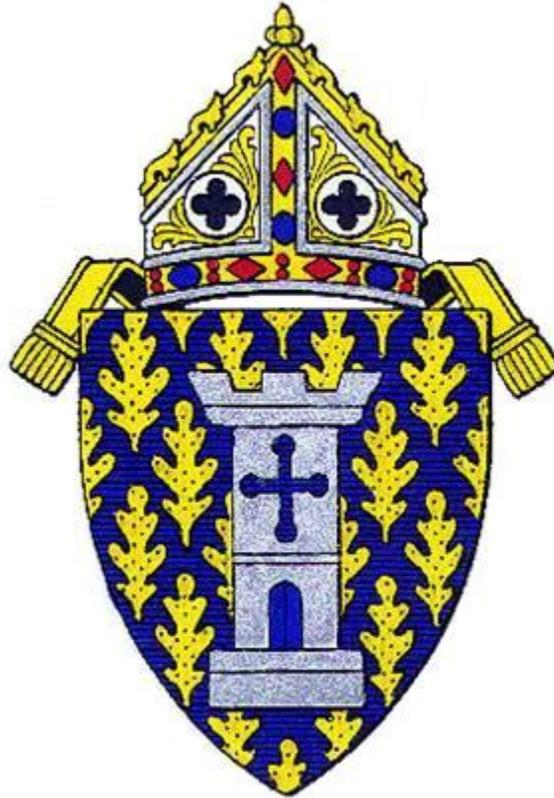


**DIOCESE OF OGDENSBURG**

**CHILD & YOUTH  
PROTECTION POLICY**



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

Adopted 7/1/2018  
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April 1, 2020

My Dear Brothers and Sisters in Christ,

As disciples of Jesus, we treat all God's people with compassion, respect and love. We have a special sacred duty to those who are young or vulnerable. The Diocese of Ogdensburg has a comprehensive safe environment policy with prudent guidelines that, respecting the dignity of every person, protects the safety of all the youth and vulnerable adults in our care.

Our Diocese places a high priority on protecting our young people and vulnerable adults. We have implemented policies to raise awareness of the protection we owe our minors and vulnerable adults, and we have systematically implemented programs to safeguard them in every parish and institution in our diocese.

We have emphasized the protection of minors and vulnerable adults 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 will continue to revise and update those policies and practices to reflect revisions to the *Charter* and other relevant guidance. One of the most notable recent changes is the addition of procedures that govern reporting and investigative actions when the accused is the Diocesan Bishop.

This document combines our safe environment policies together in a single document. I direct all pastors, principals, department and office heads to read this policy and be fully aware of its provisions. It is imperative that those in leadership positions participate fully and proactively in the continuing application of these policies that provide safety and protection for God's children and vulnerable adults.

Our safe environment policies apply to all clergy, including the Diocesan Bishop, religious, Church employees in our diocese, and all volunteers whose duties involve contact with minors and vulnerable adults. Questions about this policy should be addressed to the director of the Office of Safe Environment, Mr. John Morrison.

I am so grateful for all you do to create and maintain a safe environment for our children and vulnerable adults.

Faithfully yours in Christ,

Most Reverend Terry R. LaValley  
Bishop of Ogdensburg

## ***HOW TO REPORT SEXUAL ABUSE***

A. All allegations of sexual abuse of a minor by a bishop, priest, deacon, religious, employee or volunteer must be reported immediately to the Victim Assistance Coordinator of the Diocese of Ogdensburg (Terrianne Yanulavich, Ph.D., M.A., M.H.T., 5050 Route 374, Merrill, New York 12955; e-mail: [terrianneyanulavich@yahoo.com](mailto:terrianneyanulavich@yahoo.com); phone: 518-651-2267 or (evenings) 518-569-0612); or the Vicar for Clergy (Father Christopher Carrara at 315-393-2920, ext. 1340; [ccarrara@rcdony.org](mailto: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. Any allegations of sexual abuse of minors or related misconduct by a Bishop may also be reported to the Catholic Bishop Abuse Reporting Service (CBARS) at 800-276-1562, or [www.ReportBishopAbuse.org](http://www.ReportBishopAbuse.org), or to the Metropolitan Archbishop of New York (212-371-1000).

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

C. The persons mentioned above who receive the report shall also advise the Diocesan insurance service about a possible claim.

D. 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 shall be 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 holds the safety and protection of minors 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 (and as revised in 2011 and 2018). Our policies also extend to religious and laypersons, 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 minors, the Diocese 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*

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. While the

policy requires that re-checks be conducted at least every ten years, the current background check provider completes no-cost re-checks on a quarterly basis.

#### *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 minors. *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 minors 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 minors. Either individually or in group settings, the supervisor was to educate the adult volunteers about expectations placed on those working with minors, including appropriate behaviours and prohibited behaviours. 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 behaviours. 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, including the Diocesan Bishop, deacons, pastoral ministers, administrators, staff members, and volunteers to properly deal with situations that might arise in pastoral counselling relationships and conduct with minors. The *Code of Pastoral Conduct* created 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 behaviours, 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 minors, 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”.

