



FOR THE SAKE OF GOD'S CHILDREN

PART IV – PARISH/SCHOOL MEETING MATERIALS

DIOCESE OF WILMINGTON
Revised 2005

INTRODUCTION TO SECTION IV

This section of the manual is intended to be used by parish leadership in orientation of new employees or volunteers and in the annual update/review done with those continuing as volunteers or employees.

DRE/CRE may use at the initial meeting of catechists and helpers each year. This could also serve as a good session for parents.

Principals may use this at the orientation of staff, at the orientation of volunteers, for a parent meeting.

Youth Ministers may wish to use this as they orient their team and as they do their annual opening session for the group.

Athletic Association Presidents would use this with coaches, parents and other volunteers.

Remember the program is threefold:

- Background Check
- Covenant/Ethics Statement
- Education

Adequate materials are presented for each group so that you are able to conduct the educational component.

We have provided the necessary information to prepare for, conduct and follow up on a meeting. The script takes you through the essential components of the program.

MATERIALS FOR PARISH/SCHOOL MEETINGS

AGENDA

Welcome and Introduction of participants

Opening Prayer

Overview of “For the Sake of God’s Children”

Frequently Asked Questions

Background Checks: Who, How, When
Forms/process we will be using.

Standards for Church Personnel
Review of Standards
Completion of form
How will we use these in our ministries/activities?

Our Parish/School: A Safe Environment
What is a safe environment?
What is required of us?
Review of what is available in the manual and how to utilize it.

Review the Educational Brochure

Questions/answers

Thanks and closing

Good and gracious God,
You fashioned us in your own image,
and you redeemed us from the powers of darkness
by the cross and resurrection of Jesus Christ.

Open us to your love so that we may share

Our faith with others

Allow us gracious God,

to welcome the children with love

as Jesus, your Son did.

Grant that we may have the same compassion

in our ministries that you have for each of us.

Always allow us to be people of light,

Serving as true witnesses of your Word.

Grant us wisdom to use our gifts, talents

and experiences to build your kingdom.

Let us live in the peace you offer,

Peace that renews our troubled world.

May we all come to know the joy of eternal life.

Amen!

GUIDELINES FOR CONDUCTING THE PARISH MEETING

PREPARING FOR THE PARISH MEETING

1. Be sure to identify all those who need to attend any given session, send notice and if necessary do a reminder.
2. Prepare adequate handouts for the session
 - Agenda
 - Prayer
 - Catalog (revise for parish if additional positions needed. Do NOT DELETE positions.
 - Screening Form for Background Check
 - Volunteer Covenant
 - or
 - Employee Standards/Acknowledgement Form
 - Educational brochure appropriate to group
 - Frequently Asked Questions
3. Be sure the room is set up and if possible refreshments provided.

FOLLOWING THE MEETING(S)

1. Follow up to see that everyone who is to have a background check has in fact completed the process.
2. Follow up on the rest of the screening and orientation process appropriate to your parish.
3. You will receive the DMV reports for those who are to provide driving information back from Hyden Associates Inc. File these as needed.
4. Monthly you will receive a set of cleared certificates from the Diocesan Human Resources Office of those cleared for service. It must be kept at the parish to verify that those individuals who require background checks have in fact completed the process and are cleared for service.
5. Anyone not cleared for service may not engage in activities where young people are involved.
6. As new individuals come to serve in the parish, once you have determined they are suitable for service, you need to have them complete both the background check and the covenant or standards acknowledgement form.

PARISH/SCHOOL MEETING(S) SCRIPT**I. WELCOME**

- A. Introduction of Participants
- B. Opening Prayer (Suggested Prayer in Materials for Use At Parish Meetings section of the manual)

II. OVERVIEW –

- A. Bishop of the United States issued the Charter for the Protection of Children and Young People in June 2002 responding to the abuse of minors scandal in the Church of the United States. Each Bishop in every Diocese is mandated to implement policies, procedures and protocols to create and maintain safe environments and to promote the objectives set forth in the Charter. (Go to cdow.org and click on For the Sake of God’s Children to find a copy of the full Charter.)
- B. In the summer of 2002 three Task Forces at the Diocesan level were appointed to develop recommended policies, procedures and protocols to create and maintain safe environments. The Task Forces have completed their work and their recommendations have been accepted by the Bishop. Our responsibility is to share with you what this will mean to our parish community, in our programs and all of our activities with children and young people.

Article 12 of the Charter states: Dioceses will establish “safe environment” programs. They will cooperate with parents, civil authorities, educators and community organizations to provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain a safe environment for children. The Diocese will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

The Diocesan program entitled “For the Sake of God’s Children” presents a three pronged response to the objectives set forth in articles of the Charter: Background Checks for adults who have regular contact with the young people of our community, Ethical Standards for all Church Personnel whether compensated or volunteers and strategies for creating/maintaining Safe Environments in our activities and facilities.

