

**DELBARTON SCHOOL  
POLICIES AND PROCEDURES  
FOR THE PROTECTION  
OF MINORS**



**2024-2025 SCHOOL YEAR**

## Important contact information

Delbarton School and St. Mary's Abbey (collectively the "Order of St. Benedict of New Jersey"; OSBNJ) have a zero-tolerance policy for child abuse in any form. All employees of Delbarton School are mandated reporters under New Jersey Statute 9:6-8.10 and are required to report all instances of abuse or suspected abuse to proper authorities.

Mandated reporters must call immediately, but no later than 24 hours after they suspect that maltreatment of a minor may have occurred. The mandated reporter must follow up with a written report within 72 hours.

A report should be made to local law enforcement and DCPD using the following contact information. **If it is an emergency, call 911.**

**Morris County Sheriff's Office**     *Phone:* (973) 285-6600

*Mail:* Morris County Courthouse  
56 Washington Street  
Morristown, NJ 07960

### **Child Abuse Hotline (State Central Registry)**

*Phone:* 1-877 NJ ABUSE  
(1-877-652-2873)

*TTY:* 1-800-835-5510

**Note:** Delbarton School and St. Mary's Abbey have instituted a no retaliation policy. Any employee, volunteer, or student who makes a good faith report of suspected abuse under this policy shall be protected from retaliation by any member of our community.

# Policies and procedures for the protection of minors

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Delbarton School is committed to providing a safe environment. We are dedicated to upholding a culture of safety and the protection of each member of our community. The policies and procedures that follow assist in developing and protecting such a culture.

Relationships are the foundation of education, particularly in a Catholic school. Defining healthy boundaries and policies to maintain a safe environment are not meant to undermine the importance of personal contact or the ministerial role of educators in any way. Rather, they are meant to assist all employees and volunteers within Delbarton School to be effective educators. Providing consistent, written standards helps to safeguard all minors, the well-being of the community, and the integrity of Delbarton School and the broader Delbarton community.

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Retain a copy of the Minor Abuse Reporting Form for your personal records. If the accused is an employee or volunteer of Delbarton School, or another campus entity, contact the Headmaster and provide a copy of this report.

## I. Safe environment policy

Delbarton School has zero tolerance of any sexual, physical or emotional abuse of minors. Delbarton School will be in compliance with applicable New Jersey, federal, and local laws. The school will also be in compliance with all OSBNJ policies, pertinent Roman Catholic Diocese of Paterson policies regarding Catholic schools, and the applicable provisions of the U.S. Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*.

This policy applies to all school personnel and volunteers. For the purpose of this policy, the following definitions will be used:

1. The term "employee" refers to all persons employed by Delbarton School. This includes all support staff, administrative staff, campus ministers, guidance counselors, and faculty employed with a formal employment appointment. "Employee" also includes all individuals employed through a provisional agreement or with a coaching or teaching stipend.
2. The term "volunteer" refers to all persons who provide regular or occasional service to Delbarton School's programs on a non-contracted basis. This includes non-employee sports or activity assistants, chaperones, and host families.
3. The term "minor" refers to all individuals under the age of 18. The term "minor" also includes an individual who is of full legal age, enrolled in high school, and declared as a dependent on the parents' most recent federal income tax form.
4. "School premises" refers to the buildings and grounds used by Delbarton School for its educational programs. This includes Trinity Hall, St. Benedict Hall, Fr. Stephen Findlay Pavilion, Fine Arts Center, Lynch Athletic Center, Estabrook Dining Hall, Pizzo Family Field House, Retreat Center, Saint Mary's Abbey Church, and the grounds and athletic fields surrounding the school buildings used for official school purposes.

## Safe environment requirements

All employees or volunteers serving within Delbarton School shall:

- a. Be trained to be aware of signs of child sexual abuse
- b. Follow policies and take steps to prevent child sexual abuse and protect minors
- c. Abide by New Jersey Statutes and written school procedures if sexual abuse is suspected or observed

## Safe environment training program

The role of the Safe Environment Training Program is to cultivate a culture of prevention and safety within Delbarton School, to educate and inform about safety protocols and practices, and to provide resources on safe environment issues. The program covers topics related to the safety of minors including, but not limited to, the following: defining appropriate boundaries, recognizing signs of abuse, emergency response protocols and drill procedures, safe transportation protocols, minors and internet safety, and issues related to bullying.

The Safe Environment Training Program is planned, executed, and administered by the Headmaster or designee of the Headmaster under the supervision of the Headmaster. Attendance at training conducted under the policy is documented and retained in hardcopy or electronic form. This documentation constitutes a portion of the annual compliance report, housed in the Headmaster's Office.

## Primary Training Program

The primary training program includes, but is not limited to, the following activities:

1. The distribution of all safety policies and procedures including a signed letter of acknowledgement
2. The review of relevant emergency drill procedures and protocols
3. The review of mandated reporting procedures and protocols

All employees, and all volunteers who supervise minors, must complete primary training activities each academic year before the beginning of their service (i.e. teachers before courses begin, support staff before the first day of school, coaches before their season begins, chaperones before departure on a field trip, etc.). Volunteers in positions that do not supervise minors will be assigned a training program relevant to their position. This training program must be completed within the timeframe established.

Should an employee or volunteer not complete all components of the primary training program in the timeframe described above they will not be allowed to begin their service. Any delay in service may result in disciplinary action up to and including termination of employment.

### Secondary training program

The secondary training program provides education opportunities and resources for employees and volunteers throughout the academic year. These topics may include peer mediation, issues related to bullying, internet safety, and so forth. These training programs will be offered at staff meetings, workshops, and in-services as deemed necessary by the school administration. Attendance requirements for secondary training programs will be determined by the administration on an individual training basis and will be communicated with employees and volunteers.

## Screening and background checks

All employees, and all volunteers who supervise minors, must be screened prior to the beginning of their service. Delbarton repeats criminal background checks on all continuously employed employees and high-access volunteers at least once every two years and at time of rehire for returning or seasonal employees and high-access volunteers. Additionally, Delbarton requires employees and high-access volunteers to immediately notify their supervisor or human resources if they are arrested or convicted of a crime while they are employed by the organization.

The primary method of screening personnel is through a formal background check. Delbarton School complies with the background check requirements of the State of New Jersey's Department of Education ("DOE"). Under the DOE, the Office of Student Protection Unit (OSP) conducts criminal background checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, and nonpublic schools, as well as for authorized vendors and authorized school bus contractors, by working through the New Jersey State Police (NJSP) and the Federal Bureau of Investigation. Delbarton utilizes the services of Identigo for new applicant's fingerprint images. Identigo's primary services are the secure capture and transmission of electronic fingerprints for employment, certification, licensing, and other verification purposes. For background checks of certain seasonal, low-access employees (e.g., part-time summer buildings and grounds employees), Delbarton uses ADP Screening and Selection Services (SASS). ADP SASS uses name, address, birthdate and social security numbers to perform a full criminal background check and a multi-state sexual offender registry check. Furthermore, Delbarton School and OSBNJ of New Jersey also require our external General Counsel to perform a full background check (though an outsourced private investigator) on every new employee.