## *Victim 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 minors, parents, ministers, educators and others about ways to make and maintain safe environments for minors 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 shall be employed to adequately screen the fitness of those working with minors. 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 minors. We will continue to improve our efforts to prevent child sexual abuse through education, screening our personnel and training those working with minors. 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 has a two-pronged approach to prevent child sexual abuse 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 minors on how to be safe and stay safe, we enhance the ability of minors 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*, 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, including the Diocesan Bishop, seminarians, religious, and diaconate program aspirants who serve in or represent the Diocese.
- 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 whose duties include regular contact with minors.
- 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 whose duties include regular contact with minors.
- H. Contracted persons or temporary employees whose appointment will be for at least 90 days and who will have regular contact with minors (e.g. temporary secretary in a school).
- I. Any other person directed to undergo *VIRTUS* Training by the Diocesan Bishop or his delegate.

The *VIRTUS* Training shall include, but not be limited to, information and training on: (a) appropriate boundaries and established prohibitions in ministry to minors; (b) nature of child sexual abuse problems; (c) signs and symptoms of sexual abuse in minors; (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 shall also receive information and training on (aa) ministering to adults and minors 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.

### **Continuous *VIRTUS* Training**

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

- A. All clergy, including the Diocesan Bishop, seminarians, and diaconate program aspirants.
- 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 educational support staff.
- E. All employees whose duties include contact with minors on a regular basis.
- F. All *VIRTUS* workshop facilitators.

All employees and volunteers who are not required to complete continuous *VIRTUS* Training shall complete *VIRTUS* Recertification or Refresher Training, either via internet or printed version, every seven years.

### **Deadlines for Completing Training**

New employees, and volunteers whose duties involve contact with minors, shall enroll in the *VIRTUS* Program and are urged to complete the initial three-hour training session before assuming their duties or as soon as possible thereafter. In any case the initial three-hour training must be completed 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 employees and volunteers.

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

### **Code of Conduct for Adult Volunteers/Workers**

The Diocesan Bishop, 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 B) 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* shall be signed by the adult volunteer and the supervisor and shall be kept on file in the parish or school where the adult provides ministry.

### **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.

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 C). 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. This can be done in a group or individual meeting. This *Code* shall be signed by the young person, the parent/guardian, and the supervisor, and shall be retained in the parish or school files where the young person volunteers or works.

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

### **Child Lures**

All school-aged children shall 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 shall 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 shall be provided under the oversight of the Diocesan Regional Directors of Faith Formation. Training for those in Catholic Schools shall be supervised by the Superintendent of Catholic Schools.

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

## C. BACKGROUND CHECKS

### CLERGY, EMPLOYEES, ADULT VOLUNTEERS AND OTHERS IN THE DIOCESE

1. All background checks **must be completed prior to hire or commencement of ministry.**

The following must have background checks:

- A. All clergy, including the Diocesan Bishop, religious, Catholic school principals and teachers, faith formation leaders, catechists, seminarians, diaconate program aspirants, and youth ministers.
- B. Those who assist in youth ministry, all volunteers (over the age of 18) whose duties include 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.

The following must have background re-checks:

Background re-checks shall be performed on all employees and volunteers for whom initial checks are required. While each person so covered will be subject to this background re-check at least every ten years, the current background check provider completes re-checks on a quarterly basis.

Payment for background check and re-checks will be the responsibility of the parish or institution where the person is employed or volunteers. There is no additional charge for the quarterly background re-checks completed by the current provider.

In the case of necessity and with the approval of the Director of the Office of Safe Environment, persons who have initiated criminal background check procedure but are awaiting the return of the criminal background check reports 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.

2. Diocesan personnel, pastors, school principals, catechetical leaders, and youth ministers shall have each person in their charge for which a background check is required sign a copy of the diocesan Authorization/Release Form allowing the Diocese or its agent to perform this investigation.
3. Church-sponsored or church-related groups whose ministries could put them in contact with minors must have criminal background checks. The leaders of outside groups which use church property for activities involving youths must have proof of criminal background checks from their respective groups or must undergo a criminal background check.
4. Individuals who have undergone background checks by the Diocese, subsequently leave the Church's employ, and later seek re-employment with the Church within the Diocese, must undergo another criminal background check before re-hire.

5. 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.
6. **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 bishops, priests and deacons wishing to exercise ministry on any occasion in the Diocese must have a *Testimonial of Suitability* on file with the Diocese. The *Testimonial* must be signed by the visiting minister's bishop or religious superior or his delegate.

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

Moderator of the Curia or Vicar for Clergy  
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. Questions regarding this directive, please contact the Moderator of the Curia or the Vicar for Clergy at (315) 393-2920.

## **EXTERN CLERGY OR SEMINARIANS IN RESIDENCE IN THE DIOCESE**

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

## **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 continuous). Applicants will also submit a notarized written statement indicating they have no history that would render them unsuitable to work with minors.

## **CLERGY FROM THE DIOCESE SERVING OUTSIDE THE DIOCESE**

All clergy from the Diocese who will be ministering in another diocese shall obtain a Testimonial of Suitability from the Vicar for Clergy or his delegate, except that the Diocesan Bishop shall obtain a Testimonial of Suitability from the Vicar General. 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 Clergy), 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.

