

# The Jornada



# Movement

Diocese of Brooklyn

Dear Jornadistas,

As spiritual director of the Jornada Movement, I am committed to provide a safe environment in which our children and young people can grow and flourish. That is why each year I evaluate, learn and make adjustments in regards to the policies and guidelines in protecting our youth. As we begin a new year, I wish to renew my commitment to provide a safe environment for youth and minors who participate in the Jornada Movement. One of the primary means by which this is done is this booklet which calls us to integrity, transparency and fidelity.

I wish to take this opportunity to express my gratitude to all who helped in the work of this document, to all who minister to minors in the Jornada Movement, and all Jornadistas for your commitment to these priorities that are emphasized in this booklet. Thank you for all you do to contribute to the safety and welfare of our children and young people.

This booklet conveys the tremendous effort and work done in our movement to provide safety for our children. These procedures and policies continue to reflect our commitment to protect the children entrusted to our care. Each Jornadista is asked to be familiar with these policies and procedures. All participants must be in agreement and respectful of the policies and procedures that are in place.

I ask you to pray especially for those who have been victims of abuse, for all involved in healing the pain of the past and in gratitude for the good work that has been carried out to ensure a safe environment for our children and youth.

We dedicate the work of protecting our children to the intercession of St. Joseph, the guardian of God's only begotten Son. Please join us in offering this prayer to the husband of Mary and the step-father of Our Lord:

*St. Joseph, God entrusted His greatest treasures, Mary and Jesus, to your protection. We now place our movement under your patronage. We ask you to pray for us, that we may create a safe environment for the children who have been entrusted to us. Please obtain for us the grace to lead these children to lives of virtue and love, and to guide them to the vocations that God has intended for them. Help us to be good role models and protectors for them, as you were for your family. We ask this in the name of your beloved spouse Mary, and your son, our Lord Jesus Christ. (From the Arch-Diocese of New York)*

Faithfully yours in Christ,

Fr James Kuroly  
Spiritual Director

The Jornada Movement is dedicated to creating safe and healthy environments in our retreats, Wednesday classes, and parish groups. Thank you for your support, encouragement, and participation in our endeavor.

You will find many new policies here that will help you protect our children and youth as they navigate their way through the always exciting and sometimes murky waters of childhood and adolescence.

Resources and materials are organized in the following categories:

PRACTICAL GUIDELINES FOR ADULT JORNADISTAS IN A PARISH GROUP WHEN INTERACTING WITH A CHILD OR YOUNG PERSON.

PRACTICAL GUIDELINES FOR DELEGATES WHEN HAVING CHILDREN LIVE THEIR JORNADA

PRACTICAL GUIDELINES FOR THE EQUIPO WHEN HAVING CHILDREN LIVE THEIR JORNADA

PRACTICAL GUIDELINES FOR THE EQUIPO WHEN HAVING MINORS ON THE EQUIPO.

SOCIAL NETWORKING IN THE JORNADA MOVEMENT

**Definition**

Child or Children or Minor -- Anyone who has not yet reached his or her eighteenth birthday. In Canon Law, a minor is also described as anyone under the age of eighteen (Canon 97 §1).