In 2018 the New Jersey Senate signed into law, Senate Bill S414 (Law A 3381), commonly known as the "Pass the Trash" law. The law, which became effective June 1, 2018, puts forth guidelines to help ensure that teachers, administrators, and vendors that come into contact with school students have not been previously accused of or convicted of any unlawful contact with minors, including sexual and physical abuse. All educational facilities, including Chartered and Private schools are required to follow the law. In compliance with the law, Delbarton School sends form P.L. 2018, c. 5 the *Sexual Misconduct / Child Abuse Disclosure Release* to applicants and all past employers (within the last 20 years) for which an applicant was employed in a position that involved contact with children. Applicants are asked to attest and past employers are asked to indicate whether, to the best of their knowledge, if the applicant has been the subject of any abuse or sexual conduct investigations; been disciplined, discharged, non-renewed or asked to resign from employment while allegations of child abuse or sexual misconduct were pending or under investigation; or had a license or certificate suspended or revoked while allegations of child abuse or sexual misconduct were pending or under investigation. While

completion is not required on the part of former employers, Delbarton School will make multiple attempts to contact and obtain completed waivers from each applicable former employer.

The Chief Financial and Operations Officer and Director of Human Resources for Delbarton School coordinates all background check processes. Background check documentation for all employees and volunteers are maintained as part of the annual compliance report, housed in the Headmaster's Office.

## Employees

All employees of Delbarton School must complete an employment application and background check prior to their employment. In addition to the background check completed at the time of employment, all employee background checks will be repeated every two years. All relevant documents including employment applications and completed background checks are retained in the Human Resources Office. Employees must report if they are arrested or convicted of a crime during their employment. Reports must be immediately made to the Director of Human Resources and the Chief Financial and Operations Officer. Any employee will be terminated immediately, or a prospective employee not allowed to begin employment, if the results of a background check, or subsequent reports, indicate that person is not eligible to work in a school.

## Volunteers

Volunteers of Delbarton School fall into one of two categories based on their level of interaction with students: high-access or low-access. *High-access volunteers* are those that work directly with minors in a semi-supervised or unsupervised capacity. Examples of high-access volunteers include activity volunteers and volunteers who serve as chaperones for school-sponsored activities and trips. All high-access volunteers are required to complete a background check prior to the beginning of their service and at two year intervals. Volunteers must also complete the appropriate version of the background check form.

*Low-access volunteers* are those who do not work directly with minors, do not come into contact with minors in any one-on-one situations, or their volunteer service is observed by school employees. Examples of individuals who fall into this category include, but are not limited to, guest speakers or lecturers, or volunteers who serve in certain capacities at school events. Low-access volunteers are not required to complete background checks. Designation of which individuals classify as high- vs. low-access is at the sole discretion of the school administration.

All volunteers must report if they are arrested or convicted of a crime during their service. Reports must be immediately made to the Director of Human Resources and the Chief Financial and Operations Officer. Any volunteer will be disengaged immediately, or a prospective volunteer not allowed to begin service, if the results of a background check, or subsequent reports, indicate that person is not eligible to work in a school.

## II. Safe environment expectations and guidelines

In order to provide a safe environment for minors, all programs sponsored by Delbarton School must adhere to the following guidelines. For the purpose of this policy, "programs" shall refer to all activities of the school including, but not limited to, the general educational and instructional program, athletic programs, extra-curricular activities and clubs, community service programs, summer camps, global programs and retreats.

The Assistant Headmaster for Student Affairs and Athletic Director will annually review and approve all extra-curricular programs for minors in the school (e.g., activities, athletics, camps). A list of these programs shall be maintained and shall include activities, purpose, coordinators, meeting times and locations.

### Employee and volunteer expectations

All school employees and volunteers shall meet the following expectations:

1. Maintain high ethical and professional standards
2. Establish boundaries appropriate to the educational relationship
3. Know and abide by the *Employee Handbook* of Delbarton School and the *Policies and Procedures for the Protection of Minors*
4. Know how and to whom to report inappropriate behavior (i.e., boundary violations) and know how to report abuse
5. Act as role models of proper values
6. Avoid situations of extreme personal self-disclosure (e.g., inappropriate details of personal life or personal experiences)
7. Avoid giving personal gifts. Gift giving can be a form of buying loyalty or silence and should only be done on a group basis. Gifts, if given, should be modest and should be given only with the knowledge of the minor's parents. Note that awards given on the basis of merit are not considered to be "gifts."

### Program leader and supervisor expectations

Employees and volunteers who supervise others, especially those who supervise students, including all teachers, advisors, chaperones, and coaches, shall meet the following expectations:

1. Ensure that any and all volunteers are monitored, and that sufficient supervision exists
2. Ensure that any and all volunteers are following the Safe Environment Requirements including training, application, and background checks, as necessary
3. Know the number and whereabouts of student and adult participants
4. Maintain records of attendance for each class or session
5. Know the location of emergency equipment, first aid kit, fire extinguisher and be aware of building layout and location of emergency exits
6. Know all emergency procedures for both response and communication. In the case of activities, athletics, and other programs, establish a plan for contacting parents or guardians in case of an emergency
7. Communicate the designated meeting place in case of an evacuation or emergency

### Electronic Communication with Minors

All electronic communication between school employees or adult volunteers and the students entrusted to their care should take place within the parameters of the OSBNJ platform (delbarton.org) and its related applications (e.g., Delbarton Gmail, Schoology). Volunteers or provisional employees (e.g., coaches) who do not have a Delbarton School (@delbarton.org) email address must utilize the messaging systems through Schoology. Personal email addresses must not be used to communicate with Delbarton School students or other minors involved in school programs or activities without explicit permission of the Headmaster.

Electronic communication between employees or volunteers and Delbarton School students or other minors involved in school programs or activities is restricted to information relevant to the school program and the individual student or minor's performance and well-being.

Care should be taken to safeguard personal boundaries and to avoid inappropriate involvement in the personal lives of employees, volunteers, students, or other minors. For this reason, communication between employees or volunteers and

Delbarton School students or other minors involved in school programs or activities via personal social media services is not allowed.

Employees and volunteers are generally not permitted to participate in instant messaging or text messaging with Delbarton School students or other minors involved in school programs or activities. In cases where adult-student communication is necessary and the use of a Delbarton platform is impractical, alternative methods of correspondence (e.g., group or mass texts, texts inclusive of other adults) are permissible assuming that the adult remains in an appropriate adult role relative to the student, that the content of the communication is for sharing logistical information and reminders, and that the correspondence is visible to others and is archived (i.e., not automatically deleted).

## Technology Use Guidelines

Information technology services make technology a natural part of day-to-day work and study for all members of the Delbarton School community. Access to information technology resources, however, carries with it the responsibility for ensuring that its use is primarily for institutional purposes and related activities. Moreover, the use of information technology resources must be consistent with institutional policies and local, state, and federal laws.

The following excerpts include information most relevant to this *Policies and Procedures for the Protection of Minors*. For complete information, please consult the *Technology/Media Services, Business Equipment/Electronic Privacy*, and related policies in the *Employee Handbook*.