### **Reciprocity for Background Checks and Training**

Persons from other dioceses who have completed child and youth protection training and a criminal background check at parity with that required in the Diocese 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 or volunteer in the Diocese. The Diocesan Bishop reserves the right to determine the sufficiency of clearance and training in another diocese for service in the Diocese and to require persons from other dioceses to undergo a background check acceptable to the Diocese and *VIRTUS* training before such persons are authorized to work or volunteer in the Diocese.

## **D. REQUIREMENT FOR REPORTING OF ABUSE OR MISCONDUCT**

The protection of minors 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 is committed to working with civil authorities to protect minors, 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 ongoing 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 the Diocese's 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 A MINOR**

Any member of the clergy (including the Diocesan Bishop), member of a religious community, employee of the diocese or any parish in the diocese, and all volunteers who believes a minor 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 shall contact the Victim Assistance Coordinator of the Diocese (Terrienne Yanulavich, Ph.D., M.A., M.H.T., 5050 Route 374, Merrill, NY 12955; e-mail: [terrianneyanulavich@yahoo.com](mailto:terrianneyanulavich@yahoo.com); Phone: 518-651-2267 (daytime) or 518-569-0612 (evenings), or the Vicar for Clergy (Father Chris Carrara at 315-393-2920, ext. 1340; [ccarrara@rcdony.org](mailto: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. Any allegations of sexual abuse of minors by a Bishop must also be reported to the Catholic Bishop Abuse Reporting Service (CBARS) at 800-276-1562, or [www.ReportBishopAbuse.org](http://www.ReportBishopAbuse.org), or to the Metropolitan Archbishop of New York (212-371-1000).

The Diocese shall 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 sexual abuse of a minor is suspected, notify the Victim Assistance Coordinator who will coordinate the appropriate response.

### **Procedures Related to a Report**

1. The Victim Assistance Coordinator, the Vicar for Clergy or his delegate shall 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 shall 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.
3. Any person alleging that he or she was a victim of sexual abuse 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. If the accused is the Diocesan Bishop, the report should be directed to the Catholic Bishop Abuse Reporting Service (CBARS) at 800-276-1562, or [www.ReportBishopAbuse.org](http://www.ReportBishopAbuse.org), or to the Metropolitan Archbishop of New York (212-371-1000).

5. The Diocese 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 minor 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 shall call the Victim Assistance Coordinator 518-651-2267 (daytime) or 518-569-0612 (evenings), or the Vicar for Clergy 315-393-2920 x 1340, or the Vicar General 315-393-3930 or 315-393-3458. In addition, all state-mandated reporters shall 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. If the accused is the Diocesan Bishop, the report may also be directly to the Catholic Bishop Abuse Reporting Service (CBARS) at 800-276-1562 or [www.ReportBishopAbuse.org](http://www.ReportBishopAbuse.org), or to the Metropolitan Archbishop of New York (212-371-1000)

The Catholic School Principal shall immediately notify the pastor and the Catholic School Superintendent or his or her delegate (315-393-2920), who in turn shall notify the Diocesan Bishop. If the accused is the Diocesan Bishop, the Catholic School Superintendent shall notify the Metropolitan Archbishop of New York or the Catholic Bishop Abuse Reporting System (CBARS), and the Vicar General.

### **Procedure in Context of Catechetical Program**

**Anyone witnessing a minor 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 shall call the Victim Assistance Coordinator 518-651-2267 (daytime) or 518-569-0612 (evenings), or the Vicar for Clergy 315-393-2920 x 1340, or the Vicar General 315-393-3930 or 315-393-3458. The Victim Assistance Coordinator, Vicar for Clergy or Vicar General shall notify the Diocesan Bishop of the allegation. If the accused is the Diocesan Bishop, the Victim Assistance Coordinator, Vicar for Clergy or Vicar General shall notify the Metropolitan Archbishop of New York or the Catholic Bishop Abuse Reporting System (CBARS). The parish Faith Formation Director shall immediately notify the pastor and the Diocesan Director of Faith Formation or his or her delegate (315-393-2920).

### **Information to be Provided in Reports**

The Victim Assistance Coordinator, Vicar for Clergy, Vicar General or their delegates will conduct an appropriate investigation after receiving the information that is readily available and a report is made.

The following information should be reported to the Victim Assistance Coordinator, Vicar for Clergy, Vicar General or their delegates, 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.

### **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.

## **E. OVERVIEW OF DIOCESAN VICTIM ASSISTANCE PROGRAM**

### **Reporting Responsibility**

All who minister in the Diocese 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 Victim 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 shall call the New York State Child Abuse Hotline at 1-800-342-3720 or 1-800-635-1522.

### **Diocesan Response to Report of Clergy Misconduct**

The Victim Assistance Coordinator or the Vicar for Clergy shall 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 Diocesan Bishop. The Diocese shall 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 shall 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 Diocesan Bishop or his delegate, accompanied by a witness, shall 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 shall be requested to undergo a voluntary independent psychological evaluation. The cleric shall 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 Diocesan Bishop in consultation with the Victim 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*.

