



Model Policies for the Protection of Children & Youth and Vulnerable Adults
Side-by-side comparison for illustrative and training purposes

	Children and Youth	Vulnerable Adults
Maintain list of persons approved to minister	A parish, worshipping community or organization's office shall maintain an up-to-date list of people approved to minister to children and youth.	A parish, worshipping community or organization's office shall maintain an up-to-date list of people approved to minister to vulnerable adults and/or engage in pastoral relationships with others.
Presence of Unrelated Adults	<p>There shall be at least two unrelated adults (at least two years older than the eldest participant) present at ministry settings and events.</p> <p>If unanticipated circumstances result in an adult being alone with children or youth, that adult shall report those circumstances to the Supervisor, clergy in charge, senior warden, or Responsible Person as soon as possible.</p> <p>One adult may be sufficient in well-monitored, visually accessible program space on the church grounds, such as a Sunday School classroom, provided another adult can maintain visual contact with the adult program leader. This can be accomplished by designating an individual to conduct frequent, random checks of classrooms and unlocked spaces throughout the building(s).</p> <p>Such exceptional circumstances must be specifically described in a written document and approved</p>	<p>While not required, it is best practice for those engaged in ministry with vulnerable adults, or in the homes of others, to do so with another trained adult minister present.</p> <p>If a parish, worshipping community, or organization's policy requires that there be two unrelated adults present, and circumstances result in a minister being alone with a vulnerable adult, it shall be reported to the Supervisor, clergy, senior warden, or Responsible Person as soon as possible.</p>

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	by the governing body of the parish, worshipping community. (See Overnight Programs and Transportation.)	
Creating Safe Space	<p>It is necessary to anticipate and avoid circumstances in which children and youth could be exposed to inappropriate consumables, materials, unmonitored adult contact, or unsupervised peer contact, i.e.:</p> <ul style="list-style-type: none"> • Alcohol (sacramental or otherwise) shall not be stored in publicly accessible areas of the church buildings. • Computers and electronic devices shall have adequate password protection. Each user shall have their own account and password. Children and youth shall have adequate supervision when using electronic devices belonging to ECCT, parishes, worshipping communities, and other organizations. • Anyone with keys or electronic access to church buildings shall comply with all screening and training requirements. (See Appendix A) • Unused spaces should not be accessible. Each parish, worshipping community, and other organization should determine how best to meet this standard. 	<p>It is necessary to anticipate and avoid circumstances in which vulnerable adults could be exposed to undue influence or exploitation.</p> <p>On-site and off- site settings for ministry with vulnerable adults and pastoral relationships and conversations should:</p> <ul style="list-style-type: none"> • Be in places where casual monitoring by others is convenient; and • Convey safety and comfort.
Inclusiveness	No one shall 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, or socio-economic class. To the extent possible, all spaces and settings for programs, activities, and ministry shall be accessible.	No one shall 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. To the extent possible, all spaces and settings for programs, activities and ministry shall be accessible.

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	<p>Transgender, genderqueer, or gender non-binary children or youth who desire increased privacy should be provided with reasonable alternative arrangements. These arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall restroom. Any alternative arrangement should be provided in a way that protects the child or youth’s ability to keep their transgender status confidential, if they so desire.</p> <p>Children and youth should not be required to use a locker room or restroom that conflicts with their gender identity.</p> <p>Appropriate access to restrooms and showers by all participants requires ECCT, parishes, worshipping communities and other organizations to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. To welcome and include gender non-binary individuals, it may be necessary to relabel existing bathrooms as “restrooms”, “all genders” or “anybody”.</p> <p>Adults should either have separate shower facilities or shower at other times than youth. Separate dressing facilities should also be provided. (See Overnight Programs)</p>	<p>Transgender, genderqueer, or gender non-binary adults who desire increased privacy should be provided with reasonable alternative arrangements. These arrangements may include the use of a private area, or a separate changing schedule, or use of a single-stall restroom. Any alternative arrangement should be provided in a way that protects the adult’s ability to keep their transgender status confidential, if they so desire.</p> <p>Adults should not be required to use a locker room or restroom that conflicts with their gender identity.</p> <p>Appropriate access to restrooms and showers by all participants requires ECCT, parishes, worshipping communities and other organizations to consider numerous factors, including, but not limited to: age, sex, gender identity and expression, and privacy. To welcome and include gender non-binary individuals, it may be necessary to relabel existing bathrooms as “restrooms”, “all genders” or “anybody”.</p>
Violence and Weapons	<p>No one is to strike, hit, or otherwise physically threaten or harm anyone at any time.</p> <ul style="list-style-type: none"> • Bullying of any kind by anyone is prohibited. • Children and youth shall not have weapons of any kind at any 	<ul style="list-style-type: none"> • No one is to strike, hit, or otherwise physically threaten or harm anyone at any time. • No one is to control or attempt to control another by bullying, intimidation, threats, verbal/emotional abuse, or isolation from others.

