safeguarding policies.** Ministry use of virtual platforms (such as Zoom) and social media is evolving, and protocols should be revisited as

technology and platforms change. When questions arise about applying Safeguarding policies to a particular technology or platform, consult with the Safeguarding Minister.

1. **Implement consistent privacy settings** that respect personal boundaries with all participants across all platforms.
  - a. Remember that privacy settings do not ensure confidentiality.
  - b. Each organization should develop and publish agreed upon privacy settings that staff and volunteers will use and make that information available to members of the community.
  - c. For virtual meetings or classroom forums, utilize passwords and/or waiting rooms that require the facilitator to admit each participant.
  
2. **Be accountable.**
  - a. Ministry presence on social media platforms should have more than one adult administrator.
  - b. The Head of Organization and Supervisor should know how social media and virtual platforms are used in ministry. If the ministry involves children or youth, parents must also be informed of the way that social media and virtual platforms are used in the ministry.
  - c. All virtual meetings or classes involving children, youth, or Vulnerable Adults should be scheduled in advance on a calendar that is shared, together with log-in information and passwords, with the Supervisor and, when applicable, with parents or caregivers.
  - d. Consider recording all events that are held on virtual platforms. Before recording children or minors, obtain parental approval (*See Section IV.A.2*)
  - e. Any digital communications or posted material on online groups that raise pastoral concerns or are of a potentially harmful nature (such as bullying, abuse, etc.) must be removed but should be saved and disclosed to the Supervisor and Head of Organization and, as appropriate, with parents or caregivers.
  - f. Obtain parental approval before posting images or recordings of children or youth on social media or websites. (*See Section IV.A.2*)
  - g. Any inappropriate material posted in online groups must be removed but should be saved by the administrator and reported to the Supervisor to be addressed.
  - h. Frequently review the content and photos posted on social media platforms and websites.
  
3. **Social media is rarely appropriate for a sensitive matter** that requires pastoral care and attention. In those instances, a face-to-face meeting or phone call is preferable as it allows for an assessment of tone and demeanor to help evaluate the situation and determine both urgency and appropriateness of a response.
  
4. In group communication and on virtual meeting platforms, **create covenants** that address:

- Appropriate and inappropriate language and behavior (sexual, profane, or derogatory language, and any sort of bullying are forbidden)
  - Who may join and/or view a group activity
  - Content that may be posted/published on the site or page
  - How images will be taken and shared
  - Consequences for breaking the covenant, which may include removal from group
  - Mandatory rules for reporting misconduct
5. Consider **disabling private chat features** on virtual platforms when private conversations are not necessary to the purpose of the gathering.
  6. **When video chatting or meeting on virtual platforms involving video:**
    - Be mindful of appropriate attire and surroundings that are visible to the viewer.
    - One-on-one video chatting or meetings should follow the same Safeguarding guidelines as when meeting in person.
  7. **Use prudent judgment in the timing of digital communications** to maintain appropriate boundaries and avoid the appearance of impropriety.
  8. Laws regarding **mandated reporting of suspected abuse, exploitation, or neglect** of children, youth, elders, and vulnerable adults apply in the virtual world just as they do in the physical world. See *Section VII*.

#### **M. Teaching Children and Youth to Keep Themselves Safe**

The Episcopal Diocese of Texas can also help younger children and youth learn to protect themselves. The “I KNOW!” series is a curriculum designed to equip children and youth to keep themselves safe and can be accessed online at [www.epicenter.org/i-know/](http://www.epicenter.org/i-know/).

### **IV. Prior Parental Approval and Registration, Waiver, and Release Forms**

#### **A. Prior Approval by Parent**

**Prior approval by a parent or guardian is required prior to:**

1. A minor’s viewing any movie rated “PG-13” or above or participating in any program containing sexually explicit or violent content. Such approval must be in writing.
2. A minor’s being photographed or recorded on film, videotape, audiotape, or other electronic media. ([Photo/RecordingRelease](#))

3. A minor's image or voice being posted online or in any form of social media. Such approval must be in writing. (See sample [Photo/RecordingRelease](#))
4. A minor's participation in any off-site event. For each off-site event, a permission slip must be signed by a parent or guardian.
5. A minor's participation in any sexually oriented educational program.

**B. Registration, Waiver and Release Forms**

A parent or guardian shall complete and sign a registration form and a waiver and release form before a minor may participate in any programs for children or youth. Confidentiality must be preserved with respect to medical and other sensitive information in the forms. Such forms can encompass a program year and must be maintained in a secure location on-site or electronically.

