



SACRED HEART SCHOOL

59 WILSON STREET, HARTSDALE, NEW YORK 10530

TEL. (914) 946-7242 / FAX (914) 946-7323

WWW.SHSHARTSDALE.ORG

O SACRED HEART OF JESUS, I PLACE MY TRUST IN YOU!

O SACRED HEART OF JESUS, HAVE MERCY ON US!

Dr. John Fruner, EdD
Principal

Rev. Michael Moon
Pastor

VOLUNTEER PACKET FOR SACRED HEART SCHOOL

Thank you for your interest in volunteering in Sacred Heart School.

This packet contains information about the Archdiocese of New York's background check, a summary of your rights under the Fair Credit Reporting Act, the background check form (Authorization & Disclosure for Background Check), the Safer Spaces online training class with registration instructions, the Code of Conduct for Working with Minors, and the summary of Proper Professional Boundaries Policy in the Archdiocese of New York.

Once your background check is completed, results sent to the Archdiocese of New York's Safe Environment Office, you complete and then provide Sacred Heart School with documentation that the Safer Spaces has been done, the principal will invite you in for an in-person meeting. After that, you will be informed if you have been cleared to volunteer in the school and will confirm when you are approved to begin. These steps enable us to work together for a safe environment in our school.

Please complete these steps, in this order, to submit your Volunteer Application:

1. Read the Archdiocesan Policy on Background Checks
2. Read the Summary of Your Rights under the Fair Credit Reporting Act.
3. Complete the Background Check Form. This is the Authorization & Disclosure For Background Check page. *Please print all your information.*
4. Once you complete the Background Check Form, scan it as a PDF and email it to Dr. Fruner. (jfruner@shshartsdale.org) You can also drop off the form at the school office.
5. Register for the online Safer Spaces training. Complete the training. When the training is done, print out and scan the verification. Email the scan as a PDF to Dr. Fruner. (jfruner@shshartsdale.org).
6. Read the Archdiocese of New York's Code of Conduct for Working with Minors, and then read the Proper Professional Boundaries policies for the Archdiocese of New York.
7. Email Dr. Fruner to make an appointment to meet to discuss what you would like to do in Sacred Heart School.

Your volunteering in the school will enrich the lives of the children as well as the staff. And we hope it will be fulfilling to you as well!

Registered by The University of The State of New York
Accredited by Cognia (<http://www.cognia.org>)

Sacred Heart School, founded in 1953, is a learning community dedicated to providing comprehensive and challenging Pre-Kindergarten through Grade 8 education. Our culture is to foster the children's individuality within our safe and nurturing atmosphere. Here at Sacred Heart, we value respect, individuality, self-awareness, self-esteem, and personal responsibility to foster an environment within a Christ-centered learning environment. Our students will develop the skills of independent life-long learning with our commitment to education and promote peace and citizenship through character education.

ARCHDIOCESAN POLICY ON BACKGROUND CHECKS

All personnel and volunteers of the Archdiocese of New York whose position or duties place them in regular contact with minors must be screened for suitability for service.

Due to the religious nature of all archdiocesan institutions, the archdiocese shall evaluate the suitability of persons applying for employment or volunteer service, and those who have already entered into such service, based on the moral teachings of the Catholic Church.

The archdiocese reserves the right to make decisions about employment or volunteer service that will promote the religious principles of the Catholic Church.

This screening will include a background check (including checks of criminal history and sex offender registry status), which may be conducted at the time of application for service, and during the course of service, according to policies established by the Safe Environment Office.

All archdiocesan personnel and volunteers in regular contact with minors must submit to a background check. Failure to submit full and complete information required for a background check, or any false statement made during the screening process, shall constitute grounds for termination of employment and being barred from any contact with minors in any program or activity of the archdiocese.

Results of background checks will be evaluated by the director of the Safe Environment Office to determine if there may be a risk to minors. The information provided and the results will be handled with the highest degree of discretion in order to protect the privacy of all personnel and to ensure that negative information is not improperly revealed. The results of background checks shall be handled according to the policies and procedures established by the Safe Environment Office and in full conformity with all applicable provisions of state and federal law.

The Archdiocese of New York will periodically conduct a new background check for personnel or volunteers, especially if information is received regarding an incident or criminal conviction.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Under federal law, you can order a free credit report each year; to do so, go to the website set up by the Federal Trade Commission, www.annualcreditreport.com. It will note that the Archdiocese of New York and the background check contractor has “obtained a copy” of your credit report. This usually is listed in a section that lists “Inquiries that display to companies” or “Other inquiries”, and is frequently accompanied with an indication that it is an “employment inquiry”.

