

Salesian Society

Policies for Working with Youth

(approved 4-19-2009)

Role of the Salesian Director, Local Economist, Employees, and Adult Volunteers

Salesian Directors and Local Economers are responsible for informing employees and volunteers about the procedures for reporting safety concerns and hazards. Salesian Directors and Local Economers are also responsible for interpreting Salesian Society policies regarding health and safety. As Salesian Society guidelines change, Salesian Directors and Local Economers must keep themselves, employees and volunteers apprised of the changes.

Salesian Directors and Local Economers are responsible for incorporating safety into locations they oversee, and projects they develop or oversee such as activities, events, and camps.

Salesian Directors, Local Economers, employees and adult volunteers are responsible for the safety of children during all meetings, events and activities. Salesian Directors, Local Economers, employees and volunteers must also incorporate safety awareness into all meetings and demonstrate safe practices.

1.00 Safe Children Policy – written primarily for Employees and Adult Volunteers

The Safe Children Policy is designed to help protect youth in a proactive manner against child abuse and/or neglect.

These policies are primarily for the protection of youth; however, they also serve to protect staff and adult volunteers from false accusations of abuse.

Child abuse is a challenge to be confronted by all who have responsibilities for children: parents, teachers, physicians, employees and adult volunteers. We must be able to identify child abuse when we see it, know our responsibilities to report suspected abuse, and provide supervision that will ensure that no child in our care becomes the victim of abuse through negligence or willful act while participating in a program, event or activity of the Salesian Society.

Each year thousands of youth safely participate in programs designed to develop and enhance spirituality, citizenship, leadership, and life skills. The future of these programs depends on conducting them in accordance with the policies and procedures of the Salesian Society.

1.01 Recognizing Child Abuse

The California Penal Code (P.C.)¹ defines child abuse or neglect as, “a physical injury inflicted by other than accidental means on a child by another person”; sexual abuse; the willful harming of a child or endangerment of a child’s health; and/or unlawful corporal punishment (P.C. 11165.6). A child is defined as any person under the age of 18 years.

Sexual abuse includes both sexual assault and sexual exploitation. Sexual assault includes, but is not limited to, rape, statutory rape (under certain circumstances), incest, sodomy, lewd and lascivious acts upon a child, and child molestation. Sexual exploitation refers generally to the creation and distribution of child pornography.

¹ P.C. is the California Penal Code which can be found at: <http://www.leginfo.ca.gov/calaw.html>

1.02 Definitions: There Are Four Major Types of Child Abuse

i) Neglect is failure to provide for a child's basic needs. Neglect can be physical, educational, or emotional. Note that sometimes, the cultural values and/or the economic level of a family can be contributing factors indicating the family's need for information and assistance. When a family fails to use available information and resources and the child's needs continue to be unmet, then further child welfare professional intervention may be required (P.C. 11165.2).

ii) Physical abuse is physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting, burning, or otherwise harming a child. These injuries are considered abuse regardless of whether the caretaker intended to hurt the child (P.C. 11165.6; 11165.3; 11165.4).

iii) Sexual abuse or molestation includes activities by a parent, caretaker (or other person); e.g., fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, speaking inappropriately, and commercial exploitation through prostitution or the production of pornographic materials (P.C. 11165.1).

iv) Emotional Abuse is any pattern of behavior that impairs a child's emotional and/or mental development or sense of self-worth. This may include constant criticism, threats, shaming, or rejection, as well as withholding love, support, or guidance (P.C. 11166.05).

Please note that although any of the types may be found separately, they often occur together.

1.03 Preventive Actions to Protect Youth, Employees and Adult Volunteers

The Salesian Society requires employees and adult volunteers to ensure a safe and secure environment which eliminates and prevents opportunities for abuse by providing good supervision, maintaining safe surroundings, and observing safety precautions.

1.03A Leadership: A Minimum of Two Adults

Two appointed and certified adults are required to supervise all programs, events, and activities.

In general, no one-on-one interactions should occur in private. This includes between youth and adults or among youth. If personal discussions are needed, the discussions should be conducted in an area that is in view of other adults and youth.

When transporting youth, if two adults cannot be present in the vehicle, the alternative minimum required is one adult and two or more youth. An adult should not be alone with a youth (other than his/her own child) without the advance written permission of the youth's parents.

1.03B Supervision of Youth

A youth is the responsibility of the employee or adult volunteer in charge of the meeting or event until a parent/guardian or responsible adult designated by the parent/guardian arrives. The youth must not be left unsupervised, transported without specific parental permission (except by law enforcement officials) or released to anyone not specifically authorized by the parent or legal guardian. If parents are late or do not arrive within half an hour of the scheduled ending time, and cannot be contacted, it will be necessary for the adult volunteer or staff person in charge to contact local law enforcement officials.

1.03C Sleeping Facilities

There should be separate sleeping facilities for each gender.

Only adults of the same gender as the youth may supervise youth in the sleeping and restroom areas of an event.

No single youth is permitted to sleep in the room of an adult other than his/her own parent or guardian.

1.03D Restrooms

It is strongly suggested that separate shower and bathroom facilities be provided for mixed-gender groups. When separate facilities are not available, separate times for male and female use should be scheduled and posted.

