

Policies and Procedures on Sexual Misconduct
Piedmont Episcopal Church, Madison, V A.
(Approved September 21, 1999)

Piedmont Episcopal Church has developed a policy addressing the issues of Sexual Misconduct in an effort to educate adults working with youth, and to protect both the youth of our church community and the adult workers. We are committed to building an environment in which youth and adults can work together, to learn and to develop a lasting relationship to Christ and our Church.

1. All youth workers, including drivers and occasional helpers shall read this statement and Appendix D of the Policies and Procedures on Sexual Misconduct in Pastoral Care, Diocese of Virginia, November 1998, and sign the attached acknowledgment form. Leaders of community groups working with youth, who use the facilities at Piedmont Church or Graves Chapel, will be required to read the policy and sign the acknowledgment form.
2. All activities (including those of community groups) that occur for youth at Piedmont Church or Graves Chapel will have an open door policy. The parents of the youth served, the Rector, or administrative and professional staff of the church have the right to visit and observe activities of the program at anytime, unannounced.
3. Staff members, paid or volunteer, should avoid scheduling any meeting with any youth on a 1 to 1 basis. If such a meeting is felt be necessary, another staff member or parent should be present. If a youth drops by to visit a staff member, care must be taken that such a meeting will be conducted in an environment that provides visibility by other adults. Doors should be left open and the meeting should occur in an area of the building that may be frequented by others. Another adult should be aware of the location, time and individual involved in this meeting.
4. Staff and volunteers will be under the supervision of the Rector. They should make periodic reports of activities and goals. The Rector shall provide guidance to staff and volunteers as to the appropriateness of an activity.

5. All staff, paid or volunteer, are not to give gifts to individual youth without the prior knowledge of the parents and Rector.
6. If you have reasonable grounds for the suspicion or abuse/neglect, it should be reported to the Rector, unless the report involves the Rector. Then it should be reported to the Diocesan office (1-800-DIOCESE).
7. All overnight trips with youth are to be carefully planned and must receive approval from the Rector. At least 1 male and 1 female trained and experienced adult must be present during such trips.
8. All policies and procedures of the Diocese of Virginia shall be followed.