In summary, complying with acceptable use of technology and information resources requires users to:

- a. Use resources only for authorized purposes
- b. Protect username, passwords, and system from unauthorized use
- c. Access only information that has been developed by the user, that is publicly available, or to which the user has been given authorized access

Further, any user may have access privileges denied, restricted, or revoked for any violation of the media services policy. Causes for revocation include, but are not limited to, the following:

- a. Using another person's username and password
- b. Attempting to read, copy, alter, or destroy others' data files or software without permission
- c. Attempting to gain unauthorized access to another person's computer, whether local or off-campus
- d. Attempting to circumvent or subvert network security measures
- e. Using internal or external email or messaging services to harass or intimidate
- f. Using the campus network or computers in a manner that violates the principles of honesty or appropriate behavior
- g. Using information technology resources or systems for personal gain or commercial purposes
- h. Engaging in any other activity that does not comply with institutional policies and local, state, and federal laws; and creating, viewing, downloading, accessing or sharing pornography

Employees, volunteers, and students have no expectation of privacy in connection with the entry, creation, transmission, receipt, or storage of information via the Order's technology resources. Users waive any right to privacy in information entered, created, received, stored, or transmitted via the Order's technology resources, and consent to access and disclosure of such information by authorized personnel.

As with all other property, the Order's technology resources and all information entered, created, transmitted, received, or stored via our technology resources is subject to inspection, search, and disclosure without advance notice by persons designated or acting at the direction of the Order or as may be required by law or as necessary to ensure the efficient and proper administration and operation of technology resources. This monitoring or search includes, without limitations, the following:

- a. Individual hard drives of any computer owned, leased, rented, or maintained by the Order
- b. Any information stored on any hard drives owned, leased, rented, or maintained by the Order
- c. E-mail messages to or from an Order computer
- d. Any documents drafted on an Order computer
- e. Any internet sites accessed on an Order computer or through the Order's network system
- f. Any phone calls made or received from any phone systems owned, leased, rented, or maintained by the Order
- g. Any messages left on any phone owned, leased, rented, or maintained by the Order

For procedures related to the violation of this policy and for information regarding the rights reserved to Technology



Services, please consult the full policy.

## **Parent Rights and Expectations**

Parents have a right to observe programs and activities in which their children are involved with permission of administration. Parents who participate in or have continuous, ongoing contact with their children's program shall fulfill the Safe Environment requirements for school employees and volunteers.

## **Guidelines for Minors Serving School Programs**

Minors serving in programs (e.g., tutors, camp counselors, deans, service coordinators.) are an important part of service within the school community. For any minor who may supervise other minors, the following standards shall be met:

1. Minors supervising other minors must attend an age and grade appropriate Safe Environment educational session annually and adhere to the *Policies and Procedures for the Protection of Minors*.
2. Minors supervising other minors must adhere to the appropriate interactions and behaviors as referenced in Appendix B.
3. Minors supervising other minors must always serve with a Safe Environment trained adult.

### III. Reporting policy and procedures

This policy will be implemented in accordance with New Jersey Revised Statutes Title 9, Section 6 and all other State statutes, federal law, and any additional pertinent local laws and ordinances and, in the case of ordained priests hearing confession, Canon Law. All school employees and volunteers must comply with all applicable laws regarding reporting incidents of actual, alleged, or suspected abuse and with procedures outlined in this policy.

#### State law and mandated reporting

All school employees and volunteers, while acting within the scope of their service in the school, are mandated to report any incidents of actual, alleged or suspected abuse of minors to law enforcement and the Division of Child Protection and Permanency (DCPP), as specified by New Jersey Statute Section 9:6-8.10. The school will investigate the incident and take immediate measures to protect the minor(s) involved. For more information about mandated reporting, consult the New Jersey Department of Children and Families (DCF) website.

The failure of employees or volunteers to report incidents of actual, alleged or suspected abuse as required by law and in this policy will be subject to disciplinary action up to and including dismissal and could be subject to criminal penalties under State or federal law. Discipline will be administered in accordance with the staff handbook.

If a person of any age reveals abuse to a priest during confession, priest-penitent confidentiality cannot be breached (Canon 983). If a person reveals abuse to a priest outside of a confessional context, the priest shall report the allegation immediately to the appropriate civil authorities as required by law.

#### Reporting procedures

The following procedures should be followed when reporting incidents of abuse. Contact information for law enforcement agencies and DCPP are included on the second page of this document.

#### Reasonable Suspicion of Abuse

When a school employee or volunteer has reasonable cause to believe that sexual, physical, or emotional abuse or neglect has occurred, he or she is mandated to make a report to civil authorities. In the case of reasonable cause to believe, a school employee or volunteer must:

1. Immediately report the allegations by phone or in person to law enforcement and DCPP
2. Complete the Minor Abuse Reporting form (Appendix E), and then mail or fax the form to appropriate law enforcement and DCPP within seventy-two (72) hours
3. Report to the Headmaster that a call was made to law enforcement and DCPP. Information provided should include the date, time of call, and who placed the call
4. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation

#### Reported Sexual Abuse

When a minor reports sexual abuse to a school employee or volunteer that person should:

1. Listen attentively to the minor
2. Stay calm and keep the minor in a safe environment
3. Leave questioning of the child for the trained interviewer
4. Assure and validate the minor: the abuse was not his/her fault and he/she did the right thing by disclosing

5. When the minor is stable and secure with another adult, immediately report the allegations by phone or in person to law enforcement and DCPD
6. Complete the Minor Abuse Reporting form with summary (Appendix E) and then mail or fax the form to appropriate law enforcement and DCPD within seventy-two (72) hours
7. Report to the Headmaster that a call was made to law enforcement and DCPD. Information provided should include the date, time of call, and who placed the call
8. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation

It is important to note that, as mandated reporters, school personnel may not make any promise of confidentiality in the case of reported abuse. School personnel must comply with these procedures in the case of any reported abuse even if confidentiality is requested by the minor making the report.

## **Reported Physical or Emotional Abuse**

When a school employee or volunteer receives a report of physical or emotional abuse from a minor, he or she should follow the steps listed above with the exception of step three. At that point the employee or volunteer may ask what happened, who did it, when did it happen, and where did it happen.

## **Possession of child pornography**

Possession of child pornography is a crime for which Delbarton School has zero tolerance. Any employee or volunteer who suspects that a student, employee, or volunteer is in possession of or accessing child pornography on the campus, in connection with any event, or by using school property including, but not limited to: computers, servers, phones, or other resources, must immediately report their concern. A mandatory report to the police, the county sheriff, or the local child welfare agency is also required in instances where the employee or volunteer knows the individual depicted in the pornography and knows that the individual is a minor.

## **Confidentiality**

Delbarton School is committed to working in good faith with law enforcement and DCPD. So as not to compromise an investigation, those who make the report shall not discuss the incident with anyone unless required to do so in conjunction with the investigation.

## **No Retaliation**

Delbarton School will not retaliate against any employee, volunteer or student who makes a good faith report of suspected abuse of a minor under this policy, and retaliation by any community member (or employee) is strictly prohibited. Encouraging others to retaliate also violates this Policy. Employees, volunteers, or students who feel they have been retaliated against for making a report under this Policy or for participating in an investigation should contact the Human Resources Specialist. Employees, volunteers, and students who are found to have engaged in retaliation against another employee or student, in violation of this Policy, will be subject to discipline, up to and including dismissal from school (for students) or termination of employment (for employees and volunteers), in accordance with school handbooks.

## **Adults Reporting Past Abuse**

An adult who alleges abuse as a child by clergy or a current or former employee or volunteer may be advised to contact law enforcement to make a report. Mandated reporting requirements detailed under New Jersey Revised Statute Title 9 do not apply. The adult who has made the allegation has the right to make a report to law enforcement and support may be offered to assist the individual in making the report if it is requested.

