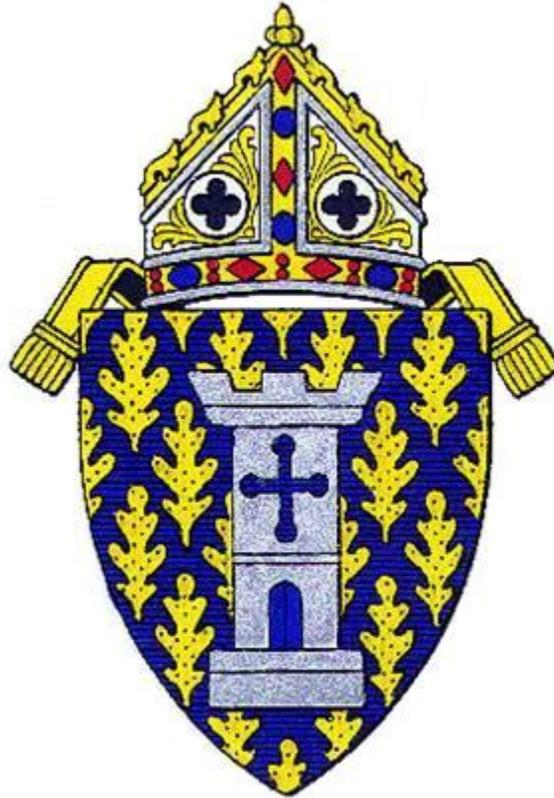


DIOCESE OF OGDENSBURG

**CHILD & YOUTH
PROTECTION POLICY**



Diocese of Ogdensburg
622 Washington Street
P.O. Box 369
Ogdensburg, New York 13669

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July 1, 2018

My Dear Friends,

As disciples of Jesus, we are called to serve all God's people with compassion, respect and love. We have a responsibility to those who are young by assuring them a safe environment and by following prudent and comprehensive guidelines that assure the dignity and safety of all the children and young people in our diocese and in our Church.

The Diocese of Ogdensburg places a priority and emphasis on protecting our young people. We have implemented policies to raise awareness of the protection we owe our children and young people, and we have systematically implemented programs to safeguard them in every parish and institution in our diocese.

We have emphasized the protection of children and young people since the early 1990s. Following the passage of the *Charter for the Protection of Children and Young People* by the United States Conference of Catholic Bishops in June 2002, our diocese developed policies and practices to implement the directives of the *Charter*. We have used the *Charter* as the basis of our policies and practices.

This document places our safe environment policies together in a single document. I direct all pastors, principals, directors, department and office heads to participate fully and proactively in the continuing application of these policies that provide safety and protection for God's children and young people.

Our safe environment policies apply to all clergy, religious, employees in our diocese, and all volunteers who interact with children and young people. Questions about this policy should be addressed to the director of the Office of Safe Environment, Mr. John Morrison.

I thank you for all you do to create and maintain a safe environment for our children and young people.

Faithfully yours in Christ,

Most Reverend Terry R. LaValley
Bishop of Ogdensburg

HOW TO REPORT SEXUAL ABUSE

A. All allegations of sexual abuse of minors by a priest, deacon, religious, employees or volunteers must be reported immediately to the Victims' Assistance Coordinator of the Diocese (Terrienne Yanulavich, Ph.D., M.A., M.H.T., 413 Ryan Road, Churubusco, NY 12923; e-mail: terrianneyanulavich@yahoo.com; Phone: 518-651-2267 or (evenings) 518-569-0612) or the Vicar for Pastoral Personnel (at 315-393-2920, ext. 1340; ccarrara@rcdony.org), or, in his absence, the Vicar General of the Diocese of Ogdensburg (at 315-393-3930). In addition, all state-mandated reporters should call the New York State Child Abuse Hotline at 1-800-342-3720.

B. The Diocese of Ogdensburg will report all allegations of sexual abuse of a minor to the public authorities and cooperate in their investigation. The Diocese will contact and cooperate with public authorities in reporting cases when the person is no longer a minor. In every case, the Diocese will advise victims about their right to make a report to public authorities and will support this right.

C. The person receiving the report will also advise the diocesan insurance service about a possible claim.

In reporting a situation, the following information should be provided:

- *The name(s) of child or children in danger,*
- *The name of the suspected abuser,*
- *The name, address and phone number of the person making the report.*
- *The relationship of the person making the report to the child or children in danger, if any.*

The person making the report is encouraged to make a report to law enforcement and child protective agencies in addition to reporting the matter to the Diocese.

INTRODUCTION: PURPOSE OF THIS POLICY

Scriptural illustrations abound of Jesus' love for children. A similar love for children and young people should mark the lives of all who care for them in the name of the Lord and His Church. At a minimum, all children have the right to be safe and protected from harm at all times. The Diocese of Ogdensburg holds the safety and protection of children and young people as a priority and sacred duty. The Diocese is dedicated to promoting a safe environment, preventing sexual abuse and bringing the healing ministry of the Church, wherever possible. The Diocese expects all persons and entities under its auspices to comply with the letter and the spirit of this policy.

This policy builds on a history of policies and practices that have sought to foster quality, inspiring, and wholesome ministry to our young people by competent, qualified and committed clergy, religious and laypersons. This policy is responsive to the *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Children and Young People by Priests and Deacons*, issued by the United States Conference of Catholic Bishops in 2002. Our policies also extend to religious and lay persons, as well. This policy is meant to replace the previous policies mentioned below.

History of Diocesan Policies

The Pastoral Care of Minors

Recognizing the special responsibility borne by clergy, religious and laity in the service of children and young people, the Diocese of Ogdensburg in 1998 adopted *The Pastoral Care of Minors*, to serve as prudent and comprehensive guidelines for those continuing Jesus' pastoral care for young people. *The Pastoral Care of Minors* set forth our commitment to provide an environment that would enable young people to grow by (a) encouraging their involvement in religious activities; (b) enabling them to grow in their understanding of the faith; (c) providing good example for them to imitate; and (d) providing a wholesome and safe environment. The policy further set forth the commitment of the Diocese to parents by (a) assuring that all programs for minors would be prudently supervised by competent adults; (b) scheduling events at appropriate times and at appropriate places; (c) keeping parents advised of the time, place and content of all activities for their children; (d) assuring that our leaders possess good moral character; and (e) always respecting the rights and responsibilities of parents relative to their child. That policy also provided guidelines for confidential information disclosed by minors, in the context of the Sacrament of Reconciliation and in other settings, together with the responsibilities for adults ministering to minors to be vigilant in safeguarding young people and to follow diocesan procedures in reporting any abuse to diocesan officials and civil law enforcement and other government agencies.

Safe Environment for our Children and Young People

Background checks.

In October 2003, the Diocese promulgated *Safe Environment for our Children and Young People* to implement the policies of the *Charter* and *Essential Norms* and to provide protection and safety for children entrusted to the care of the Church. This policy required background checks for all clergy, religious, diocesan and parish employees, Catholic School principals, teachers,

catechetical leaders, catechists, seminarians, youth leaders, volunteers and employees who assist in youth programs and events, and all adult volunteers who assist in youth ministries. The policy requires that re-checks be conducted at least every ten years.

Required Training and Codes of Conduct.

Safe Environment for our Children and Young People established requirements of *Protecting God's Children* Training ("Virtus Training") for all clergy, religious and laity working with youth. *Virtus* Training provides adult leaders with the knowledge and training to prevent, recognize and appropriately report child sexual abuse. The training also provides the basic information for creating and maintaining a safe and healthy environment for our young people to grow in their faith.

Safe Environment for our Children and Young People required those responsible for the supervision of adults to review the expectations placed on volunteers working with young people. Either individually or in group settings, the supervisor was to educate the adult volunteers about expectations placed on those working with young people, including appropriate behaviors and prohibited behaviors. These volunteers were also required to participate in *Virtus* Training and submit to a background check. A copy of the *Code of Conduct for Adult Volunteers/Workers* is annexed hereto as Appendix "B". This document will remain in use under this policy.

Additionally, this policy required training for minors who assisted in youth ministries or worked in a parish setting. Adults responsible for the supervision of such minor volunteers were required to educate them about expectations placed upon them, including appropriate and inappropriate behaviors. A copy of the *Code of Conduct for Youth Volunteers/Workers* is annexed hereto as Appendix "C". This document will remain in use under this policy.

Code of Pastoral Conduct

The Diocese promulgated the *Code of Pastoral Conduct* in 2003 to assist priests, deacons, pastoral ministers, administrators, staff members, and volunteers to properly deal with situations that might arise in pastoral counselling relationships and conduct with youth. The *Code of Pastoral Conduct* established norms for establishing proper boundaries, maintaining professional relationships, representing the authentic teaching of the Church, respecting confidential information, conducting oneself appropriately when dealing with youth, defining inappropriate behaviors, and reporting inappropriate conduct. The *Code* served as an educational and training tool. A copy of the *Code of Pastoral Conduct* is annexed hereto as Appendix "D".

Dealing with Allegations of Sexual Abuse.

The Diocese promulgated *Dealing with Allegations of Sexual Abuse* to establish a procedure for investigating and responding to allegations of sexual abuse by a member of the clergy. This policy sought to safeguard the rights of the person making the allegation, outline the procedure for the preliminary investigation, and define the actions following the preliminary investigation. The policy explains the role of the Review Board, establishes a procedure for the making of reports and responding to reports. It also set forth the obligations of all diocesan and parish personnel to report abuse. The principles set forth in *Dealing with Allegations of Sexual Abuse* have been incorporated into this policy.

Diocesan Guidelines

In 2015, the Diocese promulgated *Diocesan Guidelines for Overnight Trips with Youth* and *Diocesan Guidelines for School/Parish Field Trips and Sports Transportation* to ensure the safety of our youth, staff, and volunteers during trips sponsored by the Diocese or any entity associated with the Diocese. The guidelines outline the need to plan events, communicate with parents, set expectations for participants, and train chaperones to assure the safety of all participants. *Diocesan Guidelines for Overnight Trips with Youth* is annexed hereto as Appendix “E” and *Diocesan Guidelines for School/Parish Field Trips and Sports Transportation* is annexed hereto as Appendix “F”.

Victims Assistance Program

The Diocese has provided aid to victims of abuse in the form of counselling, support and financial assistance. The Diocese has consistently sought to bring healing and consolation to those who have suffered abuse. This assistance is more fully described below in the policy.

This Policy

The *Charter for the Protection of Children and Young People* mandates that every diocese establish and maintain “safe environment” programs and provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain safe environments for children and young people in the Church. Clear standards of conduct for clergy and others in positions of trust are to be promulgated in every diocese. Background checks on all diocesan and parish personnel are to be employed to adequately screen the fitness of those working with children and young people. Additionally, the *Charter* requires every diocese to have a written policy on the sexual abuse of minors by priests and deacons, as well as by other church personnel.

In this policy, we recommit ourselves to providing a safe environment for every child and young person. We will continue to improve our efforts to prevent child sexual abuse through education, screening our personnel and training those working with children and young people. We dedicate ourselves anew to address the needs of the abused child and family, as well as the affected Catholic community. We reaffirm our commitment to respect all the requirements of civil and church law.

The information contained in this document supersedes and replaces any information contained in the former policies mentioned above, unless noted otherwise.

OVERVIEW OF DIOCESAN YOUTH PROTECTION PROGRAM

A. Education: Youth Protection Training for Adults

The Diocese of Ogdensburg has a two-pronged approach to prevent child sexual abuse before it happens and to respond to it adequately and swiftly when it has occurred or is alleged. Educating our priests, employees and volunteers about abuse issues raises their awareness and vigilance. By educating our children and young people on how to be safe and stay safe, we enhance the ability of children and young people to help protect themselves, avoid questionable settings and to communicate to an adult any potential endangerment or improper conduct.

Protecting God's Children.

The initial educational requirement for all personnel and volunteers is participation in *Protecting God's Children*, including the *VIRTUS* program of the National Catholic Risk Retention Group, Inc., unless otherwise directed by the Diocesan Bishop.

The initial three-hour *Virtus* Training is required for:

- A. All clergy, seminarians and religious who serve in or represent the Diocese of Ogdensburg;
- B. All paid personnel ("employees"), whether on the diocesan level or parish level;
- C. Catholic school principals, assistant principals, teachers, guidance counsellors, before and after school personnel, librarians, staff members and volunteers, including substitute teachers, aides, janitors, maintenance personnel, food service workers, school nurses (if employed by the Catholic school) and office personnel;
- D. Faith Formation Leaders, catechists and all volunteers in faith formation programs;
- E. All personnel or volunteers providing child care services;
- F. Youth ministers, coaches or directors of child or youth activities (e.g. athletics, youth choir, academic team);
- G. All volunteers who have regular contact with children and young people;
- H. Contracted persons or temporary employees whose appointment will be for at least 90 days and who will have regular contact with children or young people (e.g. temporary secretary in a school); and
- I. Any other person directed to undergo *Virtus* Training by the Diocesan Bishop or his delegate.

Continuous *Virtus* Training

Continuous (monthly) *Virtus* Training, either via internet or printed version, is required for:

- A. All clergy and seminarians;
- B. Youth Ministry Directors (paid or volunteer);
- C. All catechetical leaders (paid or volunteer);
- D. All Catholic School Principals, assistant principals, teachers, teachers' aides; and
- E. All employees who have contact with minors on a regular basis; and
- F. All *Protecting God's Children* workshop facilitators.