This does not mean that anyone obtained financial information about you. In fact, since our background check is considered an “employment inquiry”, it will not affect your credit score. This entry simply means that the background check contractor accessed the part of your credit file that contains your name, Social Security Number, and address history – not your financial information. They do this to ensure the accuracy of the information you gave on the Authorization & Disclosure form and to verify your identity. Even though financial information was not obtained, federal law requires that a notation be made on your credit report, so that you can know of every instance where the personal information in your credit file was obtained.

AUTHORIZATION & DISCLOSURE FOR BACKGROUND CHECK

I have read the *Archdiocesan Policy on Background Checks* and "*A Summary of Your Rights Under the Fair Credit Reporting Act*," understand my rights as outlined in that document and, in connection with my work with children or youth in the Archdiocese of New York, authorize the agency where I am applying or currently serve in the Archdiocese, its affiliates, agents, and independent contractors, to make the following background checks during the application/screening process and during the course of my employment/service: criminal history, sex offender registration, and social security number verification. Further, the information received in connection with this background checks is strictly confidential and will not be released except to the personnel specified in the *Archdiocesan Policy on Background Checks*. Unless I so authorize in writing, the Archdiocese and its independent contractors will not disclose or distribute the information generated from the background checks listed above. Law enforcement, judicial, and governmental agencies are authorized to release all written information about me in connection with the above-authorized background checks. To the extent permitted by law I release all individuals, companies, corporations and agencies from any and all liability, claims, and or damages relating to the above-authorized background checks.

PLEASE PRINT CLEARLY The following information is true and correct to the best of my knowledge:

Institution #: _____ **Parish/School/Agency/Institution Name:** SACRED HEART SCHOOL **City:** HARTSDALE
 (e.g. 001) (e.g. Cathedral of St. Patrick Church or St. Mary's School) (e.g. New York City)

Check ONE for the program you facilitate the *MOST* at the Parish/School/Institution that you listed above:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Parish | <input type="checkbox"/> Boys High School | <input type="checkbox"/> Pre-school (stand alone) | <input type="checkbox"/> Agency |
| <input type="checkbox"/> Religious Education | <input type="checkbox"/> Co-Ed High school | <input type="checkbox"/> CYO-Sports | <input type="checkbox"/> Misc |
| <input checked="" type="checkbox"/> Elementary School | <input type="checkbox"/> Girls High School | | <input type="checkbox"/> Outside Vendor |

Position in that program: _____
 (e.g., Catechist, Catechist Aide, Teacher, Teacher's Aide, CYO-Basketball, CYO-Baseball, Admin Asst, Other-Parish, Maintenance)

Check ONE: ☐ Employee ☒ Volunteer ☐ Clergy-Summer ☐ Clergy-Extern ☐ Clergy-Relig Order ☐ Clergy-Diocesan

Legal Name: _____
 Prefix(e.g. Mr, Mrs, Ms) First Middle Last Suffix

Email: _____
 Other name used (e.g., maiden name) _____

Current Address (NO PO Boxes) _____ Apt _____ City _____ State _____ Zip _____

Prior Address (NO PO Boxes) _____ Apt _____ City _____ State _____ Zip _____

Date of Birth* _____
 Month Day Year

*Date of Birth is **REQUIRED**; information is used for identification purposes only. Age is in no way used as a qualification for employment or volunteer service.

Social Security# (U.S. Issued Only): _____ - _____ - _____

SSN is **REQUIRED; If the individual is a foreign citizen and does not have an SSN, leave blank & attach a government issued picture ID to this form.

Daytime Telephone Number: (_____) - _____ (in case we can't read your hand writing)
 Area Code Number

Signature: _____ **Date:** _____

Parent's Signature (if the person above is under 18yrs): _____

SAFER SPACES

Volunteers can fulfill their Safe Environment training requirement by viewing the Safer Spaces video online.

To take the online training class, you will first have to register. This process should take a total of about 45 minutes. The instructions on how to register are on the next pages.

The registration page, and the start page for taking the class, can be found at <http://safe.home.marist.cloud/>.

Important Notes about the Online Class:

- **Please do not take the Safer Spaces online training class unless you have already submitted a background check form to Dr. Fruner at Sacred Heart School.**
- Clergy, school administrators, teachers, and Directors of Religious Education must take VIRTUS "Protecting God's Children" classes.

Important Notes on Registering for SAFER SPACES.

