



FOR THE SAKE OF GOD'S CHILDREN

Forms to be Used for Implementation

DIOCESE OF WILMINGTON
Revised 2010

**DIOCESE OF WILMINGTON
FOR THE SAKE OF GOD'S CHILDREN
ORDER FORM**

Ordering for:

Date _____

Charter ID number _____

_____ School

_____ Religious Ed

_____ Athletic Organization

_____ CYM

Order Placed by:

Quantity Item

- | | |
|-------|---|
| _____ | Volunteer Pamphlet in English |
| _____ | Volunteer Pamphlet in Spanish |
| _____ | Parent/Community Pamphlet in English |
| _____ | Parent/community Pamphlet in Spanish |
| _____ | Church Personnel Pamphlet for Employees |
| _____ | Victim's Assistance Brochure in English |
| _____ | Victim's Assistance Brochure in Spanish |
| _____ | Access and Referral to Clinical and Children's Services |
| _____ | School |
| _____ | Parish |
| _____ | For the Sake of God's Children Program Manual |
| _____ | Keeping Our Promises Curriculum English |
| _____ | Keeping Our Promises Curriculum Spanish |
| _____ | Posters English (Keeping Our Promises) |
| _____ | Posters Spanish (Keeping Our Promises) |
| _____ | Video "Child Abuse: How to see it, how to stop it!" (The video is \$99.00. We have a limited number and will ask a \$45. fee so that we can replace a limited supply over time) Payable to : Diocese of Wilmington. |
| _____ | Cyberspace: Kids Safe Cyberspace: A Parent's Guide
.89 per copy |

Please submit your order to :

Director of Human Resources
Diocese of Wilmington
PO Box 2030
Wilmington DE 19899-2030

Allow 10 days for delivery. Thank you.

The full program is on the website www.cdow.org click on For the Sake of God's Children and can be downloaded at your convenience.



Form A-06-07

Parish: _____ Date: _____

Person Completing Form: _____

**Diocese of Wilmington
For The Sake of God's Children
Educational Report**

Date	Audience	Topic	Number in Attendance

Please return this form to the Diocese of Wilmington, Human Resources Office, 1626 N. Union Street, Wilmington, DE 19806 by April 30.

FOR THE SAKE OF GOD'S CHILDREN
DIOCESE OF WILMINGTON
COMPLIANCE CHECKLIST FOR PARISHES
Background Checks

1. ___ All adults (18 and over) who are engaged with young people on a regular recurring basis have completed the process for a background check prior to engaging in any activity involving children. (5 hours or more a year)
2. ___ A Certificate of Clearance issued by the Diocese of Wilmington thru the Human Resources Office is on file at the parish.
3. ___ The Certificate of Clearance for individuals in a specific ministry has been shared with the individual responsible for that ministry /activity.
4. ___ The Certificate of Clearance for all paid parish staff is on file with their personnel file at the parish.
5. ___ The Criminal Background Report issued by the State (or renewal issued through Hyden Associates) is on file in the personnel file for all school personnel and a copy has been forwarded to the Catholic Schools Office.
6. ___ The renewal lists received each month are reviewed, the individuals no longer active in parish/school activities are crossed off and the white copy returned to the Human Resources Office of the Diocese.
7. ___ **Directors of Religious Education** have submitted the list of catechists/helpers and aides to the Human Resources Office by November 15 each year.
8. ___ Only cleared adults are eligible for participation with Athletic Programs.

Ethical Standards/Volunteer Covenant

1. ___ On an annual basis every volunteer reviews and completes a volunteer covenant which is kept on file by the individual responsible for the activity/ministry.
2. ___ At the end of each year the copies of the volunteer covenants are shredded.

3. ____ Every paid parish and school employee has reviewed and completed the Ethical Standards for Church Personnel. The copy of the signature page is filed in the individual's personnel file.
4. ____ Ethical Standards are annually reviewed at the time of the person's performance review.

Educational Processes

1. ____ The video "Sexual Abuse: How to See it -- How to Stop It" has been viewed by every volunteer and paid staff member. This should be reviewed at least every two years.
2. ____ The brochure for Volunteers has been distributed to and reviewed with volunteers annually.
3. ____ The brochure for Church Personnel has been distributed to and reviewed with all paid parish / school staff.
4. ____ Opportunities for discussion about the program with parents and parishioners are utilized annually.
5. ____ The Program Poster is placed on display in public areas of the facilities.
6. ____ The annual report on educational activities is submitted by April 30 of each year to the Human Resources Office by **Principals, Directors of Religious Education, Youth Ministers and Athletic Association Presidents.**
7. ____ The curriculum, Keeping Our Promises, has been introduced to the faculty and parents.
8. ____ Evidence exists in documentation (lesson plans) that the curriculum is being implemented.
9. ____ In planning for activities the guidelines established in For the Sake of God's Children are followed.