The *Virtus* Training shall include, but not be limited to, information and training on (a) appropriate boundaries and established prohibitions in ministry to children and young people; (b) nature of child sexual abuse problems; (c) signs and symptoms of sexual abuse in children and young people; (d) laws and diocesan policies relating to child sexual abuse allegations, including reporting requirements; (e) policies and procedures to prevent child sexual abuse on any church-owned property or at church-sponsored events and activities; and (f) policies and procedures to respond to disclosure and/or allegations of child sexual abuse. In addition, clergy and religious will also receive information and training on (aa) ministering to adults, children and young people about prevention of sexual abuse and exploitation; (bb) ministering to victims of child sexual abuse; and (cc) penitential privilege, confidential information and the seal of confessional.

Code of Conduct for Youth Volunteers/Worker

Pastors, principals and program leaders (e.g. youth ministry directors and catechetical leaders) shall provide young people involved in ministries in the parish or diocese, opportunities to attend training sessions that include, but are not limited to (a) basic safety skills, including the 3 “R’s” – Recognize, Resist & Report; (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 they can speak; (f) importance of disclosure of inappropriate or unwanted actions directed at self or others; and (g) recognition that abusive situations are never the fault of the child or young person.

As part of the training sessions for youth volunteers, adults responsible for the supervision of young people in ministry or work situations must review the *Code of Conduct for Youth Volunteers/Workers* (Appendix “C”) with the young person(s) and clarify/explain any part that may not be understood by the young person(s). This can be done in a group or individual meeting. This *Code* is to be signed by the young person, the parent/guardian, and the supervisor, and is to be kept in the parish or school files.

Code of Conduct for Adult Volunteers/Workers

Pastors, principals and program leaders shall provide adults involved in ministries in the parish or diocese, opportunities to attend training sessions, especially *Virtus* Training. As part of the training opportunities, those responsible for the supervision of adults in ministry or work situations must review the *Code of Conduct for Adult Volunteers/Workers* (Appendix D) with the adults and clarify or explain any part that may not be understood by the adult volunteer or worker. This review can be done in a group or individual meeting. This *Code* is to be signed by the adult volunteer and the supervisor, and is to be kept on file in the parish or school where the adult provides ministry.

DEADLINES FOR COMPLETING TRAINING

New staff and volunteers who will have contact with children and young people shall enroll in the *Virtus* Program and complete the initial three-hour training session within (60) days following the assumptions of their duties. The three-hour *Virtus* Training will be offered by the Diocese at multiple locations to accommodate the training of staff and volunteers.

New staff and volunteers may attend any scheduled training session in the parish, diocese or other settings in which the training is offered.

B . EDUCATIONAL PROGRAMS FOR STUDENTS IN CATHOLIC SCHOOLS, FAITH FORMATION PROGRAMS, YOUTH MINISTRY PROGRAMS

CHILD LURES

All school-aged children are to receive **CHILD LURES** training or similar training (including the *New York State Learning Standards for Health Education*) as part of their public or Catholic School curriculum. *New York State Learning Standards for Health Education*, integrated with Catholic teaching on the dignity of the person, are addressed in all Catholic Schools in the Diocese of Ogdensburg. Special informational sessions are to be scheduled for the parents of all Catholic and public school students who receive **CHILD LURES** training. Additional sessions addressing safe environment issues are encouraged for both Catholic School and public school students. Training for school-aged children in formation programs in parishes will be provided under the oversight of the Diocesan Regional Directors of Faith Formation. Training for those in Catholic Schools will be supervised by the Superintendent of Catholic Schools.

Diocesan Catholic Charities Program Directors, the Director of Camp Guggenheim, and the Director of Youth Ministry will supervise age appropriate training participants in any of their programs who are under the age of 18.

C. BACKGROUND CHECKS

CLERGY, EMPLOYEES, ADULT VOLUNTEER AND OTHERS IN THE DIOCESE.

- I All background checks **must be conducted prior to hire or commencement of ministry.**

The following must have **background checks**:

- A All clergy, religious, Catholic school principals and teachers, faith formation leaders, catechists, seminarians, and youth ministers.
- B Those who assist in youth ministry, all volunteers (over the age of 18) having a recurring, regular contact with minors, and all chaperones for overnight activities even if only for a single event.
- C All paid personnel employed by the parish, Catholic school, Church institutions, and diocesan staff.
- D Random ongoing background checks will be performed on all employees and volunteers for whom initial checks are required. Each person so covered will be subject to this background re-check at least every ten years.
- E Payment for each ongoing check will be the responsibility of the parish or institution where the person is employed or volunteers.

In the cases of necessity and with the approval of the Director of the Office of Safe Environment, persons who have completed background checks procedure but are awaiting the return of the background checks may begin ministry, provided they will be appropriately monitored until written reports are received. Employment, assignment or volunteer service are contingent upon favorable results of the background check.

- II Pastors, school principals, catechetical leaders, and youth ministers are asked to have each person in their charge for which a background check is required sign a copy of the diocesan release form allowing the Diocese of Ogdensburg or its agent to perform this investigation.
- III Church-sponsored or church-related groups whose ministries could put them in contact with minors must have background checks. The leaders of outside groups which use church property for activities involving youths must have proof of background checks from their respective groups or must undergo a background check.
- IV Individuals who have undergone background checks by the Church, subsequently leave the Church's employ, and later seek re-employment with the Church, must undergo another background check before re-hire.
- V The employer must contact the Director of the Office of Safe Environment to discuss the hiring of anyone who has a record of any misdemeanor or felony before that individual is hired.
- VI DISQUALIFYING CONDUCT: Posting or accessing pornography or other offensive material from any computer, whether legal or illegal, including hate literature, defamatory, libelous, offensive or demeaning material online is unacceptable behavior. Such behavior can result in dismissal from employment, ministry or voluntary service. Posting or accessing child pornography is a crime and will result in denial or termination of employment, ministry or voluntary service involving minors. If child pornography is discovered by or brought to the attention of the Diocese, the Diocese has the obligation to report it to civil law enforcement authorities. Anyone found to be distributing or showing sexually explicit materials in any setting shall not be eligible for ministry, employment or voluntary services at any diocesan entity.

**CLERGY, SEMINARIANS AND OTHERS FROM OTHER
DIOCESES OR RELIGIOUS COMMUNITIES**

TESTIMONIAL OF SUITABILITY

All visiting priests and deacons wishing to exercise ministry on any occasion in the Diocese of Ogdensburg must have a *Testimonial of Suitability* on file with the Diocese of Ogdensburg. The *Testimonial* must be signed by the visiting minister's bishop or religious superior or his delegate.

The *Testimonial of Suitability* must be submitted no later than one week prior to the exercise of ministry by the visiting clergy or religious. The *Testimonial* will be deemed valid for one year from the date of execution but must be renewed thereafter. Model testimonial letters that may be adapted and used to provide the testimonial we require are annexed hereto as Appendix J.

The letter should always reference the event(s) for which the priest, religious or deacon will be ministering in the Diocese of Ogdensburg. It is to be mailed by the office of the proper bishop or religious superior to:

Moderator of the Curia or Vicar for Pastoral Personnel
Diocese of Ogdensburg
PO Box 369
Ogdensburg, NY 13669

Compliance with this requirement is important to promote the integrity of ministry in the name of Jesus Christ and to foster an environment of safety for the people being served in the Diocese of Ogdensburg. Questions regarding this directive, please contact the Moderator of the Curia or the Vicar for Pastoral Personnel at (315) 393-2920.

EXTERN CLERGY OR SEMINARIANS IN RESIDENCE IN THE DIOCESE

Clergy or seminarians from outside the Diocese of Ogdensburg seeking residence in any facility and performing ministry within the Diocese of Ogdensburg for an extended period of time are required to participate in the Diocesan Safe Environment training programs and to undergo a Criminal History background check consistent with the requirements of the Diocese of Ogdensburg.

APPLICANTS TO PRIESTHOOD OR PERMANENT DIACONATE

Individuals making application to the priesthood or permanent diaconate, as well as priests seeking incardination, shall complete psychological testing, a background check and *Virtus* Training (initial and on-going). Applicants will also submit a notarized written statement indicating they have no history that would render them unsuitable to work with children or young people.

RECIPROCITY FOR BACKGROUND CHECKS AND TRAINING

Persons from other dioceses who have completed child and youth protection training and a criminal history background check at parity with that required in the Diocese of Ogdensburg may provide proof of such clearance and training to the Director of the Office of Safe Environment or the Moderator of the Curia for consideration to work in the Diocese of Ogdensburg. The Bishop of Ogdensburg reserves the right to determine the sufficiency of clearance and training in another diocese for service in the Diocese of Ogdensburg and to require persons from other dioceses to undergo a background check acceptable to the Diocese of Ogdensburg and *Virtus* Training before such persons are authorized to work in the Diocese of Ogdensburg.

CLERGY FROM THE DIOCESE SERVING OUTSIDE THE DIOCESE

All clergy from the Diocese of Ogdensburg who will be ministering in another diocese shall obtain a Testimonial of Suitability from the Vicar for Pastoral Personnel or his delegate. When applying for a Testimonial of Suitability (aka Letter of Good Standing), please include the name and address (including fax number or email address) of the person to whom the letter should be addressed (e.g. Vicar General, Moderator of the Curia, Vicar for Priest Personnel), the name and address of the pastor where the ministry will take place, the name of the church, a description of the ministry to be provided (preside at baptism or marriage, concelebrate at ordination, etc.), and date of ministry.

YOUTH VOLUNTEERS AND WORKERS

Young people under the age of 18 who serve as volunteers or are in work placement in parishes or schools must review and sign a *Code of Conduct for Youth Volunteers/Workers* (see Appendix D). Volunteers and workers under the age of 18 are not required to attend *Virtus* Training or to apply for a background check as a condition for their ministry or work. Adults

responsible for the supervision of such volunteers or workers are required to review the *Code of Conduct for Youth Volunteers/Workers* with the young people in ministry or work to assure that these young people understand their responsibilities and the expectations placed upon them. The young person is to sign the *Code* and it is to be retained in the parish or school where the young person volunteers or works.

D. REQUIREMENT FOR REPORTING OF ABUSE OR MISCONDUCT

The protection of children and young people is the responsibility of the entire community, including the diocese, parish, parents, teachers, healthcare professionals, public safety officials, public and private social service agencies and the public. The Diocese of Ogdensburg is committed to working with civil authorities to protect children and young people, report alleged incidents of abuse consistent with this policy, and to cooperate in the investigation and proceedings associated with such reports. The Diocese recognizes the on-going need to educate its clergy, employees, and volunteers concerning the characteristics of exploitive behavior, the maintenance of professional and faithful integrity, and the requirements of civil and canon law. The purpose of our safe environment program is to prevent any misconduct, actual or perceived, and to provide appropriate intervention procedures in such an event.

DUTY AND PROCEDURE TO REPORT ABUSE OF CHILDREN AND YOUNG PEOPLE

Any member of the clergy, member of a religious community, employee of the diocese or any parish in the diocese, and all volunteers who believes a child is in imminent danger shall immediately contact the police by dialing 911. Anyone who witnesses or suspects sexual abuse of a minor by any member of the clergy, employee, religious or volunteer in the Diocese of Ogdensburg is to contact the Victims' Assistance Coordinator of the Diocese (Terrianne Yanulavich, Ph.D., M.A., M.H.T., 413 Ryan Road, Churubusco, NY 12923; e-mail: terrianneyanulavich@yahoo.com; or terrianneyanulavich@citizenadvocates.net Phone: 518-651-2267 (daytime) or 518-569-0612 (evenings) or the Vicar for Pastoral Personnel (at 315-393-2920, ext. 1340; ccarrara@rcdony.org), or, in his absence, the Vicar General of the Diocese of Ogdensburg (at 315-393-3930 or 315-393-3458 (evenings)). In addition, all state-mandated reporters should call the New York State Child Abuse Hotline at 1-800-342-3720 or 1-800-635-1522.

The Diocese will immediately report current cases involving a minor and any clergy member, employee, religious or volunteer to the appropriate civil authorities.

DUTY TO REPORT SUSPECTED ABUSE

If child abuse is suspected, then notify the Diocesan Victims' Assistance Coordinator who will coordinate the appropriate response.

PROCEDURES RELATED TO A REPORT

1. The Diocesan Victims' Assistance Coordinator, the Vicar for Pastoral Personnel or his delegate will notify the Diocesan Bishop and the supervisor of the location where the accused

person works or volunteers and the location where the incident allegedly occurred when the accused is a diocesan priest, deacon, religious, employee or volunteer.

2. The Diocesan Bishop or his delegate will provide a report of suspected child sexual abuse to the major superior of a religious or the bishop of a diocesan priest who is not a priest of the Diocese of Ogdensburg.

3. Any person alleging that he or she was a victim shall be informed of his or her right to report to the appropriate civil authority. The Diocese shall support any alleged victim in the exercise of this right.

4. In a case in which the individual designated to receive the report is the accused, the report should be directed to the designee's superior.

5. The Diocese of Ogdensburg shall, consistent with this policy, directly report to and coordinate with civil authorities in the appropriate manner.

PROCEDURE IN A CATHOLIC SCHOOL

Anyone witnessing a child in any imminent danger should dial 911 and report the incident. Anyone who suspects child sexual abuse in a Catholic School in our diocese when the accused is a clergy member, religious, employee or volunteer should immediately notify the principal who will call the Diocesan Victims' Assistance Coordinator (518-483-3261) or the Vicar for Pastoral Personnel (315-393-2920 x 1340) or the Vicar General (315-393-3930 or 315-393-3458). In addition, all state-mandated reporters should call the New York State Child Abuse Hotline at 1-800-342-3720 or 1-800-635-1522. In a school setting, mandated reporters include school officials, which includes but is not limited to school teacher, school guidance counselor, school psychologist, school social worker, school nurse, school administrator or other school personnel required to hold a teaching or administrative license or certificate; and a full or part-time compensated school employee required to hold a temporary coaching license or professional coaching certificate.

