

KNIGHTS OF PETER CLAVER AND LADIES AUXILIARY

SUMMER 2011
PROTECTING OUR CHILDREN



CHILD PROTECTION POLICY

Knights of Peter Claver

Established November 7, 1909
Incorporated July 12, 1911 in Mobile, Alabama

"Onward" is our
War Cry



"Trust in God"
our Password

1825 Orleans Avenue • New Orleans, Louisiana 70116-2825
National Office: 504.821.4225 • Office: 256.534-8459 • Facsimile: 504.821.4253
Website: <http://www.kofpc.org> • Email: dekarlos@kofpc.org

Office of
F. DeKARLOS BLACKMON, Obl.S.B.
Supreme Knight and Chief Executive Officer

Friday, July 01, 2011

MEMORANDUM FOR ALL SUBORDINATE COUNCILS AND COURTS

SUBJECT: Child Protection Policy

Together, we have an tremendous obligation to provide for the safety and welfare of our children and young people. Over the course of the past year, we have sought to strengthen our existing safeguards to ensure the safety of our children, God's gifts to us.

The Knights of Peter Claver has zero tolerance for the abuse of children. Any form of physical abuse, mental abuse, sexual abuse, sexual misconduct, sexual impropriety, or sexual exploitation of a child, male or female, will not be condoned or tolerated. Such behavior is incompatible with the goals and objectives of the Order and the Church. Grand Knights and Grand Ladies, together with other leaders within the Order, are in positions of trust and influence. Each of us are expected to carry out our responsibilities, including ministry, mission, and a way of life, in an appropriate manner. Consequently, each of us are expected to abide by all laws and ethics codes related to personal misconduct and comply with this policy.

In Christ and Claverism,

F. DeKarlo Blackmon, Obl.S.B.

Supreme Knight and Chief Executive Officer



Knights of Peter Claver

CHILD PROTECTION POLICY



TABLE OF CONTENTS

INTRODUCTION	4
DEFINITIONS	4
EDUCATION	4
BACKGROUND CHECKS	5
CIVIL REPORTING REQUIREMENTS	5
INTERNAL REPORTING REQUIREMENTS	5
INTERNAL PROCEDURES	5
RESPONSE TO FALSE ALLEGATIONS	6
COMMUNICATIONS	6
REQUIREMENTS AND SUGGESTED GUIDELINES FOR CHAPERONES	6
JUNIOR RELEASE AND CONSENT FORM	8
CODE OF ETHICS FOR VOLUNTEERS	10
MANDATORY REPORTING POLICY	11
ACKNOWLEDGEMENT OF RECEIPT AND READING OF CHILD PROTECTION POLICY	11

CHILD PROTECTION POLICY

INTRODUCTION

All children have the right to be safe and protected from harm in any and all environments—home, school, religious institutions, neighborhoods and communities. The Knights of Peter Claver, Inc. embraces this right to safety, and is dedicated to promoting and ensuring the protection of all children. The Knights of Peter Claver, Inc. will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, mental abuse, sexual abuse and neglect, and to bring the healing ministry of the Order to bear whenever possible. It is the expectation of the Knights of Peter Claver, Inc. that all persons and entities under its auspices comply with the provisions stated in this policy.

DEFINITIONS

Accused. A person charged with or alleged to have committed an act of child abuse, a threat of child abuse, or a serious violation of these policies and procedures, or a criminal offense. Anyone convicted of a crime related to harming or adversely affecting children in addition to those items mentioned herein shall be disqualified.

Administrative Leave. Relieving the accused of assigned duties pending further notice from the Supreme Knight or Supreme Lady. This will be the responsibility of the Grand Knights/Grand Ladies.

Appropriate Monitoring. Ongoing, in person monitoring of the conduct and performance of individuals with provisional status, and individuals who are pursuing status as The Knights of Peter Claver Chaperones, but who have not yet completed the requisite clearance procedures. Individuals who serve as Chaperones are to be formally designated this responsibility, subject to final approval by the Grand Knights/Grand Ladies.

Background Check. The verification of information provided on an application or request to serve as a Chaperone and must include a minimum of three (3) reference contacts. The cost of each Chaperone's background check will be borne by the sponsoring Council/Court, unless the Council/Court has a system in place to coordinate their background checks with their (arch)diocese.

