

ARCHDIOCESE OF WASHINGTON



CHILD PROTECTION POLICY

Archdiocese of Washington
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Before Employment or Volunteer Service

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

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

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

If You Suspect Child Abuse or Neglect:

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



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Introduction

All children have the right to be safe and protected from harm in any and all environments – home, school, religious institutions, neighborhoods and communities.

The Archdiocese of Washington embraces this right to safety and is dedicated to promoting and ensuring the protection of all children. Any adult who engages in sexual activity with a child is performing an immoral, gravely sinful and criminal act. The Archdiocese will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect and to bring the healing ministry of the Archdiocese to bear wherever possible. It is the expectation of the Archdiocese of Washington that all persons and entities under its auspices comply with the provisions stated in this policy.

This child protection policy builds on a 1986 policy issued by the Archdiocese of Washington that was updated in 1993, 1999, 2003 and 2007. It is responsive to our concern for children and to the provisions contained in the revised *Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* initially approved by the full body of U.S. Catholic bishops at its November 2002 General Meeting, with revisions approved at its June 2005 and June 2011 General Meetings.

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

- a. To reiterate and strengthen educative and screening procedures toward the goal of preventing child abuse by Archdiocesan personnel and volunteers
- b. To identify and observe reporting requirements to civil and Archdiocesan authorities
- c. To address the spiritual, physical and emotional care of the abused child and the family as well as the affected Catholic community
- d. To address the spiritual, physical and emotional care of the individual against whom the charge was made
- e. To carry out all policies with regard to Church procedures when *child abuse* is alleged.



SECTION 1

Definitions

Following are definitions used for the purposes of this policy. Please note that defined words are in italics throughout the policy.

1.1 Accused

A person charged with or alleged to have committed an act of abuse, a serious violation of these policies and procedures (or “this Policy”) or a crime.

1.2 Administrative leave

Relieving the *accused* of assigned duties pending further notice from the Vicar General.

1.3 Adult

A person who is at least 18 years old.

1.4 Child

Any person under the age of eighteen (18).¹

1.5 Child abuse

Consists of any of the following:

- a. *Sexual abuse* includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by the *child*, which involves sexual contact, molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a child,² whether physical injuries are sustained or not, to include:

¹ A vulnerable individual over the age of seventeen (17) is also covered by this policy - mutatis mutandis (with the necessary changes) - when such a person is unable or unlikely to report abuse without assistance because of impairment of physical or mental function or emotional status.

² Includes all covered persons or any adult who has been given responsibility for temporary care or supervision of a child. The passing of responsibility may be by a parent, guardian or authorized person, regardless of duration, for a church or school related activity.

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

b. *Physical abuse* includes any act which:

1. Willfully causes or inflicts physical injury to a *child* or
2. Willfully causes mental injury or psychological injury to a *child* by intentionally engendering fear of physical injury to that *child*.
3. It is the policy of the Archdiocese of Washington that corporal punishment of a *child* is prohibited in all entities under the auspices of the Archdiocese of Washington.
4. *Physical abuse* does not include the appropriate physical restraint of a *child* who is attempting to injure another person or him/herself, or the appropriate physical direction of a *child* away from danger or the minimum

restraint necessary to place a child in “time out” or other appropriate limitation of movement to promote the *child's* regaining of safety and emotional control.

c. *Neglect* includes:

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

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

1.6 Child protection compliance coordinator

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

1.7 Compliance

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

1.8 Covered persons

All priests, religious, deacons and seminarians; and, all employees and *volunteers* whose service and activity are subject to the oversight and control of the Archdiocese of Washington and who have *substantial contact* with children (see Section 1.12: Substantial contact).

1.9 Credible accusation
An allegation that, based upon the facts of the case, meets one or more of the following thresholds:
a. Believable and plausible
b. Natural, reasonable and probable
c. Corroborated with other evidence or another source and/or
d. Acknowledged/admitted to by the *accused*.
In making this determination, consideration should be given to the trustworthiness of the source.

1.10 Criminal background check
Determination of criminal charges or convictions through state and FBI fingerprinting and/or other searches.

1.11 Director of Child and Youth Protection
Serves as the primary point of contact for Archdiocesan child protection efforts, including support for victims, education, reporting and monitoring.