III. BACKGROUND CHECKS

- A. Who needs a background check? – Any adult (18 and over) whose ministry requires close association with minors in diocesan or parish activities on a regular, recurring basis.
- B. IF THERE IS A SCHOOL IN THE PARISH /or a REGIONAL SCHOOL, please continue. IF NOT SKIP TO C

In both Maryland and Delaware the law requires that teachers, school nurses, counselors and certain other school personnel have background checks conducted by a law enforcement agency. These will be managed through our parish/regional school office.

We have a catalog of all those in our parish community for whom this check will be necessary. Please take yours from your packet and we will review it. (Go through the list and identify those most obvious in the group your have gathered.)

- C. When is a background needed?

POLICIES FOR THE DIOCESE OF WILMINGTON:

Criminal background checks are required for individuals currently employed or volunteering, being hired or beginning their ministry, referred to here as Church personnel, in the Diocese if they are to have regular, recurring contact with minors or young people:

- ❖ All paid parish and diocesan employees, priests, seminarians, deacons, religious brothers and women religious.
- ❖ All volunteers (18 and over) whose ministry will require their close association with minors in diocesan or parish activities on a regular, recurring basis, and any volunteer who is to serve as a chaperone for activities involving minors on an overnight basis, if only a single activity.

For those identified above, employment, ministerial placement or volunteer services are contingent upon favorable results of the Criminal Background Check.

D. How does the background process work for those not obligated by the law?

1. Review the background screening form **STRESS THE IMPORTANCE OF COMPLETING THE FULL FORM**. See last four pages of this section for a sample of the form.
2. Review the list of numbers and identify the correct charter number for these screening forms. **VERY IMPORTANT**
3. Instruct individuals to complete the form, make sure all fields are completed, sign the form, put the form in an envelope with the check (if not being paid by the parish) Mail the form to the address indicated on the screening form.

OR

4. Put it in a sealed envelope. Turn the envelope into the parish office or to the designated parish contact. The Parish will then send all envelopes, along with a check, to the investigative agency.
5. Any individual who will be responsible for transporting young people must complete the two pages related to driving /insurance. These are returned with the screening form for the background check and will be returned to the parish/school for filing.

E. What happens next?

1. The background will be completed by the investigative agency
2. Results of the background will be returned to the Human Resources Office for the Diocese of Wilmington and to the individual that completed the form.
3. If there are no disqualifying issues, the individual that completed the form is cleared for service. This means that you are ready to engage in our parish process of preparation or orientation. You are also expected to participate in any Diocesan programs appropriate to your ministry. (Athletics, Catechist training etc.)
4. If any issue of concern is surfaced with the results of the background check, the individual will receive instructions on who to call to discuss those concerns.

IV. ETHICAL STANDARDS OF BEHAVIOR

Ethical Standards of Behavior for all church personnel have been developed. While there are separate standards for priests, deacons, seminarians, employees and volunteers the concepts and basic principles are the same.

Please take the sheet entitled Principles from your packet. Let's review the introduction. (Read it slowly) This means that for all standards regardless of for whom they are written these same principles apply.

If you are working with Paid Employees ask them to pull the sheet for employees from the packet. Generally review the standards. Allow about 5 minutes for the group to read them individually. If there are questions respond. If you do not know the answer just make a note of it, of the person who asked and then when possible call the HR Office at 302-573-3126) and check with the Director of Human Resources for the information needed.

After all questions have been addressed, ask the group to take the Acknowledgement of Receipt form from the packet, to read it and to sign it. Collect these. They are to be placed in personnel files.

Annually the standards will be reviewed and beginning with this year will be discussed as part of the annual evaluation process for employees.

If you are working with a group of volunteers ask them to take the Covenant from the packet. Again, review this, give them time to read it, collect it. This will be reviewed and signed annually.

Remind everyone that these are the standards that provide our young people with appropriate role models.

SAFE ENVIRONMENT

As a faith filled people, we value and honor every individual as created in the image and likeness of God. In the works and ministries of the Diocese of Wilmington, we, therefore, provide a safe environment for children, young people, and their families. Honesty, trust, and mutual respect frame an environment where healthy and responsible relationships prevail, boundaries are clear, and behavioral standards are mutually erased. We are committed to providing for the protection and safety of God’s children through a selfless sharing of our gifts and talents.

This section of the manual establishes the requirements of the **two adult rule** and the buddy system for young people. The two adult rule provides that two cleared adults will always be with our young people in ministry settings. The buddy system provides that our young people will always have another young person with them.

For activities and programs in every parish and schools we have created a set of checklists to guide their development, implementation and evaluation. These establish the best practices of safe environments and healthy relationships for all who work with young people.

Some of the lists include:

- Developing an emergency plan
- Guidelines for using various parish properties for activities
- Guidelines for site selection for a parish youth activity
- Requirements for on site parish youth activities
- Requirements for off site parish youth activities
- Guidelines/requirements for overnight accommodations
- Guidelines for transporting young people by bus
- Transportation by automobile
- Vehicle checklists
- Recreational activities to include a list of prohibited activities.

These are but a few of the lists and guidelines provided. Every adult who works with youth will be expected to utilize the appropriate guidelines and checklists in preparing for, implementing and evaluating activities.

