



A STATEMENT
OF POLICY
FOR THE
PROTECTION
OF CHILDREN
& YOUTH



ARCHDIOCESE OF BALTIMORE
January 2003

We dedicate these policies
to those who, as children,
were abused and victimized by church personnel.

In courage,
many have come forward to ask aloud
what those who have remained anonymous
hope in the silence of their hearts:
that no child ever be harmed again.

The people of the Archdiocese of Baltimore
pray for and re-dedicate ourselves
to the safety and well being of children and youth,
and to the healing and reconciliation of all those
who have been victims of child abuse.



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TABLE OF CONTENTS

INTRODUCTION	7
DEFINITIONS	9
A STATEMENT OF POLICY FOR THE PROTECTION OF CHILDREN & YOUTH	
1. Screening of Applicants	9
2. Training and Education	13
3. Compliance with Maryland Laws for the Safety and Well Being of Children and Youth	15
4. Reporting Abuse to the Archbishop's Designees	17
5. Investigation by the Pastoral Response Team	19
6. Appropriate Action Taken as a Result of the Investigation	23
7. Independent Review Board and its Purpose	25
8. Outreach to Victims	27
APPENDICES	29
TELEPHONE NUMBERS	29
GLOSSARY OF TERMS	31
LEVELS OF VOLUNTEERS	33
ACKNOWLEDGEMENT FORM	35

INTRODUCTION

The Archdiocese of Baltimore is committed to providing a safe environment for children and youth. This commitment is expressed in these policies for the protection of children & youth.

We believe

that God's people have the right to healthy ministry and to quality pastoral care.

We believe

that at the heart of this ministry is a relationship with God, a desire for holiness, and a commitment to live in right relationship with God's people.

We believe

that the protection of those children and youth entrusted to the church's care is of paramount interest.

We believe

that those who work in the church have grace influenced power to do great good for children and youth. When that grace influenced power is misused, it can result in great harm and unspeakable pain.

We believe

that when a representative of the church commits child abuse, emotional, spiritual, physical and/or psychological damage occurs.

We believe

that the Church must continue to reach out to those who are victims of child abuse with the very compassion of Christ.

We recognize

our responsibility to provide avenues of healing for those who are victims and for their families.

We recognize

our responsibility to observe the requirements of civil law regarding prompt reporting of suspected child abuse and to continue cooperating with civil authorities.

We recognize

there are instances where the state may not prosecute even though a credible allegation has been made. Our standard requires us to take appropriate action to promote the safety of children and youth.

We recognize

our responsibilities as an employer: Church personnel are entitled to fair treatment under the church and civil law.

The Archdiocese of Baltimore will work to produce a healthy and nurturing environment for our children and youth. We will strive to make our Church a safe environment for them. We will exclude from ministry, employment and volunteer service anyone against whom there is a credible allegation of child sexual abuse. We will ensure that victims are offered quality pastoral care and counseling. We will affirm the efforts of people who provide appropriate and loving outreach to the children and youth of the Archdiocese of Baltimore.



SCREENING OF APPLICANTS

The Archdiocese of Baltimore is committed to healthy ministry, and seeks to engage competent, qualified people. To protect children and youth, Church personnel are screened for their fitness to work with minors.

Definitions

For the purposes of this Statement, "Church personnel" (appendix 2) includes priests and deacons with faculties to function in this Archdiocese, seminarians of the Archdiocese, seminarians studying in the Archdiocese and those enrolled in the Permanent Diaconate Formation Program, men and women religious working in the Archdiocese, employees, and volunteers. This Statement applies to all parishes, schools, institutions, programs and ministries operating under the jurisdiction of the Archdiocese of Baltimore (with the exception of Catholic Charities which has a separate policy).

Policies

1.1

Volunteers:

- 1.1.1** Completion of the Archdiocese's Application for Volunteers is required for all volunteers. The application asks specific questions about working with children and youth.
- 1.1.2** Background checks (appendix 3) will be required for volunteers working with minors and any other volunteer roles identified by the pastor, principal or program director (see appendix 3).

- 1.1.3** References must be checked on designated volunteers and kept on file by the pastor, principal, or designee (see appendix 3).
- 1.1.4** Anyone who chooses not to fill out the Application for Volunteers will not be allowed to volunteer.
- 1.1.5** Each volunteer will be provided with a copy of the Archdiocesan ***Statement of Policy For the Protection of Children & Youth***. Each volunteer must sign a statement acknowledging that the volunteer has read the policy and will comply with reporting procedures and other requirements.

