

# **St. Raphael's Parish Use of Facilities Procedures**

July 14, 2009

These procedures should be utilized in conjunction with St Raphael's parish procedures for the Protection of Children and Teens dated July 14, 2009 and the Volunteer Code of Conduct for Service in the Parish.

## **General Procedures**

1. Ordinarily, two "cleared adults" are required to be present in all situations involving children or youth in organizations sponsored by St. Raphael, regardless of location where they meet.
2. A "cleared adult" is an adult who has submitted the volunteer registration forms to the Rectory coordinator and has had the clearance approved AND has attended VIRTUS Training.
3. When transporting children and teens there should be a minimum of two passengers plus driver in the car.
4. Volunteers should avoid being alone with a single unrelated child or youth unless there is a valid emergency where an individual would be at risk for safety or welfare reasons.

## **Safety Procedures:**

1. Have an adequate number of adults present.
2. Adults should always be aware of the location of children and teens while at events.
3. Supervision is required before/after the event and while waiting for transportation.
4. A child's right to privacy should always be respected.
5. No physical contact with children or teens.
6. The event chair and the child or teen's parent should handle any discipline problems.
7. Specific permission releases are required for any off site activity or event.

## **Summary of Parish Volunteer Procedures:**

1. According to the Procedures for the Protection of Children and Teens (July 14, 2009):
  - a. All paperwork must be completed and signed off by the parish coordinator prior to participation in the programs.
  - b. VIRTUS training is required before an adult can serve as a program leader.
2. Volunteers who are in multiple parish organizations need only complete the registration once.
3. Organization heads may call the Rectory to check to see if an individual has completed registration.

4. The VOLUNTEER REGISTRATION PACKET includes:
  - #1....Volunteer Ministry Registration (Orange)
  - #2....Code of Conduct (Yellow)
  - #3....Background release statement with SSN (White)
  - #4....Driver Registration if applicable for those driving children or adults
5. Complete the orange, yellow . white & (driver registration if applicable).
6. Submit entire packet to the Rectory. Your registration is not complete until every piece of the packet has been submitted. And you have taken VIRTUS.

### **Procedures for Obtaining and Using Meeting Space**

1. A cleared adult can reserve space with the rectory secretary subject to availability. Please provide a list of all leaders that will be present. The list will be checked against volunteer records prior to approval.
2. A cleared adult can pick up the key by going to the rectory and signing the log. It will be issued if the meeting appears on the master calendar which is published in the weekly church bulletin.
3. When the door is opened and an adult is posted, the key must immediately (before the meeting begins) be returned to the rectory where the log book is initialed.
4. Do not prop open the door or leave it unlocked. A cleared adult must be present at the door to prevent unauthorized entry.
5. All meetings are to begin with a prayer.
6. Curfew: Meetings with minors or youth must end by 9:00 PM unless a waiver is granted by the Youth Board.
7. No smoking on premises.
8. No adhesive tape is permitted on any painted surfaces.
9. Special permission is required to use the kitchen facilities.
10. Please report anything out of place or damaged.
11. Please return all chairs and tables as you found them.
12. Please wipe down tables after use. Do not sit on tables.
13. Please dispose of garbage in the fenced-in dumpster at the rear of the school building.
14. WHEN LEAVING, PLEASE CHECK & SECURE ALL DOORS AND WINDOWS

## **References:**

\*\*St Raphael's parish Procedures for the Protection of Children and Teens July 14, 2009

\*\*Policy Statement Regarding Protection of children and Teens July 14, 2009

\*\*Diocesan child Protection Policy Diocese of Rockville Centre 2006 revised ([www.drvc.org](http://www.drvc.org))

\*\*Appendix E: Diocesan Code of Pastoral Conduct

\*\*Guidelines for Staff implementation of Procedures for the Protection of children or Teens Revised February 2008

## Facilities Use Checklist (July 14, 2009)

1. All adult leaders must be "cleared." \_\_\_\_\_
2. Only "cleared" adults may pick up and return the facilities key. \_\_\_\_\_
3. Sign rectory log for key pickup. \_\_\_\_\_
4. Open door and assign cleared adult door monitor. Door is left in locked position so that it will lock when closed at end of event. \_\_\_\_\_
5. "Cleared" adult immediately returns key & signs log. \_\_\_\_\_
6. Cleared adult door monitor does not allow anyone in that is not part of his group. If another group is also using the facilities they should have their own monitor. \_\_\_\_\_
7. Two "cleared" adults should always be present. \_\_\_\_\_
8. Adults should never be alone with children. \_\_\_\_\_
9. Do not prop open the doors. \_\_\_\_\_
10. Check condition of facilities when you arrive. \_\_\_\_\_
11. Tables & chairs returned to position as you found them. \_\_\_\_\_
12. Wipe down tables after use. \_\_\_\_\_
13. Dispose of garbage in outside rear parking lot dumpster. \_\_\_\_\_
14. Check all doors and windows when leaving. \_\_\_\_\_
15. No smoking- no adhesive tape on painted surfaces. \_\_\_\_\_
16. Report anything damaged or out of place. \_\_\_\_\_