## **F. INTERNAL DIOCESAN PROCEDURES**

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

*The first step in the reporting procedure is to contact the Victim Assistance Coordinator or the Vicar for Clergy, who will then coordinate the process, and take appropriate actions. If the accused is the Diocesan Bishop, the report may also be directed to the Catholic Bishop Abuse Reporting System (CBARS) or the Metropolitan Archbishop of New York.*

### **WHEN THE ACCUSED IS A MEMBER OF THE CLERGY, INCLUDING THE DIOCESAN BISHOP, OR RELIGIOUS IN SERVICE TO THE DIOCESE OR IS RESIDING IN A RECTORY, CONVENT OR FACILITY IN THE DIOCESE**

#### **Preliminary Investigation**

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 Clergy or the designated diocesan official shall promptly inform the Diocesan Bishop of the allegation. The Diocesan Bishop shall open a preliminary investigation. The Diocesan Bishop may place the accused on leave, if he that such action is necessary or advisable, until the matter goes to the Review Board or is determined to be unfounded. The accused is presumed to be innocent and being placed on leave is not to be regarded as an indication that the accused is not innocent. The Victim Assistance Coordinator shall meet with the person making the allegation. In addition, the Vicar for Clergy and/or another designated person shall meet with the person making the allegation as part of the preliminary investigation. 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 Clergy, together with another cleric. Following these meetings, the matter shall be immediately reported to the district attorney having local jurisdiction. **If the minor is in any imminent danger, or if the abuse is currently occurring or recently occurred, the Vicar for Clergy or Victim Assistance Coordinator should call 911 and report the incident.**

Should the allegation be a matter of civil or criminal action in the courts or under investigation by law enforcement officers, the Diocese of Ogdensburg shall cooperate fully with these legal processes. The Diocesan Bishop, in consultation with the Review Board, shall determine whether the accused be placed on administrative leave pending the outcome of the criminal or civil action. The Diocese shall not conduct any investigation at the same time a criminal or civil investigation or proceeding is pending. Upon the conclusion of the civil or criminal action, the Diocese shall conduct its investigation and follow up on the allegation pursuant to its policies.

**NOTE: If the accused is the Diocesan Bishop, the matter shall be reported to the Metropolitan Archbishop of New York and the Archbishop shall undertake the investigation and follow the process for handling accusations against Catholic Bishops.**

2. The person making the allegation shall be informed 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. Where the alleged victim is currently a minor, the Victim Assistance Coordinator or Vicar for Clergy shall immediately contact law enforcement to report the matter and shall cooperate with law enforcement's investigation.
3. The person making the allegation shall be informed of the availability of the Bishop to meet with him or her should that be desired.
4. Where the preliminary investigation reveals that no reasonable grounds are found to exist (e.g. wrong person, alleged victim not a minor, alleged conduct not sexual abuse), the complainant shall be notified of this determination and reminded of his or her legal rights, or shall be notified of the proper party to whom the accusation should be addressed and assistance shall be provided if necessary. The accused cleric or religious shall be notified immediately of this finding.
5. Where the preliminary investigation reveals there is a semblance of truth to the allegations, the matter shall be referred to the Review Board.

#### **Action of the Review Board Following Preliminary Investigation**

1. After the diocesan official designated to conduct the preliminary investigation meets with the complainant and meets with the accused, the Chairperson, or in his or her absence the Vice-chairperson, will convene the Review Board. The Review Board shall assess the allegation and advise the Diocesan Bishop of further action regarding the substance of the allegation. The Review Board, upon full disclosure of allegations and evidence, shall determine whether there is sufficient evidence to indicate that the alleged conduct occurred.
2. If it has been determined that there is a semblance of truth to the allegation and the accused denies any wrongdoing, the Review Board may request that further investigation will be undertaken. While the investigation is proceeding, the Diocesan Bishop, in consultation with the Review Board, shall determine whether it is necessary for the accused to be placed on or remain on administrative leave until the process is completed. This may be necessary to protect the alleged victim, the accused, and the

Church. The Diocesan Bishop must take care not to endanger the good name of anyone resulting from the investigation (cf. *c.220*). The accused shall be given the instructions in paragraph (12.) below.

3. If the Review Board or Diocesan Bishop determine that there is sufficient evidence to indicate that the alleged abuse took place, the Diocesan Bishop shall promptly relieve the cleric of his ministerial duties (cf. *c.1722*), if the accused is incardinated in the Diocese and place him on administrative leave. If the cleric is incardinated into another diocese or is a member of religious community, the Diocesan Bishop shall notify the bishop of the accused or his or her religious superior of the Diocesan Bishop's need to place the accused on administrative leave, and shall refer the matter to the appropriate bishop or superior for follow-up as set forth below in paragraph (9.) below. The Diocesan Bishop, or his delegate, shall meet immediately with the accused to review the allegation, to inform him or her of his or her rights to canonical due process and to legal and canonical counsel during the proceedings. The alleged offender shall be encouraged to undertake an appropriate medical and psychological evaluation.
4. If the Review Board or Diocesan Bishop determine there is insufficient evidence to indicate that the alleged abuse took place, the alleged may be placed back into ministry. The assessment reached by the Review Board shall be communicated to the alleged victim and the accused.
5. 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 provides a competent Victim Assistance Coordinator to aid in the immediate pastoral care of persons who claim to have been sexually abused as minors. The Diocese's outreach shall include provision of counseling, spiritual assistance, and other social services.
6. Should a cleric incardinated in the Diocese admit to the allegation, he shall 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 shall be permanently removed from ministry. He shall be offered professional assistance for his own healing and well-being, as well as for prevention of further abuse.
7. If the allegation is found to be supported by sufficient evidence, the offender shall not be permitted to celebrate Mass publicly, to wear clerical garb, or to present himself publicly as a priest or deacon.
8. In every case, the processes provided for in canon law must be observed, (cf. *cc.1341, 1717-1721*).
9. If the cleric who has admitted to the allegation resides in the Diocese but is incardinated into another diocese or is a member of a religious community, the Diocesan Bishop, with notice to the cleric's bishop or superior, shall promptly relieve the cleric of any assignment he has in the Diocese. The Diocesan Bishop shall request the bishop or superior to handle the matter according to the policy of the cleric's diocese or religious community.