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	<p>event or program. Exceptions to this restriction may be made for camp programs or other specific programs with prior approval.</p> <ul style="list-style-type: none"> • Report suspected violations immediately. 	<ul style="list-style-type: none"> • Bullying of any kind by anyone is prohibited. • Report suspected violations immediately.
Behavioral Standards	<p>Adults are expected to model the patterns of healthy relationships that children and youth deserve in all settings.</p> <p>Private relationships with any unrelated child or youth away from sanctioned church activities are discouraged.</p> <p>Adults are encouraged to:</p> <ul style="list-style-type: none"> • Have ongoing spiritual practices, i.e., daily prayer, regular participation in corporate worship, and Bible study; • Spend time with and listen to children and youth, and advocate for their ministry within the Body of Christ; • Offer appropriate physical expressions of care, which may include the following as long as they are welcomed by the recipient, i.e., high fives and fist bumps, hand-holding while walking with small children or in prayer, brief touching of shoulders, hands, or arms, “laying on of hands” under appropriate pastoral supervision, brief hugs and arms around shoulders, and • Model appropriate affection with other adults and be accountable to the community for behavior. <p>Under no circumstances should adults:</p> <ul style="list-style-type: none"> • Provide non-sacramental alcohol, cannabis, drugs, cigarettes, tobacco products, e-cigarettes, vapes, or pornography; • Arrive under the influence of alcohol, illegal drugs, or misused legal drugs; 	<p>All persons are expected to model the patterns of healthy relationships, and:</p> <ul style="list-style-type: none"> • Not unduly influence a person to whom they minister; • Accept only token gifts from those to whom they minister. Report in writing any gifts received to a Supervisor, clergy, Senior Warden, or Responsible Person; • Decline to accept loans of any kind from those to whom they minister; • Decline to agree to be named as a beneficiary or to act as an administrator or executor in a will of anyone to whom they minister; and • Inform Supervisor, clergy, Senior Warden, or Responsible Person of anything that causes concern for the safety or wellbeing of those to whom they minister. <p>All who minister to vulnerable adults are encouraged to:</p> <ul style="list-style-type: none"> • Have ongoing spiritual practices, i.e., daily prayer, regular participation in corporate worship, and Bible study; • Spend time with and listen to vulnerable adults, and advocate for their ministry within the Body of Christ; • Offer appropriate physical expressions of affection, as long as they are welcomed by the recipient, i.e., brief hugs, pats on the shoulder or back, 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 vulnerable adults with non-sacramental alcohol, cannabis, illegal

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	<ul style="list-style-type: none"> • Consume non-sacramental alcohol or illegal drugs or misuse legal drugs at any children’s or youth event or when they are responsible for children or youth at an event; • 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; or • Apart from planned pre-approved educational programs, discuss their own sexual activities, fantasies, or their own use, or abuse of drugs or alcohol. <p>Explanatory note: Adults shall not 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.</p>	<p>drugs, cigarettes, e-cigarettes, vapes, or pornography;</p> <ul style="list-style-type: none"> • Arrive under the influence of alcohol, illegal drugs, or misuse of legal drugs when responsible for, or ministering to, a vulnerable adult; • Consume non-sacramental alcohol or illegal drugs or misuse legal drugs when responsible for, or ministering to, a vulnerable adult; • Engage in illegal behavior or permit others to engage in illegal behavior; or • Engage in any sexual, romantic, illicit, or secretive relationship or conduct with any vulnerable adult. (Note: pursuant to the disciplinary canons of The Episcopal Church, clergy are prohibited from engaging in sexual behavior with anyone with whom they have provided pastoral care.)
One-to-one conversations with children and youth	<p>Must occur with another unrelated adult present or capable of visually monitoring the conversation, i.e.:</p> <ul style="list-style-type: none"> • Planned or unplanned on-site conversations held in a public location, away from where others can hear but in view of other adults. • Planned off-site conversations/meetings take place in a public place (such as a coffee shop or restaurant) in view of other 	

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	<p>adults. A Responsible Person shall be informed about such conversations in advance.</p> <p>Confidentiality cannot be guaranteed if a child or youth discloses a situation pertaining to abuse, neglect, self-harm, or exploitation because of mandatory reporting laws.</p> <p>Impulsive, secluded or secretive activity, online or in person with children or youth, may foster a high-risk situation, and is therefore to be avoided.</p>	
Basic needs	<p>No one is to be deprived of basic human needs of food, drinking water, shelter, sleep, access to restrooms, safety, and clothing at any event.</p> <p>Exceptions may be made for programs intended to teach about poverty, need, and hunger, such as an intentional fasting program. In these cases, children and youth must agree to participate in writing, and parents or guardians must give written permission that includes certification that the child or youth does not have a medical condition that would put the participant at risk by fasting or missing sleep. Participants who wish to withdraw or who are unable to complete the program must have their basic needs met immediately.</p>	
Documentation of all visits with Vulnerable Adults		<p>It is best practice to document visits, including time, place, and any observations or concerns. A Supervisor reviews the documentation.</p> <p>Confidentiality among clergy and lay ministers is required and all</p>

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		documentation is kept confidential. This documentation promotes continuity of care and transparency in ministry.
Visits in Private Residences		<p>The safety of all persons and healthy boundaries are essential when visiting a vulnerable adult 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 best practice is to visit in teams of two or more. If it is not possible for another adult minister to be present, a member of the vulnerable adult's household should be present. If neither is possible, documentation of the time, duration of visit, general matters discussed, and any pastoral concerns shall be provided to the Supervisor as soon as possible after the visit.</p>
Visits in 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; • Staff should be notified in advance and when a visit concludes when a visit takes place out of sight of staff. • Visitors should be mindful that LGBTQ+ residents may not be safe to express their sexual identity or orientation, as staff members may not yet have been trained.