- When filling in your name, **please use your legal name (the same name you put on the background check form)**, not nicknames or short names, such as "Jon" for "Jonathan." This is necessary so that the Archdiocese of New York can match your training record with your background check.
- Please use the **same email address** that you put on your background check form.
- **Please be careful about what Program you choose.** You are volunteering in a Catholic school, please select the kind of school it is (e.g., "Elementary School"). If you are working with religious education classes (CCD), please choose "Religious Education". If you are working with a sports program, please choose "CYO Sports".
- **Please be careful about what Position you choose.** For example, please do not select "Teacher's Aide." You are a volunteer, please choose "Volunteer."
- When you successfully complete the course, the Safe Environment Office will update your records in their database. Please scan verification that you completed Safer Spaces and email the scan as a PDF to Dr. Fruner. You can also drop off a copy of that verification to Dr. Fruner.

For Technical Problems

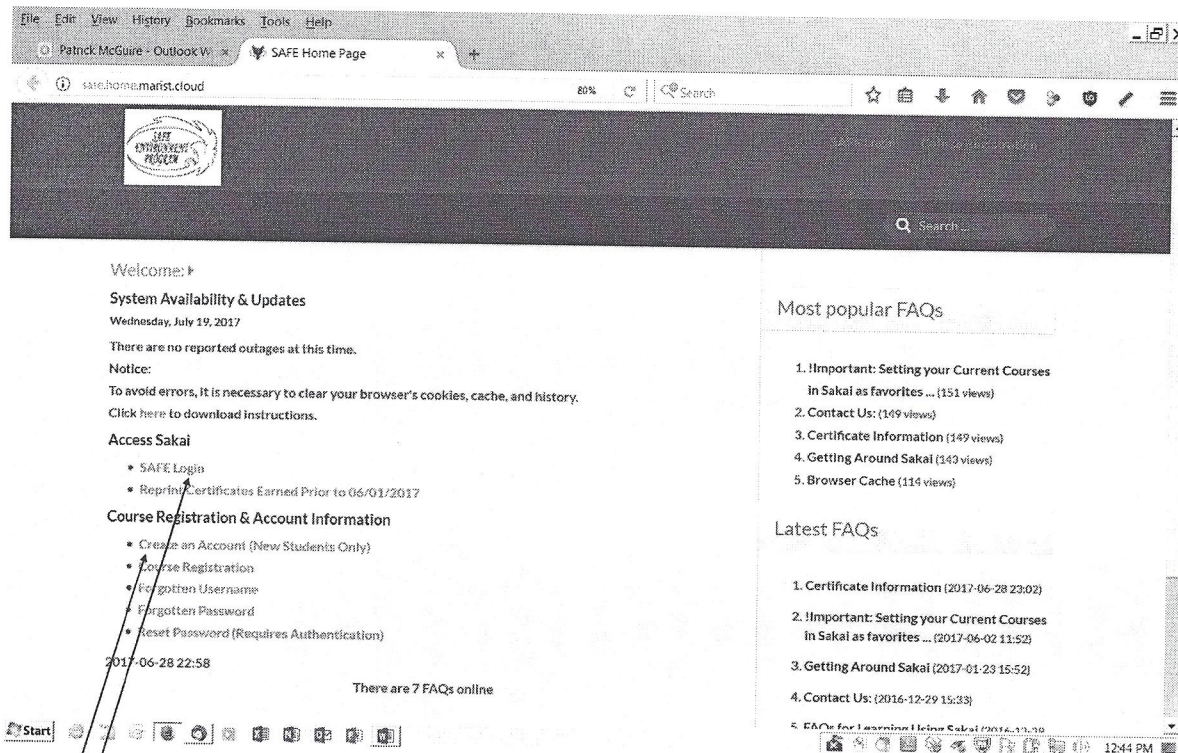
If you have technical problems with the online training class, please contact the website host's technical support team at 845-575-3993. **Please do not call the Archdiocese of New York's Safe Environment Office, since they cannot provide technical assistance.**

Instructions for registering for the Archdiocese of New York's Safe Environment online training modules (Safer Spaces Online)

When you are ready, go online to the website and we can begin.

<http://safe.home.marist.cloud/>

The first screen you see will look like this:



- If you are new user and need to register for the site, click "Create an Account". The rest of this instruction sheet will walk you through the registration process.
- If you have already registered, click "Safe Login" to be taken directly to the learning module.
- If you are already registered for online training with the Archdiocesan Catechetical Program, click "Safe Login", and log in with the username and password you selected before. Be aware however, that upon logging in, you will be required to add some additional details to your user profile to fulfill records requirements for the Safe Environment Program. You will only need to do this once and will be able to log in as usual from that point on.