If the reported abuse took place in another school or diocese, the decision to report to law enforcement in the city or state in which the abuse occurred may be advised.

The employee or volunteer to whom the report was made should notify the Headmaster as soon as possible.

## **Anonymous or Unspecified Reports of Abuse**

An anonymous report or unspecified report is a report that does not provide sufficient information to ascertain the identity of the victim, the accused, the accuser, or to proceed with an investigation. A person who is the subject of an anonymous or unspecified report of sexual misconduct as set forth in this section may be notified of the report. Anonymous reports are discouraged since they may inhibit a thorough investigation.

## IV. Safe Environment Compliance Policy

### Vendors and other non-campus employees

All vendors are not permitted unsupervised contact in any way with minors on Delbarton School campus. For the purposes of this policy, the term "vendor" shall mean anyone who provides goods or services to or otherwise conducts business with Delbarton School.

1. That if any of the vendor's employees, agents, contractors, or subcontractors have been adjudicated to be or is a registered sex offender, that said person will never come on to the campus of Delbarton School or perform work on the campus at any time.

Examples of vendors who must complete the Vendor Safe Environment Compliance form prior to performing any work on Delbarton School campus include:

- a. Vending machine companies with employees who are regularly on campus near minors to service or fill machines
- b. Caterers or food service companies who serve meals on campus on a regular basis
- c. Contracted gardeners or landscape maintenance employees
- d. Contracted maintenance personnel
- e. United States Postal Service employees
- f. Parcel delivery employees (FedEx, UPS, DHL, and other local vendors)
- g. Garbage, trash, or recyclable collectors
- h. Delivery persons for items such as food, beverages, or supplies
- i. Vendors that come into contact or interact with minors on campus for four consecutive days or less and are directly supervised by school personnel during the entire visit (i.e., school photographers, health screenings, events such as educational presentations)

## V. Transportation and travel policies and procedures

Transportation and travel are critical to many of the programs of Delbarton School. While never failing in this mission, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with transportation and travel activities. This risk management is the responsibility of all employees and volunteers of Delbarton School. Adherence to transportation and travel policies is required.

### School-Sponsored Travel

The term "field trip" refers to student travel that is not more than 150 miles from the school campus and ordinarily does not include overnight stays. The term "school-sponsored trip" refers to student travel that would not ordinarily be considered a field trip. Field trips and school-sponsored trips generally have an educational purpose and are to be given the same respect and consideration as on-campus educational activities. Because school-sponsored travel in either form are official programs offered by the school, the guidelines and regulations outlined in the *Policies and Procedures for the Protection of Minors* are in force regardless of geographic location or distance from school premises. Further, all disciplinary and academic requirements as outlined in the *Student Handbook* and the *Manual of Policies and Procedures* are in force. The trip coordinator may make explicit changes to normal handbook requirements due to the nature of a trip or other trip-specific circumstances with the approval of the Headmaster or Assistant Headmaster for Student Affairs. These will be communicated in advance. The trip coordinator has the right to take disciplinary action, including sending a student or adult participant home from a trip, because of disregard for school policies or the handbook and program expectations.

While the trip coordinator cannot accept responsibility for the individual actions and values of the trip participants, he or she is responsible for maintaining conduct that is consistent with the educational mission of the school. The trip coordinator is also responsible for the safety, welfare, and morale of the entire group. In the case of international travel, the trip coordinator is responsible for the group's continued reception as guests in the foreign country.

Students will not be sent unaccompanied on school-sponsored travel.

### Trip Coordinator Expectations

An employee or volunteer who plans and leads a field trip or school-sponsored trip serves as the trip coordinator.

Leading school-sponsored travel is a significant responsibility. In addition to following the safe environment expectations and guidelines as described in Section III of the *Policies and Procedures for the Protection of Minors*, the trip coordinator is expected to fulfill the following expectations:

1. Obtain permission from the Assistant Headmaster for Student Affairs for the field trip or school-sponsored trip. Field trip requests must be made a minimum of two weeks preceding the proposed activity. School-sponsored trips must be planned well in advance, preferably at least one calendar year. Participant lists, trip purpose statement or rationale, logistical information, and other relevant information must be shared at the time of proposal.
2. Secure necessary permission forms. Note that general field trip permission is granted by parents on the annual enrollment contract. However, parents must be notified that a field trip is taking place at least a week in advance.
3. Secure necessary chaperones and ensure compliance with all requirements to serve as a chaperone (i.e., background check, safe environment training, forms, etc.). The school requires one chaperone for every ten participants.
4. Distribute, review, and enforce the guidelines for the trip. Develop and distribute a detailed itinerary including flight information (as applicable), complete hotel contact information (as applicable), dates for each location stay, and an outline of daily activities.

5. Make all necessary insurance and financial arrangements with the Chief Operating Officer.
6. Develop and distribute communication information to trip participants including emergency contact numbers, procedures for emergencies, and contact information for trip leaders, chaperones, and school personnel.
7. Possess copies of participants' consent for treatment forms, emergency contact information, and liability forms. These must be accessible at all times yet kept secure. In the event of a medical emergency, the trip coordinator must call the parents or guardians and a school administrator as soon as possible.
8. Develop and follow procedures for monitoring and supervising participants. The coordinator must know where participants are at all times and regularly check on them. In the case of host families, the coordinator must establish a process whereby the host families can readily communicate with the coordinator.
9. If applicable, ensure that all overnight accommodations are in compliance with this policy. If there are conflicts, immediately notify and consult the Assistant Headmaster for Student Affairs.

## Participant Expectations

Travel program participants must follow all pertinent academic and disciplinary policies contained in the *Student Handbook*, and other rules established for the program. Parents who participate in school-sponsored travel activities are also expected to abide by all school and program policies and guidelines.

## Chaperone Expectations

The term "chaperone" applies to any individual who participates in school-sponsored travel who also carries official responsibilities on behalf of the school. Chaperones complete regular duties such as the supervision and monitoring of participants, carry personal information such as emergency contact or medical documents, and are responsible for effective communication, discipline, and safety. As such, chaperones must complete all requirements, and fulfill the obligations, of a school employee or volunteer as outlined in the *Policies and Procedures for the Protection of Minors*, in particular Section III. This includes a background check and safe environment training.

Parents who participate in school-sponsored travel are not automatically chaperones, though parents may be assigned to serve in this role. Only employees, volunteers, or chaperones who have completed all background checks and training requirements may supervise minors on school-sponsored travel. As such, parents who are not serving as chaperones are able to supervise their own child(ren) during outings or free time on a school-sponsored trip. They may not, however, supervise other children. Parent participants who wish to supervise minors other than their own children on a school-sponsored trip must be certified as a chaperone.

