



# DIOCESE OF TUCSON RISK MANAGEMENT ADVISORY

*October 2008*

## ***Guidelines for Home-Based Religious Education***

### Abuse Prevention

- Teachers and volunteers must comply with all diocesan "Safe Environment" guidelines including background checks, fingerprinting, and screening
- Two unrelated adults shall be present at all times during class; no child should ever be alone with an adult except for a child with his or her parent
- Individual students not part of the catechist's immediate family should not be in the catechist's home alone
- Supervision ratios must comply with diocesan "Safe Environment" guidelines for outings with children and youth
- The DRE must perform regular and unannounced site visits to each home-base program within the parish
- Window coverings shall be fully opened in the house while class is being held
- Students shall remain in designated learning areas of the house
- At no time should students be allowed in bedrooms or other secluded areas of the home
- Use of bathrooms shall be monitored by a teacher or adult volunteer
- Parents shall be provided with a written "Arrival and Dismissal Policy"

## Building Safety

- Smoke detectors must be installed and functioning properly on each floor of the house
- Emergency evacuation plan must be posted and practiced
- A serviced and functioning fire extinguisher needs to be accessible and visible to the catechist
- Learning spaces should be well lit
- Emergency battery back up lighting must be provided (a battery flashlight is sufficient)
- Handrails must be installed and properly secured where there are two or more steps that are to be used by students and at all stairways that are to be used by students
- Swimming pool and spa areas shall be gated, secured, and off-limits to students
- Building and surrounding grounds shall be inspected for hazards
- Uneven areas of the sidewalk must be clearly marked
- Snow and ice or any other movable hazard must be removed promptly from the walkways, driveways and steps prior to the arrival of students
- Any loose rugs or buckled rugs need to be leveled to prevent trip hazards
- Extension cords shall not cross pathways and the use of extension cords shall be limited
- Furniture should be placed in such a manner to avoid being an obstacle
- Unrestrained pets are not allowed in the area where the students will be arriving or attending the class
- Bathrooms designated for students' use shall be free of medicines, drugs, and chemicals, including cleaning products