1.12 Substantial contact
Contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis. *Substantial contact* does not include persons who have an isolated or infrequent interaction with a *child* or children that is supervised/monitored by an authorized person. Any *covered persons* performing service or work in a school are considered to have *substantial contact* (see Section 1.8: *Covered persons*).

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

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

1.15 Third party vendor/contractor
Any independent agency, organization, company or vendor (and/or their subcontractors) that contracts directly with the Archdiocese of Washington to provide services for the Archdiocese.

1.16 Volunteer
A person who provides without compensation an ongoing service or activity that is officially sanctioned by the Archdiocese of Washington and/or Archdiocesan personnel.



Applications and Background Checks: Lay Employees, Volunteers and Contractors

Principle

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

2.1 Clearance Requirements: Employees and Volunteers

The pastor/parochial administrator or principal will ensure that all employees and *volunteers* who have *substantial contact* with children have, prior to starting their service:

- a. Submitted the appropriate Application for Employment or Volunteer Application Form (forms available from parishes, schools and the Archdiocesan Human Resources office, and online at www.adw.org)
- b. Cleared the required *criminal background checks*.

The above requirements apply to employees and *volunteers* including, but not limited to:

- a. All Archdiocesan employees who have *substantial contact* with children
- b. All principals, assistant principals, teachers, school counselors, librarians, *volunteers* and staff at all levels, including aides, school nurses and office personnel of Archdiocesan elementary, middle and high schools
- c. All directors, coordinators, catechists and staff of religious education programs

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

The Vicar General has the authority to designate additional employees or *volunteers* who must complete the above clearance requirements.

Covered persons, including *volunteers*, periodically may be required to submit an updated application or to have an updated *criminal background check* undertaken. These updated records will be maintained by the appropriate Human Resources Office.

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

2.2 Approval of Background Check Results: Employees and Volunteers

Employment or acceptance of volunteer services is contingent upon a favorable result of the application and *criminal background check* results. Employment or volunteer services may not commence until *criminal background check* results are received and approved. The Archdiocesan Office of Human Resources will review all completed application forms and *criminal background check* results, notify the pastor/parochial administrator or principal of any unsuitable applicants, notify the pastor/parochial administrator or principal when an individual is approved, and maintain a list of all persons in Archdiocesan locations who have been refused employment or not allowed to provide *volunteer* services due to background investigation results.

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

2.3 Child Protection Compliance Coordinator

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

The *compliance* coordinator:

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

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

2.4 Clearance Requirements: Local Educational Agency

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

- a. Conduct a *criminal background check* for each non-archdiocesan educational service provider
- b. Require each *non-archdiocesan educational service provider* to complete the *local educational agency's child* protection and safety training and
- c. Provide documentation to the Archdiocese of Washington's Catholic Schools Office that each non-archdiocesan educational service provider assigned to an archdiocesan school has successfully passed the criminal background check and completed the training.

2.5 Clearance Requirements: Third Party Vendor/Contractor

Any *third party vendor/contractor* must complete thorough screenings and *criminal background checks* of its employees, agents, *volunteers* and subcontractors who potentially will have contact with minors while working on Archdiocesan property.



Background and Reference Checks: Clergy and Religious

Principle

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

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

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

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

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

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

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

- a. Undergo a criminal background check through the Archdiocese of Washington prior to starting ministry or immediately upon taking up residence. Until cleared criminal background check results are received, these individuals may not engage in any public ministry unless supervised by an individual who is in full *compliance* with *child* protection requirements.
- b. Attend a *child* protection education session sponsored by the Archdiocese of Washington.

Any individual who seeks to provide regular ministry in the Archdiocese (e.g., assistance with weekend Masses), although not in residence with nor assigned to an Archdiocesan ministry, must fulfill the requirements in Section 3.1 and provide documentation that he has attended *child* prevention education or must attend such education in the Archdiocese of Washington within sixty (60) days of starting this ministry.

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

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

Individuals making application for the priesthood or the permanent diaconate, as well as priests seeking incardination, shall be required to complete the appropriate application for



admission or incardination and criminal background checks, and state in writing that they have no history which would render them unsuitable to work with minors. Additionally, all of the above individuals shall receive psychological testing and background checks in an effort to determine that they are suitable to work with minors.