## Guidelines for Overnight Accommodations

When overnight accommodations are necessary, trip coordinators shall seek to assure that the following standards are met:

1. Guest rooms must open into interior hallways that are lighted and secure
2. Security officers or personnel should be on staff
3. Minors must be housed together according to gender
4. No adult may room with a minor unless the two are related
5. Rooming lists should be made available to chaperones and hotel security (if requested)
6. A safe environment should be provided for showering, bathing, and dressing. Adults and minors shall do these activities at different times and, when possible, in different locations

7. Drivers' information sheets and insurance coverage should be secured and verified from all employees and volunteers
8. World-wide travel insurance coverage is recommended for travel outside of the country
9. In dormitories or other large room facility settings where multiple participants are lodging overnight, a minimum of two adults are permitted to lodge in the same room as same-gender minors. They are encouraged to use the beds closest to the door and farthest away from minors

## Transportation and vehicle use

Employees of Delbarton School must follow and abide by relevant policies on the use of school vehicles. While the full policy should be consulted, the following statements are included for emphasis:

1. A "covered vehicle" is a vehicle that is owned, on a long-term lease, or a short-term lease (rental car) by OSBNJ or Delbarton School for the purpose of conducting business. Any covered vehicle that is used to transport employees, volunteers, or students must be driven by an authorized driver. Any transportation of students must be done in a covered vehicle. Under no circumstances should a student be transported in an employee's vehicle.
2. An "authorized driver" is an employee who has satisfied basic requirements for operating a covered vehicle (e.g., valid driver's license). Authorized drivers who transport minors must also possess a Commercial Driver License (CDL) with appropriate classifications. Additionally, authorized drivers with a CDL are required to abide by NJ Department of Transportation and Motor Vehicle Commission policies and submit to medical and drug testing screenings.
3. All accidents involving a covered vehicle, or personal vehicle being used for business should be reported immediately to proper law enforcement authorities and Delbarton's Director of Transportation. In the case of an accident a police report should always be made. Ensure that all vehicle occupants fasten their seat belts while the vehicle is in motion.
4. The use of cellular telephones or other 2-way communication devices while the vehicle is in motion is strictly prohibited.
5. The vehicle must be operated in a safe manner, observing all town, village, city, and state ordinances and laws pertaining to the operation of motor vehicles. Any driver arrested or ticketed for violations of any laws while operating a covered vehicle will be held responsible for all expenses incurred as a result of arrest or citation and must notify the Director of Transportation.
6. Authorized drivers who transport minors are discouraged from being alone in a car with a student. When only one student is to be transported it is encouraged that another adult be present or that the student sit in the back seat, if possible.



## VI. Policy governance and revision

### Discipline for Violation of Policies

School employees and volunteers are bound to abide by Delbarton School's *Policies and Procedures for the Protection of Minors*. A proven violation of the *Policies and Procedures for the Protection of Minors* by an employee or volunteer is subject to consequences, which may include termination from one's position and/or restrictions on future service to the school.

### Policy Publication and Transparency

Delbarton School is committed to maintaining open and transparent standards of ministerial conduct and appropriate boundaries for all employees and volunteers. To communicate these standards, these *Policies and Procedures for the Protection of Minors* shall be made available as follows:

1. Delbarton School external website ([www.delbarton.org](http://www.delbarton.org))
2. Delbarton School internal website ([schoolology.delbarton.org](http://schoolology.delbarton.org))
3. Saint Mary's Abbey website ([www.saintmarysabbey.org](http://www.saintmarysabbey.org))
4. Delbarton School Employee Handbook
5. A physical copy may be furnished upon request to school administration

The availability of the *Policies and Procedures for the Protection of Minors* shall be communicated at least annually via school communication (i.e., newsletter, website announcement, orientation materials, etc.).

## VII. Resources and Forms

**Appendix A:** Directory of terminology

**Appendix B:** Guide to interactions and behaviors

**Appendix C:** Code of ethics

**Appendix D:** Mandated reporter resource guide

**Appendix E:** Minor abuse reporting form

**Appendix F:** Volunteer application form

**Appendix I:** Safe environment compliance form (vendors)

**Appendix J:** Safe environment compliance form (outside organizations)

**Appendix K:** Safe environment acknowledgement form

**Charter for the Protection of Children and Young People.** In June 2002 the United States Conference of Catholic Bishops created a document stating their commitment to ensure that the sexual abuse of minors would not happen again. The *Charter* provides a framework for the *Essential Norms*, a set of guidelines created for dioceses in the United States to complement canon law regarding any sexual abuse of minors by a cleric.

**Cleric.** A man who has been ordained to the transitional diaconate, permanent diaconate, or priestly office.

**Code of Canon Law.** Body of universal law that governs the Latin Rite of the Catholic Church.

**Emotional abuse.** When a parent, guardian, or custodian demonstrates behavior that is likely to have the effect of terror, rejection, isolation, humiliation, or debasement of a child. Child is exhibiting severe anxiety, depression, withdrawal, or untoward aggressive behavior that could be due to serious emotional damage by a parent, guardian, or custodian which can only be diagnosed by a medical doctor or psychologist.

**Essential Norms.** A document created by the United States Conference of Catholic Bishops. This document ensures that each diocese and eparchy will have policies and procedures in place to respond promptly to all allegations of sexual abuse of minors by diocesan and religious priests or deacons.

**Minor.** A person who has not reached full legal age (18 years old). For the purpose of training requirements and youth volunteer status, the term "minor" also includes a person who is of full legal age, enrolled in high school, and is declared as a dependent on the parents' most recent federal income tax form. As noted in *Sacramentorum sanctitatis tutela*, article 6, a minor also includes a person who habitually lacks the use of reason.

**Neglect.** The inability or unwillingness of a parent, guardian, or custodian of a child to provide that child with supervision, food, clothing, shelter, education or medical care if that inability or unwillingness causes unreasonable risk of harm to the child's health or welfare.

**Parent/guardian.** Any natural parent, adoptive parent, resource family parent, step-parent, paramour of a parent, or any person who has assumed responsibility for the care, custody, or control of a child or upon whom there is a legal duty for such care. Parent or guardian includes a teacher, employee, or volunteer, whether compensated or uncompensated, of an institution who is responsible for the child's welfare and any other staff person of an institution, regardless of whether the person is responsible for the care or supervision of the child. Parent or guardian also includes a teaching staff member or other employee, whether compensated or uncompensated, of a day school.

**Physical abuse.** When a parent, guardian, or other person having custody and control inflicts or allows to be inflicted upon a child, or creates a substantial risk of, physical injury by other than accidental means that causes or creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ.

**Reasonable belief.** When a person has any facts from which one could reasonably conclude that a minor may have been neglected and/or abused.

**Sexual abuse.** Intentionally or knowingly engaging in sexual contact or conduct with a minor. Abuse can include inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, or child prostitution as detailed in the New Jersey Statutes. Sexual abuse also includes the acquisition, possession, or distribution of pornographic images of minors for purposes of sexual gratification, by whatever means or using whatever technology.

**Social media.** Forms of electronic communication (e.g., websites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g., videos).

## Appendix B

## Guide to interactions and behaviors

The lists provided below are not intended to be exhaustive. Inappropriate behaviors or interactions must be reported to school administration. Suspected abuse must be reported to law enforcement and DCPP.

