Tab B

Screening, Recruiting/Hiring and Training

Tab B is comprised of a summary plus these sub-tabs:

Diocese of San Diego Application for Church Workers	Tab B-1
Certification Form Regarding No Prior Child Sexual Abuse Conviction, Paraphiliac Diagnosis or Act of Abuse	Tab B-2
Certification Form Regarding Reading of Policy Manual	Tab B-3
Certification Form Regarding Abbreviated Workshop Training and Outline of Abbreviated Workshop	Tab B-4
Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse	Tab B-5
Handouts from Diocesan Workshop on Prevention of Adult Sexual Misconduct	Tab B-6
Procedures and Form for Conducting Background Checks	Tab B-7
Procedures and Form for Conducting Personal Reference Checks	Tab B-8

Screening, Recruiting/Hiring and Training

The following steps must be followed, and attached documents completed, in screening, recruiting/hiring and training church workers, paid or unpaid.

1. Obtain Job Application, Tab B-1. All clergy, lay employees* and volunteer youth workers who regularly supervise children's or youth's activities ("supervisory volunteer youth/child workers")**must complete and sign the Episcopal Diocese of San Diego Application for Church Workers, including the list of personal references (Application, Question 11, page 3) and the certification and authorization for background checks (Application, Section IV, page 5). An application is not required for regularly scheduled "Sunday Morning Only" workers*** or for vestry members or wardens.

2. Check Application-related Documentation. For all applicants, the interviewer should check the following:

Applicant's driver's license, to verify his/her identity; and

Documentation or other verification of educational claims or credentials, and military, employment and volunteer history claimed in the application (for example, checking that a worker actually has graduated from a college he/she has listed).

Additionally, for applicants seeking a position which includes driving as one of the duties, the following documents are requested in the job application (Application, Section II, Questions 13-15, page 4), and must be verified by the interviewer:

Copy of his/her driving record (seek this information at least ten days before the start of the job; an applicant may obtain his/her record by requesting it from a local office of the Division of Motor Vehicles); and

Proof of the applicant's automobile insurance.

*Lay employees include Directors of Christian Education (DCE)/Children's Ministry, Nursery/Child Care Providers, Organists/Choir Directors/Music Directors, Parish Administrators, Parochial School Teachers, Secretaries/ Administrative Assistants/Receptionists, Sextons, Youth Workers, and Other Program Staff such as Outreach Workers or Lay Pastoral Associates.

** Refers to supervisory volunteer youth/child workers other than "Sunday Morning Only" youth workers.

*** Includes regularly scheduled "Sunday Morning Only" Sunday School teachers (paid and volunteer), nursery volunteers, and paid and volunteer youth/child workers.

3. Conduct Interview. Establish a list of questions to ask all workers, paid or volunteer, and keep notes on their responses. During the interview, look for the following positive characteristics:

• dependability
• self confidence and assertiveness
• self awareness
• good health and high energy level
• sense of humor and ability to relax
• ability to tolerate conflict and discord
• cooperative team spirit
• ability to express viewpoints honestly
• ability to accept compromise
• emotional stability and good impulse control
• ability to make quick, sound decisions, often independently
• for child/youth workers, a general interest in, and concern for, children and youth

4. Obtain Certification of No Prior Child Sexual Abuse Conviction, Paraphiliac Diagnosis or Act of Abuse, Tab B-2. As noted in the Application, page 5, Question 20, a signed certification must be submitted by clergy, all lay employees, supervisory volunteer youth/child workers, and regularly scheduled "Sunday Morning Only" workers stating that he/she: a) has not been arrested for, or convicted of, any crime involving child abuse and/or neglect, nor had any such conviction expunged; b) has not been charged with child sexual abuse in a civil proceeding; c) has never committed an act of child sexual abuse; and d) has not been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, exhibitionism or voyeurism. (Such certification is not required for vestry/wardens or for leaders of non-church groups using church facilities.)

5. Obtain Certification Regarding Reading of Policy Manual, Tab B-3. All church employees and volunteers, vestry/wardens and clergy must certify that they have read specified sections of the Policy Manual as follows:

Lay employees, as well as clergy and vestry members/wardens, must read the following:

a) All of the main text (pages 2-12) of this Policy Manual;

b) All of **Tab B** and its sub-tabs must be read only by clergy, vestry/wardens, and lay employees whose job includes recruiting or hiring;

c) That tab which relates to his/her specific worker position (teacher, nursery worker, choir director, etc.)

d) **Tab S,** "How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct";

e) **Tab T,** "Response to Reports of Child Sexual Abuse and Adult Sexual Misconduct," and

f) **Tab U,** "Congregational Healing," must be read only by clergy, vestry/wardens, the parish administrator, and all employees whose job includes providing counseling.