*** ____ identify a Compliance Coordinator to manage the processing of information.
(See attached job description)

Where not specified the Pastor may wish to insert the name(s) of the individual(s) responsible for each step.

FOR THE SAKE OF GOD'S CHILDREN
DIOCESE OF WILMINGTON
COMPLIANCE CHECKLIST
Schools

Background Checks

1. ___ All adults (18 and over) who are engaged with young people on a regular recurring basis have completed the process for a background check prior to engaging in any activity involving children. (5 hours or more a year)
2. ___ A Certificate of Clearance issued by the Diocese of Wilmington thru the Human Resources Office is on file at the school.
3. ___ The Certificate of Clearance for individuals in a specific ministry has been shared with the individual responsible for that ministry /activity. (sports, drama, etc.)
4. ___ The Certificate of Clearance for all paid school staff is on file with their personnel file at the school.
5. ___ The Criminal Background Report issued by the State (or renewal issued through Hyden Associates) is on file in the personnel file for all school personnel and a copy has been forwarded to the Catholic Schools Office.
6. ___ The renewal lists received each month are reviewed, the individuals no longer active in school activities are crossed off and the white copy returned to the Human Resources Office of the Diocese.

Ethical Standards/Volunteer Covenant

1. ___ On an annual basis every volunteer reviews and completes a volunteer covenant which is kept on file by the individual responsible for the activity/ministry.
2. ___ At the end of each year the copies of the volunteer covenants are shredded.
3. ___ Every paid school employee has reviewed and completed the Ethical Standards for Church Personnel. The copy of the signature page is filed in the individual's personnel file.

4. ____ Ethical Standards are annually reviewed at the time of the person's performance review.

Educational Processes

1. ____ The video "Sexual Abuse: How to See it -- How to Stop It" has been viewed by every volunteer and paid staff member. This should be reviewed at least every two years.
2. ____ The brochure for Volunteers has been distributed to and reviewed with volunteers annually.
3. ____ The brochure for Church Personnel has been distributed to and reviewed with all paid school staff.
4. ____ Opportunities for discussion about the program with parents and volunteers are utilized annually.
5. ____ The Program Poster is placed on display in public areas of the facilities.
6. ____ The annual report on educational activities is submitted by April 30 of each year to the Human Resources Office by **Principal**.
7. ____ The curriculum, Keeping Our Promises, has been introduced to the faculty and parents.
8. ____ Evidence exists in documentation (lesson plans) that the curriculum is being implemented.
9. ____ In planning for activities the guidelines established in For the Sake of God's Children are followed.

*** ____ identify a Compliance Coordinator to manage the processing of information.
(See attached job description)



BACKGROUND SCREENING FORM

Diocese of Wilmington

CHARTER _____

INSTRUCTIONS: This form contains four sections, all of which must be fully completed. Please type or print legibly in ink. Section I is the basis for your background check that will be conducted by Hyden and Associates, Inc., an investigative agency under contract to the Diocese. You must complete the entire form. Indicate "none" or "DNA" (does not apply) where applicable. You and the Diocese will receive a copy of the results of this investigation upon completion. This form, along with payment, should be **mailed to Hyden and Associates, Inc., P.O. Box 268, Georgetown, DE 19947 with the \$30 fee.**

RELEASE: By signing this form, I understand an investigation will be conducted of all information contained in Section I of this form. I also understand that the results of the investigation will be considered, along with all other information submitted on this form, in making a decision concerning my suitability as an employee or volunteer for the Diocese of Wilmington. The information contained in this application is true and correct to the best of my knowledge. I further understand that inaccurate or untruthful responses to the questions contained in this form may be the basis for refusal to employ or allow volunteer participation. I understand that all criminal background checks will be treated as confidential. I understand and authorize the access to any and all information and records relating to my criminal history or criminal offense committed or alleged arrest, alleged criminal acts and criminal offenses committed. I understand if a disqualifying offense is found in a criminal background check, I will be given the opportunity to verify information and correct errors. I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document.