1.03E Respect for an Individual's Privacy

Adults must respect the privacy of youth members in situations such as changing clothes and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

1.03F Youth Leader Training and Supervision

Youth leaders (Junior Counselors, Camp Staff, and other youth in leadership positions) will be trained as to what constitutes appropriate interaction during events and activities. Staff and/or appointed adult volunteers must monitor and guide the leadership techniques used by youth leaders.

1.03G Constructive Discipline

Corporal punishment is never permitted. Positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism must be used. Staff, adult volunteers,

and youth leaders will maintain age-appropriate behavior expectations and set-up guidelines and environments that minimize the need for discipline.

1.04 Reporting Suspected Child Abuse (P.C. 11164-11174.4)²

The primary reason for reporting child abuse and neglect is to protect the child from further abuse. By protecting the identified child, this may also protect other children. In addition to protecting the child, reporting child abuse can also provide help for the suspected abuser. Reporting child abuse can be a catalyst for change in the home environment and help lower the risk of abuse in the future.

1.05 Who Must Report (P.C. 11165.7)

Mandated Reporters include a list of individuals who work in social services and with children. Examples of mandated reporters include: a teacher, an instructional aide, a child care custodian, a social worker, or a peace officer. These are examples of mandated reporters, a full list can be found in Penal Code 11165.7.

A childcare custodian includes an administrator or employee of a public or private youth center, youth recreation program, or youth organization. Also included is any administrator or employee of a public or private organization whose duties require direct contact and supervision of children and a licensee, an administrator, or an employee of a licensed community care or child day care facility. (P.C. 11165.7)

If in doubt about whether you are a mandated reporter, the suggested course is to report if you suspect child abuse.

1.06 What to Report (P.C. 11165.1-11165.6)

It is required by law that mandated reporters report the following types of abuse:

- Physical abuse
- Sexual abuse
- Child exploitation, child pornography, and child prostitution
- Neglect
- Unlawful corporal punishment or injury
- Willfully harming or injuring or endangering a child

The main types of abuse are described in Section 1.82, above. In addition, mandated reporters must also report unlawful corporal punishment or the willful harming, injuring or endangering of a child. Unlawful corporal punishment or injury is defined as a situation where any person willfully inflicts upon any child any cruel or inhuman corporal punishment or injury resulting in a traumatic condition (P.C. 11165.4). Willful harming or injuring of a child or endangering the person or health of a child means a situation in which any person willfully causes or permits any child to suffer unjustifiable physical pain or mental

² P.C. is the California Penal Code, which can be found at: <http://www.leginfo.ca.gov/calaw.html>

suffering, or permits any child to be placed in a situation where his or her health is endangered (P.C. 11165.3).

1.07 Optional Report (P.C. 11166.05)

Serious emotional damage and/or endangered emotional well-being are also defined as child abuse (P.C.11165.6), and suspicion of such may be reported. However, it is not required by law to be reported.

1.08 When to Report (P.C. 11166)

Under the law, a mandated reporter is required to report child abuse if s/he “in his or her professional capacity, or within the scope of his or her employment has knowledge of, or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect” (P.C. 11166[a].)

Therefore, as soon as a mandated reporter has knowledge of or observes a child whom s/he knows or reasonably suspects has been the victim of child abuse or neglect, that person must make a report with Child Protective Services.

Specifically, the person reporting should contact Child Protective Services immediately or as soon as practically possible by telephone. The person reporting the suspected abuse shall also prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. (P.C. 11166[a].) (see Appendix wwy 1).

Mandatory reporting duties are the responsibility of the individual, and no supervisor or administrator may impede or inhibit the reporting duties. In addition, no person making such a report shall be subject to any sanction for making the report. Any supervisor or administrator who violates these rights of an individual to report is guilty of an infraction punishable by a fine not to exceed five thousand dollars (\$5,000) (P.C. 11166.01).

1.09 Reporting Procedures (P.C. 11167)

Note: this section only covers procedures for making an official report to authorities. Please also see section E in the “Working With Youth” Document, page wwy 3-7 for additional reporting procedures.

A mandatory reporter who has knowledge of known or suspected child abuse is responsible for reporting the matter to the Child Protective Services. The report must be made by telephone immediately and in writing within 36 hours of receiving the information concerning the incident.

The report must contain the following information:

1. Name of person making report.
2. Name of the child.

3. Current address of child.
4. Nature and extent of injury.
5. Any additional information requested by the Child Protective Services.

The report shall be made to any police department or sheriff's department. Reports can be made to the county probation department, if it has been designated by the county to receive mandated reports, or the county welfare department (P.C. 11165.9) (see Appendix wwy 1).

Care should be exercised in how the report is made. Report only the specific facts that have been observed. Do not offer any conclusion as to whether or not child abuse has occurred. Additionally, do not personally investigate allegations of child abuse; instead, refer them directly to the appropriate agency.

Under California law, reports of child abuse are confidential. If a volunteer or other concerned party approaches you, other than the Child Protective Services or Police Department, please make the following statement:

I am a mandated reporter, and California law clearly states that I cannot discuss any of the information on a suspected child abuse report, including who made the report. If I discuss any information on a report with you, it is a misdemeanor crime. If you feel a suspected child abuse report was made in error, you may contact the agency which is investigating the report and direct all your questions to them (P.C. 11167.5[a]).