The Catholic School Principal will immediately notify the pastor and the Catholic School Superintendent or his or her delegate (315-393-2920), who in turn will notify the Diocesan Bishop.

PROCEDURE IN CONTEXT OF CATECHETICAL PROGRAM

Anyone witnessing a child in any imminent danger should dial 911 and report the incident. Anyone who suspects child sexual abuse in a Catechetical Program in our diocese when the accused is a clergy member, religious, employee or volunteer should immediately notify the parish Faith Formation Director who will call the Diocesan Victims' Assistance Coordinator (518-483-3261) or the Vicar for Pastoral Personnel (315-393-2920 x 1340) or the Vicar General (315-393-3930 or 315-393-3458). The Diocesan Victims' Assistance Coordinator, Vicar for Pastoral Personnel or Vicar General will notify the Diocesan Bishop of the allegation. The parish Faith Formation Director will immediately notify the pastor and the Diocesan Director of Faith Formation or his or her delegate (315-393-2920).

EXCEPTIONS FOR PRIEST-PENITENT AND CONFIDENTIAL RELATIONSHIP

There are two **exceptions** to the reporting policy; the priest-penitent relationship and privileged communications in a confidential relationship.

Not every conversation between a priest and another person falls under the priest-penitent context, but when the priest-penitent relationship does exist the sanctity of the absolute confidentiality of information shared by an individual and his or her confessor is inviolate.

Information shared by an adult to a licensed or certified confidant in which confidentiality is reasonably expected may have the status of a “privileged communication”. Such relationships may include, but are not limited to, counselor-counselee, doctor-patient, and medical provider-patient. The requirements for confidential relationship will be clarified for employees at their worksites. The interplay between the requirements of confidential relationships and laws for mandated reporters will be clarified for employees at their worksites.

INFORMATION TO BE PROVIDED IN REPORTS

The Victims’ Assistance Coordinator, Vicar for Pastoral Personnel, Vicar General or their delegates will conduct an appropriate inquiry after receiving the information that is readily available and a report is made.

The following information should be reported to the extent it is known by the person making the report:

- a) Name, address, age and current whereabouts of the alleged victim;
- b) Name and address of parent, guardian or caretaker, in cases involving a minor;
- c) Name, address and whereabouts of the person or persons suspected of the abuse, if known;
- d) Nature, extent and date of the alleged misconduct and description of injuries alleged;
- e) Name and contact information of others having knowledge of the allegation, and whether it has been reported to any third party, including civil authorities.

E. OVERVIEW OF DIOCESAN VICTIMS’ ASSISTANCE PROGRAM

REPORTING RESPONSIBILITY

All who minister in the Diocese of Ogdensburg having credible cause to suspect an incident of sexual or physical misconduct involving a member of the clergy and any person under the age of eighteen years of age shall report the incident to the Diocesan Victims’ Assistance Coordinator and shall comply with all applicable and civil canon laws with respect to reporting allegations of misconduct or abuse. In addition, all state-mandated reporters should call the New York State Child Abuse Hotline at 1-800-342-3720 or 1-800-635-1522.

DIOCESAN RESPONSE TO REPORT OF MISCONDUCT

The Diocesan Victims’ Assistance Coordinator or the Vicar for Pastoral Personnel will immediately contact and offer to meet with anyone who claims to have been abused by a member of the clergy to address ways in which the Diocese may pastorally assist them or their family and shall report such allegations to the Bishop. The Diocese will advise and support the person alleging abuse of their right to notify appropriate law enforcement and social service agencies and to retain

private legal counsel. The Diocese will cooperate fully with law enforcement and social service agencies. If the person alleging abuse is a minor at the time of the allegation, the Diocese shall report the allegation to the proper authorities.

1. The Bishop or his delegate, accompanied by a witness, will confront the accused cleric with the accusation, while respecting his rights under canon law. If there is sufficient evidence that sexual abuse of a minor has occurred, the accused will be requested to undergo a voluntary independent psychological evaluation. The cleric will be advised of his right to retain a private and canonical counsel.
2. Depending on the findings and any pending proceedings, future ministry, if any, will be determined by the Bishop in consultation with the Victims' Assistance Coordinator and Diocesan Review Board and consonant with the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*.
3. The Diocesan Review Board will also consult with the Bishop relative to the implementation of this policy and its effectiveness.

F. INTERNAL DIOCESAN PROCEDURES

The Diocese will take precautions to assure that a safe environment is provided to children and young people. Despite such precautions, allegations of suspected misconduct may occur. When allegations of suspected abuse against minors are made against any party, the Diocese will consider the rights, interests and needs of all parties.

The first step in the reporting procedure is always to contact the Victims' Assistance Coordinator or the Vicar for Pastoral Personnel, who will then coordinate the process, and take appropriate actions.

WHEN THE ACCUSED IS A MEMBER OF THE CLERGY OR RELIGIOUS IN SERVICE TO THE DIOCESE OR RESIDING IN A RECTORY, CONVENT OR FACILITY IN THE DIOCESE

Preliminary Investigation

a. When the Diocese receives a clear allegation of sexual abuse of a minor against a member of the clergy or religious from a credible source, the following steps will be taken:

1. The Vicar for Pastoral Personnel or the designated diocesan official will promptly inform the Bishop of the allegation. The Victims' Assistance Coordinator will meet with the person making the allegation. In addition, the Vicar for Pastoral Personnel and/or another designated person will meet with the person making the allegation. Preferably, if the alleged victim is a female, the designated person should be a female. This is to be followed with a meeting with the accused priest, religious or deacon by the Vicar for Pastoral Personnel, together with a witness. Following these meetings, the matter will be immediately reported to the district attorney having local jurisdiction.

2. The person making the allegation shall be advised of his or her absolute right to have an attorney or other person present to assist or support him or her and to submit the complaint to the office of the district attorney.

3. The person making the allegation shall be advised of the availability of the Bishop to meet with him or her should that be desired.

4. Where no reasonable grounds are found to exist, the complainant shall be notified of this determination and reminded of his or her legal rights. The accused cleric or religious is to be notified immediately of this finding.

Action Following Preliminary Investigation

a. Soon after the diocesan official meets with the complainant and meets with the accused, the Chairperson will convene the Review Board. The Board shall assess the allegation and advise the Bishop of further action regarding the substance of the allegation.

b. The assessment reached by the Review Board will be communicated to the alleged victim and the accused.

c. If it is determined that there are reasonable grounds to believe that the alleged abuse took place, the Bishop will promptly relieve the cleric of his ministerial duties (cf. *c.1722*), if the accused is incardinated in the Diocese of Ogdensburg and place him on administrative leave. If the cleric is incardinated into another diocese or is a member of religious community, the Bishop will notify the bishop of the accused or his or her religious superior of the need to place the accused on administrative leave. The Bishop, or his delegate, will meet immediately with the accused to review the allegation, to advise him or her of his or her rights to canonical due process and to legal and canonical counsel during the proceedings. The alleged offender will be encouraged to undertake an appropriate medical and psychological evaluation.

d. To provide support to every person who has been the victim of sexual abuse as a minor by anyone acting in the name of the Church, whether the abuse was recent or occurred many years ago, the Diocese of Ogdensburg provides a competent Victims' Assistance Coordinator to aid in the immediate pastoral care of persons who claim to have been sexually abused as minors. The Church's outreach will include provision of counseling, spiritual assistance, and other social services.

e. Should a cleric incardinated in the Diocese of Ogdensburg admit to the allegation, he will be removed from ministry immediately. Even in the case of a single act of sexual abuse of a minor, —past or present—the offending priest or deacon will be permanently removed from ministry. He will be offered professional assistance for his own healing and well-being, as well as for prevention of further abuse.

f. The offender will not be permitted to celebrate Mass publicly, to wear clerical garb, or to present himself publicly as a priest or deacon.

g. In every case, the processes provided for in canon law must be observed, (cf. *cc.1341, 1717-1721*).

h. If the cleric who has admitted to the allegation resides in the Diocese of Ogdensburg but is incardinated into another diocese or is a member of a religious community, the Bishop of Ogdensburg, with notice to the cleric's bishop or superior, will promptly relieve the cleric of any

assignment he has in the Diocese. He shall request the bishop or superior to handle the matter according to the policy of the cleric's diocese or religious community.

i. If the accused is religious but not a cleric who admitted the allegation resides in the Diocese of Ogdensburg, the Bishop of Ogdensburg, with notice to the accused's superior, will promptly relieve the accused of any assignment he or she has in the Diocese and direct him or her to leave any diocesan rectory, convent or facility, and shall advise the appropriate superior of such removal. The Bishop will request that the superior handle the matter according to the policy of the religious community.

j. If it has been determined that there is substance to the allegation and the accused denies any wrongdoing, further investigation will be undertaken. While the investigation is proceeding, the Bishop, in consultation with the Diocesan Review Board, will judge whether it is necessary for the accused to remain on administrative leave until the process is completed. This is necessary to protect the alleged victim, the accused, and the Church. The Bishop must take care not to endanger the good name of anyone resulting from the investigation (cf. *c.220*).

k. If he is incardinated in the Diocese of Ogdensburg, an accused priest on administrative leave will receive from the Diocese a living stipend in accordance with diocesan policy. A cleric incardinated in another Diocese but working in the Diocese of Ogdensburg or a member of a religious community on administrative leave will return to a residence determined by his Bishop or his or her religious superior and shall be governed by the policy of the religious community.

l. The accused individual will be informed in writing (i) to remain away from locations which are the subject matter of the complaint until resolution of the allegation; (ii) to have no contact with the alleged victim or the victim's family; (iii) of the investigative process to be followed; (iv) expectations for his/her cooperation; and (v) of his or her opportunity to obtain an attorney at his/her own expense. If the individual cannot afford an attorney, the diocese or religious superior may give assistance to the individual for this purpose.

m. If the allegation is proven in the canonical process, the cleric, including one incardinated into another diocese but residing in the Diocese of Ogdensburg, will be formally removed from his office and/or any other clerical duties. The offending priest or deacon will be permanently removed from ministry. He will not be permitted to celebrate Mass publicly, to wear clerical garb, or to present himself as a priest or deacon. The cleric may request dispensation from the obligation of holy orders and the loss of the clerical state. The Bishop may request dismissal from the clerical state even without the consent of the priest or deacon. The accused is encouraged to retain the assistance of civil and canonical counsel. The Bishop will provide the offending cleric the sustenance indicated by diocesan policy.

n. If the allegation is proven in the canonical process, the Bishop of Ogdensburg will notify the appropriate religious superior, who will follow through according to the policy of the religious community.

o. If the allegation is not proven in the canonical process, the alleged victim and the accused are informed that insufficient evidence exists to act upon the complaint within the canonical forum. Should the allegation be a matter of civil or criminal action in the courts, the Diocese of Ogdensburg will cooperate fully with the judicial process. The Review Board may advise the Diocesan Bishop regarding the future ministry of a cleric incardinated in this diocese.

If the accused is a cleric incardinated in another diocese or is a member of a religious community, the future ministry of the individual shall be determined by the appropriate bishop or religious superior. If the individual is arrested and charged, a review of the facts will be made to determine if he or she should be placed on continued administrative leave.

p. The Diocese will strive in accord with Canon Law to minimize any personal or professional adverse consequences of the unsupported allegations and to preserve the future ministry opportunities of persons falsely accused.

WHEN THE ACCUSED IS A LAY EMPLOYEE OR VOLUNTEER

1. If allegations of sexual abuse of a minor are made against a lay employee or volunteer, local church authorities, in addition to notifying the Victims' Assistance Coordinator, shall notify the proper diocesan department head who will report the matter to the Bishop, or, in his absence, to the Vicar General, for further instructions. A civil attorney will be consulted.

2. If the Bishop determines that the allegations may have substance, the employee may be placed "on leave" pending resolution of the matter. The employee is to be informed of his or her rights under civil and canon law and is to be encouraged to retain independent legal counsel. When an allegation is made against a volunteer, all volunteer service on the part of that person is suspended unless and until a determination is made by the Bishop that the person was not responsible for acts of abuse.

3. The Diocese shall report all allegations of sexual abuse of a minor to the appropriate civil authorities.

4. Upon notification, the Diocesan Victims' Assistance Coordinator shall render appropriate support to the alleged victim. Such support should not be considered as an indication that the Diocese of Ogdensburg is culpable or responsible for the actions of the accused. Rather, it is intended to provide pastoral, moral, and spiritual help to the person and family involved.

5. The insurance service for the diocese shall be put on notice of a possible claim and requested to provide whatever service or coverage is available.

Preliminary Investigation

1. The Bishop, or his delegate, and the concerned Department Head, with the advice of legal counsel, shall consult with the reporting party, the alleged victim, and the employee or volunteer.

2. If the employee or volunteer admits the allegations, he or she is to be dismissed and encouraged to seek professional help.

3. If the alleged party denies the allegations, and if the investigation discloses reasonable grounds to indicate the truth of the allegations, the person shall remain "on leave" pending completion of a formal investigation by the Review Board.

4. If, after formal investigation, the allegations are determined to be true, the employee will be dismissed and encouraged to seek professional assistance.

5. If an allegation against a volunteer is determined to be true, the volunteer will be dismissed and not allowed to volunteer again in any capacity in Church service that involves direct or limited contact with minors.

6. If an allegation against an employee or volunteer is determined to be unsubstantiated, the Diocese will strive in accord with Canon Law to minimize any personal or professional adverse consequences of the unsupported allegations and to preserve the future ministry opportunities of persons falsely accused.

