



# *Ontario Vipassana Center-Dhamma Torana*

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[www.torana.dhamma.org](http://www.torana.dhamma.org)

Dear Old Student,

Thank you for your interest in serving during a children's or teens' course. Included in this packet are the **Children's and Teens' Course Safety Guidelines**, and an **application form** for Dhamma service. Please read BOTH the Safety Guidelines AND the Code of Conduct for Dhamma Workers before filling out your application form. You can read the Code of Conduct for Dhamma Workers online at [www.dhamma.org/en/dscode.shtml](http://www.dhamma.org/en/dscode.shtml), or contact the center to request a copy by mail or fax.

Please fill out and sign the Safety Guidelines and your application form, and return both forms to the center via email or fax or post.

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We will let you know once your application has been accepted or if we have further questions.

If you have any questions, feel free to contact us.

Please let us know if you are applying to serve the whole weekend (Friday-Sunday) or just a portion of the weekend?

With kind regards,  
The Children's and Teens' Courses Committee

## **Children's and Teens' Course Safety Guidelines**

These "Children's and Teens' Course Safety Guidelines" are set within the context of the "Code of Conduct for Dhamma Servers" and should be followed with the same diligence to protect and preserve all participants during a children's or teens' course, as well as to preserve and protect the purity of the course and center atmosphere. Please read the Code of Conduct for Dhamma Servers at <http://www.dhamma.org/en/dscode.shtml> before completing your application. If you don't have access to the internet, please contact the center to request a copy by mail.

### **The Code of Discipline**

The principles set out in the "Code of Discipline" have been produced to ensure a peaceful, harmonious atmosphere during courses, conducive for all (children, teens and adults) to meditate.

The basis of the code of discipline is the five precepts that anyone of any age at a course or center are asked to follow:

- not to kill
- not to steal
- not to commit sexual misconduct
- not to lie
- not to take intoxicants

The goal of the following guidelines is to further ensure the welfare of children and teens while at a children's or teens' course at either a center or non-center site and to insure that any suspicions of abuse or inappropriate conduct are responded to efficiently and effectively.

### **Guidance for Servers on Children's and Teens' Courses**

#### **Contact with Children**

- Any one-to-one work with children should be done in full view of others.
- All responsibilities involving the custodial care of children (e.g., contact in private or semi-private areas such as bedrooms and bathrooms) should be done in full view of others, and/or in pairs of adults.
- If in exceptional circumstances one-to-one contact cannot be avoided in more private areas, others should know about and support your actions (i.e., telling people before and after the event).
- Groups of children (three to six in number) should be attended to by assigned group leaders who are responsible for their care. However, in sleeping arrangements, adult group leaders should stay in a neighboring room whenever possible. If adult group leaders must sleep in the same room as the children, then the adults should only do so in pairs, not singly.

- In this Vipassana tradition, people are asked to refrain from physical contact with any other person while at meditation centers or during courses. However, it may sometimes be inevitable that physical contact between servers and children is required, such as when a child is injured or sick. Servers should ensure that any contact is for the benefit of the child and not the server and is not open to any misunderstanding.

### **Confidentiality**

- Any information about children, such as contact details and other background information, problems and issues on a course, dietary requirements and medical needs should be kept confidential and shared only with others on a need-to-know basis.

### **Harm to Children**

- Should there be a suspicion or an accusation that any inappropriate conduct or harm (physical, sexual or emotional) has been done to a child while on a children's or teens' course, either as a result of an action by a server or another child then the conducting CCT must be informed as soon as possible, 24 hours at the latest, (and notes made about what happened). The CCT should then take appropriate action which may involve informing the relevant civil authorities, and the Area Teachers responsible for the center.

I understand and will follow the guidelines outlined and described in this document.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Email: [registration@torana.dhamma.org](mailto:registration@torana.dhamma.org)

Fax: Toll-Free [1] (866) 691-5214

## Children's or Teenagers' Course Application Form for Dhamma Workers

Dates of Course: From: \_\_\_\_\_ To: \_\_\_\_\_

Please complete this form, return it to the above address, and await confirmation. Please answer all questions fully. **All information will be kept strictly confidential.**

Name: First (Given)	Last (Family)	Phone: Home (     )	Work (     )
		Fax (     )	
Street Address/P.O. Box		Gender: M <input type="checkbox"/> F <input type="checkbox"/> Age: ____	
		Date of Birth: Yr ____/Mo ____/Day ____	
City	State/Province	Zip/Postal Code	Occupation
Country	E-mail Address		

Please give details of your courses with S.N. Goenka or any of his assistant teachers:			
	Date	Location	Teacher(s)
First Course:	_____	_____	_____
Most Recent Full Course (Sat):	_____	_____	_____
Total Number of 10-day courses:	Sat Full Time _____	Served Full Time _____	
Others Sat:	_____	Others Served:	_____
Number of Children's Courses Served: _____	Please give details of the most recent one below:		
Date _____	Location _____	Teacher _____	Your Role _____

1. Have you practiced any other meditation techniques (including other Vipassana techniques) or therapeutic or healing techniques since your last course with S.N. Goenka or one of his assistant teachers? Yes <input type="checkbox"/> No <input type="checkbox"/>
a. If yes, please give details:
b. Do you teach or practice on others? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details:
2. Have you maintained your practice of Vipassana meditation since your last course?
3. Have you maintained the five precepts since your last course? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain:

Have you ever been convicted of a crime involving physical abuse or sexual misconduct? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please give details:
Have you ever been the subject of an investigation regarding physical abuse or sexual misconduct? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please give details:

Details of any employment or life experiences you may have had working with children/teenagers:

Do you have any physical health problems, medical conditions or diseases?  
No  Yes  If yes, please give details (dates, symptoms, duration, treatment, present condition).

Do you have, or have you ever had, any mental health problems such as significant depression or anxiety, panic attacks, manic depression, schizophrenia, etc?  
No  Yes  If yes, please give details (dates, symptoms, duration, hospitalization, treatment, present condition).

Are you now taking, or have you taken within the last two years, any prescribed medication?  
No  Yes  If yes, please give details (dates, types, dosage, present use).

Are you now taking, or have you taken within the past two years, any alcohol or drugs (such as marijuana, amphetamines, barbiturates, cocaine, heroin, or other intoxicants)?  
No  Yes  If yes, please give details (dates, types, amounts, treatment, present use).

I acknowledge that I have carefully read and understood the “Code of Conduct for Dhamma Workers”, and “Children’s and Teens’ Course Safety Guidelines” and I agree to abide by all the rules and regulations while I am at the Center.

I hereby certify that the above information is true to the best of my knowledge.

Signature	Date
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Check here if you are driving to the course and willing to be contacted by others seeking a ride: