DeMolay International Youth Protection Policy
Received by the Board of Directors of DeMolay International
March 9, 2024

Welcome to DeMolay International's Youth Protection Policy. Since 1919, DeMolay International has been transforming the lives of young men through a well-rounded program of activities, mentorship, leadership and life skills training based on an experiential learning model.

DeMolay has been given a sacred trust: Keeping the young people in our programs and activities safe. Like every youth serving organization DeMolay confronts social problems and ills on a routine basis. DeMolay International is fully committed to the safety and protection of every young person involved in our programs and activities. This policy is designed to keep the young people involved in our program safe, healthy and thriving. It is not possible for a policy to anticipate every single issue or situation that may come up. If you have questions, we encourage you to discuss these issues with your Executive Officer.

Contents

Section I: Standard Definitions 4

Section II: DeMolay International Youth Supervision Policies 4

General Supervision: 4

1. Visual Access 4
2. Two-Deep Leadership 4
3. Rule of Four 4
4. Advisor to Youth Ratio 5
5. Parental and Guardian Involvement 5

Activities Requiring Special Approval or Consideration 5

1. Physical Contact 5
2. Photography & Videography 5
3. Activities in Private Homes and Properties 6
4. Overnight Trips or Activities 6
5. Transportation 6
6. Discipline 6
7. Social Media 7

Supervision of Youth During Overnight Events in General 8

1. Parental Permission 8
2. Minimum Number of Advisors Required 8
3. Regulations Staying at an Advisor's Home 8
4. Travel outside the Jurisdiction 8
5. Supervision Required 8
6. Walkthroughs Required 9
7. Regular Presence 9
8. Specific Facility Policies 9
9. Approval of Modifications by the Executive Director of DeMolay International 9
10. Specific Guidelines For Housing And Youth Supervision In Camps, Retreat Centers And Similar Facilities 10

Section III: Prohibited Activities 12

1. Abuse and Physical Force 12

2. Hazing and Bullying 12
3. Drugs, Alcohol & Stimulants 12
4. Blindfolding 13
5. Unauthorized Ceremonies or Organizations 13
6. Violations 13
7. Prohibited Specific Activities: 14
8. State, Local and Jurisdictional Specific Regulations: 14
Section IV: Reporting 16
Disclosed, Suspected or Actual Abuse or Injury 16
Steps to be Taken For Reporting: 17

Received and reviewed by the ISC Board of Directors on March 9, 2024

Section I: Standard Definitions

To simplify this document we want to review some definitions used throughout this document. It may also be helpful to review Article I, Section 4 of the statutes

- Activities: This term includes, but is not limited to, events, programs and activities sponsored by or run by DeMolay International or its subordinated units.
- Advisors: This refers to any adult who is a "Registered Adult Advisor" under the DeMolays Rules and Regulations. This includes Class 5 members of DeMolay International, Class 1, and Class 3 members, as well as Class 2 or Class 4 if serving as a registered adult advisor.
- Parents/Guardians: This refers to the father, mother, stepfather, stepmother and legal guardian.
- Youth: This refers to any young person attending, or participating in a DeMolay event. Including Class VI Members, Active DeMolays, and Class VIII members, Squires. It also applies to invited guests under the age of 21.

Section II: DeMolay International Youth Supervision Policies

General Supervision:

1. Visual Access

Registered Adult Advisors (hereafter advisors) should avoid being isolated with individual DeMolay youth. If a conversation between an advisor and a DeMolay youth needs to be held in confidence, the advisor 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 must be in attendance on all DeMolay meetings, trips, outings, and chapter activities.

3. Rule of Four

For all Activities, no fewer than four individuals (at least two DeMolay Advisors) 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.

Received and reviewed by the ISC Board of Directors on March 9, 2024

4. Advisor to Youth Ratio

At least two DeMolay advisors must be in attendance at all Activities.

For Active DeMolays and youth guests aged 12-21 in groups of 10 or fewer DeMolay youth, two advisors are required. For groups of greater than 10 Active DeMolays, one additional advisor is required for every 10 additional youth aged 12-21. The nature of the event may require more DeMolay advisors. This applies to chapters, priories, and Chevalier courts.

For Squires and youth guests aged 9-11 in groups of 8 or fewer Squire youth, two advisors are required. For groups of greater than 8 Squire youth, one additional advisor is required for every 8 additional youth. The nature of the event may require more DeMolay advisors. This applies to chapters, manors, priories, and Chevalier courts.

For example:
If there are 10 Active DeMolays, you must have two advisors.
If there are 10 Squires you must have three advisors
If there are 12 Active DeMolays, you must have three advisors
If there are 22 Active DeMolays, you must have four advisors.

5. Parental and Guardian Involvement

Parents and Guardians must be notified of all official DeMolay activities. These communications may be verbal, written, text, or email.

