

ST. ANDREW PARISH SAFER ENVIRONMENT POLICY STATEMENT

In 2003, St. Andrew Parish was asked to respond to Ohio House Bill 187, as well as the suggested practices stated in the United States Conference of Bishops' *Charter for the Protection of Children and Young People*, the *Best Practices for the parishes of the Catholic Diocese of Columbus*, and the *Office of Youth & Young Adult Ministry Policy 200.10*, by establishing a policy to provide a safer environment for children of the parish.

- All clergy and employees, regardless of their level of contact with child(ren) and youth,
- All volunteers in a program or ministry for children or youth, regardless of their level of contact with child(ren) and youth,
- All volunteers for other parish programs or ministries who have been delegated care, custody, or control of child(ren) and youth,
- Any volunteer who has the *possibility* of working with, being delegated care, custody, or control of child(ren) and youth, while acting on behalf of a St. Andrew Parish organization/event/committee/board/school, and is aged 18+ years of age, is required to complete a **civilian criminal background check**, through BCI&I, & participate in a “**Protecting God’s Children**” training session and complete the **St. Andrew Parish Volunteer Code of Conduct and Volunteer Application** in order to begin service.

1. “PROTECTING GOD’S CHILDREN” TRAINING SESSIONS THROUGHOUT THE DIOCESE

All volunteers are required to attend one session offered anywhere throughout the Diocese of Columbus by registering online at www.virtus.org. If a session is not available prior to volunteering, a “**confirmation of online registration**” (for a class within six weeks of the beginning/continuation of a volunteer’s service) must be emailed to mbeasecker@standrewparish.cc prior to the start of/next date of service.

If you attend at a location other than St. Andrew, a “Certificate of Participation” is posted on the Virtus website and can be accessed by St. Andrew Parish. You can also forward your certificate directly to St. Andrew Parish Office, 1899 McCoy Road, 43220, Attn: Mary Beasecker, or by fax to 614/451-8300. When a certificate is either posted on Virtus or received in the Parish Office, compliance will be recorded in the parish records.

2. CIVILIAN CRIMINAL BACKGROUND CHECK

Fast Fingerprints Inc. offers fingerprinting services necessary to obtain a Civilian Criminal Background Check from the Ohio Bureau of Criminal Identification & Investigation, BCI&I.

Fast Fingerprints, Inc. offers a discount to St. Andrew Parish if you present the “General Registration Form” found on the parish website, www.standrewparish.cc, or by contacting Mary Beasecker, mbeasecker@standrewparish.cc.

Fast Fingerprints, Inc. is located at 1486 Bethel Road, 43220. Visit www.fastfingerprints.com for contact information and hours of operation.

Items needed when getting fingerprinted:

- Valid driver’s license or state identification
- Proof of Social Security number
- Fast Fingerprints form and payment
- FBI background check is required if you have not lived in the State of Ohio for the past five consecutive years.

3. VOLUNTEER CODE OF CONDUCT

To complete the volunteer compliance process, all volunteers must read, sign and return to the parish office the “**Volunteer Code of Conduct**” found on the parish website, <https://www.standrewparish.cc/volunteer-code-of-conduct/>, or by contacting Mary Beasecker, mbeasecker@standrewparish.cc. Forms can be returned via email, drop off or mail to St. Andrew Parish Office or school, attn: Mary Beasecker.

4. VOLUNTEER APPLICATION

To complete the volunteer compliance process, all volunteers must complete and submit “**Volunteer Application**” found on the parish website, <https://www.standrewparish.cc/volunteer-application/>, or by contacting Mary Beasecker, mbeasecker@standrewparish.cc. Forms can be returned via email, drop off or mail to St. Andrew Parish Office or school, attn: Mary Beasecker.

If you’ve already completed ALL of the above requirements within the Diocese of Columbus or another Catholic diocese, contact Mary Beasecker, mbeasecker@standrewparish.cc, or 614/451-4290 to find out if records can be transferred to St. Andrew.

WE FOLLOW THE DIOCESE OF COLUMBUS TWO-DEEP POLICY

POLICY 200.30 (Revised May 2019)

Parishes/schools/agencies must follow a strategy of “two-deep” ministry with minors, where at least two (2) adults who are in full compliance with Diocesan safe environment policies are present at all activities and situations. This includes, but is not limited to, transporting minors in motor vehicles for field trips, practices, sporting events, mission trips, and so forth. This does not apply to situations where the driver is the parent or legal guardian of ALL the minors in the motor vehicle.

For the purposes of this policy, “full compliance with Diocesan safe environment policies” means: (1) the person’s criminal background report is on file with the Safe Environment Office; and, (2) the person has completed the VIRTUS Protecting God’s Children training.

SOCIAL MEDIA USE GUIDELINES

Everyone should review and strictly adhere to the terms of service and existing guidelines outlined by each social media channel (e.g. Facebook, Instagram, YouTube, etc.). Safety and youth protection should be a key focus. Keeping children and their privacy safe, both online and off, should always be at the forefront of any considerations where social media usage is concerned. To help ensure that all communication on social media channels remains positive and safe, these channels must be public, and all communication on or through them must be public. This enables administrators to monitor all communication and help ensure there is no inappropriate communication. If you feel information you seek to share via social media channels should not be shared in public, you should not share that information via social media.

BEST PRACTICES

To establish efficient and clear communication and to always protect the youth and leadership of any parish program or organization, abide by the best practice guidelines listed below in all electronic communications.

- Remember that all social media channels are, by nature, designed to be social, that is, shared with members of the public. Whatever social media activities you engage in should be completed with the understanding that the public will see them and may engage in an online dialogue with you as a result.
- Do not post anything on social media that reflects poorly on you, your ministry or organization, St. Andrew Parish, or anyone else.
- Listening is just as important as speaking in these channels -- so be prepared to listen and monitor for any comments or dialogues on these channels.
- If negative comments or dialogue are posted, do not engage in negative dialogue or responses back. Instead, acknowledge the comment (or delete it if it is inappropriate), and move the conversation offline if possible. Notify the Social Media Content Creator Jen Wenzke (jwenzke@standrewparish.cc) of any negative comments or dialogue.
- Personal sites of church personnel should also reflect Catholic values. Church personnel are witnessing to their faith through all of their social networking, whether “public” or “private.”
- Report unofficial sites that carry the parish or school logo to the parish communications director or pastor. It is important that the parish and school can protect their brand and identity.
- Volunteers at St. Andrew Parish may not identify themselves on any manner of social media in ways that may appear to indicate employment. This includes sending out emails or communication that appear they come from St. Andrew Parish or School.
- If a student/minor contacts you privately (i.e. emails you or sends a one-on-one message), always include their parent on the reply.
- If an adult wants to take video of minors (e.g. a coach making an instructional video recording athletes), permission must be granted from the parents of the children in the video (including the opposing team if applicable), and parents must be made aware of the purpose of the video.