

St. Vincent de Paul – Cincinnati Safe Environment Policy

Any staff or volunteer must complete and remain current on Safe Environment training in accordance with the Decree for Child Protection if they:

1. Have prolonged or repeated interaction with youth
2. Are working alongside or volunteering alongside youth
3. Are responsible for or supervising youth

St. Vincent de Paul-Cincinnati Requirements for Safe Environment:

1. Take and stay up to date with SafeParish training and bulletins. Please contact Alec Jewell at ajewell@svdpcincinnati.org for your login details and instructions.
2. Get a background check. This is all done online at a cost of \$17, however, SVDP do offer to pay half of that fee. Please contact Alec Jewell at ajewell@svdpcincinnati.org to apply for a check and for further instructions.
3. **SVDP staff and VVCs only:**
 - a. Get fingerprinted. If you have lived in Ohio for the last five years you only need FBI fingerprinting, if not you will need both FBI and BCI fingerprinting. Fingerprinting costs will be met by the SVDP.
 - i. Go to www.selection.com/calendar to sign up for a fingerprinting date.
 - ii. Or you can go to the Selection.com office at 155 Tri County Parkway, Suite 115, Cincinnati, OH 45246. They are open Monday – Friday, 8am – 5pm.

Guidelines that must be followed by all staff and volunteers, regardless of Safe Environment certification:

- **No adult should ever be alone with one or more youth.** At least two adults must accompany groups of one to 10 youth; for larger groups, a 2:10 ratio of adults to children is required. Use a team approach to managing youth activities. Avoid elevators and other segregated or enclosed spaces when you are the only adult present.
- **Any individual volunteer under age 18 must be accompanied by a SafeParish-trained parent or other designated adult.**
- **Any physical contact with children and youth should be carefully thought out and never done outside of a public setting.** Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- **No adult should exchange phone numbers, email addresses, or social media with youth.** This could include Facebook, Instagram, Snapchat, texting, etc.
- **No adult should use or have drugs or alcohol when working with youth and children.** Clergy, staff, and volunteers should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with youth.
- **No minor should be placed in a position to sleep overnight in a situation in which there are not more than one SafeParish-trained adults present.** Staff and volunteers should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any SVDP-owned facility, any private residence, hotel room, or any other place where there is no other adult supervision present. In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm. Use a team approach to managing emergency situations.
- **Any suspected abuse must be reported.** This includes physical, sexual, emotional, or mental abuse. Please contact Sunnie Johnson-Lain at slain@svdpcincinnati.org or (513)345-4966 if you are made aware of previous violations of abuse or if you suspect current violations.
- **Two SafeParish-trained adults must be in any vehicle transporting minors when volunteering or working for SVDP.**

Volunteers' Code of Conduct:

As a volunteer, 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 SVDP activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the administrator. Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the administrator.
- Report suspected abuse to Sunnie Johnson-Lain, Director of Services at slain@svdpcincinnati.org or (513)345-4966. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, 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).
- Touch a child and/or youth in a sexual or other inappropriate manner. Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- 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 volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. 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 as a volunteer with children and/or youth.

I am SafeParish trained and will keep current on quarterly SafeParish training. I understand that these are requirements of working with youth at SVDP-Cincinnati.

I am not SafeParish trained; I agree that I will not interact with youth while I am volunteering at SVDP-Cincinnati.

Volunteer's Printed Name

Volunteer's Signature

Date