10. If the accused is a religious, but not a cleric, who admitted the allegation and resides in the Diocese, the Diocesan Bishop, with notice to the accused's superior, shall 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 Diocesan Bishop shall request that the superior handle the matter according to the policy of the religious community.
11. If he is incardinated in the Diocese, an accused priest on administrative leave shall receive from the Diocese a living stipend in accordance with diocesan policy. A cleric incardinated in another diocese but working in the Diocese, or a member of a religious community on administrative leave, shall 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.
12. During any period of investigation, 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.
13. If the Review Board determines the allegation is credible upon sufficient corroboration, and the accused denies the accusation, the matter shall proceed to a canonical process.
14. If the allegation is proven in the canonical process, the cleric, including one incardinated into another diocese but residing in the Diocese of Ogdensburg, shall be formally removed from his office and/or any other clerical duties. The offending priest or deacon shall be permanently removed from ministry. He shall 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 Diocesan 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 Diocesan Bishop shall provide the offending cleric the sustenance indicated by diocesan policy. If the cleric is incardinated in the Diocese of Ogdensburg but resides in another diocese, the Vicar for Clergy shall send notification to the bishop of the diocese where the cleric is residing, informing the bishop that the cleric is residing within his diocese and that an allegation of sexual abuse against him has been found to be credible upon sufficient corroboration.
15. If the allegation is proven in the canonical process, the Diocesan Bishop shall notify the appropriate religious superior, who will follow through according to the policy of the religious community.
16. 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. 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.

17. The Diocese will strive in accord with Canon Law to minimize any personal or professional adverse consequences of unsupported allegations and to preserve the future ministry opportunities of persons against whom accusations were unproven.
18. As part of its commitment to responsibly communicate about application of the *Charter*, the Diocese shall publish a list of Diocesan priests removed from ministry and those who were deceased or left ministry prior to a finding of reasonable grounds by the Review Board or the Diocesan Bishop due to sexual misconduct with a minor or vulnerable adult. It is important to note that inclusion on the list does not, by itself, mean that the accused priest has been found guilty of a crime or liable in any civil claim. Many allegations are made decades after the abuse is alleged to have taken place, making it difficult to conduct a complete investigation or to reach certainty as to the merits of the claim. Some of the allegations are made after the accused priest has died and therefore the priest does not have the opportunity to respond to the allegation. The Diocese is committed to investigating allegations to the fullest extent possible, and shall consider the need for accountability, care of souls, needs of survivors of sexual abuse, and the circumstances surrounding the allegations in each case when deciding whether the name of an accused member of the clergy will be placed on the list.

#### **WHEN THE ACCUSED IS A LAY EMPLOYEE OR VOLUNTEER**

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

1. If the Diocesan Bishop determines that the allegations may have substance, the employee may be placed “on leave” pending resolution of the matter. The employee shall be informed of his or her rights under civil and canon law and shall 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 Diocesan Bishop that the person was not responsible for acts of abuse.
2. The Diocese shall report all allegations of sexual abuse of a minor to the appropriate civil authorities.
3. Upon notification, the Victim Assistance Coordinator shall render appropriate support to the alleged victim. Such support should not be considered as an indication that the Diocese 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.
4. 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 Diocesan 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 shall 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 shall be dismissed and encouraged to seek professional assistance.
5. If an allegation against a volunteer is determined to be true, the volunteer shall 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 the person against whom accusations were unproven.

## **The Review Board**

1. The Review Board shall be composed of at least twelve persons of outstanding integrity and good judgment and shall meet at least once a year. A majority of the members shall be laypersons not in the employ of the Diocese. Membership must include the Vicar for Clergy 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 Diocesan Bishop appoints the members for renewable five-year terms. The Promoter of Justice shall serve as an ex-officio member of the Review Board and the Victim Assistance Coordinator may be called upon to address the Review Board, as requested by the Review Board Chairperson.
2. The Review Board Chairperson, or in the Chairperson’s absence the Vice-Chairperson, in consultation with the Vicar for Clergy, shall schedule a Review Board meeting after an allegation is received. The presence of five members at a meeting shall constitute a quorum. A minimum of three Review 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.
3. Tasks of the Review Board are as follows:
  - a. To assess all allegations of sexual abuse of minors by priests, deacons, and other church personnel to advise the Diocesan Bishop of their credibility. The Review Board may assess past as well as present allegations.

