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INDIANAPOLIS

**Safeguarding:
Creating a Healthy Environment
for All People**

Revised October 2019

Safeguarding: Creating a Healthy Environment for All People

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Safeguarding: Creating a Healthy Environment for All People

Preface

The spirit of this document is that persons in positions of fiduciary responsibility in the church will commit to complying with and upholding these policies.

The Policy

Known as “Safeguarding: Creating a Healthy Environment for All People”, the intent of this policy is to demonstrate the commitment of the Episcopal Diocese of Indianapolis to safeguard ALL of God’s children, with an emphasis on children, youth, and vulnerable adults with whom it interacts, from sexual, physical and/or personal abuse or exploitation.

It establishes the importance of providing training programs (supported by standards, policies, procedures and protocols) to create a safe environment for those to whom we minister, and for our own personal protection. The Diocese of Indianapolis acknowledges its responsibilities in providing these essential pro-active tools, and its duty to appropriately and lawfully comply with the investigation and reporting of any allegations, reports, or suspicions of any abuse or exploitation by any representative of the Church, or by any other person with whom the representative(s) may interact in their ministry with the Church.

This policy enables the Episcopal Diocese of Indianapolis to:

- Promote best practices and pro-actively work in a way that can prevent harm, abuse, coercion or exploitation of any person
- Ensure that any allegations of abuse or exploitation or suspicion of abuse or exploitation are dealt with appropriately and in compliance with the Canons of the Diocese of Indianapolis and The Episcopal Church and the laws of the State of Indiana
- Take appropriate measures to prevent or stop an abuse or exploitation from occurring, including the requirement to attend training sessions, make application for various positions, and undergo various personal and background checks.

This policy relates to the safeguarding of persons from nursery age through the elder years. It includes communication, monitoring and supervision standards for persons aged 18 years or older who are receiving or may need community care services because of learning, physical or mental disability, age, or illness, or any who may be unable to care for, or protect themselves, from significant harm or exploitation.

Living into our Baptismal Covenant, the Diocese of Indianapolis, its affiliated congregations, and other entities strive for justice and peace among all people and to respect the dignity of every human being. This policy further insures that no one is to be deprived of the basic needs of food, drinking water, shelter, sleep, access to restrooms, safety, and clothing at any church-sponsored event. Further, no one shall be denied rights, status, or access to an equal place in the life, worship, and governance of any program or activity of the church because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.

The Scope

For the purposes of this policy, the following persons and/or groups, agencies, or organizations are bound and defined as “Church Personnel”:

- All clergy (bishops, priests and deacons), whether salaried, stipendiary, non-stipendiary, who are engaged in ministry or service to the church;
- All paid personnel employed in areas of ministry or in other kinds of services by the Diocese, its congregations; schools; or other agencies. Examples include: church administrators; sextons; musicians and directors of adult, children and youth choirs; parochial school teachers; day care providers; camp or retreat staff; or those who have living quarters on the grounds of the church, school, or another related agency;
- Those who contract to service the Diocese, its congregations, schools, or other agencies, who may find themselves engaging in pastoral relationships;
- Volunteers, which include any person(s) who enters into or offers himself or herself for a church-related service, or who actually assists with or performs a service not limited to worship services (regardless of whether they have been selected or assigned to do so). Examples of volunteers include members of decision-making groups who have authority to approve the creation of ministries, programs, or other activities. Examples include: Diocesan committee members, advisory boards, vestry or bishop’s committee, board of trustees, Stephen Ministers™, eucharistic ministers or visitors, lay or volunteer youth directors and ministers, other members of pastoral care teams including Sunday school or vacation Bible school teachers/leaders, nursery care givers, supervisors and assistants, and drivers and program chaperones, volunteer camp staff and adults who participate in overnight activities.

The abuse or exploitation of anyone in congregations, institutions, agencies, or programs of the Diocese is wrong and will not be tolerated. For purposes of communication, monitoring and supervision standards included in these policies, the safeguarding of vulnerable persons from nursery age through the elder years is defined as follows:

- a child is anyone under the age of 12 years;
- a youth is anyone at least 12 but not yet 18 years old, or an individual older than 18 who is still in high school;
- a vulnerable adult is anyone over the age of 18 who is receiving or may need community care services because of learning, physical or intellectual limitations, age, or illness, precluding their ability to care for, or protect themselves against significant harm or exploitation.

This policy sets forth the expectations of the Diocese of Indianapolis for its leaders in its relationships with all people, and to foster the highest standards of behavior in various ministry settings, including:

- Application, screening and training protocols, including those which are appropriate, specialized, or tailored to ministry role and function
- Behavioral standards designed to ensure all persons are treated with dignity and respect
- Recommended practices and policies for social media and electronic communication interaction with children, youth and vulnerable adults.

Expectations, Implementation and Compliance

This policy sets forth statements of general expectations and provides policies, procedures, protocols, and standards for ordained and lay persons in the church when engaged in ministry in the Diocese of Indianapolis. Compliance with its provision is required for all activities sponsored by the Diocese and every congregation, institution, organization, school, and/or agency of the Episcopal Diocese of Indianapolis. The purpose of this policy is to engage best practices to create a safe and welcoming environment for all of God’s people, free of physical or mental abuse, neglect, or exploitation.

It is an expectation of the Diocese of Indianapolis that the governing bodies and leadership of each congregation, institution, organization, school, and/or agency of the diocese will thoroughly understand this policy and develop a site-specific policy as necessary, implementing appropriate judgments regarding local circumstances. No provisions may be omitted from a local policy, however not all provisions may be applicable.

No policy can foresee every possible circumstance to which it may be applied. Whenever applicable, questions of civil, criminal, and/or ecclesiastical authority of discipline or employment must be addressed with the relevant authorities. It is an expectation of this policy that the office of the bishop will be contacted immediately for consultation and resources whenever assistance is needed.

On or before March 1st of each year, every congregation and church agency must:

- Review and evaluate its own Safeguarding policy and its implementation within the congregation, recording in the congregation/agency's permanent records a summary of the evaluation.
- Provide all church personnel with a copy of the adopted policy and have each sign the diocesan form acknowledging it as having been received, read and understood.
- Each congregation or church agency must retain its resolution adopting this revised policy and the signed forms from covered individuals among its permanent records. All policies must be periodically updated to reflect local or canonical changes.

Theological and Ethical Foundations

“And the Word became flesh and dwelt among us, full of grace and truth; we have beheld the Word’s glory, glory as of the only Child from God.” - John 1:14 (An Inclusive Language Lectionary)

God expressed the fullness of humanity in Jesus of Nazareth, whom we worship as the Word made flesh. To be human is to live with God and the whole of creation in the fullness of freedom and the challenge of responsibility. The pattern of Jesus’ life, death, and resurrection resonates unreservedly with God’s call to perfect freedom and responsibility.

In baptism, God speaking through the Church, claims us in Christ. We become in Christ the community of God’s final purpose: justice and peace, love, and plenty, for the whole creation. This new community lives in eucharistic fellowship with God and creation as a sign and instrument of God’s reconciling purpose in the world.

The Church is called to embody and advance God’s mission. Ministry is the vocation of the whole community: lay persons, deacons, priests, and bishops who together represent Christ and the Church in the world.

The obligation to seek and serve Christ in all persons and to respect the dignity of every human being is binding for everyone who is baptized. The authority with which leaders – lay people and ordained people – are entrusted, creates an inherent power imbalance in the pastoral relationship. This power imbalance derives from the leadership role and, in the case of clergy, the symbolic authority of an ordained person. Christian leadership is intended to provide occasions for guidance and grace, and its abuse is always and unequivocally wrong.

Ministry involves a necessary tension between a Gospel-based integrity and a Gospel-based intimacy as modeled by the life of Christ. A rigid adherence to a system of rules leads to unproductive legalism. Yet without the framework of the law, the intimate relationships into which Christ calls us are at risk of distortion and harm. All the people of God are called to minister authentically within this tension.

Policy Adoption, Implementation, and Audit

Diocesan Adoption, Implementation, and Audit

The Executive Council, as the governing body of the Diocese of Indianapolis, oversees the adoption of this policy.

The Bishop of Indianapolis, as its diocesan ecclesiastical authority, will inform congregations and other organizations within the Diocese of the contents of the policy, and the requirement that each congregation or organization adopt a site-specific policy in accordance with the diocesan policy, and the provision for public records background checks.

The Diocese, and each individual congregation, institution, organization, school, and/or agency of the diocese is required to conduct a “Safeguarding Self-Audit” every year to confirm compliance with diocesan Safeguarding policy.

