

## **Safety Policy for the Protection of Children and Staff St. Augustine Parish Community, Andover, MA**

*This document has been produced for the safety and well being of all staff, volunteers and users of all of our facilities. 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, and 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 (including vendors who may have direct contact) with children 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 a current background checks. Compliance will be monitored through the Parish Office (This excludes 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 attendance sheets will be located in the top pocket next to the elevator on the ground floor. Completed attendance sheets will be returned to the bottom pocket next to the elevator on the ground floor.

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

John Barrett 978-475-7829 [john@jrb-consulting.com](mailto:john@jrb-consulting.com)  
Katie Leblanc 978 475 0050 [kleblanc@staugustineparish.org](mailto:kleblanc@staugustineparish.org)  
Mary Ferguson 978 -475-2414 [mferguson@staugustineandover.org](mailto:mferguson@staugustineandover.org) (Chair)  
Bridget Rao 978-475-0050 [brao@staugustineparish.org](mailto:brao@staugustineparish.org)  
Connie Thibodeau 978-475-2414 [cthibodeau@staugustineandover.org](mailto:cthibodeau@staugustineandover.org)  
Fr. Peter Gori (Ex Officio) 978-475-0050 [frpeter@staugustineparish.org](mailto:frpeter@staugustineparish.org)

All reports of suspected child abuse will be reported by the CAP team to the police within one (1) working day of notification

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

All church events involving children under the age of 18 will be supervised by 2 adults who are in compliance with the training requirements of the parish (married couples will count as 1 person) When large numbers of children are involved there must be a ratios of at least 1 adult: 10 children

No adult will be alone with an unrelated child under the age of 18 in the CEM at any time

All parish ministerial children's rehearsals and religious education classes will take place on St. Augustine property

Children will be dismissed from the facility in accordance with the Drop off and dismissal procedures

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 fire evacuation procedures

No adult groups will be scheduled or occupy the building when any activity involving children, is in session.

No adults groups will enter the building until dismissal of children has been completed  
The external doors will be locked 10 minutes after the start of Religious Education classes

Meeting leaders will be responsible for locking external doors 20 minutes after the start of the last out of hours meetings (i.e. when the front desk is not covered)

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

Students may only use the bathrooms on the 2<sup>nd</sup> and 3<sup>rd</sup> floors during class time

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

Individual children will not be allowed to accompany an unrelated adult in the elevator.

Only children who are unable to use the stairs for health/physical reasons may use the elevator unless in the presence of an adult family member

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 Heads of Individual Ministries (for all other volunteers), the receptionist for visitors and ALL incidents will be reported to the Pastor