	<b>Appropriate</b>	<b>Inappropriate</b>
	<p>Appropriate affection between school employees or volunteers and minors constitutes a positive part of school life, ministry, and healthy child development. Depending on the circumstances, the following forms of interactions and behaviors are customarily (but not always) regarded as appropriate ways to maintain healthy boundaries:</p>	<p>Some forms of behavior and physical interactions have been used by adults to initiate inappropriate contact with minors. To maintain the safest possible environment for minors and to respect everyone's dignity, the following are examples of interactions and behaviors that are not appropriate and are not to be used:</p>
	<ul style="list-style-type: none"> <li>• Side hugs, shoulder-to-shoulder hugs</li> <li>• Handshakes and "high-fives"</li> <li>• Pats on the head or back when culturally appropriate</li> <li>• Touching hands, shoulders, or arm around shoulders</li> <li>• Holding hands (with smaller children in escorting situations) or during prayer</li> <li>• Physical contact in the case of coaching or instruction when conducted in the presence of the team or observers</li> </ul>	<ul style="list-style-type: none"> <li>• Any form of affection that is unwanted by the minor</li> <li>• Showing affection in an isolated area</li> <li>• Physical contact Insisted on or requested by the adult</li> <li>• Inappropriate or lengthy embraces</li> <li>• Full frontal hugs</li> <li>• Kisses on the mouth</li> <li>• Touching knees, legs, buttocks, chest or genital areas</li> <li>• Wrestling, "roughhousing," tackle football or tickling</li> <li>• Piggyback rides</li> <li>• Touch, pull, push or strike a minor in anger</li> <li>• Allowing a minor to cling to an adult's leg</li> <li>• Any type of massage between adults and minors</li> <li>• Any type of corporal punishment</li> </ul>

(continued)

<ul style="list-style-type: none"><li>• Positive affirmation</li><li>• Appropriate jokes</li><li>• Encouragement</li><li>• Verbal praise</li></ul>		<ul style="list-style-type: none"><li>• Name calling</li><li>• Cursing</li><li>• Telling off-color or sexual jokes</li><li>• Racial insults or ethnic slurs</li><li>• Shaming or belittling</li><li>• Compliments that relate to physique or body development</li><li>• Telling secrets, asking minors to keep secrets</li><li>• Using harsh language that may frighten, threaten, intimidate, or humiliate a minor</li><li>• Making derogatory remarks about the minor and his or her family</li><li>• Discussing sexual encounters with minors</li><li>• Involving minors in the personal problems or issues of adults</li></ul>
	<ul style="list-style-type: none"><li>• Communication with minors through school communications such as: websites, blogs, group social networking profiles, office phones, or email for the purpose of school programs</li><li>• Consistently abiding by the <i>Code of Ethics</i> and the <i>Policies and Procedures for the Protection of Minors</i></li><li>• Providing a safe environment where the dignity of every individual is ensured</li><li>• Knowing how and where to report inappropriate behavior and alleged or suspected abuse</li><li>• Maintaining a professional relationship when interacting with minors, avoiding emotional attachment and vulnerable situations</li><li>• Maintaining an awareness of the powerful attraction of minors to adults in positions of authority and trust. Referring minors to another qualified adult if personal or physical dependency begins to develop</li><li>• Notifying parents when on-going pastoral care of a minor is necessary</li><li>• Giving a modest gift to a group of minors</li></ul>	<ul style="list-style-type: none"><li>• Communicating with minors through personal or private means including, but not limited to: websites, blogs, social networking profiles, text messaging, home or cell phones, instant messaging, or email</li><li>• Participating in online gaming with a minor</li><li>• Being alone with a minor without another responsible adult present, in any closed area including, but not to: a vehicle, restaurant, residence, sleeping facility, locker room, rest room, hot tub, or pool</li><li>• Allowing minors to have, or assist minors in gaining, access to alcohol, drugs, pornographic material, or any illegal or controlled substance</li><li>• Allowing minors to have, or assist minors in gaining, access to inappropriate media such as: websites, movies, videos, music, audiotapes, DVDs, CDs, etc.</li><li>• Photographing minors while at school without proper parent or guardian consent</li><li>• Singling out a minor with a personal gift or an immodest gift</li></ul>

## Appendix C

## Code of Ethics

We believe that the safety and security of students is of the utmost importance to healthy development and effective education. We do not tolerate any sexual, physical, or emotional abuse of minors. We use common sense, guided by the guidelines of the school, to direct our behavior. We fulfill our obligation to create a safe environment by:

1. Abiding by the Delbarton School *Policies and Procedures for the Protection of Minors*.
2. Maintaining healthy boundaries by adhering to the chart of interactions and behaviors found in Appendix B of the *Policies and Procedures for the Protection of Minors*.
3. Showing appropriate, healthy concern about the joys and problems of each student.
4. Exhibiting the highest Christian ethical standards and personal integrity.
5. Speaking with charity and justice about students even when called upon to discuss sensitive matters.
6. Preserving the reputations of colleagues, administrators, and students.
7. Upholding the authority of the school when communicating with parents, students, and the civic community.
8. Safeguarding the exchange of confidential information, especially about students and their homes.
9. Conducting ourselves in a manner that is consistent with the discipline, norms, and teachings of the school.
10. Modeling peaceful solutions to community conflicts and encouraging a spirit of peace and cooperation.
11. Enabling students to grow in a sense of self-worth and accountability through activities that promote positive self-concept.
12. Providing a professional environment that is free from all forms of abuse including intimidation and harassment.
13. Accepting personal responsibility to protect all minors from all forms of abuse.
14. Reporting concerns about boundary violations or other questionable behaviors and circumstances to the appropriate supervisor, administrator, or authority.
15. Immediately reporting any suspected abuse or neglect of a minor in accordance with New Jersey law and the policies of Delbarton School.
16. Not taking advantage of supervisory or authoritative relationships, or any relationship of trust, for personal benefit.

By signing below I am stating that I have received a copy of the *Code of Ethics*, I have read it, understand it, and I agree to abide by it.

A violation of this *Code of Ethics* can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D

## Mandated Reporter Resource Guides

The New Jersey Department of Children and Families (DCF) has compiled resource guides for mandated reporters include information regarding the following topics:

1. Who should report suspected child abuse or neglect;
2. When to report suspected abuse or neglect;
3. Where to report suspected abuse or neglect;
4. When a report is made;
5. What will be asked;
6. Department of Children and Families' responsibilities;
7. Helpful definitions;
8. Summaries of relevant laws and statutes; and
9. Other helpful topics

All employees and volunteers are encouraged to review the information contained in the resource guides, which can be accessed through the New Jersey DCF website. The website also includes additional helpful information and resources for mandated reporters.

The direct links to PDF versions of the guides are listed below:

[Frequently Asked Questions](#)

[What To Expect When Making A Report](#)

[Indicators Of Child Abuse And Neglect](#)

## Appendix E

## Youth Critical Incident Reporting Form

Youth critical incidents may include actual or suspected child abuse (e.g., physical, sexual, psychological/verbal, neglect); severe injury or medical emergency resulting in the need for medical treatment; psychiatric emergency, suicidal thought/behavior, problematic sexual behavior, assault, and inappropriate or unprofessional conduct by an employee involving a minor.

Immediately following the occurrence of a critical incident involving one or more students in the custody of Delbarton School, the matter must be reported to the Headmaster, Assistant Headmaster for Student Affairs, School Nurse, or Dean of Guidance so that a report in the form of Appendix E be submitted to the School.

Additionally, New Jersey Statute 9:6-8.10 any person having reasonable cause to believe that a child has been subjected to child abuse, including sexual abuse, or acts of child abuse shall report the same immediately to the Division of Child Protection and Permanency. Verbal reports must be made immediately (no longer than 24 hours) to law enforcement and DCPP. According to the Statute, a written report must be submitted via mail or fax within 72 hours (weekends and holidays excluded).

