

ARCHDIOCESE OF WASHINGTON



CHILD  
PROTECTION  
AND  
SAFE  
ENVIRONMENT  
POLICY

JULY 2019



## Before Employment or Volunteer Service

As part of the Archdiocese of Washington's commitment to child safety, any adult who seeks employment or volunteer service with an Archdiocesan school, parish, agency, or other ministry that will involve contact with children must, **prior to beginning service:**

- Complete the applicable Application for Volunteer Services or Application for Employment;
- Register online for a child protection workshop;
- Obtain an authorization form for a criminal background check from the employment/volunteer location; and
- Undergo a criminal background check and have results cleared by the Office of Child Protection and Safe Environment.

Employment and volunteer service may start only after the Office of Child Protection and Safe Environment provides notification that the individual has successfully cleared a criminal background check. Education requirements must be completed within 60 days of the start of service, and the Child Protection and Safe Environment Policy read and an acknowledgment form submitted.

### **If You Suspect Child Abuse or Neglect:**

- Immediately report your suspicions to the civil authorities (see Section 5 and Appendix A)
- Immediately report your suspicions to the principal, pastor, or agency director, and to the Executive Director of Child Protection and Safe Environment (see Section 6)
- Within 24 hours, file a written report with the Executive Director of Child Protection and Safe Environment and the principal, pastor, or agency director (see Section 6 and Appendix B)



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## Introduction

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All people – *children* and *adults* – have the right to be safe and protected from harm in any and all environments – home, school, religious institutions, neighborhoods, and communities. The Archdiocese of Washington embraces this right to safety and is dedicated to promoting and ensuring the protection of all *children* entrusted to our care and to all *adults* who receive *pastoral care* or serve our mission. Any *adult* who engages in sexual activity with a *child* is performing an immoral, gravely sinful, and criminal act. Similarly, any *adult* – *clergy* or lay person – who engages in *improper adult conduct* is in violation of the Archdiocese’s mandate to provide a safe and dignified environment for all who work in or serve the Church. The Archdiocese is committed to do all in its power to create a safe environment for *children*, youth, and any person to prevent *physical abuse*, *sexual abuse*, and *neglect* and to bring the healing ministry of the Archdiocese to bear wherever possible. It is the expectation of the Archdiocese of Washington that all persons and entities under its auspices comply with the provisions stated in this policy.

This Child Protection and Safe Environment Policy builds on a 1986 policy issued by the Archdiocese of Washington that was updated in 1993, 1999, 2003, 2007, and 2013. It is responsive to our concern for *children* and to the provisions contained in the revised *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* initially approved by the full body of U.S. Catholic bishops at its November 2002 General Meeting, with revisions approved at its June 2005, June 2011, and June 2018 General Meetings. Additionally, the Archdiocese is supplementing this policy to ensure that matters of safe environment for all people are specifically included in the protections this policy is designed to provide.

Related to the revised Archdiocese Child Protection Policies, on May 9, 2019, the Holy See issued *Motu Proprio Vos Estis Lux Mundi*, which calls for the universal implementation of enhanced mandated protections and reporting requirements for *children* and vulnerable adults. These Child Protection and Safe Environment Policies hereby implement all requirements of *Vos Estis Lux Mundi*. The Archdiocese of Washington will adhere to any further guidance for implementation issued by the United States Conference of Catholic Bishops and may further supplement these policies as appropriate to ensure ongoing compliance.

With renewed faith, we recommit ourselves to the goals of this policy:

- a. To reiterate and strengthen educative and screening procedures toward the goal of preventing *child abuse* by Archdiocesan personnel and *volunteers*;
- b. To affirm and memorialize our procedures to ensure that all individuals with contact with the Archdiocese partake in an environment that is safe from *improper adult conduct* by any member of the *clergy*, lay employee, or *volunteer*;
- c. To identify and observe reporting requirements to civil and Archdiocesan authorities;
- d. To address the spiritual, physical, and emotional care of the abused *child* and his or her family, any *adult* who suffers from *improper adult conduct*, as well as the affected Catholic community;
- e. To address the spiritual, physical, and emotional care of the individual against whom the charge was made; and
- f. To carry out all policies with regard to Church procedures when *child abuse* or *improper adult conduct* is alleged.



## SECTION 1

# Definitions

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Following are definitions used for the purposes of this policy. *Please note that defined words (including their plural forms) are in italics throughout the policy.*

- 1.1 Abuse of power:** Acting in a way that uses one’s authority or position in a sexually abusive way.
- 1.2 Accused:** A person charged with or alleged to have committed an act of abuse, a serious violation of these policies and procedures (or “this Policy”), or a crime.
- 1.3 Administrative leave:** Relieving the *accused* of assigned duties pending further notice from the Moderator of the Curia.
- 1.4 Adult:** A person who is at least 18 years old.
- 1.5 Child:** Any person under the age of eighteen (18).<sup>1</sup>
- 1.6 Child abuse:** Consists of any of the following:
- a. *Sexual abuse* includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by the *child*, which involves sexual contact, molestation, or sexual exploitation of a *child* by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a *child*,<sup>2</sup> whether physical injuries are sustained or not, to include:
    1. The intentional touching of the genitals or intimate parts, including the female breast, the genital area, groin, inner thigh, and buttocks of a *child* or of a perpetrator by a *child* for purposes of sexual arousal or gratification;
- <sup>1</sup> A vulnerable individual over the age of seventeen (17) is also covered by this policy - *mutatis mutandis* (with the necessary changes) - when such a person is unable or unlikely to report abuse without assistance because of impairment of physical or mental function or emotional status.
- <sup>2</sup> Includes all *covered persons* or any *adult* who has been given responsibility for temporary care or supervision of a *child*. The passing of responsibility may be by a parent, guardian, or authorized person, regardless of duration, for a church- or school-related activity.

2. Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact;
3. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh, and buttocks in the presence and view of a *child* for purposes of sexual arousal or gratification;
4. Permitting, causing, encouraging, or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a *child*, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a *child* in apparent observation of sex acts by others in the *child's* presence; and
5. Displaying or distributing to a *child* any picture, photograph, book, pamphlet, digital image, movie, or magazine the cover or content of which is principally made of descriptions or depictions of sex acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.

b. *Physical abuse* includes any act which:

1. Willfully causes or inflicts physical injury to a *child*; or
2. Willfully causes mental injury or psychological injury to a *child* by intentionally engendering fear of physical injury to that *child*.

It is the policy of the Archdiocese of Washington that corporal punishment of a *child* is prohibited in all entities under the auspices of the Archdiocese of Washington.

*Physical abuse* does not include the appropriate physical restraint of a *child* who is attempting to injure another person or him/herself, or the appropriate physical direction of a *child* away from danger, or the minimum restraint necessary to place a *child* in "time out" or other appropriate limitation of movement to promote the *child's* regaining of safety and emotional control.

c. *Neglect* includes:

1. Abandonment of a *child* by a parent, custodian, or guardian;
2. Lack of care by not providing appropriate and necessary food, shelter, clothing, and education; and
3. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

d. *Sexual assault* includes any *sexual abuse* committed by an *adult* who is not a household or family member or responsible for supervision of the *child*.

e. *Improper Adult Conduct* includes any form of non-consensual sexual contact targeted at another *adult*, including, but not limited to, any sexual contact that constitutes a criminal act, any unwanted or inappropriate acts of touching or display that meet the definition of *sexual abuse*, or any coercion, sexual harassment, mistreatment, or *abuse of power* that is sexual in nature.

**1.7 Child Protection and Safe Environment Advisory and Case Review Board:** refers to the body established and functioning pursuant to the terms of Section 8 of this Policy and which may be referenced singularly as the *Advisory Board* when performing the functions outlined in Section 8.1 or as the *Case Review Board* when performing the functions outlined in Section 8.2.

**1.8 Child Protection Compliance Coordinator:** One or more persons designated by the pastor to assist him in ensuring the parish and its school are in full *compliance* with Archdiocesan *child* protection requirements, to include management of *compliance* records for the location.

**1.9 Clergy:** A bishop, priest, or deacon.

**1.10 Code of Conduct:** The Archdiocese of Washington promulgated a *Code of Conduct* in July, 2016, and all *clergy*, employees, and *volunteers* must fully comply with these requirements. A copy of the *Code of Conduct* is included at Appendix F.

**1.11 Compliance:** For purposes of this policy, a person is in *compliance* if he/she has (1) completed and submitted the appropriate application for employment or *volunteer* services, admission to the permanent diaconate or seminary program, or incardination; (2) received a cleared *criminal background check* as confirmed by the archdiocesan Office of Human Resources and Office of Child Protection and Safe Environment; (3) attended required *child* protection education; (4) read the Child Protection and Safe Environment Policy; and (5) submitted the signed acknowledgment form.

**1.12 Contact with children:** Contact with *children* in which the duration and scope in both time and exposure to *children* is not incidental or limited and which may occur either sporadically or on a routine and/or ongoing basis. Any *covered persons* performing service or work in a school are considered to have *contact with children* (see Section 1.13: *Covered persons*).



**1.13 Covered persons:** All *clergy, religious*, seminarians, employees, and *volunteers* whose service and activity are subject to the oversight and control of the Archdiocese of Washington and who have *contact with children* (see Section 1.12: Contact with Children).

**1.14 Credible accusation:** An allegation that, based upon the facts of the case, meets one or more of the following thresholds:

- a. Believable and plausible;
- b. Natural, reasonable, and probable;
- c. Corroborated with other evidence or another source; and/or
- d. Acknowledged/admitted to by the *accused*.

In making this determination, consideration should be given to the trustworthiness of the source.

**1.15 Criminal background check:** Determination of criminal charges or convictions through state and FBI fingerprinting and/or other searches or investigative measures deemed necessary and appropriate by the Archdiocese of Washington in its sole discretion.

**1.16 Executive Director of Child Protection and Safe Environment:** Serves as the primary point of contact for Archdiocesan *child* protection efforts, including support for victims, education, reporting, and monitoring.

**1.17 Local educational agency:** A local, independent school district (e.g., District of Columbia Public Schools, Prince George’s County Public Schools) that from time to time provides students in Archdiocese of Washington Catholic schools with direct services, such as tutoring, speech and language services, or occupational therapy, that the students are entitled to receive under federal law. A *local educational agency* does not have a relationship - contractual, financial, or otherwise - with Archdiocese of Washington Catholic schools, but, in most cases, provides services on Catholic school grounds.

**1.18 Non-archdiocesan educational service provider:** Any individual who (1) is an employee of a *local educational agency* or a vendor that has a contract with the *local educational agency*; and (2) provides educational or related services to a student attending an Archdiocese of Washington Catholic school on the school premises.

- 1.19 Pastoral care:** A ministry of caring or service provided under the auspices of the Archdiocese of Washington.
- 1.20 Religious:** A male or female member of an institute of consecrated life or society of apostolic life who may or may not be a cleric.
- 1.21 Third party vendor/contractor:** Any independent agency, organization, company, or vendor (and/or their subcontractors), other than an employee or *volunteer*, that contracts directly with the Archdiocese of Washington to provide services for the Archdiocese in relation to any school or parish program, activity, or setting that may involve *contact with children*.
- 1.22 Volunteer:** A person who provides without compensation an ongoing service or activity that is officially sanctioned by the Archdiocese of Washington and/or Archdiocesan personnel.



# Applications and Background Checks:

## Lay Employees, Volunteers, and Contractors

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### Principle

The Archdiocese of Washington recognizes that *criminal background checks* are a critical element in ensuring the safety of *children* and protecting them from inappropriate actions or behaviors of others. Therefore, all *clergy*, employees, and *volunteers* who will come into *contact with children* while working or *volunteering* for any Archdiocesan institution and/or program, will undergo the relevant state and federal *criminal background checks* (which may involve fingerprinting or other investigative measures deemed necessary and appropriate).