## **V. Off-Site Events, Overnight Events, and Travel**

**A. Prior Approval of Off-Site Events**

Prior approval of any off-site event must be given by the head of organization and one of the following: (i) the governing body of the organization, (ii) the executive committee of the governing body, or (iii) in the case of a congregation, a Warden of the congregation. If the Head of Organization is directly supervising the event, then prior approval must also be given by the [Safeguarding Minister](#).

**B. Adult Supervision**

1. Except as provided in items 2 or 3 below, at any off-site event for children and youth, there shall be at least two unrelated adults with one being age 25 or older.
2. In the case of an off-site event involving travel (as defined in *I.C.*), at least three unrelated adults shall chaperone the trip, with one being age 25 or older, and the minimum ratios of adults to youth increase as follows:
  - **9-14 years – 1:5**
  - **15-18 years – 1:7**
3. **Schools or camps** that are accredited or licensed may disregard the Two-Adults rule when permitted by the accrediting or licensing agency.

**C. Transporting Children and Youth**

1. For off-site events that originate and/or terminate at the facility of the organization, all **drivers must be at least 21 years of age and provide proof of insurance and a current driver's license appropriate to the vehicle.** The organization must keep this information on file, along with contact information for each driver. It is recommended but not required that drivers have a satisfactory DMV record check to be kept on file by the organization.
2. When transporting children or youth in vehicles, **two adults** must be in each vehicle, except when multiple vehicles travel in a caravan. **A roster of children assigned to drivers must include names and contact numbers for all adults and be provided to all drivers.**
3. All drivers and riders must **comply with state and local laws**, including seat belt and cell phone usage.
4. **Parents/guardians are responsible for the transportation and safety of their children or youth to and from the facility of the organization or directly to off-site events that do not originate and terminate at the facility.** This responsibility includes the transportation of any other passengers in their vehicle.

#### **D. Additional Rules for Overnight Events**

1. In overnight programming, particular consideration must be given to children and youth with disabilities, to LGBTQ+ children and youth, and to other children and youth who are at risk for being excluded or stigmatized. When special accommodations are requested, the preferences of these individuals merit careful consideration and action to provide safety, privacy, and the opportunity to participate without marginalization.
2. When children and youth of different genders are participating in overnight activities, it is recommended that both male and female chaperones attend. Exceptions may be made after consultation with the [Safeguarding Minister](#).
  - a. Sleeping arrangements must be safe and supervised. **No bed, cot, or sleeping bag shall have more than one person sleeping in it** (but more than one child or youth may sleep on top of a bed in separate sleeping bags).
  - b. **Supervision by two Qualified Adults is required** in any space where one or more youth or children are sleeping unless (i) the children or youth are participants in a program that meets the licensing or accreditation requirements to which it is subject, or (ii) the Safeguarding Minister approves in writing an alternative arrangement.
  - c. It is **acceptable for all participants to sleep in the same open area** where dressing rooms and bathrooms provide appropriate privacy.

3. Except as provided in *Section II.C.*, participants must have access to three meals per full day, have the opportunity for at least 7 hours of sleep each day, and have some time set aside each day for rest or free time.
4. It is recommended that in the case of a hotel stay,
  - a. There be at least three children or youth per room and consideration be given to the relative age and size of the children or youth,
  - b. Qualified Adults 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 elevator, and
  - c. The Responsible Person assign the rooms and room occupants.

#### **E. Additional Rules for Travel**

1. The **Responsible Person shall be at least 25 and be responsible for all aspects of the trip**, including carrying all necessary documentation, contacts, and forms (including medical releases, community covenant, and emergency contacts), itineraries, and cash and/or credit card capacity to address emergencies.
2. It is recommended but not mandatory that one Qualified Adult at least 25 years old hold a current medical certification to manage administration of necessary and permissible medications, first aid, and to triage medical situations to determine if an individual needs a higher level of care.
3. **A copy of all documents** shall be left with an accountable person at the facility of the organization and such person should serve as the local emergency contact person for communications between the traveling group and families at home.
4. For additional travel tips, contact the Safeguarding Office.