## **PRACTICAL GUIDELINES FOR ADULT JORNADISTAS IN A PARISH GROUP WHEN INTERACTING WITH A CHILD OR YOUNG PERSON.**

1. Avoid physical contact with a child. Never engage in any corporal punishment. In situations where physical contact is necessary and proper, use sound discretion and moderation. If a child initiates innocent physical contact out of acceptable affection, an appropriate response is proper if not prolonged.
2. Except in unavoidable circumstances that require otherwise, do not be alone with a child in a residence, meeting room, sleeping facility, rest room, dressing facility, or other closed area.
3. Any one-on-one counseling, teaching, correcting, training, or other assistance or service with a child must be conducted in an open room setting without closed doors, except for a door with a window, and only if readily observable by others who may be in the room or in the hallway outside the room.
4. Jornada parish trips must have enough adult chaperones, (1 adult per 10 children) preferably of the same sex as participating children, to provide adequate supervision based upon the type of activity.
5. Topics or vocabulary that would not be discussed or used comfortably in the presence of parents should not be discussed or used with children. Any "sensitive" topics must be communicated to the parish group's spiritual director prior to the meeting.
6. Alcohol should not be used by adults if activities with or responsibilities for children are scheduled.
7. Always maintain a professional posture in dealing with children. Avoid unwarranted emotional attachment and be aware of the attraction that children may have for adults in positions of authority and trust. If you perceive emotional or physical attraction developing, refer the child to another qualified adult, particularly in counseling situations.
8. If one-on-one counseling, teaching, or other training or care of a child requires frequent or regular appointments, parents should be notified that these appointments are occurring and provided the schedule of appointments.
9. If you believe the subject matter properly precludes notification of a parent, you must consult with and receive the approval of your parish spiritual director before engaging in such appointments.

## **PRACTICAL GUIDELINES FOR DELEGATES WHEN HAVING MINORS LIVE THEIR JORNADA**

1. The parish delegate must obtain approval from the pastor / spiritual director for a minor from his parish to live his/her Jornada.
2. The parish delegate must obtain a **PARENTAL/GUARDIAN CONSENT FORM** and hand it in with the application.
3. Parents become especially frustrated if their child is injured and there is a lack of communication or an element of surprise about the retreat. Parents need to be informed in writing with all details regarding the retreat.

This would include but not be limited to the following:

- a. type of activities in which the youth will be participating,
  - b. cost (if any),
  - c. departure and arrival dates and times,
  - d. the Delegate's contact information,
  - e. names of those part of the Equipo,
  - f. mode of transportation to the retreat center (i.e. car, train, bus, etc.),
  - g. location of the retreat center
  - h. behavior expectations and consequences.
4. Remind participants to bring along prescription medication or other health items regularly used such as allergy medication or contact solutions. See additional information regarding medication below.

## **PRACTICAL GUIDELINES FOR THE EQUIPO WHEN HAVING CHILDREN LIVE THEIR JORNADA**

1. A binder/folder with applications including emergency contact names/numbers for each individual be available at all times by the equipo in case of injury.
2. Alcohol should not be consumed by the equipo during the retreat even when not in the presence of the candidates.
3. The Equipo should make an advance visit to the retreat center if possible. Among many reasons, the visit will assist in foreseeing any potential risks that may be encountered during the trip. The safety and security of all participants should be carefully assessed. Some areas to keep in mind are: What is the distance to the nearest medical facility? What medical services are available?
4. The Equipo should consider developing an emergency plan in advance of the retreat. Various situations and difficulties should be thought through and discussed and plans should be made for any number of contingencies. The plans need not be written, but group leaders should discuss them so as to know what to do quickly if one occurs. Share basic safety plans with the spiritual directors.
5. Adult participants must respect the privacy of ALL participants in situations such as changing clothes, taking showers, etc. Adults must protect their own privacy in similar situations. An adult should not intrude into a child's room or designated area except to the extent that health, safety or Behavior Code enforcement require. In these circumstances, the spiritual director must be immediately notified
6. Minors must be properly supervised at all times, with the goal of providing a safe environment. Overnight and extended stay activities must provide for the safety of minors at all times. The Equipo must be on-site 24 hours a day. Minors should have accessibility to adult supervisors at all times.
7. Sexual contact between minors is never permitted at Jornada functions. This policy shall be clearly explained to minors by their delegates before they participate in any Jornada function, especially a Jornada.
8. Participants should not be in a vehicle of anyone associated with the Jornada, especially going to a Clausura.
9. If anyone supervising minors observes, or becomes aware of, a situation where civil law is being violated, they must take action immediately.
10. All participants shall act morally and responsibly, remembering they are a representative of the Jornada Movement, and thus the Diocese of Brooklyn.