Procedures to confirm compliance by audit will include, but are not limited to, the following:

- Existence of policy that is consistent with and/or exceeds the requirements of this policy.
- Provision of accessible and appropriate training for all those who work with children, youth, and vulnerable adults, in accordance the “Screening and Training Protocols” standard. Such training will include, at a minimum, the topics identified in this policy.
- Verification that each congregation and/or organization within the Diocese of Indianapolis has adopted a policy that is consistent with the diocesan policy.
- Verification that each congregation and/or organization has a process to ensure members access training and is conducting public record background checks.

Congregation and Organization Adoption, Implementation, and Audit

Congregations and organizations of the diocese must adhere to the diocesan Safeguarding policies.

Where permitted by their governing body, congregations and organizations may adopt site-specific variations from the diocesan policies, describing in detail and circumstance the variations and rationale for such. Approval of the site-specific policy will be recorded in the minutes of the vestry or governing body and forwarded to the bishop’s office for review and approval.

This document will be posted in an area where activities take place, and will be given to all adults, guardians, and all paid and unpaid persons who minister within the Diocese of Indianapolis. Provisions in the site-specific policies will made to include the names and phone numbers of the clergy-in-charge, the senior warden, a contact person in the bishop’s office, and a diocesan intake officer.

Each congregation and organization is required to conduct a Safeguarding Self-Audit annually to confirm compliance with this policy and to report the results of the audit to the bishop’s office by March 1 of each year.

Procedures to be confirmed by audit will include, but are not limited to:

- Public records checks, application forms, and records of screening and reference verification of paid and unpaid persons.
- Records of compliance with “Screening and Training Protocols” standard.
- Procedures for responding to concerns and incidents.
- Evidence of compliance with “Safe Space” requirements.

Code of Conduct General Standard

All Church Personnel in the Diocese of Indianapolis are expected to govern their behavior in accordance with the following principles:

Church personnel are accountable to the Church for their behavior.

- All church personnel will have received a copy of and will be expected to be aware of this “Safeguarding: Creating a Healthy Environment for All People” policy, which has been adopted by the Executive Council of the Diocese of Indianapolis.
- All church personnel (clergy and lay) who provide counseling or spiritual direction are required to have ongoing professional supervision or to refer each individual to professional counseling after six sessions have been held. Those engaged in spiritual direction are expected to submit that ministry to regular review by a spiritual advisor approved by the bishop.
- The behavior of church personnel is expected to conform at all times to the principles and standards described in this policy. Any ordained person who believes that this should not apply to his or her pastoral situation will work with the bishop to define precisely what modification in the stated policy may be made in his/her case. Any church personnel (employee or volunteer) who believes that this policy should not apply to his or her situation will seek and follow the guidance of the bishop.
- These expectations apply to persons defined as church personnel under this policy.

Pastoral conduct MUST be governed by fiduciary responsibility.

Within the community which is the church, human beings (lay and clergy alike) support and depend upon one another. A pastoral role, however, carries with it a responsibility to be attentive to the pains and needs of others without any expectation that that attentiveness will be reciprocated. A fiduciary relationship is a responsibility built on trust, in which one must put the interests of the other person above his or her own interests. It is not appropriate for the deeper emotional and relationship needs of clergy, or others engaged in pastoral care, to be directed toward those to whom they minister. No one can be both pastor/supervisor and lover. Where dual relationships are attempted, one relationship or the other is inevitably sacrificed. Therefore, once a pastoral relationship has been initiated, it is only with great care and under particular conditions that it will be permissible to redefine that relationship as a personal one.

Dating between an ordained person and a member of the congregation in which he or she ministers *may* be permissible when the ordained person:

- Reports the fact of a social-dating relationship with a parishioner both to the bishop or the bishop’s designee and to either the rector or other priest-in-charge (if the ordained person is not the rector or priest-in-charge), and at least to one warden of the congregation, and
- Makes alternate provision for the pastoral care of the member of the congregation.

In this Diocese, dating between a bishop, priest or deacon, and a member of the community in which he or she ministers, is *discouraged* with:

- Any person to whom the ordained person has given or is giving counseling, spiritual direction or guidance.
- Any employee of the community in which he or she ministers.
- Any person from whom the ordained person has received confession or confidential information.
- Any patient, resident, or student in an institution at which the ordained person currently serves as a teacher, counselor, administrator, or chaplain.

In all cases, clergy are bound to protect the pastoral relationship regardless of their own personal needs.

Pastoral and supervisory relationships may not be sexualized.

- A sexual relationship between a person empowered with a supervisory and/or pastoral role and a member of the group within which that person ministers or supervises is not permissible. Suggestive behavior, behavior that presumes an intimacy which cannot be part of a pastoral relationship, is also prohibited. Whether or not the other person indicates that an advance will be welcome, the supervisory/pastoral leader may not engage in verbal or physical conduct of a sexual nature, such as: significant glances, standing too close for another's comfort, intimate voice tone, lingering hugs or handshakes, sexual allusions, "teasing" or "joking" which is an expression of sexual energy.
- It is always the supervisory/pastoral leader's responsibility to see that supervisory and/or pastoral relationships are not sexualized and to maintain appropriate boundaries, even when others express eagerness to cross them. In addition, leaders must understand that conduct which is not intended to be of a sexual nature may nonetheless be interpreted in that way. Accordingly, those subject to this policy must take great care to avoid any conduct which can be misunderstood as sexual.
- In the church, as in any workplace, a positive work environment is one in which the dignity of each person is respected. Sexual harassment or exploitation is therefore *not* permissible.

All church personnel are expected to agree with these provisions, including the following:

- Church personnel agree to do their best to prevent abuse, exploitation and neglect of anyone involved in church activities and services.
- Church personnel agree to not physically, sexually, or emotionally abuse or neglect anyone.
- Church personnel agree to comply with the policies included in this document.
- In the event that they observe any inappropriate behaviors, or possible policy violations, church personnel agree to immediately report their observations.

All church personnel acknowledge their obligation and responsibility to protect the church as a safe environment for all people and agree to report known or suspected abuse to appropriate church leaders and state authorities, in accordance with the provisions of this policy and with local, state and federal laws.

Church personnel understand that the church will not tolerate abuse of any person, and agree to comply in spirit and in action with this position.

Definitions of Words Encountered in this Document

Abuse: Harm or threatened harm to a person's health or welfare caused by another person, including, but not limited to, non-accidental physical or mental injury, sexual abuse, exploitation, neglect or maltreatment.

Adult: Anyone who is 18 years or older, and not in high school. Vulnerable Adults, defined below, is a subset of Adults.

Adult Protective Services: A social services program provided by state and local governments serving vulnerable adults and their families who are in need of assistance. Adult Protective Services receive and investigate reports, suspected abuse, neglect and exploitation.

Bullying: Behavior that intimidates, humiliates, offends, degrades, or harms another person, whether verbal, psychological, social, physical, or otherwise.

Child: Anyone under the age of 12 years. Ages are established in accordance with generally accepted definitions in the United States.

Child Protective Services: A social services program provided by state and local governments serving children and their families who are in need of assistance. Child Protective Services receive and investigate reports of suspected abuse, neglect, and exploitation.

Church Personnel: All clergy (bishops, priests and deacons), whether salaried, stipendiary, non-stipendiary, or are otherwise engaged in ministry or service to the church.

All paid personnel employed in areas of ministry or in other kinds of services by the diocese; its congregations; schools; or other agencies. Examples include: church administrators; sextons; musicians and directors of adult, children and youth choirs; parochial school teachers; day care providers; camp or retreat staff; or those who have living quarters on the grounds of the church, school, or another related agency.

Those who contract to service the Diocese, its congregations, schools, or other agencies, who may find themselves engaging in pastoral relationships.

Volunteers, which include any person(s) who enters into or offers him or herself, for a church-related service, or who actually assists with or performs a service not limited to worship services (regardless of whether they have been selected or assigned to do so). Examples of volunteers include members of: decision-making groups who have authority to approve the creation and implementation of ministries, programs, or other activities for children, youth or vulnerable adults, which may include: Diocesan committee members, advisory boards, vestry or bishop's committee, board of trustees, Stephen Ministers™, eucharistic ministers or visitors, lay or volunteer youth directors and ministers, other members of pastoral care teams including Sunday school or vacation Bible school teachers/leaders, nursery care givers, supervisors and assistants, and drivers and program chaperones, including volunteer camp staff and other adults who participate in overnight activities.