### **VI. Safeguarding Screening and Training**

#### **A. Safeguarding Qualifications**

1. **No person who has admitted to the sexual abuse of a child or youth or who is known to have a criminal conviction or civil record of child abuse, may be employed or permitted to volunteer to work with or around children or youth in the diocese.**
2. The **Safeguarding Record Systems (SRS) of the diocese will be used to obtain, track, and retain all required documentation** for screening and training, except for clergy screening (which follows a different process outside of SRS) and except as provided in *Section VII.B.*

- Screening and training for **lay persons** are managed by the Safeguarding Records Administrator (SRA) of the organization in which they serve.
- **Clergy** screening is managed by the Bishop's Office, and clergy training is managed by the Safeguarding Office.

See *Appendix i, Overview of Safeguarding Screening and Training*.

3. The **screening and training** for persons who volunteer or are employed in an organization **depend upon the position** or positions in which they serve. See *Appendix ii, Safeguarding Requirements by Position*. For more information about training, see *Help Sheet: Safeguarding Training by Position*. For information on the video courses assigned to each position, see *Help Sheet: Safeguarding Training by Position*.
4. The **Safeguarding thresholds for lay persons** working with or around children or youth are described below. Any exceptions to these requirements must be approved by the Safeguarding Office.
  - a. No **lay volunteer** (other than a Parent Volunteer under *Section VII.B.1*) will be allowed to work regularly with or around children or youth until all screening requirements for the volunteer's position(s) have been completed and approved.
  - b. No **lay employee** will be allowed to work with or around children or youth until a screening has been completed and approved in SRS or under an Independent Screening Agreement (see *Section VII.C.3*)
  - c. For the **lay volunteer or employee** to be allowed **to continue working** around children or youth, **all screening and training requirements must be completed within 45 days** from when they were initiated (see Appendix i).
  - d. No person may serve as a **Qualified Adult** unless all screening and training requirements are currently met. No exception to this rule is permitted without the consent of the Safeguarding Minister.
5. The **Safeguarding Thresholds for members of the clergy** are found in *Appendix i, Overview of Safeguarding Screening and Training*.

## **B. Screening and Training Exceptions**

1. **Parent Volunteers.** Parents who **assist no more than six times a year with a program in which their child is enrolled** are exempt from Safeguarding screening and training requirements. Such assistance includes providing transportation but **does not include serving as a Qualified Adult** or in any role that includes supervisory responsibilities or being alone with a single child or youth other than their own.

2. **Youth Helpers.** Youth who assist adults in the children and youth ministries of our congregations, schools, and diocesan organizations must always be under the supervision of two Qualified Adults. To assist in children and youth ministries, **youth must be screened and trained every 12 months** as set out in [Safeguarding Youth Helpers](#).
3. **Independent Screening Agreements.** Schools and certain other organizations and entities may enter into annual Independent Screening Agreements with the Safeguarding Office that allow them to screen employees and/or volunteers outside of SRS, provided that their screening requirements meet or exceed the diocesan requirements. **Anyone screened under an Independent Screening Agreement must still satisfy all diocesan Safeguarding training requirements through SRS.**
  - a. **Schools:** Schools that enter into an Independent Screening Agreement with the Safeguarding Office must still use SRS for screening volunteers unless the school is (i) not a parish day school, (ii) uses the same screening method for volunteers as for employees, and (iii) has a written annual agreement with the Safeguarding Office to screen volunteers independently.
  - b. **Vendors and Non-Episcopal Partners in Ministry:** When an organization partners with a vendor or non-Episcopal entity partners to provide services with or around children and youth or to run a program that involves children and youth, the vendor/non-Episcopal partner must comply with the Safeguarding policies and requirements of the diocese, including screening and training. A vendor or non-Episcopal partner that satisfies the requirements above may enter into an Independent Screening Agreement for Vendor with the Safeguarding Office.
  - c. **Other Organizations.** Other diocesan organizations with screening procedures for employees and/or volunteers that meet or exceed diocesan requirements, may, at the discretion of the [Safeguarding Minister](#), enter into an Independent Screening Agreement.
4. **Safeguarding Office Approved.** In special circumstances, the Safeguarding Minister may approve in writing specific screening and/or training requirements for individuals, including professionals or student interns who partner with an organization to provide supervised medical or counseling services.
5. **Tutors and Independent Instructors.**
  - a. **Tutors or independent instructors under contract with an organization:** If any organization contracts with tutors or independent instructors for their students, the tutoring must occur on the property of the organization, and all Safeguarding policies, including screening and training requirements, apply.
  - b. **Parents contracting with tutors for onsite tutoring:** If parents contract with an independent tutor and requests that the tutor meet with their child or youth at the site of



the organization, the tutor must sign and date a letter to the parents that acknowledges the following:

- The tutor is not functioning as staff of the organization.
- The organization will choose an appropriate place (open, easily observed, etc.) for the tutoring to take place but will not exercise supervision or oversight of the tutor and student.
- The tutor has not been screened or trained in Safeguarding God's Children policies.
- The tutor must establish a specific time for tutoring that fits the schedule of the organization and must not change the schedule without notifying the Head of Organization.