THE REVIEW BOARD

A. The Diocesan Review Board shall be composed of at least ten persons of outstanding integrity and good judgment and shall meet at least once a year. A majority of the members will be laypersons not in the employ of the Diocese of Ogdensburg. Membership must include the Vicar for Pastoral Personnel and at least one other incardinated priest of the Diocese. At least one member should have expertise in the treatment of the sexual abuse of minors. The Bishop of the Diocese of Ogdensburg appoints the members for renewable five-year terms. The Promoter of Justice shall serve as an ex-officio member of the Board and the Diocesan Assistance Coordinator may be called upon to address the Board, as requested by the Board Chairperson.

B. The Chairperson, or in the Chairperson's absence the Vice-Chairperson, in consultation with the Vicar for Pastoral Personnel, will call the Board together when an allegation is received. The presence of five members at a meeting shall constitute a quorum. A minimum of three Board members who are not employed by the Diocese of Ogdensburg must be present in any review of an allegation to determine the allegation's credibility.

C. Tasks of the Review Board are as follows:

1. To assess all allegations of sexual abuse of minors by priests, deacons, and other church personnel to advise the Bishop of their credibility. The Board may assess past as well as present allegations.
2. To review the *Diocese of Ogdensburg Child & Youth Protection Policy* and the procedures contained therein at least every five years to recommend to the Bishop any modifications, if appropriate.
3. To make recommendations to the Bishop, as requested, concerning a cleric's fitness for ministry in particular cases.

D. All matters discussed, and all information presented to the board shall be maintained in a confidential manner, to be disclosed only to the extent necessary to the parties involved, to the Bishop or persons designated by the Bishop or as required by civil or church law.

E. All clergy, religious, employees and volunteers serving in the diocese are expected to fully cooperate with the board and its representatives.

TO PROTECT THE FAITHFUL IN THE FUTURE

A. The procedures for those making a complaint will be readily available in printed form and be the subject of periodic public announcements (i.e., *North Country Catholic*, diocesan webpage, parish bulletins, etc.).

B. The Diocese of Ogdensburg will be a party to no confidentiality agreement except for grave and substantial reasons brought forth by the victim.

C. Before a priest or deacon is proposed to another diocese for assignment, transfer, or residence, it will be noted if there is anything in his background to indicate that he would be a danger to children or young people. An accurate and complete description of the priest or deacon's background will be forwarded by the Bishop of Ogdensburg to the local ordinary of his new residence.

D. Extensive criminal background investigations of all diocesan and parish employees will be conducted. The criminal backgrounds of volunteers who have contact with children and young people will also be evaluated. The diocese will utilize the resources of law enforcement and other community agencies.

E. The Diocese of Ogdensburg will continue to review, update, and promulgate clear and well-publicized standards of ministerial behavior with regard to sexual abuse, harassment, etc.

F. The Diocese of Ogdensburg will continue to initiate “*safe environment*” programs.

G. The Bishop may determine to provide financial assistance to the accused cleric who is incardinated in the Diocese of Ogdensburg if he is unable to obtain legal counsel due to financial hardship.

OFFICE OF SAFE ENVIRONMENT OFFICE

In accord with the *Charter for the Protection of Children and Young People*, the Bishop shall appoint a director to oversee the Office of Safe Environment. The director shall oversee the provision of youth protection training, criminal background screening and safe environment protocols throughout the diocese. The director shall research, recommend and implement programming that will keep the diocese and all entities within it in compliance with the mandates of the *Charter*.

RECORD KEEPING

Accurate records of accusations received, whether supported or not, and all actions taken and notifications by the diocese or other church authorities shall be kept on file in strict and secure confidence in the diocesan archives pursuant to Canon Law and the Document Retention Policy of the Diocese.

Accurate records of background checks and compliance with safe environment training shall be maintained by the Office of Safe Environment.

PASTORAL CARE AND VICTIM ASSISTANCE

The relationship between the Church and those it serves is sacred. The Diocese recognizes that a sacred trust is broken, and harm is done when clergy or others sexually abuse children or young people. To repair the harm and promote healing, the Diocese will offer compassionate pastoral care to victims of child sexual abuse, the victims' immediate families and the affected faith communities, while continuing to promote safe, healthy communities of faith.

VICTIMS' ASSISTANCE COORDINATOR

The Diocese has and will continue to designate a Victims' Assistance Coordinator who receives notification of allegations of child sexual abuse and promptly informs the alleged victim of his or her rights and obligations and determines and provides timely and responsive pastoral care for the victims.

The Victims' Assistance Coordinator will serve as a liaison with any person who alleges sexual abuse as a minor, will explain diocesan policies and reporting requirements, assist the victim to receive appropriate pastoral care, and will meet the victims, their families and the affected parish and faith communities.

COUNSELING ASSISTANCE FOR VICTIMS AND THEIR FAMILIES

Pastoral care to persons who were minors when harmed by sexual abuse and their families shall be made available by the diocese. The Victims' Assistance Coordinator will facilitate assessment, counseling and therapeutic interventions by accredited and competent counselors, as mutually agreed upon by the diocese and the person receiving the pastoral care or, in the case of a minor, the victim's parents or guardians.

The reasonable costs of assessment and counseling for the victim, and in some cases their families, will be assumed by the Diocese, provided that (a) a qualified professional counselor makes an initial assessment acceptable to the diocese; (b) the assessment contains recommendations for length of counseling and treatment goals; (c) the recommendations are in accord 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.

ADDITIONAL FORMS OF PASTORAL CARE

Appropriate pastoral care also may include medical evaluation and treatment, spiritual guidance, identification of support groups or social services, resources for healing depending upon the circumstances and needs of the victim, which shall be mutually agreed upon by the diocese and the victim or the minor victim's parent or guardian.

H. COMMUNICATION REGARDING CHARTER APPLICATION

The policies and procedures of the Diocese of Ogdensburg governing its internal and external communications are intended to promote the development of cooperative, responsive, and candid relationships. The diocese seeks to actively engage the community and the media in its efforts to prevent child abuse, protect children, support families, and inform the public. Within the confines of respect for privacy of the individuals involved, the Diocese will communicate as

transparently as possible with the members of the media, the faith community, and the public regarding allegations of child abuse and related issues.

Public Awareness of Child Abuse Issues

The Department of Communications (in collaboration with the Safe Environment Director) will work with the faith community and with 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.

Timeliness of Communications

Communications with an affected parish and/or school, the media, and the broader diocesan 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 applicable canon and civil law.

Responding to the Media

The Director of the Department of Communications is 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 it. The Director of the Department of Communications will consult with, guide, and coordinate relevant persons in the handling of media inquiries.

Communications Training

The Director of the Department of Communications will provide training to pastors, pastoral delegates, principals, and agency directors so that they can, when required to do so, competently respond to media inquiries. This is undertaken to reassure the community that abuse allegations are taken seriously and that the Diocese of Ogdensburg will cooperate fully with civil authorities.

Communicating with Directly Affected Communities

Recognizing the importance of supporting parishes, schools and diocesan programs directly affected by misconduct involving the victimization of minors, in all specific instances the Director of the Department of Communications will coordinate with the Victim's Assistance Coordinator, Safe Environment Director, Vicar for Clergy, Chancellor, Moderator of the Curia, relevant diocesan offices (such as the Catholic Schools Office), and school and parish leadership to ensure that parishioners and school families receive timely, factual, and pastorally appropriate communication from the diocese, school, and parish.

Communicating with the Broader Community

In particular instances, the Diocese may communicate with priests at other parishes, particularly those where an accused person previously served, school principals, and/or parish staff to assist them in reaching out pastorally to all parishioners and school families impacted by allegations of abuse.

I. PROGRAM AUDITING

The Diocese of Ogdensburg will evaluate the effectiveness of its child protection 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 a responsive manner. The Diocese will constantly seek to build meaningful levels of trust and confidence among all those served by the Church.

EVALUATION PROCESS

The Office of Safe Environment, in collaboration with the Victims' Assistance Coordinator, Vicar for Pastoral Personnel, and Diocesan Review Board, will develop a formal evaluation process for the policy, which will assess the effectiveness of the victim's assistance efforts, professional in-service training activities, investigative procedures, outreach, education programs and coordination with non-diocesan agencies.

ANNUAL REPORT

Each parish, school and agency in the Diocese shall submit an annual report to the Diocesan Office of Safe Environment documenting compliance and summarizing actions taken to implement this Diocesan Child and Youth Protection Policy. The reports, filed to coincide with the fiscal/program year, shall follow the criteria provided by the Safe Environmental Office. The Human Resources Office and the Office of Safe Environment shall assure and document compliance by the Diocese and its agencies.

REVIEW OF THIS CHILD PROTECTION POLICY

The Diocesan Child and Youth Protection Policy will be reviewed by the Safe Environment Office Director one year following the date of its implementation and every three years thereafter. The review shall include an assessment of the adequacy of the reports and methods that have been implemented to measure progress and accountability throughout the diocese, together with recommendations for improving these reports and methods. The review will be presented to the Diocesan Bishop and the Diocesan Review Board. This policy may be modified from time to time by the Diocesan Bishop.

POLICY COMPLIANCE

All clergy, employees and volunteers of the Diocese of Ogdensburg or any of its parishes or institutions shall comply with this policy. The Diocesan Personnel Policy shall clearly state that corrective actions will be taken, and consequences will result from failure to adhere to the Child and Youth Protection Policy. Violations may result in removal from leadership, professional, employment and volunteer positions. Allegations of violations of this policy will be reviewed in accord with existing diocesan policies. Existing personnel policies, including policies on Sexual Harassment and Abuse remain in full force and effect.

TEN BASIC ELEMENTS OF CHILD & YOUTH PROTECTION

1. **TRAINING.** Create awareness by requiring proper education and on-going training for clergy, employees, parents, religious, volunteers and children.
2. **SCREENING.** Take precautions by requiring applications, codes of conduct, criminal records check, interviews and the use of reference checks.
3. **ADEQUATE LEADERSHIP.** Two trained adult leaders or at least one trained adult leader and a parent of a youth participant are required to be present whenever youth are engaged in a diocesan sponsored or related event or service, including employment in a parish or rectory. Adults should avoid being in a vehicle with an unrelated minor without permission of the parent/guardian. The parish, department, office, agency or program is responsible for assuring adequate leadership. Catholic School personnel and Catholic Charities Personnel should note program specific guidelines in implementing this standard. Diocesan agencies/programs shall establish and enforce a ratio of adults (generally 2 adult chaperones for the first 8 children and 1 adult chaperone for each additional 8 children), depending on the age and nature of the group.
4. **ADEQUATE PLANNING.** All events should be well planned to assure the safety and well-being of our youth, staff and volunteers, including a duty for clear instructions, to condition and equip participants properly for the event, a duty to provide adequate and prudent supervision, and a duty to provide prompt and appropriate care, including care for injuries. Trips with youths are extraordinary and rife with risks that must be properly managed. All overnight trips with Youth involving travel of 150 miles or more (one way) shall require compliance with Appendix E. Trips for school/parish field trips and sports transportation shall require compliance with Appendix F.
5. **OPEN ACCESS.** Doors are not to be locked when adults are ministering with children or youth. In all situations, adults are to assure appropriate privacy for youth even as the adult remains fully accessible. Teachers and volunteers involved in education should follow the best practice norms provided by the State Education Department and other accrediting agencies. Catholic Charities workers will abide by the certification, licensing, practice and supervision program requirements mandated for their areas at all times.
6. **VISIBILITY.** Every effort should be made to assure one-on-one youth to adult contact be conducted in the view of adults and youth. Offices, classrooms and other venues are to provide visibility via an unobstructed internal window, where possible and practical. This statement does not apply to confessionals or reconciliation rooms.
7. **RESPECT FOR PERSONAL PRIVACY.** Adult leaders must respect the privacy of children and youth in all situations but may intrude to the extent that health and safety require. Adults must protect their own privacy in all situations. For example: two, gender appropriate, adults must be present whenever locker rooms or dressing rooms are being supervised, except in response to an emergency. Photographs and/or videos of minors are taken periodically for use in the parish/parochial publications. Use of these photographs and/or videos including minors are prohibited without the written consent of the parent or guardian. The Diocesan photograph policy, found on *Pastoral Documentation*, must be followed.

8. **SEPARATE ACCOMMODATIONS.** Adults and minors will not share sleeping quarters, except in the case of parents and their own children. Separate bathroom and shower facilities, or separate times for use of these facilities, are to be provided for adults and shall be gender appropriate for all. Any exception will require written parental permission. Additionally, separate sleeping, bathroom and shower facilities, or separate times for use of these facilities, shall be provided for males and females.

9. **APPROPRIATE BOUNDARIES & BEHAVIORS.** Adults will always provide healthy Catholic Christian examples of behavior in actions, attire, and language. Adults will not use alcohol, illegal drugs, sexually explicit materials or tobacco in the presence of children or youth. Adults should be aware of comfort levels with hugs, questions, etc. Leaders should strive to be aware of the perceptions of the observer or listener before speaking or acting.

10. **HAZING, SECRET CEREMONIES OR SECRET ORGANIZATIONS ARE STRICTLY PROHIBITED.**

11. **VIGILANCE.** The Diocesan Child and Youth Protection Policy is to be in effect always. Each parish, school, office or agency shall assure compliance with this policy.

CODE OF CONDUCT FOR ADULT VOLUNTEERS/WORKERS

This Code of Conduct is for use with adults over 18 years who serve as volunteers or are in work placement in parishes or schools. Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct for Adult Volunteers as a condition of my providing services to the children and youth of our [*parish, school, facility, diocese, etc.*].