Cisgender: An adjective describing a person whose sense of personal identity and gender corresponds with their gender or sex assigned at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures

Exploitation: The misuse of a person's funds, property or personal dignity by another person.

Fiduciary Responsibility: A relationship in which one party places special trust, confidence, and reliance in and is influenced by another who has a fiduciary duty to act for the benefit of the party.

Gender Non-binary: An umbrella term for people who identify as neither male nor female. These people might identify as both ("bigender"), neither ("agender"), a mix between the two ("genderfluid"), or unsure of their gender ("genderqueer"). This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Policy: Recommended practice that allows for some discretion in its interpretation, implementation, or use.

Intake Officer: The person(s) designated by each 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*, which sets out the disciplinary process for clergy. Anyone may contact an Intake Officer to report concerns.

Leader: A person who, for the benefit of another, engages in ministry without responsibility for oversight of other adults engaged in that same ministry. Examples include: eucharistic visitors and members of pastoral care teams.

Mandated Reporter: Under Indiana law, any individual who has reason to believe a child is a victim of abuse or neglect has the duty to make a report; therefore each citizen of Indiana is considered a "mandated reporter." See <https://www.in.gov/dcs/2971.htm>

Member of the Clergy: Bishops, Priests, or Deacons, retired or active, canonically resident or licensed, paid or non-stipendiary, full or part-time as well as postulants and candidates for Holy Orders and church personnel in pastoral or supervisory relationships.

Neglect: Harm to a person's health or welfare caused by the inability or failure of the adult, or an individual responsible for a significant aspect of a person's health or welfare to care for the person properly. Neglect includes the failure to provide adequate food, shelter, clothing, medical care.

Off-site: Any location other than the sponsoring Episcopal church, institutional facility, or campus.

Organizations: All institutions for which the Diocese or congregations have legal or fiduciary responsibility (examples include: Diocesan departments, commissions, conference and retreat centers, adult day care centers, retirement communities, religious orders, congregations, schools, etc.).

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

Pastoral Relationship: Any relationship: a) between a member of the clergy described in this policy and any person to whom the member of the clergy provides or has provided counseling, pastoral care, spiritual direction, or spiritual guidance, or any person from whom said member of the clergy has received information with the Rite of Reconciliation of a Penitent, or b) between a lay minister and any person to whom the lay minister is offering prayer or ministry, or any person from whom the lay minister has received sensitive, personal, or confidential information in the course of offering ministry

Procedure: A fixed, step-by-step, sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task. Repetitive procedures are called routines.

Programs: Official activities sponsored by the Episcopal Church and its provinces, dioceses, congregations and other organizations.

Protocol: General, unwritten rules or policies that are peculiar to every culture or organization and are supposed to be observed by all parties in the conduct of business.

Public Record Check: A search of documents and data available to the public including criminal and civil court records, credit reports, and driving records from the department of motor vehicles. Typically, such searches are conducted by a third party with expertise in this area.

Residential Facility: Any institution or group home setting where a vulnerable adult resides on a permanent or temporary basis, such as a nursing home, rehabilitation center, assisted living facility, treatment center, or memory care facility.

Responsible Person: The person designated as being accountable for compliance with this policy.

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

Sexual Misconduct: A broad term encompassing any behavior of a sexual nature that is committed without consent or capacity for consent, or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

- **Sexual Abuse or Molestation:** A form of misconduct with any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Sexual abuse is a criminal offense and must be reported to law enforcement officials.
- **Sexual Harassment:** In a situation where there is an employment, mentor, or colleague relationship between the persons involved, including but not limited to sexually oriented humor or language; questions or comments about:

- Sexual behavior or orientation, unrelated to employment qualifications; or
- Physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements.
- **Sexual Exploitation:** is an act or acts committed through abuse of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose
- Includes, but is not limited to, the development of or the attempt to develop a sexual relationship between clergy, employee or volunteer, and a person with whom he/she has a pastoral or supervisory relationship, regardless of whether or not there is apparent consent from the individual. Sexual Exploitation is a subset of Exploitation.

Standard: Universally or widely accepted, agreed upon, or established means of determining what something should be. A written definition, limit, or rule approved and monitored for compliance by an authoritative agency (or professional, or recognized body) as a minimum acceptable benchmark.

Supervisor: A person who has oversight responsibilities for a program, and/or leaders in a program.

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

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

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

Vulnerable Adult: An individual aged 18 or over who, because of age, developmental disability, mental illness or capacity, physical illness or physical disability requires supervision, or personal care, or lacks the personal and social skills required to live independently, is unable to protect himself or herself from abuse, neglect, or exploitation.

- Any adult who is ministered to in their home (by clergy, eucharistic visitors, pastoral care visitors, Stephen Ministers™, or others).
- Any adult who is wholly or partially dependent upon one or more other persons for emotional, psychological, or physical care or support; such dependency may be temporary, as in the case of an accident, illness, or birth of a child.
- Any adult who, by virtue of a crisis, experiences vulnerability leading to dependency on another or lacks agency in a pastoral relationship, as in the wake of a death of a family member or job loss.

Youth: Anyone who is at least 12 years old, but not yet 18 years. A youth may also be an individual who is 18 years or older and still in high school. Ages are established in accordance with generally accepted definitions in the United States.

Screening before Employment, Appointment, or Volunteer Service General Standard

A thorough background check, within the bounds of permissible law, is required for all church personnel and responsible parties, as well as for all volunteers who have supervisory responsibility. The background check will be conducted (a) for clergy prior to ordination, employment or acceptance into the Diocese of Indianapolis (either by initial licensing or by letters dimissory) or, (b) in the case of other Church Personnel working with children, youth or vulnerable adults, prior to assignment to such duties. Background checks may include any of the following: inquiries of all bishops having past or present authority over the individual, a criminal records check, reference checks, sexual offender registry checks, all schools attended during the past ten years, and of the two most recent employers.

Public Records Check

For some positions, screening consists only of a public records check, while for other positions, additional screening requirements, including a written application, an interview, and reference verification are required. Public records checks must be updated at least every five years.

- Congregations and other organizations must use a provider approved by the Diocese of Indianapolis to conduct public records checks. Background check forms will be provided through the diocese. These must be completed before the employee or volunteer begins interacting with children, youth or vulnerable adults.
- Criminal public records checks must include all available criminal records and sex offender registries.
- A Bureau of Motor Vehicles (BMV) records check must be included if transporting children, youth or vulnerable adults is performed as part of, or as an extension of the ministry of the church, or for a church-sponsored event.
- Credit checks are required for check-signing authority.

In those instances where written application, interview (one or more), and reference verification is required before serving in certain roles and ministries, the following components are generally conducted in the following order:

1. A standard application for a specified role, with a clearly defined written job description, is submitted, with authorization for the release of information to conduct background checks. The application must include verifiable personal information and references.
2. A person with authority for the position will conduct an interview with applicant.
3. The references listed on the application (people who know the applicant, but are not related, and are persons from outside the congregation) will be contacted to verify the applicant's personal, moral, and ethical character.
4. Diocese, congregations, and other organizations must keep and maintain all applications and documents related to the screening records in a secured and confidential onsite location, such as an office of the diocese, congregation, or other organization.

Persons making application for a role of leader or supervisor must be known and active in the congregation for at least six months before engaging in ministry with children, youth, or vulnerable adults, unless they have passed the public records checks and reference checks, pursuant to the "Screening and Training Protocols" which follow.

Table 1: Screening and Training Protocols - provides guidance for the diocese, congregations, and other organizations to utilize in the application, screening, and training process, by ministry function, for the various categories of church personnel.

