

Policies and Procedures

For the Protection of Children and Staff

**St. Augustine Parish
Center for Education and Ministry (CEM)**

Andover, MA

This document has been produced for the safety and well being of all staff, volunteers and users of the CEM. It will be adhered to with an expression of professional courtesy and respect and in the spirit for which it was intended.

To guarantee a safe environment for our Parish Community, staff of St. Augustine will ensure that;

All clergy, religious, staff and volunteers, ministers, who minister, work or serve must complete the prevention and education program mandated by the Archdiocese of Boston (Virtus – Protecting God’s Children)

All clergy, religious, staff and volunteers must complete annual background checks mandated by the Archdiocese of Boston (CORI)

All clergy, religious, staff and volunteers must sign and agree to the Archdiocesan Code of Ministerial Behavior

All other groups or individuals not affiliated with the Parish Community, who wish to use the facilities of the church with children under the age of 18 must have completed an equivalent prevention and education program to that of the Archdiocese and have an current background checks. Compliance will be monitored through the Parish Office (This will not include mercy meals)

All visitors to the facility must enter through the Essex Street doors during business hours

All visitors (i.e. not attending a group meeting) to the CEM must sign in and out of the visitor book during business hours

All staff must wear identification badges while in the CEM

All visitors will be announced via phone and in most circumstances will be escorted by those they are visiting or by the receptionist to their respective meeting place.

Doors on the parking lot side of the building are to be kept locked except at those times when the Assembly hall is in use.

Attendance for all groups meetings in the CEM will be recorded on an attendance sheet by the organizers of the meeting. This record will be left at the reception desk prior to departure. All attendance records will be filed by the reception staff

All reasonable suspicions of child abuse must be reported promptly to a member of the CAP team or the Pastor

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All reports of suspected abuse will be handled in accordance with Policies and Procedures of the Archdiocese of Boston August 2004

All events involving children under the age of 18 will be supervised by trained adults and in a minimum ratio of 1 adult or more: 10 children (married couples will count as 1 person)

No adult will be alone with an unrelated child in the CEM at any time

Children will be dismissed from the facility in accordance with the Parking Lot Safety Policy.

No child will wait for longer than 20 minutes for pick up after a Religious Education event - after this time the police will be involved

In the event of a fire the facility will be evacuated following the Evacuation Procedures.

No adult groups will be scheduled or occupy the building when activities involving children, such as Religious Education classes, are in session and will not enter until dismissal has been completed

External doors will be locked 20 minutes after the start of class or after the start of the last out of hours meeting

Staff will monitor the external doors when Religious Education Classes are in session

Staff and adult visitors may use only ground floor bathrooms when classes are in session

Any interior room in the facility, that is a room without windows or glass door panel, will remain unlocked and open(including the kitchen serving hatch), when being used, or locked when not in use

All safety incidents or accidents involving teachers, students, staff or visitors will be reported to and recorded in the Incident Book located at the Front Desk, by the Coordinator (for teachers and students), the Head of Ministries (for all other volunteers), the receptionist for visitors and ALL incidents will be reported to the Pastor

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