### 2.1 Clearance Requirements: Employees and Volunteers

- a. The pastor/parochial administrator or principal will ensure that all employees and *volunteers* who have *contact with children* have, prior to starting their service:
  1. Submitted the appropriate Application for Employment or Volunteer Application Form (forms available from parishes, schools, and the Archdiocesan Human Resources office, and online at [www.adw.org](http://www.adw.org)); and
  2. Cleared the required *criminal background checks*.<sup>3</sup>
- b. The above requirements apply to employees and *volunteers* including, but not limited to:
  1. All Archdiocesan employees who have *contact with children*;
  2. All principals, assistant principals, teachers, school counselors, librarians, *volunteers*, and staff at all levels, including aides, school nurses, and office personnel of Archdiocesan elementary, middle, and high schools;
  3. All directors, coordinators, catechists, and staff of religious education programs;

<sup>3</sup> The Archdiocese of Washington requires criminal histories in which there is no occurrence of offenses that constitute any form of *child abuse*, *child endangerment*, assault, battery, or any other violent crime, and may, in its discretion, prohibit a candidate from working or volunteering with *children* based on any other crime or combination of crimes it considers to be disqualifying.

4. All persons providing *child* care services under the auspices of the Archdiocese and/or any parish, mission, and/or other Catholic organizations which are subject under civil law to the administration, authority, and/or governance of the Archdiocese;
5. All youth ministers, directors/coaches of *children's* activities (e.g., athletics, scout leaders, choir, band, etc.), and similar Archdiocesan personnel who provide such services under the auspices of the Archdiocese or any parish, mission, or other Catholic organizations which are subject under civil law to the administration, authority, and/or governance of the Archdiocese.

The Moderator of the Curia has the authority to designate additional employees or *volunteers* who must complete the above clearance requirements.

*Covered persons*, including *volunteers*, periodically may be required to submit an updated application or to have an updated *criminal background check* undertaken. These updated records will be maintained by the Office of Child Protection and Safe Environment.

These clearance requirements are in addition to the education requirements in Section 4.

## **2.2 Approval of Background Check Results: Employees and Volunteers**

Employment or acceptance of *volunteer* services is contingent upon a favorable result of the application and *criminal background check* results (including any required fingerprinting or other investigative measures deemed necessary and appropriate). Employment or *volunteer* services may not commence until *criminal background check* results are received, approved, and posted. The *Executive Director of Child Protection and Safe Environment* as well as the Archdiocesan Office of Human Resources will review all completed application forms and *criminal background check* results and thereafter notify the pastor/parochial administrator or principal of any unsuitable applicants, notify the pastor/parochial administrator or principal when an individual is approved, and maintain a list of all persons in Archdiocesan locations who have been refused employment or not allowed to provide *volunteer* services due to background investigation results.

Results may be investigated by the Moderator of the Curia or his designate. Should the Moderator of the Curia deem an investigation necessary due to information discovered in the application/reference check, *criminal background check* results, or other part of the screening process, the pastor/parochial administrator or principal will be contacted immediately. The pastor/parochial administrator or principal will contact the prospective employee or *volunteer* to clarify questions or findings. Written documentation of the inquiry will be sent to the Moderator of the Curia. Employment services may then commence only after written approval from the Archdiocesan Office of Human Resources in consultation with the *Executive Director of Child Protection and Safe Environment*, and *volunteer* services may only commence after written approval from the *Executive Director of Child Protection and Safe Environment*. Applications and the results of *criminal background checks* shall be maintained in the files of the Archdiocese with access limited only to the Archbishop's designee(s).

### 2.3 Child Protection Compliance Coordinator

The pastor is responsible for ensuring that all employees and *volunteers* who have *contact with children* are in *compliance* with Archdiocesan *child protection* requirements. Each parish, unless it has no programs for *children*, is required to designate at least one *Child Protection Compliance Coordinator*. The Compliance Coordinator Designation Form (Appendix D) shall be used to make the designation.

The *Child Protection Compliance Coordinator*:

- a. Assists the pastor and other site coordinators in ensuring *compliance* with the Child Protection and Safe Environment Policy by employees and *volunteers*;
- b. Maintains *compliance* records for the parish/school location so only those who are fully compliant may work or *volunteer* with *children*; and
- c. Assists in setting up and disseminating information about education sessions.

Any failure of the *Child Protection Compliance Coordinator* to fully perform the duties of this position may lead to dismissal or termination from employment.

Pastors will notify the Office of Child Protection and Safe Environment when their designated *Child Protection Compliance Coordinator* is no longer serving in that role and will designate a new coordinator. The Compliance Coordinator Designation Form (Appendix D) shall be used to do so.

## 2.4 Clearance Requirements: Local Educational Agency

Any *local educational agency* that assigns *non-archdiocesan educational service providers* to work directly with minors in an archdiocesan school must:

- a. Conduct a *criminal background check* for each *non-archdiocesan educational service provider*;
- b. Require each *non-archdiocesan educational service provider* to complete the *local educational agency's child protection and safety training*;
- c. Provide documentation to the Archdiocese of Washington's Catholic Schools Office that each *non-archdiocesan educational service provider* assigned to an archdiocesan school has successfully passed the *criminal background check* and completed the training; and
- d. Provide proof of insurance coverage of at least One Million Dollars that covers any acts of *child abuse*, including *sexual abuse*.

## 2.5 Clearance Requirements: Third Party Vendor/Contractor

Any *third party vendor/contractor* must complete thorough screenings and *criminal background checks* of its employees, agents, *volunteers*, and subcontractors who potentially will have *contact with children* while working on Archdiocesan property or in relation to any school or parish program, activity, or setting. The *third party vendor/contractor* must maintain documentation for all *criminal background checks* in its files and furnish this documentation to the Archdiocese upon request. The *third party vendor/contractor* must also provide proof of insurance coverage of at least One Million Dollars that covers any acts of *child abuse*, including *sexual abuse*. The Archdiocese of Washington may, in its sole discretion, require additional measures to be implemented in relation to a *third-party vendor/contractor* whenever the Archdiocese determines that such measures are warranted based upon the nature of the services provided.



## Background and Reference Checks: Clergy and Religious

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### Principle:

The Archdiocese of Washington recognizes that background checks are a critical element in ensuring the safety of *children* and protecting them from inappropriate influences. Therefore, all *clergy*, seminarians, *religious*, and applicants who come into *contact with children* while working for an Archdiocesan entity will undergo a *criminal background check*, including an electronic background check and fingerprinting or any other investigation deemed necessary and appropriate. Re-checks will be conducted on a monthly basis. It is the responsibility of the Secretary for Ministerial Leadership or the Delegate for Consecrated Life to ensure that all *clergy*, *religious*, and seminarians have completed the appropriate applications and received cleared results of their *criminal background checks* prior to beginning their work with *children*.

### 3.1 All Members of Religious Communities and Extern Clergy in the Archdiocese

All superiors of *religious* communities or bishops requesting parochial faculties for an individual in the Archdiocese of Washington are required to state clearly in writing to the Secretary for Ministerial Leadership or the Delegate for Consecrated Life, whichever is applicable:

- a. There is no history which would render the individual unsuitable to work with minors;
- b. The superior has reviewed employment and up-to-date cleared *criminal background check* results of the individual; and
- c. The religious community or diocese will abide by Archdiocesan policies and procedures outlined in the Child Protection and Safe Environment Policy should an allegation of misconduct with minors be made against an individual *religious* or extern *clergy* while serving in an Archdiocesan parish or facility.

These individuals also must read the Archdiocesan Child Protection and Safe Environment Policy and return a completed Acknowledgment Form (Appendix E).

### 3.2 Additional Requirements for Religious or Externs Seeking Residence, Assignment, or Regular Weekend Ministry

In addition to the requirements in Section 3.1, any individual who is applying for ministry with a parish or other entity of the Archdiocese of Washington or who is seeking residence in an Archdiocesan parish or other Archdiocesan institution must:

- a. Undergo a *criminal background check* - fingerprinting and any other investigative requirements in accordance with the policies of the Archdiocese of Washington - prior to starting ministry or within one week of arrival. Until all *criminal background check* and fingerprinting results are received and cleared, these individuals may not engage in any public ministry. In the event that it would be infeasible for an extern priest to comply with these requirements prior to starting in ministry or within one week of arrival, the Moderator of the Curia may grant temporary permission for the extern priest to engage in ministry while the clearance process is pending; however, the extern priest shall not be permitted to have *contact with children* during this time; and
- b. Attend a child protection education session sponsored by the Archdiocese of Washington.

Any individual who seeks to provide regular ministry in the Archdiocese (e.g., assistance with weekend Masses), although not in residence with or assigned to an Archdiocesan ministry, must fulfill the requirements in Section 3.1 and provide documentation that he has attended *child* prevention education or must attend such education in the Archdiocese of Washington within sixty (60) days of starting this ministry.

Extern priests are required to adhere to the policies and procedures outlined in this document and the guidelines for transfers outlined in the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, initially approved by the full body of U.S. Catholic bishops at its November 2002 General Meeting, with revisions approved at its June 2005, June 2011, and June 2018 General Meetings.



### 3.3 Applicants for Priesthood or Permanent Diaconate in the Archdiocese of Washington

Individuals making application for the priesthood or the permanent diaconate, as well as priests seeking incardination, shall be required to complete the appropriate application for admission or incardination and *criminal background checks*, and state in writing that they have no history which would render them unsuitable to work with minors. Additionally, all of the above individuals shall receive psychological testing and background checks in an effort to determine that they are suitable to work with minors.

### 3.4 Granting Residence or Ministry to Extern Priest or Religious

No pastor/parochial administrator, parochial vicar, or director of any Archdiocesan institution or facility in the Archdiocese of Washington is permitted to grant residence or full-time or part-time or regular weekend ministry to an extern priest or *religious* until the Secretary for Ministerial Leadership or the Delegate for Consecrated Life provides a letter of permission assuring that the required criminal and other background checks have been obtained and are consistent with the Archdiocese of Washington *criminal background check* requirements.<sup>4</sup> Those who will be in residence must obtain *criminal background checks* through and attend *child* protection education in the Archdiocese of Washington.

### 3.5 Background Check Results

The *Executive Director of Child Protection and Safe Environment* along with the Secretary for Ministerial Leadership or the Delegate for Consecrated Life are to review all criminal and other background check results. The Archdiocese of Washington will maintain a list of all *clergy* and *religious* in the Archdiocese who have been refused employment or not allowed to provide *volunteer* services due to background investigation.

<sup>4</sup> The Archdiocese of Washington requires criminal histories in which there is no occurrence of offenses that constitute any form of *child abuse*, *child* endangerment, assault, battery, or any other violent crime, and may, in its discretion, prohibit a candidate from working or volunteering with *children* based on any other crime or combination of crimes it considers to be disqualifying.



## Education

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### Principle:

The Archdiocese of Washington is committed to preventing *child abuse* before it occurs and to identifying and reporting *child abuse* once it has occurred. By raising the awareness and understanding of abuse issues among priests, deacons, *religious*, staff members, *volunteers*, and other *adults* who work with or have *contact with children* and young people under the care of the Archdiocese and by increasing their knowledge and ability to deal effectively with *child abuse* issues once they arise, risks to *child* safety can be greatly reduced. By educating *children* on how to be safe and stay safe, the Archdiocese will enhance the ability of *children* to protect themselves and encourage an environment that allows *children* to communicate any potential endangerment.

### 4.1 Educational Programs to be Offered

The Archdiocese of Washington shall provide educational programs that:

- a. Are intended to teach participants to prevent, recognize, and appropriately report *child abuse*;
- b. May include seminars, workshops, and meetings, online or written materials and lesson plans;
- c. Are available at the local and archdiocesan organizational levels.

