



## **Youth Protection Policy**

### **I. Purpose**

DeMolay is committed to ensuring the safety and security of DeMolay youth participants through dedicated youth protection practices, and a strong youth protection policy. DeMolay's commitment to the protection of youth helps ensure a safe and positive place for DeMolay members to learn, grow, and become the best possible leaders. DeMolay's goals for its youth protection program include:

- Providing a safe and positive environment for youth participants and other DeMolay participants and stakeholders
- Instilling confidence in DeMolay parents, advisors, volunteers, youth, and the community that DeMolay is a safe and protective environment
- Educating and providing resources about strong youth protection practices

### **II. Advisor Selection Process**

#### **1. *Application***

All applicants for DeMolay advisor or adult volunteer positions must complete and submit a written application and registration form, which must be submitted to the Executive Officer and DeMolay International headquarters. All applicants must provide references, including contact information for any DeMolay chapters with which the applicant was previously associated. Additionally, each applicant must grant DeMolay permission to conduct a criminal history and motor vehicle history background check and pay any cost associated with the background check.

#### **2. *Training and Education***

All applicants must complete the Adult Worker Training Program, and any other continuing education required by the Executive Officer or Board of Directors.

#### **3. *Criminal History Background Check***

DeMolay applicants and volunteers are subject to a criminal history background check when they begin working with DeMolay, and periodically thereafter. Any current employee or volunteer must self-disclose convictions that occur during their service to DeMolay no later than three business days after the conviction. DeMolay requires criminal history background checks between each individual's fifth and sixth year of service at DeMolay. DeMolay will

also conduct a number of random background checks annually. Checks may also be conducted at the request of the Executive Officer, Grand Master, or Executive Director.

#### 4. *Advisor Selection Criteria*

Applicants for advisor or adult volunteer positions will be evaluated based upon the following criteria:

- An applicant must truthfully and accurately complete the advisor selection process required by DeMolay International.
- An individual who has a history of sexual crimes, child abuse, sexual molestation of children, or convictions for any crime in which children were involved is disqualified from working with DeMolay in any way.
- An individual who has pending charges against him/her involving children is disqualified from working with DeMolay in any way.
- An individual who has a history of violence or sexually exploitive behavior is disqualified from working with DeMolay in any way.
- An individual who was terminated from a paid or volunteer position due to misconduct with a child or physical violence with any person is disqualified from working with DeMolay in any way.

The conviction for a crime unrelated to the applicant's responsibilities for DeMolay will not automatically result in disqualification from service as a DeMolay advisor or adult volunteer and is at the discretion of the Executive Officer, who may consider other factors when evaluating criminal history records. The totality of the record, including the nature and recency of the offense, and the completeness of the available information will be considered when determining whether an applicant should be disqualified.

Any decision about the suitability of an applicant or volunteer's eligibility for positions at DeMolay shall be the sole responsibility of the appropriate Executive Officer.

#### 5. *DeMolay Advisor Status*

- Applicants cannot serve as DeMolay advisors, or volunteer in DeMolay programs or activities, until they have completed the above listed processes and have received an acceptance letter and advisor card from DeMolay International.
- DeMolay requires each advisor and volunteer to renew their registration materials, and pay the established renewal fee, on an annual basis. Reappointment is not automatic and is at the discretion of the Executive Officer.
- Advisors or adult volunteers who fail to renew their registration by the established deadline must complete a new Adult Worker Application and submit to a new background check. The applicant shall be responsible for the cost of the background check.
- A continuing advisor or adult volunteer who does not complete the reapplication process described above during the same calendar year as the renewal deadline that was missed must also complete all training required of new volunteers to be eligible for appointment.

### III. Supervision

#### 1. *Visual Access*

Advisors and adult volunteers should avoid being isolated with individual DeMolay youth. If a conversation between an adult and a DeMolay youth needs to be held in confidence, the adult should select an area where the conversation cannot be overheard, but is in the visual range of others, such as an outdoor clearing, or a windowed room with an open door. Rooms with closed doors, closed tents, motor homes, vehicles, or other secluded locations where there is no visual access to others should be avoided.