- After you have entered your information and clicked submit, you will be taken to a log-in screen.
- Your username will be ***yourfirstname.yourlastname***. (Don't forget the "dot" between your-names.)
- You will have already selected your password.
- Go ahead and log in.

You will see the screen below. Choose an answer for the question based on the list provided.
Most people registering for this course will answer no.

Required
Please fill out all of the required information below to create your user account.

Are you a:

- ☐ Teacher (employee at a Catholic school; not at Religious Education)
- ☐ Teacher's Aide (employee at a Catholic school; not volunteer; not at Religious Education)
- ☐ DRE /CRE (Directors or coordinators of Religious Education; employees AND volunteers)
- ☐ Guidance counselor
- ☐ Youth Minister (employee, not volunteer)
- ☐ Social Worker
- ☐ Priest
- ☐ Seminarian
- ☐ Deacon
- ☐ Candidate for the Permanent Diaconate
- ☐ Principal or Dean
- ☐ Assistant Principal or Dean

☐ Yes ☒ No

If you answered "No", you will now be able to scroll down and fill in you information.

☐ Yes ☒ No

Prefix (e.g. Mr. Mrs.)

First Name*

Middle Name

Last Name*

Other Name (e.g. Maiden or Religious name)

Suffix (e.g. Jr.)

Whenever you encounter a button (For example, “Find an Institution.”) or a line with a phrase (For example, “Select a Position”) requesting information (see arrows), simply click on the phrase for a drop-down menu to select from. When you are finished, Click “Submit”.

The screenshot shows a web browser window with the address bar displaying <https://echo.sis.maristcloud/SAFE/register/safe>. The page contains a registration form with the following fields and labels:

- Institution**: A label with the text "No Institution Selected" below it. An arrow points to the "Find an Institution" text.
- Select a Position**: A label with the text "Position*" below it. An arrow points to this label.
- Phone***: A text input field.
- Email***: A text input field.
- Password (min 8 characters)***: A text input field.
- Confirm Password (must match)***: A text input field.
- Submit**: A button at the bottom of the form. An arrow points to this button.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 12:47 PM.

You will see the screen below next, Enter your username (FirstName.LastName) and the password you created earlier, then click “LOGIN” to be taken to the learning module.

The screenshot shows a web browser window with the address bar displaying <https://login.geminiodysey.org/mc/login?redirect=https%3A%2F%2Fecho.sis.maristcloud>. The page has the title "Please Log In" and the heading "Enter your Username and Password".

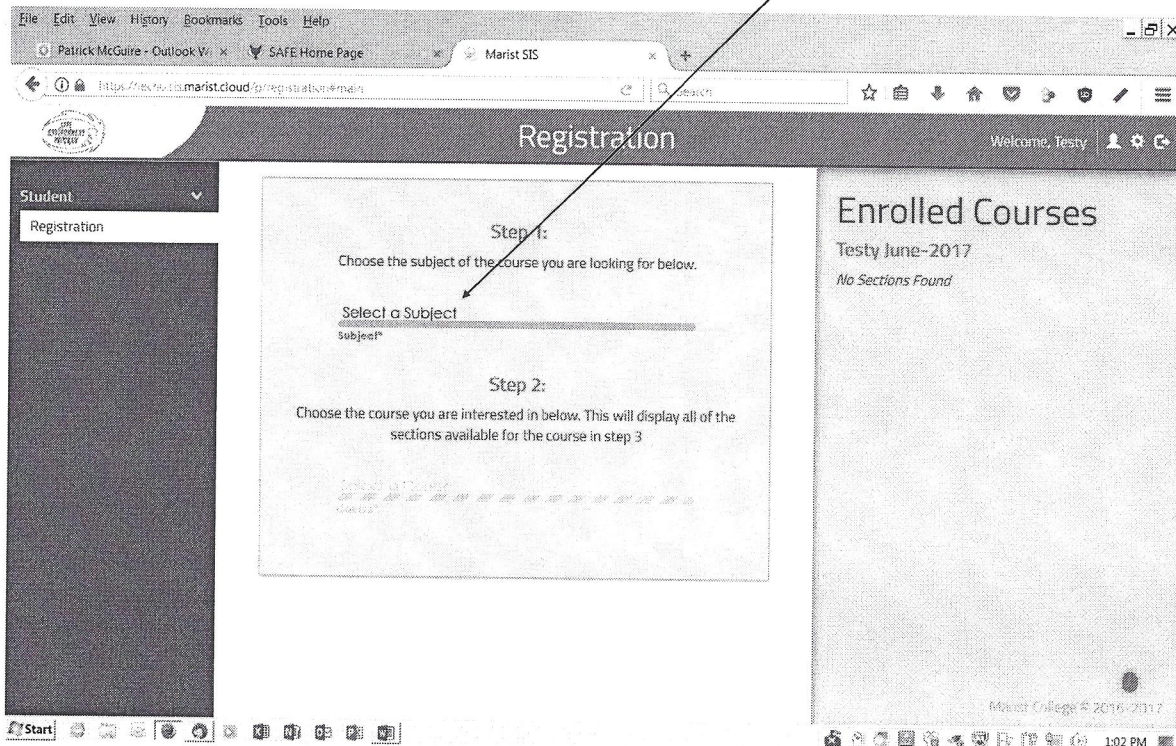
The login form includes:

