



## The Episcopal Diocese of Hawai'i Safeguarding Policy

The Episcopal Diocese of Hawai'i is committed to providing a healthy, safe, and nurturing environment where the full work of the Church can be carried out. Sexual misconduct violates the mission of the Church, is prohibited, and will not be tolerated.

This policy applies to all persons including, without limitation, the following: any ordained person; any aspirant, postulant, candidate or seminarian sponsored by a congregation; any lay employee (including contractors who function as employees); any volunteer working in any capacity; or any other person who provides pastoral care or who supervises ministries or activities for any congregation, institution, organization, school or agency within the Diocese.

Sexual Misconduct includes adultery, any sexual activity with a counselee, a person under the age of eighteen or a person lacking in full mental capacity, any sexual activity with a nonconsenting person, and any illegal or aberrant sexual activity. It also includes any words or conduct which constitute illegal sexual harassment in the workplace, (whether involving employees, volunteers, or others) such as unwelcome sexual advances, improper touching and obscene or sexually provocative or offensive language or gestures.

### **Child Abuse Reporting**

All incidents and allegations of child abuse shall be reported promptly to the appropriate law enforcement and/or social welfare authorities.

### **Background checks**

Thorough background checks will be made of all clergy prior to ordination, employment or acceptance into the Diocese.

Churches are strongly encouraged to conduct background checks of their employees (including independent contractors who are functioning like employees) and volunteers in order to verify the absence of any current or past Sexual Misconduct allegations, criminal record, professional misconduct or paraphiliac behavior.

### **Prohibition**

No person with a criminal record of child sexual abuse or a paraphiliac diagnosis (e.g. pedophilia, exhibitionism, voyeurism as defined by the American Psychiatric Association), and no person with respect to whom it is reasonably believed that he or she may likely be an abuser of children, shall be permitted to interact with children or youth in connection with any ministries or activities within the Diocese.

### **Complaints**

All complaints alleging Sexual Misconduct within the Diocese shall be referred immediately to the Bishop. Upon receiving a complaint of Sexual Misconduct the Bishop will assure the complainant of the Church's concern regarding the matter and that it will be promptly and thoroughly investigated. The Bishop will thereupon commence an investigation of the complaint and, as soon as may be appropriate, will initiate the procedures for providing pastoral care to all affected parties. The



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Chancellor, together with other appropriately trained persons who may be appointed by the Bishop, will cause the complaint to be investigated.

### **Violations**

Any violation of this policy will result in appropriate disciplinary action against the offending person, which may include loss of employment as well as, in the case of a cleric, presentment and deposition. Improper sexual activity under certain circumstances can also be the basis of civil liability and criminal prosecution.

### **Trainings and Recertification**

While the Episcopal Church has done much work and education about sexual exploitation and abuse in the past, we now know more about the behaviors involved and the reasons they occur. Those findings are incorporated into the Safeguarding programs, which are designed to include not only clergy, but those in the congregation who can, with increased awareness, help prevent sexual exploitation in their congregation.

Recertification must be done every three years.

### **Who needs to complete this training?**

Training is mandatory for all clergy, employees, and most volunteers. This includes all paid employees, members of diocesan commissions/committees, youth group directors, Sunday school directors, choir directors, acolyte leaders, lay eucharistic ministers and visitors, vestry members, worship leaders, anyone going into someone's home in any role related to the church, regular church volunteers, etc.

Modules to be taken to satisfy requirements are determined by the Bishop and are based on your role. See the chart of "Safeguarding: Who Should Take What".

### **Annual adoption and acknowledgement of Policy by congregations**

On or before April 1, 2017, the Vestry/Bishop's Committee of each Congregation in this Diocese shall adopt this Policy by a formal resolution, and the full text of this Policy shall be recorded in the official minutes of the Vestry/Bishop's Committee. And, all clergy, all lay employees and all volunteers who regularly supervise youth activities, including unpaid Sunday School teachers, shall be furnished with a copy of this Policy and shall complete and sign a certificate evidencing the receipt of this Policy.

On or before April 1 of each year, beginning April 1, 2018, the Vestry/Bishop's Committee of each Congregation in this Diocese shall reaffirm the applicability of this Policy to all clergy, lay employees and volunteers of such Congregation. And, all clergy, all lay employees and all volunteers who regularly supervise youth activities, including unpaid Sunday School teachers, shall be furnished with a copy of this Policy and shall complete and sign a certificate evidencing the receipt of this Policy.

*Each Congregation shall retain the foregoing resolutions and documents among its permanent records. Additionally, copies will be sent to the Office of the Bishop and shall be retained among its permanent records.*