Descriptions of Training Modules Required in Each Category:

	Online training resource
Child Abuse Prevention: High Access	<ul style="list-style-type: none"> • Meet Sam • It Happened to Me • Keeping your Church Safe • Social Media Safety • Your Policies
Child Abuse Prevention: Low Access	<ul style="list-style-type: none"> • Abuse Risk Management for Volunteers • Keeping your Church safe • Your Policies
Sexual Harassment Prevention Training: employee edition	<ul style="list-style-type: none"> • Safeguarding God’s People: Preventing Sexual Harassment of Church Workers (For Workers) <i>and</i> • Your Policies
Sexual Harassment Prevention Training for Supervisors: supervising for a positive work environment	<ul style="list-style-type: none"> • Safeguarding God’s People: Preventing Sexual Harassment of Church Workers (For Workers and for Managers and Supervisors) • Your Policies
Sexual Exploitation Prevention Training: Preventing abuse and exploitation in Pastoral Ministry	<ul style="list-style-type: none"> • Safeguarding God’s People: Preventing Sexual Exploitation in Communities of Faith • Your Policies

Who Needs Training Checklist begins on next page -

	Child Abuse Prevention:		Sexual Harassment Prevention:		Sexual Exploitation Prevention Training	Background Check	BMV check	Credit check	Additional courses recommended:
	High Access	Low Access	Training	Training for Supervisors					
Employees: (check below for specific rules)									
All church employees	X		X		X	X			
All church employees who supervise others	X		X	X	X	X			
Volunteers with high access to children									
Camp (or other overnight trip) Director, Staff, and Volunteers	X		X		X	X	X		Keeping your camp safe (overnight); Preventing sexual activity between adolescents; Social Media safety; Preventing bullying
Sunday School Director	X		X		X	X			Preventing sexual activity between young children; Preventing bullying

	Child Abuse Prevention:		Sexual Harassment Prevention		Sexual Exploitation Prevention Training	Background Check	BMV check	Credit check	Additional courses recommended:
	High Access	Low Access	Training	Training for Supervisors					
Youth group leader	X					X			Preventing sexual activity between adolescents; Social Media safety; Preventing bullying
Youth group leader (authorized to drive minors)	X					X	X		Preventing sexual activity between adolescents; Social Media safety, Preventing bullying
Other volunteers with high access to children	X					X			(Nursery worker, acolyte director, children's choir director, etc.)
Volunteers with Low Access to Children									
Licensed Lay Ministers		X	X		X				
Eucharistic Visitor		X	X		X	X			Elder abuse
EFM/Adult formation leader		X	X		X				

	Child Abuse Prevention:		Sexual Harassment Prevention		Sexual Exploitation Prevention Training	Back-ground Check	BMV check	Credit check	Additional courses recommended:
	High Access	Low Access	Training	Training for Supervisors					
Volunteer sexton or grounds-keeper		X	X		X	X			
Pastoral Care giver or Spiritual Director		X	X		X	X			
Vestry member	X		X		X				
Vestry warden & clerk	X		X		X	X			
Retreat Leader		X	X		X	X			
Diocesan Gov't Body (Standing Committee, COM, etc.)		X	X		X				
Book-keeper or Treasurer		X	X		X	X		X	
Clergy	X		X	X	X	X	X	X	

Additional courses available through Safeguarding online training. Contact Safeguarding Administrator.

- Elder abuse
- Preventing bullying
- Social Media safety
- Preventing sexual activity between young children
- Preventing sexual activity between adolescents
- A Day at Day Camp
- Keeping your Camp Safe
- Keeping your School Safe
- Preventing abuse of adults with disabilities

Education and Training of Church Personnel

It is the responsibility of the Diocese of Indianapolis, its congregations, and Organizations, to ensure that all people receive training with regard to the scope, accountability, and responsibility of the of the ministry, as it relates to the Safeguarding policy.

To assist in understanding the breadth and intent of the Safeguarding policy, training appropriate to each person’s function is mandatory within 6 months of acceptance of position.

All church personnel shall have training that fosters a culture of safety and inclusion of all people, and covers a broad overview of issues regarding vulnerability, power, and healthy boundaries. All members of the Episcopal Church shall have access to this training through Diocesan resources.

Persons with supervisory responsibilities, and those with oversight responsibilities for ministry programs and/or other adults who engage in ministry with children, youth, and vulnerable adults shall have specialized training that is tailored to their role and ministry function.

Depending on role and responsibility, specialized training should include:

- The prevention, identification, and response to all forms of abuse and neglect.
- Vulnerability within the pastoral relationship.
- An introduction to gender non-binary
- The needs of all LGBTQ+ individuals, including children and youth, and those of aging adults who often struggle to find care or residential facilities adequately equipped to meet their needs
- The ways children and youth, and vulnerable adults can engage in self-advocacy
- The needs of differently abled children, youth, and vulnerable adults

Certification of training shall be renewed every three years.

The Diocese of Indianapolis, its congregations, and its other organizations shall keep records sufficient to demonstrate sufficient evidence of compliance with this policy.

Use of Social Media and Electronic or Digital Communications Recommended Practices and Policies

This social media policy applies to all online and mobile platforms for sharing content and information, whether controlled by the Diocese of Indianapolis or hosted by other organizations, on which members of the Diocesan community engage in discussions or activities relating to the Diocese. The term “social media” refers to social networking services, blogs, short-message services, message boards, wikis, podcasts, image- and video-sharing sites, and other methods for real-time information sharing among users. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Social media shapes the lives of all persons including children, youth and vulnerable adults, and has the potential to empower ministry. Behavior in the digital sphere is never private. Posted content may be used out of context and out of the control of the individuals and organizations, putting them at risk. In addition, these powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. Churches face the challenge of identifying and proactively addressing areas of potential risk in social media use in the midst of rapidly evolving technology and is therefore addressed in this policy.

General Information about Digital Communications

- All communications sent digitally or electronically (email, social networking sites or platforms, notes, texts or posts, etc.) are NOT CONFIDENTIAL and can be shared or reposted to others.
- Email should be used for informational purposes.
- Interactions in the virtual world need to be transparent. That is, occurring in such a way that it is easy for others to see what actions are performed.
- In the virtual world, healthy boundaries and Safeguarding practices must be adhered to as they are in the physical world.
- In the virtual world, “friend” can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality, and expectations for relationship.

Laws regarding mandated reporting of suspected abuse, neglect, or exploitation of children or youth apply in the virtual world as they do in the physical world.

1. **Core values.** In areas where this policy does not provide a direct answer for how members of our community should answer social media questions, members should use their best judgment and take the most thoughtful and prudent action possible, bearing in mind the Diocese of Indianapolis’s need to preserve accountability for the use of its name in all social media and the core values of this policy:
 - **Be selective** – there are a variety of digital platforms available. Use the right medium for your message. A blog or social network might not be the right place for messages intended only for a small group, and email or other more targeted media might be best.
 - **Be responsible** – social media are individual interactions, not official diocesan communications. Members of the diocesan community are personally responsible for the content they publish. Official statements of diocesan policy may only be made by the bishop or her/his designee.
 - **Be smart** – a blog or community post is often visible to the entire world, and can be shared by others in ways that you cannot control. Remember that what you write is public, and will remain public for a very long time (perhaps permanently). Be respectful to everyone.
 - **Be identified** – authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

- ***Respect the privacy of others*** – do not publish the personal information of others in the community without their permission or, in the case of children under 13, written permission of their parents.
 - ***Be respectful*** – the Diocese of Indianapolis is a thoughtful and prayerful community that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views by using appropriate language, and be respectful of the Church and its teachings.
 - ***Be trustworthy*** – respect the confidentiality of matters that are shared with you in confidence, or that are meant to be kept confidential by the nature of your work, ministry or volunteer mission.
- 2. Duties of Owners and Moderators.** Moderators of official Episcopal Diocese of Indianapolis social media are responsible for ensuring compliance with this policy. All comment and response areas should be moderated, if possible, and consistent with the goal of the forum. Leaders responsible for such areas should review and approve comments prior to posting and should not post any comments that do not meet our standards for civility, misrepresent the position of this diocese or the Church, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. In an unmoderated forum, leaders should delete any comments or content that does not meet the standards of this policy as expeditiously as possible. Anonymous comments should be avoided except in circumstances where anonymous or pseudonymous speech is essential to the protection of the identities of the vulnerable. All moderation functions should reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs should make clear to users that the site will not archive those materials or be responsible for preserving them. The Diocese of Indianapolis and its agents do not have a responsibility to review or monitor social media pages or groups that are not sponsored/owned by the Diocese of Indianapolis.
- 3. Individual Judgment.** Even when engaging in social media for personal use, the comments of a member of the Diocesan community may be viewed as a reflection on the Diocese of Indianapolis. Users should employ their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community.
- 4. Transparency.** Users’ social media communications are made in their personal capacity and not on behalf of the Diocese of Indianapolis. Statements made by members of the diocesan community should not be taken as expressing the formal position of the Diocese of Indianapolis unless the speaker is specifically authorized to do so by the bishop or the bishop’s designee.
- 5. Privacy.** All users of social media within the Episcopal Diocese of Indianapolis community should take care to safeguard the privacy interests of other community members. In particular, personal information (that is, information that can reasonably identify a particular person, including name, phone number, address or email address) should not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels should be utilized.