- Username**: A text input field containing "Testy.June-2017".
- Password**: A text input field masked with dots.
- LOGIN**: A button.
- CLEAR**: A button.

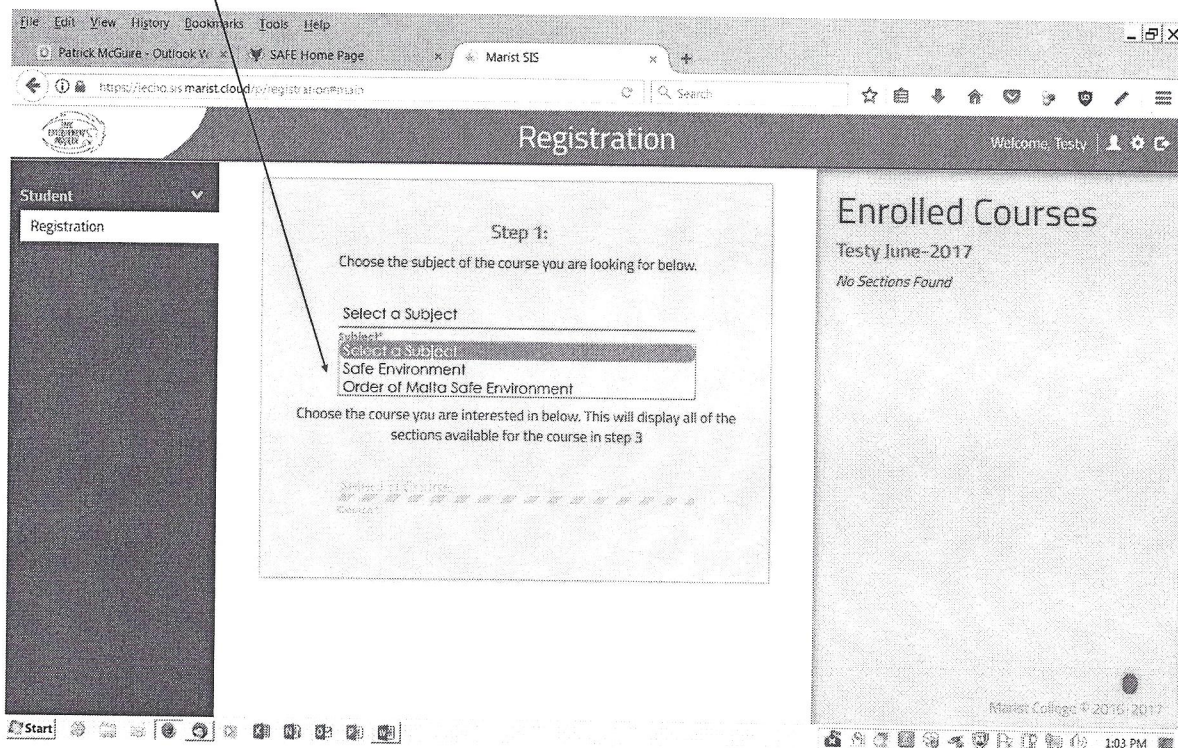
Below the form, there is a security notice: "For security reasons, please Log Out and Exit your web browser when you are done." and a footer that says "Powered by Jasig-CAS".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 12:55 PM.

It's time to select your course. Click on the phrase "Select a Subject"



....to open a drop-down menu. Select the organization that has asked you to complete Safer Spaces. For demonstration purposes, we will go with "Order of Malta", but the instructions are the same if you select "Safe Environment" for the Archdiocese.