One of the helpful items in the manual is a listing of ways adults help assure safe environments exist in our parish or school community. Examples include: trained and honest leaders, establishing boundaries appropriate to the ministerial relationship, knowing one’s job and being prepared to do the job.

When we provide such an environment the youth with whom we work will benefit in many ways, like, knowing they are loved because they are God's children, knowing they are accepted just as they are, knowing they can trust the adults who guide them and most of all knowing where to do for help.

Educational Information :

(Each group has its own brochure :

Information for Volunteers (available in both English and Spanish)
Information for Parents/ Guardians and the Parish/School Community
(available in both English and Spanish) and Information For Church Personnel.

Depending on the group you are meeting with , select the correct brochure for presentation. The information is fairly self explanatory but should be reviewed annually with groups. The brochure for Church Personnel should be used as part of orientation for new staff, teachers and other school and program related employees. All brochures are available on line and can be copied locally. Should you need small numbers please contact the Human Resources Office at 302-573-3126.

(PAUSE HERE FOR QUESTIONS)

Once questions have concluded, please thank everyone for their participation and continued prayers and support for this program. Remind them that it's only by working together that we can make all programs in the Diocese of Wilmington safe and enjoyable...for the Sake of God's Children.

PRINCIPLES

These Standards are based on three principles of integrity found in all effective ministerial leaders. **Principle one** is reflective of a basic understanding of self, especially in respect to one's spiritual vocation. **Principle two**, reflecting the Lord's command to love neighbor as self calls for a deep sensitivity and respect for others. **Principle three** addresses the responsibility for balanced ministerial relationships. All trust-based relationships depend on each individual's ability to balance these two principles of self knowledge and a keen regard for others. In ministerial relationships, this burden always falls on the minister, the individual being sought for service, help and advice. Nearly all breaches of integrity and morality are ruptures of this trust-based relationship.

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

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.

2. Church Personnel will witness God's love showing sensitivity to, reverence and respect for each individual with and to whom they minister.
3. 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.
 - a. Church Personnel assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
 - b. Church Personnel will avoid taking unfair advantage of ministerial relationships for the benefit of themselves or others.
 - c. Church Personnel will not physically, sexually or emotionally abuse or neglect any person.
 - d. Church Personnel have a duty to report their own ethical and professional misconduct and the misconduct of others.

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.

1. 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.

Employees will 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.

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

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

Employees 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.

a. 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.

Employees 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.

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

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

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

2. 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.

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

Employees are 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.

Employees will 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.

3. 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.

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

a. 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 prohibition includes spanking, slapping, pinching, hitting, or any other physical force as 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.

b. 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.

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

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

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

Employees will not exploit persons for sexual purposes.

In ministerial relationships, employees will not initiate sexual behavior, and must refuse it even when the other invites or consents to it.

Physical contact with minors should occur 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 or 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.

Employees' conduct will exhibit no tolerance for abusive behavior of any kind.

d. 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.

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

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

Employees must 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 review these as part of my orientation. I voluntarily agree to abide by these standards and conduct myself in complete accordance with them.

Please Print:

Date: _____

Name: _____

Position: _____

Name of Parish/School/ Office or other _____

City: _____

Signed _____

This form is to be completed and returned to _____

By _____.

| | |
|----|-----------------------------------|
| 1 | Cathedral of St. Peter |
| 2 | St Ann – Wilmington |
| 3 | St. Anthony of Padua |
| 4 | St. Mary Star of the Sea |
| 5 | St. Benedict |
| 6 | St. Bernadette |
| 7 | St. Catherine of Siena |
| 8 | |
| 9 | Christ Our King |
| 10 | St. Christopher |
| 11 | Corpus Christi |
| 12 | St. Dennis |
| 13 | St. Edmond |
| 14 | St. Elizabeth |
| 15 | St. Francis de Sales |
| 16 | Church of the Good Shepherd |
| 17 | Holy Family |
| 18 | St. Helena |
| 19 | Holy Cross |
| 20 | Holy Name of Jesus |
| 21 | Holy Rosary |
| 22 | Holy Spirit |
| 23 | Immaculate Conception - Elkton |
| 24 | Immaculate Conception - Marydel |
| 25 | Immaculate Heart of Mary |
| 26 | St. Joseph - Wilmington |
| 27 | St. John The Apostle |
| 28 | St. John the Baptist/ Holy Angels |
| 29 | St. John the Beloved |
| 30 | St. Joseph on the Brandywine |
| 31 | St. Polycarp |
| 32 | St. Elizabeth Ann Seton |
| 33 | St. Joseph - Middletown |
| 34 | St Mary |
| 35 | St. Ann - Bethany Beach |
| 36 | St. Mary Magdalen |
| 37 | St. Matthew |
| 38 | St. Michael the Archangel |
| 39 | Sts. Luke & Andrew |
| 40 | St. Margaret of Scotland |
| 41 | Our Lady of Fatima |
| 42 | Our Lady of Lourdes |

| | |
|-----|--------------------------------|
| 43 | Our Mother of Sorrows |
| 44 | St. