



Youth Protection Policy

Youth Protection

Approved by the Board of Directors for DeMolay Canada for the governance of all DeMolay chapters, activities and events in Canada. This policy dated January 25, 2017 supersedes and replaces any and all previous policy statements or regulations.

YOUTH PROTECTION PROGRAM:

Policies, Guidelines and Information for DeMolay Chapters

Purpose

DeMolay Canada is committed to ensuring the safety and security of DeMolay participants through dedicated protection practices, and a strong protection policy. DeMolay Canada's commitment to the protection of youth helps ensure a safe and positive environment for DeMolay members to learn, grow, and become the best possible leaders. DeMolay's goals for its protection program include:

- Providing a constructive and danger-free setting to all stakeholders and participants of DeMolay
- Instilling confidence in DeMolay parents, advisors, volunteers, and the community that DeMolay is a secure and protective environment
- Educating and providing resources about efficient protection practices

1. Advisor Selection Process

1.1. Application

All applicants desiring to become a Registered DeMolay Advisor (hereafter referred to as an advisor) or adult volunteer positions must complete and submit a written application and registration form (Adult Worker Application), which must be submitted to the Executive Officer and if approved by him in turn submitted to DeMolay Canada headquarters.

1.2. Criminal History Background Check

All applicants will provide a Criminal Record and Vulnerable Sector Check along with their application

DeMolay Canada reserves the right to request or obtain an updated Criminal Background check and Vulnerable Sector Check at any time but recommends at the discretion of the Executive Officer, that criminal history background checks be renewed between each individual's fourth and fifth year of service with DeMolay Canada.

Applicants will be evaluated based upon the information provided and gathered and will be approved or rejected at full discretion of DeMolay Canada and the Executive Officer for the jurisdiction in which they will be employed.

Any current employee or volunteer must self-disclose convictions that occur during their service to DeMolay no later than three business days of the conviction.

1.3. Advisor Selection Criteria

Applicants for advisor or adult volunteer positions will be evaluated by the Executive Officer approving their appointment taking into consideration the following criteria:

- An individual who has a past history or pending charges of sexual crimes, child abuse, sexual molestation of children, or convictions or pending charges for any crime in which children were involved is disqualified from working with DeMolay Canada in any capacity.
- An individual who has a history of violence or sexually exploitive behavior is disqualified from working with DeMolay Canada in any capacity.
- An individual who was terminated from a paid or volunteer position with any other organization due to misconduct with a child is disqualified from working with DeMolay Canada in any capacity.

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The conviction for a crime unrelated to the applicant's responsibilities for DeMolay Canada will not automatically result in disqualification from service as an Advisor or adult volunteer and is ultimately at the discretion of the Executive Officer, who may consider other factors when evaluating criminal history records.

The totality of the record, including the frequency of the offense, the completeness of the available information, and the nature of the offense, will be considered when determining whether an applicant should be disqualified.

Any decision regarding applicants or volunteers deemed ineligible for positions at DeMolay Canada should be documented and kept on record with the Secretary of DeMolay Canada for future Executive Officer reference.

1.4. Training and Education

All applicants must complete the Adult Worker Training Program, and any other continuing education required by DeMolay Canada or the Executive Officer of the jurisdiction.

1.5. Advisor Status

Applicants cannot serve as a registered advisor or volunteer in DeMolay Canada programs or activities until they have undergone all of the above listed processes and have received an acceptance letter and advisor card from DeMolay Canada.

DeMolay requires each advisor and volunteer to renew their registration materials on an annual basis. Reappointment is not automatic and is ultimately at the discretion of DeMolay Canada and the Executive Officer of the Jurisdiction in which they serve.

2. Supervision

Advisory Councils are responsible to provide appropriate and adequate supervision of their meetings, events and activities. As a general guideline the following safe practices are recommended and encouraged as the situation and numbers permit.

Executive Officers may at their discretion add additional conditions and requirements as they deem appropriate to activities in their area of responsibility.

2.1. Visual Access

Registered advisors should avoid being isolated with individual DeMolay (excluding their own children). If a conversation between a registered advisor and a DeMolay needs to be held in confidence, the registered advisor should select an area where the conversation cannot be overheard but is within the visual range of others.

2.2. Parental/Adult Involvement

Parents should be notified of all official DeMolay Canada activities. These communications may be verbal, in writing, via phone or via email. Communications should always include the date, location, beginning and ending times for the activity, and contact information for the Advisors or volunteers who will be in attendance. Parents are always welcome and encouraged to participate in DeMolay activities under the supervision of a registered advisor.

3. Prohibited Activities

3.1. Abuse and Physical Force

Physical violence—slapping, spanking, corporal punishment and similar behaviors at DeMolay activities by Advisors, adult volunteers, or by DeMolay is prohibited and will result in disciplinary action.