3.4 Granting Residence or Ministry to Extern Priest or Religious

No pastor/parochial administrator, parochial vicar or director of any Archdiocesan institution or facility in the Archdiocese of Washington is permitted to grant residence or full-time or part-time or regular weekend ministry to an extern priest or religious until the Secretary for Ministerial Leadership or the Delegate for Consecrated Life provides a letter of permission assuring that the required criminal and other background checks have been obtained and are consistent with the Archdiocese of Washington criminal background check requirements.³ Those who will be in residence must obtain criminal background checks through and attend *child* protection education in the Archdiocese of Washington.

3.5 Background Check Results

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

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

Principle

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

4.1 Educational Programs to be Offered

The Archdiocese of Washington shall provide educational programs that:

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

4.2 Who Must Participate

Participation in these educational programs is:

- a. Required of all *covered persons*, including:
 1. All priests, deacons and members of religious communities
 2. All principals, assistant principals, teachers, school counselors, librarians, all *volunteers* and Archdiocesan school staff at all levels, including aides, janitors, food service workers, school nurses and office personnel of all Catholic elementary, middle and high schools

3. All directors, catechists and staff of religious education programs
 4. All Archdiocesan personnel providing *child* care services
 5. All youth ministers, directors/coaches of children's activities (e.g., athletics, scout troops, choir, etc.) and similar Archdiocesan personnel who provide such services
 6. All other Archdiocesan employees who have substantial contact with children
- b. Required of all children and youth who participate in Archdiocesan activities, services and programs, such as school, religious education and youth ministry
 - c. Recommended of parents and other *adults* even if they do not work or *volunteer* with children participating in activities, services and programs under the auspices of the Archdiocese.

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

4.3 Educational Deadlines for Adults

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

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

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

Records of *compliance* with education policies will be monitored by *child protection compliance coordinators*, in coordination with the Office of Child and Youth Protection.

4.4 Educational Curriculum for Adults

All *covered persons* (clergy, employees and *volunteers* who have *substantial contact* with children) shall attend scheduled training sessions that include but are not limited to the following subjects, also known as the *Core Curriculum for Adults*:

- a. Appropriate boundaries and established prohibitions in ministry
- b. Nature of the *child abuse* problem
- c. Signs and symptoms of abuse in children and youth
- d. Laws, policies and procedures to report abuse allegations
- e. Policies and procedures to prevent *child abuse* by clergy, Church personnel or others who come into contact with children
- f. Policies and procedures to prevent *child abuse* on any Church-owned property or at Church-sponsored events and activities
- g. Types of disclosure and how to respond appropriately
- h. Policies and procedures to respond to allegations of abuse.

Priests and permanent deacons shall receive additional education on the following subjects on a periodic basis:

- i. Ministering to *adults* and children about the prevention of abuse and exploitation
- j. Ministering to victims of abuse
- k. Penitential privilege and the seal of confession.

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

4.5 Educational Curriculum for Minors in Parochial Schools and Religious Education Programs

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

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

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

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

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



SECTION 5

Civil Reporting Requirements

Principle

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

5.1 Who Must Report?

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

5.2 What Must Be Reported?

The following must be reported to civil authorities:

- a. Any suspected *physical abuse*, *sexual abuse*, *sexual assault* or *neglect* of a *child* or young person shall be reported as soon as

possible, regardless of where the incident occurred or by whom it was committed.

- b. Past incidents of *sexual abuse* that are alleged to have occurred when a victim was a minor, even if the victim is now an *adult*.

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

5.3 To Whom Should Reports Be Made?

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

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

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

5.4 What Specific Information Should be Reported?

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

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

- a. Name, address and age of the *child*
- b. Name and address of the *child's* parent, guardian or caretaker

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

5.5 Reporting by Victims

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

5.6 Requirements for Further Cooperation

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

5.7 Immunity Protections for Those Making a Report

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



Internal Archdiocesan Reporting Requirements⁴

Principle

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

6.1 Duty to Report

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

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

⁴ These reporting requirements are to be followed by all agents of the Archdiocese, including clergy, religious, seminarians, lay employees and lay *volunteers*.