Communications should always include the date, location, beginning and ending times for the activity, and contact information for the DeMolay advisors who will be in attendance. Parents are always welcome and encouraged to participate in DeMolay activities that their child is present for but may not perform the duties of advisors.

Activities Requiring Special Approval or Consideration

1. Physical Contact

DeMolay advisors should avoid unnecessary physical contact with DeMolay youth, including, but not limited to unwanted body parts, tickling, and wrestling.

2. Photography & Videography

- All photos or videos of DeMolay activities must be representative of the values of the organization.

- Permission for publishing of photos and likenesses on official DeMolay media channels and materials to take the photos must be granted. Permission can include:

    - Participation in DeMolay events will constitute permission provided that notice is given that photos are going to be taken. This may also be done by the activity registration form, a public announcement at the start of the event, or an email to the participants.

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

3. Activities in Private Homes and Properties

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

4. Overnight Trips or Activities

Any overnight trips or activities require a written permission slip and a Medical Release Form from each DeMolay youth's parent or legal guardian. All advisors 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.

5. Transportation

DeMolay youth are responsible for arranging for their own transportation to and from DeMolay activities. However, a DeMolay advisor may provide transportation for DeMolay youth. An advisor may drive a few DeMolay youth to an activity or transport the youth home. When picking up the first youth, the youth should call his parents and remain on the line until the next youth is picked up. When the second-to-last DeMolay youth has been dropped off, the last youth should call his parents and remain on the line to notify them of his expected time. If the parent isn't home, the youth should call a guardian or immediate family member and remain on the line with them. The Executive Officer may also implement additional notification procedures in this situation.

6. Discipline

Discipline used during 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 policies under the direction of their Executive Officer.

Received and reviewed by the ISC Board of Directors on March 9, 2024

- Corporal or physical punishment is forbidden.

7. 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.

Received and reviewed by the ISC Board of Directors on March 9, 2024

Supervision of Youth During Overnight Events in General

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.

1. Parental Permission

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. Minimum Number of Advisors Required

All overnight activities need to adhere to the ratios required under General Supervision requirements.

3. Regulations Staying at an Advisor's Home

At no time should a youth stay overnight at an advisor's home, property, or other area controlled by an advisor, unless they are directly related or have written permission from the Executive Officer of the jurisdiction.

4. Travel outside the Jurisdiction

In the instance that the overnight area is outside of the youth's home jurisdiction, written 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.

5. Supervision Required

Supervision must be provided at 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." This includes having advisors doing rounds around sleeping quarters and/or hallways. The time should be varied so it is not on a predictable schedule.

6. Walkthroughs Required

. 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.

7. Regular Presence

. 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.

8. Specific Facility Policies

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.

9. Approval of Modifications by the Executive Director of DeMolay International

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, approval for the modifications must be obtained from the Executive Director of DeMolay International

10. Specific Guidelines For Housing And Youth Supervision In Camps, Retreat Centers And Similar Facilities

10.1. Buildings:

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.

10.2. Emergency Service Providers

Advisors 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.

10.3 Health and Wellness Record Keeping

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.

10.4 Medical Treatment Records

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.
b. 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.

10.5 Required Policies

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

10.6 Supervision Of Youth During Overnight Events

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. 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.
c. 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.
d. For overnight events, it is strongly recommended that at least one of the Advisors should be male.

Received and reviewed by the ISC Board of Directors on March 9, 2024

Section III: Prohibited Activities

1. Abuse and Physical Force

- Physical violence—slapping, spanking, corporal punishment and similar behaviors are prohibited at DeMolay events. Advisors 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 by DeMolay youth is prohibited. This includes patting another person's buttocks, skinny dipping, or "mooning" others. DeMolay advisors 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 are strictly prohibited from dating or engaging in romantic or sexual relationships with children or DeMolay youth.

- Neglect—DeMolay advisors 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.

Received and reviewed by the ISC Board of Directors on March 9, 2024

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, the Knighthood Ritual, the Squires Ritual or the Monitor of Ceremonies, or approved for limited usage by the Ritual and Regalia Committee in consultation with the Youth Protection Committee, may be performed. Such limits may be regional, or time-sensitive, and must be reported to the Board of Directors when they are approved, and to DeMolay International annually. 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 or sanctioned DeMolay International.

6. Violations

DeMolay has a Zero Tolerance policy regarding the use of alcohol, tobacco, illegal drugs, schedule 1 drugs, hazing, or any physical, verbal, sexual, or emotional abuse or bullying of any kind by DeMolay advisors 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 Activities.

Although there is not a definitive list of prohibited offenses, any DeMolay should expect to be suspended, expelled, or disqualified from future participation in 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
5. 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.