1.09A Multiple Reporters (P.C. 11166[f])

When there are two or more mandated reporters who share knowledge of a known or suspected instance of child abuse, one person may be selected, by mutual agreement, to report by phone.

In addition, a single report may be written and signed for the group by the designated member. If that member fails to report, any other member of the group who has knowledge of this failure has the responsibility to file the report.

When two or more persons, one of whom is mandated to report, have suspicion of child abuse, the individual with the reporting obligation shall make the appropriate notifications.

1.09B Failure to Make a Report (P.C. 11166[b])

A mandated reporter who fails to make a required report of known or reasonably suspected child abuse or neglect is guilty of a misdemeanor punishable by up to six months in jail and/or by a \$1,000 fine. (P.C. 11166(b), 1.09C Immunity, P.C. 11172(c).

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the California Penal Code. No person who is required to file a report pursuant to the Penal Code, nor any person taking photographs at the child care custodian's direction, shall incur any civil or criminal liability for taking photographs of a suspected victim of child abuse without parental consent or for disseminating the photographs with the report to the Child Protective Agency.

Any other person, including an adult volunteer, reporting a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of any report authorized by the California Penal Code, unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report. Any such person who makes a report of child abuse known to be false or with reckless disregard of the truth or falsity of the report is liable for any damages caused.

1.09D A Volunteers' Responsibility to Report (PC 11165.7[b])

The Penal Code states that volunteers in any public or private organization who supervise children or have direct contact with them are to be provided training by the agency staff or other qualified personnel on how to identify and report child abuse or neglect.

If an adult volunteer suspects child abuse or neglect he/she can notify Child Protection Services or local law enforcement agencies directly. In addition, the local director should be notified to ensure the safety of other youth.

1.10 Training and Awareness of Child Abuse Reporting Procedures (P.C. 11166.5[a])

Training in the duties imposed by this policy and the California Penal Code shall include training for employees and adult volunteers in identifying and reporting child abuse.

Any employee who enters into employment on or after January 1, 1985 and who has responsibility for a youth program, shall be provided with copies of this policy, as well as links to Penal Code provisions 11165 through 11172; and shall, as a condition of employment, sign a statement that he or she has knowledge of the provisions of California Penal Code Sections 11165 through 11172, as set out in this policy, and will comply with the reporting provision.

The Salesian Society Office shall include this statement for signature in the employment information packet, ensure that employees sign the form, and retain the signed form in the employee's personal files (see Appendix wwy 2).

Salesian Society
Policies for Working With Youth
Employees and Adult Volunteers
(approved 4-19-2009)

Role of the Salesian Director, Local Ecomer, Employees, and Adult Volunteers

Salesian Directors and Local Ecomers are responsible for informing employees and volunteers about the procedures for reporting safety concerns and hazards. Salesian Directors and Local Ecomers are also responsible for interpreting Salesian Society policies regarding health and safety. As Salesian Society guidelines change, Salesian Directors and Local Ecomers must keep themselves, employees and volunteers apprised of the changes.

Salesian Directors and Local Ecomers are responsible for incorporating safety into locations they oversee, and projects they develop or oversee such as activities, events, and camps.

Salesian Directors, Local Ecomers, employees and adult volunteers are responsible for the safety of children during all meetings, events and activities. Salesian Directors, Local Ecomers, employees and volunteers must also incorporate safety awareness into all meetings and demonstrate safe practices.

2.00 Alcohol, Drugs, and Tobacco

Note: this policy does not apply to prescription medications used according to a physician's directions.

- 2.01 Employees and volunteers shall not consume or be under the influence of alcohol, illegal drugs, or alcohol while performing their duties.
- 2.02 No employee or adult volunteer will allow alcohol, use of illegal drugs or tobacco at any youth program, activity or event.
- 2.03 Youth programs, activities, and events are conducted under tobacco-free conditions.
- 2.04 Non-Youth events and Alcohol

The following policy is to be followed when youth are participating in non-youth events and activities:

- a) Youth shall not handle, or in any way come in contact with alcoholic beverages, and shall be supervised while in the vicinity or area in which alcohol is present, whether as a participant, attendee, or server, and shall remain out of the area when the activity is completed.
- b) There must be adequate (at least 1 adult for every 4 youth), certified employees and adult volunteers on hand at the event. Adequate assigned supervision is also defined as a certified employee or adult volunteer age 21 or older. The assigned employee or adult volunteer shall not consume alcoholic beverages while supervising youth.
- c) The assigned employee or adult volunteer shall accept the responsibility of supervising youth who could potentially come into contact with alcoholic beverages.

- d) Employees or adult volunteers shall be responsible for clearing the tables and/or service of all alcoholic beverages.
- e) It is the responsibility of the Salesian Director or Local Economist to ensure that the assigned employees or volunteers understand this policy. Adherence to the policy shall be required at any function where alcoholic beverages are served and youth are in attendance.
- f) Youth, employees and adult volunteers violating this policy may face disciplinary action.