6.2

When Abuse is Suspected in any Archdiocesan Setting

Anyone who suspects *child abuse* by an employee, *volunteer* or any other *adult* on Archdiocesan property or in the context of a school, parish or other Archdiocesan event shall:

- a. Immediately make a report to the appropriate civil authorities (see Section 5.3); contact information is in Appendix A.
- b. Immediately notify the principal, pastor or agency director via telephone or in-person conversation
- c. Immediately notify the Director of Child and Youth Protection via telephone or in-person conversation
- d. Within 24 hours, file a written report with Director of Child and Youth Protection and the principal, pastor or agency director of the school, parish or agency notified in Step (b) above. (See Appendix B; additional forms available from the Office of Child and Youth Protection.)

The *Director of Child and Youth Protection* shall:

- a. Immediately notify the Vicar General
- b. Forward a copy of the written Report of Suspected Child Abuse provided by the person who initially suspected abuse to the Vicar General.

The Vicar General shall:

- a. Notify the Archbishop
- b. Notify the Archdiocesan attorney when the *accused* individual is an Archdiocesan priest, deacon, religious, employee or *volunteer*
- c. Designate a case-specific contact person to coordinate with civil authorities in furtherance of the requirement in Section 5.6
- d. Provide a report of the suspected *child abuse* to the provincial of a religious against whom an allegation is made or the bishop of a diocesan priest who is not a priest of the Archdiocese of Washington
- e. Shall cause the allegation to be reported to civil authorities in each and every instance, if not already reported (see Section 5.3).

6.3 When Abuse is Suspected in a Non-Archdiocesan Setting

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

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

The principal, pastor or agency director shall:

- a. Immediately shall notify the Director of Child and Youth Protection via telephone and a written report (see Appendix B; additional copies available from the Office of Child and Youth Protection).

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

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



SECTION 7

Internal Archdiocesan Response to an Allegation

Principle

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

ALLEGATIONS AGAINST LAY EMPLOYEES OR VOLUNTEERS

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

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

- a. Civil and internal reporting requirements must be followed (see Sections 5 and 6)
- b. The pastor and/or principal will:
 1. Contact the alleged victim or, in the case of a *child*, the family of the alleged victim and offer spiritual care and support
 2. Contact the Archdiocesan director of child and youth protection (see Section 9.2) to assure that treatment, support and essential assistance is offered to the victim in a timely manner
 3. Inform the alleged victim or, in the case of a *child*, the alleged victim's family, of the availability of assistance through the Archdiocesan director of *child* and youth protection

4. Function in a strictly pastoral nature without regard to the truth of any accusation or to the circumstances surrounding the alleged incident.

7.2 Outreach to the Accused Lay Employee or Volunteer

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

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

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

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

7.3 Determination of Employment or Volunteer Status

If a lay employee or *volunteer* admits guilt, does not contest guilt or there is a finding of guilt in criminal court or of liability in civil court:

- a. He or she will be terminated immediately
- b. The Director of Human Resources will include this information as part of the employee's or *volunteer's* permanent file and will take steps to ensure that the individual will not be employed by or permitted to *volunteer* for the Archdiocese of Washington in any capacity.

In all other circumstances, the Vicar General will consult with the pastor, principal or agency head to determine the most appropriate course of action, including whether or not to reinstate the employee or *volunteer*. In the case of a false allegation, appropriate assistance will be provided (see Section 10).

ALLEGATIONS AGAINST CLERGY OR RELIGIOUS

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

In response to an allegation of *child abuse* in a parish by a priest, deacon or religious:

- a. Civil and internal reporting requirements must be followed (see Sections 5 and 6)
- b. The Vicar General will immediately notify the Archbishop via telephone or in-person conversation. The Vicar General or his representative also will:
 1. Contact the alleged victim or, in the case of a *child*, the family of the alleged victim and offer spiritual care and support
 2. Contact the Archdiocesan director of child and youth protection (see Section 9.2) to assure that treatment, support and essential assistance is provided to the victim in a timely manner

3. Inform the alleged victim or, in the case of a *child*, the alleged victim's family of the availability of assistance through the Archdiocesan director of child and youth protection
4. Function in a strictly pastoral nature without regard to the truth of any accusation or to the circumstances surrounding the alleged incident
5. Establish a pastoral response team, with appropriate archdiocesan personnel, to care for and address the needs of the parish and/or affected school community
6. Convene, on behalf of the Archbishop, the Case Review Board (see Section 8) when an allegation is made against an Archdiocesan priest or deacon.

7.5 Outreach to the Accused Clergy or Religious

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

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

to leave Archdiocesan facility(ies) immediately following an allegation of *child abuse* that appears to be credible; the Vicar General will notify the appropriate bishop or superior that the individual is being directed to leave the facility(ies).