1.2

Employees:

- 1.2.1** Completion of the Archdiocese's Application for Employment is required. The application asks specific questions about working with children and youth.
- 1.2.2** Each applicant must be interviewed by a member of the parish or school staff or program director before being hired.
- 1.2.3** References on the application must be checked, documented, and the file so noted by pastor, principal, or program director.
- 1.2.4** In accordance with Maryland law, criminal background checks are obtained for employees of child care facilities, including schools and day care centers.
- 1.2.5** Criminal background checks are also required for all parish staff members - clergy, lay and religious.
- 1.2.6** Employees of Central Services who visit parishes, schools or institutions serving children and youth are required to have criminal background checks.

- 1.2.7** Criminal background checks are included in the screening procedures for applicants to the priesthood, permanent diaconate, and pastoral life directors.
- 1.2.8** Criminal background checks mandated by state law are site specific (1.2.4) and therefore are not transferable. Criminal background checks required by the Archdiocese are transferable for up to three years.
- 1.2.9** Superiors of religious communities proposing individual religious for ministry or residence in the Archdiocese are required to state clearly in writing that the individual is qualified to perform ministerial duties in an effective and suitable manner and that the Superior is unaware, after careful inquiry, of anything in the individual's background relative to sexual misconduct in general or abuse of minors in particular. This statement is in addition to the criminal background check required by the Archdiocese of Baltimore.
- 1.2.10** When a priest or deacon of the Archdiocese is proposed for a new assignment, transfer or residence in another diocese, the Archdiocese will forward an accurate and complete description of the cleric's record, including whether there is anything in his background or service that would raise questions about his fitness for ministry.
- 1.2.11** Individuals applying to be a priest, pastoral life director or deacon and priests seeking incardination in the Archdiocese are subject to psychological testing in addition to criminal background checks.
- 1.2.12** Parishes, schools and Central Services will not hire a person who chooses not to complete a required criminal background check.

1.2.13 Parishes, schools and Central Services will not knowingly employ an individual with a history of even a single incident of child sexual abuse or any sexual deviation that suggests the perspective employee might become a risk to children.

1.3

Vendors, Contractors, Lessees

1.3.1 Parishes, schools or agencies using vendors or contractors or leasing the site for programs or services that grant access to children and youth must obtain written verification from the contractor, vendor or lessee that their staffs have had a background check screening for a history of child abuse or criminal convictions. This expectation should be written into the contract as well.

2.0

TRAINING AND EDUCATION

The Department of Human Resources of the Archdiocese of Baltimore will regularly provide in-service training and educational programs for Church personnel on preventing, recognizing and reporting child sexual abuse. Additional ministry-specific training will be offered as well.

Policies

- 2.1 All Church personnel of the Archdiocese of Baltimore receive a copy of the Archdiocesan ***Statement of Policy For the Protection of Children & Youth*** and sign the following statement: "I certify that I have read and do understand and will abide by the ***Statement of Policy For the Protection of Children & Youth.***"
- 2.2 General and ministry-specific in-services regarding protecting children and youth from child abuse are offered regularly throughout the Archdiocese.
- 2.3 Each parish, school and institution of the Archdiocese of Baltimore will be expected to provide annual training opportunities for volunteers in ethics in ministry. A major component of this training must include protecting children and youth from abuse.
- 2.4 Employees of the Archdiocese's parishes, schools and agencies is required to complete at least two hours of training in ethics in ministry each year. A major component of this training must include protecting children and youth from child sexual abuse. The training must be approved by the Department of Human Resources of the Archdiocese of Baltimore.

2.5

The Department of Catholic Education Ministries will assist parish and school personnel in reviewing materials pertinent to child sexual abuse and catechesis for human sexuality. Catechesis for human sexuality is mandated for every parish and school.

2.6

The Archdiocese of Baltimore will make information and resources on child sexual abuse available to parishes and schools.

2.7

The Archdiocese of Baltimore will develop and disseminate standards of behavior and appropriate boundaries for Church personnel in positions of trust. Special guidelines will be developed for working with children and youth.

2.8

The Archdiocese of Baltimore will monitor and review compliance with the ***Statement of Policy For the Protection of Children & Youth.***

3.0

COMPLIANCE WITH MARYLAND LAWS FOR THE SAFETY AND WELL BEING OF CHILDREN AND YOUTH

The Archdiocese of Baltimore complies with Maryland laws regarding reporting suspected child abuse to civil authorities.

Policies

3.1

Under Maryland law, any person who has reason to believe a child has been subjected to abuse must make a report to the local office of Department of Social Services (Appendix 1) as soon as possible.