EDUCATION

The Knights of Peter Claver is committed to preventing child abuse before it occurs and identifying child abuse once it has occurred. By raising the awareness and understanding of abuse issues among its members and other adults who work with or have substantial contact with children and young people under the care of the Order, and by increasing their knowledge and ability to deal effectively with child abuse issues once they arise, risks to child safety can be greatly reduced. By educating children and young people on how to be safe and stay safe, the Order will enhance the ability of children and young people to protect themselves, and encourage an environment that allows children and young people to communicate any potential endangerment. The safe environment training shall be conducted annually.

BACKGROUND CHECKS

The Knights of Peter Claver, Inc. recognizes that criminal history and record checks are a critical element in ensuring the safety of children and young people and protecting them from inappropriate actions or behaviors of others. Therefore, all Chaperones and volunteers who will come into substantial contact with children and young people while volunteering for any The Knights of Peter Claver activity will undergo the relevant state and/or federal Criminal History Record Checks. The cost of each Chaperone's background check will be borne by the sponsoring Council/Court, unless the Council/Court has a system in place to coordinate their background checks with their Archdiocese/Diocese. Background checks must be conducted at least every two (2) years. If a volunteer fails the background test, he or she may appear their failure to be selected to the Supreme Knight for his final review and determination.

CIVIL REPORTING REQUIREMENTS

The Knights of Peter Claver, Inc. recognizes that the protection of children and young people is a responsibility shared by the entire community, including the Church, parents, teachers, healthcare professionals, public safety officials, public and private social services agencies and the general public. The Knights of Peter Claver is committed to working with civil authorities to protect children and young people by preventing child abuse and neglect, reporting alleged incidents of abuse or neglect, cooperating in investigations of allegations and any resultant judicial proceedings, as well as advising victims of their right to report independently and supporting their exercise of that right, as specified in this policy. The Knights of Peter Claver will act in accordance with standards that will at all times comply with those of civil law, and this policy will be reviewed annually by the National Advocate to ensure consistency with changes in civil law.

In the state of Texas, reports shall be made to the Texas Department of Family and Protective Services at 1-800-252-5400. Police should be contacted in every jurisdiction to determine the appropriate agency where reports should be filed. See Attachment 1 and 2.

INTERNAL THE KNIGHTS OF PETER CLAVER REPORTING REQUIREMENTS

The Knights of Peter Claver, Inc. believes unconditionally in the dignity of all children and young people and reasserts its condemnation of child abuse. Originating from this belief are expectations that there is (1) the general duty of all to report knowledge or reasonable suspicion of child abuse, regardless of any adverse consequences of such disclosure and (2) the responsibility of The Knights of Peter Claver to establish, implement and enforce an internal program of clear, practical actions to require the reporting of suspected child abuse.

INTERNAL THE KNIGHTS OF PETER CLAVER PROCEDURES

The Knights of Peter Claver, Inc. will take all precautions necessary to ensure that children and young people are safe and protected from harm. Despite such preventive measures, allegations of suspected abuse may occur. When allegations of suspected abuse are made against any party, The Knights of Peter Claver will consider the rights and interests of all parties, and adhere to procedures that (1) minimize the potential for further injury, (2) maximize the potential for a speedy and just resolution and (3) remain responsive to the tenets of civil law.

THE KNIGHTS OF PETER CLAVER RESPONSE TO FALSE ALLEGATIONS

As in the recognition of significant trauma experienced by abuse victims, The Knights of Peter Claver recognizes the trauma and harm of false accusations. The Knights of Peter Claver will strive to minimize any personal or professional adverse consequences of unsupported allegations and to preserve the future ministry opportunities of persons falsely accused of child abuse, in accord with civil law.

COMMUNICATIONS

The Knights of Peter Claver, Inc.'s policies and procedures governing its internal and external communications should promote the development of cooperative, responsive and candid relationships. The Knights of Peter Claver should engage the community and the media in its efforts to prevent child abuse, protect children, support families and inform the public. Within the confines of respect and privacy of the individuals involved, The Knights of Peter Claver will communicate as openly as possible with the members of the media, faith community and general public regarding allegations of child abuse and related issues.

MEASURING PROGRESS AND ACCOUNTABILITY

In order to maintain the trust and confidence of victims, parishioners, all Catholics, and the public at large in the Order's ability to prevent child abuse and identify and heal those who have been abused, The Knights of Peter Claver shall be accountable for its efforts and performance in these matters. The Knights of Peter Claver shall evaluate the effectiveness of its child protection efforts at regular intervals to determine whether it is meeting the needs of the Church, the faith community, the Order, the victims and their families in the most effective and responsive means possible.