### 4.2 Who Must Participate

Participation in these educational programs is:

- a. Required of all *covered persons*, including:
  1. All priests, deacons, and members of *religious* communities;
  2. All principals, assistant principals, teachers, school counselors, librarians, all *volunteers*, and Archdiocesan school staff at all levels, including aides, janitors, food service workers, school nurses, and office personnel of all Catholic elementary, middle, and high schools;
  3. All directors, catechists, and staff of religious education programs;
  4. All Archdiocesan personnel providing *child* care services;
  5. All youth ministers, directors/coaches of *children's* activities (e.g., athletics, scout troops, choir, etc.), and similar Archdiocesan personnel who provide such services;
  6. All other Archdiocesan employees who have *contact with children*;

- b. Required of all *children* and youth who participate in Archdiocesan activities, services, and programs, such as school, religious education, and youth ministry;
- c. Recommended of parents and other *adults* even if they do not work or *volunteer* with *children* participating in activities, services, and programs under the auspices of the Archdiocese.

The Moderator of the Curia shall have the authority to direct additional personnel of the Archdiocese (other than those specified above) to attend the education programs.

### 4.3 Educational Deadlines for Adults

New employees and *volunteers* who will have *contact with children*

- a. Shall enroll in appropriate preventive education programs (as specified in Section 4.4) at the earliest possible date and no later than sixty (60) days following the assumption of their duties; new staff or *volunteers* for summer programs must complete training prior to start of the summer program;
- b. Must complete a minimum of two hours of education in the first year of service;
- c. Will be considered non-compliant if this education requirement is not met within the specified time frame and shall be removed from *contact with children* at the direction of the pastor/parochial administrator, principal, or agency director.

Archdiocesan employees and *clergy* shall complete one hour of education in each subsequent year. *Volunteers* shall be provided education in each subsequent year, at a minimum through written or online materials.

Records of *compliance* with education policies will be monitored by *Child Protection Compliance Coordinators*, in coordination with the Office of Child Protection and Safe Environment.

### 4.4 Educational Curriculum for Adults

- a. All *covered persons* (*clergy*, employees, and *volunteers* who have *contact with children*) shall attend scheduled training sessions that include but are not limited to the following subjects, also known as the Core Curriculum for Adults:
  1. Appropriate boundaries and established prohibitions in ministry;
  2. Nature of the *child abuse* problem;
  3. Signs and symptoms of abuse in *children* and youth;
  4. Laws, policies, and procedures to report abuse allegations;
  5. Policies and procedures to prevent *child abuse* by *clergy*, Church personnel or others who come into *contact with children*;
  6. Policies and procedures to prevent *child abuse* on any Church-

- owned property or at Church-sponsored events and activities;
7. Types of disclosure and how to respond appropriately;
  8. Policies and procedures to respond to allegations of abuse.
- b. Priests and permanent deacons shall receive additional education on the following subjects on a periodic basis:
1. Ministering to *adults* and *children* about the prevention of abuse and exploitation;
  2. Ministering to victims of abuse;
  3. Penitential privilege and the seal of confession.

Parents and other *adults*, other than *covered persons*, are strongly encouraged and invited to attend scheduled training sessions.

### **Educational Curriculum for Minors in Parochial Schools and Religious Education Programs**

*Children* and young people shall attend scheduled training sessions that include but are not limited to the following subjects:

- a. Basic safety skills;
- b. Recognition of dangerous and abusive situations;
- c. Appropriate and inappropriate physical contact and other interpersonal boundary violations;
- d. Ability to say “no” to unwanted situations;
- e. Ability to identify trusting *adults* with whom to speak;
- f. Importance of disclosure if inappropriate or unwanted actions are directed to self or others;
- g. Recognition that abusive situations are never the fault of the *child*;
- h. Ability to safely interact with technology, including the Internet and mobile devices.

This material shall be provided annually through age- and developmentally-appropriate programs for *children* in all grades of every parochial elementary school in the Archdiocese, and for *children* participating in parish religious education and youth ministry programs.

Similar age-appropriate programs will be presented annually in the Archdiocesan high schools. Programs will be made available to all other Catholic schools; their participation will be strongly recommended.

The Superintendent of Catholic Schools, Archdiocesan Director for Catechesis, and Executive Director for Youth Ministry will ensure that these programs are available at the elementary (K–6th grade) and middle/secondary (7th–12th grade) levels.



# Civil Reporting Requirements

## Principle

The Archdiocese of Washington recognizes that the protection of *children* and young people is a responsibility shared by the entire community, including the Church, parents, teachers, healthcare professionals, public safety officials, public and private social services agencies, and the general public. The Archdiocese is committed to working with civil authorities to protect *children* by preventing *child abuse* and *neglect*, reporting alleged incidents of abuse or *neglect*, cooperating in investigations of allegations and any resultant judicial proceedings, as well as advising victims of their right to report independently and supporting their exercise of that right, as specified in the *Charter for the Protection of Children and Young People*. The Archdiocese will act in accordance with standards that will at all times comply with those of civil law, and this policy will be reviewed annually by the Moderator of the Curia to ensure consistency with changes in civil law.

### 5.1 Who Must Report?

Any *clergy, religious, seminarian, employee, or volunteer*, including those who do not work or *volunteer* with *children*, who has reason to believe or suspects that any *child* has been the victim of *physical abuse, sexual abuse, sexual assault, or neglect* shall make a report to the appropriate civil authorities, identified in Section 5.3, and to the appropriate Archdiocesan authorities, identified in Section 6. The sole exception is that ordained priests shall not report any information subject to the priest-penitent privilege.

### 5.2 What Must Be Reported?

The following must be reported to civil authorities:

- a. Any suspected *physical abuse, sexual abuse, sexual assault, or neglect* of a *child* shall be reported as soon as possible, regardless of where the incident occurred or by whom it was committed.
- b. Past incidents of *sexual abuse* that are alleged to have occurred when a victim was a minor, even if the victim is now an *adult*.
- c. Any other incident that is required to be reported under applicable law.<sup>5</sup>

<sup>5</sup> In addition, in accordance with the law of the District of Columbia, a professional who believes a *child* is in immediate danger of *abuse, neglect, or harm* as a result of drug-related activity must report that. In accordance with Maryland law, alleged incidents of mental injury must be reported.

### 5.3 To Whom Should Reports Be Made?

Contact information for reporting to the civil authorities is provided in Appendix A. These reports are in addition to internal Archdiocesan reporting requirements (see Section 6).

**Maryland:** Reports of *child abuse* alleged to have occurred in Maryland shall be reported to the local law enforcement agency or the local department of social services. Reports of *neglect* alleged to have occurred in Maryland shall be reported to the local department of social services.

**District of Columbia:** Reports of known or suspected *child abuse* alleged to have occurred in the District of Columbia shall be made to the Metropolitan Police Department or the Department of Child Protective Services.

### 5.4 What Specific Information Should be Reported?

The person making a report should provide as much information as possible. He/she should not conduct an investigation in order to obtain more information than is readily available. It is the responsibility of the civil authority to ascertain whether an investigation is warranted.

The following information should be reported to the extent it is known:

- a. Name, address, and age of the *child*;
- b. Name and address of the *child's* parent, guardian, or caretaker;
- c. Whereabouts of the *child*;
- d. Nature and extent of the alleged maltreatment and any past history of injury possibly occurring from *child abuse* or *neglect*;
- e. Name, address, and whereabouts of the person or persons suspected of perpetrating the *child abuse* or *neglect*, if known;
- f. Any other information which might help to determine the cause of the suspected *child abuse* or *neglect* or the identity of the person responsible.

## **5.5 Reporting by Victims**

In addition to making a report, Archdiocesan personnel shall inform the *adult* alleged victim of his/her right to report to the appropriate civil authority and support victims in their exercise of this right.

## **5.6 Requirements for Further Cooperation**

Upon request of any civil authority, Archdiocesan personnel shall cooperate fully in any investigation of *child abuse* and/or *neglect*. This includes investigations of alleged *sexual abuse* of minors who are now *adults*. They shall also cooperate in any resulting judicial proceeding.

## **5.7 Immunity Protections for Those Making a Report**

Under their statutes, both Maryland and the District of Columbia provide civil and criminal immunity to those who are mandated to report suspected *child abuse* and do so in good faith. In the District of Columbia, any person who, participating in good faith, makes a report of suspected *child abuse* shall have immunity from civil and criminal liability. This immunity, in both jurisdictions, extends to investigations and judicial proceedings arising from the reports.



## SECTION 6

# Internal Archdiocesan Reporting Requirements<sup>6</sup>

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### Principle:

The Archdiocese of Washington believes unconditionally in the dignity of all *children* and young people and reasserts its condemnation of *child abuse*. Originating from this belief are expectations that there is (1) the general duty on all to report knowledge or reasonable suspicion of *child abuse*, regardless of any adverse consequences of such disclosure; and (2) the pastoral responsibility of the Archdiocese to establish, implement, and enforce an internal program of clear, practical actions to require the reporting of suspected *child abuse*.

### 6.1 Duty to Report

Any suspected *child abuse*, *neglect*, or assault must be reported immediately to civil authorities and to Archdiocesan officials. Assistance in making a report to civil authorities will be provided by Archdiocesan officials if requested.

- a. Any *clergy*, *religious*, seminarian, employee, or *volunteer*, including one who does not work or *volunteer* with *children*, who has reason to believe or suspects that any *child* has been the victim of *physical abuse*, *sexual abuse*, *sexual assault*, or *neglect* shall make a report to the appropriate civil authorities identified in Section 5.3. The sole exception is that ordained priests shall not report any information subject to the priest-penitent privilege.
- b. Any individual who discloses abuse shall be advised to share this information with civil authorities and will be provided with the necessary support and assistance to do so.
- c. The reporting procedures specified below shall be followed regardless of the nature of the offense, the current age of the alleged victim, the position/role of the *accused*, when the offense allegedly occurred, or any other factors that may be deemed to be exceptions to this rule.

<sup>6</sup> These reporting requirements are to be followed by all agents of the Archdiocese, including *clergy*, *religious*, seminarians, lay employees, and lay *volunteers*.



## 6.2 When Abuse is Suspected in any Archdiocesan Setting

- a. Anyone who suspects *child abuse* by an employee, *volunteer*, or any other *adult* on Archdiocesan property or in the context of a school, parish, or other Archdiocesan event shall:
  1. Immediately make a report to the appropriate civil authorities (see Section 5.3); contact information is in Appendix A.
  2. Immediately notify the principal, pastor or agency director via telephone or in-person conversation;
  3. Immediately notify the *Executive Director of Child Protection and Safe Environment* via telephone or in-person conversation;
  4. Within 24 hours, file a written report with the *Executive Director of Child Protection and Safe Environment* and the principal, pastor, or agency director of the school, parish, or agency notified in Step (2) above. (See Appendix B; additional forms available from the Office of Child Protection and Safe Environment).
  
- b. The *Executive Director of Child Protection and Safe Environment* shall:
  1. Immediately notify the Moderator of the Curia and the Chair of the *Child Protection and Safe Environment Advisory and Case Review Board*;
  2. Forward a copy of the written Report of Suspected *Child Abuse* provided by the person who initially suspected abuse to the Moderator of the Curia and the Chair of the *Child Protection and Safe Environment Advisory and Case Review Board*.
  
