

CODE OF CONDUCT: **Supervision Procedures**

- Have adequate number of Safe Environment-compliant adults present at events involving children and youth.
- Have at least two or more Safe Environment-compliant adults present for events involving children or youth in higher risk settings.
- Online activities or activities involving the use of social media platforms and/or messaging platforms require an adequate number of Safe Environment-compliant adults present or overseeing communications.
- Monitor your facilities during church services and all school or other activities.
- Release children only to parent or guardian.
- Obtain parental permission, including a signed medical treatment form, before taking children or youth on trips.
- Always obtain parental approval before permitting any minor to participate in athletic events or any other activity that involves potential risk.
- Have minors use a “buddy system” whenever they go on trips away from church property.
- All adult leadership and sponsors for any overnight activities should be approved in advance by the appropriate administrator.

Behavioral Guidelines **for Working with Children or Youth**

All clergy, staff and volunteers of the Diocese will observe the following guidelines for dealing with minors:

- No minor child may be an overnight guest or reside in any church rectory or other living quarters of priests.
- Do not provide minors with alcoholic beverages, tobacco, pornography, drugs, or anything that is prohibited by law.
- Do not serve as a chaperone for activities that conflict with curfew laws pertaining to minors.

- Touching should be age appropriate and based on the need of the minor and not on the need of the adult. Avoid physical contact when alone with a minor. If a minor initiates physical contact, an appropriate, limited response is proper.
- Do not engage in the physical discipline of a minor. Discipline problems should be handled in coordination with your supervisor and/or the parents of the minor.
- Do not be alone with a minor in a residence, sleeping facility, locker room, restroom, dressing facility or other closed room or isolated area that is inappropriate to a ministry relationship.
- Do not take an overnight trip alone with a minor who is not a member of your immediate family.
- Do not sleep in the same bed with a minor. If an adult supervisor stays in a hotel or other sleeping room with a group of minors, the supervisor should sleep in his or her own bed using a roll away or cot if necessary.
- Topics, vocabulary, recordings, films, games, the use of computer software, social media, or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be employed with minors. Sexually explicit or pornographic material is never appropriate. This includes sexually explicit material or pornography of an adult nature as well as child pornography. The production and/or distribution of child pornography is a felony.
- Do not administer medication of any kind without written parental permission.
- If you recognize inappropriate personal or physical attraction developing between yourself and a minor, maintain clear professional boundaries between yourself and the minor or refer the minor to another adult supervisor.
- If one-on-one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability. Limit both the length and number of sessions, and make appropriate referrals. Notify parents of the meetings.
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Electronic communications with minors should be limited in nature and scope. They should be informative and pertain to church or school-related activities and issues only. Every effort should be made to utilize applications for communication whereby parents or guardians may be included on messaging. Minors should not have administrative access to social media or electronic communication accounts for any parish or school.

- Do not give minors keys to church facilities. If the minor has a key as a result of being a church employee or volunteer, the minor should be properly screened.
- Do not drive a church or school vehicle unless you have received prior authorization and have the appropriate license and/or certification.

- Do not permit minors to cross a road by themselves while they are in your custodial care.
- Do not take photographs of minors while they are unclothed or dressing (e.g. in a locker room or bathing facility).
- If you observe anyone (adult or minor) abusing a minor, take appropriate steps to immediately intervene and to provide a safe environment for the minor. Report the misconduct (see Obligation to Report).

Guidelines for Online/Remote Learning

These guidelines apply to the use of online/electronic platforms to safely and effectively facilitate communication and learning via video or audio conferencing as opposed to being physically present in a parish or other facility/structure.

Although most learning throughout the Diocese is accomplished in a parish or school setting, the Diocese recognizes that occasions may arise when it is appropriate and helpful to offer learning via other means, including online/electronic.

These guidelines exist to foster a Safe Environment when utilizing online/electronic means of learning.

For parishes and programs that wish to provide online learning for minors in parish school of religion classes, confirmation classes, Teaching Safety classes, youth groups, or other parish-related subject matter, the following guidelines are required:

- The adults overseeing the activity must be compliant with Safe Environment to include: completion of awareness training, background check, and policy form.
- There must be at least two Safe Environment-compliant adults present on each group video/call.
- Parents must give consent for their children to participate in a group video/call. Consent may be obtained via email, text, or form. Documentation of consent must be kept on file with other Safe Environment documentation.
- Parents must be informed in advance of the day, date, and time of a group video/call as well as a summary of the nature and subject matter of the video/call. This may be accomplished via email, text, or form. Documentation must be kept on file with other Safe Environment documentation.
- Videos/calls should be scheduled during reasonable hours/timeframes. Do not schedule videos/calls late at night or very early in the morning.

- Parents are always welcome to listen along with their children in a group video/call if they choose.
- The platform selected for the video/call must be safe, reputable, and user-friendly.
- All participants on a video must be appropriately attired, just like participating in an activity in a public setting.
- Each group video/call should begin with a statement that appropriate conduct/behavioral norms do apply, just like a classroom/parish/public setting.
- Parishes must be mindful of families who do not have the capability to connect via online/electronic methods and must make information available via hard-copy, if applicable. (For example, a PSR lesson or a Teaching Safety lesson)

Compliance with the Safe Environment protocol involves completion of awareness training, completion of policy form and document acknowledgements, and completion of a background check.

The following language has been used to describe employees or volunteers to whom the Safe Environment process applies: with or around children; directly or indirectly with children; directly or where minors are present while performing one's duties; or access to children. All versions expressed herein, and any iterations with similar verbiage, retain the integrity of the Diocese's policy for protecting children, and compliance is required.

This list is designed to assist Diocesan leaders in determining when to apply Safe Environment. It is not all inclusive and there may be other roles that require Safe Environment compliance that are not listed here. Please contact the Office of Safe Environment at the Chancery with any questions regarding compliance.

Safe Environment compliance applies to those age 18 or older.

- **All priests, deacons, and seminarians**
- **All employees at Catholic schools**
- **All volunteers at Catholic schools**
- **All volunteers affiliated with sports, including coaches, concessions, score keepers, referees, and any other roles**
- **All employees and volunteers of daycare centers**
- **Professionals or special guests whose roles require regular or recurring presence in the Catholic school or at Catholic school activities or the parish (recurring may include: daily, weekly, monthly, or yearly)**
- **All parish employees**
- **All employees of any other diocesan-related entity**
- **Parish volunteers including (age 18 and older):**
 - Adult altar servers**

Eucharistic ministers
Readers/Lectors
Greeters
Ushers
Money Collectors/Counters
Sacristans
Choir/Music Director/Choir Members/Musicians
Cantors
Directors of Religious Education
Parish School of Religion teachers
All adult volunteers affiliated with youth and/or youth group activities in any capacity
All adult volunteers affiliated with youth/summer camps in any capacity
All adult volunteers affiliated with Vacation Bible School in any capacity
All adult volunteers involved in any activity that includes or involves children in any way
Funeral luncheon volunteers
Fish fry volunteers
Festival volunteers
Picnic volunteers
Homebound ministries or any activities relative to vulnerable adults
Any activities/ministries involving nursing homes and/or nursing home residents
Any activities relative to Boy and Girl Scout councils
Any activities involving childcare, babysitting, or before and aftercare
Any volunteers who provide maintenance services in parishes or schools

Print Name

Signature

Date