#### 2. *Two-Deep Leadership*

At least two DeMolay advisors or volunteers must be in attendance on all DeMolay trips, outings, and chapter activities.

##### *Rule of Four*

For all DeMolay programs and activities, no fewer than four individuals (at least two adults) should be in attendance. The purpose of this rule is to ensure that in the situation where an incident occurs, one party can stay with the injured party while the other two go for help.

#### 3. *Advisor to Youth Ratio*

At least two DeMolay advisors or volunteers must be in attendance at all DeMolay programs and activities. For groups of 10 or fewer DeMolay youth, two advisors are required. For groups of greater than 10, one additional advisor or volunteer is required for every 10 additional youth.

#### 4. *Parental Involvement*

Parents should be notified of all official DeMolay activities. These communications may be verbal, in writing, via phone or via email. Communications should always include the date, location, beginning and ending times for the activity, and contact information for the DeMolay advisors or volunteers who will be in attendance. Parents are always welcome and encouraged to participate in DeMolay activities but may not perform the duties of advisors or volunteers.

#### Social Media

The Executive Officer, and any other registered Advisors designated by them, shall be given administrative access to all DeMolay and DeMolay-related social media platforms for entities within their jurisdiction. They shall have the right to remove any person who violates any DeMolay Youth Protection Guidelines. Executive Officers may establish jurisdiction specific policies above and beyond this policy. Any photos provided by individuals other than the jurisdiction's designated official photographer(s) should require approval prior to posting on official DeMolay social media accounts.

## IV. Prohibited Activities

### 1. *Abuse and Physical Force*

- **Physical violence**—slapping, spanking, corporal punishment and similar behaviors are prohibited at DeMolay events. Adult volunteers should take extreme care to ensure that behaviors during sporting events and other “physical” activities does not rise to a level that creates an unnecessary risk of injury.
- **Sexual contact or behavior**—touching or exposure of an area typically covered by a bathing suit, by DeMolay advisors or adult volunteers or by DeMolay youth is prohibited. This includes patting another person’s buttocks, skinny dipping, or “mooning” others. DeMolay advisors and adult volunteers should always change clothes and shower separately from DeMolay youth.
- **Sexually explicit materials**—sexually oriented or pornographic videos, magazines, photographs, games, or other media are not permitted at any DeMolay activities.
- **Inappropriate relations**—DeMolay advisors or adult volunteers are strictly prohibited from dating or engaging in romantic or sexual relationships with children or underage DeMolay youth.
- **Neglect**—DeMolay advisors or adult volunteers are prohibited from punishing DeMolay youth by withholding food, water, or medical assistance.

### 2. *Hazing and Bullying*

DeMolay has a “zero tolerance” policy for engaging in any act toward any person, youth, or adult, that would reasonably be considered hazing or bullying. This includes acts at DeMolay events or at any time or location that may be in violation of DeMolay’s policies and values. This includes all DeMolay and DeMolay-related social media platforms.

### 3. *Drugs, Alcohol & Stimulants*

The use or possession of illicit substances at, during, or prior to a DeMolay event where the ability of the individual, youth, or adult, to react appropriately to situations is prohibited. This includes abuse of prescription or over-the-counter medications.

Energy drinks contain water and stimulants, such as caffeine, ginseng, and guarana, as well as varying amounts of other ingredients including carbohydrates, protein, amino acids, vitamins, sodium, and other minerals. The American Academy of Pediatrics (AAP) Committee on Nutrition and the AAP Council on Sports Medicine and Fitness have rigorously reviewed the available scientific data on energy drinks and sports drinks and found that “stimulant-containing energy drinks have no place in the diet of children and adolescents.”