REQUIREMENTS AND SUGGESTED GUIDELINES FOR CHAPERONES

Chaperones set an example for the children and young people who are participating in Knights of Peter Claver, Inc. Junior Knight and Junior Daughter activities. The Knights of Peter Claver, Inc. defines a Chaperone as an adult, 21 and above, with responsibility for supervising children and young people throughout The Knights of Peter Claver. The following is what The Knights of Peter Claver requires of all Chaperones:

1. The Knights of Peter Claver does not tolerate the possession or use of illegal drugs by any individual.
2. The Knights of Peter Claver does not tolerate the possession of weapons of any kind.
3. The Knights of Peter Claver does not tolerate inappropriate relationships between Chaperones and youth.
4. Chaperones are expected to refrain from drinking alcoholic beverages for the duration of the convention or other activity, as well as during their travels to and from the Convention/Conference or other activity. Chaperones shall not go anywhere during the Convention/Conference or other activity that youth may not go with them (i.e. cocktail lounges, bars, et cetera).
5. Chaperones are responsible for helping to enforce the Knights of Peter Claver rules of behavior and should use the rules as a guide for their own behavior. Chaperones should review the rules and related guidelines with the children and young people in their delegation.
6. All participants, including Chaperones, are expected to attend all the Knights of Peter Claver activities.

7. Chaperones are responsible for enforcing curfew and for keeping noise to a minimum in hotels. The Knights of Peter Claver expects all youth participants to be in their rooms at the conclusion of the day's activities. The Knights of Peter Claver group leader may extend curfew to accommodate travel time, Mass, or prayer services, et cetera. Chaperones do not have the authority to extend curfew.

8. If a Chaperone must go into a youth sleeping room, especially of the opposite sex, it is recommended that a second Chaperone of the same sex as youth occupying the room be present.

9. After the Convention/Conference program booklets have been distributed, it is suggested that Chaperones go over the booklets with the youth, helping them become familiar with the layout of the facilities where Convention/Conference activities will take place, as well as to help plan concurrent session choices, and assure that the young people understand important safety information.

10. During all The Knights of Peter Claver activities, especially the dance and other social/recreational activities, Chaperones should be available in the building(s) where activities are taking place to supervise all youth.

11. Chaperones must be at least 21 years old. Though not Chaperones, high school graduates under 21 years old are expected to abide by the Knights of Peter Claver Chaperone Guidelines.

12. The Knights of Peter Claver group leader should give Chaperones more detailed information on what is expected of a Chaperone. Remember that as a volunteer of the Knights of Peter Claver, you are responsible for enforcing rules that are set forth by your the Knights of Peter Claver group leader.

The following are suggestions for how you might typically serve as a Chaperone during the Convention/Conference or other activity. If you have any questions about your role as a Chaperone, check with your The Knights of Peter Claver group leader.

Young people may be assigned a specific Chaperone, who will be responsible for monitoring their participation and behavior throughout the Convention/Conference. Chaperones should make arrangements to check in with their young people each day. This may be done in the morning, sometime during the afternoon, and/or in the evening. This gives adults the opportunity to hear from the youth what they have learned, answer questions, and have "downtime" at the end of each busy day with the young people.

Chaperones should designate an area where youth can locate them throughout the day.

KNIGHTS OF PETER CLAVER JUNIOR RELEASE AND CONSENT FORM

PARENTAL CONSENT

I, _____ [Parent () Guardian ()], the undersigned, give permission for my child, _____ to attend the _____.

It is understood that reasonable caution will be taken by those persons in charge to prevent injury. In

consideration of my child being permitted to participate in the _____,

I, personally and on behalf of my child, hereby release the Knights of Peter Claver, Incorporated, their volunteers, the coordinators, and Chaperones from any liability for injuries or damages arising or resulting from participation in the _____ and/or transportation to and from the activity. In the event that I cannot be reached, I hereby grant permission for my child to be evaluated, diagnosed, treated and/or medicated in accordance with standard medical practice by licensed medical personnel.

My child agrees to abide by all rules and regulations as outlined in the Knights of Peter Claver Junior Division Code of Behavior. I understand that the Knights of Peter Claver will not be held liable if my child fails to cooperate with said regulations and that any infractions of the rules may result in immediate dismissal from the _____. I will be responsible for any costs or other requirements for immediate transportation home.

The medical information for my child is submitted as follows:

Medical Information

My child is allergic to *(medication/food/other)*: _____

My child must take the following medications *(indicate dosage, frequency, etc.)*: _____

You should be aware of these special medical conditions or needs of my child *(dietary, asthma, walking assistance, bee sting allergies, other conditions)*. _____

Please provide all necessary information about insurance:

Insurance Carrier _____ Policy Carrier _____

Policy No. _____ Benefit/Plan/Group No. _____

Date of Tetanus Booster _____ Youth Social Security No. _____

Emergency Contact _____ Relationship _____

Daytime Phone _____ Evening Phone _____

Additional Contact _____ Phone Number _____

Signature of Parent (Guardian)

Contact Phone Number

Date

YOUTH CONSENT

As a member of The Knights of Peter Claver, Junior Knights/Junior Daughters, I understand and agree to the Knights of Peter Claver Junior Division Code of Behavior. I also understand and agree that I will notify my parents or legal guardian at the time of any infractions requiring my dismissal for the Convention/Conference or other activity, and that I will be sent home at my own and/or guardian's expense.

Signature of Youth

Contact Phone Number

Date

Branch Name and Number

KNIGHTS OF PETER CLAVER AND LADIES AUXILIARY CODE OF ETHICS FOR VOLUNTEERS

All members and any member of St. Peter Claver staff working with participants in Claver's youth initiatives are expected to observe a code of ethics. This Code of Ethics embodies the affirmation of your commitment to follow tenets that are integral to St. Peter Claver's youth initiatives:

1. **I will treat youth with respect, care and acceptance.** I know that all young people are valuable and capable of helping others and improving their communities. I will use a democratic approach when working with youth.
2. **I will honor my volunteer commitment.** I will strive to live up to my volunteer commitment by working the hours necessary to fulfill the volunteer role I have accepted.
3. **I will seek training for my volunteer role.** I will participate in meetings, self-study or other training opportunities, which will help me, work more effectively with youths and adults.
4. **I will provide a safe environment.** I will not harm youths or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect or other harmful activities.
5. **I will abstain from using alcohol or any illegal substance while working with, or while responsible for youths; neither will I allow youths to use any such substance while under my supervision.**
6. **I will obey the laws of the locality, state and nation.**
7. **I will strive to be a positive role model.** By my example, I will help youth learn to respect and cooperate with others. I will teach others to compete honestly and fairly.
8. **I will work as a "team player" for the good of all persons.** I will work cooperatively with other adult volunteers for the good of all involved in the youth initiatives.
9. **I will work within the Knights of Peter Claver and Ladies Auxiliary system.** As a volunteer, I am accountable for my actions. If my personal conduct is deemed to be in violation of any of Claver's policies, I understand I may be relieved of my volunteer role.

MANDATORY REPORTING POLICY

It is the policy of The Knights of Peter Claver and Ladies Auxiliary, Inc ("Claver") that all staff, members and any participant in the youth initiatives must report any suspected child abuse and/or neglect of program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities, and to the local Grand Knight/Grand Lady, the State or District Deputy, Executive Director, National Advocate and the Supreme Knight. Staff and all volunteers must follow their particular state's mandatory reporting of child abuse and neglect procedures. The reporting requirements and reporting numbers likely will change from time to time. It shall be the obligation of the Grand Knight or Grand Lady to obtain current reporting information, where information generally is readily available through an Internet search. Any Claver staff or volunteer accused of child abuse or neglect shall be investigated. Until such investigation has been concluded, contact with program youths will be prohibited.

The Knights of Peter Claver appreciates your interest in becoming a volunteer. Please initial your understanding and agreement with each of the following:

_____ I agree to follow all Junior Knights and Junior Daughter Program guidelines and understand that any violation shall result in suspension and/or termination of the volunteer relationship.

_____ I understand that the Knights of Peter Claver and Ladies Auxiliary are not obligated to provide a reason for its decision in accepting or rejecting me as a volunteer.

I understand that my signature below authorizes submission of the information in this application for child abuse and neglect and criminal records checks, including sexual offenses if deemed necessary.

In addition, by signing, I certify that all information provided herein is correct, and I agree with and will adhere to the Knights of Peter Claver and Ladies Auxiliary Code of Ethics and Mandatory Reporting Policy as printed above.

Please read this carefully before signing.

_____ Signature	_____ Contact Phone Number	_____ Date
_____ Address	_____ City, State	_____ Zip