Signature (black ink) Date

Section I: Background

1. Name: Last	First	MI	2. Maiden / other name	
3. BIRTHDATE (mm/dd/yyyy):	4. SEX: (Circle One) MALE FEMALE		5. SSN:	
6. MAILING ADDRESS (Street / City / State / Zip):				
7. E-MAIL ADDRESS (username@domain.com):			8. Phone / Cell number:	
9. CURRENT EMPLOYER / City / State:				
10. EMPLOYMENT PHONE NUMBER: ()				
11. NAME OF SPOUSE(S)			12. DATE OF MARRIAGE(S)	
13 LIST CITY, COUNTY, AND STATE OF RESIDENCE FOR PAST 7 (Seven) YEARS. PLEASE BEGIN WITH THE MOST RECENT.				
CITY	COUNTY	STATE	DATES	
14. HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A MISDEMEANOR OR FELONY OFFENSE? Circle Yes or No				
15. HAVE YOU BEEN CONVICTED OF DRIVING WHILE UNDER INFLUENCE OF ALCOHOL/ DRUGS, DRIVING WHILE IMPAIRED? Please Circle Yes or No				
If you answered yes to either of the above questions (14, 15), provide the details below				
COUNTY/STATE OF ARREST	CHARGE	DISPOSITION / YEAR		



BACKGROUND SCREENING RENEWAL FORM
Diocese of Wilmington

CHARTER _____

INSTRUCTIONS: Please fill in all sections of the form. Please type or print legibly in ink. Section I is the basis for your background check that will be conducted by Hyden and Associates, Inc., an investigative agency under contract to the Diocese. You must complete the entire form. Indicate "none" or "DNA" (does not apply) where applicable. You and the Diocese will receive a copy of the results of this investigation upon completion. This form, along with payment, should be **mailed to Hyden and Associates, Inc., P.O. Box 268, Georgetown, DE 19947 with the \$30 fee.**

RELEASE: By signing this form, I understand an investigation will be conducted of all information contained in Section I of this form. I also understand that the results of the investigation will be considered, along with all other information submitted on this form, in making a decision concerning my suitability as an employee or volunteer for the Diocese of Wilmington. The information contained in this application is true and correct to the best of my knowledge. I further understand that inaccurate or untruthful responses to the questions contained in this form may be the basis for refusal to employ or allow volunteer participation. I understand that all criminal background checks will be treated as confidential. I understand and authorize the access to any and all information and records relating to my criminal history or criminal offense committed or alleged arrest, alleged criminal acts and criminal offenses committed. I understand if a disqualifying offense is found in a criminal background check, I will be given the opportunity to verify information and correct errors. I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document.

Signature (black ink) _____ Date _____

Section I: Background

1. Name: Last	First	MI	2. Maiden / other name
3. BIRTHDATE (mm/dd/yyyy):	4. SEX: (Circle One) MALE FEMALE	5. SSN:	
6. MAILING ADDRESS (Street / City / State / Zip):			
7. E-MAIL ADDRESS (username@domain.com):		8. Phone / Cell number:	
9. CURRENT EMPLOYER / City / State:			
10. EMPLOYMENT PHONE NUMBER: ()			
11. NAME OF SPOUSE(S)		12. DATE OF MARRIAGE(S)	

13. LIST CITY, COUNTY, AND STATE OF RESIDENCE FOR PAST 5 (FIVE) YEARS. PLEASE BEGIN WITH THE MOST RECENT.

CITY	COUNTY	STATE	DATES

14. HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A MISDEMEANOR OR FELONY OFFENSE? Circle Yes or No

15. HAVE YOU BEEN CONVICTED OF DRIVING WHILE UNDER INFLUENCE OF ALCOHOL/ DRUGS, DRIVING WHILE IMPAIRED? Please Circle Yes or No

if you answered yes to either of the above questions (14, 15), provide the details below

COUNTY/STATE OF ARREST	CHARGE	DISPOSITION / YEAR

REPORT DELIVERY PREFERENCE

Would you prefer your report delivered to you by: US MAIL E-Mail

VOLUNTEER COVENANT



FOR THE SAKE OF GOD'S CHILDREN

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow these Behavioral Standards as a condition of my providing services to the children and youth of the Diocese of Wilmington.