Because of the potential for adverse medical consequences as well as the negative professional recommendations regarding use of energy drinks by children, the following recommendation is made by the DeMolay Youth Protection Committee:

Energy drinks containing stimulants such as caffeine, ginseng, and guarana are **strongly discouraged** at DeMolay activities due to potential adverse medical consequences.

4. *Blindfolding*

Hoodwinks or blindfolds are prohibited in all DeMolay ceremonies.

5. *Unauthorized Ceremonies or Organizations*

Only ceremonies published in the DeMolay Ritual, or the Monitor of Public Ceremonies, or those approved in writing and in advance by the Executive Officer, may be performed. All secret activities, unofficial organizations and unsanctioned ceremonies are not authorized by DeMolay International and are not permitted as part of any DeMolay activity. Any individual, youth, or adult, found in violation of this policy may be subject to disciplinary action at the discretion of DeMolay International. Executive Officers do not have the authority to authorize rituals and ceremonies outside of those established by the Supreme Council.

6. *Violations*

DeMolay has a Zero Tolerance policy regarding the use of alcohol, tobacco, illegal drugs, hazing, or any physical, verbal, sexual, or emotional abuse or bullying of any kind by DeMolay advisors, adult volunteers, or DeMolay youth. For purposes of this policy, the prohibition of the possession or use of tobacco products shall include vaping or e-cigarettes. Any violation of these provisions may result in suspension or expulsion from all future DeMolay programs and activities.

Although there is not a definitive list of prohibited offenses, any DeMolay advisor or adult volunteer should expect to be suspended, expelled, or disqualified from future participation in DeMolay programs and activities if they:

- (1) Physically, verbally, or sexually abuse another person, or allow it to happen
- (2) Endanger the life or well-being of another person (i.e., reckless driving, assault with a weapon), or allow it to happen
- (3) Provide, or allow others to provide illicit substances to another person
- (4) Utilize or allow any kind of bullying, hazing or scare tactics in any DeMolay program or activity with the intent to frighten, degrade, humiliate, or otherwise harm another person, including through old traditions that are no longer deemed acceptable DeMolay activities

Additionally, if any of these actions violate applicable federal, state, or local laws, they will be reported to the appropriate authorities for further investigation and possible prosecution.

**V. Activities Requiring Special Approval or Consideration**

1. *Physical Contact*

DeMolay advisors and adult volunteers should avoid unnecessary physical contact with DeMolay youth, including, but not limited to, touching the leg of a youth, tickling, and wrestling.

## *Photography & Videography*

All photos or videos of DeMolay activities must be representative of the values of the organization and should not be taken or published without the written permission of the DeMolay youth pictured, or the permission of their parents if they are minors.

Participation in DeMolay events can constitute permission for publishing of photos and likenesses on official DeMolay media channels and materials, provided that attendees are notified of such intent.

DeMolay is not responsible for individuals appearing in private photos or media generated by attendees and posted to their personal social media sites.

### *2. Activities in Private Homes*

Activities involving DeMolay advisors or adult volunteers and DeMolay youth in private homes should not be conducted without the prior approval of the chapter's Advisory Council and notice to, and permission from, the Executive Officer and all parents or legal guardians. During these activities, all DeMolay youth protection provisions, including two-deep leadership, must be followed.

### *3. Overnight Trips or Activities*

Any overnight trips or activities require written approval from each DeMolay youth's parent or legal guardian. All advisors and adult workers are responsible for following the guidelines for housing and supervision of youth. Any adaptation or clarification regarding these guidelines must be requested from the Executive Officer of the jurisdiction where the event is to be held. Said Executive Officer and their policies for housing and supervision shall prevail providing that these policies must, at a minimum, comply with the policies established by DeMolay International. Executive Officers are encouraged to seek guidance from the Executive Director regarding unique or unusual circumstances.

