

Alderton House Inc. Guidelines for Activities Involving Minors

These guidelines apply to all staff and volunteers of Alderton House Inc. (and its centers Alderton House and Highland Study Center) who oversee and carry out activities at these centers (or offsite) in which minors take part. The guidelines also apply to one-on-one counseling of minors who take part in these activities. A minor is anyone under the age of 18.

1. Alderton House Inc. does not tolerate any abuse of minors in connection with our activities with minors, whether perpetrated by another minor or an adult. Abuse of a minor will result in disciplinary action, possibly including dismissal or termination from Alderton House Inc. activities, and will entail our cooperation with law enforcement.
2. Whenever an individual adult is with an individual minor, they should always remain in view of other people and avoid being alone in any isolated place. When meeting in a room, they should meet with the door open or with a window in the door allowing them to be easily seen.
3. Priests should hear confessions and give spiritual direction to minors only in a confessional with a screen, in a room with a window in the door allowing them to be easily seen, or in a place where they are in the sight of other people (but out of earshot). Priests should hear the confessions and give spiritual direction to females only in a confessional with a screen.
4. Priests will not provide spiritual direction to minors through electronic means. Spiritual direction may only be provided in person.
5. No adult should ever be alone with a minor in a bedroom. No minors should ever be in an adult's bedroom, and it is better if they do not enter the adult residents' area of a building.
6. In overnight activities, the Priest should have his own bedroom.
7. Any overnight activities or one-day trips should include a sufficient ratio of Alderton House Inc. staff to minors, and never fewer than two staff members.
8. In overnight activities, no adult should share a bedroom (or tent) with minors. Minors should sleep either in single rooms or in rooms with three or more.
9. Adults and minors should have separate bathrooms, showers, and/or changing areas, or use the bathroom, showers, and/or changing areas at separate times. No adult should use the bathroom, shower, or dress in the presence of minors and vice-versa. Whenever minors need to dress with other minors present, they should be instructed to use bathrobes or at least towels. All showers should be individual showers or have individual stalls. There should never be two minors alone together in a bathroom, changing area, or showering area, unless adults are supervising. Whenever supervision is necessary, at least two adults should stand outside the bathroom entrance, shower room, or changing area, and at least two adults should enter the bathroom, shower room, or changing area together.

10. An adult should never be alone in a vehicle with a minor. If adults need to drive minors, there should be a minimum of three people in the car (two adults and one minor, or one adult and two minors). The only exception may be an emergency, such as driving a minor injured during an activity to the Emergency Room or Urgent Care.
11. Before a minor attends an overnight activity, Alderton House Inc. staff members must obtain written approval from the minor's Parent.
12. Adults and minors must never taunt, intimidate, belittle, bully or otherwise verbally abuse other minors.
13. Adults must avoid any physical contact that is sexual or could be misconstrued as sexual. In this area, it is better to err on the side of caution. Wrestling and rough-housing should be avoided.
14. Adults must never invite or aid minors to smoke, drink alcohol, or use illegal drugs. The possession and use of marijuana are always prohibited, regardless of its legality.
15. Alderton House Inc. staff members may exchange activity-related text messages with high school students (and not with younger students), but only after obtaining general approval from the minor's Parent.
16. Alderton House Inc. personnel may speak by phone or audio chat with a minor, but only after obtaining general approval from the minor's parent. They may interact with minors through video calls only within view of other Alderton House Inc. personnel, or if the minor is within the view of his or her Parent. Prior to the minor completing 7th grade, for each audio or video interaction staff members must first speak with the minor's Parent before asking to speak with the minor.
17. Alderton House Inc. staff members and a minor may meet with each other outside of regularly scheduled activity hours, but only after obtaining general approval from the minor's Parent and only if all other policies are followed.
18. Adults are prohibited from giving individualized gifts to minors, unless a minor's parent has approved a particular gift for their child.
19. Adults must never give or show to a minor pornographic or indecent media or materials. In speaking about matters related to the virtue of chastity, it is best to emphasize the positive aspects of the ascetical struggle.
20. The access, display, production, possession, or distribution of pornography through any Alderton House Inc. property or equipment, or in association with any activities of Alderton House Inc., is strictly prohibited.
21. Anyone who knows or reasonably suspects that a minor has been abused in connection with any of Alderton House Inc.'s activities must immediately inform the Activity Director or call our

reporting Helpline, 646-742-2741. In many States, the law requires adults who work with minors to report to State authorities known or reasonably suspected child abuse or neglect. All personnel of Alderton House Inc. will undergo training on abuse reporting requirements in their State.

22. Alderton House Inc. takes every suspicion or allegation of abuse seriously and will cooperate with civil authorities to investigate suspected or alleged abuse. Personnel of Alderton House Inc. are required to cooperate with any outside or internal investigation of suspected or alleged abuse of minors. Failure to cooperate may be grounds for termination from Activities of Alderton House Inc. with Minors.

23. If a minor says that he/she has been abused, Personnel of Alderton House Inc. should listen calmly without disputing the story, ask for pertinent details (who, when, what), and tell him/her that he/she will speak to the Activity Director. The minor should be encouraged to tell his/her Parent.

I, _____, have read the above guidelines and agree to abide by the in all activities of Alderton House Inc. involving minors.

Signature

Date

Approved by the Board of Alderton House Inc., July 26, 2022