3.1.1 "Abuse" means the physical injury or mental injury of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or sexual abuse, whether or not physical injuries are sustained.

3.1.2 "Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member.

3.1.3 “Child” is any individual under 18 years of age.

3.2

Staff members of childcare institutions, including schools and day care centers, must also notify the head of the institution of the suspected abuse.

3.2.1 The Archdiocese cooperates fully with civil authorities investigating reports of child abuse.

3.3

A person who makes a report of child sexual abuse to the Archdiocese of Baltimore is required to follow the state requirements for reporting.

3.4

Alleged abuse that occurred when the victim was under 18 must be reported, even if the victim is now over 18, and even in cases when the alleged perpetrator is deceased.

4.0

REPORTING ABUSE TO THE ARCHBISHOP'S DESIGNEES

Any person who is a victim of or suspects abuse by Church personnel is strongly encouraged to come forward and report the abuse to the Archdiocese of Baltimore. The report should be made to the Director of the Office of Child and Youth Protection (1-866-417-7469) or one of the Archbishop's designees: the Chancellor, the Executive Director of Human Resources, or the Executive Director of Catholic Education Ministries. The Church is committed to listening, healing, and reconciliation. Church personnel who receive a report, suspect or allege child abuse on the part of Church personnel are required to contact the Office of Child and Youth Protection immediately, in addition to reporting to civil authorities under state law.

Policies

- 4.1** The person making the report will be advised that the Archdiocese takes such allegations seriously and will respond promptly.
- 4.2** If the Director of the Office of Child and Youth Protection or Archbishop's designees cannot be reached immediately, a report should be made to the Director of Clergy Personnel, the Director of Human Resource Services, the Executive Director of the Department of Management Services, an Auxiliary Bishop or the Archbishop.
- 4.3** To respect the privacy of those involved, confidentiality is maintained, to the extent possible, consistent with the civil reporting requirements and the Archdiocese's policies and procedures, taking into account:

- 4.3.1** The need to advocate for those who are victims.
- 4.3.2** The need to provide appropriate outreach to victims.
- 4.3.3** The need to be in compliance with civil and canon law.
- 4.3.4** The right of Church personnel and volunteers to be treated fairly.
- 4.3.5** The need to fairly investigate all complaints of child sexual abuse.
- 4.3.6** The need to make a report to the Archbishop or his designee in a timely manner.

4.4

Report requirements apply when child abuse is disclosed to a priest in a counseling session.

4.5

The Priest/Penitent privilege of confidentiality is protected for communication made within the Sacrament of Penance.

5.0

INVESTIGATION BY THE PASTORAL RESPONSE TEAM

Upon receiving an allegation of child abuse committed by Church personnel, members of the Pastoral Response Team are convened by the Director of the Office of Child and Youth Protection or a designee to assist in investigating and providing both immediate and on-going care and assistance to those who are victims, their families and members of the affected church communities. Investigations take place and pastoral care is extended whether the alleged abuse was recent or occurred many years in the past.

Policies

5.1 The Office of Child and Youth Protection of the Archdiocese of Baltimore will have a pool of individuals trained to respond when a person makes an initial report. The pool will consist of males and females, clergy and laypersons. The Director of the Office of Child and Youth Protection will draw from this pool for the Pastoral Response Team.

The Director of the Office of Child and Youth Protection will be assisted by members of the Pastoral Response Team in investigating and responding to allegations of abuse. The Archdiocese of Baltimore will immediately speak with the person(s) making the allegation and others who may have relevant information in order to obtain as clear and detailed a statement as possible.

5.2 After receiving the initial report, the Director of the Office of Child and Youth Protection or a designee will determine the specific steps

needed to proceed, guided by the following values:

- 5.2.1** The safety and protection of children and youth.
- 5.2.2** A fair and honest search for the truth.
- 5.2.3** The need to provide appropriate outreach to victims.
- 5.2.4** The need to be in compliance with civil and canon law.
- 5.2.5** The right of all persons to be treated fairly.
- 5.2.6** The need to investigate and take appropriate action in all cases of child abuse.
- 5.2.7** The need to make a report to the Archbishop or his designee in a timely manner.

5.3

Victims of child abuse by Church personnel are offered appropriate support. This support includes:

- 5.3.1** A Pastoral Response Team member will assist the person in obtaining pastoral care and counseling, if it is desired.
- 5.3.2** A Pastoral Response Team member will fully explain the process that is being undertaken.
- 5.3.3** A Pastoral Response Team member will advise the person of the reporting requirements under state law.

5.4

Members of the Pastoral Response Team will meet with the person who is accused.

