

# YOUTH PROTECTION POLICY

## PARISH MANDATORY COMPLIANCE PROCEDURES



### THE BIG IDEA

Every parish must submit a Youth Protection Plan *Certification of Compliance*. This form will be submitted with each parish's End-of-Year Archdiocese Assessment packet. (First required compliance year is 2025)

The Certification of Compliance must be signed by the Senior Pastor and the Youth Protection Coordinator indicating the parish's compliance with this Policy.

### CERTIFICATION OF COMPLIANCE

On the Certification of Compliance, parishes will affirm the following:

- ☒ Our parish has **INSURANCE** which includes parish liability for sexual misconduct.
- ☒ Our parish holds accurate, up-to-date **YOUTH REGISTRATION RECORDS** of youth who participate in this ministry year's Sunday Church School and Youth Programs.
- ☒ Our parish has ensured that all required individuals have signed an **ACKNOWLEDGEMENT** of having received and read the Youth Protection Policy.
- ☒ Our parish has ensured that all required individuals have been **BACKGROUND SCREENED** through the Archdiocese's Sterling Volunteers platform.
- ☒ Our parish has ensured that all required individuals have completed **YOUTH SAFETY TRAINING** through the Archdiocese's Sterling Volunteers platform.

# YOUTH PROTECTION POLICY

## PARISH MANDATORY COMPLIANCE PROCEDURES



### THE DETAILS

After thoroughly reviewing the Youth Protection Policy and Code of Conduct, follow these steps to ensure Policy compliance.



#### ENSURE INSURANCE COVERAGE

Every parish is required to purchase insurance to cover liability resulting from sexual misconduct.



#### COMPILE LIST OF THOSE REQUIRED TO SIGN, TRAIN, & SCREEN

The following individuals must sign a Policy Acknowledgement and complete background checks and youth safety training regardless of whether they participate in Youth Programs:

- All staff and volunteer Youth Workers
- Ordained clergy (bishops, priests, & deacons)
- Subdeacons, readers and adult altar servers
- Parish council members
- Church employees
- Anyone with keys (or electronic access) to church facilities
- All other adults, including contractors, who will have more than incidental contact with minors in connection with the Church's ministries or programs

Use the Youth Protection Training/Safety Screening List to keep track of names.

1

#### IDENTIFY PERSON RESPONSIBLE FOR ENSURING POLICY COMPLIANCE

Responsibility for implementing this Policy in a parish rests on the parish Priest and the Parish Council, but the duties of implementing it should be delegated to a Youth Protection Coordinator (YPC). The YPC may be the Parish Council Chairperson or designee.



2



#### COLLECT ANNUAL YOUTH REGISTRATION FORMS

At the beginning of each ministry year, parishes must require parents to register their youth to be eligible to attend Sunday School and Youth Programs. This permits the parish to have records of youth participants.

3



#### COMPLETE BACKGROUND CHECKS & YOUTH SAFETY TRAINING (every three calendar years)

Youth safety training and background checks must be completed through the Archdiocesan Sterling Volunteers platform. The YPC is responsible for providing the necessary information so that each individual can sign on to the Sterling Volunteers site and complete the requirements. Individuals should print or forward their Training Certificate of Completion to the YPC.

4

5

The YPC should update the Training/Safety Screening List as individuals complete their requirements.



#### SUBMIT CERTIFICATION OF COMPLIANCE WITH THE ARCHDIOCESAN END-OF-YEAR ASSESSMENT PACKET.

First required compliance year is 2025