As a volunteer, I will:

- Treat everyone with respect, professionalism, patience, integrity, courtesy, dignity, and consideration, using positive reinforcement rather than criticism when working with children and/or youth.
- Consider a vulnerable person who habitually lacks the use of reason equivalent to a minor.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Refuse to accept expensive and/or inappropriate gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive and/or inappropriate gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the vicar/pastor, administrator, or appropriate supervisor.
- Cooperate fully in any investigation of abuse of children, vulnerable adult, and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children, vulnerable adult(s) and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Engage in sexual intimacies with the persons counseled. This includes consensual and nonconsensual contact, forced physical contact, sex texting, and inappropriate sexual comments.
- Use, possess, purchase, or give pornographic material to a minor.
- Use physical force, humiliate, ridicule, threaten, or degrade children, vulnerable adult(s) and/or youth.
- Touch a child, vulnerable adult(s), and/or youth in a sexual or other inappropriate manner.

APPENDIX B

- Use any discipline that frightens or humiliates children, vulnerable adult(s), and/or youth.
- Use profanity in the presence of children, vulnerable adult(s) and/or youth.

I understand that as a volunteer working with children and/or youth, I am required to attend a “Diocesan Approved” Safe Environment Training session and to have 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 as a volunteer with children and/or youth. This form is to be kept in the parish, school, facility, or diocesan office.

Volunteer's Printed Name: _____

Volunteer's Signature: _____

School/Parish/Organization: _____

Signature of Supervisor: _____

Date: _____

Original 2003
Revised 2013

7/1/14

CODE OF CONDUCT FOR YOUTH VOLUNTEERS/WORKERS

This Code of Conduct is for use with youth under 18 years who serve as volunteers or are in work placement in parishes or schools. Young people under 18 are not required to attend VIRTUS training and apply for a background check as a condition for their ministry or work. (Young people covered by this Code of Conduct are required to attend Virtus training and have a background check if they are working with Minors when they become 18.) Adults responsible for the supervision of young people in ministry or work situations need to review this document with the young person and clarify/explain any part that may not be understood by the young person. This can be done in a group or individual meeting. This form is to be signed by the young person, the parent/guardian, and the supervisor. The form is to be kept in the parish or school.

I promise to follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a youth volunteer or worker I will:

- Safeguard children and other youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, and dignity.
- Take care to be positive, supportive, and caring in my speaking, writing, and interacting with children and youth.
- Avoid situations in ministry or work where I am alone with any child.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the pastor.
- Be aware that children/young people can easily become infatuated with a youth leader or an adult. If I sense this is happening, I will not encourage it. I will make my supervisor aware of it so that he/she can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with children/youth.
- Dress modestly and appropriately and not wear any clothing with offensive messages or pictures while exercising my ministry or working.
- Adheres to the same rules as child/youth (e.g. cell phone usage, i-pods, boundaries)

As a youth volunteer or worker I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products in the presence of minors.
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of any child, youth or adult.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Place myself in a situation where my interactions with a child/youth would not be visible to others.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth toward another child/youth.
- Communicate with minors in my charge about matters unrelated to my responsibilities within ministry.
- Use, possess, purchase, or give pornographic material to anyone.
- Engage in sexual intimacies. This includes consensual, non-consensual, forced physical contact, sex texting, and/or any inappropriate sexual comments.

APPENDIX C

We, the undersigned, have read and understand the **Roman Catholic Diocese of Ogdensburg Code of Conduct for Youth Workers and Volunteers** and will honor them while at work or as a volunteer. We understand and agree that the parent/guardian will be notified at the time of any infraction requiring dismissal from work or volunteer assignment at the parish or school where the young person is working or ministering.

Name of Youth (print): _____

Signature of Youth: _____

School or Parish Position: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Supervisor: _____

Date: _____

7/1/14

CODE OF PASTORAL CONDUCT

The Diocese of Ogdensburg presents this Code of Pastoral Conduct for all Priests, Deacons, Pastoral Ministers, Administrators, Staff Members, Volunteers, Parishes, Organizations and Institutions listed in its annual *Diocesan Directory*. (Other than Catholic Charities, because of its particular programs and mission, has its own safe *environment policy*) The purpose of the *Code of Pastoral Conduct* is to assist all situations that may arise in pastoral counseling relationships. It is intended to create a structure for addressing a variety of circumstances that, if not appropriately addressed, may create a risk of incidents, allegations, claims and/or lawsuits.

The Church must be exemplary. Staff members should and will be held accountable for their behavior. In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior. This *Code of Pastoral Conduct* provides a basic structure for identifying limits. It is intended as a "continuous improvement document." Therefore, your suggestions and recommendations for additions and revisions are encouraged.

This policy was developed to comply with the Charter for the Protection of Children and Young People, Revised Edition¹ (Charter) and Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests, Deacons, or other Church Personnel² (Norms). The Charter and Norms are available on the internet at <http://usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>

I. Preamble

Priests, deacons, pastoral ministers, administrators, and staff members, in our central offices, parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The *Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, and Staff members*, (*Code of Pastoral Conduct*) provides a set of standards for conduct in certain pastoral situations.

***Throughout the rest of this policy **STAFF MEMBERS** are to include: ALL Priests, deacons, religious, pastoral ministers, pastoral counselors, youth directors, educators, administrators and spiritual directors. (ALL paid employees and persons in leadership positions)

II. Responsibility

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

Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual. Staff members who disregard this *Code of Pastoral Conduct* will be subject to remedial action by the vicar/pastor or administrator of the ministry where the offense occurred. 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.

III. Pastoral Standards

I. Conduct for staff members

Staff members must respect the rights and advance the welfare of each person.

- 1.1 Personnel and other administrative decisions made by staff members shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*
- 1.2 No staff members shall use his or her position to exercise unreasonable or inappropriate power and authority.
- 1.3 Inappropriate or illegal use of alcohol and drugs and/or paraphernalia is strictly prohibited.
- 1.4 Possession or distribution of child pornography is illegal under federal law in all states. “If you see it, report it.”
- 1.5 Staff members should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
- 1.6 Staff members should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
- 1.7 Staff members shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.8 Staff members should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other preexisting relationship). (See Section 7.4)
- 1.9 Staff members should not audiotape or video tape counseling sessions.
- 1.10 Staff members must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, sex texting, and inappropriate sexual comments.
- 1.11 Staff members shall not engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client—when there is a risk of exploitation or potential harm to the client. Staff members should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.12 Staff members assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.

- 1.13 Physical contact of any kind (i.e., touching, hugging, holding) between staff members and the persons they counsel can be misconstrued and should be avoided.
- 1.14 Counseling sessions should be conducted in appropriate settings at appropriate times.
- 1.15 No counseling sessions should be conducted in private living quarters.
- 1.16 Counseling sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 1.17 Staff members shall maintain a log of the times and places of counseling sessions with each person being counseled.

2. Confidentiality

Information disclosed to a staff member during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.

- 2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
- 2.2 If there is clear and imminent danger to the client or to others, the staff member may disclose only the information necessary to protect the parties affected and to prevent harm.
- 2.3 If disclosure needs to be made, the staff member should inform the person being counseled about the disclosure and the potential consequences.
- 2.4 Staff members should discuss the nature of confidentiality and its limitations with each person in counseling.
- 2.5 Staff members should keep minimal records of the content of sessions.
- 2.6 Knowledge that arises from professional contact 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.
 - While counseling a minor, if a staff member discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the staff member should: Attempt to secure written consent from the minor for the specific disclosure.

- If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.
- 2.7 Consultation with the appropriate diocesan/parish supervisory personnel is required before disclosure.

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.

3. Conduct With Youth

Staff members working with youth shall maintain an open and trust worthy relationship between youth and adult supervisors. Youth would include any persons under age 18. A youth would also be any person in a youth ministry program as a participant even if 18 or older.

- 3.1 All staff members and adult volunteers will be subject to background checks and VIRTUS training as determined by the Diocese of Ogdensburg. (See Policy 107.4)
- 3.2 Staff members must be aware of their own and other’s vulnerability when working alone with youth. Use a team approach to managing youth activities and emergency situations.
- 3.3 **An adult should never be alone with a child.** In any youth ministry activity, there should be one adult for every eight youth present ~ **never** fewer than two adults.
- 3.4 Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- 3.5 Staff members must refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol or drugs when working with youth.
- 3.6 Staff members should never have, purchase, give or use child pornographic material.
- 3.7 Possession or distribution of child pornography is illegal under federal law in all states. “If you see it, report it.”
- 3.8 Staff members may not engage in inappropriate conversation or use inappropriate humor, vocabulary, recordings, films, printed materials or games with minors, particularly if the content is of a sexual nature.
- 3.9 Staff members should never use tobacco products in the presence of youth, nor should they give or provide these products to youth.

- 3.10 Staff members should not allow individual young people to stay overnight in their private accommodations or residence.
- 3.11 Staff members should not share private, overnight accommodation with 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.
- 3.12 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the staff members should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

4. Sexual Conduct

Staff members must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

- 4.1 Clergy and religious, who are committed to a celibate lifestyle, are called to be an example of celibate chastity in all relationships at all times.
- 4.2 Staff members who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff members, or parishioners. Staff members must behave in a professional manner at all times.
- 4.3 No staff member may exploit another person for sexual purposes.
- 4.4 Allegations of sexual misconduct should be taken seriously and reported to the person in charge of the ministry where the allegation took place and to civil authorities if the situation involves a minor. All procedures will be followed to protect the rights of all involved. The person who is notified of the allegation should contact the Victims Assistance Coordinator and/or the Vicar for Pastoral Services and inform him/her of the allegation.
- 4.5 Staff members should review and be familiar with the contents of the Diocesan Safe Environment policies and reporting requirements. Mandates, policies and requirements can be found on the Diocesan Web Site under the Office of Safe Environment.

5. Harassment

Staff members and volunteers must not engage in physical, psychological, written, or verbal harassment of other staff members or parishioners, and shall not tolerate such harassment by other staff members.

- 5.1 Staff members 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.
 - Derogatory ethnic slurs.
 - Unwelcome sexual advances or touching.
 - Sexual comments or sexual jokes.
 - Any requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation.
 - Display of offensive materials.
- 5.3 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.
- 5.4 Allegations of harassment should be taken seriously and reported immediately to the person in charge of the ministry where the allegation took place. If the person in charge is the alleged perpetrator of harassment, then the allegation should be reported to the alleged perpetrator's supervisor. All procedures will be followed to protect the rights of all involved.

6. Diocesan, Parish, Religious Community/Institute, and Organizational Records and Information

Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of diocesan, parish, religious community/institute, or organizational records

- 6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.
- 6.2 Information regarding adoption and legitimacy remains confidential, regardless of age.
- 6.3 Only staff members who are authorized to access the contents of records and supervise their use shall handle requests for more recent records.
- 6.4 This general policy of the diocese should be supplemented by policies and procedures written by and for each parish and institution.
- 6.5 Parish, religious community/institute, or organization financial records are confidential unless review is required by *the Diocese of Ogdensburg*. Contact the Diocesan Fiscal Officer upon receipt of any request for release of financial records.

- 6.6 Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

7. Conflicts of Interest

Staff members should avoid situations that might present a conflict of interest Even the appearance of a conflict of interest can call integrity and professional conduct into question.

- 7.1 Staff members should disclose all relevant factors that potentially could create a conflict of interest
- 7.2 Staff members should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services
- 7.3 No staff member should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
- 7.4 Staff members should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.
- 7.5 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the staff member must:
- Clarify with all parties the nature of each relationship,
 - Anticipate any conflict of interest,
 - Take appropriate actions to eliminate the conflict, and
 - Obtain from all parties written consent to continue services.
- 7.6 Conflicts of interest may also arise when a staff members independent judgment is impaired by:
- Prior dealings,
 - Becoming personally involved, or
 - Becoming an advocate for one (person) against another. In these circumstances, the staff member shall advise the parties that he or she can no longer provide services and refer them to another counselor or spiritual director.

8. Reporting Ethical or Professional Misconduct

Staff members, have a duty to report their own ethical or professional misconduct and the misconduct of others.

- 8.1 Staff members must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by staff members the proper civil authorities are to be notified immediately. Also, notify the Vicar at the diocesan office in charge of the ministry where the alleged offense has occurred.
- 8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, consult with:
- Peers
 - Others knowledgeable about ethical issues, or the Vicar at the diocesan office in charge of the ministry where the alleged offense has occurred.
- 8.3 When it appears that a staff members member has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:
- Report the issue to a supervisor or next higher authority, or
 - Refer the matter directly to the Vicar at diocesan office in charge of the ministry where the alleged offense has occurred.
- 8.4 The obligation of staff members to report client misconduct is subject to the duty of confidentiality. However, 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 except as provided for in Section 2.6

DIOCESAN GUIDELINES FOR OVERNIGHT TRIPS WITH YOUTH**Diocesan Guidelines for Overnight Trips
or Events with Youth and Events Involving Travel, other
than School Field Trips and Sports Transportation**

The purpose of these procedures and guidelines is to help ensure the safety of our youth (i.e. persons under 18 years of age), staff, and volunteers, to reduce the diocese's, parish's, and/or school's liabilities, and to eliminate or reduce risks to our youth. These procedures and guidelines are to be read in conjunction with all safe environment documents set forth in our *Diocesan Pastoral Handbook* (See Policies 107.1 – 107.9)

1. These guidelines supplement our safe environment policies, and assume compliance with all policies, regulations, and procedures set forth therein.
2. These policies apply to all events or trips that involve traveling more than 150 miles (one way) within or outside the parish or diocese, and those trips involving overnight accommodations. This policy does not apply to parish or school day field trips, which are treated in a separate policy. This policy does not apply to trips to games by sports teams sponsored by our schools. These game trips are regulated by school policy. It applies to all other events or trips that are sponsored by any parish, or school, or by the diocese that involve travel in excess of 150 miles or overnight accommodations.
3. A parish, school or diocesan department, and their employees, have certain basic duties to insure the safety and well-being of all youth, staff, and volunteers, including a duty to provide clear instructions, a duty to condition and equip the participants properly for the event, a duty to provide adequate and prudent supervision, a duty to provide safe vehicles and facilities, and a duty to provide prompt and appropriate care, including care for injuries.
4. Trips with youths are extraordinary and are rife with possibilities of injury or other dangers. Great care must be taken to properly limit exposure of our youths to danger. Prudent safeguards are important.