7. Prohibited Specific Activities:

The following are prohibited practices in DeMolay International:

1. Baseball (Softball is permitted)
2. Bungee jumping
3. Outdoor Skydiving
4. Use of hang gliders, ultralights, experimental aircraft, or non-tethered hot-air balloons.
5. The following type of shooting sports: Anvil shooting, flintlocks, exploding targets, and devices regulated by the National Firearms Act Blow guns, boomerangs, and ballistae Homemade firearms and air cannons, potato cannons, and tennis ball cannons. Throwing of shovels, torpedoes, spikes, stars, shot put, logs, hammers, and cabers Inappropriate ammunition such as pumpkins, hard slingshot ammo, and tracers Cannons Crossbows, reloading ammunition, and using reloaded ammunition, Spears, including atlatls, pole spears, and spear guns.
6. Parkour, Cliff diving or jumping, Whitewater paddling on rapids rated Class V or above
7. Tree climbing, Free or solo climbing, Aerobatics while snowboarding, skiing, wakeboarding, or mountain biking, Parachuting, BASE jumping, or wing suiting, Parasailing or any activity in which a person is carried aloft by a parachute, parasail, kite, flying tube, or other device.
8. Participation in amateur or professional rodeo events, and use of mechanized bulls or similar devices
9. Jumping with bungee-cord devices (sometimes called shock-cord jumping),Flyboarding/jet-boarding Highlining, XPOGO
10. Exploration of abandoned mines, Excavations or entry into fox holes, makeshift caves, tunnels, trenches, or ditches
11. Tackle football

An Executive Officer may not permit any of the above activities to occur.

8. State, Local and Jurisdictional Specific Regulations:

1. DeMolay and its subordinated units must comply with the state and local laws within which we

operate. An activity prohibited by law is further prohibited by DeMolay.

2. The Executive Officer may further prohibit other activities in his sole discretion.

9. Activities not Prohibited

Indoor sky diving facilities such as IFly are permitted.

Received and reviewed by the ISC Board of Directors on March 9, 2024

Section IV: Reporting

When an injury or an abuse situation arises DeMolay has a policy for reporting such issues.

First, it is important to remember the definition of Abuse.

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

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 ensuring that there is an annual training within the first quarter of each calendar year for advisors 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.

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.

The health and safety of our youth is paramount. If a young person needs medical attention or there is a crime in progress, please call 911 immediately.

Steps to be Taken For Reporting:

Below are different steps to be taken when reporting an incident.

Immediate Health and Safety of a Youth:

- Step 1: Youth reports an injury or an immediate injury is observed
- Step 2: Call 911, notify the lead advisor, send a person to direct/guide the ambulance
- Step 3: Call parents/guardians
- Step 4: Call the Executive Officer or designee.
- Step 5: Follow directions of the Executive Officer or designee.
- Step 6: After the youth is safely being treated/cared for complete the injury form. https://beademolay.org/wp-content/uploads/2022/06/Incident-Reporting-Form-1.doc Refer all other questions to the Executive Officer.

Not Immediate Health and Safety of a Youth:

- Step 1: Youth reports an injury or an injury is observed
- Step 2: Notify the lead advisor at the event. If it is a chapter meeting it is the chapter chairman. If he is not there it is the chapter advisor. Jurisdictional or Regional events will vary.
- Step 3: The lead advisor will call the parents/guardians and inform them of the situation. If needed call 911 and send a person to direct/guide the ambulance
- Step 4: Call the Executive Officer or designee.
- Step 5: Follow directions of the Executive Officer or designee.
- Step 6: After the youth is safely being treated/cared for, complete the injury form. https://beademolay.org/wp-content/uploads/2022/06/Incident-Reporting-Form-1.doc Refer all other questions to the Executive Officer.

Suspected Neglect/Abuse

Follow the reporting requirements as described in your jurisdiction's first quarter training. This would include informing the designated municipal, local, and state level authorities as outlined in that training.

Per our policy:" 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”

Important:

- Write the injury report as soon as possible, but no later than 24 hours later.
- Avoid speculation in the report. Keep it to the facts.
- Avoid pronouns. It can often be confusing as to which “he” or “him” is being discussed. Use the person’s name.
- Have someone else read over the report for clarity and to make sure it makes sense.
- Refer all questions to DeMolay International.
- Do not conduct your own investigation.
- Do not discuss the incident with anyone else to ensure a level of confidentiality.

Various duties:
The youth protection committee has been asked to describe whose duty is what and when.

Duties vary depending on the type of injury or incident. If it is occurring or a youth is in immediate danger of harm, it is the responsibility of the person who becomes aware of it. If a youth has a massive injury waiting to tell someone else in the DeMolay “chain of command” may create greater risk.

If the injury is not immediate the lead advisor at the event should be consulted first.

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** and follow their state reporting requirements.