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

A priest or deacon who admits guilt or eventually is found guilty will be permanently removed from ministry and not allowed to function or represent himself as a priest or deacon and may be laicized. Priests or deacons found not guilty may also be removed from the ministry if the Archbishop deems them to be a danger to children and young people. These matters may be appealed in accordance with the Code of Canon Law.

7.6 Canon Law Investigative Steps for Archdiocesan Clergy

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

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

- a. An allegation will undergo a preliminary investigation in accordance with canon 1717 of the Code of Canon Law (1983).⁵ All appropriate steps are to be taken to protect the identity of the *accused* during the initial canonical

⁵ Canon 1717 reads "Sec. 1: Whenever an ordinary has knowledge, which at least seems true, of a delict, he is carefully to inquire personally or through another suitable person about the facts, circumstances and imputability, unless such an inquiry seems entirely superfluous. Sec. 2: Care must be taken so that the good name of anyone is not endangered from this investigation. Sec. 3: The person who conducts the investigation has the same powers and obligations as an auditor in the process; the same person cannot act as a judge in the matter if a judicial process is initiated."

investigation and the *accused* will be promptly notified of the results of the canonical investigation. The Archbishop shall convene the Case Review Board to perform its duties as set forth in Section 8.2.

- b. When there is sufficient evidence that *sexual abuse* of a minor has occurred, the Archbishop shall apply the precautionary measures mentioned in canon 1722—i.e., remove the *accused* from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, prohibit public participation in the Most Holy Eucharist pending the outcome of the process, and notify the Congregation for the Doctrine of the Faith.
- c. If an act of *child abuse* by a priest or a deacon is admitted or is established at the conclusion of this process, the Archbishop will take the appropriate canonical action.

ALLEGATIONS NOT INVOLVING ARCHDIOCESAN PERSONNEL

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

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

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

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

IN ALL INSTANCES

7.8 Rights of the Person Making an Allegation

Following an allegation of *child abuse*, the *Director of Child and Youth Protection* shall ensure the person making the allegation is provided with:

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

7.9 Rights of the Person Who is Accused

Following an allegation of *child abuse*, the Vicar General (for an allegation against clergy or religious) or the *Director of Child and Youth Protection* (for an allegation against a lay employee or *volunteer*) shall ensure the person *accused* is provided with:

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



Child Protection Advisory Board and Case Review Board

Principle

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

8.1 Child Protection Advisory Board

The Child Protection Advisory Board is an advisory body to the Archbishop with two main functions:

- a. To advise on and monitor Archdiocesan *child* protection efforts
- b. To function as a Case Review Board that is consulted when a priest or deacon of the Archdiocese is suspected of past or recent *child sexual abuse*.

The Child Protection Advisory Board includes up to eight members who serve for three-year, renewable terms. The board reports directly to the Archbishop, meets with the Vicar General at least annually and is charged with the following:

- a. Review Archdiocesan *child* protection policies and procedures every four years or as needed and recommend ways in which they can be strengthened, improved or modified
- b. Oversee the implementation of the policies throughout the Archdiocese and its ministries
- c. Assist in developing appropriate mechanisms to ensure *compliance* with the policies
- d. Assess the effectiveness of victim assistance efforts by the Archdiocese and make recommendations for improvement

- e. Review and advise on standards of conduct for those in positions of trust and on education, training and outreach programs for clergy, staff, educators and others, as well as safe environment programs for children
- f. Serve as the Case Review Board, either as a full group or a subcommittee, should an allegation be made against an Archdiocesan priest or deacon (see Section 7.5)
- g. Present a public, annual report of the status of the Archdiocesan *child* protection activities in Archdiocesan publications (print/electronic) and share the information with the parishes.

