

Diocese of Stockton

FROM: Mr. Doug Adel
RE: Offsite CCD Classes

Diocese of Stockton Basic Risk Management Guidelines for CCD in Private Homes

1. Prior to approving CCD classes to be held at an offsite location, the Director of Religious Education at the Chancery offices should be contacted by the Pastor and/or the parish Director of Religious Education (DRE).
2. Each home and teacher should be selected with care through the Pastor and/or the parish Director of Religious Education (DRE)
3. Selected teachers should be certified.
4. Teachers and volunteers must comply with all diocesan "Safe Environment" guidelines (fingerprinting and screening).
5. Catechists and aides must comply with all diocesan guidelines regarding selection and use of approved textbooks and office procedures (attendance records).
6. Supervision ratios must comply with all diocesan "Safe Environment" guidelines. (Must be at least two qualified adults on site at all times - no child should ever be alone with an adult).
7. Building and surrounding grounds should be inspected by the Pastor and/or the parish Director of Religious Education (DRE) to assure a safe place for the children to meet.
8. Children should be supervised at all times.
9. Use of bathrooms and other private areas in the home should be monitored by teacher and volunteers.
10. There should be written "Arrival and Dismissal Policy" for each location that should be communicated in writing to the parents with signed up acknowledgment.
11. Each home and CCD program should be actively supervised by the Pastor and/or parish Director of Religious Education (DRE).

October 13, 2010