- b. To review the Diocesan *Child & Youth Protection Policy* and the procedures contained therein at least every five years to recommend to the Diocesan Bishop any modifications, if appropriate.
  - c. To make recommendations to the Diocesan Bishop, as requested, concerning a cleric's fitness for ministry in particular cases.
4. All matters discussed, and all information presented to the Review Board shall be maintained in a confidential manner, to be disclosed only to the extent necessary to the parties involved, to the Diocesan Bishop or persons designated by the Diocesan Bishop or as required by civil or church law.
  5. All clergy, including the Diocesan Bishop, religious, employees and volunteers serving in the diocese are expected to fully cooperate with the Review Board and its representatives.

## **G. TO PROTECT THE FAITHFUL IN THE FUTURE**

1. The procedures for those making a complaint shall be readily available in printed form and other media and be the subject of periodic public announcements (i.e., *North Country Catholic*, diocesan webpage, parish bulletins, etc.)
2. The Diocese shall not be a party to a confidentiality agreement except for grave and substantial reasons brought forth by the victim.
3. Before a priest or deacon is proposed to another diocese for assignment, transfer, or residence, it shall be noted if there is anything in his background to indicate that he would be a danger to minors. An accurate and complete description of the priest or deacon's background will be forwarded by the Diocesan Bishop to the local ordinary of his new residence.
4. Extensive criminal background investigations of all Diocesan, Catholic school, and parish employees shall be conducted. The criminal backgrounds of volunteers whose duties involve contact with minors shall also be evaluated. The Diocese shall utilize the resources of law enforcement and other community agencies as appropriate.
5. The Diocese shall continue to review, update, and promulgate clear and well-publicized standards of ministerial behavior regarding sexual abuse, harassment, etc.
6. The Diocese shall continue to initiate "*safe environment*" programs.
7. The Diocese shall publish a list of diocesan priests removed from ministry and those who were deceased or left ministry prior to a finding of reasonable grounds by the Review Board or the Diocesan Bishop due to sexual misconduct with a minor or vulnerable adult. The Diocese shall also seek to monitor priests removed from ministry or who have left ministry voluntarily where such monitoring is possible. In such instances, the Diocese may offer sustenance to help the priest avoid troublesome situations and to maintain contact that shall allow such monitoring.

## **Safe Environment Office**

In accord with the *Charter for the Protection of Children and Young People*, the Diocesan Bishop shall appoint a director to oversee the Safe Environment Office. 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 Safe Environment Office.

## **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 shall offer compassionate pastoral care to victims of child sexual abuse, the victims' immediate families and the affected faith communities, while continuing to promote safe and healthy communities of faith.

## **Victim Assistance Coordinator**

The Diocese has and will continue to designate a Victim 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 Victim Assistance Coordinator shall 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 shall meet the victims, their families and the affected parish and faith communities. The Victim Assistance Coordinator shall be available to meet with the Review Board upon request.

## **Counseling Assistance for Victims and Their Families**

Pastoral care to persons who were minors and others when harmed by sexual abuse and their families shall be made available by the Diocese. The Victim Assistance Coordinator shall 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, shall 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 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 shall 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 Director of the Safe Environment Office, shall 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. shall be referred to the Department of Communications or responded to in consultation with it. The Director of the Department of Communications shall consult with, guide, and coordinate relevant persons in the handling of media inquiries.

## **Communications Training**

The Director of the Department of Communications shall 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 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 shall coordinate with the Victim Assistance Coordinator, Director of Safe Environment Office, Vicar for Clergy, Chancellor, Moderator of the Curia, relevant Diocesan offices (such as the Department of Education), 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 shall evaluate the effectiveness of its child protection efforts at regular intervals to determine whether it is meeting the needs of the Church, Diocese, the faith community and the victims and their families in a responsive manner. The Diocese shall constantly seek to build meaningful levels of trust and confidence among all those served by the Church within the Diocese.

## **Evaluation Process**

The Director of the Safe Environment Office, in collaboration with the Victim Assistance Coordinator, Vicar for Clergy, and the Review Board, shall from time to time evaluate the policy, and 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 Safe Environment Office documenting compliance and summarizing actions taken to implement the 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 Safe Environment Office shall assure and document compliance by the Diocese and its agencies.

## **Review of This Policy**

The Diocesan *Child and Youth Protection Policy* shall be reviewed by the Director of the Safe Environment Office one year following the date of its implementation and every five 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 shall be presented to the Diocesan Bishop and the Review Board. This policy may be modified from time to time by the Diocesan Bishop.

## **Policy Compliance**

All clergy, including the Diocesan Bishop, seminarians, religious, diaconate program aspirants, employees and volunteers of the Diocese or any of its parishes, Catholic schools, 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 Diocesan *Child and Youth Protection Policy*. Violations may result in removal from leadership, professional, employment and volunteer positions. Allegations of violations of this policy shall be reviewed in accord with existing Diocesan policies. Existing personnel policies, including policies on Sexual Harassment and Abuse remain in full force and effect.