8.2 Case Review Board

The Case Review Board is a confidential, consultative body that reports to the Archbishop directly or through his delegate. The Archbishop reviews the recommendations made to him by this Board.⁶

The membership of the Case Review Board is comprised of some or all members of the Child Protection Advisory Board (see Section 8.1) and includes:

- a. At least five persons of outstanding integrity and good judgment in full communion with the Church
- b. A majority of laypersons who are not in the employ of the Archdiocese
- c. At least one member who is an experienced and respected pastor of the Archdiocese in question
- d. At least one member with particular expertise in the treatment of the *sexual abuse* of minors

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

⁶ The Child Protection Advisory Board and Case Review Board of the Archdiocese of Washington are responsive to Norm 4 of the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of *Sexual abuse* of Minors by Priests or Deacons (United States Conference of Catholic Bishops). The Child Protection Advisory Board reviews diocesan policies for dealing with *sexual abuse* of minors. When functioning as the Case Review Board, it advises the diocesan bishop in his assessment of allegations of *sexual abuse* of minors and in his determination of suitability for ministry and offers advice on all aspects of these cases, whether retrospectively or prospectively. In addition to their consultative functions regarding *sexual abuse* cases and policy, each Board may advise the Archbishop on matters of non-*sexual abuse* and/or *neglect*.

The functions of the Case Review Board include:

- a. Assessing allegations of *sexual abuse* of minors by priests and deacons in order to advise the Archbishop on the credibility of the allegations and whether the allegations fall within the definition of *sexual abuse*. Cases of alleged *child abuse*, other than allegations of *sexual abuse*, may be referred to the Case Review Board and assessed in a comparable manner as described above.
- b. Advising the Archbishop in his determination of suitability for ministry on a case-specific basis.

In each and every instance of an allegation of *sexual abuse* of a minor by a priest or deacon in ministry,⁷ the Case Review Board will either:

- a. Make a determination that the allegation is credible and falls within the definition of *sexual abuse*. The Archbishop will in that event decide whether the person suspected of abuse will be relieved of or continued on leave from any ecclesiastical ministry or function and referred to an appropriate residential facility for evaluation and/or treatment if this has not been done already. The Vicar General, with the assistance of the Secretary for Ministerial Leadership, will be responsible for making these arrangements. The priest or deacon retains the right to refuse the referral for evaluation and/or treatment; or
- b. Determine that the allegations either are not credible or do not meet the definition of *sexual abuse*. In addition, if the Case Review Board nonetheless concludes that there remains reason(s) for concern, then a consultation between the Archbishop and the Vicar General will take place to determine the most appropriate course of action and the disposition of the *accused*.

If allegations of past misconduct fall outside the canonical statute of limitations, the Case Review Board will:

- a. Determine whether the allegation is credible and is consistent with the definition of *sexual abuse*
- b. Develop an advisory recommendation to the Archbishop that is consistent with canon law

⁷ If the *accused* member of the clergy is already out of ministry due to prior determinations, the Case Review Board may not need to be convened. This decision shall be made by the Archbishop in consultation with the Vicar General.

- c. Indicate, in writing, whether the incident exceeds the statute of limitations in canon law and warrants an exception to these limitations. If it does, the Archbishop shall seek an exception to these limitations.

The Archbishop will forward all credible allegations to the Congregation for the Doctrine of the Faith, which will in turn refer cases to a church tribunal or retain the case and determine the future of the *accused*.

8.3 Case Review Board Guidelines

The Case Review Board:

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

The Vicar General of the Archdiocese of Washington will present the recommendations of the Case Review Board to the Archbishop.

The deliberations of the Case Review Board will be strictly confidential and no detailed minutes will be taken or maintained.

Summary notes indicating the purpose of the meeting, the individuals in attendance, the decisions made, and the next steps will be recorded and retained in the office of the Vicar General. All documents given to the Case Review Board will be collected at the conclusion of each meeting and returned to the Vicar General.



SECTION 9

Pastoral Care and Victim Assistance

Principle

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

9.1 Pastoral Outreach to Victims, Families and the Community

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

- a. Open discourse about *child abuse* that allows education, healing and reconciliation
- b. Expressions of compassion
- c. Acknowledgement and acceptance of feelings of anger, pain and mistrust as part of the healing process
- d. Admission of wrongdoing and apology by the perpetrator and the provision of an unambiguous statement of remorse by an Archdiocesan official
- e. Education of the parish and the community in order to facilitate their understanding, acceptance and support of victims whose pain may require both immediate and

ongoing intervention to repair the harm and promote the healing of their lives

- f. Pastoral counseling for an affected faith community
- g. Pastoral presence at liturgies and parish events to provide factual information and other support.