Next, click "Select a Course" to open a drop-down menu. Typically, there is only one option, but be certain that the year is correct. (When this sheet was constructed, it was 2017.)

The screenshot shows the Marist SIS Registration page. The browser address bar displays <https://echo.sis.marist.cloud/pr/registration#main>. The page title is "Registration" and the user is logged in as "Testy". The left sidebar shows "Student" and "Registration". The main content area has two steps:

Step 1:
Choose the subject of the course you are looking for below.

Order of Malta Safe Environment
Subject*

Step 2:
Choose the course you are interested in below. This will display all of the sections available for the course in step 3

Select a Course
Course*
Select a Course
OMSS 2017 - 2017 Order of Malta Safer Spaces

The "Enrolled Courses" section on the right shows "Testy June-2017" and "No Sections Found". The bottom of the page shows the Windows taskbar with the time 1:04 PM.

You can now scroll further down to review your course selection. If it looks correct, click "Register."

NOW, you must be patient for a moment while the registration completes. DO NOT hit that green "Registration" button more than once! It may take a moment to complete, but when it does.....

The screenshot shows the Marist SIS Registration page after scrolling down. The browser address bar displays <https://echo.sis.marist.cloud/pr/registration#main>. The page title is "Registration" and the user is logged in as "Testy". The left sidebar shows "Student" and "Registration". The main content area has three steps:

Step 1:
Choose the subject of the course you are looking for below.

Order of Malta Safe Environment
Subject*

Step 2:
Choose the course you are interested in below. This will display all of the sections available for the course in step 3

OMSS 2017 - 2017 Order of Malta Safer Spaces
Course*

Step 3:
Choose the course section below. This will enroll you in the course and it will appear in the Enrolled Courses section on the right. If the course has started you can use the "Enter Classroom" link to go to the class.

Section: 2017 - OMSS 2017 - Patrick McGuire
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The "Enrolled Courses" section on the right shows "Testy June-2017" and "No Sections Found". The bottom of the page shows the Windows taskbar with the time 1:05 PM.

.....your new classroom will appear on the right. Congratulations! You are now registered, and you have options. You can go straight to your module now by clicking the "Enter Classroom" link, or you can log out and come back later. (Refer to page one if your forget the address and click "SAFE Login" when you get there.

The screenshot shows the Marist SIS Registration page. The browser address bar displays <https://redclass.marist.cloud/sis/registration#main>. The page has a dark header with 'Registration' and 'Welcome, Testy'. The left sidebar shows 'Student' and 'Registration'. The main content area is divided into 'Step 2' and 'Step 3'. Step 2 shows 'OMSS 2017 - 2017 Order of Malta Safer Spaces' as the selected course. Step 3 shows 'Section: 2017 - OMSS 2017 - Patrick McGuire' as the selected section. The 'Enrolled Courses' section on the right shows 'OMSS 2017 - OMSS 2017 - Patrick McGuire' with an 'Enter Classroom' link. A 'Welcome, Testy' message is at the top right.

Here at last is the course 'proper'. You may want to take a look at the site tutorial or close it and move on. Take a look at the Welcome message.

The screenshot shows the Sakai learning management system. The browser address bar displays <https://sakai.marist.cloud/portal/site/290422d9-1be2-447b-e84b-5701a2d016e4>. The page has a dark header with 'Sakai' and 'Home'. The left sidebar shows 'Overview', 'Safer Spaces', 'Gradebook', 'Certificate', and 'Help'. The main content area is divided into 'RECENT ANNOUNCEMENTS' and 'MESSAGE CENTER NOTIFICATIONS'. The 'RECENT ANNOUNCEMENTS' section shows a 'Welcome!' message from John Diglio (Admin) dated May 31, 2017. The 'MESSAGE CENTER NOTIFICATIONS' section shows a 'Welcome to Sakai' dialog box. The 'July 2017' calendar shows the dates from Sunday to Saturday.

After closing the tutorial, the course becomes self-directing by giving instructions on each page.
See that red sentence at the end of the welcome?

Announcements
(viewing announcements from the last 10 days)

Welcome!
(John Diglio (Admin) - May 31, 2017 10:15 am)

Welcome to the Order of Malta Online Learning Environment!

The "Safer Spaces Learning Module" provided here is designed by the Archdiocese of New York to build and maintain safe environments for the children in our care as well as our staff and volunteers.

First and foremost, we want to humbly thank you for your care, commitment, and dedication to the children in our community. May our Lord bless you abundantly in your ministries!

When you are ready to begin, click "Safer Spaces" to the left and follow the instructions.