- 6. Children/Youth.** Any site operated by the Diocese of Indianapolis that is directed toward children and/or youth under the age of 18 shall have the following Policies:
- Prudent judgement should be used in the time of day a child or youth is contacted through digital/electronic communication or social media. Refrain from exchanging texts, chats, or emails before 8:00 am or after 10:00 pm, except in case of emergency.
 - Privacy settings and personal boundaries should be implemented.
 - Do not submit connection requests (such as friend requests on Facebook or “Add Me” on Snapchat) to children or youth for personal interactions. Youth may be uncomfortable declining such requests due to the disparity of power between youth and adults. Youth may ask to be “friends,” and adults should discern the nature of contact appropriate for healthy ministry.
 - Apply privacy settings that are consistent with all children and youth across all social networking sites and platforms. Avoid playing favorites or the appearance of playing favorites.
 - Establish a regular, ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and institutional standards.
 - Inform parents of children and youth of social networking sites and platforms used within the ministry.
 - When possible, send communication to entire groups, on an individual’s page, or in public areas, rather than in private messages. This includes photos, images, and videos.
 - When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or guardians as well. Examples of these types of emails include payment-due information, specific medical requests or questions, etc. Mass emails sent to an entire group are not required to be copied to parents or guardians.
 - Disclose ongoing digital pastoral communications (emails, Facebook messages, texting, etc.) with children and youth to a parent and/or a supervisor to determine when a referral to a professional provider or resource is needed.
 - A covenant to govern digital groups, which includes the following:
 - Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequence for inappropriate behavior.
 - Who may join and/or view group activity, when participants should leave the group and when/if the group will be disbanded.
 - Description of content that can be posted or published on the site or page.
 - A prohibition of “tagging” photos and videos of children and youth. However, the captioning of photos and videos is permissible with written permission from a parent or guardian.
 - Notification that mandatory reporting laws will be followed.
 - Consequences for breaking the covenant.
 - Comply with the following best practices regarding groups on social networking sites:
 - Have at least two unrelated adult administrators and at least two youth administrators for groups.
 - Use closed groups, but not hidden or secret groups.
 - Youth-aged group administrators should be the ones to invite other youth to join the online group.
 - Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant.
 - Allow access to social networking groups for parents/guardians of current members.
 - Remove from social networking groups adult leaders of youth groups and youth who are no longer members due to departure, removal, or ineligibility because they “aged out” of a program.
 - Users of such a site may not post images of children under 18 without the prior consent of a parent or legal guardian of any minor depicted.
- 7. If you see it, Say it.** Any use of social media that does not comply with this policy should be brought to the attention of the Diocesan Intake Officer.

Monitoring and Supervision of Programs

All people who serve in ministry as lay or ordained leaders, and/or have a pastoral relationship with others, must have ongoing supervision. Ongoing supervision should consist of regular check-ins by the supervisor who may be parish clergy, or a team leader. Such supervision shall review the scope, accountability, and responsibility of the ministry with the person engaged in the ministry. The Diocese of Indianapolis, its congregations, and its organizations will maintain a current list of persons approved to minister to children, youth, and vulnerable adults.

A responsible person shall monitor and supervise the behavior of adults, children and youth to ensure appropriate behavior and healthy boundaries.

It is in the best interest for those ministering to vulnerable adults to document their visits, including time, place, and any observations or concerns, or absence of concerns. The supervisor must review the visit documentation in a timely manner. Documentation promotes continuity of care and transparency in ministry. Confidentiality among clergy and lay ministers is required, with all documentation to be kept confidential.

Table 2 - Monitoring and Supervision Standards		
	Children and Youth	Vulnerable Adults
Presence of Unrelated Adults	<p>There shall be a minimum of two unrelated adults (at least two years older than the eldest participant) present at ministry settings and events.</p> <p>If an unanticipated circumstance results in an adult being alone with children or youth, that adult must report the circumstance to the Supervisor, clergy-in-charge, senior warden, or Responsible Person, as quickly as possible.</p> <p>One adult may be sufficient in well-monitored, visually accessible program space, provided another adult can maintain visual contact with the adult program leader; or designate an individual to conduct frequent, random checks of classrooms and unlocked spaces throughout building.</p> <p>Exceptional circumstances must be specifically described in a written document approved by the governing body.</p>	<p>While not required, it is in the best interest of those engaged in such ministry, to minister in pairs.</p> <p>If circumstances result in someone being alone with a vulnerable adult, it must be reported to the Supervisor, the clergy, senior warden, or Responsible Person, as quickly as possible.</p>
Creating Safe Space	<p>It is necessary to anticipate and avoid circumstances that could result in exposure to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact.</p> <ul style="list-style-type: none"> • Alcoholic Beverages - Alcohol (sacramental or otherwise) must not be stored in publicly accessible areas of church buildings. • Computers/Electronic Devices - Such devices must have adequate supervision when using devices belonging to the Diocese of Indianapolis, congregations, and other organizations, and devices must have adequate password protection. Each user must have their own account and password. 	<p>It is necessary to anticipate and avoid circumstances that could result in exposure to undue influence or exploitation. To accomplish this, ministry settings should meet in places where casual monitoring by others is convenient and convey safety and comfort.</p>

Table 2 - Monitoring and Supervision Standards (continued from previous page)		
	Children and Youth	Vulnerable Adults
Inclusiveness	<p>No one will be denied rights, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, socio-economic class, or age.</p> <p>Transgender, genderqueer, or gender non-binary youth who express the need or desire for increased privacy should be provided with reasonable alternate arrangements, such as:</p> <ul style="list-style-type: none"> • Private areas • Separate changing schedules • Use of a single stall restroom <p>Alternative arrangements should provide for the ability to keep one's transgender status confidential.</p>	<p>No one will be denied rights, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, socio-economic class, or age.</p> <p>Transgender, genderqueer, or gender non-binary adults who express the need or desire for increased privacy should be provided with reasonable alternate arrangements, such as:</p> <ul style="list-style-type: none"> • Private areas • Separate changing schedules • Use of a single stall restroom <p>Alternative arrangements should provide for the ability to keep one's transgender status confidential.</p>
Violence and Weapons	<p>No one is to strike, hit, or physically threaten or harm another.</p> <p>Control by bullying, intimidation, or threats are prohibited.</p> <p>Children and youth are prohibited from bringing weapons of any kind to any church event. Exceptions may be made for camp or other programs with prior approval.</p> <p>Suspected violations must be immediately reported.</p>	<p>No one is to strike, hit, or physically threaten or harm another.</p> <p>Control by bullying, intimidation, or threats are prohibited.</p> <p>Suspected violations must be immediately reported.</p>

Table 2 - Monitoring and Supervision Standards (continued from previous page)

	Children and Youth	Vulnerable Adults
Basic Behavior Standards cont.	<p>Under no circumstances shall adults:</p> <ul style="list-style-type: none"> • Provide non-sacramental alcohol, marijuana, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography. • Arrive under the influence of alcohol, illegal drugs, or misuse illegal drugs, at any event, when responsible. • Consume non-sacramental alcohol or illegal drugs, or misuse legal drugs at any event when responsible. • Engage in illegal behavior or permit others to engage in illegal behavior. • Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any child or youth. • Apart from planned, pre-approved educational programs, discuss their own sexual activities, fantasies, or own use, or abuse of drugs or alcohol with children or youth. • Offer inappropriate physical contact, i.e. lengthy embraces, kisses on the mouth, holding children over 3 years old on lap, touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants or children, occupy a bed with a child/youth, touching knees/legs of a child/youth, wrestling, tickling, piggyback rides, any type of massage, snapping of bras or giving of “wedgies” or similar touch of underwear whether or not it is covered by other clothing. 	<ul style="list-style-type: none"> • Offer appropriate physical expression of affection, if welcomed by those they minister, i.e., brief hugs, pats on shoulder or back; kisses on cheek; handshakes; holding hands during prayer. • Maintain healthy boundaries when sharing personal information. <p>Under no circumstances should leaders:</p> <ul style="list-style-type: none"> • Provide non-sacramental alcohol, marijuana, illegal drugs, cigarettes, e-cigarettes, vapes, or pornography. <p>Arrive under the influence of alcohol, illegal drugs, or misuse legal drugs when ministering.</p>

Table 2 - Monitoring and Supervision Standards (continued from previous page)		
	Children and Youth	Vulnerable Adults
Visits to Private Residences	<p>The safety of all persons and healthy boundaries are essential when visiting in a private home.</p> <p>Avoid situations that might compromise privacy, i.e.:</p> <ul style="list-style-type: none"> • Visiting behind closed bedroom doors. • Sitting on the bed of the person being visited. • Visiting a person while they are not fully clothed. 	<p>The safety of all persons and healthy boundaries are essential when visiting in a private home.</p> <p>Avoid situations that might compromise privacy, i.e.:</p> <ul style="list-style-type: none"> • Visiting behind closed bedroom doors. • Sitting on the bed of the person being visited. • Visiting a person while they are not fully clothed.
Visits to Residential Facilities		<p>The safety of all persons and healthy boundaries are essential when visiting in a Residential Facility.</p> <p>Best practices include:</p> <ul style="list-style-type: none"> • Facility staff should be informed of the visitor's presence. • Should a visit take place out of sight of staff, they should be notified in advance and informed when the visit is concluded. • The door to a resident's private room must remain open during the visit. • Visitors should be mindful that LGBTQ+ residents may not be safe to express their sexual identity or orientation. • In the event of uncertainty about application of this policy, the visitor is encouraged to contact their Supervisor, with questions.