- 5.4.1** If the accused is a religious, or a cleric from another diocese, the investigation will be coordinated with the appropriate Major Superior or Bishop.
- 5.4.2** As warranted, Church personnel will be placed on leave or suspended pending completion of the investigation.

- 5.4.3** The Pastoral Response Team will make a recommendation to the employer about the employment status of the individual while the preliminary investigation is taking place.
- 5.4.4** A member of the Pastoral Response Team will assist the accused in obtaining pastoral care and counseling, if it is appropriate.
- 5.4.5** A member of the Pastoral Response Team will remind the accused of the right to retain both civil and canonical counsel.
- 5.4.6** The team member will explain, as fully as possible, the process that is being undertaken.
- 5.4.7** The accused will be instructed to have no contact with the person(s) making the allegation or with the victim(s).

5.5

The Archdiocese of Baltimore will cooperate with any investigation being conducted by civil authorities.

6.0

APPROPRIATE ACTION TAKEN AS A RESULT OF THE INVESTIGATION

A report will be made to the Archbishop or his designee and the Chair of the Independent Review Board concerning the investigation. For even a single act of sexual abuse of a minor the offender will be permanently removed from ministry.

Policies

- 6.1** The Director of the Office of Child and Youth Protection or a designee will prepare a report. The report will include:
 - 6.1.1** A record of what transpired.
 - 6.1.2** Any findings of the Pastoral Response Team.
 - 6.1.3** A record of the report made to civil authorities.
 - 6.1.4** A record of and/or recommendations for the care of any victims who were identified. A victim's assistance coordinator will be named to offer necessary support.
 - 6.1.5** An assessment of the accused's fitness for ministry. In those instances when there is a credible allegation of sexual abuse of a minor by Church personnel, the alleged offender will be relieved of any ecclesiastical ministry or function.

- 6.1.6** A record of the notification of the preliminary findings of the investigation to the accused.
- 6.1.7** Recommendations for the restoration of the person's good name in those instances when the person is falsely accused.
- 6.1.8** A record of and/or recommendations for appropriate personnel action which may include termination of Church personnel.
- 6.1.9** A record of and/or recommendations for the pastoral care of the community affected by this incident.
- 6.1.10** A record of and/or recommendations for an appropriate communications strategy that is as transparent as possible while respecting the confidentiality of victims.

6.2

The Director of the Office of Child and Youth Protection will simultaneously provide a copy of the report to the Archbishop, the appropriate Vicar Bishop, the Chairperson of the Independent Review Board and the accused. A copy of the report will also be placed in the accused's personnel file. Often actions must be taken by the Archdiocese during the course of the investigation prior to the formal report being finalized.



INDEPENDENT REVIEW BOARD AND ITS PURPOSE

An Independent Review Board reviews reports of child sexual abuse and all actions taken by the Archdiocese to ensure the integrity of the Archdiocesan process for responding to reports of child abuse, to offer advice regarding investigations and all other aspects of responses required in connection with these cases, and to provide oversight of the Archdiocese's handling of all such cases. In order to assist the Archdiocese in reducing and preventing incidents of child abuse, the Independent Review Board may examine policies and procedures and make recommendations for change in the creation of new directives. The Independent Review Board can act prospectively or retrospectively on these matters.

- The Archbishop appoints the members of the Independent Review Board after consultation with appropriate Archdiocesan committees.
- The Board is composed primarily of lay people who reflect the diversity of and are not in the employ of the Archdiocese. The members of the Review Board are selected on the basis of their maturity, credibility, and ability to exercise independent judgment.
- One member should be a priest, one member should have particular expertise in the treatment of the sexual abuse of minors, and the entire board will receive special training in order to provide appropriate advice.
- The Independent Review Board will review Archdiocesan policies on child abuse every two years.

Policies

- 7.1** After the presentation of the report by the Archbishop's designee, the Board may ask for any additional information that is needed
- 7.2** The Independent Review Board will provide advice and "feedback" on the report presented by the Archbishop's designee.
- 7.3** The Independent Review Board will make an assessment of whether or not the allegations appear to be credible. It will also make an assessment as to the accused's fitness for ministry. These findings will also be communicated to the Archbishop.
- 7.4** The Independent Review Board will review actions taken by the Archdiocese to ensure that they comply with this Statement.

8.0

OUTREACH TO VICTIMS

The Archdiocese of Baltimore will continue to reach out to victims and survivors of abuse by Church personnel. The Archdiocese recognizes the importance of not only offering support to those who are victims, but to family members as well.