9.2 Director of Child and Youth Protection

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

The Archdiocesan *Director of Child and Youth Protection*⁸ serves as the liaison with any person who alleges abuse as a minor, explains Archdiocesan policies and reporting requirements and ensures that the person receives appropriate pastoral care. The Archdiocesan *Director of Child and Youth Protection* meets with the victims, their families, the affected parish and faith communities and monitors their pastoral needs to confirm that ongoing care is available for the appropriate period of time.

9.3 Counseling Assistance for Victims and Their Families

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

⁸ The establishment of an Office of Child and Youth Protection for the Archdiocese of Washington is responsive to Norm 3 of the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. Norm 3 states, "Each diocese/eparchy will designate a competent person to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused when they were minors by priests or deacons."

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

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

9.4 Additional Forms of Pastoral Care

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



SECTION 10

Archdiocesan Response to False Allegations

Principle

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

10.1 Mental Health Services

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

10.2 Restoring the Good Name of Someone Falsely Accused

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

10.3 Informing the Community

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



SECTION 11

Communications

Principle

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

11.1 Public Awareness of Child Abuse Issues

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

11.2 Timeliness of Communications

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

11.3 Responding to the Media

The Secretariat for Communications is to be responsible for coordinating all media contacts. All media inquiries made to schools, parishes, etc. should be referred to that office or responded to in consultation with that office. The Secretariat for

Communications will consult with, guide and coordinate relevant persons in the handling of media inquiries.

11.4 Communications Training

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

11.5 Communicating with Directly Affected Communities

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

11.6 Communicating with the Broader Community

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



SECTION 12

Accountability

Principle

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

12.1 Responsibility for Implementation of Policy

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

12.2 Policy Compliance

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

12.3 Record Keeping

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

The responsibility for record keeping resides with the Vicar General and records should be retained in his office. For the

protection of both the involved individuals and institutions, records shall be kept ad infinitum. Continuity of information is essential and shall be assured.

12.4 Assessment and Evaluation of Educational Efforts

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

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

12.5 Measuring Accountability of Victim Assistance and Child Protection Outreach

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

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

12.6 Annual Report to the Child Protection Advisory Board

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

12.7 Annual Report to Parishioners

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

12.8 Review of Child Protection Policy

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

12.9 Consultation

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



Persons to Whom Reports are to be Made

A.1

District of Columbia

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

A.2

Montgomery County

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

A.3

Prince George's County

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

A.4 Calvert County

- a. Reports should be made to the Department of Social Services: 443-550-6969 (CPS Intake direct line), Monday-Friday, 8:00 a.m.-5:00 p.m.
- b. The Child Abuse Referral Service (24 hour emergency service) may be reached at 443-550-6900; 410-535-1400 (state police); or 410-535-2800 (sheriff's office, 24 hours).
- c. The answering service for Calvert County Department of Social Services is 443-550-6900 (24 hours).
- d. In Calvert County, the Department of Social Services works with the State Police and Sheriff's Office. Calls should generally be directed to Social Services during regular working hours, but if there is difficulty in reaching Social Services, the police or sheriff's office may be contacted at any time.

A.5 Charles County

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

A.6 St. Mary's County

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

A.7 Multiple Jurisdictions

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



Report of Suspected Child Abuse

IMPORTANT

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

B.1 Mail the completed report, in an envelope marked "confidential," to

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

B.2 Fax the report to:

301-853-7675

B.3 Email the report to:

ChildProtection@adw.org

To find an electronic copy of the report please go to: www.adw.org and click on "Youth", then click on "Child Protection" and then click on "Report Suspected Child Abuse." Once the report is completed you may email it to: ChildProtection@adw.org

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

Report of Suspected Child Abuse

Please print (or type) in **black** ink. Thank you.

REPORT DATE: _____

CONTACT INFORMATION:

1. Person submitting this report:

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

2. Person(s) suspected of misconduct:

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

3. Suspected victim(s) of misconduct:

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

4. Report to civil authorities:

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

INCIDENT INFORMATION:

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

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



Sample Applications

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

The Application for Employment is available through the Archdiocesan Office of Human Resources and at all Archdiocesan parishes, schools, agencies and at www.adw.org under the Employment Tab.

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



ARCHDIOCESE OF WASHINGTON

Volunteer Application Form

This form is to be completed, signed and returned to the Child Protection Coordinator at the parish, school or agency at which you are to provide volunteer services. A copy of this completed form will be retained in a file on site. The original will be sent to the Archdiocesan Office of Employee & Volunteer Services.