- c. The Moderator of the Curia shall:
  1. Notify the Archbishop;
  2. Notify the Archdiocesan Chancellor and General Counsel when the *accused* individual is an Archdiocesan member of the *clergy*, *religious*, employee, or *volunteer*;
  3. Designate a case-specific contact person to coordinate with civil authorities in furtherance of the requirement in Section 5.6;
  4. Provide a report of the suspected *child abuse* to the provincial of a *religious* against whom an allegation is made or the bishop of a diocesan priest who is not a priest of the Archdiocese of Washington;
  5. Shall cause the allegation to be reported to civil authorities in each and every instance, if not already reported or to the extent any other reporting is required by law (see Section 5.3).

### **6.3 When Abuse is Suspected in a Non-Archdiocesan Setting**

Any Archdiocesan employee or *volunteer* who, within the context of his or her duties with an Archdiocesan school, parish, agency, or other entity, suspects a *child* is being abused by an individual not associated with the Archdiocese (e.g., by a *child's* relative or neighbor) shall:

- a. Immediately make a report to civil authorities (see Section 5.3; contact information is in Appendix A); and
- b. Immediately notify the principal, pastor, or agency director of the school, parish, or agency via telephone or in-person conversation.

The principal, pastor, or agency director shall:

- a. Immediately notify the *Executive Director of Child Protection and Safe Environment* via telephone and make a written report (see Appendix B; additional copies available from the Office of Child Protection and Safe Environment).

### **6.4 When the Person Designated to Receive the Report is the Accused**

In cases in which the individual designated to receive the report is the *accused*, the report should be directed to the designee's superior, the Moderator of the Curia, and the Chancellor. If the *accused* is a bishop, the Archdiocese will follow any additional procedures related to bishops.



## Internal Archdiocesan Response to an Allegation

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### Principle:

The Archdiocese of Washington will take all precautions necessary to ensure that *children* are safe and protected from harm. Despite such preventive measures, allegations of suspected abuse may occur. When allegations of suspected abuse are made against any party, the Archdiocese will consider the rights and interests of all parties and adhere to procedures that: (1) minimize the potential for further injury; (2) maximize the potential for a speedy and just resolution; and (3) remain responsive to the tenets of canon and civil laws.

### Allegations against Lay Employees or Volunteers

#### 7.1 Reporting and Outreach for an Allegation Against a Lay Employee or Volunteer

When an allegation is made against a lay employee or lay *volunteer*:

- a. Civil and internal reporting requirements must be followed (see Sections 5 and 6)
- b. The pastor and/or principal will:
  1. Contact the alleged victim or, in the case of a *child*, the family of the alleged victim and offer spiritual care and support;
  2. Contact the Archdiocesan *Executive Director of Child Protection and Safe Environment* (see Section 9.2) to assure that treatment, support, and essential assistance is offered to the victim in a timely manner;
  3. Inform the alleged victim or, in the case of a *child*, the alleged victim's family, of the availability of assistance through the Archdiocesan *Executive Director of Child Protection and Safe Environment*;
  4. Function in a strictly pastoral nature without regard to the truth of any accusation or to the circumstances surrounding the alleged incident.

## 7.2 Outreach to the Accused Lay Employee or Volunteer

Civil authorities shall have the first contact with the *accused*, unless such procedure would put the alleged victim and/or others at risk.

After the civil authorities have been informed, when an allegation is made against a lay employee or *volunteer*, the pastor and/or principal will inform the individual against whom an allegation has been made of the following:

- a. The general nature of the allegation(s);
- b. That he/she is being placed on *administrative leave* (or suspended from *volunteer* activities) pending further information, following Archdiocesan employment policies (this shall be done in consultation with the Office of Human Resources);
- c. That the Archdiocese of Washington will cooperate with the civil authorities in their investigation, and that he/she is expected to cooperate with the civil authorities as well;
- d. That the Archdiocese does not provide legal counsel to individuals against whom an allegation is made;
- e. That he/she is to remain away from the school, agency, parish church, worship services, or other location(s) which are the subject matter of the complaint until a resolution of the complaint is concluded;
- f. That he/she is not to contact or attempt to contact the alleged victim or the victim's family.

The information shared with the *accused* shall be limited to that which is sufficient to enable him/her to respond to the allegation. Under no circumstances is information to be shared that can compromise the civil investigation of the allegation of harm.

## 7.3 Determination of Employment or Volunteer Status

If a lay employee or *volunteer* admits guilt, does not contest guilt, is found guilty in criminal court or liable in civil court, or refuses to allow access to findings of any administrative *child* welfare services investigation:

- a. He or she will be terminated immediately; and
- b. The Director of Human Resources and/or the *Executive Director of Child Protection and Safe Environment*, as appropriate, will include this information as part of the employee's or *volunteer's* permanent file and will take steps to ensure that the individual will not be employed by or permitted to *volunteer* for the Archdiocese of Washington in any capacity. In accordance with any applicable law, the Director of Human Resources may also make such information available in response to a request by a future employer for any referral or background check inquiry.

## Allegations against Clergy or Religious

### 7.4 Reporting and Outreach for an Allegation Against Clergy or Religious in Service to the Archdiocese or Residing in an Archdiocesan Rectory, Convent, or Facility

In response to an allegation of *child abuse* or *improper adult conduct* by a member of the *clergy* or *religious*:

- a. Civil and internal reporting requirements must be followed (see Sections 5 and 6).
- b. The Archdiocesan *Executive Director of Child Protection and Safe Environment* must be immediately contacted to ensure that:
  1. Treatment, support, and essential assistance is provided to the victim in a timely fashion;
  2. All civil and internal report requirements are followed; and
  3. The Moderator of the Curia and Chair of the *Advisory Board* are notified of the allegation.
- c. The Moderator of the Curia will immediately notify the Archbishop via telephone or in-person conversation. The Moderator of the Curia or his representative also will:
  1. Contact the alleged victim or, in the case of a *child*, the family of the alleged victim and offer spiritual care and support;
  2. Contact the Chancellor as well as the Archdiocesan *Executive Director of Child Protection and Safe Environment* (see Section 9.2) to assure that treatment, support, and essential assistance is provided to the victim in a timely manner;
  3. Inform the alleged victim or, in the case of a *child*, the alleged victim's family of the availability of assistance through the Archdiocesan *Executive Director of Child Protection and Safe Environment*;
  4. Function in a strictly pastoral nature without regard to the truth of any accusation or to the circumstances surrounding the alleged incident;
  5. Establish a pastoral response team, with appropriate archdiocesan personnel, to care for and address the needs of the parish and/or affected school community; and
  6. Convene, on behalf of the Archbishop, the *Case Review Board* (see Section 8) when an allegation is made against a member of the *clergy* or *religious*.

## 7.5 Outreach to the Accused Clergy or Religious

Civil authorities shall have the first contact with the *accused*, unless such procedure would put the alleged victim and/or others at risk. After civil authorities have been informed, the member of the *clergy* or *religious* suspected of abuse will be:

- a. Called for an immediate meeting with the Moderator of the Curia, who will inform him or her of the general nature of the allegation(s), unless, in consultation with civil authorities, it is decided otherwise;
- b. Informed that the Archdiocese of Washington will cooperate with the civil authorities in their investigation, and that he/she is expected to cooperate with the civil authorities as well;
- c. Immediately placed on *administrative leave* if currently in ministry, to include leaving the parish, school, or archdiocesan property;
- d. Informed by the Moderator of the Curia that he/she may retain the assistance of civil and canonical counsel;
- e. Provided with an explanation of the overall investigative process and specific archdiocesan procedures for dealing with allegations of *child abuse* or *improper adult conduct*;
- f. If Archdiocesan *clergy*, requested to seek and voluntarily comply with a comprehensive psychological evaluation at a facility mutually acceptable to the Archdiocese and the *accused* (at the discretion of the Moderator of the Curia);
- g. If extern *clergy* or a *religious*, directed by the Moderator of the Curia to leave Archdiocesan facility (or facilities) immediately following an allegation of *child abuse* that appears to be credible; the Moderator of the Curia will notify the appropriate bishop or superior that the individual is being directed to leave the facility(facilities).

In response to a *credible accusation* against an Archdiocesan priest or deacon, as determined by the Archbishop and informed by the advisory *Case Review Board* (see Section 8), the Moderator of the Curia will notify the Congregation for the Doctrine of the Faith. The Congregation of the Doctrine of the Faith will determine whether a church tribunal or the Congregation will adjudicate allegations.

A priest or deacon who admits guilt or eventually is found guilty will be permanently removed from ministry and not allowed to function or represent himself as a priest or deacon and may be laicized. Priests or deacons found not guilty may also be removed from the ministry if the Archbishop deems them to be a danger to *children* and young people. In the case of bishops, such matters will be conveyed to the Apostolic Nuncio, in addition to reporting to civil authorities and following any other procedures related to bishops. These matters may be appealed in accordance with the Code of Canon Law.

## 7.6 Canon Law Investigative Steps for Archdiocesan Clergy

In no event shall internal investigations and processes interfere with civil investigations. All internal investigations will be undertaken in accord with the essential norms and with canon law.

When an allegation of *sexual abuse* of a minor by a member of the *clergy* is received, after reporting to the civil authorities is completed (Section 5):

- a. An allegation will undergo a preliminary investigation in accordance with canon 1717 of the Code of Canon Law (1983).<sup>7</sup> All appropriate steps are to be taken to protect the identity of the *accused* during the initial canonical investigation and the *accused* will be promptly notified of the results of the canonical investigation. The Archbishop shall convene the *Case Review Board* to perform its duties as set forth in Section 8.2.
- b. When there is sufficient evidence that *sexual abuse* of a minor has occurred, the Archbishop shall apply the precautionary measures mentioned in Canon 1722 — i.e., remove the *accused* from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, prohibit public participation in the Most Holy Eucharist pending the outcome of the process, and notify the Congregation for the Doctrine of the Faith.
- c. If an act of *child abuse* by a priest or a deacon is admitted or is established at the conclusion of this process, the Archbishop will take the appropriate canonical action.

When an allegation of *child abuse* or *improper adult conduct* involves a bishop, after reporting to civil authorities as required by civil law, the Archdiocese will ensure that the Apostolic Nuncio is notified and that the Archdiocese follows any additional procedures applicable to bishops.

<sup>7</sup> Canon 1717 reads “Sec. 1: Whenever an ordinary has knowledge, which at least seems true, of a delict, he is carefully to inquire personally or through another suitable person about the facts, circumstances, and imputability unless such an inquiry seems entirely superfluous. Sec. 2: Care must be taken so that the good name of anyone is not endangered from this investigation. Sec. 3: The person who conducts the investigation has the same powers and obligations as an auditor in the process; the same person cannot act as a judge in the matter if a judicial process is initiated.”

## Allegations not involving Archdiocesan Personnel

### 7.7 Allegations Against an Individual Who has No Association with the Archdiocese

In response to an allegation of *child abuse* committed by an individual who has no association with the Archdiocese, such as a relative or neighbor, the pastor of the parish should:

- a. Follow civil and internal reporting requirements (see sections 5 and 6);
- b. Contact the family of the alleged victim and offer appropriate supportive information and support;
- c. Cooperate with civil authorities as requested; and
- d. Notify the director of counseling services for the Catholic Schools Office if the *child* is enrolled in an Archdiocesan school.

All individuals who suspect *child abuse* and have a duty to report *child abuse* as defined in civil law (see Section 5.1) should do so in a manner consistent with statutory guidance; in addition, the *Executive Director of Child Protection and Safe Environment* is to ensure the allegation is reported to civil authorities in each and every instance.