Policies

8.1 The Director of the Office of Child and Youth Protection will ensure that victims assistance is coordinated.

8.1.1 The Office will offer victims and survivors counseling and pastoral services.

8.1.1.1 The Archdiocese of Baltimore recognizes that some victims may not come forward until years after the abuse. The Archdiocese of Baltimore will offer, without regard to legal liability, appropriate pastoral and counseling support.

8.1.2 The Office will reach out to families of victims as appropriate.

8.1.3 The Office will maintain a list of support services for victims and their families.

8.2 The Archbishop will encourage the Church of Baltimore to be in solidarity with those who are victims.

8.2.1 Serving in the light of compassion and concern, the Archbishop, Vicar Bishops, or other Church leaders will meet with and empathetically listen to victims.

APPENDIX I

TELEPHONE NUMBERS

Archbishop's Designees

Msgr. Richard W. Woy
Chancellor and Director of Child & Youth Protection
410-547-5446

Mrs. Judy Dobson, LCSW
Intake Coordinator
1-866-417-7469

Ms. Sheila A. Kelly
Executive Director of Human Resources
410-547-5425

Dr. Ronald J. Valenti
Executive Director of Catholic Education Ministries
410-547-5393

Maryland Department of Social Services

Allegany County
301-784-7122

Baltimore City
410-361-2235

Carroll County
410-386-3300 Ext. 4

Garrett County
301-533-3000

Howard County
410-872-4200 Ext. 448

Anne Arundel County
410-421-8400

Baltimore County
410-853-3000

Frederick County
301-694-2464

Harford County
410-836-4949

Washington County
240-420-2100 Ext. 3

APPENDIX 2

GLOSSARY

1.0

Youth - a minor between the ages of 13 to 17.

2.0

Church Personnel

- Priests and deacons with faculties to function in the Archdiocese
- Seminarians of the Archdiocese
- Seminarians studying in the Archdiocese
- Those enrolled in the Permanent Diaconate Formation Program
- Men and women religious working for the Archdiocese, its parishes, schools or agencies
- Employees of parishes, schools and Central Services staff who visit schools, parishes and institutions serving children and youth.
- Volunteers

3.0

Appropriate Background Checks for Volunteers

Background checks will be specifically related to the role the volunteer fulfills at the volunteer site.

APPENDIX 3

SCREENING REQUIREMENTS FOR VOLUNTEERS

Interacting with minors and/or in significant Leadership Positions

<i>Volunteers with interaction with minors and/or in significant leadership positions like the following:</i>	Application		Background Check		
	Volunteer App	Reference Check	SSN	Criminal	Sex Off.
Catechists for Children and Youth	x	x		x	
Chaperones for Overnight Youth Events	x	x		x	
Children's Liturgy of the Word Facilitators	x	x		x	
Classroom Aides	x	x		x	
Coaches for Children and Youth	x	x		x	
Community Outreach Volunteers	x	x		x	
Coordinator of Youth Ministry	x	x		x	
Director of Religious Education	x	x		x	
Director of Youth Choirs	x	x		x	
Drivers for youth events, sports programs, parishioners going to a Mass on a regular schedules, etc.)	x	x		x	
Eucharistic Ministers to the sick	x	x		x	
Facilitators of Children's Initiation	x	x		x	
Healthroom volunteers	x	x		x	
Helpers for lunch period and playground who are not supervised	x	x		x	
Home School Association President and/or Treasurer	x	x		x	
Leaders of Inter-Generational Study Groups	x	x		x	
School Board Chair and Officers	x	x		x	
Scout Troop Leaders	x	x		x	
Staff After School Programs	x	x		x	
Staff Nursery During Liturgy	x	x		x	
Trainers of Altar Servers	x	x		x	
Tutors	x	x		x	
Visitors to Homebound	x	x		x	
Volunteers involved in extra curricular programs and activities	x	x		x	
Assist Developmental Disabled persons	x	x		x	
Youth Ministry Volunteers	x	x		x	

ARCHDIOCESE OF BALTIMORE

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE STATEMENT OF POLICIES FOR THE PROTECTION OF CHILDREN & YOUTH

This is to acknowledge that I have received and reviewed a copy of the "A Statement of Policies for the Protection of Children & Youth" of the Archdiocese of Baltimore.

I understand that I am responsible for complying with the policies as stated and should refer any questions to my immediate supervisor or the Executive Director of Human Resources (410-547-5425) for clarification. I further understand that the Archdiocese reserves the right to change, modify and/or revise any of the policies at any time.

Employee's/Volunteer's Signature _____

Employee's/Volunteer's Name _____

Parish/School/Agency _____

Date _____

Position _____

PLEASE RETURN TO: Immediate Supervisor or Director