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Click the "Safer Spaces" tab on the left, and you are off and running. Just be sure to follow the instructions on each page.

Thank you for taking the time to complete the module and more importantly, for your ministry to our children!

Good luck and God Bless!

Sakai Home SAFE_Order of Malta_OMSS 2017_OMSS 2017_2017 2017 ~

SAFE_Order of Malta_OMSS 2017_OMSS 2017_2017 2017 > **SAFER SPACES**

Lesson Builder

Overview

Safer Spaces

Gradebook

Certificate

Help

Safer Spaces Online Learning Module

This module is meant for use by volunteers and staff as directed by the Order of Malta. If you are not a member of the Order or have not been directed by them to fulfill this training requirement, please log out and contact your administrator for the correct course of action to follow.

When you are ready to proceed, please click the button below or "NEXT".

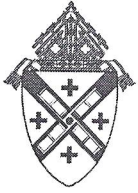
Safer Spaces Pg 1

NEXT

1:09 PM

In 2002, in response to the grave problem of child sexual abuse in Catholic institutions, the Bishops of the United States adopted the *Charter for the Protection of Children and Young People*. The *Charter* was amended in 2018.

The Safe Environment Program of the Archdiocese was established to implement Articles 12 and 13 of the *Charter*. Article 12 mandates the establishment of programs to train staff in “ways to make and maintain a safe environment for children and young people”, and to publicize “the standards of conduct for clergy and other persons in positions of trust with regard to children”. Article 13 requires that the Archdiocese evaluate the background of all clergy and of all those whose duties involve contact with minors.



ARCHDIOCESE OF NEW YORK

CODE OF CONDUCT FOR WORKING WITH MINORS

The conduct of those working or volunteering in Archdiocesan parishes and affiliated agencies and programs must reflect the mission of the Church to teach Christ's truth and extend His love and care to all. In addition, there is a heightened concern that those working with minors recognize the importance of legal, professional, and responsible conduct.

In my work with minors in the Archdiocese of New York, I solemnly promise to:

- Engage only in positive behavior and maintain appropriate physical and emotional boundaries in my relationship with minors. This includes but is not limited to the following behaviors:
 - Not engaging in any covert or overt sexual behaviors with any minor; avoiding any sexual innuendo, sexual or indecent comments; not showing any indecent material or images to minors.
 - Being attentive to warning signs of the potential violation of sexual boundaries or the abuse of minors.
 - Not meeting alone with minors in an unsupervised or private setting.
 - Not engaging in grooming behavior (i.e., conduct intended to build trust with a child and the adults around them to create opportunities to be alone with and sexually abuse the child).
 - Not permitting any minor in my personal private space, such as sleeping quarters, living areas, and vehicles.
 - Not giving gifts to a minor that shows undue favoritism or suggests a special relationship.
 - Avoiding any inappropriate physical contact with a minor, particularly any touch of a sexual nature.
 - Not having private or inappropriate contact with a minor through electronic communication or social media.
 - Not using or being under the influence of alcohol or drugs (including cannabis) when working with minors.
 - Not possessing or distributing any indecent images of minors (including simulated or computer-generated images), particularly child sexual abuse images (so-called "child pornography").
 - Ensuring that I always interact with minors according to my position and not as if I were their peer.
- Abide by all applicable Archdiocesan policies regarding child protection and sexual misconduct.
- Report all suspected cases of abuse or neglect of minors according to civil law and Archdiocesan policy.

- Notify my supervisor of any violations of this code or of any Archdiocesan policy, any violations of appropriate boundaries, and any information necessary to prevent a minor being harmed.
- Cooperate fully with any investigation into any allegation of suspected abuse or neglect of a minor.
- Participate in training sessions required by the Archdiocese to foster a safe environment and to prevent the sexual abuse of children and young people.
- Submit to a background check, according to Archdiocesan policy.
- Work within the limits of my position, professional competence, and, if applicable, licenses, certifications, etc.; abide by the codes of conduct of these positions and professions; seek appropriate referrals and consultations when issues arise that need the assistance of other professionals; and readily seek the advice of supervisors when appropriate.

I understand that any violation of this Code may result in disciplinary action up to and including removal from my position. Such disciplinary action will be taken in accord with the personnel policies of the Archdiocese or the parish or agency where I work or serve, and any applicable collective bargaining agreements.

I understand that it is the express policy of the Archdiocese to alert appropriate civil authorities of any suspected inappropriate or criminal behavior towards minors and to cooperate fully with any investigations of such suspected behavior by any competent authority.