As a volunteer, I will:

1. Conduct myself in a manner that exhibits the highest Christian ethical Standards including developing and maintaining the level of skill required to be a competent volunteer.
2. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
3. Be knowledgeable of and adhere to the all applicable aspects of the Safe Environment manual.
4. Avoid situations where I am alone with children and/or youth while volunteering, always following the two adult rule.
5. Use positive reinforcement and communication rather than criticism, unhealthy competition, or comparison when working with children and/or youth.
6. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
7. Be responsible/ accountable for stewardship of all resources entrusted to my care.
8. Exercise prudent judgment in the giving or accepting of gifts or benefits.
9. Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
10. Cooperate fully in any investigation of abuse of children and/or youth.
11. Become thoroughly familiar with the objectives and guidelines of the program and strive to achieve these objectives and communicate them to youth and parents.
12. Uphold the authority of those responsible for the program or activity (DYM, DRE, Principal, Parish Staff, Officials, etc.) and assist them in every way to encourage learning and to conduct fair and impartial events.
13. I will carefully follow the Diocesan guidelines for chaperones which provide for the safety and supervision of those entrusted to my care.
14. Avoid any form of over familiarity, inappropriate language, or any situation and conduct which exploits another.
15. Follow practices that consistently exhibit no tolerance for any form of abusive behavior.
16. Follow practices which demonstrate appropriate affection between all Church Personnel and minors which is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples:
 - a. Side hugs
 - b. Shoulder to shoulder or "temple hugs"
 - c. Hand-shakes
 - d. "High-fives" and hand slapping
 - e. Verbal praise
 - f. Touching hands, faces, shoulders and arms of minors
 - g. Arms around shoulders
 - h. Holding hands while walking with small children
 - i. Sitting beside small children
 - j. Kneeling or bending down for hugs with small children
 - k. Hold hands during prayers.

17. Be aware of and clearly understand the Behavioral Standards for Volunteers and act in accord with them.
18. Be aware of and adhere to emergency plans and evacuation routes appropriate to the program.

As a volunteer, I will not:

1. Smoke or use tobacco products in the presence of children and/or youth.
2. Use, possess, or be under the influence of alcohol at any time while volunteering
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any known health risk to children and /or youth (i.e., no fevers or other contagious situations).
5. Use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behavior of a minor.
6. Humiliate, ridicule, threaten, or degrade children and/or youth nor tolerate them in the environment for which I am responsible.
7. Touch a child and/or youth in a sexual or other inappropriate manner.
8. Use any discipline that humiliates or demeans children and /or youth.
9. Use profanity in the presence of children and/or youth.
10. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are inappropriate and are not to be used:
 - a. Inappropriate or lengthy embraces
 - b. Kisses on the mouth
 - c. Holding minors over two years old on the lap
 - d. Touching bottoms, chests or genital areas
 - e. Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas and other private rooms
 - f. Sleeping in bed with a child
 - g. Touching knees or legs of minors
 - h. Wrestling with minors
 - i. Tickling minors
 - j. Piggyback rides
 - k. Any type of massage given by a minor to adult
 - l. Any type of massage given by an adult to a minor
 - m. Any form of unwanted affection
 - n. Compliments that relate to physique or body development

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with these Behavioral Standards for Volunteers or failure to take action mandated by these Standards may result in my removal as a volunteer with children and /or youth in the Diocese of Wilmington.

Signed _____

Please print name _____ Date _____

ETHICAL STANDARDS FOR EMPLOYEES

The laity, by virtue of their baptism, have a true vocational calling from Christ to serve actively as members of His Body, the Church. As the People of God, the faithful share actively in the ministry of Christ and the Church by living lives of Christian witness, proclaiming the message of the gospel in word and deed, and working collaboratively with those who are in ordained leadership. They share in the mission which God has entrusted to the Church to fulfill in the world, in accord with the gifts and talents that they possess. These gifts and talents are shared with all members of the Church thus providing for the continual building up of the Kingdom of God.

The Church relies on the direction and energies of the laity to aid in fulfilling its mission. The laity are challenged to embrace the seriousness of their respective vocational callings and to serve those who are in their parish and local communities. The laity are reminded of the need for continual growth in their spirituality; this is especially enriched at the celebration of the Eucharist.

Church Personnel will exhibit the highest ethical Standards and personal integrity reflective of the teachings of the Gospel.

Employees will :

model a life consistent with the teachings of the Gospel, promoting through their own life the way to love God and to love neighbor as self.

exhibit a deep commitment to the Church and loyalty to its traditions and teachings in the way that they interact in the lives and circumstances of the people they serve.

have a responsibility to stay attuned to their own spiritual life, nurturing an ongoing prayer life.

witness in all relationships the chastity appropriate to their state in life, whether celibate, married or single.

strive to keep physically and emotionally healthy, guarding against substance abuse (e.g. abuse of alcohol and prescriptive drugs, and/or illicit drugs) and nurturing appropriate relationships.

Church Personnel will at all times conduct themselves in a professional manner including developing and maintaining the level of professional competence commensurate with their ministerial duties.