2.20 Transporting Youth

- 2.21 Salesian Directors and Local Economers are responsible for notifying employees and adult volunteers that they must comply with vehicular laws and regulations. This can be accomplished through newsletters, orientation meetings, and workshops.
- 2.22 Any employee or adult volunteer acting in an official capacity must follow California driving regulations and comply with all of the following standards.
- 2.23 Employees and adult volunteers who transport youth must be 21 years of age or older.
- 2.24 If driving a vehicle insured by the Salesian Society:
 - i) Employees and adult volunteers must complete the MVR process with the Province Office and be cleared to perform this function,
 - ii) Have a valid California driver's license for vehicles to be driven,
 - iii) Have completed the fingerprint screening process with the Salesian Society.
- 2.25 If driving a personal vehicle:
 - i) Employees and adult volunteers must complete the MVR process with the Province Office and be cleared to perform this function by:
 - ii) Having a valid California driver's license for vehicles to be driven,
 - iii) Have on file the appropriate form to drive a personal vehicle,
 - iii) Have car insurance as required by the state of California, and provide the Province Office with proof of this insurance,
 - iv) Use a safe operating vehicle, and
 - v) Have seat belts for each passenger.
- 2.26 When transporting youth, if two adults cannot be present in the vehicle, the alternative minimum required is one adult and two or more youth per vehicle. An adult should not be alone with one young person (other than his/her own child) without the advance written permission of the youth's parents.
- 2.27 Employees and adult volunteers who are transporting youth are encouraged to carry a first aid kit, and emergency accessories such as: reflectors, fire extinguishers, or other supplies, such as shovels and blankets, necessary for adverse weather conditions.
- 2.28 Employees and adult volunteers must have current permission forms and medical treatment forms signed with the original signature of the parent or guardian, and have phone access to a parent or guardian of each participating youth before

transporting them in personal or Province insured vehicles to any activity or event. This is not required for routine car-pooling of youth to and from regular activities (See Appendix wwy 3).

- 2.29 Riding in Back of Pickup Trucks-- Passengers riding in the back of a pickup or flatbed motor truck must be secured with a restraint system, which meets or exceeds motor vehicle safety requirements.

2.30 Machinery

Employees or adult volunteers are responsible for operating or supervising the operation of machinery, vehicles, and other equipment, by youth in a responsible manner.

2.40 Meeting Place

Meetings, events and activities are often held in centers, homes, schools, churches and public buildings. Employees and adult volunteers in charge should know what to do in case of an accident. Emergency phone numbers should be available. The location of the nearest phone should be known. The location of fire extinguishers and fire alarms should be noted.

2.50 Emergency Medical Treatment

- 2.51 Employees and adult volunteers in charge must be able to reach the parents or guardians of all youth participating in the activity, or can produce a medical treatment form signed by the parents and/or guardians.
- 2.52 For any trip, an accompanying employee or adult volunteer must have a medical treatment form for each youth, with original signatures, in his or her possession.

2.60 Photo Release

The Salesian Society periodically uses photographs of youth, employees and adult volunteers for local, state, or international publicity. A release form must be signed by the employee, adult volunteer or the parent or guardian of a youth. This release allows for and assigns unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about them and reproduction of their likeness (photographic or otherwise) and their voice, whether or not related to any affiliation with the Salesian Society, with or without their name. Individuals participating in short term activities should complete a photo release form if publicity or program pictures are taken. (See Appendix wwy 4).

2.70 Food Policy

Many locations use food related activities for fundraisers, recognition events, project activities, or other programmatic functions. In planning these activities, careful attention must be given to nutrition, health, and food safety.

- 1.71 If food is to be served as part of an official activity, the food preparation and service must be in compliance with all local (city and county) health department rules and state law. In addition, it is imperative that all rules and regulations governing food service activities be observed, including securing appropriate permits.
- 1.72 In use of prepackaged foods, the manufacturer assumes the legal responsibility for the product.

Salesian Society

Working with Youth

*A handbook with practical applications and guidelines
for creating safe environments and safe boundaries in
Salesian Presences.*

for Salesians and their collaborators
(adapted from the SUE document)

Introduction

Don Bosco left his Salesians and their collaborators a method of education called the PREVENTIVE SYSTEM. In terms of its effectiveness it's hard to come up with something better for the young people of today. It works because it helps young people by *preventing* them from having problems.

While the rewards of the Preventive System are great, the required effort is also great and sometimes requires a generosity that can be tiring. Those responsible for educating in the Salesian way are called *assistants* not supervisors. The word "assistant" describes what we all want to do. We want to help the young people become the one God meant them to be. We want to be there when the time comes for them to be guided. We want to make sure situations don't develop into problems that can be prevented because we are present.

Presence is the essence of the PREVENTIVE SYSTEM. We are not going to be witnesses of what takes place, but part of what takes place. We are meant to be actively present. We are interested in what the young people are interested in. Our presence shows them that someone cares. Our caring reminds them that they are lovable. This is a very noble task we undertake. Don Bosco told his Salesians that it is not enough for the young to be loved. They must know that they are loved. **(What does this mean?)**

The guidelines and practical applications that follow are meant to allow love to be felt without distorting it and making it something that is selfish and hurtful.