11. Any one-on-one counseling, teaching, correcting, training, or other assistance or service with a child must be conducted in an open room setting without closed doors, except for a door with a window, and only if readily observable by others who may be in the room or in the hallway outside the room.

12. In the case where a minor must leave the retreat early, they **MUST** be picked up by a parent or by one who the parent has designated by written permission.

13. If a minor is injured and in need of simple and ordinary medical attention (ie. Ice pack, band-aide) the minor must call a parent first to report the incident. Adults may never give any medication to a minor under any circumstance.

### **Sleeping Arrangements**

Separate sleeping arrangements are to be made for males and females. This applies to minors as well as adults, unless the adults are married.

An adult may not share sleeping quarters with minors, (this also includes when working on Equipaso) except when absolutely necessary (such as personal safety) and only with the permission of the Spiritual Director and with another adult present.

### **Showering**

Males and females are to use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult /minor bathroom and shower use.

## **PRACTICAL GUIDELINES FOR THE EQUIPO WHEN HAVING MINORS ON THE EQUIPO**

1. Adults working a Jornada are responsible for the safety of the young people participating in the equipo. Please use these policies to ensure safe environments when planning for the J.
2. Any communication with minors on the equipo (e.g. notes, letters, email, social media, telephone calls) must be for ministerial reasons relating to the Jornada.
3. Minors must be made aware the importance of, and feel comfortable telling an adult if they feel threatened or uncomfortable in any situation. It is the responsibility of the coordinator to ensure that all minors are properly trained and educated in the skills necessary to help them identify uncomfortable and unacceptable situations.
4. Appropriate permission slips must be obtained from the parent(s) or legal guardian(s) for those under the age of 18.
5. All adults must complete all safe environment requirements prior to handing in their Aux application. These requirements include:
  - Must have attended at a Safe Environment Education session
  - Must have completed state and national background check
  - Must have read and signed the Code of Ethical Standards
  - Must have knowledge of mandatory reporting responsibilities
6. Those who are working with minors on an equipo should maintain respectful ministerial relationships, avoiding manipulation or abuses of power. They must also avoid assuming the role of “father, mother or best friend,” which may create an excessive emotional attachment for all parties.
7. Physical contact with minors can be misconstrued by both minors and other adults, and should occur only under appropriate public circumstances. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc. should occur in a supervisor or minor's personal living quarters.
8. Adults may not use or supply alcohol or drugs (legal or illegal), when working with minors. No possession or use of these substances by minors will be tolerated.
9. Adults may not provide any sexually explicit, inappropriate, or offensive material to minors. No possession or use of these kinds of materials by minors will be tolerated.



The Jornada Movement recognizes that in today's environment the use of the internet, social networking and digital communication are important and wishes to take advantage of these ways of communication as a means to enhance our ministry, especially in youth evangelizing youth.

I am happy to issue this Social Networking Policy for all Jornadistas. The following information outlines practices and guidelines to be used with the Social Networking Policy in order to maintain healthy boundaries and a safe environment in a virtual world.

## **SOCIAL NETWORKING IN THE JORNADA MOVEMENT**

1. It must be understood that, at all times, activities on behalf of the Jornada Movement on a social networking site must mirror God's love and the teachings of the Church. Using the Internet on behalf of the Jornada Movement or in the movement's name should be seen as an educational and evangelizing tool to invite the people of God into a deeper relationship with Jesus Christ through the promotion of school and ministerial programs.

Online or offline there must always be respect for human dignity.

2. It is important to remember that anything the administrator of a social networking site posts or communicates is visible to anyone who has access to that site. Audiences can be Jornadistas, Pre-Js, parents, supervisors, just to name a few. Posts should only be what a person would want the world to see. Once something is posted on a social networking site, it becomes available to all. Once something becomes a part of the World Wide Web, it is impossible to remove it from the Internet completely.