## In all instances

### 7.8 Rights of the Person Making an Allegation

Following an allegation of *child abuse* or *improper adult conduct*, the *Executive Director of Child Protection and Safe Environment* shall ensure the person making the allegation is provided with:

- a. A timely response to, investigation of, and resolution of the allegation of abuse;
- b. An explanation of the Archdiocese's overall process and specific procedures for dealing with allegations of *child abuse*, including its policy on reporting to civil authorities, the immunity protections in place for mandated reporters under the applicable law, and any further Archdiocesan policies in place to protect mandated reporters from being subjected to any form of retaliation for making a report;
- c. An opportunity to provide comments to the Archdiocesan *Case Review Board* relevant to the nature of the allegations either in person or in writing (see Section 8.4);
- d. Identification and offering of appropriate assistance to help the *child/adult* victim remediate the abuse experience and to ensure the psychological evaluation and treatment for the *accused*, as warranted;



- e. Discretion in the conduct of the investigation and, to the extent possible, protection of the privacy and good name of the person making the accusation and the *accused*; and
- f. Information pertaining to the outcome of the investigation, once it has been concluded.

## 7.9 Rights of the Person Who is Accused

Following an allegation of *child abuse* or *improper adult conduct*, the Moderator of the Curia (for an allegation against a member of the *clergy* or *religious*) or the *Executive Director of Child Protection and Safe Environment* (for an allegation against a lay employee or *volunteer*) shall ensure the person *accused* is provided with:

- a. A timely response to, investigation of, and resolution of the allegation of abuse;
- b. An explanation of the Archdiocese's overall process and specific procedures for dealing with allegations of *child abuse*, including its policy on reporting to civil authorities;
- c. An opportunity to provide comments to the Archdiocesan *Case Review Board* relevant to the nature of the allegations either in person or in writing (see Section 8.4);
- d. Discretion in the conduct of the investigation and, to the extent possible, protection of the privacy and good name of both the *accused* and the person making the accusation; and
- e. Information pertaining to the outcome of the investigation, once it has been concluded.



## SECTION 8

# Child Protection and Safe Environment Advisory and Case Review Board

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### Principle:

The Archdiocese of Washington is dedicated to the protection of *children* and safe environment for all, and, in the case of an allegation of abuse, to a timely and just resolution that respects the rights of all individuals involved as well as the tenets of civil and canon law. To this end, the Archdiocese will establish and consult with bodies of expert advisors on matters related to *child* protection and safe environment policies, procedures, monitoring and reporting, and the handling of allegations against members of the *clergy*, *religious*, employees and *volunteers*.

### 8.1 Advisory Board

- a. The *Advisory Board* is an advisory body to the Archbishop with three main functions:
  1. To advise on and monitor Archdiocesan *child* protection efforts;
  2. To consult on matters related to ensuring an environment that is safe from *improper adult conduct*; and
  3. To function as a *Case Review Board* that is consulted when a member of the *clergy* or *religious* of the Archdiocese is suspected of past or recent *child sexual abuse* or *improper adult conduct*.
- b. The *Advisory Board* includes up to eight members who serve for three-year terms, renewable at the discretion of the Archbishop. The board reports directly to the Archbishop, meets with the Moderator of the Curia at least annually; and is charged with the following:
  1. Review Archdiocesan *child* protection and safe environment policies and procedures every four years or as needed and recommend ways in which they can be strengthened, improved or modified;
  2. Oversee the implementation of the policies throughout the Archdiocese and its ministries;
  3. Assist in developing appropriate mechanisms to ensure *compliance* with the policies;
  4. Assess the effectiveness of victim assistance efforts by the Archdiocese and make recommendations for improvement;
  5. Review and advise on standards of conduct for those in positions of trust and on education, training and outreach programs for *clergy*, staff, educators and others, as well as safe environment programs for *children*;

6. Serve as the *Case Review Board*, either as a full group or a subcommittee, should an allegation be made against an Archdiocesan member of the *clergy* or *religious* (see Section 7.5); and
7. Present a public, annual report of the status of the Archdiocesan *child* protection activities in Archdiocesan publications (print/ electronic) and share the information with the parishes.

The Archbishop will inform the Chair of the *Advisory Board* of his decisions related to any recommendations of the *Advisory Board*.

## 8.2 Case Review Board

The *Case Review Board* is a confidential, consultative body that reports to the Archbishop directly or through his delegate. The Archbishop reviews the recommendations made to him by this Board.<sup>8</sup>

- a. The membership of the *Case Review Board* is comprised of some or all members of the *Advisory Board* (see Section 8.1) and includes:
  1. At least five persons of outstanding integrity and good judgment who are respected members of the local community and demonstrate an understanding and appreciation of the teachings of the Catholic Church;
  2. A majority of laypersons who are not in the employ of the Archdiocese;
  3. At least one member who is an experienced and respected pastor of the Archdiocese;
  4. At least one member with particular expertise in the treatment of the *sexual abuse* of minors.

It is desirable that the Promoter of Justice participate in the meetings of the *Case Review Board*.

- b. The functions of the *Case Review Board* include:
  1. Assessing allegations of *sexual abuse* of minors or *improper adult conduct* by members of the *clergy* and *religious* in order to advise the Archbishop on the credibility of the allegations and whether

<sup>8</sup> The *Advisory Board* and *Case Review Board* of the Archdiocese of Washington are responsive to Norm 4 of the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* (United States Conference of Catholic Bishops). The *Advisory Board* reviews diocesan policies for dealing with *sexual abuse* of minors. When functioning as the *Case Review Board*, it advises the diocesan bishop in his assessment of allegations of *sexual abuse* of minors and in his determination of suitability for ministry and offers advice on all aspects of these cases, whether retrospectively or prospectively. In addition to their consultative functions regarding *sexual abuse* cases and policy, each Board may advise the Archbishop on matters of non-*sexual abuse* and/or *neglect*.

the allegations fall within the definition of *sexual abuse*. Cases of alleged *child abuse* or *improper adult conduct*, other than allegations of *sexual abuse*, may be referred to the *Case Review Board* and assessed in a comparable manner as described above.

2. Advising the Archbishop in his determination of suitability for ministry on a case-specific basis.
- c. In each and every instance of an allegation of *sexual abuse* of a minor or *improper adult conduct* by a member of the *clergy* or *religious* in ministry,<sup>9</sup> the *Case Review Board* will either:
1. Make a determination that the allegation is credible and falls within the definition of *sexual abuse* or *improper adult conduct*. The Archbishop will in that event decide whether the person suspected of abuse will be relieved of or continued on leave from any ecclesiastical ministry or function and referred to an appropriate residential facility for evaluation and/or treatment if this has not been done already. The Moderator of the Curia, with the assistance of the Secretary for Ministerial Leadership, will be responsible for making these arrangements. The member of the *clergy* retains the right to refuse the referral for evaluation and/or treatment; or
  2. Determine that the allegations either are not credible or do not meet the definition of *sexual abuse*. In addition, if the *Case Review Board* nonetheless concludes that there remains reason(s) for concern, then a consultation between the Archbishop and the Moderator of the Curia will take place to determine the most appropriate course of action and the disposition of the *accused*.
- d. If allegations of past misconduct fall outside the canonical statute of limitations, the *Case Review Board* will:
1. Determine whether the allegation is credible and is consistent with the definition of *sexual abuse* or *improper adult conduct*;
  2. Develop an advisory recommendation to the Archbishop that is consistent with canon law; and
  3. Indicate, in writing, whether the incident exceeds the statute of limitations in canon law and warrants an exception to these limitations. If it does, the Archbishop shall seek an exception to these limitations.

<sup>9</sup> If the *accused* member of the *clergy* or *religious* is already out of ministry due to prior determinations or for other reasons, the *Case Review Board* may not need to be convened. This decision shall be made by the Archbishop in consultation with the Moderator of the Curia.

The Archbishop, or his designee, will inform the Chair of the *Case Review Board* of his decision regarding any disposition or course of action related to the recommendations of the *Case Review Board*.

The Archbishop will forward all recommendations of the *Case Review Board* involving bishops to the Apostolic Nuncio and will ensure that the Archdiocese follows any additional procedures applicable to bishops.

### 8.3 Case Review Board Guidelines

The *Case Review Board*:

- a. Will receive from the Archbishop or his delegate a complete written record of the allegations made against a member of the *clergy* or *religious*; a detailed description of the interviews of alleged victims and the response of the member of the *clergy* or *religious* in question to the allegations made; and will review any information pertinent to the allegation from the member of the *clergy's* or *religious's* personnel file. The member of the *clergy* or *religious* and his/her advocate will be informed of the material that will be presented to the *Case Review Board*. The member of the *clergy* or *religious* and/or the alleged victim(s) may choose to make a presentation in person or in writing to the *Case Review Board*.
- b. Will be required to assess the credibility of the allegations and whether the allegations conform to the definition of *sexual abuse* of a minor or *improper adult conduct* as outlined in the Archdiocesan Child Protection and Safe Environment Policy.
- c. May be asked to comment on the suitability of a member of the *clergy* or *religious* for future ministry.
- d. Is authorized to further investigate allegations and interview alleged victims or witnesses as it deems necessary and appropriate in each particular case.

The Moderator of the Curia of the Archdiocese of Washington will present the recommendations of the *Case Review Board* to the Archbishop.

The deliberations of the *Case Review Board* will be strictly confidential and no detailed minutes will be taken or maintained. Summary notes indicating the purpose of the meeting, the individuals in attendance, the decisions made, and the next steps will be recorded and retained in the office of the Moderator of the Curia. All documents given to the *Case Review Board* will be collected at the conclusion of each meeting and returned to the Moderator of the Curia.



## Pastoral Care and Victim Assistance

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### Principle:

The relationship between the Church and its members is sacred. The Archdiocese of Washington recognizes that this sacred trust is broken and profound harm is done when *clergy* or other Church personnel abuse *children* or *adults*. The Archdiocese further recognizes the Church's pastoral responsibility to reach out to every person who has been the victim of abuse as a minor or *improper adult conduct* by anyone acting in the name of the Church, whether the abuse was recent or occurred in the more distant past. In order to repair harm and promote healing, the Archdiocese will offer compassionate and timely *pastoral care* to victims of *child abuse* or improper *adult* conduct, the *child* victims' immediate families, and the affected faith communities. Through this *pastoral care*, as well as ongoing education and training for *clergy* and other Church personnel, the Archdiocese will work diligently to promote safe, healthy communities of faith.

### 9.1 Pastoral Outreach to Victims, Families and the Community

The Archdiocese will provide restorative pastoral responses to victims, families, parishes, and communities that are essential to begin the healing process. These may include, but are not limited to:

- a. Open discourse about *child abuse* and *improper adult conduct* that allows education, healing, and reconciliation;
- b. Expressions of compassion;
- c. Acknowledgement and acceptance of feelings of anger, pain, and mistrust as part of the healing process;
- d. Admission of wrongdoing and apology by the perpetrator and the provision of an unambiguous statement of remorse by an Archdiocesan official;
- e. Education of the parish and the community in order to facilitate their understanding, acceptance, and support of victims whose pain may require both immediate and ongoing intervention to repair the harm and promote the healing of their lives;
- f. Pastoral counseling for an affected faith community;
- g. Pastoral presence at liturgies and parish events to provide factual information and other support.

## 9.2 Executive Director of Child Protection and Safe Environment

The Archdiocesan *Executive Director of Child Protection and Safe Environment*<sup>10</sup> receives notification of all allegations of abuse, promptly informs the alleged victim of his/her rights and obligations, and organizes and directs timely and responsive *pastoral care* provided by the Archdiocese.

The Archdiocesan *Executive Director of Child Protection and Safe Environment* serves as the liaison with any person who alleges abuse as a minor, explains Archdiocesan policies and reporting requirements, and ensures that the person receives appropriate *pastoral care*. The Archdiocesan *Executive Director of Child Protection and Safe Environment* meets with the victims, their families, and the affected parish and faith communities, and monitors their pastoral needs to confirm that ongoing care is available for the appropriate period of time.

