

Safe Environment Program

Providing Adequate Supervision



Adequate Supervision Provides:

- ◆ **Accountability**
- ◆ **Presence of a Witness**
- ◆ **Access to Help**
- ◆ **Strengthened Resistance**
- ◆ **Opportunity for Observation and Intervention**

Key Strategies:

1. **Use a Team Approach in Dealing with Youth**
 - ◆ Provide both male and female chaperones for trips / events.
 - ◆ Keep a high staff to youth ratio (one adult for every 8 – 10 youth).
 - ◆ Utilize team decision-making.
2. **Use Caution in 1:1 Contacts**
 - ◆ Keep others informed.
 - ◆ Avoid Isolation.
 - Meet in areas that are visible and accessible (e.g. meet in a public area, in a room with the door open or that has a door with a window, etc).
 - Avoid driving alone with youth.
 - Don't conduct 1:1 meetings in your residence.
3. **Utilize Appropriate Individuals as Supervisors of Youth**
 - ◆ Trained in safe environment concepts
 - ◆ Background check completed
 - ◆ Signed agreement with code of conduct
 - ◆ Age Appropriate
4. **Keep Records.**
 - ◆ Maintain a file for each staff / volunteer which includes a signed copy of the Code of Conduct (Appendices A and C) and any other pertinent documentation.
 - ◆ Note incidents when you were unable to provide adequate supervision due to unforeseen circumstances.
 - ◆ Record any complaints, concerns or positive feedback provided by parents, students, personnel, or other parishioners.
 - ◆ Document any violations of the code of conduct and any consequences imposed.
 - ◆ Document dates of Safe Environment trainings and keep record of attendance.

Self-Evaluation:

- ◆ **How have we implemented guidelines for supervision of youth?**
- ◆ **What obstacles have we encountered?**
- ◆ **What challenges do we anticipate?**