The original letter must be retained by the organization and a copy provided to all parties, and the parents must notify the Head of Organization of any changes in the tutoring times and when the tutoring has ended.

**c. Parents contracting with faculty or staff for tutoring at home:** If parents contract with a teacher or other staff member of an organization to tutor their child or youth in the student's home, the parent must sign and date a letter to the organization that acknowledges the following:

- The tutor does not function as faculty or staff when tutoring in the student's home.
- The organization has no supervision or oversight and bears no responsibility for the tutor's actions while tutoring the student.

The original letter must be retained by the organization and a copy provided to all parties.

## **VII. Reporting**

### **A. Suspected Abuse or Neglect of Children or Youth**

1. Anyone who has reason to suspect that abuse or neglect of a child or youth has taken place is required to **contact the police or the Texas Department of Family Protective Services (1-800-252-5400, or online at [Texas Abuse Hotline](#))**. The TDFPS does not accept emailed reports. In case of an emergency, call 911. Failure to report suspected neglect or abuse is a crime. For guidance on making a report, call the number above.
2. **In addition**, anyone who has reason to suspect that **abuse or neglect has taken place within a facility or in connection with a program of an organization** should immediately inform:
  - In the case of the **diocese**, the [Safeguarding Minister](#) or Canon to the Ordinary.
  - In the case of **any other organization**, the Responsible Person, Supervisor, a Warden (of a congregation), and the Head of Organization.
  - In the case of a **parish day school**, both the head of school and the head of

congregation, if the suspected abuse or neglect has taken place in the school.

3. A report does not need to be made to anyone who is the subject of the complaint. **If the Head of Organization is the subject of the complaint**, then the report must be made directly to the [Safeguarding Minister](#) or Canon to the Ordinary.
4. Anytime that a **member of the clergy is suspected** of abuse, neglect, and/or exploitation, whether or not within a facility or in connection with a program of an organization, a report must be made **to an Intake Officer**. (See *Section VII.C.*)
5. The **head of an organization who has received a report under this section shall immediately inform the [Safeguarding Minister](#) or Canon to the Ordinary**, so that immediate and proper steps may be taken, including determining who should make the report to the Texas Department of Family Protective Services (if it hasn't already been made) and providing appropriate pastoral care for affected persons.

## **B. Behaviors Inconsistent with Policies**

Personnel must report any behaviors they observe that are inconsistent with these *Policies for the Protection of Children and Youth*, but which do not constitute knowledge or suspicion of abuse or neglect. Examples of such inconsistent behaviors include:

- seeking private time with children or youth
- age-appropriate sexual exploration between youth or children
- taking children or youth on overnight trips without other adults
- swearing or making suggestive comments to children or youth
- using staff or volunteers without the Safeguarding screening or training required for their position.

1. **Personnel observing inappropriate behaviors shall make a report immediately as follows** (See [Confidential Notice of Concern](#) for guidance on the information to include):
  - Report to the **Responsible Person, Program Supervisor, a Warden (of a congregation), or to the Head of Organization**.
  - **Anyone who receives a report shall immediately report the same to the Head of Organization** unless the policy violation or inappropriate behavior is directly attributable to the Head of Organization.
  - **If the policy violation or inappropriate behavior is directly attributable to the Head of Organization**, a report must be made to the [Safeguarding Minister](#) or Canon to the Ordinary.
  - In the case of a **parish day school**, both the head of school and the head of congregation must be notified of any policy violation or inappropriate behavior in the school.

- **If the inappropriate behaviors or policy violations continue** after the Head of Organization has been notified, a report must also be made to the [Safeguarding Minister](#) or Canon to the Ordinary.
2. The Head of Organization who receives a report of inappropriate behavior or a policy violation **shall immediately report the same to the [Safeguarding Minister](#) or Canon to the Ordinary.**

**C. Diocesan Contacts/Intake Officers**

**The Rev. Canon Lisa S. Burns**, Canon for Wellness and Care/Safeguarding Minister  
[lburns@epicenter.org](mailto:lburns@epicenter.org) or [report@epicenter.org](mailto:report@epicenter.org)  
512.609.1876 or 800.947.0580 Secure Fax: 866.241.7050  
510 Rathervue PL, Austin, TX 78705

**The Rev. Canon Christine Faulstich**, Canon to the Ordinary  
[cfaulstich@epicenter.org](mailto:cfaulstich@epicenter.org) or [report@epicenter.org](mailto:report@epicenter.org)  
713.520.6444 or 800.318.4452 Secure Fax: 713.521.2218  
1225 Texas Ave. Houston, TX 77002

**D. Methods for Reporting**

Reports may be made by telephone, email, fax, letter, or in person. For assistance with what information to include in the report, see [Confidential Notice of Concern](#).

**E. Reporting Protection**

No one who reports a violation of these policies will be retaliated against or adversely treated because he or she made a complaint.

**F. Investigation and Enforcement**

All reports of inappropriate behavior involving children or youth are taken seriously and will be investigated. The diocese may remove from ministry or place on administrative leave any individual who is the subject of a complaint while an investigation is pending. If the investigation substantiates that the complaint is valid, immediate corrective action designed to stop the misconduct and prevent its recurrence will be taken, up to and including dismissal of the offending person.

**G. Local Resources for Response**

The diocese and each congregation and other organization shall provide a copy of these policies to anyone concerned about circumstances that may violate these policies, along with contact information for:

- Any Responsible Person, Supervisor, Clergy in Charge, Head of Organization
- The Safeguarding Minister, Canon to the Ordinary, and Intake Officers, and
- The Texas Department of Family Protective Services.

## **Appendix i**

### **Overview of Screening and Training**

#### **General Information**

- The Safeguarding Record Systems (SRS) of the diocese must be used to obtain, track, and retain all required documentation for screening and training, except as provided in the policies.
- Screening and training of lay persons are managed by the Safeguarding Records Administrator (SRA) of the organization in which they serve.
- Members of the clergy are screened by a separate process outside of SRS and managed by the Bishop’s office in Houston. Clergy training is managed by the Safeguarding Office in Austin.
- The diocese no longer “certifies” people separately in Safeguarding God’s Children or Safeguarding God’s People. When someone has met the screening and training requirements set out in the policies, such person is “qualified” in Safeguarding.

#### **Who Needs Screening and Training**

- Volunteers and employees are screened and trained according to the position or positions in which they serve. See *Safeguarding Requirements by Position*.
- Anyone current in screening and training for a position in one organization of the diocese is generally qualified to serve in the same position in another organization of the diocese without further screening or training.
- Anyone screened and trained in “Safe Church, Safe Communities” in another Episcopal diocese will be evaluated by the Safeguarding Office to determine what screening and additional training will be required.

#### **What is Involved in Screening?**

- Unless an organization has an Independent Screening agreement with the Safeguarding Office, adult screening is performed and tracked through SRS.
- Generally, adult screening initially requires:
  - A personal interview

- An online application and reference checks
- A Social Security verification and a nationwide sex offender and criminal history background check in any state where the applicant has resided in the past seven years.
- An initial screening is good for five (5) years. Thereafter, a background check must be performed every five (5) years in order for screening to remain current. Generally, personal interviews, applications, and reference checks do not need to be repeated.
- Background checks ordered through SRS are paid for by the diocese.
- Persons under the age of 18 have a separate screening process.

### **What is Involved in Training?**

- At a minimum, training involves watching recorded video courses assigned by the Safeguarding Office and accessed online at Praesidium Academy. See *Help Sheet: Safeguarding Training by Position* Help Sheet.
- In addition, a three (3) hour Live Engagement Training is required for persons who
  - work with or around children,
  - minister to Vulnerable Adults,
  - minister in a Pastoral Relationship,
  - are the Head of Organization,
  - supervise others, OR
  - serve as a warden in a congregation.

Live Engagement training may be taken either in person or on Zoom. Persons must complete all assigned video courses before taking Live Engagement training.
- Training must be renewed every five (5) years, but not all video courses initially assigned will be required for renewal. Live Engagement training, when required, must be taken every five (5) years.
- Screening requirements are tracked separately from training requirements. Thus, a person whose screening is current in SRS does not need rescreening simply because additional training is required to meet Safeguarding qualifications.