In summary, include the following information:

<b>Agencies receiving the report</b>			
<i>Regarding law enforcement report:</i>	Date and time report was made:	Name of person report was given to:  Badge number (if available):	Phone number used to report:
<i>Regarding DCPP report:</i>	Date and time report was made:	Name of person report was given to:	Phone number used to report:
<b>Person making the report</b>			
Last name:	First name:	Home phone: Cell phone: Other:	
<b>Person(s) having custody of the minor (i.e. parent, guardian, custodian)</b>			
<b>(1)</b> Last name:	First name:	<ul style="list-style-type: none"> <li>● Parent</li> <li>● Guardian</li> <li>● Custodian</li> </ul>	
Home street address:	City:	State:	Zip:
Home phone:	Work phone:	Cell phone:	
<b>Person(s) having custody of the minor (i.e. parent, guardian, custodian)</b>			
<b>(2)</b> Last name:	First name:	<ul style="list-style-type: none"> <li>● Parent</li> <li>● Guardian</li> <li>● Custodian</li> </ul>	
Home street address:	City:	State:	Zip:
Home phone:	Work phone:	Cell phone:	



## Minor(s) information

(1) Last name:	First name:	Date of birth:	
Home street address:	City:	State:	Zip:
(2) Last name:	First name:	Date of birth:	
Home street address:	City:	State:	Zip:

In the Summary section below provide a factual description of the incident, including but not be limited to:

- Full name of the individuals involved
  - Include their relationship to the School (e.g., student, faculty, visitor)
  - If a student, include their age and grade level
  - Identify any witnesses to the incident/accident
  - Include reporter's (self) information (i.e., name, role at the School, and contact information)
- Date and time of incident
- What happened and how
- Specific description of location
- In the case of physical abuse or neglect, indicate the nature and extent of the current or previous injuries or physical neglect
- Describe immediate actions taken
  - If injury to a person, include actions taken to treat the injury or ensure that the injured person received immediate medical attention; whether the person was treated by a nurse, doctor, or hospital; whether relevant parents or guardian were contacted
  - Include if the incident was reported to the police, child services, or other relevant authority
- Identify persons immediately advised (i.e., Headmaster, Asst. Headmaster for Student Affairs, School Nurse, Dean of Guidance)

Summary of Incident or Observation (attached additional pages if necessary):

Reporter's Printed Name/Title	Reporter's Signature	Date

## Appendix F

# Volunteer Application Form

The Delbarton School community appreciates your willingness to share your time and talents. Providing safe programs for our students is of the utmost importance to us. Information gathered in this application will help us provide a safe environment for all members of our community. For your privacy, this form will be secured in the Headmaster's Office.

Personal information				
Last name:		First name:		Middle initial:
Date of birth:		Home Street address:		City:
State:		Zip:		<input type="checkbox"/> Male <input type="checkbox"/> Female
Length of current address (years and months): _____. If you have resided at this location less than three years, list previous addresses below.				
Most recent previous address:		City:		State:
Additional previous address:		City:		State:
Home phone:		Cell phone:		Email address:
List the name(s) and grade(s) of any child(ren) attending Delbarton School. Please include information if your child(ren) graduated.				
What interests you about volunteering at Delbarton School?				
What has prepared you to serve as a volunteer at Delbarton School?				
Volunteer history <input type="checkbox"/> Check here if you do not have volunteer history				
(1) Volunteer organization:		City:		Dates of service:
Position/type of service:				
(2) Volunteer organization:		City:		Dates of service:
Position/type of service:				
(3) Volunteer organization:		City:		Dates of service:
Position/type of service:				
Employment <input type="checkbox"/> Check here if you are not currently employed				
Current employer:		Position:		Years employed:
Street address:		City:		State:
Zip:				
Background check				

Background checks are required for certain volunteer positions. Please check with the school if you are uncertain about the position for which you are applying.

- a. For general volunteer positions that include contact with minors, applicants must complete the Child Protection Background Check Form.
- b. For volunteer positions that include overnight travel and other intensive supervision of minors, applicants must complete the Child Protection Background form.

**\*\* Please sign below after you have read and initialed the following statements \*\***

<b>Declaration</b> (Read each statement and <b>initial</b> on the line provided. <b>Do not</b> make check marks.)	
_____ (initials)	I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my volunteer involvement.
_____ (initials)	I understand that a background check may be conducted prior to and during my service as a volunteer. I authorize investigations of all statements contained in the application.
_____ (initials)	I agree to observe all guidelines and policies of Delbarton School and OSBNJ.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

All completed application and background check forms should be submitted to the Main Office:

Delbarton School  
 Attn: Mr. Matt Davis, COO  
 230 Mendham Road  
 Morristown, NJ 07960  
 Fax: (973) 538-8836

**Office use only**

Interview Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Background check complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver information complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes with listed restrictions: _____
Interview Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Background check complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver information complete	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes with listed restrictions: _____

## Appendix I

# Safe Environment Compliance Form

## *Vendors, Contractors and Subcontractors*

Delbarton School and OSBNJ appreciate your willingness to share your gifts and skills with us. As part of our mission to provide a safe and secure environment for our students, staff, and visitors, we require that all vendors, contractors, and subcontractors who come into contact or interact in any way with minors on the premises of the school, or who conduct business or who provide services on the property of the school weekly or at least five (5) times per month, provide certain information regarding their organization and employees and certify that such information is correct.

<b>Vendor information</b>				
Name of company:				
Type of organization (i.e. corporation, partnership, limited liability company) and Place of Domicile:				
Last name of owner:	First name of owner:	Middle initial:	Email address:	
Street address:	City, state, and zip:		Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of person completing this form (if different than owner):			Position of person completing this form:	
Phone number of person completing this form (if different than owner):		Email address of person completing this form (if different than owner):		
What services will the company be performing at the school?				
What will be the length of the project or work to be performed at the school?				
How many times per week will the Company's employees be on the property of the school?				
By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Compliance Form on behalf of the Company, and that this Compliance Form is and shall be binding upon the Company.				
_____	_____	_____	_____	
(print name)		(signature)		(date)
<b>Contact information</b>				
The school may, from time to time, need to speak with someone within the Company regarding Company employees, services, or other issues related to this form. The person identified as the primary contact below should be familiar with the Company's relationship with the school, services provided, and information included on this form.				
Last name of primary contact:	First name of primary contact	Middle initial:	Email address:	
Street address:	City, state, and zip:		Phone number:	<input type="checkbox"/> Male