Procedures

Description of Trip, Activities and Approval Process

1. Prepare description of all details of the trip, including:
 - Sponsoring parish(es), school(s) or diocesan department(s);
 - Purpose of the trip;
 - Date and time of trip;
 - Place of origin;
 - Estimated number and ages of participants;
 - Related promotional materials for the trip (if available);
 - Any activities of the trip that present an elevated risk of injury, such as swimming, boats, remote locations, hikes, animals, air travel, motorized activities;
 - Means of transportation proposed (bus, car, train, plane, etc.)
 - Means of providing meals or food;
 - Means of lodging (if host homes, submit safe environment documents);
 - Estimated costs and funding sources;
 - Preliminary trip itinerary and schedule of activities
 - Health related information and medication requirements
 - Releases from parents required and obtained; and
 - Other special requirements or details.

2. Avoid dangerous activities such as hang gliding, helicopter rides, hot air ballooning, parasailing, skydiving and parachuting; motorized races, go-carts, white water rafting, jet-skiing, and other high risk activities.

3. Approval Process

The description of the event should be submitted to the pastor of the parish, or principal of the school, or the supervising vicar of the diocesan office or department sponsoring the trip or event (“administrator”). The administrator should review the description of the trip or event to determine the appropriateness of the activities (considering participants’ ages), ensure insurance coverage is in place (including consultation with insurance department of the diocese), assure certificates of insurance are in place and name the sponsor and diocese as additional insureds, provide preliminary approval of the proposal, and monitor progress as the trip is advertised, publicized, and implemented.

The administrator should further assure that high risk issues have been addressed and that proper documentation has been obtained or is in place. These high risk situations include medical needs of participants, releases for medical treatment, if necessary, proper number of chaperones are recruited and are of proper age.

4. Supervision and Chaperone Selections

All youth must be supervised by an adult at all times. If you cannot see the participants, you are not supervising them. Staff and chaperones must exercise close control over participants during trips or events. Chaperones should be alert and paying attention to the participants and circumstances.

There should be a regular and periodic accounting of all participants, such as a “buddy check” or participant count. This is particularly true during an activity change (such as boarding a bus, going to a meal). Have a plan to adequately supervise participants during overnight stops (room checks, chaperone on duty during the night, etc.)

Determine the number and qualifications or characteristics of chaperones needed. The ratio of chaperones to participants for out of town or overnight trips or events should be two chaperones for the first four participants and one chaperone for every four additional participants due to the added risks for such trips. Factors to be considered when determining the number or characteristics of chaperones include the number of participants, age of participants, age range of participants, type of transportation, safety considerations, gender of participants, safety skills required for trip or event (water activities, hiking, camping, out of country travel). At least one chaperone should be First Aid/CPR certified.

All chaperones must be background checked and the three hour VIRTUS training (Policy 107.4). Chaperones must be mature, at least 21 years of age, and must sign an Adult Code of Conduct for Volunteers (107.8).

5. Transportation Options

The preferred means for transportation is chartered bus or a bus owned by a parish or school, when possible. A certificate of insurance naming the sponsoring parish and/or diocese must be obtained as per diocesan policy.

The use of private vehicles is allowed. However, if private vehicles are used for trips for minors, the following efforts to assure safety must be followed:

- The volunteer driver must be an adult with a valid driver’s license and must have all safe environment training and background check, and must sign and agree to the Code of Conduct for Adult volunteers (107.8).
- Private vehicle drivers must provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage.
 - ♦ The vehicle must be inspected and registered.
 - ♦ Parents of minors must sign a permission form giving permission for their minor child to ride with a volunteer driver in a private vehicle.
 - ♦ Minors are not allowed to drive themselves or others.

- ♦ Any parent may elect to transport his or her own child during the trip. Such parent may also be a volunteer driver for others on the trip provided all the volunteer requirements are met.
- Air transportation/water transportation/train/commercial airlines, trains, and/or commercial ships, ferries are often used when traveling requires. Any such travel arrangements must be approved in the approval process above.

6. Provision of Food

If meals, snacks and/or drinks will be provided, such plans must be detailed in the approval process. Meals provided by restaurants, diners, or other facilities are acceptable.

Meals prepared by the participants must be closely monitored and supervised (e.g. Guggenheim events).

7. Overnight Housing

- Sleeping accommodations for minors and chaperones must be made and approved prior to the trip. Room assignments or groupings are to be gender-specific and roommates or participants sharing an area for overnight accommodations are to be close in age. Chaperones must be same gender as participants in rooms or other living areas they are supervising.
- Supervision must be close while participants are at housing facility. Additional chaperones may be needed. Participants must have supervision at all times. If chaperones will not sleep in same rooms as participants (optimally parent in same room with child), specify how participants will be supervised in their rooms/sleep area (shower area and toilet area). Specify in plans prior to approval whether there will be room checks, hall monitors, or other supervisory methods. Supervising vicar must specifically approve these arrangements.
- Host homes may be utilized. All adults living in the host home must be background check and safe environment trained according to the policies and programs of their home diocese. Written proof of background checks and safe environment training must be obtained and submitted to the Diocesan Safe Environment Office and to the school principal, pastor or Supervising Vicar during the approval process above.
- If possible, inspection of the housing facility should be visited and inspected prior to the trip. In the alternative, recommendations from an approved travel agency or some other source should be obtained.
- All housing information, including name of facility, address, phone number and cost of the housing facility must be communicated in advance of the trip to parents/guardians and participants. The sleeping arrangements and supervisory plan should also be disclosed to parents prior to the trip.

8. Parental Information and Consent

- Parents must be informed in writing about all aspects of trips involving minor participants (see sample description and itinerary form).
- For lengthy trips (more than three days) or out of country stays, provide parents with a formal opportunity for questions and discussion, such as an informational meeting for parents/participants. Discuss the applicable information below:
 - ♦ Purpose of trip;
 - ♦ Budget and fundraising and cost to participant;
 - ♦ Detailed itinerary for participants;
 - ♦ Arrangements for chaperones (number, ages, etc.);
 - ♦ Proposed housing arrangements and information;
 - ♦ Proposed eating arrangements;
 - ♦ Rules of conduct for participants;
 - ♦ Review Adult Volunteer Code of Conduct;
 - ♦ Parental permission forms
 - ♦ Emergency procedures;
 - ♦ Potential safety risks;
 - ♦ Information related for foreign travel, including immunizations required, passports, laws relating to drugs (including prescription drugs) and appropriate conduct in foreign country.
- Ensure necessary forms for parents/guardians are received, returned to the school, parish or sponsor, and permission/emergency forms are reviewed before the trip. Parents/guardians should receive the following forms/documents:
 - ♦ Letter explaining the trip
 - ♦ Detailed schedule and itinerary, listing mode of transportation, housing, and eating arrangements
 - ♦ List of items participants should bring
 - ♦ Parental permission form
 - ♦ Health information/emergency contacts/permission for emergency treatment form.

9. Participant Preparation and Chaperone Training

Pre-trip training (participants and chaperones)

- Sponsors should provide pre-trip orientation of participant and chaperones that include the following topics, as applicable:
 - ♦ Behavioral expectations (go over rules);
 - ♦ Describe activities participants will be part of;
 - ♦ Special hazards that have been identified;
 - ♦ Acceptable and unacceptable locations for participants to enter (e.g. bars, nightclubs);

- ♦ Itinerary of the trip and map of the area;
 - ♦ Importance of washing hands;
 - ♦ importance of staying with the group;
 - ♦ what to do if separated from group;
 - ♦ procedures for walking in high traffic areas;
 - ♦ use of buddy system;
 - ♦ other related information;
 - ♦ what clothing/equipment to bring
 - ♦ urge caution with valuables and money
- Sponsor should provide chaperone training
 - ♦ Proper Supervision: We owe a duty to young people to protect and supervise them. The main goal of supervision is to protect young people from injury or lessen the risk of harm. Adults do not automatically have the ability to supervise young people: training is necessary.
 - ♦ Supervision has four components:
 - 1) Presence and attentiveness: Chaperones should be with youth at all times, keeping the youths in sight. (out of sight = unsupervised) Do not become distracted: stay focused on the youths. Chaperones need to be physically able to participate in activities that are part of the trip.
 - 2) Monitor behavior and intervene: Chaperones should know the rules and enforce them. Do not allow youths to leave the group. Do not allow roughhousing, horseplay or other inappropriate behavior. Take appropriate action when rules are not followed or youth is in danger.
 - 3) Surveillance and intervention: Chaperones must be risk-conscious (with focus on area where youths are likely to encounter risks). Check areas to be visited and address hazards.
 - 4) Respond to emergencies: Chaperones need to know how to handle emergencies to reduce potential injury or damage. A chaperone certified in First Aid/CPR is required.
 - 5) Go over Code of Conduct with chaperones.
 - 6) Instruct chaperones on emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review medical concerns with staff and chaperones so they are informed of medical issues before an emergency arises.
 - 7) Parents serving as chaperones may not bring children other than the participating child on the trip.

- How to handle emergencies
 - ♦ Types of emergencies that can arise on a trip include lost youth, medical emergency, serious injury, inclement weather, abduction of youth, dangerous acts, illegal acts, overt defiance, repeated noncompliance with procedures and regulations, and other serious disciplinary problems.
 - ♦ When participant is hurt, chaperone should never fail to get involved (err on side of caution), give aid, summon medical help, do not move the youth, report incident to sponsoring organization, administer first aid, contact parents as soon as possible, keep record of what happened.
 - ♦ Provide a method for communication in event of an emergency (e.g. all above), have alternative method if that does not work. Provide phone number for staff/chaperones to contact the sponsoring pastor or department head/diocesan official. Allow such official to contact parents. Have parent contact information and permission forms for emergency treatment available.
 - ♦ Take proper lifesaving equipment, such as first aid kit, for the trip. If the trip involves hiking, bring along extra clothing, extra food, extra water, first aid kit, map, cutting implement, matches, flashlight and compass.
 - ♦ Medical emergency cards/information/permission for treatment forms must accompany group and copy be left with sponsoring organization.
 - ♦ At least one staff member or chaperone must be trained in distribution of medications and must know how to secure medications during the trip.
 - ♦ Special care must be taken for trips involving use of watercraft or swimming.

10. Foreign Travel

Use of groups or business that provides travel arrangements, housing, and meals are allowed. Screen the tour company to assure it is a reputable company with a good safety record, has adequate insurance, and has written emergency policies in place.

Arrangement for foreign travel, whether through a third party or not, must include travel arrangements (air travel and land travel), housing, meals, sleeping arrangements, and insurance coverage overseas.

PARISH, SCHOOL OR DIOCESE SPONSORED TRIP
PRELIMINARY APPROVAL FORM

Sponsor: _____
Trip destination(s): _____
Date(s) of trip(s): _____ am/pm Return time: _____ am/pm
Departure time: _____
Club/Sponsor(s): _____

Purpose of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____ No _____
Preliminary trip itinerary attached? Yes _____ No _____
Does field trip involve any of the following? Yes _____ No _____
* Swimming, boats, or in/around water * Animals
* Remote locations/hiking * Air travel
* Outdoor education * Motorized activities

Estimated # of participants: _____ Age level of participants: _____
Participant/chaperone ratio: _____ # of chaperones needed: _____
Any special qualifications of chaperones needed? Yes _____ No _____
List those special qualifications: _____

Means of travel: Bus (preferred), # needed? _____
Other (list): _____

Food provided how? _____
Housing needed? Yes _____ No _____

If yes, what type and where? _____

Supervision Arrangements for Housing? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____ (if yes, attach a fundraising plan)

Date Submitted: _____ Sponsor's Signature: _____

Reviewed trip plan with supervisor/principal/pastor on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Signature: _____

TRIP CHECKLIST

Sponsor: _____
 Date(s) of Trip: _____
 Trip destination: _____
 Contact Person: _____

The following list assists the sponsoring staff member through the trip process. Please see procedures for specific information regarding each item.