Recent experiences in the Church and society have shown us what happens when love gets distorted. Mistakes that have been made in the past are only now coming to light. Reflection enables us to realize that in many cases others were not watching for the warning signs that precede some of these acts. We also understand that many times thoughtless indiscretions on the part of some were the causes of many uncomfortable situations. Now we understand that we need the support of one another as we undertake the noble task of educating the young. Experts have been able to develop "do's" and "don't's" for us. All the lists in the world, however, will not help us if we don't commit ourselves to living a chaste life, using our common sense and having a personal sense of responsibility as a caregiver in foreseeing what can happen when certain things are done or not done.

A. Assistance

By using the PREVENTIVE SYSTEM of Don Bosco, we can avoid any implications of child abuse at Salesian presences in the Province. Salesian assistance involves being constantly present to our young people in a loving and responsible way. However, this does not excuse us from setting boundaries, being responsible for our actions, and being accountable to administrators, supervisors, and the people we serve.

Don Bosco wanted his assistants to be friendly, responsible, sacrificial, firm when necessary, and lively. He never wanted them to be merely policing.

We all need to attend to the general safety and well being of all the young people we work with. Here are some things that you might find helpful in dealing with the young as an assistant in a Salesian environment.

1. Avoid favoritism.
2. Be careful of your language. Nicknames shouldn't be started by us. Even the most innocent remarks that everyone laughs at can be harmful.
3. Correct and challenge suggestive language.
4. During activities remain in as public a place as possible. Sometimes even private conversations can be in public. If you counsel someone, make sure there's a window in any office you counsel in. Have time limits for counseling sessions.
5. Use affirmation and praise often.
6. Use incentives to get things done, not threats.
7. Position yourself where you can see all that is going on. **(Keep eye on children but also brothers/other staff)**
8. Choose a favorable time to reprimand. Do it gently at the time of the infraction. Then later on you can take time to be more serious and reasonable. **(maybe rephrase second sentence)**
9. Keep punishments to a minimum and proportionate to the offense. This is the best way to learn from mistakes.
10. Don't scream at people. You lose credibility at that point.
11. Acting out of kindness and concern does far more good than acting from a position of power.
12. Remember that we want to set up an environment where people are going to do the right thing because it is expected.
13. Start every day with a clean slate with the people who frustrated you the day before. Forgiveness is essential for a person's self confidence.
14. Be reasonable. Explain as many things as you can. Demands must be able to be carried out.
15. Religion and faith are part of our system. Do not be afraid to be a witness to your beliefs.
16. Take care of yourself. A balanced and steady assistant soothes those who do not know how to control themselves.

Other suggestions:

Pay attention when you find yourself playing favorites, wanting to give gifts or looking forward to seeing someone

The religious path in life is not easy, get support and talk about the stresses of religious life.

Heal yourself so you can better help others.

B. Showing Affection

Oftentimes we have been advised to refrain from touching the young in any way in order to avoid making any mistakes. We are involved in a great enterprise in caring for the young. It has its dangers, but we can act like robots and seem inhuman if we are afraid to “reach out and touch someone” once in awhile. The following lists may be helpful as we strike a happy medium in this area. There are appropriate and inappropriate ways of showing affection through touch.

Appropriate

- Asking permission before touching (???)
- Hugs (???)
- Pats on the shoulder or back (???)
- Hand-shakes
- “High-fives” and hand slapping
- Verbal praise
- Touching hands, shoulders, and arms
- Arms around shoulders
- Holding hands during prayer or when a person is upset
- Holding hands while walking with small children
- Sitting close (how close?) to small children
- Kneeling or bending down for hugs with a small child
- Holding or picking up children 3 years old and younger

Inappropriate

- Any form of unwanted affection
- Full frontal hugs or “bear hugs”
- Touching bottoms, chests, or genital areas
- Laying down or sleeping beside minors
- Massages
- Patting children on the thigh, knee or leg
- Tickling or wrestling

- Touching or hugging from behind
- Games involving inappropriate touching (???)
- Kisses on the mouth (What about other kisses?)
- Showing affection in isolated areas of the program such as bedrooms, closets, restricted areas, or other private rooms.
- Compliments that relate to physique or body development

C. Protecting Ourselves

Sometimes we are afraid that someone is going to accuse us of something that we never intended or something we never even did. Operating under the fear of something coming down on us limits our effectiveness. There are a number of things that can help us be at ease in our work with the young. We should understand that we are free to mention any concerns we might have regarding false accusations arising against us. We have no guarantee that false accusations against us will not arise. A discussion with the Director, Principal, and/or one's supervisor might produce practices that can help in this regard. At the same time a discussion might be necessary because we sometimes find ourselves in situations which could lead to false accusations if they are not modified in some way. A simple discussion can be helpful in lessening concerns we have as we strive to provide a safe environment for children.

A "minor" is anyone under the age of 18.