Sexual contact or behavior—touching or exposure of an area typically covered by a bathing suit, by Advisors, adult volunteers, or DeMolay is prohibited and will result in disciplinary action.

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This includes patting another person's buttocks, skinny dipping, or "mooning" others. Advisors and adult volunteers should always change clothes and shower separately from DeMolay.

Sexually explicit materials—sexually oriented or pornographic videos, magazines, photographs, games or other media are not permitted at any DeMolay activities and will be confiscated if found.

Neglect—Advisors or adult volunteers are prohibited from punishing DeMolay by withholding food, water or medical assistance.

3.2. Hazing and Bullying

Any behavior directed toward a specific individual or group that is meant to cause physical danger, intimidation, emotional or psychological harm or discomfort, or inflict isolation, humiliation or ridicule is prohibited whether by Advisors, adult volunteers, or DeMolay and will result in disciplinary action. These behaviors include forced consumption or use of any substance, physical force or brutality in any form, confinement, exposure to the elements, sleep deprivation, online humiliation and any other activity that is not consistent with the authorized activities and principles of DeMolay or the law.

3.3. Weapons

The illegal use or possession of weapons of any character by members, visitors, guests or adult volunteers at DeMolay activities is strictly prohibited and will result in disciplinary action.

3.4. Drugs, Alcohol & Stimulants

The use or possession of mind-altering substances, including alcohol or illegal drugs, or the abuse of over-the-counter or prescription drugs, or any other substance for non-medicinal purposes by Advisors, adult volunteers, or DeMolay is prohibited during DeMolay activities.

3.5. Unauthorized Ceremonies or Organizations

Only ceremonies published in the DeMolay Ritual, the Monitor of Ceremonies, or those approved in writing in advance by the Executive Officer, may be performed.

All secret activities, unofficial organizations and unsanctioned ceremonies are not authorized by DeMolay Canada and are not permitted as part of any DeMolay activity.

3.6. Violations

DeMolay Canada has a Zero Tolerance policy with regard to all prohibited activities as listed in section 4 of this policy. Any violation of these provisions may result in suspension or expulsion from all future DeMolay programs and activities.

Additionally, if any of these actions violate applicable federal, provincial or local laws, they will be reported to the appropriate authorities for further investigation and possible prosecution.

4. Activities Requiring Special Approval or Consideration

4.1. Photography & Videography

Photographs and videos of DeMolay activities should not be taken or published without the written permission of the DeMolay pictured, or the permission of their parents if they are minors.

4.2. Activities in Private Homes

Activities involving Advisors or adult volunteers and DeMolay in private homes should not be conducted without the prior approval of the chapter's Advisory Council.

4.3. Overnight Trips or Activities

Any overnight trips require 2 registered advisors and written approval from each DeMolay's parent or legal guardian

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Advisors and adult volunteers may never stay in rooms with DeMolay's who are not their children. It is recommended that DeMolay be housed by age range 12-17 & 18-20 where numbers permit.

4.4. Transportation

DeMolay are responsible for arranging for their own transportation to and from DeMolay activities. Adult volunteer and Advisors may provide transportation for DeMolay as required but it is not an obligation.

5. Reporting

5.1. Abuse Definition

DeMolay defines abuse as any action, inaction, or event that endangers or injures the physical, psychological, or emotional well-being of a DeMolay.

5.2. Disclosed, Suspected or Actual Abuse or Injury

Any time an incident of abuse or injury is disclosed, alleged, or occurs, or if a concern about the potential for abuse or harm arises:

The Advisor or adult volunteer who identified the situation will:

- Call 911 or notify the local child protection agency
- Notify the parents or legal guardians of all involved, as directed by the authorities
- Notify the jurisdiction's **Executive Officer** within 24 hours, and provide a written report documenting the situation and all factual information and allegations

The Executive Officer will:

- Notify **DeMolay Canada** and the appropriate Advisory Council.
- Place the alleged perpetrator, if they are a registered advisor or adult volunteer, on leave from DeMolay programs and activities pending the completion of an investigation

DeMolay Canada will:

- Notify the appropriate insurance provider
- Review all reported suspicions and incidents to determine whether further action needs to be taken, whether current policies and procedures need to be revised to prevent similar future occurrences, and whether additional training or learning opportunities could prevent or reduce the likelihood of similar incidents in the future.

5.3. Additional Resources

In some instances, Advisors or adult volunteers may hesitate to make a report because they feel that they lack sufficient information, or they do not fully understand the situation. It is important to remember that making a report only requires suspicion, and not proof. For guidance about making a report and what to expect, Advisors and adult volunteers may choose to reach out to an external hotline for confidential guidance or the local authorities as available

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