## 9.3 Counseling Assistance for Victims and Their Families

*Pastoral care* to persons harmed by abuse shall be offered in a variety of ways to bring healing to all those affected including, but not limited to, information about the availability of mental health services and supports. The Archdiocesan *Executive Director of Child Protection and Safe Environment*, on behalf of the Archdiocese, will facilitate assessment, counseling, and therapeutic interventions by accredited and competent counselors, as mutually agreed upon by the individual receiving *pastoral care* or the victim's parent/guardian in the case of a minor *child* and the Archdiocese.

The reasonable cost of assessment and counseling for the victim and, in certain cases of *child sexual abuse*, family members will be assumed by the Archdiocese provided that:

- a. An initial assessment, found acceptable by the Archdiocese, is made by a qualified professional counselor;
- b. The assessment contains recommendations for length of counseling and treatment goals;
- c. The recommendations are in accordance with the standard of care practiced in the community; and
- d. Treatment plans and goals are routinely monitored by a qualified professional counselor and reviewed no less than every six months.

<sup>10</sup> The establishment of an Office of Child Protection and Safe Environment for the Archdiocese of Washington is responsive to Norm 3 of the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. Norm 3 states, "Each diocese/eparchy will designate a competent person to coordinate assistance for the immediate *pastoral care* of persons who claim to have been sexually abused when they were minors by priests or deacons."

#### **9.4 Additional Forms of Pastoral Care**

Appropriate *pastoral care* also may include medical evaluation and treatment, spiritual guidance, identification of support groups, and other social services and resources for healing, depending upon the circumstances and particular needs of the victim, which shall be determined and mutually agreed upon by the victim or the victim's parent/guardian in the case of a minor *child* and the Archdiocese.





## Archdiocesan Response to False Allegations

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### Principle:

As in the recognition of significant trauma experienced by abuse victims, the Archdiocese of Washington recognizes the trauma and harm of false accusations. The Archdiocese will strive to minimize any personal or professional adverse consequences of unsubstantiated allegations against those falsely accused. The Archdiocese also will strive to preserve the future ministry opportunities of *clergy* and *religious* falsely accused of *child abuse* in accord with canon law.

### 10.1 Mental Health Services

The Archdiocese will provide the necessary mental health services to assist individuals wrongfully accused to address the consequences of accusations and to restore the effectiveness in their job duties and/or *volunteer* services.

### 10.2 Restoring the Good Name of Someone Falsely Accused

The Archdiocese will work with the *accused* to restore his or her good name and reputation and to create a workable plan for the future.

### 10.3 Informing the Community

The Archdiocese will, in consultation with and with consent from the individual falsely accused, inform the faith community at large and the local parish of the outcome of the investigative process and of the need for spiritual support and restorative justice in the wake of unsupported allegations.



## Communications

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### **Principle:**

The Archdiocese of Washington's policies and procedures governing its internal and external communications are to promote the development of cooperative, responsive, and candid relationships. The Archdiocese is to engage the community and the media in its efforts to prevent *child abuse* and *improper adult conduct*, to protect *children*, to support families, and to inform the public. Within the confines of respect for privacy of the individuals involved, the Archdiocese will communicate as openly as possible with the members of the media, faith community, and general public regarding allegations of *child abuse* and related issues.

### **11.1 Public Awareness of Child Abuse Issues**

The Office of Communications will work with relevant archdiocesan offices, the faith community, and the general public to disseminate information in order to increase the awareness and understanding of the prevention, identification, and treatment of *child abuse* and *neglect*.

### **11.2 Timeliness of Communications**

Communications with an affected parish and/or school, the media and the broader archdiocesan community are to be timely, open, and clear. All communications shall occur within the confines of respect for the privacy and reputation of those involved, as well as any applicable canon and civil laws.

### **11.3 Responding to the Media**

The Office of Communications is to be responsible for coordinating all media contacts. All media inquiries made to schools, parishes, etc. should be referred to that office or responded to in consultation with that office. The Office of Communications will consult with, guide, and coordinate relevant persons in the handling of media inquiries.

### **11.4 Communications Training**

The director of the Office of Communications will provide training to pastors/parochial administrators, principals, and agency directors so that they can, when required to do so, competently respond to media inquiries and provide initial media response designed solely to reassure the community that abuse allegations are taken seriously and that the Archdiocese of Washington will cooperate fully with civil authorities.

### **11.5 Communicating with Directly Affected Communities**

Recognizing the importance of supporting parishes and/or schools directly affected by misconduct involving the victimization of minors, the director of the Office of Communications will coordinate with the Moderator of the Curia; relevant archdiocesan offices, such as the Office of Child Protection and Safe Environment, the Chancellor, General Counsel, Catholic Schools Office, and Office for Catechesis; and school and/or parish leadership to ensure parishioners and/or school families receive timely, factual, and pastorally appropriate communication from the archdiocese, school, and/or parish.

### **11.6 Communicating with Broader Community**

The Archdiocese may communicate with priests at other parishes, particularly those where an *accused* previously served; school principals; and/or pastoral center staff in order to assist them in reaching out pastorally to all parishioners and school families in the Archdiocese.



## Accountability

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### **Principle:**

In order to restore the trust and confidence of victims, parishioners, all Catholics, and the public at large in the Church's ability to prevent *child abuse* and *improper adult conduct* and identify and heal those who have been abused, the Archdiocese of Washington shall be accountable for its efforts and performance in these matters. The Archdiocese shall evaluate the effectiveness of its *child* protection and safe environment efforts at regular intervals to determine whether it is meeting the needs of the Church, the faith community, and the victims and their families in the most effective and responsive ways possible.

### **12.1 Responsibility for Implementation of Policy**

The Archdiocese will be responsible for the effective and timely implementation of this policy.

### **12.2 Policy Compliance**

All *clergy*, *religious*, seminarians, employees, and *volunteers* of the Archdiocese of Washington are expected to adhere to this policy. Failure to adhere to the Child Protection and Safe Environment Policy may result in sanction or termination of employment.

### **12.3 Record Keeping**

Accurate records of allegations received, whether supported or not, and all actions taken and notifications by the Archdiocese and/or other church authorities in response to such reports, and of evidence and relevant comment, shall be kept on file in strict and secure confidence. Copies of original statements provided to the police will be kept on file.

The responsibility for record keeping resides with the Moderator of the Curia and records should be retained in his office, the Office of Ministerial Leadership, Human Resources, or confidential Archives as appropriate. For the protection of both the involved individuals and institutions, records shall be kept in perpetuity. Continuity of information is essential and shall be assured.

## 12.4 Assessment and Evaluation of Educational Efforts

With a view toward assessing the progress of the educational efforts called for by this policy, records shall be kept of:

- a. The number of training courses offered;
- b. The number of people who attend training; and
- c. The number of *covered persons* in *compliance*
  1. *Children* and youth
  2. Employees
  3. Parents/*volunteers*
  4. Priests, permanent deacons, *religious*, and seminarians.

## 12.5 Measuring Accountability of Victim Assistance and Child Protection Outreach

Progress reports on victim assistance and *child* protection will be prepared on an annual basis by the Archdiocesan *Executive Director of Child Protection and Safe Environment* and submitted to the Moderator of the Curia. These reports will address both case-specific and institutional issues including, but not limited to:

- a. Identification of victims' needs;
- b. Availability and provision of services and supports that are responsive to the needs of victims;
- c. Financial costs accrued to the victim assistance program;
- d. Availability and provision of resources for guidance, support, and intervention with secondary victims such as family members and friends;
- e. Availability of and access to *child* protection training programs for *covered persons* and for education programs to meet training requisites;
- f. *Compliance* with provisions of Archdiocesan *Child Protection and Safe Environment Policy*.

## 12.6 Annual Report to the Advisory Board

The Moderator of the Curia shall have compiled data for and produce an annual report that includes allegations that occurred, employee and *volunteer* training, community education, and outreach to victims. The reports shall document the level of *compliance* with this policy and be reported at an annual meeting of the *Advisory Board*.

**12.7 Annual Report to Parishioners**

The *Advisory Board* shall present a public report of the status of the Archdiocesan *child* protection activities in Archdiocesan publications and share the information with the parishes.

**12.8 Review of Child Protection and Safe Environment Policy**

The Archdiocesan Child Protection and Safe Environment Policy will be reviewed by the *Advisory Board* at least every four years, or as needed. This review shall include: (1) an assessment of the adequacy of the Archdiocesan reports and methods that have been implemented to measure progress and accountability; and (2) recommendations for amended measures and methods of progress and accountability.

**12.9 Consultation**

In determining the effectiveness of this policy and its related components, the Archdiocese will consult with victims of abuse, the *clergy*, victims' assistance programs, educational staff, and others directly impacted by the policy.

**12.10 Communications with Minors**

No member of the *clergy*, *religious*, seminarian, employee, or *volunteer* of the Archdiocese of Washington may intentionally communicate with minors through email, texting, or on any/all social media outlets unless a parent or legal guardian is included on the communications. Violation of this policy may result in immediate discipline or termination.

# APPENDICES



## Persons to Whom Reports are to be Made

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### A.1 District of Columbia

- a. Suspected instances of *sexual abuse of children* must be reported to Metropolitan Police Youth and Preventative Services Division: 202-576-6768/9 or 202-576-6762/3.
- b. Every call is investigated. If no investigator is available to take a call, a message should be left and an investigator will return the call.
- c. Suspected cases of *child physical abuse* and *neglect* should be reported to D.C. Department of Child Protective Services: 202-671-7233 (24 hours).

### A.2 Montgomery County

- a. Reports should be made to Child Welfare Division and Montgomery County Police Department (MCPD) Family Crimes Division: 240-777-4417 or 240-773-5400 (answered 8:30 a.m.-midnight, then answered by Crisis Center, 240-777-4000, 24 hours).
- b. The Child Welfare telephone number is for all cases of *child neglect* and *child abuse*. The MCPD Family Crimes Division investigates serious *physical abuse* and all *sexual abuse* complaints.

### A.3 Prince George's County

- a. Reports should be made to Department of Social Services, Child Protective Services: 301-909-2450 (direct) or 301-909-2000 (receptionist), Monday-Friday, 8:00 a.m.-4:30p.m.
- b. After 4:45 p.m. and on weekends and holidays, call the Crisis Center: 301-699-8605.
- c. The Police Child and Vulnerable Adult Abuse Unit may be reached at 301-772-4930.

### A.4 Calvert County

- a. Reports should be made to the Department of Social Services: 443-550-6969 (CPS Intake direct line), Monday-Friday, 8:00 a.m.-5:00 p.m.
- b. The Child Abuse Referral Service (24 hour emergency service) may be reached at 443-550-6900; 410-535-1400 (state police); or 410-535-2800 (sheriff's office, 24 hours).



- c. The answering service for Calvert County Department of Social Services is 443-550-6900 (24 hours).
- d. In Calvert County, the Department of Social Services works with the State Police and Sheriff's Office. Calls should generally be directed to Social Services during regular working hours, but if there is difficulty in reaching Social Services, the police or sheriff's office may be contacted at any time.

### **A.5 Charles County**

- a. Reports should be made to Department of Social Services, 301-392-6739 (Monday-Friday, 8:00 a.m.-5:00 p.m.); 202-671-7233 (Metro DC number); or 301-932-2222 (after hours, weekends and holidays; Sheriff's Department).

### **A.6 St. Mary's County**

- a. Reports should be made to Department of Social Services, Child Protection Division: 240-895-7016 (Monday- Friday 8:00 a.m.-5:00 p.m. (2nd and 4th Tuesday of each month until 7:00 p.m.) or 301-475-8016 (after hours; Police Control Center has access to the person on call).
- b. The Child Protection Division of the Department of Social Services takes all calls during regular hours. After hours calls are taken by the Control Center at the Police Department.