### **Safeguarding Thresholds**

- **No person who has admitted to the sexual abuse of a child or youth or who is known to have a criminal conviction or civil record of child abuse, may be employed or permitted to volunteer to work with or around children or youth in the diocese.**
- A lay volunteer must be known by the leadership of the diocese or organization for at least six (6) months before applying for a position that involves working with or around children and youth, ministry with Vulnerable Adults, or Pastoral Relationships. Any exception must be approved by the [Safeguarding Minister](#).

- Before a lay employee or volunteer is allowed to work with or around children or youth, minister to Vulnerable Adults, or minister in a Pastoral Relationship, such person must have completed the Safeguarding screening requirements. They may continue in their work or ministry only if they complete their training requirements within forty-five (45) days. Any exceptions must be approved by the Safeguarding Office.
- In order to serve as a Qualified Adult under the *Safeguarding God's Children: Policies Protecting Children and Youth*, a lay person must be current in all screening and training requirements.

No member of the clergy (other than a Parent Volunteer under *SGC VII.C.1*) will be allowed to work regularly with or around children or youth until provisionally licensed to work as a member of the clergy in the diocese. For a member of the clergy to continue working with or around children, all screening and training requirements must be completed with 90 days from the start or hire date of the member of the clergy. Persons preparing for ordination are treated as lay persons for purposes of *Section VI.A.4*.

## **Appendix ii**

### **Safeguarding by Position**

The level of screening and training required of volunteer or employee in an organization depends on the position held by such person in the organization and the ministry or work performed by such person. For details on the training assigned to the categories of positions described below, see *Help Sheet: Safeguarding Training by Position*. Screening and training requires renewal every 5 years.

The categories of positions are:

#### **1. Head of/Supervisor/SRA/SC/Trainer**

- Includes all Heads of Organizations, anyone who supervises another adult, and lay members of a Safeguarding Team (Safeguarding Record Administrators, Safeguarding Coordinators, and Safeguarding Trainers)
- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 6 video courses and a Live Engagement training

#### **2. Administrator/Facilities/Security (Non-Supervisory)**

- Includes people who do administrative work or who work as facilities staff or security staff but do not either supervise another adult or directly interact with children, youth, or vulnerable adults
- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 5 video courses

### **3. Lay Minister/Teacher/Coach/Counselor**

- Anyone whose ministry or job involves directly interacting with children, youth, or vulnerable adults but who do not supervise other adults
- Includes vendors who provide programs for children, youth, or vulnerable adults on behalf of the organization
- Includes people whose job description may fall under category 2, but who, in practice, are often called upon to interact with children, youth, or vulnerable adults
- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 5 video courses and a Life Engagement training

### **4. Governance—Vestry, Bishop's Committee, Board**

- Includes all decision-makers (as defined in the Safeguarding God's People Policies, Section I, D), other than the Wardens of a congregation
- Requires no screening
- Initial training includes 5 video courses

### **5. Warden**

- Includes Senior Wardens, Junior Wardens, and Bishop's Wardens
- Requires full screening in SRS
- Initial training includes 5 video courses and a Live Engagement Training

### **6. Treasurer**

- Requires full screening in SRS or under an Independent Screening Agreement
- Initial training includes 3 video courses

### **7. Vendor/Contractor (Recurrent Presence but No Direct Interaction)**

- Includes people contracted to perform services that do not involve working with children and youth or vulnerable adults but who have a regular presence at the organization that may bring them into contact with children or youth
- Screening as needed (depends upon nature and duration of work)
- Requires only 1 video course review of EDOT policies or, with approval of the Safeguarding Office, a specialized policy review appropriate to the position

### **8. Key Holder**

- Includes people who have keys to buildings or spaces where children or youth may be present and under-supervised
- Requires a background check
- Initial training requires 2 video courses

## **9. Clergy, Clergy Student**

- Includes members of the clergy and people who are preparing for ordination
- Requires special screening under an Independent Screening Agreement with the Diocese
- Initial training requires 8 video courses and a Clergy Live Engagement training

## **10. Safeguarding Office Approved (SOA)**

- Reserved for special situations
- Screening requirements will vary
- Training requirements will vary

**In addition to the above categories, there are “add-ons,” the most important of which are:**

1. All lay employees and volunteers who serve in staff positions must take a video course on Preventing Sexual Harassment, in addition to the video courses otherwise assigned to their position
2. All lay volunteers or employees who work with vulnerable adults must take a video course on Pastoral Relationships, in addition to the other video courses assigned to their category
3. All Safeguarding Trainers must take a video course on Pastoral Relationships, in addition to the video courses assigned to their category

**A person who moves from one position into another position may require additional screening and/or training.**