

TRINITY EPISCOPAL CHURCH
OSHKOSH, WISCONSIN
POLICY

Adopted: 9/17/09

Policy Title: Required Training for Those Working with Children and Youth

Applies to: Employed Staff who work with children and youth
All “volunteers” who work with children and youth

POLICY:

Staff and volunteers of Trinity Episcopal Church will comply with the Policy and Procedures of the Episcopal Diocese of Fond du Lac related to Sexual Misconduct and Child Abuse Prevention.

Those who work with the children and youth of Trinity in a regularly scheduled or recurring role will complete the designated Child Abuse Prevention program sponsored by the Diocese.

Any staff member or volunteer who is not in compliance with this requirement will not be allowed to participate in programs serving children or youth at Trinity.

Staff who are required to complete this program:

(prior to employment or within the first 30 days of employment)

- Rector
- Choir Director
- Education Coordinator
- Nursery Caregiver
- Nursery Caregiver Substitute
- Office Manager
- Youth Ministries Coordinator

Volunteers required to complete this program, include, but are not limited to:

- Youth Group volunteer
- Sunday School Teacher

Volunteers will complete the program within 90 days of assuming their volunteer role.

Record of Compliance:

The Office Manager will request on an annual basis (during the month of May), from the Diocesan Administrator, the Abuse Prevention Workshop Report for Trinity.

Copies of the report are to be distributed to the Rector, Youth Ministries Coordinator, Education Coordinator and Vestry – Personnel and Administration Commission. An individual copy of the Report, bearing the name of the individual’s proof of course completion, will be placed in the Personnel File of applicable staff.

The Education Coordinator and the Youth Ministries Coordinator are responsible for assuring that all applicable volunteers have completed the training and/or to assist the volunteers in accessing and completing the program within the required timeframe.

Reference:

“To Respect the Dignity of Every Human Being” Sexual Misconduct and Child Abuse Prevention Policy and Procedure Manual of the Episcopal Diocese of Fond du Lac. Revision adopted October 9, 2002.