Exercise caution with regard to exaggeration, colorful language, copyrighted materials and derogatory remarks or characterizations.

3. All interactions on the Internet need to remain transparent, in other words true and verifiable. To ensure transparency, the administrator of a site must not use a pseudonym; real names must be used.

Social media is a powerful tool for communication. However, these tools must not be used for: a) selling of goods or services b) defaming the character of any individual or institution c) divulging any personal information about children that would jeopardize their safety or well-being in any way and d) personal attacks of any kind.

Keep in mind that humor and sarcasm can be easily misinterpreted and a statement or joke may seem harmless, but may be offensive to someone else.

4. All parish groups and Jornadas (example J165) are given permission to have their own means of social networking. This permission is given by the Spiritual Director of the movement. However, all appropriate individuals at the parish (pastors, spiritual director, and

adult supervisor) must be aware of and have given approval for using a social networking site

5. There must be an adult supervisor of these sites. The adult supervisor of the site should always remain in control of the conversations and comments.

6. Pay close attention to the site's security and allow only those who are approved participants access to the site.

7. Make parents or guardians aware of a minor's anticipated use of a social networking site. This is to be done by means of a form of a written letter or an email stating the intended purpose of the site as well as how the parent or guardian can access the site.

8. When a minor has access to an adult's network of personal friends, the dynamic between minor/adult can be compromised. Therefore, any Jornada sites must be completely separate from personal sites.

9. In a virtual world, a "friend" can mean anyone with whom you are willing to communicate through that particular medium. People you classify as "friends" have the capability of downloading, copying and sharing your information with others.

A minor should always be the one who is requesting to be a "friend" on a social networking site.

Due to the disparity of power between youth and adults, a minor may not feel he/she has the ability to decline requests from adults.

10. Individual personal profiles on social networking sites should not be used for ministry or work related projects. Any adult using a social networking site ministering to children or youth should set very strict privacy settings.

11. There are risks with social networking, especially with blurring boundaries of personal and professional relationships. Know your friends/fans/followers before you accept them on your social network site.

12. When using social media you should weigh whether an email or post will put your effectiveness as a role model at risk.

## **Mandatory Reporting Responsibilities and Inappropriate Content**

Laws regarding mandated reporting of suspected abuse/neglect/exploitation or youth apply in the virtual world as much as they do in the physical.

Mandatory reporting laws apply not only if there is an occurrence between an adult and a minor but also applies when there is unlawful or suspicious behavior between two or more minors (e.g., harassment, cyberbullying, sending and/or receiving pornographic images).

If an action or behavior occurs off-campus or off-site, and it is the opinion that it has done or has the potential to do harm or adversely affect or jeopardize the safety of others, action must be taken.

Any inappropriate material raising suspicion that a minor is being abused/neglected/exploited should immediately be reported to the proper authorities.

Inappropriate material or content that details inappropriate behavior should be addressed and removed from the site.

## **Use of Pictures / Videos**

Do not post personal identifiable information or pictures or videos of minors **without verifiable consent** from their parents or guardians. This includes full names, home addresses, email addresses, telephone numbers or any information that would allow someone to identify or contact a minor.

Pictures should only be posted with parent/guardian permission. Pictures of minors should only be posted in groups of five (5) or more. Minor should not be identified by name; only by group (e.g. St. John Bosco, J177).

Do not "tag" a picture with a minor's information. Tagging is defined as a keyword or term added to a photo, video or blog post to help users find related topics or media either through browsing on the site or as a term to make your entry more relevant to search engines.

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**IF YOU HAVE A QUESTION OR NEED ASSISTANCE WITH ANYTHING REGARDING SAFE ENVIRONMENT PROCEDURES, PLEASE CONTACT:**

***INCIDENT REPORT FORM***

This form should be filled out completely as soon as possible after any accident/injury occurs. It is best to complete this form while all of the details, including conditions and witnesses are still fresh in your mind. Keep this form on file at the parish/school following the event.