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

AOW Volunteer Form

IMPORTANT – PLEASE READ THIS

You must complete questions I, II, & III only if the position(s) for which you are applying will involve substantial contact with children or other vulnerable individuals, i.e. elderly, mentally or emotionally handicapped, etc.

- I. Has a complaint (civil, criminal, or otherwise) ever been filed against you that alleged any inappropriate conduct with minors, sexual misconduct, or child abuse by you (including internal complaints given to management or supervisors at places of employment)?
- ___ YES ___ NO

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

- II. Has a complaint (civil, criminal, or otherwise) ever been filed against you that alleged your participation in, facilitation of, or failure to report any inappropriate conduct with minors, sexual misconduct, or child abuse by another (including internal complaints given to management or supervisors at place of employment)? ___ YES ___ NO

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

- III. Have you ever chosen not to continue any employment, had your employment terminated, or been subject to any disciplinary action, for reasons relating to allegations of inappropriate conduct with minors, sexual misconduct, or child abuse by you?
- ___ YES ___ NO

AOW Volunteer Form

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

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

I hereby confirm that the information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I hereby authorize the Archdiocese of Washington and/or Catholic Charities of the Archdiocese of Washington, Inc. to conduct, obtain, and review state and federal criminal background checks based on the personal identification information I have provided herein. I hereby grant the Archdiocese of Washington and/or Catholic Charities of the Archdiocese of Washington, Inc. permission to check my background and references as set forth above. Except in the case of its negligent misuse of the information obtained, I hereby release the Archdiocese of Washington, its officers, directors, agents, employees, or representatives and Catholic Charities of the Archdiocese of Washington, Inc., its officers, directors, agents, employees, or representatives, from any and all claims arising from or in connection with my background screening. If employed by the Archdiocese of Washington, I will abide by the policies and procedures of the Archdiocese of Washington. If employed by Catholic Charities of the Archdiocese of Washington, Inc., I will abide by the policies and procedures of Catholic Charities of the Archdiocese of Washington, Inc. I understand and acknowledge the Roman Catholic religious nature of the Archdiocese of Washington and Catholic Charities of the Archdiocese of Washington, Inc. I understand and acknowledge that, in accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, archdiocesan and Catholic Charities employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws, and policies of the Roman Catholic Church. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the Archdiocese of Washington, Catholic Charities of the Archdiocese of Washington, Inc., and archdiocesan locations.

Signature: _____ Date: _____

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

The necessity of passing a state and federal criminal background check for positions involving significant contact with children or other vulnerable persons while providing volunteer services has been explained to this applicant. Acceptance of volunteer services is contingent upon the applicant successfully completing the state & federal criminal background check. Signed applications are to be returned to the Child Protection Coordinator at your parish, school or agency for forwarding to the Archdiocese Office of Employee & Volunteer Services.

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

AOW Volunteer Form



APPENDIX D

**Office of Child and Youth Protection
Compliance Coordinator
Designation Form**

Name of Parish: _____
City: _____

Primary Child Protection Compliance Coordinator:

Name: _____
Title: _____
Phone: _____
Fax: _____
Email Address: _____

OCYP USE ONLY* Access Authorized: _____ Access Removed: _____

Assistant Child Protection Compliance Coordinator:

(If more than one, please complete an additional Designation Form)

Name: _____
Title: _____
Phone: _____
Fax: _____
Email Address: _____

OCYP USE ONLY* Access Authorized: _____ Access Removed: _____

Date	Signature of Pastor
Please Mail to:	Office of Child and Youth Protection Archdiocese of Washington P.O. Box 29260 Washington, DC 20017-0260
Or Fax to:	301-853-7675

Please retain a copy for your files.

If you have any questions regarding this form, please call the Office of Child and Youth Protection at 301-853-5328.

*Completed by Office of Child and Youth Protection (OCYP).



Acknowledgement

Acknowledgement of Receipt and Review of the Archdiocese of Washington Child Protection Policy

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

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

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

Priest/Deacon/Religious:

Signature: _____

Name (please print clearly): _____

Parish/Assignment: _____

Date: _____

Please return this completed form to the Vicar General.

Employee/Volunteer:

Signature: _____

Name (please print clearly): _____

Parish/School/Agency: _____

Position: _____

Date: _____

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