			<input type="checkbox"/> Female
--	--	--	---------------------------------

<b>Certifications</b> (Read each statement and <b>initial</b> on the line provided. Do not make check marks.)			
(initials)	I certify that all Employees listed above have completed a fingerprint clearance check and have furnished the Company with proof of DPS fingerprint clearance or front and back of FBI Fingerprint Clearance card or the equivalent acceptable to the School.		
(initials)	I certify that DPS or FBI fingerprint clearances (or the equivalent acceptable to the School) have been furnished by all of the Employees listed above, and by any other Employees who may come into contact or interact in any way with minors on the premises of Delbarton School or who may be on the property weekly or at least five (5) times per month, and I certify that the clearance cards indicate that all the Employees listed above have "No Record".		
(initials)	<p>I certify that none of the Employees listed above at the time this Agreement is signed, are either awaiting trial or have been convicted or have ever admitted in open court or pursuant to a plea agreement to having committed any of the criminal offenses set forth below, either in New Jersey or in any other state. I also agree that if, at any time during the course of this agreement, a member of the management of the Vendor becomes aware that an Employee, who has or who may come into contact with or interact in any way with minors of Delbarton School, is either awaiting trial or have ever been convicted or have ever admitted in open court or pursuant to a plea agreement to having committed any of the criminal offenses set forth below, either in New Jersey or in any other state, then, the Vendor will promptly notify the School and prohibit such employee from entering the premises of the School</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>1. Sexual abuse of a minor</li> <li>2. Incest</li> <li>3. First or second degree murder</li> <li>4. Kidnapping</li> <li>5. Arson</li> <li>6. Sexual assault</li> <li>7. Sexual exploitation of a minor</li> <li>8. Felony offenses involving contributing to the delinquency of a minor</li> <li>9. Commercial sexual exploitation of a minor</li> <li>10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs</li> <li>22. Exploitation of minors involving drug offenses</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.</li> <li>12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs</li> <li>13. Burglary in the first, second, or third degree</li> <li>14. Robbery and/or aggravated or armed robbery</li> <li>15. Robbery</li> <li>16. A dangerous crime against children as defined in NJ statute</li> <li>17. Child abuse</li> <li>18. Sexual conduct with a minor</li> <li>19. Molestation of a child</li> <li>20. Manslaughter</li> <li>21. Assault and/or aggravated assault</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>1. Sexual abuse of a minor</li> <li>2. Incest</li> <li>3. First or second degree murder</li> <li>4. Kidnapping</li> <li>5. Arson</li> <li>6. Sexual assault</li> <li>7. Sexual exploitation of a minor</li> <li>8. Felony offenses involving contributing to the delinquency of a minor</li> <li>9. Commercial sexual exploitation of a minor</li> <li>10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs</li> <li>22. Exploitation of minors involving drug offenses</li> </ul>	<ul style="list-style-type: none"> <li>11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.</li> <li>12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs</li> <li>13. Burglary in the first, second, or third degree</li> <li>14. Robbery and/or aggravated or armed robbery</li> <li>15. Robbery</li> <li>16. A dangerous crime against children as defined in NJ statute</li> <li>17. Child abuse</li> <li>18. Sexual conduct with a minor</li> <li>19. Molestation of a child</li> <li>20. Manslaughter</li> <li>21. Assault and/or aggravated assault</li> </ul>
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(initials)	I certify that no Employee of the Company or of any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.		
(initials)	I certify that any Employee of the Company or of any of its contractors or subcontractors who has been adjudicated to be or is a registered sex offender will never come on to the property of Delbarton School or perform work on the property at any time.		
(initials)	I understand that the Delbarton School <i>Policies and Procedures for the Protection of Minors</i> is available and I agree that all of our employees that will be on the school premises will abide by said policy. Employees will conduct themselves in an appropriate manner by exhibiting respect and professional behavior that is required in the presence of minors and in sacred places.		
(initials)	I certify that I will update this form as any new employees are hired who may come into contact or interact in any way with minors on the premises of Delbarton School or who may be on the property weekly or at least five (5) times per month. I further certify that all statements and information contained in this Compliance Form are true and that any misrepresentation or omission is cause for rejection of the Company's permission to be on the property of Delbarton School, and further, that any misrepresentation or omission is cause for termination and/or cancellation of any contract with the school.		
(print name) (date)	(signature)		

## Appendix J

# Safe Environment Compliance Form

## *Outside Organizations*

As part of our mission to provide a safe and secure environment, we require that all outside organizations who come into contact or interact in any way with minors or who host events weekly or at least five (5) times per month on school property meet Delbarton School safe environment guidelines. Each outside organization that utilizes school property must provide certain information regarding the organization by completing this compliance form.

<b>Organization information</b>				
Name of organization:				
Last name of director/officer:	First name of director/officer:	Middle initial:	Email address:	
Street address or organization:	City, state, and zip:	Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Type of organization and service provided:				
Reason organization is meeting on school premises:				
What activities will your organization be engaged in at Delbarton School?				
How often will your organization use school facilities (hours, days, weeks, etc.)?				
<p>By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Organization and to execute and deliver this Compliance Form on behalf of the Organization, and that this Compliance Form is and shall be binding upon the Organization.</p> <p>(print name) (signature) (date)</p>				
<b>Contact information</b>				
<p>The school may, from time to time, need to speak with someone within the Organization regarding Organization employees, services, or other issues related to this form. The person identified as the primary contact below should be familiar with the Organization's relationship with the school, services provided, and information included on this form.</p>				
Last name of primary contact:	First name of primary contact	Middle initial:	Email address:	
Street address:	City, state, and zip:	Phone number:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Certifications</b> (Read each statement and <b>initial</b> on the line provided. Do not make check marks.)				
(initials)	I certify that members of our Organization who may come into contact or interact in any way with minors on the premises of Delbarton School have completed a background check and that results indicate "No Record".			

(initials)	<p>I certify that none of the members of the Organization who may come into contact or interact in any way with minors on the premises of Delbarton School are either awaiting trial or have ever been convicted or have ever admitted in open court or pursuant to a plea agreement to having committed any of the criminal offenses set forth below, either in New Jersey or in any other state:</p> <p>1. Sexual abuse of a minor</p> <p>2. Incest</p> <p>3. First or second degree murder</p> <p>4. Kidnapping</p> <p>5. Arson</p> <p>6. Sexual assault</p> <p>7. Sexual exploitation of a minor</p> <p>8. Felony offenses involving contributing to the delinquency of a minor</p> <p>9. Commercial sexual exploitation of a minor</p> <p>10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs</p> <p>22. Exploitation of minors involving drug offenses</p> <p>11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.</p> <p>12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs</p> <p>13. Burglary in the first, second, or third degree</p> <p>14. Robbery and/or aggravated or armed robbery</p> <p>15. Robbery</p> <p>16. A dangerous crime against children as defined in NJ statute</p> <p>17. Child abuse</p> <p>18. Sexual conduct with a minor</p> <p>19. Molestation of a child</p> <p>20. Manslaughter</p> <p>21. Assault and/or aggravated assault</p>
(initials)	<p>I certify that no member of the Organization or of any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.</p>
(initials)	<p>I certify that all members of our Organization who will be on school premises have completed safe environment training through our Organization. I understand that the Delbarton School <i>Policies and Procedures for the Protection of Minors</i> is available and I agree that all members of our Organization that will be on the school premises will abide by said policy.</p>
(initials)	<p>I certify that all members of our Organization will observe Delbarton School rules and regulations while on school property. Members of our Organization will conduct themselves in an appropriate manner by exhibiting respect and professional behavior that is required in the presence of minors and in sacred places.</p>
(initials)	<p>I certify that I will update this form annually. I further certify that all statements and information contained in this compliance form are true and that any misrepresentation or omission is cause for rejection of the Organization to be on Delbarton School property, and further, that any misrepresentation or omission is cause for the termination and/or cancellation of any contract with said Organization.</p>

**Please sign below after you have read and initialed the above statements.**

Officer/Contact signature: Date:

**Office use only**

Safe environment information attached  Yes  No

Code of ethics/acknowledgement forms  Yes  No

Approval to use school property  Yes  No  Yes with listed restrictions:



## Appendix K

# Safe Environment Acknowledgement Form

I acknowledge that I have received a copy of the *Policies and Procedures for the Protection of Minors*, I have read it, understand it, and I agree to abide by it. I also understand that by signing below I agree to abide by the Delbarton School *Code of Ethics*.

I understand that a violation of the *Policies for the Protection of Minors* or the *Code of Ethics* can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_