1. Avoid these behaviors which can lead to false accusations:

- Meeting alone in isolated places
- Showing favoritism
- Engaging in physical contact that can be misinterpreted
- Wearing provocative or revealing attire
- Giving money to a "special" minor
- Meeting in homes and bedrooms without others present
- Being nude in front of minors (or without street clothing)
- Sleeping in bed with minors or sharing a room with them (lying in a bed with a minor)
- Giving special or secret gifts
- Graphically discussing sexual activities or allowing others to do so
- Keeping secrets about relationships
- Failing to adhere to uniform or accepted standards of affection
- Showing affection when no one else was around
- Staring while others were dressing or showering
- Commenting on the body of a minor
- Taking pictures while minors are dressing or showering
- Shaming or belittling an individual

What about bringing up sexuality issues?

2. Boundary Violations to Avoid--Sexual offenders violate physical, emotional, and behavioral boundaries. So be careful to avoid and watch for these kinds of violations.

- a. Physical boundary violations mean touching too much or touching in ways that most adults would not touch a child. **(may need to redefine this more clearly)**. Some examples are:
 - Roughhousing or wrestling
 - Tickling
 - Encouraging minors to jump on an adult
 - Accidentally touching inappropriately
 - Putting legs around a minor
 - Holding or hugging when the minor resists
 - Too many hugs or hugs with too much body contact

- b. Emotional Boundary violations mean treating the relationship with a child as if it were a romantic or intimate adult relationship **(that's one definition, but actually includes more, need to rewrite)**. Some examples are:
 - Spending too much time with a minor
 - Calling or writing too much
 - E-mailing or Texting or Blogging too much
 - Getting involved in too many of the minor's activities
 - Acting too possessive

- c. Behavioral boundary violations mean involving a child in activities that his/her parents would not allow the child to do. Some examples are:
 - Ridiculing the beliefs of a minor's parents
 - Allowing a minor to do things against the wishes of parents
 - Offering minors cigarettes, alcohol or drugs
 - Allowing minors to look at pornography
 - Allowing minors to visit inappropriate internet sites
 - Giving minors gifts without the parents' permission
 - Asking a minor to keep secrets from his or her parents

3. Mutual Support **(here is a good place to talk about having good boundaries, which includes saying something to someone who is acting inappropriately. Talk about how difficult this is, but why it's important)**

Probably the best way we can protect ourselves is through mutual support. The whole idea of creating safe environments will not work if all involved are not wary of possible mistakes anyone can make. To see some action that could be called into question and let it go does not help the individual or the environment. Speak to each other about your concerns. Tell the person involved. If each one doesn't help the other, who will? Let the Director, the Principal or your supervisor know when you see something that could lead to a possible allegation. No one is accusing anyone of anything. We are just being

preventive here. It might be good for each person to ask someone else to watch him/her. If we are all helping one another, there's less chance any of us can fail.

D. Warning Signs to Be Wary of in Protecting Children

(This section is good, but may need some updating based on research)

Preferential offenders would rather have a child for a social, romantic, and sexual partner than an adult. This person will seek jobs, volunteer work, and other activities where he or she will have ample opportunity to be with the kind of child preferred.

Situational offenders are people who do not necessarily prefer children but offend because of certain circumstances. This person might offend at a difficult time of his/her life. This person may be more likely to offend when drunk, depressed, or severely anxious.

There are a number of characteristics that can be named for male and female offenders. The offender doesn't necessarily exhibit all of the characteristics. Still it is good to know them for our own knowledge.

MALE

Abused as a child
Psychiatric problems
Delinquent or antisocial actions
Caregiver inconsistency

Childhood History

FEMALE

Raised in excessively strict home
Poor school performance
Caregiver inconsistency

Personality Characteristics

Low self esteem
Distorted beliefs about sex
Distorted beliefs about children
Not a team player
Denies stress
Sees self as a victim

Exhibits poor judgment
Illogical or bizarre thinking
Overall sense of inadequacy

Behaviors

Uses alcohol or other drugs
Poor impulse control
Easily frustrated
Prior arrests for other types of offenses

Uses alcohol or other drugs
Few accomplishments
Deceitful

Interpersonal Relationships

Prefers to interact with children
Pattern of dating single mothers
Unable to form attachments

Lonely, socially isolated
Married as a teenager
Single, divorced, or dysfunctional marriage

Employment

Frequent or abrupt relocations
Unstable work history
Anxious to be hired for position with children

More likely to be paid caregiver
Un- or underemployed

Interactions with Children

Distorted perceptions of children
Prefers one-on-one interactions with children
Photographs children
Selects hobbies appealing to children
Identifies with children better than adults

More likely to use seduction
Seeks affection from children
Blames children

1. Watch for these warning signs for preferential offenders:

- Finds reasons to spend time alone with minors
- Discourages other adults from participating or monitoring
- Prefers time with minors rather than with peers
- Gives gifts to minors especially without permission
- Goes overboard with physical contact with minors
- Always wants to wrestle or tickle minors
- Shows favoritism toward certain minors
- Treats minors like equals or adults
- Keeps secrets with minors
- Ignores policies about dealing with minors
- Breaks the rules
- Uses inappropriate language with minors
- Tells “off-color” jokes to minors

2. Watch for these warning signs for situational offenders:

- Excessive use of alcohol
- Uses drugs
- Experiencing anxiety or depression
- Has trouble coping with loneliness
- Facing rejection or disappointment
- Coping with personal loss
- Feels unappreciated and unrewarded for hard work
- Becoming increasingly dependent on a “convenient” relationship with a minor, such as a minor who works in the house or is already involved with the individual.