## *Transportation*

In most situations, DeMolay youth are responsible for arranging for their own transportation to and from DeMolay activities. However, in some situations, a DeMolay adult volunteer may provide transportation for DeMolay youth. In these situations, an adult volunteer may drive a few DeMolay youth home. When the second-to-last DeMolay youth has been dropped off, the last youth should call his parents or legal guardians to notify them of his expected arrival time. The Executive Officer may also implement additional notification procedures in this situation.

### *4. Discipline*

Discipline used during DeMolay programs and activities should be constructive and reflect DeMolay's commitment to teach and emulate respect and responsibility. The formal disciplinary process, and available corrective actions, are detailed in the Rules and Regulations. Advisors are responsible for following these guidelines under the direction of their Executive Officer. Corporal or physical punishment is forbidden.

## VI. Reporting

### 1. *Abuse Definition*

DeMolay defines abuse as any action, inaction, or event that endangers or injures the physical, psychological, or emotional well-being of any person.

### 2. *Disclosed, Suspected or Actual Abuse or Injury*

- DeMolay acknowledges that the legal definitions of, and reporting processes for, allegations of abuse vary in each of our jurisdictions. Executive Officers are responsible for conducting annual training within the first quarter of each calendar year for advisors and adult volunteers to ensure that all are familiar with their civil responsibilities.
- This training shall also include DeMolay's administrative reporting process, which is separate from, but concurrent with, civil reporting requirements in the jurisdiction.
- Any member of DeMolay International who has reason to believe that a youth is being abused, bullied, or otherwise placed in a dangerous situation, shall immediately inform their Executive Officer.

The Executive Officer shall:

- Notify the Executive Director of the allegations immediately and provide written documentation of the initial allegations within 24 hours.
- Place the alleged perpetrator on leave from DeMolay programs and activities pending the completion of an investigation.
- Follow directives of the Investigating Officer regarding the collection and dissemination of information, and
- Act upon recommendations of the Investigating Officer.
- All reported suspicions and incidents will be reviewed by DeMolay to determine whether further action needs to be taken, whether current policies and procedures need to be revised to prevent similar future occurrences, and whether additional training or learning opportunities could prevent or reduce the likelihood of similar incidents in the future.

## VII. Youth Protection Training

### 1. Initial Training Required

All advisors and adult volunteers are required to successfully complete youth protection training prescribed by DeMolay International prior to appointment by their Executive Officer.

- Any advisor or adult volunteer who experiences a break in service, which is defined as a period of any length where they are not under appointment by an Executive Officer, shall be required to complete the initial training requirements as part of applying for reinstatement.

### Annual Training Required

- All DeMolays, Squires, advisors, and adult volunteers are required to attend training on youth protection during each calendar year. This training is the responsibility of the Executive Officer and may occur at the local or jurisdictional level at his discretion. Training should be offered at least once in each half of the calendar year to ensure that youth and adults have multiple opportunities to meet the requirement.
- The approved youth protection training for Squires and Squire Mentors is the video "It Happened to Me," which is provided to each Manor and Executive Officer by DeMolay International. Chapters and Manors may show other videos approved by the DeMolay International Board of Directors or, with approval of their Executive Officer, conduct other trainings using qualified personnel if material covered is age-appropriate and relevant to trends in youth behaviors or situations currently affecting the health and wellness of young men. The use of any such materials by a Manor must be in addition to the "It Happened to Me" video.
- An advisor or adult worker who works with both DeMolays and Squires, and a DeMolay serving as Squire Mentor, must attend the annual training provided for both DeMolays and Squires.
- The annual training on reporting procedures for adults required elsewhere in this policy shall not meet the requirements of this section.

### Additional Training May Be Required

- DeMolay International, by action of the Board of Directors, or any Executive Officer may require additional training for any, or all, advisors, and adult workers at any time. Such training must be completed according to deadlines established as part of the requirement, and failure to do so will result in forfeiture of appointment.
- If additional training is required by the Executive Officer, such a requirement shall apply only to those advisors and adult volunteers appointed by that Executive Officer in their jurisdiction. Any loss of status due to failure to comply shall not affect the advisor or adult volunteer's status in other jurisdictions where they may be appointed concurrently.