DATE DONE	STEP 1: INITIAL PLANNING (10 MONTHS BEFORE TRIP) (see “Sponsored Trip – Preliminary Approval Form”)
	Determine and document the benefit of the trip (educational, spiritual, formational)
	Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures
	Estimate the planned number and ages of participants and chaperones needed
	Determine proposed costs and funding
	Develop a preliminary itinerary of activities
	Identify if the trip has special hazards, including on/in/near water, in remote locations/ Hiking, involving animals, and/or outdoor education; avoid high-risk activities
	Review trip plan with supervisor/pastor/principal
	Secure supervisor/principal/pastor’s preliminary approval to conduct the trip, and to conduct fundraising if applicable
	Receive preliminary approval
	Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the participants who are unable to pay their own expenses, and a method for return funds if not used for the trip
	STEP 2: DETAILED PLANNING (2-4 MONTHS BEFORE TRIP)
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the trip site for potential hazards, special requirements of location and activity, and accommodations
	Review all contracts and insurance requirements; ensure insurance for out of country trips (the supervisor/pastor reviews and signs any contracts for all forms)
	Arrange for transportation: <ul style="list-style-type: none"> • If bus or van • If other, check with risk manager/safety officer for guidelines
	Arrange for housing and assess suitability of housing (if overnight stay); consider same gender sleeping needs. If host homes, obtain safe environment documents.
	Arrange for food services (if needed)
	Develop a detailed itinerary
	Identify risks associated with the trip
	Address unusual aspects of trip with risk manager/safety officer
	Determine adult supervision needed and arrange for chaperones: <ul style="list-style-type: none"> • Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by administrator

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	<ul style="list-style-type: none"> • Ensure qualified for special needs (first aid trained, lifeguard, etc.) • Ensure criminally screened/background checks • Ensure they received chaperone guidelines • Ensure sign Code of Conduct
	Arrange for needed equipment and supplies, including emergency equipment
	Arrange for distribution of special medications on the trip (trained staff and secured medications)
	Assemble parent information/permission packet: <ul style="list-style-type: none"> • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things participants can and cannot bring, appropriate dress
	Obtain final approval
	Arrange an informational meeting for parents (for overnight, out of area, or out of country trips)
	STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)
	Provide trip information to parents including: <ul style="list-style-type: none"> • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things participants can and cannot bring, appropriate dress
	Provide orientation for chaperones, and ensure adequate supervision will be available
	Confirm transportation
	Confirm housing (if needed)
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies
	Confirm arrangements for special medications
	STEP 4: FINAL CHECKS (DAY OF TRIP)
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available: <ul style="list-style-type: none"> • Every participant has returned the parent permission/emergency medical form • Provide the school/parish/diocesan office with a copy of the signed trip permission form/emergency medical form for each participant (the original of these forms stay with the trip sponsor) • A copy of the parent permission/emergency medical form for each participant and staff member are kept with them
	Review behavior and safety standards with participants and chaperones before departure, including: <ul style="list-style-type: none"> • Reinforce rules and expectations

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	<ul style="list-style-type: none">• The system of accounting for participants and the use of the buddy system• Review emergency procedures (for injury, accident, or inappropriate activity)• Explain what to do if a participant gets separated or lost from group
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each participant, ensure that it is provided
	Get medication for participants from the parent/guardian and ensure medications are secured
	Make sure that staff/chaperones on the trip have a 24 hour phone number for administrators, and the parish/diocesan office/administrator has (cell) phone number of staff on the trip
	STEP 5: AFTER TRIP EVALUATION
	After the trip, evaluate trip procedures and the activities involved to ensure trips in the future are safe

SAMPLE TRIP DESCRIPTION WITH ITINERARY

Date and times of trip:

Friday, May 31, 2009

Leave school at 8:30 a.m.; return to school by 3:30 p.m.

Description of activities:

Third grade religious education calls day trip to Sandy Beach to celebrate end of classes for year.

Number of students and adult supervisors:

Maximum of 15 participants, with a minimum of 4 chaperones and 1 certificated staff member or chaperone

Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills.

Transportation:

By private vehicles

Food:

Participants are to bring their own bag lunches. Participants can buy food at concession.

Housing:

N/A

Participant "what to bring" list:

Non-refrigerated lunch and drink

Clothes for beach walking, including footwear for wading

Towel

Sunscreen (if needed)

Appropriate dress:

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Plastic bags to put collected beach life in

Blankets for the beach

Water rescue equipment

Non-water hand cleaner
 Beach toys (balls, Frisbee, etc.)

Hazard assessment:

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at parish during these activities:

Father Alfred Newman, Phone (315) 555-1212

24 –hour contact:

N/A

Itinerary:

<u>Est. times</u>	<u>Activities</u>
8:00 am	Meet at church, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing
8:15 am	Assign to cars, take roll call
8:30 am	Leave for Sandy Beach
10:00 am	Arrive at beach parking area, rest stop at beach entrance (leave lunches in cars)
10:15 am	Take roll call, split into four teams of not more than 5 students each with two chaperones per team, and walk to designated area on the beach (not more than ½ mile from the parking area)
10:45 am	Swimming and recreational activities on beach
11:30 am	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:45 am	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for participants (in limited area)
12:15 pm	Take roll call and break into teams again, walk to second area on beach
12:45 pm	Take walk on nature trail
1:30 pm	Return to bus parking area, wash hands in restrooms, get into cars, take roll call
1:45 pm	Leave Sandy Beach for church
3:00 pm	Arrive at church
3:15 pm	Go home

**PARENT/GUARDIAN TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Trip Information

I hereby give my permission for _____
(Name of participant)

To participate in a trip to _____
(Destination)

on _____ from _____ to _____
(Date) (Time departs) (Time returns)

For the purpose of _____

With _____
(Name of sponsor)

Staff contact: _____ Phone #: _____

Transportation for this activity will be provided by:

- _____ Bus
- _____ Private vehicles
- _____ Train
- _____ Plane
- _____ Other; specify: _____

Food will be provided at/by: _____

I received a detailed itinerary of the trip _____ Yes _____ No

I received a list of things participant should/should not bring _____ Yes _____ No

Medical/emergency information

Participant's home phone #: _____ Date of birth: _____

Participant's address: _____

Family physician: _____ Phone #: _____

Does participant have any medical or physical condition, medication information, or allergies which could interfere with participant's safety? _____ Yes _____ No

If yes, please describe:

TRIP ROSTER FORM

Date of trip: _____ Return date: _____

Purpose of trip: _____

Location: _____ Sponsor: _____

Time of departure: _____ Time of return: _____

- | | |
|-----|-----|
| 1. | 15. |
| 2. | 16. |
| 3. | 17. |
| 4. | 18. |
| 5. | 19. |
| 6. | 20. |
| 7. | 21. |
| 8. | 22. |
| 9. | 23. |
| 10. | 24. |
| 11. | 25. |
| 12. | 26. |
| 13. | 27. |
| 14. | 28. |

Approved: _____
Reviewer

Date: _____

DIOCESE OF OGDENSBURG VOLUNTEER DRIVER CHECKLIST

TRIP INFORMATION

Date: _____ Sponsor: _____

Purpose of trip: _____

Date of trip: _____

Trip is to: _____

Trip is from: _____

Maximum # of minor participants to be transported in volunteer's vehicle: _____

DRIVER SCREENING/INSURANCE REQUIREMENTS

Name of driver: _____

Vehicle year/make/model: _____ Lic#: _____

Please respond to each item with a "YES" or "NO" answer:

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid driver's license. State: _____

_____ License #: _____ Expiration date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 bodily injury; \$50,000 property damage) and uninsured motorist coverage.

_____ Company: _____ Policy #: _____ Exp. Date: _____

_____ I am aware that, in the event of an accident while on a parish/diocesan activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

_____ There will be at least one other chaperone in the vehicle with the volunteer driver.

VEHICLE INSPECTION

Please respond to each item with a "YES" or "NO" answer:

YES/NO

- _____ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have a legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting participants during trips.

Signature of Volunteer Driver

Date

ADMINISTRATIVE REVIEW BY PASTOR/SPONSOR/PRINCIPAL/SUPERVISING VICAR

- _____ If the volunteer will drive for more than one day, the sponsor has obtained the information to order a driving abstract for the volunteer driver (three-year comprehensive record) from the Department of Moto Vehicles.
- _____ All students have parental permission to ride with a volunteer driver.
- _____ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Reviewer

Date

DIOCESE OF OGDENSBURG TRIP TRANSPORTATION RELEASE

I, _____ hereby accept my
(Parent's name)

son/daughter _____ into my care. This releases the
(Child's name)

_____ from any duty or liability with respect to the
(Sponsor)

transportation of my son/daughter to and/or from the trip.

Date of trip: _____

Initial one or both:

_____ I will transport my child to and during the trip, and will abide by all requirements of chaperones and will act as a chaperone.

_____ I will transport my child from the trip.

Signature of parent/guardian

Date

DIOCESAN GUIDELINES FOR SCHOOL/PARISH FIELD TRIPS AND SPORTS TRANSPORTATION

The purpose of these procedures and guidelines is to help ensure the safety of our youth (i.e. persons under the age of 18), staff, and volunteers, to reduce the diocese’s, parish’s, and/or school’s liabilities, and to eliminate or reduce risks to our youth. These procedures and guidelines are to be read in conjunction with all safe environment documents set forth in our *Diocesan Pastoral Handbook* (See Policies 107.1 – 107.11)

1. These guidelines supplement our safe environment policies, and assume compliance with all policies, regulations, and procedures set forth therein.
2. These policies apply to parish or school day field trips involving travel of 150 miles or less (one way) and to transportation to games/tournaments/sporting events by sports teams sponsored by our schools or parishes.
3. A parish, school, and their employees, have certain basic duties to insure the safety and well-being of all youth, staff, and volunteers, including a duty to provide clear instructions, a duty to condition and equip the participants properly for the event, a duty to provide adequate and prudent supervision, a duty to provide safe vehicles and facilities, and a duty to provide prompt and appropriate care, including care for injuries.
4. Trips with youths are extraordinary and are rife with possibilities of injury or other dangers. Great care must be taken to properly limit exposure of our youths to danger. Prudent safeguards are important.

Procedures

Description of Trip, Activities and Approval Process

1. Prepare description of all details of the trip, including:
 - Sponsoring parish(es) or school(s);
 - Purpose of the trip [for school field trip include education/curriculum purpose of the trip];
 - Date and time of trip;
 - Place of origin;
 - Estimated number and ages of participants;
 - Related promotional materials for the trip (if available);
 - Any activities of the trip that present an elevated risk of injury, such as swimming, boats, remote locations, hikes, animals, air travel, motorized activities;
 - Means of transportation proposed (bus, car, train, plane, etc.)
 - Means of providing meals or food, if any;
 - Estimated costs and funding sources;
 - Preliminary trip itinerary and schedule of activities
 - Health related information and medication requirements
 - Releases from parents required and obtained; and
 - Other special requirements or details.

2. Avoid dangerous activities such as hang gliding, helicopter rides, hot air ballooning, parasailing, skydiving and parachuting; motorized races, go-carts, white water rafting, jet-skiing, and other high risk activities.

3. Approval Process

The description of the event should be submitted to the pastor of the parish, or principal of the school, or the director of the program sponsoring the trip or event (“administrator”). The administrator should review the description of the trip or event to determine the appropriateness of the activities (considering participants’ ages), ensure insurance coverage is in place (including consultation with insurance department of the diocese), assure certificates of insurance are in place and name the sponsor and diocese as additional insureds, provide preliminary approval of the proposal, and monitor progress as the trip is advertised, publicized, and implemented.

The administrator should further assure that high risk issues have been addressed and that proper documentation has been obtained or is in place. These high risk situations include medical needs of participants, releases for medical treatment, if necessary, proper number of chaperones are recruited and are of proper age.

4. Supervision and Chaperone Selections

All youth must be supervised by an adult at all times. If you cannot see the participants, you are not supervising them. Staff and chaperones must exercise close control over participants during trips or events. Chaperones should be alert and paying attention to the participants and circumstances.

There should be a regular and periodic accounting of all participants, such as a “buddy check” or participant count. This is particularly true during an activity change (such as boarding a bus, going to a meal). For school field trips, the sponsoring teacher must participate and serve as the supervisor of the field trip.

Determine the number and qualifications or characteristics of chaperones needed. The ratio of chaperones to participants for trips or events should be two chaperones for the first eight participants and one chaperone for every eight additional participants. Factors to be considered when determining the number or characteristics of chaperones include the number of participants, age of participants, age range of participants, type of transportation, safety considerations, gender of participants, safety skills required for trip or event (water activities, hiking, camping, out of country travel). At least one chaperone should be First Aid/CPR certified.

All chaperones must be background checked and the three hour VIRTUS training (Policy 107.4). Chaperones must be mature, at least 21 years of age, and must sign an Adult Code of Conduct for Volunteers (107.8).

5. Transportation Options

The preferred means for transportation is a bus or van owned by a parish or school, when possible. The use of private vehicles is allowed. If private vehicles are used for trips for minors, the following efforts to assure safety must be followed:

- The volunteer driver must be an adult with a valid driver's license and must have all safe environment training and background check, and must sign and agree to the Code of Conduct for Adult volunteers (107.8).
- Private vehicle drivers must provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage.
 - ♦ The vehicle must be inspected and registered.
 - ♦ Parents of minors must sign a permission form giving permission for their minor child to ride with a volunteer driver in a private vehicle.
 - ♦ Minors are not allowed to drive themselves or others.
 - ♦ The foregoing notwithstanding, any parent may elect to transport only his or her child during the trip. Such parent is not considered to be a chaperone or a volunteer driver for others on the trip. If a parent stays for the event, he or she is required to be Virtus trained and have a minimum screening through the National Sex Abuse Registry.

6. Provision of Food

If meals, snacks and/or drinks will be provided, such plans must be detailed in the approval process. Meals provided by restaurants, diners, or other facilities are acceptable. Meals prepared by the participants on site must be closely monitored and supervised (e.g. Guggenheim events).

7. Parental Information and Consent

- Parents must be informed in writing about all aspects of trips involving minor participants (see sample description and itinerary form) including
 - ♦ Purpose of trip;
 - ♦ cost to participant;
 - ♦ itinerary for participants;
 - ♦ Arrangements for chaperones (number, etc.);
 - ♦ Proposed eating arrangements, if any;
 - ♦ Rules of conduct for participants;
 - ♦ Review Adult Volunteer Code of Conduct;

- ♦ Parental permission forms
 - ♦ Emergency procedures;
 - ♦ Potential safety risks;.
- Ensure necessary forms for parents/guardians are received, returned to the school, parish or sponsor, and permission/emergency forms are reviewed before the trip. Parents/guardians should receive the following forms/documents:
 - ♦ Letter or note explaining the trip
 - ♦ Detailed schedule and itinerary, listing mode of transportation, housing, and eating arrangements, if any;
 - ♦ List of items participants should bring;
 - ♦ Parental permission form;
 - ♦ Health information/emergency contacts/permission for emergency treatment form.