All regularly scheduled “Sunday Morning Only” workers, plus supervisory volunteer child/youth workers, must read the following:

a) All of the main text, from page 1 to Tab A, of this Policy Manual;

b)**Tab B-5,** “Handouts from Diocesan Workshop on Prevention of Child Sexual Abuse,” must be read only by “Sunday Morning Only” workers who are volunteers;

c) All of **Tab B** and its sub-tabs must be read only by clergy, vestry/wardens, and lay employees whose job includes recruiting or hiring;

d) That tab which relates to his/her specific worker position (teacher, nursery worker, choir director, etc.);

e) **Tab S,** “How and Where to Report Suspected Child Sexual Abuse and Adult Sexual Misconduct";

Note that where workers are not able to read the Policy Manual on their own due to educational, language or other barriers, it is the responsibility of the clergy or the vestry to ensure that the materials in the Policy Manual are reviewed and understood by that worker.

Tab B-3 is a form certification that the required reading has been completed.

6. Obtain Documentation of Child Abuse Workshop Training. The Episcopal Diocese of San Diego offers full and abbreviated training workshops on the prevention of child sexual abuse. Full training workshops last several hours, and include a lecture by a trained leader or leaders, a video, review of handouts, and class discussion. Abbreviated workshops follow the outline included in **Tab B-4**. Both workshops utilize the handouts comprising **Tab B-5**. Participants must bring a copy of those handouts to the workshop they attend.

Diocesan training in the prevention of child sexual abuse is required as follows:

> *Clergy, all lay employees (including paid, regularly scheduled “Sunday Morning Only” workers), and supervisory volunteer youth/child workers must attend a full diocesan training workshop, taught by a trainer certified by the Episcopal Diocese of San Diego, on the prevention of child sexual abuse. A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement.*

Clergy must keep one copy of the certificate of completion for their files, plus submit one copy to the parish and one copy to the diocese. Non-clergy must keep one copy for their files, plus submit one copy to the parish. Workshop attendees are responsible for

obtaining and keeping documentation of workshop completion. Those unable to provide such documentation when requested must complete another such workshop.

A waiver of the training workshop requirement may be granted where a worker documents completion of equivalent training in another diocese. Vestry/wardens are required to attend, and regularly scheduled volunteer "Sunday Morning Only" workers are strongly urged to attend, an abbreviated workshop on the prevention of child sexual abuse. Since certificates of completion are not presented for abbreviated workshops, the attendee must provide such a certificate for the signature of the workshop trainer. **Tab B-4** includes a certification form that may be used for this purpose. Abbreviated workshop attendees must keep a copy of an executed certificate of completion for their files, plus submit one copy with the parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those who cannot provide such documentation when requested must take another such workshop.

7. Obtain Documentation of Adult Sexual Misconduct Workshop Training. The Episcopal Diocese of San Diego offers full training workshops on the prevention of adult sexual misconduct. Full training last several hours, and includes a lecture by a trained leader or leaders, a video, review of handouts, and class discussion. **Tab B-6** is comprised of handouts from the diocesan Workshop on the Prevention of Adult Sexual Misconduct. Participants must bring a copy of those handouts to the workshop they attend.

Diocesan workshop training on the prevention of adult sexual misconduct is required as follows:

> ***Clergy and all lay employees must attend a full diocesan training workshop, taught by a trainer certified by the Episcopal Diocese of San Diego, on the prevention of adult sexual misconduct****. A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement. Clergy must keep one copy of the certificate of completion for their files, plus submit one copy to the parish and one copy to the diocese. Non-clergy must keep one copy for their files, plus submit one copy with the parish. Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those who cannot provide such documentation when requested must complete another such workshop. A waiver of the training workshop requirement may be granted where a worker documents completion of equivalent training in another diocese.*

8. Conduct a Criminal Background Check, Tab B-7. A criminal background check must be completed for clergy, lay employees and supervisory volunteer youth/child workers whose work includes off-site activities. The procedures and related forms are included in this tab.

9. Conduct a Credit and Background Check. An Oxford Document Management Company check includes a credit report and a check of employment references and educational institutions attended. See **Tab B-7** for procedures.

10. Conduct Personal Reference Check, Tab B-8. The procedure for conducting a personal reference check, and a form for completing that check, are included in this tab.

11. Investigate "Red Flags. " Note and investigate any "red flags" such as gaps in employment history, frequent job changes, excessive debt, a pattern of traffic violations, substance abuse history, etc. Ask the applicant to explain any “red flags,” and consult legal, psychological or other experts for advice as appropriate. Interview others with information about any "red flag” areas.

12. Process the Applicant. The applicant should be given a job description that lists the general duties of the job, the specific responsibilities, to whom he/she reports, and other requirements of the job. There should be a job description for volunteers as well as for paid workers