I understand that under Archdiocesan policy, the term "minor" means a person who has not yet attained eighteen years of age; an adult who habitually lacks the use of reason; a person of any age who lacks the capacity to give consent due to a mental or developmental condition or disability; or a person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist an offense.

Proper Professional Boundaries

Professionalism requires that adults maintain clear boundaries in their relationship with the minors they are serving.

Adults bear the responsibility to ensure that:

- their relationship with minors is clearly professional in nature;
- proper boundaries are maintained at all times;
- minors are made aware of these boundaries; and
- any minor who intrudes upon these boundaries is counseled as to proper behavior.

Here are some specific guidelines to help maintain proper professional boundaries in your relationship with minors:

- Excessive familiarity or intimacy between adults and minors is not permitted.
- Adults should not relate to minors as if they were peers or friends.
- Adults are never to take on a role of a “surrogate parent” or “confidant” to a minor with whom they are working.
- Adults must take special care to observe boundaries when they are dealing with minors who are especially vulnerable (e.g., children who have experienced sexual or other kinds of abuse).
- Adults may not give undue attention or favorable treatment to a minor or group of minors, such that there is the appearance that there is a “special” relationship with the adult, or that a minor is a “favorite” of the adult.
- Adults must always be with another adult or be in the proximity of another adult when working with minors in unsupervised settings.
- Adults may not be alone with minors in private locations.
- Adults may not engage in purely social relations with minors in non-school or private settings, except in special circumstances (e.g., graduation parties).
- Adults may not enter into a dating relationship with a person who is in a youth program that they minister to, even if that person is now an adult (e.g., a youth minister dating a current member of the youth group).

Physical Contact with Minors

Physical contact between adults and minors must be approached with a high degree of caution, and must be very strictly limited. Adults are responsible for ensuring that there is no inappropriate physical contact with minors.

Physical contact with a minor is only permissible if:

- it is fully appropriate to the situation;
- it is appropriate to the age of the minor;
- it is entirely nonsexual;
- the minor consents to the contact and is fully comfortable with it;
- it will not be misconstrued by the minor or others; and
- it does not constitute an abuse of the adult's position of power or trust.

Here are some specific guidelines regarding physical contact with minors:

- Physical contact with minors may never take place in private.
- Physical contact in the context of any kind of counseling may never take place.
- Physical contact with minors may never be routine behavior for an adult.
- The kinds of prohibited physical contact include, but are not limited to:
 - any contact with the areas of the body that are ordinarily covered by a bathing suit;
 - kissing on the mouth or prolonged hugs (these are never permitted under any circumstances);
 - routine greeting/departure hugs or social kisses to the cheek;
 - holding hands (other than briefly holding the hand of a young child in public for their safety, for example while crossing the street);
 - placing and leaving one's arm around a minor's shoulder, back or waist for a prolonged period;
 - patting a child on the backside (even during a sporting event);
 - repeatedly touching on the arm, back or legs;
 - touching on any part of the body in a way that may be construed as a caress;
 - tickling or wrestling;
 - placing and leaving hands on the shoulders of a child sitting at a desk;
 - having a child sit on one's lap;
 - placing and leaving hands on the legs of a minor who is seated alongside;
 - sitting with one's legs crossed with the legs of another.
- Some kinds of incidental and brief physical contact may be acceptable under special circumstances, such as:
 - briefly shaking hands as a social greeting;

- very brief public social contact in connection with a special event or circumstance (e.g. such as a public greeting hug, an arm placed around the shoulder for a moment, or a short pat on the back, to congratulate a student at graduation);
 - lightly and briefly tapping on the arm or shoulder to get their attention;
 - a “high five” or “fist bump”, for instance during a sporting event;
 - an arm briefly placed around the shoulder of an upset or injured minor in public.
 - Please note: these kinds of behavior should be rare, and under no circumstances can they be regular or routine behavior; adults must use extreme caution, to ensure that these behaviors cannot be misconstrued by an observer or by the minor, and that they do not otherwise violate appropriate boundaries.
- The age of the minor is a very significant factor in determining whether physical contact is appropriate or not (e.g, ruffling the hair of a pre-schooler may be appropriate, but running one’s hand through the hair of an adolescent would not).
 - Otherwise unacceptable behavior does not become acceptable if it is done by a minor to an adult. The adult has the obligation to stop the conduct and counsel the minor as to proper behavior. The adult should also report any such incident to their supervisor.
 - Cultural customs, or the ordinary behavior of minors towards their peers, do not give permission for otherwise inappropriate physical contact by adults.