8. Participant and Chaperone Training

Pre-trip training (participants and chaperones)

- Sponsors should provide pre-trip orientation of participants and chaperones that include the following topics, as applicable:
 - ♦ Behavioral expectations (go over rules);
 - ♦ Describe activities participants will be part of;
 - ♦ Special hazards that have been identified;
 - ♦ Acceptable and unacceptable locations for participants to enter (e.g. bars, nightclubs);
 - ♦ Itinerary of the trip;
 - ♦ importance of staying with the group;
 - ♦ what to do if separated from group;
 - ♦ procedures for walking in high traffic areas;
 - ♦ use of buddy system;
 - ♦ other related information;
 - ♦ what clothing/equipment to bring
 - ♦ urge caution with valuables and money
- Sponsor should provide chaperone training
 - ♦ Proper Supervision: We owe a duty to young people to protect and supervise them. The main goal of supervision is to protect young people from injury or lessen the risk of harm. Adults do not automatically have the ability to supervise young people: training is necessary.
 - ♦ Supervision has four components:
 - 1) Presence and attentiveness: Chaperones should be with youth at all times, keeping the youths in sight. (out of sight = unsupervised) Do

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not become distracted: stay focused on the youths. Chaperones need to be physically able to participate in activities that are part of the trip.

- 2) Monitor behavior and intervene: Chaperones should know the rules and enforce them. Do not allow youths to leave the group. Do not allow roughhousing, horseplay or other inappropriate behavior. Take appropriate action when rules are not followed or youth is in danger.
 - 3) Surveillance and intervention: Chaperones must be risk-conscious (with focus on area where youths are likely to encounter risks). Check areas to be visited and address hazards.
 - 4) Respond to emergencies: Chaperones need to know how to handle emergencies to reduce potential injury or damage. A chaperone certified in First Aid/CPR is required.
 - 5) Go over Code of Conduct with chaperones.
 - 6) Instruct chaperones on emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review medical concerns with staff and chaperones so they are informed of medical issues before an emergency arises.
 - 7) Parents serving as chaperones may not bring siblings on the trip.
- How to handle emergencies
 - ♦ Types of emergencies that can arise on a trip include lost youth, medical emergency, serious injury, inclement weather, abduction of youth, dangerous acts, illegal acts, overt defiance, repeated noncompliance with procedures and regulations, and other serious disciplinary problems.
 - ♦ When participant is hurt, chaperone should never fail to get involved (err on side of caution), give aid, summon medical help, do not move the youth, report incident to sponsoring organization, administer first aid, contact parents as soon as possible, keep record of what happened.
 - ♦ Provide a method for communication in event of an emergency (e.g. all above), have alternative method if that does not work. Provide phone number for staff/chaperones to contact the sponsoring pastor, school principal or department head/diocesan official. Allow such official to contact parents. Have parent contact information and permission forms for emergency treatment available.

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- ♦ Take proper lifesaving equipment, such as first aid kit, for the trip. If the trip involves hiking, bring along extra clothing, extra food, extra water, first aid kit, map, cutting implement, matches, flashlight and compass.
- ♦ Medical emergency cards/information/permission for treatment forms must accompany group and copy be left with sponsoring organization.
- ♦ At least one staff member or chaperone must be trained in distribution of medications and must know how to secure medications during the trip.
- ♦ Special care must be taken for trips involving use of watercraft or swimming. Certified lifeguards must be present during any use of watercraft or swimming.

PARISH, SCHOOL OR DIOCESE SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM

Sponsor: _____
Trip destination(s): _____
Date(s) of trip(s): _____ am/pm Return time: _____ am/pm
Departure time: _____
Club/Sponsor(s): _____

Educational/Formational or Curriculum Purpose of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____ No _____
Preliminary trip itinerary attached? Yes _____ No _____
Does field trip involve any of the following? Yes _____ No _____
* Swimming, boats, or in/around water * Animals
* Remote locations/hiking * Air travel
* Outdoor education * Motorized activities

Estimated # of participants: _____ Age level of participants: _____
Participant/chaperone ratio: _____ # of chaperones needed: _____
Any special qualifications of chaperones needed (e.g. lifeguards? Yes _____ No _____
List those special qualifications: _____

Means of travel: Bus or Van (preferred), # needed? _____
Other (list): _____
Food provided how? _____

Details of proposed budget and how trip will be financed:

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Will fundraising be needed? Yes _____ No _____ (if yes, attach a fundraising plan)

Date Submitted: _____ Administrator's Signature: _____

Reviewed field trip plan with supervisor/pastor/principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Signature: _____

TRIP CHECKLIST

Sponsor: _____
 Date(s) of Trip: _____
 Trip destination: _____
 Contact Person: _____

The following list assists the sponsoring staff member through the trip process. Please see procedures for specific information regarding each item.

	STEP 1 PLANNING (2-4 MONTHS BEFORE TRIP)
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the trip site for potential hazards, special requirements of location and activity (e.g. swimming or hiking), and accommodations
	Review all contracts and insurance requirements; ensure insurance for out of country trips (the supervisor/pastor reviews and signs any contracts for all forms)
	Arrange for transportation: <ul style="list-style-type: none"> • If bus or van • If other, check with risk manager/safety officer for guidelines
	Arrange for food services (if needed)
	Develop a detailed itinerary
	Identify risks associated with the trip
	Address unusual aspects of trip with risk manager/safety officer
	Determine adult supervision needed and arrange for chaperones: <ul style="list-style-type: none"> • Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by administrator • Ensure qualified for special needs (first aid trained, lifeguard, etc.) • Ensure criminally screened/background checks • Ensure they received chaperone guidelines • Ensure sign Code of Conduct
	Arrange for needed equipment and supplies, including emergency equipment
	Arrange for distribution of special medications on the trip (trained staff and secured medications)
	Assemble parent information/permission packet: <ul style="list-style-type: none"> • Letter home to parents • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things participants can and cannot bring, appropriate dress
	Obtain approval from proper administrator
	STEP 2: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)
	Provide trip information to parents including: <ul style="list-style-type: none"> • Letter or note home to parents

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	<ul style="list-style-type: none"> • Detailed itinerary of activities • Permission forms (informed consent, emergency treatment, medical conditions) • List of things participants can and cannot bring, appropriate dress
	Provide orientation for chaperones, and ensure adequate supervision will be available
	Confirm transportation
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies
	Confirm arrangements for special medications
	STEP 3: FINAL CHECKS (DAY OF TRIP)
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	<p>Ensure parental permission is obtained and emergency information is available:</p> <ul style="list-style-type: none"> • Every participant has returned the parent permission/emergency medical form • Provide the school/parish/diocesan office with a copy of the signed trip permission form/emergency medical form for each participant (the original of these forms stay with the trip sponsor) • A copy of the parent permission/emergency medical form for each participant and staff member are kept with them
	<p>Review behavior and safety standards with participants and chaperones before departure, including:</p> <ul style="list-style-type: none"> • Reinforce rules and expectations • The system of accounting for participants and the use of the buddy system • Review emergency procedures (for injury, accident, or inappropriate activity) • Explain what to do if a participant gets separated or lost from group
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each participant, ensure that it is provided
	Get medication for participants from the parent/guardian and ensure medications are secured
	Make sure that staff/chaperones on the trip have phone number for administrators, and the parish/diocesan office/administrator has (cell) phone number of staff on the trip
	STEP 4: AFTER TRIP EVALUATION
	After the trip, evaluate trip procedures and the activities involved to ensure trips in the future are safe

TRIP DESCRIPTION AND ITINERARY FORM

Date and times of trip:

Departure Date: _____

Return Date: _____

Departure Date: _____

Return Date: _____

Description of activities:

Number of participants and adult supervisors:

Max. # participants: _____

Min. # chaperones: _____

Transportation:

Provided by: _____

Food/drinks/snacks/meals:

Provided by: _____

Where they will eat: _____

Participant's "what to bring" list:

Appropriate dress:

Supplies and equipment for staff to bring:

Cell phone _____

First aid kit _____

Hazard assessment:

Potential hazards: _____

Emergency contact person at school during these activities:

Name & Title: _____

SAMPLE TRIP DESCRIPTION WITH ITINERARY

Date and times of trip:

Friday, May 31, 2009

Leave school at 8:30 a.m.; return to school by 3:30 p.m.

Description of activities:

Third grade religious education calls day trip to Sandy Beach to celebrate end of classes for year.

Number of students and adult supervisors:

Maximum of 15 participants, with a minimum of 4 chaperones and 1 certificated staff member or chaperone

Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills.

Transportation:

By private vehicles

Food:

Participants are to bring their own bag lunches. Participants can buy food at concession.

Housing:

N/A

Participant "what to bring" list:

Non-refrigerated lunch and drink

Clothes for beach walking, including footwear for wading

Towel

Sunscreen (if needed)

Appropriate dress:

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Plastic bags to put collected beach life in

Blankets for the beach

Water rescue equipment

Non-water hand cleaner
 Beach toys (balls, Frisbee, etc.)

Hazard assessment:

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at parish during these activities:

Father Alfred Newman, Phone (315) 555-1212

24 –hour contact:

N/A

Itinerary:

<u>Est. times</u>	<u>Activities</u>
8:00 am	Meet at church, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing
8:15 am	Assign to cars, take roll call
8:30 am	Leave for Sandy Beach
10:00 am	Arrive at beach parking area, rest stop at beach entrance (leave lunches in cars)
10:15 am	Take roll call, split into four teams of not more than 5 students each with two chaperones per team, and walk to designated area on the beach (not more than ½ mile from the parking area)
10:45 am	Swimming and recreational activities on beach
11:30 am	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:45 am	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for participants (in limited area)
12:15 pm	Take roll call and break into teams again, walk to second area on beach
12:45 pm	Take walk on nature trail
1:30 pm	Return to bus parking area, wash hands in restrooms, get into cars, take roll call
1:45 pm	Leave Sandy Beach for church
3:00 pm	Arrive at church
3:15 pm	Go home

**PARENT/GUARDIAN TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Trip Information

I hereby request that my child be allowed to participate in the trip described herein and give my permission for _____
(Name of participant)

to participate in a trip to _____
(Destination)

on _____ from _____ to _____
(Date) (Time departs) (Time returns)

For the purpose of _____

With _____
(Name of sponsor)

Staff contact: _____ Phone #: _____

Transportation for this activity will be provided by:

- _____ Bus
- _____ Private vehicles
- _____ Other; specify: _____

Food will be provided at/by: _____

I received a detailed itinerary of the trip _____ Yes _____ No

I received a list of things participant should/should not bring _____ Yes _____ No

Medical/emergency information

Participant's home phone #: _____ Date of birth: _____

Participant's address: _____

Family physician: _____ Phone #: _____

Does participant have any medical or physical condition, medication information, or allergies which could interfere with participant's safety? _____ Yes _____ No

If yes, please describe:

APPENDIX F

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

Name: _____ Relationship: _____

Phone #: _____ Alternate phone #: _____

Informed consent

As the parent/guardian of the above named minor, I have read the trip itinerary and I understand that there are risks of physical injury associated with participation in these activities.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named minor. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the sponsor staff-in-charge to obtain emergency care for my child, neither he/she nor the sponsor assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances.

These activities are an extension of the mission of the sponsor program and participant's conduct is to be in accordance with the sponsor's rules and regulations.

Signature of parent/guardian *Date*

Printed name of parent/guardian

Parent/guardian work phone *Home phone #* *Cell phone #*

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my parish/diocese. I understand that the rules of conduct apply while on the trip.

Signature of participant *Date*

DIOCESE OF OGDENSBURG VOLUNTEER DRIVER CHECKLIST

TRIP INFORMATION

Date: _____ Sponsor: _____

Purpose of trip: _____

Date of trip: _____

Trip is to: _____

Trip is from: _____

Maximum # of minor participants to be transported in volunteer's vehicle: _____

DRIVER SCREENING/INSURANCE REQUIREMENTS

Name of driver: _____

Vehicle year/make/model: _____ Lic#: _____

Please respond to each item with a "YES" or "NO" answer:

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid driver's license. State: _____

_____ License #: _____ Expiration date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 bodily injury; \$50,000 property damage) and uninsured motorist coverage.

_____ Company: _____ Policy #: _____ Exp. Date: _____

_____ I am aware that, in the event of an accident while on a parish/diocesan activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

_____ There will be at least one other chaperone in the vehicle with the volunteer driver.

VEHICLE INSPECTION

Please respond to each item with a "YES" or "NO" answer:

YES/NO

- _____ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have a legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting participants during trips.

Signature of Volunteer Driver

Date

ADMINISTRATIVE REVIEW BY PASTOR/SPONSOR/PRINCIPAL

- _____ If the volunteer will drive for more than one day, the sponsor has obtained the information to order a driving abstract for the volunteer driver (three-year comprehensive record) from the Department of Moto Vehicles.
- _____ All students have parental permission to ride with a volunteer driver.
- _____ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Reviewer

Date

DIOCESE OF OGDENSBURG TRIP TRANSPORTATION RELEASE

I, _____ hereby accept my
(Parent's name)

son/daughter _____ into my care. This releases the
(Child's name)

_____ from any duty or liability with respect to the
(Sponsor)

transportation of my son/daughter to and/or from the trip.

Date of trip: _____

Initial one or both:

_____ I will transport my child to and during the trip, and will abide by all requirements of chaperones and will act as a chaperone.

_____ I will transport my child from the trip.

Signature of parent/guardian

Date