Responding to Concerns

Suspected Abuse, Neglect, or Exploitation

Anyone who has reason to suspect that abuse, neglect, or exploitation has taken place is mandated to contact the State of Indiana Department of Health and Human Services Child or Adult Protective Services. Anyone who has reason to suspect that abuse, neglect, or exploitation of children, youth, or vulnerable adult has taken place within a facility or program of the Diocese of Indianapolis, congregation, or other Organization, must also immediately inform one or more of the following:

Table 3 – Resources for Responding to Concerns		
	Name	Contact Information
Responsible Person(s) for programs and ministries with children, youth	<ul style="list-style-type: none"> • The Bishop of Indianapolis 	(317) 926-5454
Responsible Person(s) for programs and ministries with vulnerable adults	<ul style="list-style-type: none"> • Diocesan Program Leader • Intake Officer • The Bishop of Indianapolis 	See website
Clergy-in-Charge	<i>(Congregational Level – See addendum)</i>	
Wardens	<i>(Congregational Level – See addendum)</i>	
Bishop of Indianapolis	<i>(Diocesan Level – See addendum)</i>	(317) 926-5454
Diocesan Intake Officer	<i>(Diocesan Level – See addendum)</i>	
Office of Pastoral Development of The Episcopal Church	<i>(The Episcopal Church Level – See addendum)</i>	(877) 752-6020
Child and Adult Protective Services	Indiana Family and Social Services Administration	(317) 232-7800

Suspected Violations of this Policy

Anyone who suspects a violation of this policy that does not rise to the level of abuse, neglect or exploitation must immediately report the violation to the responsible person, member of the clergy-in-charge, and/or senior warden, unless one or more of those persons' conduct is at issue, in which case the Diocesan Intake Officer should be contacted. See sample forms at the end of this document.

Clergy-in-charge receiving reports of violations of this policy will be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action, up to and including termination of employment or unpaid ministry with the Church. If the responsible person is a lay person, they are responsible to ensure that appropriate pastoral care is provided for all.

Anyone who knows of a violation of this policy by a member of the clergy will immediately report the violation to the bishop's office, and/or the Intake Officer. Anyone can make a report to an Intake Officer. Anyone who knows of a violation of this policy by a bishop will immediately report the violation to the Office of Pastoral Development of The Episcopal Church. The bishop, upon hearing reports of violations by clergy, or by laity at Diocesan events, shall be responsible for providing appropriate pastoral care to all those affected and appropriate remedial and/or disciplinary action, up to and including canonical disciplinary action, as provided by Title IV of the Constitution and Canons, and/or termination of employment or unpaid ministry with the Diocese of Indianapolis.

Off-site Programming, Trips and Events

Off-site programming, trips and events are a welcome and often necessary means for spiritual, social, and emotional development or well-being of children, youth, and vulnerable adults. They also present additional challenges to maintain best practices for safe and healthy ministry. The expectations for safe space, as described previously, should also be observed off-site. Because of the unique risks that cannot always be anticipated, it is important to obtain permissions and manage documentation, as described below.

Table 4 - Monitoring and Supervision Standards of Off-site Programs		
	Children and Youth	Vulnerable Adults
Prior Approvals	<p>Diocesan-sponsored off-site programs, trips, and events must receive prior approval by the Diocese of Indianapolis.</p> <p>Congregational-sponsored off-site programs, trips, and events must receive governing body and clergy-in-charge approval prior to the event and must be reflected in the minutes of the Vestry or Bishop’s Committee</p> <p>Written parental approval is required prior to viewing any movie, whether off-site or on-site, rated “PG-13” or above, or for any conversation or program containing sexually explicit or violent content.</p> <p>The same prior approvals are required when the site is a private residence, hosting such events as: cookouts, pool parties, progressive dinners, etc.</p>	<p>Diocesan-sponsored off-site programs, trips, and events must receive prior approval by the Diocese of Indianapolis.</p> <p>Congregational-sponsored off-site programs, trips, and events must receive governing body and clergy-in-charge approval prior to the event and must be reflected in the minutes of the Vestry or Bishop’s Committee.</p>
Registration, Waivers, Release forms	<p>Registration forms with appropriate waivers and releases signed by a parent/guardian must be submitted for all participants.</p> <p>Permission slips signed by parent/guardian must be provided.</p> <p>Signed permission for a minor to be photographed or recorded on film, videotape, audiotape, or other electronic media, must be provided by parent/guardian prior to the event.</p>	<p>Permission slips signed by participant must be provided.</p> <p>If unable to consent due to impairment or lack of agency, then the signature of that person’s guardian, spouse, or other trusted family member is required.</p> <p>Permission to photograph or record an individual is required.</p> <p>Confidentiality, respecting medical and other sensitive information must be maintained.</p>

Table 4 - Monitoring and Supervision Standards of Off-site Programs (continued from previous page)

	Children and Youth	Vulnerable Adults
Registration, Waivers, Release forms cont.	<p>Confidentiality, respecting medical and other sensitive information must be maintained.</p> <p>All forms must be saved in a secured on-site location; waivers may encompass a program year.</p>	<p>All forms must be saved, either digitally or physically, in a secured on-site location; waivers may encompass a program year.</p>
First-Aid and Medications	<p>Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged.</p> <p>A first aid kit appropriately stocked for the event and participants must be available in an easily accessible location.</p> <p>A record must be kept for all medications or first aid given to a participant. The record must include the participant's name, the date and time of service, the name of the person administering medication or treatment, and a description of the medication, dosage, and/or treatment given.</p> <p>All medications (prescription and over the counter) belonging to the participant requiring assistance will be given to the Responsible Person, unless otherwise agreed upon. Only the Responsible Person, or their adult designee will administer medications.</p>	<p>Current certification in First Aid, CPR, and Automated External Defibrillator (AED) is strongly encouraged.</p> <p>A first aid kit appropriately stocked for the event and participants must be available in an easily accessible location.</p> <p>If an adult requires assistance with medications of any type, a record must be kept for all medication or first aid provided. The record must include the person participant's name, the date and time of service, the name of the administering medication or treatment, and a description of the medication, dosage, and/or treatment given.</p> <p>All medications (prescription and over the counter) belonging to the participant requiring assistance will be given to the Responsible Person, unless otherwise agreed upon. Only the Responsible Person, or their adult designee will administer medications.</p>
Supervision	<p>At any gathering of children or youth, there will be at least two unrelated adults with one being age 25 or older, preferably reflecting the sex and gender identity of the participants.</p> <p>The minimum ratios of adult to child/youth will be in accordance with American Camp Association (ACA) policies, as follows:</p> <ul style="list-style-type: none"> • 5 years and younger: 1 staff for each 5 overnight participants, and 1 staff for each six (6) day participants. • 6-8 years: 1:6 for overnight, and 1:8 for day. 	