### **A.7 Multiple Jurisdictions**

- a. Since our Archdiocese encompasses the District of Columbia and five (5) Maryland counties, it is possible that a *child* may have been abused in more than one jurisdiction. Even though the authorities of each jurisdiction cooperate with each other in investigating and prosecuting complaints, it is prudent to call each jurisdiction in which an act of abuse is alleged to have occurred.
- b. Our primary concern must always be the care and welfare of the victim and we therefore urge cooperation with the investigating authorities. We must also, however, show due respect for the rights of the *accused*.



## Report of Suspected Child Abuse

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### IMPORTANT

You may submit a Report of Suspected Child Abuse in any of the following ways:

**B.1 Mail the completed report, in an envelope marked “confidential,” to**

Executive Director of Child Protection and Safe Environment  
Archdiocese of Washington  
P.O. Box 29260  
Washington, DC 20017-0260  
Tel.: 301-853-5328

**B.2 Fax the report to:**

301-853-7675

**B.3 Email the report to:**

ChildProtection@adw.org

To find an electronic copy of the report please go to: [www.adw.org](http://www.adw.org) and click on “Youth”, then click on “Child Protection” and then click on “Report Suspected Child Abuse.” Once the report is completed you may email it to: [ChildProtection@adw.org](mailto:ChildProtection@adw.org)

**Note:** Please do not delay in submitting this report even if you cannot fully answer all questions. Additional information can be subsequently provided.

# Report of Suspected Child Abuse

Please submit report via email to [childprotection@adw.org](mailto:childprotection@adw.org) or contact 301-853-5328.  
Please print (or type) in **black ink**.

**REPORT DATE:** \_\_\_\_\_

## CONTACT INFORMATION:

### 1. Person submitting this report:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Parish/School/Facility Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2. Person(s) suspected of misconduct:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Parish/School/Facility Name: \_\_\_\_\_  
Date of Birth (m/d/y): \_\_\_\_\_ Age: \_\_\_\_\_ Sex (circle one): M F  
Now deceased? (circle one) Yes No  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 3. Suspected victim(s) of misconduct:

Name: \_\_\_\_\_  
Age Now: \_\_\_\_\_ At Time of Incident: \_\_\_\_\_ Sex (circle one): M F  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 4. Report to civil authorities:

Agency Name: \_\_\_\_\_  
County/City: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date of Report: \_\_\_\_\_  
Individual Receiving Report: \_\_\_\_\_

## INCIDENT INFORMATION:

(please provide on a separate sheet of paper, preferably typed)

- Describe the incident of suspected child abuse, including date, time and location.
- Identify eyewitnesses to the incident, including names, addresses and telephone numbers, when available.
- Provide other information that may be helpful to an investigation.



## Sample Applications

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All applicants for any position identified in Section 2.1 of the Child Protection Policy shall complete the appropriate Archdiocesan Application for Employment or Volunteer Application Form.

The Application for Employment is available through the Archdiocesan Office of Human Resources and at all Archdiocesan parishes, schools, agencies and at [www.adw.org](http://www.adw.org) under the Employment Tab.

The Volunteer Application Form is available from the volunteer location (e.g., parish, school or agency) and online at the Archdiocese of Washington's website, [www.adw.org](http://www.adw.org), under "Protecting Our Children." A sample is included in the following pages.



**ARCHDIOCESE OF WASHINGTON**

**CHILD PROTECTION AND SAFE ENVIRONMENT**

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

Mailing Address: P.O. Box 29260, Washington, D.C. 20017

Phone: (301) 833-3328 Fax: (301) 833-7675

Email: Childprotection@adv.org

**VOLUNTEER APPLICATION**

This form is to be completed, signed and returned to the Child Protection Compliance Coordinator at the parish, school or agency at which you are to provide volunteer services. This application will be retained in a file on site.

Last Name		First	Middle	Last 4 Digits of SSN	Date
Present Street Address		City	State	Zip	Daytime Phone
Permanent Address (If different from present address)					Evening Phone
Have you ever volunteered for an Archdiocesan location? <input type="checkbox"/> Yes <input type="checkbox"/> No					Cell Phone No.
If yes, give details: _____					E-mail Address
I am interested in <b>VOLUNTEERING</b> at <input type="checkbox"/> school: _____; <input type="checkbox"/> parish: _____; <input type="checkbox"/> agency: _____					Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Interested in volunteering for <input type="checkbox"/> school activities <input type="checkbox"/> religious education <input type="checkbox"/> youth ministry <input type="checkbox"/> coaching <input type="checkbox"/> other _____					
I am available <input type="checkbox"/> mornings <input type="checkbox"/> afternoon <input type="checkbox"/> evenings <input type="checkbox"/> weekdays <input type="checkbox"/> weekends					Date available: _____
<b>VOLUNTEER ACTIVITIES</b>					
Please list all present and former volunteer activities beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on this form.					
Parish/Company/Organization Name		Phone		From	To
Address		City, State Zip			
Duties/Responsibilities					
Parish/Company/Organization Name		Phone		From	To
Address		City, State Zip			
Duties/Responsibilities					
Parish/Company/Organization Name		Phone		From	To
Address		City, State Zip			
Duties/Responsibilities					

**MINOR'S INFORMATION**

Current year: \_\_\_\_\_

Child's name: \_\_\_\_\_

Child's name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Current Grade: \_\_\_\_\_

## **IMPORTANT – PLEASE READ THIS**

*(You must complete questions I, II, & III.)*

- I. Has a complaint (civil, criminal, or otherwise) ever been filed against you that alleged any inappropriate conduct with minors, sexual misconduct, or child abuse by you (including internal complaints given to management or supervisors at places of employment)?**

Yes    No

(If yes, please explain. Please include in your explanation the offense alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; nolo contendere plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.)

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- II. Has a complaint (civil, criminal, or otherwise) ever been filed against you that alleged your participation in, facilitation of, or failure to report any inappropriate conduct with minors, sexual misconduct, or child abuse by another (including internal complaints given to management or supervisors at place of employment)?**

Yes    No

(If yes, please explain. Please include in your explanation the offense alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; nolo contendere plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.)

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- III. Have you ever chosen not to continue any employment, had your employment terminated, or been subject to any disciplinary action, for reasons relating to allegations of inappropriate conduct with minors, sexual misconduct, or child abuse by you?**

Yes    No

(If yes, please explain. Please include in your explanation the offense alleged and the disposition of the matter, including: the date and jurisdiction of any conviction; guilty plea; nolo contendere plea (no contest); finding of guilt following a trial; or, the receipt of probation before judgment.)

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*Revised May 20, 2019*

**IMPORTANT – The following must be read and signed by all applicants.**

I hereby confirm that the information provided in this application is true, correct, and complete. If accepted as a volunteer, any misstatement or omission of fact on this application may result in my dismissal. I hereby authorize the Archdiocese of Washington to conduct, obtain, and review state and federal criminal background checks based on the personal identification information I have provided herein. I hereby grant the Archdiocese of Washington permission to check my background and references as set forth above. Except in the case of its negligent misuse of the information obtained, I hereby release the Archdiocese of Washington, its officers, directors, agents, employees, or representatives from any and all claims arising from or in connection with my background screening. I understand and acknowledge the Roman Catholic religious nature of the Archdiocese of Washington. I understand and acknowledge that, in accordance with their role as Church volunteers and in witness to the Gospel of Jesus Christ, archdiocesan volunteers must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws, and policies of the Roman Catholic Church.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This section is to be completed by Pastor, Principal or Agency Director only.**

The necessity of passing a state and federal criminal background check for positions involving contact with minors or other vulnerable persons while providing volunteer services has been explained to this applicant. Acceptance of volunteer services is contingent upon the applicant successfully completing the state & federal criminal background check.

\_\_\_\_\_  
Authorized Signature    Date    Name of Parish, School, Agency    Location Number    Telephone number

Signed applications are to be returned to the Child Protection Coordinator at your parish, school or agency.

*Revised May 20, 2019*



APPENDIX D

Office of Child Protection and Safe Environment

# Compliance Coordinator Designation Form

Name of Location : \_\_\_\_\_

Address: \_\_\_\_\_

**Child Protection and Safe Environment Compliance Coordinator (Parish):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

OFFICE USE ONLY\* Access Authorized: \_\_\_\_\_ Access Removed: \_\_\_\_\_

**Child Protection and Safe Environment Compliance Coordinator (School):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

OCYP USE ONLY\* Access Authorized: \_\_\_\_\_ Access Removed: \_\_\_\_\_

Former Child Protection and Safe Environment Compliance Coordinator:

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pastor

Please send this form via email to the Office of Child Protection and Safe Environment:  
childprotection@adw.org

**Please retain a copy for your files.**

*If you have any questions regarding this form, please call 301-853-5328.*





# Acknowledgment

## Acknowledgment of Receipt and Review of the Archdiocese of Washington Child Protection Policy

This is to acknowledge that I have received and reviewed a copy of the *Archdiocese of Washington Child Protection and Safe Environment Policy*.

I understand that I am responsible for complying with the policy as stated and, if I am an employee or volunteer, that questions or clarifications regarding this policy should be directed to my immediate supervisor or to the *Executive Director of Child Protection and Safe Environment*. If I am a priest, deacon or religious, I understand questions should be referred to the Secretary for Ministerial Leadership or the Delegate for Consecrated Life, whichever is appropriate to my situation.

I further understand that the Archdiocese of Washington reserves the right to change, modify and/or revise any part of this policy at any time.

### Priest/Deacon/Religious:

Signature: \_\_\_\_\_

Name (please print clearly): \_\_\_\_\_

Parish/Assignment: \_\_\_\_\_

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

*Please return this completed form to the Moderator of the Curia.*

### Employee/Volunteer:

Signature: \_\_\_\_\_

Name (please print clearly): \_\_\_\_\_

Parish/School/Agency: \_\_\_\_\_

Position: \_\_\_\_\_

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

*This form is to be completed, signed and returned to the appropriate designated individual at the location at which you are employed or provide volunteer services. A copy of this completed form will be retained in a file on site. The original will be sent to the Archdiocesan Office of Human Resources or the appropriate Agency Human Resources Office.*



APPENDIX F

## Pastoral Code of Conduct

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# Pastoral Code of Conduct

ARCHDIOCESE OF WASHINGTON



Office of the Moderator of the Curia  
P.O. Box 29260  
Washington, DC 20017  
[childprotection@adw.org](mailto:childprotection@adw.org)



## ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447  
Mailing Address: Post Office Box 29260, Washington, DC 20017-0260  
301-853-4500

Vicar General  
and Moderator of the Curia

July 1, 2016

Dear Brothers and Sisters in Christ,

As the Church carries out her evangelistic mission of spreading the Gospel of Jesus Christ and manifesting the kingdom of God, it is vitally important that those who represent the public face of the Church recognize how their conduct should reflect this mission. Those who serve the People of God in various ministries express the Church's Catholic identity and support its mission of proclaiming the faith, celebrating the sacraments and reaching out with charity toward all in need. They lead those they serve to Jesus and assist them in experiencing the joy of the Gospel.

Bearing this in mind, I present to you the Archdiocese of Washington's Pastoral Code of Conduct, which applies to all church ministers, staff members, and volunteers. As you will read in the preamble to the code, it is intended to provide a framework for appropriate behavior throughout the archdiocese and to complement, rather than supersede, existing archdiocesan policies. If you have questions concerning the code and its application, please contact Ms. Courtney Chase at [childprotection@adw.org](mailto:childprotection@adw.org) or 301-853-5328.

Please be assured of my gratitude for all that you do in service to Our Lord and to His Church.

