

## **Concerning Child Abuse (Safe Environment Program)**

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, "To Offer Healing, To Restore Trust", first published January 8, 2004. The handbook is available from the Parish.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse and requires that the Staff Member and Catechist be familiar with the provisions of the chapter, which is summarized in the handbook. The Church encourages the Staff Member and Catechist to report suspected child abuse to the Religious Education Program Director or Pastor, who should contact the police.

All adults who have significant contact with minors are required to attend the Diocesan Safe Environment Initial Training class within sixty (60) days from the official start date of their assigned duties. It is the responsibility of the volunteer to register for and attend the class.

The Code of Conduct Agreement, as outlined in "To Offer Healing, To Restore Trust" includes the following statement as a condition of providing services to the children and youth of our diocese:

I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, negative competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a person working with children and/or youth, I am subject to a background check to the full extent of Hawaii state law. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal from working with children and/or youth.