Table 4 - Monitoring and Supervision Standards of Off-site Programs (continued from previous page)

	Children and Youth	Vulnerable Adults
Supervision (cont.)	<ul style="list-style-type: none"> • 9-14 years: 1:8 for overnight, and 1:10 for day. • 15-17 years: 1:10 for overnight, and 1:12 for day. <p>Additional adults can provide skills, mentorship, support, encouragement, spiritual guidance, and joy.</p>	
Transportation	<p>For health and safety of all participants, the following practices will be followed:</p> <ul style="list-style-type: none"> • For events that originate and/or terminate at the Diocese of Indianapolis, congregation, or Organization facility, all drivers must be at least 21 years of age; provide proof of insurance; a current driver's license; a completed volunteer driver information form and have a satisfactory BMV record check. • All drivers and riders must comply with State of Indiana laws. <p>Parents/guardians are responsible for the transportation and safety of their children and/or youth to and from the event. This responsibility includes the transportation of any other passengers in their vehicle.</p>	<p>For health and safety of all participants, the following practices will be followed:</p> <ul style="list-style-type: none"> • For events that originate and/or terminate at the Diocese of Indianapolis, congregation, or Organization facility, all drivers must be at least 21 years of age; provide proof of insurance; a current driver's license; a completed volunteer driver information form and have a satisfactory BMV record check. • A list of those persons approved to provide transportation to vulnerable adults shall be maintained in the office of the congregation. • Anyone being transported must consent to such transportation beforehand. If a person is unable to consent due to impairment or lack of agency, then prior approval by that person's guardian, spouse, or other trusted family member is required. • All drivers and riders must comply with State of Indiana laws regarding seat belt and cell phone usage.
Insurance	<ul style="list-style-type: none"> • All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact your insurance broker. 	<p>All trips to off-site destinations must have adequate insurance in case of emergency. For more information, contact your insurance broker.</p>

Overnight Programs, Camps and Retreat Centers

All camps, camping programs, conference, and retreat centers of the Diocese of Indianapolis will follow the policies for off-site programming, as established by this policy and its supporting documents, and outlined above. Additionally, camps should follow the standards of the American Camp Association to the best of the camp's ability.

Long-distance travel with children, youth and adults presents amazing opportunities for participants to experience the church and the world on a larger scale, with vastly different perspectives of faith communities and their contexts. It also presents challenges to normal safety protocols and opportunities for creativity, if managed well. The following protocols will help groups prepare for a variety of potential scenarios, as well as for domestic and international travel.

Table 5 - Travel Guidelines		
	Children and Youth	All Adults
Adult Leaders and Chaperones	<p>Minimum ratios of adult to youth need to be greater due to the possibility of leaving an adult behind with a participant in the event of a medical emergency.</p> <ul style="list-style-type: none"> • 9-14 years: 1:5 • 15-18 years: 1:7 <p>Regardless of group size, no group should travel with fewer than three (3) adult chaperones.</p> <p>Sleeping arrangements shall be separated by gender. No adult chaperone shall sleep in the same room of children and youth of the opposite sex. Whenever possible, separate sleeping areas shall be physically separated and monitored by adult chaperones.</p>	
Travel Administrator	<p>One adult of a minimum age of 25 should serve as travel administrator, who is responsible for all aspects of the trip, including carrying all necessary documentation, contact lists, and forms, including:</p> <ul style="list-style-type: none"> • Medical release • Media releases • Community covenant • Emergency contacts • Itineraries • Cash and/or credit cards in a capacity to address emergencies. 	<p>One adult of a minimum age of 25 should serve as travel administrator, who is responsible for all aspects of the trip, including carrying all necessary documentation, contact lists, and forms, including:</p> <ul style="list-style-type: none"> • Medical release • Media releases • Community covenant • Emergency contacts • Itineraries • Cash and/or credit cards in a capacity to address emergencies.

Table 5 – Travel Policies (continued from previous page)		
	Children and Youth	All Adults
Insurance for Travel	<p>Short-term trip or supplemental insurance, available through most church and Organization policies, as an added rider, must be secured at least one month prior to travel.</p> <p>It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.</p> <p>Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.</p>	<p>Short-term trip or supplemental insurance, available through most church and Organization policies, as an added rider, must be secured at least one month prior to travel.</p> <p>It is recommended that all travelers carry evidence of personal health insurance by virtue of a copy of the actual card provided to the insured person.</p> <p>Because not all individuals have access to affordable and adequate health insurance, it is recommended that health insurance be added to trip insurance.</p>

International Travel Considerations

Table 6 - International Travel Considerations		
	Children and Youth	All Adults
International Considerations	<p>Check with the U.S. Department of State on travel requirements, including passports and visas.</p> <p>Make certain that every traveler’s passport is valid for at least six (6) months beyond your return date.</p> <p>Before you even head out on your trip, you should make multiple copies of your passport: Copy the page that has your photo and full name on it, and keep these copies in separate places—at the bottom of your bag in different pieces of luggage, or even with different people who may be traveling with you. Leave one copy of your passport at home and leave one with an emergency contact.</p> <p>Determine whether or not vaccinations are required, and/or recommended for entry into specific countries.</p>	<p>Check with the U.S. Department of State on travel requirements, including passports and visas.</p> <p>Make certain that every traveler’s passport is valid for at least six (6) months beyond your return date.</p> <p>Before you even head out on your trip, you should make multiple copies of your passport: Copy the page that has your photo and full name on it, and keep these copies in separate places—at the bottom of your bag in different pieces of luggage, or even with different people who may be traveling with you. Leave one copy of your passport at home and leave one with an emergency contact.</p> <p>Determine whether or not vaccinations are required, and/or recommended for entry into specific countries.</p>
International Considerations cont.	<p>Arrange to have at least 2 cell phones with the group that will have coverage in your destination(s).</p> <p>Make a back-up plan for communication with your responsible person at home.</p>	<p>Arrange to have at least 2 cell phones with the group that will have coverage in your destination(s).</p> <p>Make a back-up plan for communication with your responsible person at home.</p>

References used for this document:

Diocesan Policy for Creating a Healthy Environment for Children, Youth, and Vulnerable Adults, Episcopal Diocese of Michigan

https://www.edomi.org/wp-content/uploads/2019/03/Safe-Church_Creating-a-Healthy-Environment-for-Children-Youth-and-Vulnerable-Adults-32619.pdf

Model Policy for the Protection of Children and Youth. The Episcopal Church,

<https://extranet.generalconvention.org/staff/files/download/21313>

Model Policy for the Protection of Vulnerable Adults. The Episcopal Church,

<https://extranet.generalconvention.org/staff/files/download/21314>

Guidance for Writing Safeguarding Adults Policy and Procedures - Newcastle Template

<https://www.newcastle.gov.uk/wwwfileroot/legacy/socialservices/adults/SAPolicyandProcedurestemplate.doc>

“Online Business Dictionary.” *BusinessDictionary.com*, WebFinance Inc., www.businessdictionary.com/

CDC - Getting Health Care Abroad, Center for Disease Control and Prevention <https://wwwnc.cdc.gov/travel/page/getting-health-care-abroad>

CDC - Insurance, Center for Disease Control and Preventions

<https://wwwnc.cdc.gov/travel/page/insurance>

CDC - Vaccines, Medicines, Advice, Center for Disease Control and Prevention

<https://wwwnc.cdc.gov/travel>

Sample: Traveling with Youth, Safe Sanctuaries: United Methodist Church

https://gbod-assets.s3.amazonaws.com/legacy/kintera-files/safe-sanctuaries/SafeSanctuaries_SAMPLE_TravelingWithYouth_0217.pdf

Travel, U.S. Department of State, www.state.gov/travel/

Indiana Department of Child Services

<https://www.in.gov/dcs/2971.htm>

Forms

On the pages which follow are
Diocesan forms
which may be used as templates
at the congregational or organizational levels.



EPISCOPAL DIOCESE of INDIANAPOLIS

Safeguarding Creating a Healthy Environment for All People

Policy and Code of Conduct Acknowledgment

I acknowledge that I have received, read and understand the contents of the Safeguarding: Creating a Healthy Environment for All People Policy of The Episcopal Diocese of Indianapolis, including the Code of Conduct shown below. I understand that sexual, physical and/or personal abuse or exploitation is grounds for disciplinary action, including termination of employment or suspension from service. I understand that I am expected to attend the training required by this policy, and that submission to the procedures outlined, including the duty to report suspected sexual, physical and/or personal abuse or exploitation, is a condition of my service in The Episcopal Diocese of Indianapolis. I understand that this policy may be updated from time to time and that I will be responsible for reading and acknowledging the updates.

Code of Conduct for the Protection of Children, Youth and Vulnerable Adults

Read and initial each item to signify your agreement to comply with the statement.

___ I agree to do my best to prevent abuse, neglect and exploitation among children, youth or vulnerable adults involved in church activities and services.

___ I agree not to physically, sexually or emotionally abuse, neglect or exploit children, youth or vulnerable adults.

___ I agree to comply with the policies for General Conduct defined in this policy.

___ I agree to comply with the policies for appropriate affection with children, youth and vulnerable adults as found in Table 2 of this policy.

___ In the event that I observe any inappropriate behaviors or possible policy violations with children, youth or vulnerable adults, I agree to immediately report my observations.