With every good wish, I am

Sincerely in Christ,

Most Reverend Barry C. Knestout  
Vicar General and Moderator of the Curia

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## Section I: Preamble

The institutions of the Church must reflect a genuine Catholic identity. Those who agree to assist the Church in its mission represent the public face of the Church. The purpose of the Church and her ministries – and the task of those who work for them – is to lead people to Jesus and bring them to experience the joy of the Gospel. From this joyful mission flows a shared responsibility to be an instrument of God’s love in our day-to-day lives, and especially in our work for the Church.

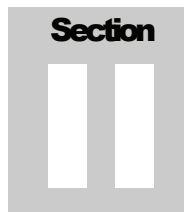
Accordingly, in the Archdiocese of Washington, clergy, staff and volunteers (definitions below) in our parishes, youth ministers, religious communities/institutes, and organizations must uphold Christian values and conduct. The Code of Conduct provides a set of standards for conduct in certain pastoral situations and a framework for appropriate behavior through the Archdiocese of Washington’s community. The Code of Conduct also recognizes that not only clergy constitute the ministerial community of the Church, but also lay employees whose jobs include ministerial functions, including spreading and promoting the Gospel and teachings of the Catholic faith.

This Code of Conduct is intended to complement, rather than to supersede, existing policies of the Archdiocese of Washington. To the extent its terms conflict with those of another archdiocesan policy, the terms of the other policy shall control. Moreover, this policy is not all inclusive and not intended to supercede or replace duties or responsibilities pursuant to the laws of the jurisdiction in which the clergy, staff or volunteers work. Instead, in addition to this policy, all clergy, staff and volunteers are expected to comply with all federal, state and local laws, and avoid any and all illegal or unlawful harm or behavior.

## Section II: Responsibility

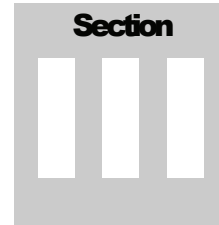
The public and private conduct of clergy, staff, and volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Clergy, staff, and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace support them in their ministry.

Responsibility for adherence to implementation of the Archdiocese of Washington's code of conduct rests with the individual. Clergy, staff, and volunteers who disregard this code of conduct will be subject to remedial action by the Office of Human Resources, the Office of the Vicar for Clergy, or other appropriate offices. Corrective action may take various forms—from a verbal reproach to removal from the ministry—depending on the specific nature and circumstances of the offense and the extent of the harm.



**SECTION III: DEFINITIONS**

## **Section III: Definitions**



*Clergy* – for purposes of this document – other than an ordained priest or deacon, includes religious (a person in consecrated life) or seminarian whose service and activity are subject to the direct oversight and control of the Archdiocese of Washington

*Confidential information* – information disclosed to clergy, staff, or volunteers by or about recipients, in the connection with the provision of pastoral care

*Pastoral care* – ministry or service provided under the auspices of the Archdiocese of Washington

*Recipient* – a person receiving pastoral care

*Staff* – any employee, whether full-time or part-time, of the Archdiocese of Washington, its parishes, schools, or affiliated corporations

*Volunteer* – any volunteer of the Archdiocese of Washington, including its parishes, schools, or affiliated corporations

## Section IV: Pastoral Standards



### 1. Conduct for Clergy, Staff and Volunteers

Clergy, staff and volunteers must respect the rights and advance the welfare of each person.

- 1.1 Clergy, staff and volunteers shall not step beyond their competence in offering pastoral care in situations and shall refer recipients to other professionals when appropriate.
- 1.2 Clergy, staff and volunteers should carefully consider the possible consequences before providing pastoral care to someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship).
- 1.3 Clergy, staff and volunteers should not audiotape or videotape the provision of pastoral care to recipients without the recipients' permission.
- 1.4 Clergy, staff and volunteers must never engage in sexual intimacies with recipients. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
- 1.5 Clergy, staff and volunteers shall not engage in sexual intimacies with individuals who are close to recipient—such as relatives or friends of the client—when there is a risk of exploitation or potential harm to the client. Clergy, staff and volunteers should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.6 Clergy, staff and volunteers assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries with recipients.
- 1.7 Physical contact of any kind (i.e., touching, hugging, holding) between clergy, staff and volunteers and recipients can be misconstrued and should be avoided.
- 1.8 Meetings with recipients should be conducted in appropriate settings at appropriate times.
  - 1.8.1 No meetings with recipients should be conducted in private living quarters.



**SECTION IV: PASTORAL STANDARDS**

1.8.2 Meetings with recipients should not be held at places or times that would tend to cause confusion about the nature of the relationship between the clergy, staff, or volunteer and the recipient.

**2. Confidentiality**

Confidential information – information disclosed to clergy, staff, or volunteers by or about recipients, in the connection with the provision of pastoral care – shall be held in the strictest confidence possible.

2.1 Confidential information may only be disclosed for compelling professional reasons, as required by the Archdiocese of Washington’s Child Protection Policy, or as required by law.

2.1.1. If there is serious and foreseeable harm to the recipient or to others, clergy, staff or volunteer may disclose only the information necessary to protect the parties affected and/or the information necessary to fulfill the reporting requirements of the Archdiocese of Washington’s Child Protection Policy, if applicable.

2.1.2 Clergy, staff and volunteers should discuss the nature of confidentiality and its limitations with each person when engaging in discussions of a sensitive manner.

2.2 Knowledge obtained in the connection with the provision of pastoral care may be used in teaching, writing, homilies or other public presentations only when effective measures are taken to absolutely safeguard both the individual’s identity and the confidentiality of the disclosures.

2.3 If a clergy member, staff or volunteer discovers that there is a serious threat to the welfare of a minor, the clergy member, staff or volunteer should immediately follow the steps in the Archdiocese of Washington’s Child Protection Policy.

**2.4 These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure—even indirect disclosure—of information received through the confessional.**

**SECTION IV: PASTORAL STANDARDS**

**3. Conduct with Youth**

Clergy, staff, and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

- 3.1 Clergy, staff, and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to manage youth activities.
- 3.2 Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- 3.3 Clergy, staff, and volunteers should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with youth.
- 3.4 Clergy should not allow individual young people to stay overnight in the cleric's private accommodations or residence.
- 3.5 Staff and volunteers should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
  - 3.5.1 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

**4. Sexual Conduct**

Clergy, staff, and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

- 4.1 Clergy, staff, and volunteers are called to be an example of chastity in all relationships at all times.
- 4.2 Staff and volunteers who provide pastoral care or supportive services must avoid developing inappropriately intimate relationships with minors, other

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staff, or parishioners. Staff and volunteers must behave in a professional manner at all times

- 4.3 No clergy, staff, or volunteer may exploit another person for sexual purposes.
- 4.4 Allegations of sexual misconduct should be taken seriously and reported to civil authorities in accordance with the Archdiocese of Washington's Child Protection Policy.
- 4.5 Clergy, staff, and volunteers should review and know the contents of the Archdiocese of Washington's Child Protection Policy and should follow the steps outlined in the policy.

#### 5. Harassment

Clergy, staff, and volunteers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other church staff or volunteers. Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment. While not all behavior constitutes harassment as a matter of law, all behaviors that create a hostile, offensive or intimidating work environment should be avoided.

- 5.1 Clergy, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
  - Physical or mental abuse.
  - Racial insults.
  - Ethnic slurs.
  - Unwelcome sexual advances or touching.
  - Sexual comments or sexual jokes.
  - Display of offensive materials.

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- Requests for sexual favors used as:
    - condition of employment, or
    - to affect other personnel decisions, such as promotion or compensation.
- 5.3 Allegations of harassment should be taken seriously and reported immediately to the Child Protection Office, Office of Human Resources and in the case of clergy, the Office of the Vicar for Clergy.

#### 6. Reporting Ethical or Professional Misconduct

Clergy, staff, and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

- 6.1 Any clergy, staff, or volunteers who has reason to believe or suspects that any child or minor has been the victim of physical abuse, sexual abuse, sexual assault, or neglect must make a report to the appropriate civil authorities, as directed by the Child Protection Policy.
- 6.2 Clergy, staff, or volunteer may at times be uncertain about whether their own situation or course of conduct in the context of pastoral care may violate Archdiocese of Washington's Code of Conduct or other religious, moral, or ethical principles. In such situations, clergy should consult with the Office of the Vicar for Clergy, and staff and volunteers should consult with their pastor or departmental supervisor, who in turn should seek assistance from offices with the Central Pastoral Administration as appropriate.
- 6.3 Anyone who suspects that a member of the clergy, a staff member, or a volunteer has violated the Archdiocese of Washington's Code of Conduct or other religious, moral, or ethical principles should report the violation on the Archdiocese of Washington's EthicsPoint reporting hotline. Reports may be made anonymously online (a link is available at the bottom of the Archdiocese's homepage, [www.adw.org](http://www.adw.org)), or by calling 855-290-3381.
- 6.4 The obligation of clergy, staff and volunteers to report recipients' misconduct is subject to the duty of confidentiality. However, except in the case of statements made under the seal of the confessional, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved.

**SECTION IV: PASTORAL STANDARDS**

**7. Administration**

Employers and supervisors shall treat clergy, staff, and volunteers justly in the day-to-day administrative operations of their ministries.

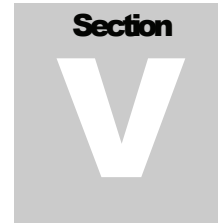
- 7.1 Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canonical law obligations and also reflect Catholic social teachings and Archdiocese of Washington's Code of Conduct.
- 7.2 No clergy, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.
- 7.3 Each volunteer providing services to children and youth must read and sign the Volunteer Code of Conduct and be compliant with the requirements established in the Archdiocese of Washington's Child Protection Policy.

**8. Clergy, Staff, or Volunteer Well-being**

Clergy, staff, and volunteers have the duty to be responsible for their own spiritual, physical, mental, and emotional health.

- 8.1 Clergy, staff, and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
- 8.2 Clergy, staff, and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
- 8.3 Clergy, staff, and volunteers must address their own spiritual and/or psychological needs. Support from a Spiritual Director and/or professional therapist, as the case may be, is highly recommended.
- 8.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

## Section V: Clergy, Staff and Volunteer's Code of Conduct



God has called us to love our neighbors as ourselves. In light of this call, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my participation in the mission of the Archdiocese of Washington.

### As a member of the clergy, staff or volunteer, I shall:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with others, especially children and/or youth.
- Refuse to accept expensive gifts from people I work with or serve without prior written approval from the pastor, supervisor, administrator or ecclesiastical superior.
- Refrain from giving expensive gifts to people I work with or serve without prior written approval from my pastor, administrator or ecclesiastical superior.
- Report suspected abuse to the civil authorities as outlined in the Archdiocese of Washington's Child Protection Policy.
- Cooperate fully in any investigation of abuse of children and/or youth in conjunction with the Archdiocese of Washington's Child Protection Policy.

### As a member of the clergy, staff or volunteer, I shall not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while working or volunteering with children.
- Use, possess, or be under the influence of illegal drugs at any time.

**SECTION V: CLERGY, STAFF AND VOLUNTEER'S CODE OF CONDUCT**

- Knowingly pose any significant health risk to children and/or youth or the elderly (e.g., I will refrain from providing pastoral care to children or the elderly when I am contagious with an illness).
- Strike, spank, shake, or slap children and/or youth, or anyone else.
- Humiliate, ridicule, threaten, or degrade children and/or youth, or anyone else.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.


I understand that the responsibility for adherence to implementation of the Archdiocese of Washington's Code of Conduct rests with me; that clergy, staff, and volunteers who disregard this Code of Conduct will be subject to remedial action; and that corrective action may take various forms—from a verbal reproach to removal from the ministry—depending on the specific nature and circumstances of the offense and the extent of the harm.

I understand that as a member of the clergy, staff or volunteer, if I work with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal from ministry or termination from my position.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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



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