Revised: June 1, 2020

**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 minors. In all situations, adults are to assure appropriate privacy for minors 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 shall 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 minors 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 shall 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 shall always provide healthy Catholic Christian examples of behavior in actions, attire, and language. Adults shall not use alcohol, illegal drugs, tobacco or vaping products in the presence of minors, nor shall they view sexually explicit materials in the presence of minors. 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* shall be in effect always. Each parish, school, office or agency shall assure compliance with this policy.

**DIOCESAN 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 Diocesan 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 minors of our Diocese.

***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 minors.
- Consider a vulnerable person who habitually lacks the use of reason equivalent to a minor.
- Avoid situations where I am alone with minors at Church activities.
- Refuse to accept expensive and/or inappropriate gifts from minors or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive and/or inappropriate gifts to minors 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 minors.

***As a volunteer, I will not:***

- Smoke, vape, or use tobacco or vaping products in the presence of minors.
- 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 minors.
- Touch a minor in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

**APPENDIX B**

I, the undersigned, have read and understand the **Diocesan Code of Conduct for Adult Volunteers/Workers** and will honor them while at work or as a volunteer. I understand that as a volunteer working with minors, 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 minors. 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

6/1/2020

## DIOCESAN 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 minors entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, and dignity.
- Consider a vulnerable person who habitually lacks the use of reason equivalent to a minor.
- Take care to be positive, supportive, and caring in my speaking, writing, and interacting with minors.
- Avoid situations in ministry or work where I am alone with any minor.
- Use positive reinforcement rather than criticism or comparison when working with minors.
- Cooperate fully in any investigation of abuse of minors. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the pastor.
- Be aware that minors can easily become infatuated with a youth leader or an adult. If I sense this is happening, I will discourage 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 minors.
- Dress modestly and appropriately and not wear any clothing with offensive messages or images while exercising my ministry or working.
- Adhere to the same rules as minor (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, vape, or use tobacco or vaping 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 minor or adult.
- Use discipline that frightens or humiliates a minor.
- Touch a minor in a sexual, overly affectionate or other inappropriate manner.
- Place myself in a situation where my interactions with a minor would not be visible to others.
- Accept gifts from or give gifts to minors in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a minor toward another minor.
- 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 **Diocesan 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 minor is working or ministering. This form is to be kept in the parish, school, facility, or diocesan office.

Name of Minor (print): \_\_\_\_\_

Signature of Minor: \_\_\_\_\_

School or Parish Position: \_\_\_\_\_

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

Signature of Parent/Guardian: \_\_\_\_\_

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

Signature of Supervisor: \_\_\_\_\_

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

7/1/14

Revised 6/1/2020

## **CODE OF PASTORAL CONDUCT**

The Diocese presents this Code of Pastoral Conduct for all Priests (including the Diocesan Bishop), 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 Edition*<sup>1</sup> (*Charter*) and Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests, Deacons, or other Church Personnel<sup>2</sup> (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 (including the diocesan bishop), 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 bishops, priests, deacons, seminarians, diaconate program aspirants, religious, pastoral ministers, pastoral counselors, youth directors, educators, administrators, spiritual directors, and 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**

#### **1. 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.
- 2.7 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.

- 2.8 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 Minors**

*Staff members working with minors shall maintain an open and trustworthy 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 Diocesan Child and Youth Protection Policy)
- 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 minor.** 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 minors 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 minors.
- 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 or vaping products in the presence of minors, nor should they give or provide these products to minors.
- 3.10 Staff members should not allow a minor to enter their private accommodations or residence.
- 3.11 Staff members should not share private, overnight accommodation with a minor, including, but not limited to, accommodations in any Church owned facility, rectory, convent, 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 minor, 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 shall be followed to protect the rights of all involved. The person who is notified of the allegation should contact the Victim Assistance Coordinator and/or the Vicar for Clergy and inform her/him of the allegation.
- 4.5 Staff members should review and be familiar with the contents of the Diocesan Child & Youth Protection Policy and reporting requirements, which can be found on the Diocesan Web Site under the Safe Environment Office and in the Diocesan Pastoral Handbook.

## **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 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

7/1/14

Revised 6/1/2020

**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 Policy 107: Diocesan Child & Youth Policy)

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 addressed in Appendix D. 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.
  - Other special requirements or details.

### 2. Dangerous Activities

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 recruited and 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). Chaperones shall 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 VIRTUS trained (Policy 107.4). Chaperones must be mature, at least 21 years of age, and must sign the Code of Conduct for Adult Volunteers/Workers (107.8). Parents serving as chaperones may not bring non-participating children on the trip.

#### 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 these arrangements. 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 checked 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.
    - ♦ Go over Code of Conduct for Adult Volunteers/Workers with chaperones.
    - ♦ 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.

