

**Safety Policy for the Protection of Children, Vulnerable Adults, the Elderly 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 or 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 with children, vulnerable adults or the elderly 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 check. 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 Center for Education and Ministry (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 Fr. Smith Hall is in use at times other than for Religious Education Classes
- Attendance for all groups meetings in the CEM will be recorded on an attendance sheet by the organizers of the meeting. 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  
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- All reports of suspected child abuse will be reported by the CAP team to the police within one 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 two adults who are in compliance with the training requirements of the parish (married couples will count as one person) When large numbers of children are involved there must be a ratio of at least one adult per ten children

- No adult will be alone with an unrelated child under the age of 18 in the CEM at any time
- No adult will be alone with any vulnerable adult or elderly person in the CEM or when making a home visit
- 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 while any activity involving children, is in session.
- No adult groups will enter the building until dismissal of children has been completed
- The external doors of the Parish Center will be locked 10 minutes after the start of Religious Education classes
- Meeting leaders will be responsible for locking external doors 10 minutes after the start of the last out of hours meeting (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 2nd and 3rd 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

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