



OFFICE OF CHILD AND
YOUTH PROTECTION
Pastoral Center
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Policy on Supervision of Children and Youth in Ministry

1. Ministry to minors should be viewed as a service that considers first and foremost the minors' well-being, security and growth. Every adult (18+) who has been entrusted to minister to minors should have the attitude that as "Church", we all share the mission to protect them from harm and provide an environment where children and youth are able to play, worship and learn without the threat of harm.
2. All employees and volunteers in the Diocese of Orange must:
 - Obey civil and criminal laws with regard to the well-being and safety of minors.
 - Familiarize and conform to all Child and Youth Protection policies and procedures of the Diocese of Orange.
 - Undergo a background screening and be cleared through the LiveScan fingerprinting process.
 - Complete a diocesan approved safe environment training course every three years for employees and volunteers.
3. It is never prudent for an employee or volunteer (18+) to be alone with a minor. However, when such a situation cannot be avoided:
 - Another adult should be informed that the meeting will be taking place.
 - The meeting place should be accessible and visible.
 - Unless there is a clear window in the door of the meeting place, the door should be left open or ajar.
4. Parishioners, especially minors, should always be met in open space areas of a parish or diocesan facility, NEVER in living quarters or enclosed space.
5. Minors over the age of 16 may work in parish or diocesan offices with special attention given to their safety and security.
6. Adults (18+) are NEVER to be the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such

facilities unless necessary for supervisory situations, and in such situations it is expected to have two adults.

7. Official adult chaperones must be at least 25 years old.
8. Youth group activities, meetings or events of any kind WITHIN the parish boundaries must have a minimum of one 25 year old adult chaperone on campus for every 15-20 minors. This adult chaperone is responsible for all activity that an 18+ leader may be supervising in another location on site regardless of being physically present in the specific room activity is taking place.
9. Youth group meetings, events or trips of any kind OUTSIDE of the parish boundaries must have a minimum of one 25 year old adult chaperone for every 5-10 minors. At least one of the chaperones should be of the same sex as the minors.
10. Alcoholic beverages shall not be served or consumed on site the parish/school or at any parish/school sponsored activities intended primarily for minors. In addition, under no circumstance during any youth activities, events and/or trips should adult chaperones and/or minors use alcohol or controlled substances. Any person found to be under the influence of alcohol or a controlled substance shall be removed from the premises immediately.
11. All overnight trips with minors must have a minimum of two adult chaperones over the age of 25. An adult may NEVER engage in an overnight trip alone with a minor, (other than a parent with his/her own child).
12. When driving is needed, a compliant adult chaperone must also have full coverage insurance card for the vehicle they are driving and a valid state license. Further important notes:
 - If driving will occur to and from a location with same youths in a vehicle then one adult driver is permitted.
 - If driving will result in dropping youth off, which can leave one adult and one minor in a vehicle, then two adults must be present in the vehicle.
 - If driver has own child along with other youths, then one adult driver is permitted.