E. Reporting Procedures

When a complaint or allegation is received, there is no need to panic. Just follow the procedures shown in the Working with Youth document, Safe Children Policy, sections 1.04 to 1.09D.

Just follow the procedures and the proper authorities will take care of it. Be understanding and compassionate to the one making the complaint or allegation. Don't make any judgments. Tell the person that you are going to report it and that he/she should report it also. Here are the steps and what immediately follows the reporting of a complaint or allegation.

- a. The one who receives the complaint or allegation reports the allegation to the appropriate agency as described in the sections listed above.
- b. He/she then also reports it to the local Salesian director.
- c. The local Salesian director makes sure the complaint has been reported and reports it to the Provincial.
- d. If the accused is a Salesian, the Provincial immediately informs the accused and removes him from ministry, pending civil and Province investigations.
- e. If the accused is an employee or volunteer, the local Salesian director immediately informs the accused person's supervisor who will remove the person from employment or voluntary service, pending a civil investigation.
- f. In those institutions owned by a diocese, the allegation is reported to the appropriate diocesan authority, according to diocesan policy.
- g. Upon completion of an investigation, the case is referred to the Review Board for a review and recommendation if the accused is a Salesian.

F. Looking Out For Children

One thing that is true about creating a safe environment for children is that we have little control over other environments where children spend their time. We also have to have an eye for spotting signs indicating that abuse may have occurred elsewhere.

Sometimes children do not receive the care they need. You may notice one of the following in a child: lack of medical or dental care; chronically dirty or unbathed; truancy; lack of proper supervision at home; lack of proper nutrition; lack of adequate shelter; self-destructive feelings or behavior; or alcohol or drug abuse. Behavioral indicators of neglect could include some or all of the following: begging, or stealing food; extended stays at school; constant fatigue or listlessness; alcohol or drug abuse; stating that there is no caretaker; behavior extremes; overly adaptive behavior (adult-like or infantile); lagging in mental/emotional development; or attempting suicide.

Every time a child has a cut or scratch on him/her doesn't mean there's been abuse. Certain patterns of injuries can be signs of physical abuse. Bruises, welts, and belt marks on the face, lips, mouth, neck, wrists, or ankles that cannot be explained could indicate abuse. When these occur on several surface planes at the same time, there's the possibility of abuse. Burns that cannot be sufficiently explained may indicate abuse. Where injuries occur can give clues to abuse. Usually injuries would not occur on the back of the neck, on the torso, buttocks, or thighs. Injuries to both eyes or both cheeks might indicate abuse. Usually an accident would happen only to one side. Some behavioral indicators of physical abuse are: a child is wary of contacts with parents or

other adults; a child is apprehensive when another child cries; extremes in behavior; aggressiveness, withdrawal, or extreme mood changes; afraid to go home; running away; reports injury by parents; self-injurious behaviors; wears inappropriate clothing for weather; low self esteem; or attempts suicide.

There is also the possibility of sexual abuse. There are physical and behavioral indicators to watch for in these situations. The physical indicators can be quite obvious as, for example, a pregnancy. A person may have difficulty walking or sitting if abuse has occurred. There may be bloody underclothing, painful discharge of urine, repeated urinary infections, or pain or itching in the genital area. Behavioral indicators could include one, some, or all of the following: unwilling to change for gym class; withdrawal, fantasy, or infantile behavior; bizarre, sophisticated or unusual knowledge of sex; seductive or promiscuous behavior; poor peer relationships; engaging in prostitution; truancy, delinquency, or running away; reports sexual abuse; forces sexual activity on other children; or extreme fear of being touched or physically examined.

Suppose a child even hints to you that he/she has been abused. You can be uncomfortable, but you may be the one who can help the child out. Encourage the child to talk freely. Don't make any judgmental comments. Show that you understand and take seriously what the child has to say. Assure the child that he/she did the right thing in telling you. Make sure you tell the child that he/she is not to blame for what happened. Tell the child that you are going to get help for him/her.

Report the abuse as listed in the Working with Youth document, Safe Children Policy, sections 1.04 to 1.09D. Follow the steps listed above for reporting (Section E).

G. Internet and Pornography

Unfortunately, there are people out there who target young people through the use of the computer. There are many articles and books written about the dangers of pornography and the Internet. We can get into all kinds of discussions about what pornography is, but perhaps we could just keep in mind what Supreme Court Justice Stewart Potter said: "I can't define it, but I know it when I see it." We should know that legally there are four categories of porn for which you could be arrested and jailed. They are:

1. Materials harmful to children represent nudity or sex that has prurient appeal for minors, is offensive and unsuitable for minors, and lacks serious value for minors (soft core).
2. Indecency could be defined as materials that include messages or pictures on telephone, radio, or broadcast TV that are patently offensive descriptions or depictions of sexual or excretory organs or activities.
3. Obscenity is graphic material that is obsessed with sex and/or sexual violence and is, therefore, prurient, patently offensive, and lacking in serious value (hard core).
4. Child pornography is material that visually depicts children (even virtual) under the age of 18 engaged in actual or simulated sexual activity, including lewd exhibition of the genitals.