___ I acknowledge my obligation and responsibility to protect those in my care and I agree to report known or suspected abuse to appropriate church leaders and state authorities in accordance with this policy

___ I understand that the church will not tolerate sexual, physical and/or personal abuse or exploitation of children, youth and adults, and I agree to comply in spirit and in action with this position.

Signed: _____ Date: _____
(Rector or Priest-in-Charge, or Warden if no Priest-in-Charge)

Name: _____ Date: _____

Signed: _____ Date: _____
(Warden)

Name: _____ Date: _____

Congregation or Organization: _____ Date: _____

Please indicate the date that the governing body (vestry or board) acknowledged the Safeguarding: Creating a Healthy Environment Policy for All People, and attach a copy of the minutes of the meeting at which it was adopted.

Date of Acknowledgement

NOTE: All clergy acknowledgement forms and forms for Diocese of Indianapolis ministries will be kept on file in the Diocesan Office. Acknowledgement forms for local lay employees and volunteers will be kept on file by the entity engaging their services. These files are considered permanent. All clergy must file this form with the Office of the Bishop as well.

1 copy for Permanent File 1 copy for Church Personnel



EPISCOPAL DIOCESE *of* INDIANAPOLIS

Safeguarding: Creating a Healthy Environment for All People

Confidential Notice of Concern

Date of occurrence: _____

Time of occurrence: _____

Type of Concern: _____

- Inappropriate behavior with a child/youth
- Policy violation with a child/youth
- Inappropriate behavior with a vulnerable adult
- Policy violation with a vulnerable adult
- Possible risk of abuse
- Other Concern: _____

Section 1: Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? Attach additional sheets if needed

Section 2: If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Section 3: Has the situation ever occurred previously? Attach additional sheets if needed.

Section 4: What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

Section 5: What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by: (Please type or print) _____

Telephone number: _____

Location and address: _____

Signature: _____ Date: _____



EPISCOPAL DIOCESE *of* INDIANAPOLIS

Safeguarding: Creating a Healthy Environment for All People

Accident/Incident Report

Name: _____ DOB: _____

Date and Time of Accident/Incident: _____

Place of Accident/Incident: _____

Describe Accident/Incident: _____

Describe nature of injury: _____

Witness(es) to accident/incident: _____

What action was taken? _____

Was Parent/Guardian Contacted? YES NO Time: _____ How? _____

Describe medical treatment/first aid: _____



EPISCOPAL DIOCESE of INDIANAPOLIS

Safeguarding: Creating a Healthy Environment for All People

Annual Safeguarding Self-Audit

Due March 1. Send to: safeguarding@indydio.org

Audit Year: _____

Name of Congregation/Organization: _____

Address of Congregation/Organization: _____

City: _____ State: _____ Zip: _____

Policy confirmation

- We have a Safeguarding: Creating a Healthy Environment for Children and Youth policy that is consistent with the Diocese of Indianapolis, which meets or exceeds that of the diocesan policy and is appropriate for our congregation or organization.

Date Adopted: _____ Date Reviewed: _____

Screening of Ministry Leaders

- There is a well-understood process, in accordance with the above Screening and Training Protocols, which includes:
- A written application;
 - A personal interview;
 - Verification of personal references; and
 - Public records check, updated every 5 years.

Individual records of these procedures are located _____
and _____ has access to them.

NOTES: _____

Training of Ministry Leaders

- All leaders, paid or volunteer, have completed the appropriate Safeguarding training, according to the above Screening and Training Protocols; and
- Certification of training is renewed every 3 years.
- Records of completion of this training are located: _____
The Safeguarding Administrator is: _____

NOTES:

Safe Program Space

- There are always two or more unrelated adults present in ministry setting and events designed for children and youth.
- All program space whose primary use is for children and youth is visually accessible.
- Alcoholic beverages are not stored in publicly accessible areas of the church buildings.
- Publicly accessible computers with internet access are password protected and children and youth use church computers only with supervision.
- Keys to church spaces are limited to people who have met all requirements for screening and training.
- No one is denied the right, status, or access to an equal place in the life, worship, and governance of any program or activity because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, differing abilities, or socio-economic class.
- To the furthest extent possible, all spaces and settings for programs, activities, and ministry are accessible.

NOTES:

Responding to concerns and incidents

- There is a well-understood procedure for responding to concerns and/or incidents of the suspected abuse, neglect, or exploitation of children and youth, which includes:
 - Contact information for the local Child Protective Service;
 - Contact information for the appropriate person to report to in the Diocese, Congregation and/or Organization;
 - Steps to take when you have concerns; and whom to contact

Copies of these procedures are located: _____

NOTES:

Program Documentation

- There is documented approval from the governing body, and individual parental approval, for:
 - All programs for children and youth that are hosted off-site;
 - Sexually explicit conversation or program content; and
 - Screening of media rated PG-13 or above.

- The following documents are on file for all programs involving children and youth:
 - Registration forms;
 - Medical release and waiver forms;
 - Media and image release forms; and
 - Field trip and transportation permission forms for off-site programming

Records of these procedures are located: _____

NOTES: _____

Posting of Policy

- A copy of the Policy “Safeguarding: Creating a Healthy Environment for All People” is posted in open area of the facilities.

Location where the Policies are posted: _____

NOTES: _____

Name of the person filling out this form and Title: _____

Date of Completion: _____

**This form must be submitted to the Episcopal Diocese of Indianapolis by
March 1st of each year.**

Send to: safeguarding@indydio.org

Background Check Form: for Volunteers *(copy on church letterhead)*

Criminal Background Check Release

I authorize the Episcopal Diocese of Indianapolis and its representatives to request and receive information concerning any criminal conviction record, sexual offender registry listing and verification of my identity, as qualification for my serving as a volunteer.

Signature

Date

Full legal name

Full Home Address

Date of Birth

Social Security Number

Phone Number

**Background Check Form: for non-paid ministry and program leaders
and non-executive employees**
(copy on church letterhead)

Criminal Background Check Release

I authorize the Episcopal Diocese of Indianapolis and its representatives to request and receive information concerning any criminal conviction record, sexual offender registry listing and verification of my identity, as qualification for my employment at

(Church or Business Name)

Signature

Date

Full legal name

Full Home Address

Date of Birth

Social Security Number

Phone Number

Background Check Form: for church executive employees and clergy
(copy on church letterhead)

Criminal Background Check Release

I authorize the Episcopal Diocese of Indianapolis and its representatives to request and receive information concerning any criminal conviction record, sexual offender registry listing, motor vehicle infractions, verification of my identity, and other similar records, as qualification for my employment. I understand that I will be sent an email requesting information and will complete and submit this for processing.

Signature

Date

Full legal name

Email Address

Church Position

Church Name

I am ordained clergy. YES _____ NO _____

Once employed, a more in-depth background check may be processed for clergy.

Addendum to Table 3, p. 26 – Resources for Responding to Concerns

In the table below you will find the names and contact information for persons currently serving in positions of authority, to be contacted immediately in the event of the suspicion or observation of abuse, neglect, or exploitation.

This information is current at the diocesan and Episcopal Church levels as of November 1, 2019. This document will be updated on the diocesan and Episcopal Church level on an annual basis or as changes to position are made.

This table is to be completed and updated at the congregational and organizational level on an annual basis by the time of the March 1 self-audit.

Table 3 – Resources for Responding to Concerns		
	Name	Contact Information
Responsible Person(s) for programs and ministries with children, youth	<ul style="list-style-type: none"> • The Bishop of Indianapolis The Rt. Rev. Jennifer Baskerville-Burrows 	(317) 926-5454
Responsible Person(s) for programs and ministries with vulnerable adults	<ul style="list-style-type: none"> • Diocesan Program Leader • Intake Officer The Rev. Suzanne Wille • The Bishop of Indianapolis The Rt. Rev. Jennifer Baskerville-Burrows 	See website (317) 635-2538 (317) 926-5454
Clergy-in-Charge	<i>(Congregational Level – to be completed)</i>	
Wardens	<i>(Congregational Level – to be completed)</i>	
Bishop of Indianapolis	The Rt. Rev. Jennifer Baskerville-Burrows	(317) 926-5454
Diocesan Intake Officer	The Rev. Suzanne Wille	(317) 635-2538
Bishop for the Office of Pastoral Development of The Episcopal Church	The Rt. Rev. Todd Ousley	(877) 752-6020
Child and Adult Protective Services	Indiana Family and Social Services Administration	(317) 232-7800