



- 35 4. All those who work with minors/vulnerable adults paid, contracted, or volunteer, must participate in  
36 training sometime within the year prior to the event. The training is to be provided by the Presbytery  
37 of Florida through its appropriate committee and shall cover this protection policy thoroughly as  
38 well as methods of abuse prevention and a detailed plan of reporting. Outside experts may be  
39 contracted to provide these trainings. These trainings shall further cover:
- 40 • What constitutes minor/vulnerable adult abuse and neglect.
  - 41 • How to recognize signs and symptoms of abuse and neglect.
  - 42 • Definitions of abuse and reporting.
  - 43 • Mandatory criminal background checks and the security of those files.
  - 44 • Explanation of the importance of the application and screening processes.
  - 45 • Appropriate boundaries with minors, especially regarding adult-to-minor ratios, transportation,  
46 and use of technology.
  - 47 • If an overnight event is planned, discussions of boundaries involving appropriate sleeping  
48 arrangements and restroom/shower facilities use shall be discussed.
  - 49 • At least one volunteer or paid staff member working directly with event participants must be  
50 certified in first aid and CPR.
  - 51 • Other related topics.
- 52 5. No person may serve as a minor/vulnerable adult worker who has a conviction on his/her record of  
53 certain felonies or misdemeanors, including, but not limited to, any of the following:
- 54 • Criminal homicide;
  - 55 • Aggravated assault;
  - 56 • Crimes related to the possession, use, or sale of drugs or controlled substances;
  - 57 • Sexual abuse;
  - 58 • Sexual assault;
  - 59 • Incest;
  - 60 • Indecency with a youth;
  - 61 • Inducing sexual conduct or sexual performance of a minor or vulnerable adult;
  - 62 • Possession or promotion of child pornography;
  - 63 • The sale, distribution, or display of harmful material to a minor;
  - 64 • Abandonment or endangerment of a minor or vulnerable adult;
  - 65 • Any crime that involves abduction, kidnapping, or unlawful restraint;
  - 66 • Public lewdness or indecent exposure;
  - 67 • Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct  
68 or abuse with a minor;
  - 69 • Any crime that involves misuse of technology for sexual purposes, such as collecting or  
70 distributing photographs of minors who are naked or in sexual or inappropriate poses (child  
71 pornography);
  - 72 • Any crime that involves the use of force, such as assault or endangerment;
  - 73 • Any crime that involves drinking and driving, such as driving while intoxicated.

74 In addition, if any council (as defined in the latest version of the *Book of Order* Part 2 of the  
75 Presbyterian Church (U.S.A.) of the Presbytery of Florida is aware that one who wishes to work with  
76 minors/vulnerable adults has a prior conviction for one of the aforementioned crimes or a related crime,  
77 that person shall automatically be ineligible to serve.

78 **PAID OR VOLUNTEER COUNSELORS**  
79 **AT DOGWOOD ACRES**

80 Briefly, the State of Florida says: Personnel for the purposes of screening for summer day camps and  
81 summer 24-hour camps includes owners, operators, employees, and volunteers working in summer day  
82 camps and summer 24-hour camps providing care for children. Volunteers who assist on an intermittent  
83 basis for less than 10 hours per month do not need to be screened if a person who meets the screening  
84 requirement is always present and has the volunteer in his or her line of sight.

85 An employer may not hire, select, or otherwise allow an employee to have contact with any vulnerable  
86 person that would place the employee in a role that requires the background screening.

87 There are two levels of screening – Level 1 and Level 2

88 Level 1 Background Screening requires an employment history check, statewide criminal  
89 correspondence checks through the Florida Department of Law Enforcement (FDLE) (name-based  
90 check), and a check of the Dru Sjodin National Sex Offender Public Website and may include local law  
91 enforcement checks.

92 Level 2 Background Screening requires fingerprinting for statewide criminal history checks through  
93 FDLE and national criminal history checks through the Federal Bureau of Investigation (FBI), and may  
94 include local law enforcement checks.

95 For further explanation of background screening requirements for persons who wish to work as a camp  
96 counselor for remuneration or as a volunteer at Dogwood Acres, please refer to those stated at:

- 97 • [https://www.myflfamilies.com/programs/backgroundscreening/faqs\\_camps.shtml](https://www.myflfamilies.com/programs/backgroundscreening/faqs_camps.shtml), (The Florida  
98 Department of Children and Families); and
- 99 • The State of Florida statutes found in Title XXXI (Labor), Chapter 435, under Employment  
100 Screening, and related references.

101 The level of interaction with minors and vulnerable persons will determine whether a Level 1 or Level 2  
102 Background Screening is required.

103 The level of interaction with minors and vulnerable persons, and the type of engagement as a paid or  
104 volunteer staff person will determine whether a Level 1 or Level 2 Background Screening is required.

105 **EXPECTATIONS FOR PERSONS WORKING WITH**  
106 **MINORS, AND/OR VULNERABLE ADULTS**

107 It is the policy of the Presbytery of Florida to provide events free of any form of sexual abuse and  
108 misconduct, including sexual intimidation by any volunteer or Presbytery employee contacts. Sexual  
109 abuse and misconduct, in any form, is unacceptable behavior and is subject to disciplinary action.

110 Sexual abuse and misconduct includes, but is not limited to, unwelcome and unsolicited sexual  
111 advances, requests for sexual favors, discriminatory torment based on gender or sexual preference, and  
112 other undesirable verbal, visual, or physical conduct of a sexual nature, manifested in person or via one  
113 (1) or more types of electronic media.

114 In particular, sexual abuse and misconduct has occurred if:

- 115 • submission to any kind of sexual abuse and misconduct is an explicit or implicit term or condition  
116 of participation in an event;
- 117 • submission to, or rejection of, sexually harassing behavior is used as the basis of employment or  
118 other personnel decisions affecting the recipient of the behavior;
- 119 • Sexual abuse and misconduct has the purpose or effect of unreasonably interfering with the  
120 recipient's participation in an event or creating an intimidating, hostile, or offensive environment.

121 Any Presbytery employee or volunteer who believes, in good faith, that there has been a violation of this  
122 policy should report the perceived violation as soon as possible. If the perceived violation occurs during  
123 a Presbytery sponsored event, the matter must be reported to the coordinator of the event. If the event is  
124 sponsored by the Committee for Dogwood Acres, the Director of Dogwood Acres, the CDWA Chair, or  
125 a member of the CDWA Personnel Team must be contacted as soon as possible. Every complaint  
126 received by any one of these persons must be immediately communicated to the Stated Clerk and  
127 General Presbyter for action in accordance with the Presbytery's policy and procedures on sexual  
128 misconduct.

## 129 **MANDATORY EVENT RULES FOR WORKING WITH** 130 **MINORS AND VULNERABLE ADULTS**

131 The Presbytery of Florida shall ensure that the following measures be in place and actions taken for each  
132 event or activity of the Presbytery involving minors and/or vulnerable adults.

133

- 134 1. Supervision: There will always be one (1), and when feasible two (2) adult workers present in  
135 groups of minors and vulnerable adults.
- 136 2. Ratios: It is preferable that the adult to minor ratio for events is 2:17. There shall also be one adult  
137 of each gender when there is more than one gender in a group. Only in emergency situations may  
138 the ratio and gender diversity be compromised.
- 139 3. View windows and open doors: When minors and adult workers or volunteers are in a room, if the  
140 door is closed, the door must have a view window installed. If no view window is installed in the  
141 door, the door must remain open at all times.
- 142 4. Adult workers/caregivers should respect the privacy of the minors to whom they provide care.  
143 Responsible use of digital devices and cell phones is required in all situations (e.g. Taking age-  
144 appropriate photographs and movies, not taking photographs of minors who are not fully clothed).  
145 Adults and minors are required at all times to wear appropriate attire. Training is to be provided to  
146 understand age-appropriate behaviors that need to be reported to a caregiver or leader of the event.
- 147 5. All volunteers and employees at any Presbytery of Florida sponsored event must also abide by a  
148 code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited  
149 behaviors include but are not restricted to:
  - 150 a. Display of sexual affection toward a minor/vulnerable adult.
  - 151 b. Use of profanity.
  - 152 c. Discussion of sexual encounters with or around minors/vulnerable adults or in any way  
153 involving minors/vulnerable adults in personal problems or issues.
  - 154 d. Dating or becoming "romantically" involved with minors or vulnerable adults.

- 155 e. Using or being under the influence of alcohol or illegal drugs in the presence of minors or  
156 vulnerable adults.
- 157 f. Possessing sexually oriented materials – including printed or online – at such an event.
- 158 g. Telling a minor to keep something secret told to the minor.
- 159 h. Staring at or commenting on others’ bodies.
- 160 i. Initiating inappropriate or unapproved electronic communication with minors/vulnerable  
161 adults.
- 162 j. Working one-on-one with minors/vulnerable adults in a private setting.
- 163 k. Abusing minors/vulnerable adults in anyway, including (but not limited to) the following:
- 164 1) Physical abuse: hit, spank, shake, slap, unnecessarily restrain.
- 165 2) Verbal abuse: degrade, threaten, or curse.
- 166 3) Sexual abuse: expose oneself, or engage in sexually oriented conversations.
- 167 4) Shame, humiliate, act cruelly toward others.
- 168 5) Neglect: withhold food, water, shelter.
- 169 l. Permitting minors/vulnerable adults to engage in hazing, bullying, derogatory name-calling,  
170 ridicule, humiliation, or sexual activity.

## 171 **ALLEGATION REPORTING**

- 172
- 173 • All adults working with minors and/or vulnerable adults are to be completely familiar with the  
174 procedures for reporting alleged abuse. Please see  
175 <https://www.flsenate.gov/Laws/Statutes/2018/39.201> for State of Florida mandates for reporting  
176 allegations of abuse.
- 177 • Anyone aware of inappropriate contact involving a minor or vulnerable adult regardless of where  
178 the conduct occurred, must immediately report the questionable activity to the event coordinator.
- 179 • If an incident is witnessed or reported, that person should first secure the safety of the  
180 minor/vulnerable adult. The minor or vulnerable adult should not be left alone.
- 181 • The coordinator is to immediately notify the General Presbyter, who will then notify the Stated  
182 Clerk.
- 183 • The person initially contacted by the alleged victim, or who observed the offense, should  
184 immediately fill out a written report verbatim.
- 185 • The Presbytery will have available a list of agencies to be contacted which will also contain the  
186 Abuse Hotline number of 1-800-252-5400.
- 187 • The event coordinator shall have “Incident Report” forms available at the event.
- 188 • If an accusation by one attending a Dogwood Acres camp or conference is made after the camp  
189 season is over, it shall be directed to the Director of Dogwood Acres, and the chair of CDWA, who  
190 will then report to the General Presbyter.

## 191 **RESPONDING TO ALLEGATIONS**

192 A response team (trained and available through the Committee on Ministry), shall be initiated by the  
193 General Presbyter. This team will then follow its prescribed responsibilities. (See COM Handbook,  
194 latest version.)

195 *Approved for use by the Presbytery by the Coordinating and Planning Commission May 14, 2020*