H. What Else Can You Do?

The whole idea is to create a safe environment for young people. The Catholic Church is in the midst of a national effort to do all it can to be in the forefront of organizations dedicated to making people aware of the fact that we all can do something to stop child sexual abuse. The more we learn about the problem of sexual abuse towards children the better we will be able to prevent future occurrences of this terrible crime against our children, our most precious gift. Awareness will not stop people from being perverted, but it will stop perverted people from being able to act. Here are some things you can do.

1. Take time to understand the dynamics of sexual abuse. The more you know the greater will be your awareness. Enroll in diocesan courses and attend workshops offered.
2. When you work with young people, seek the support and presence of other adults.
3. Protect yourself and the youth you serve by adhering to the guidelines and policies that you have learned. Review them every once in a while.
4. Listen to individuals who want to share their experiences of abuse. Give them comfort and support.
5. Respond strongly to situations of boundary violations. Prevent things from getting to the point where allegations can be made.
6. Encourage parents to speak positively to their children whenever you have a chance.
7. If you are a leader, don't hesitate to intervene by speaking directly with the person(s) involved in situations of inappropriate boundaries. Encourage each person to monitor someone in the group so each person has someone watching his/her behaviors.
8. Look at all the youth activities that are going on in your program. Make sure that ordinarily there are at least two supervisors for each activity.
9. Understand that you have the opportunity to reduce the number of tragedies that have affected so many in our society.

NOTE: THIS DOCUMENT SHOULD BE ADAPTED LOCALLY!

This document has been revised and approved by the Provincial and his council on:

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE					
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL		
	OFFICIAL CONTACTED - TITLE					TELEPHONE ()				
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	TELEPHONE ()			
	PRESENT LOCATION OF VICTIM				SCHOOL		CLASS	GRADE		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	PHYSICALLY DISABLED?	<input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED?		OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME		
	<input type="checkbox"/> YES <input type="checkbox"/> NO	IN FOSTER CARE?	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			TYPE OF ABUSE (CHECK ONE OR MORE)				
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND	<input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT		<input type="checkbox"/> OTHER (SPECIFY)			
RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				
D. INVOLVED PARTIES	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____		3. _____		2. _____		4. _____			
	VICTIM'S GUARDIANS									
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()			
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()			
	SUSPECT									
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
ADDRESS		Street	City	Zip	TELEPHONE ()					
OTHER RELEVANT INFORMATION										
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

DEFINITIONS AND INSTRUCTIONS ON REVERSE

SS 8572 (Rev. 12/02)

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to _____ organization to use the image of my child (print name), _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the _____ organization Web site.

- Deny permission to use my child's image at all.
- Grant permission to use my child's image in the following ways (mark all that apply):
 - Limited usage:** I want my child's image used within the _____ organization setting only (not in the larger community).
 - Limited usage:** I want my child's image used for educational materials only (not marketing). This could be either within _____ organization or in the larger community. One example of this could be videos in parent education classes.
 - Limited usage:** I want my child's image used on printed materials only (no digital or video use).
 - Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by _____ organization for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Parent/guardian signature _____ Date _____

Please make a copy of this form for your own records and mail or fax the original to:

To: name _____
Organization _____
Street _____
City _____
ZipCode _____

If you have questions, contact _____ at _____

**Salesian Society
Acknowledgement Statement
Requirements for Reporting Suspected Child Abuse**

Print Name

Location

In Compliance with Section 1166 of the Penal Code, any person who is employed, or who wants to be employed by the Salesian Society must sign a statement to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with its provisions.

Section 11166 of the Penal Code requires any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse to report to the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare a written report thereof within 36 hours of receiving the information concerning the incident.

“‘Child care custodian’ includes teachers; an instructional aide, a teacher’s aide, or a teacher’s assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the School State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article.; and administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school; ad administrator of a public or private day camp; an administrator or employee of a public or private youth center, youth recreation program, or youth organization;..”(Section 11165.7: Child Care Custodian).

‘Health Practitioner’ is a physician and surgeon, psychiatrist, psychologist, dentist, resident intern; podiatrist; chiropractor; licensed nurse; dental hygienist, optometrist, marriage, family, and child counselor; clinical social worker, or any other person who is currently licensed under division 2 (commencing with Section 500) of the Business and Professions Code. (Section 1165.8: Health Practitioner).”

This is to certify that I have knowledge of Section 11166 and that I will comply with its provisions.

Signature

Date

Keep a copy of this signed form for your personal records and give the original to your supervisor. The supervisor should keep a copy locally, but the original should be sent to the Province Office.

Salesian Society

Working with Youth

Receipt Form

I have **received** and **read** the Working with Youth (ww1, ww2, ww3) documents. I have kept a copy of these documents.

Print your name

Signature

Locations where you work

Please show this completed document to your supervisor.

You should keep a copy of this form.

Your supervisor should keep a copy of this form in your file.

The original of this form should be sent to the Province Office.

Salesian Treasurer

1100 Franklin St.

San Francisco, CA 94109