Employees:

are responsible to maintain high levels of professional competence in their particular ministry attending seminars and workshops in areas that are relevant to their current ministries.

who provide counseling will not step beyond their competence in counseling situations. The employee will be prepared to refer to other professionals when the need arises.

are responsible for stewardship of all resources entrusted to their care and for a clear accounting of such resources.

are knowledgeable about the behaviors that constitute sexual abuse and harassment and the physical and psychological symptoms that indicate the possibility of such abuse.

help to maintain a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.

Church Personnel will witness God's love for every person by sensitivity, reverence and respect of each individual with and to whom they minister.

Employees will:

honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person by providing service without regard to economic status, age, gender, race, ethnicity, sexual orientation, or physical or mental abilities.

reach out to all people in a spirit of humility, reverence and respect.

be aware that issues of aging, gender, culture, race, religion, sexual orientation, physical and mental disabilities, and language all affect how the message of the Gospel as exemplified in their ministries is received and interpreted.

be sensitive to the good of the community as they respond in their ministerial role to diverse forms of spirituality and theology within the community.

Church Personnel will be conscious of the unique power they have in relationships due to the trust they are given and the visibility of their witness and leadership.

Employees will :

avoid ministerial relationships that could impair professional judgment, create conflicts of interest or lead to exploiting the relationship for personal gain.

establish and maintain ministerial relationships characterized by openness, honesty and integrity avoiding any abuse of ministerial power

Church Personnel assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.

Employees who provide pastoral counseling or spiritual direction must avoid developing inappropriate relationships with minors, other staff or individuals.

All information which is disclosed to an individual while serving as an employee of the diocese is to be kept confidential.

Employees must refrain from any statements that are either false, degrading, defaming, invasive or harmful to another's reputation.

Employees are prohibited from using physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This retaliation or correction for inappropriate behaviors by minors. The two adult rule applies in any instance where an adult is working with minors. When private conversations are necessary they should occur in rooms that provide a safe environment of open access and visibility.

Employees responsible for children will follow the guidelines developed for Safe Environment for all activities.

Church Personnel will avoid taking unfair advantage of ministerial relationships for the benefit of themselves or others.

Employees will :

avoid exploiting the trust of those who seek their service by not using them to satisfy their needs for attention and pleasure.

exercise prudent judgment in the giving or receiving of gifts or benefits.

not use or borrow money from ministerial accounts for personal use.

Church Personnel will not physically, sexually or emotionally abuse or neglect any person.

Employees will:

not exploit persons for sexual purposes.

not initiate sexual behavior in ministerial relationships and must refuse it even when the other invites or consents to it.

be certain that physical contact with minors occurs only when completely non sexual and never in private or in environments that are not easily observable by others.

Appropriate affection between Church Personnel and minors is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for most Church sponsored and affiliated programs:

- Side hugs
- Shoulder to shoulder or "temple hugs"
- Hand-shakes
- "High-fives" and hand slapping
- Verbal praise
- Touching hands, faces, shoulders, and arms of minors
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities)

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are inappropriate and are **not** to be used in Church sponsored and affiliated programs:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Holding minors over two years old on the lap
- Touching bottoms, chests or genital areas
- Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas or other private rooms
- Sleeping in bed with a child
- Touching knees or legs of minors
- Wrestling with minors
- Tickling minors
- Piggyback rides
- Any type of massage given by minor to adult
- Any type of massage given by adult to minor
- Any form of unwanted affection
- Compliments that relate to physique or body development

Employees will not humiliate, ridicule or degrade children or youth entrusted to their care and will exhibit no tolerance for abusive behavior of any kind.

Church Personnel have a duty to report their own ethical and professional misconduct and the misconduct of others.

Employees are to:

be aware of and clearly understand these ethical and professional Standards of behavior as developed by the Catholic Diocese of Wilmington and determine if their behaviors comply.

hold one another accountable to these ethical Standards in accord with the approved accountability process for the Diocese.

be aware of the laws of the States of Maryland and Delaware regarding child abuse and neglect and reporting requirements.

report any allegations of child abuse or misconduct to both the Diocese of Wilmington and Delaware/Maryland Law Enforcement Agencies.

**DIOCESE OF WILMINGTON RECEIPT /ACKNOWLEDGEMENT FORM
STANDARDS FOR ETHICAL AND BEHAVIORAL NORMS**

I have received, reviewed and understand the Standards for ethical and behavioral norms as adopted by the Diocese of Wilmington. I have read and understand the Standards and have had the opportunity to receive clarification. I voluntarily agree to abide by these Standards and conduct myself in complete accordance with them.

Please Print:

Name: _____ Date: _____

Position: _____

Parish/Program _____

City: _____

Signed _____