## Supervision of Youth During Overnight Events

DeMolay International recognizes that multi-day events requiring youth to stay overnight outside of their homes are instrumental in the experience that we provide. Proper supervision must be provided based on the individual circumstances of each event. It is impossible to establish specific procedures for every situation that may be encountered. Therefore, the policies set forth in this section are meant to cover those situations that are the most common, while being flexible enough to provide adaptability for specific situations.

### A. General

1. At no time shall a youth attend an overnight event without parental permission. Such permission shall be deemed to be provided via registration for the event.
2. At no time should a youth attend an overnight event unless at least two registered DeMolay advisors are present.
3. At no time should a youth stay overnight at an advisor's home, or other area controlled by an advisor, unless they are directly related or have permission from the Executive Officer of the jurisdiction. In the instance that the overnight area is outside of the youth's home jurisdiction, permission must be obtained from all Executive Officers involved. In all cases where the youth and advisor are not related, there must be at least two registered DeMolay advisors present at all times.
4. Supervision must be provided during all times, including times that youth are required to be in sleeping areas or when it would be possible for them to be there for extended periods of "unstructured time."
5. When housing options do not allow for easy visual observation of the area occupied by youth (e.g., through windows, etc.) advisors are required to conduct regular observation walkthroughs of hallways or other communal areas immediately outside of youth rooms to observe any potential issues.
6. When housing environments allow for regular observation of youth areas (e.g., camp cabins with "walls of windows") supervision can be maintained by adults' regular presence on walkways or other areas immediately outside the sleeping quarters.
7. When overnight housing is in a hotel or similar location that would require youth and adults to share private sleeping and restroom/bathing facilities:
  - a. No adult shall room with a youth unless all persons in the room are members of the same immediate family. For purposes of this policy, a legal guardian shall have the same meaning as a parent.
  - b. Youth shall be roomed with other youth of similar ages. Preference should be given to rooming youth with others who are within two years of age.
  - c. Squires should not be roomed with DeMolays unless they are related. The Executive Officer may make an exception to this rule if an 11-year-old Squire is being housed in a room of 12-year-old DeMolays because no other Squires are present at the event.
  - d. In hotel settings, if an adult and youth are housed in adjoining rooms, the adjoining door is to remain closed and locked on both sides at all times unless all adults and youth in the adjoining rooms are related.

- e. In the case of multi-bedroom hotel suites, a youth may not be in the same suite as a non-related adult.
- 8. When overnight events are held at camps, retreat centers, or similar locations where communal housing is present, the policies established in the attached guidelines must be adhered to. Should individual circumstances require adjustment, it is recommended that approval for the modifications be obtained from the Executive Director.

**GUIDELINES FOR HOUSING AND YOUTH SUPERVISION  
IN CAMPS, RETREAT CENTERS AND SIMILAR FACILITIES**

- I. All buildings, structures, grounds, equipment, and activity areas used for the DeMolay program must be maintained in a manner that provides for safe use by youth and adults.
- II. Advisors and adult volunteers must be informed of the location and contact information for local emergency service providers.
  - a. All adults must have the ability to reasonably contact emergency services if needed. It is strongly recommended that multiple avenues of communication (e.g., cell phones, landlines, etc.) be available and in working condition.
  - b. All adults should be familiar with processes for evacuating the premises and transporting injured parties to the nearest emergency medical facility should it be required.
  - c. All adults should be provided with the address of the program location and any necessary directions to assist first responders in reaching the site.
- III. A designated adult must be responsible for maintaining a record of health & wellness issues during the program which must, at a minimum, record:
  - a. The name of the individual being treated,
  - b. The date and time of treatment,
  - c. Symptoms presented or identified,
  - d. Treatment provided and the name(s) of person(s) providing treatment,
  - e. Any recommendations for follow up care, to include notation of transport to a medical facility must include the name(s) of adults providing transport.
- IV. The original treatment records for each program must be sent to the Service & Leadership Center following the program to be maintained.
  - a. These records must be submitted within 30 days of the conclusion of the program. Regardless of these requirements, DeMolay accident/injury reports must be completed and reported to the Executive Officer and Executive Director within 24 hours of the accident/injury.
- V. DeMolay program leadership should work with facility representatives to establish policies for the following. All participants, youth and adults, should be trained on these procedures on the first day of the program.
  - a. Active threat situations,
  - b. Missing persons,
  - c. Severe weather,
  - d. Unauthorized persons,