- 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:

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

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Date Submitted: \_\_\_\_\_ Sponsor's Signature: \_\_\_\_\_

Reviewed trip plan with supervisor/principal/pastor on: \_\_\_\_\_

The following is needed:

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*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.*

<b>DATE DONE</b>	<b>STEP 1: INITIAL PLANNING (10 MONTHS BEFORE TRIP)</b> (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
	<b>STEP 2: DETAILED PLANNING (2-4 MONTHS BEFORE TRIP)</b>
	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"> <li>• If bus or van</li> <li>• If other, check with risk manager/safety officer for guidelines</li> </ul>
	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"> <li>• Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by administrator</li> </ul>

**APPENDIX E**

	<ul style="list-style-type: none"> <li>• Ensure qualified for special needs (first aid trained, lifeguard, etc.)</li> <li>• Ensure criminally screened/background checks</li> <li>• Ensure they received chaperone guidelines</li> <li>• Ensure sign Code of Conduct</li> </ul>
	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"> <li>• Letter home to parents</li> <li>• Detailed itinerary of activities</li> <li>• Permission forms (informed consent, emergency treatment, medical conditions)</li> <li>• List of things participants can and cannot bring, appropriate dress</li> </ul>
	Obtain final approval
	Arrange an informational meeting for parents (for overnight, out of area, or out of country trips)
<b>STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)</b>	
	Provide trip information to parents including: <ul style="list-style-type: none"> <li>• Letter home to parents</li> <li>• Detailed itinerary of activities</li> <li>• Permission forms (informed consent, emergency treatment, medical conditions)</li> <li>• List of things participants can and cannot bring, appropriate dress</li> </ul>
	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
<b>STEP 4: FINAL CHECKS (DAY OF TRIP)</b>	
	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"> <li>• Every participant has returned the parent permission/emergency medical form</li> <li>• 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)</li> <li>• A copy of the parent permission/emergency medical form for each participant and staff member are kept with them</li> </ul>
	Review behavior and safety standards with participants and chaperones before departure, including: <ul style="list-style-type: none"> <li>• Reinforce rules and expectations</li> </ul>

**APPENDIX E**

	<ul style="list-style-type: none"> <li>• The system of accounting for participants and the use of the buddy system</li> <li>• Review emergency procedures (for injury, accident, or inappropriate activity)</li> <li>• Explain what to do if a participant gets separated or lost from group</li> </ul>
	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
	<b>STEP 5: AFTER TRIP EVALUATION</b>
	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: \_\_\_\_\_

Does participant have any food allergies which could interfere with participant's safety?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

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 which could interfere with participant's safety? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Does participant have any medication allergies which could interfere with participant's safety? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

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 request that my child be allowed to participate 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*

**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*

Revised 6/1/2020

## 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 Policy 107)

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.
  - Other special requirements or details.

2. Dangerous Activities

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 minors 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 must have completed 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). Parents serving as chaperones may not bring non-participating children on the trip.

## 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 (Appendix C to Policy 107).
- 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 have a background check and to be VIRTUS trained.

## 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

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.
- ♦ Go over Code of Conduct with chaperones.
  - ♦ 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.
- 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.
    - ♦ 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.

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- ♦ 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX F**

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.*

	<b>STEP 1 PLANNING (2-4 MONTHS BEFORE TRIP)</b>
	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"> <li>• If bus or van</li> <li>• If other, check with risk manager/safety officer for guidelines</li> </ul>
	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"> <li>• Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by administrator</li> <li>• Ensure qualified for special needs (first aid trained, lifeguard, etc.)</li> <li>• Ensure criminally screened/background checks</li> <li>• Ensure they received chaperone guidelines</li> <li>• Ensure sign Code of Conduct</li> </ul>
	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"> <li>• Letter home to parents</li> <li>• Detailed itinerary of activities</li> <li>• Permission forms (informed consent, emergency treatment, medical conditions)</li> <li>• List of things participants can and cannot bring, appropriate dress</li> </ul>
	Obtain approval from proper administrator
	<b>STEP 2: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)</b>
	Provide trip information to parents including: <ul style="list-style-type: none"> <li>• Letter or note home to parents</li> </ul>

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	<ul style="list-style-type: none"> <li>• Detailed itinerary of activities</li> <li>• Permission forms (informed consent, emergency treatment, medical conditions)</li> <li>• List of things participants can and cannot bring, appropriate dress</li> </ul>
	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
	<b>STEP 3: FINAL CHECKS (DAY OF TRIP)</b>
	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"> <li>• Every participant has returned the parent permission/emergency medical form</li> <li>• 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)</li> <li>• A copy of the parent permission/emergency medical form for each participant and staff member are kept with them</li> </ul>
	<p>Review behavior and safety standards with participants and chaperones before departure, including:</p> <ul style="list-style-type: none"> <li>• Reinforce rules and expectations</li> <li>• The system of accounting for participants and the use of the buddy system</li> <li>• Review emergency procedures (for injury, accident, or inappropriate activity)</li> <li>• Explain what to do if a participant gets separated or lost from group</li> </ul>
	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
	<b>STEP 4: AFTER TRIP EVALUATION</b>
	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: \_\_\_\_\_  
Departure Date: \_\_\_\_\_

Return 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 (Date) from (Time departs) to (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:

Does participant have any food allergies which could interfere with participant's safety? Yes No

If yes, please describe:

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 #:

**APPENDIX F**

Does participant have any medical or physical condition which could interfere with participant's safety? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe:

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Does participant have any medication allergies which could interfere with participant's safety? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_

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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*

Revised 6/1/2020