- e. Facility orientation to include location to obtain medical care
- f. Reporting of disciplinary/behavioral issues

## **GUIDELINES FOR THE HANDLING AND DISTRIBUTION OF MEDICATION**

- I. A limited amount of medication may be carried by a DeMolay, Advisor, or parent for life-threatening conditions, including epinephrine injector, heart medication, and inhalers, or for a limited amount of medication approved for use in a first-aid kit. Any administration of any emergency/rescue medication must be reported to a responsible Advisor and the event health officer as soon as possible. The event health officer shall provide follow-up and document the administration in the incident log.
- II. Medication Administration:
  - A. For prescription medications, medication should only be given in accordance with the prescribing health care provider's directions or a parent/guardian's signed instructions and only by the event health officer or other qualified/designated adult.
  - B. For Over-The-Counter (OTC) medications, medications should be given in accordance with the original label, except as otherwise provided by the council's health supervisor, a prescribing health care provider's direction, or a parent/guardian's signed instruction, and only by the event health officer or other qualified/designated adult.
  - C. Event-supplied medications must be administered in accordance with preapproved medical procedures approved by the council health supervisor and only by the event health officer or other qualified/designated adult. When there is question, the event health officer should request assistance from the Executive Officer, and/or the parent.
  - D. All administration of medication must be recorded in a log (using standard forms) or noted in the event health log.
  - E. No medication should be administered until the participant's health record has been screened for instruction and possible allergy.

- III. Prescription and Over-the-Counter (OTC) Medications Brought from Home: All meds brought from home are to be managed using one of the following three methods.
- a. Managed by the Chapter Advisor provided they maintain the medications under lock and key and records the administration on issued documents/forms.
  - b. Managed by the parent/guardian provided he or she maintains control of the medication in a secure fashion under lock and key.
  - c. Managed by the event health officer in conjunction with the participant and/or Advisor or parent. This option should be used only when the medication must be stored (refrigeration, clean countertop, etc.) or when the medication regimen is complex and may require assistance by a event health officer (on prearrangement) who is licensed and/or trained to assist in the medication process.
  - d. Exception for Emergency Medications: It shall be an exception to this policy for a youth to keep emergency medication (e.g., asthma rescue inhalers or EpiPens) where the purpose of the medication is to prevent or minimize the possibility of a life-threatening emergency.
- IV. SUPERVISION OF YOUTH
- a. DeMolay employs the “two-deep” supervision method, and requires all activities to have at least two registered Advisors per the Rules and Regulations.
  - b. Registered volunteers do not meet this requirement, but may serve as additional supervising adults beyond that number. Registered volunteers are not to be the sole or primary supervising adult at any time.
  - c. For events involving Squires, two registered Advisors must be present for the first 8 Squires, and an additional registered adult worker must be present for every additional 8 Squires or part thereof.
  - d. For DeMolay events, including Order of Knighthood and Court of Chevaliers, at least two registered Advisors must be present for the first 10 DeMolays, and an additional registered adult worker must be present for each additional 10 DeMolays or part thereof.
  - e. For overnight events, it is **strongly recommended** that at least one of the Advisors should be male.

Adopted by the Board of Directors June 23, 2022.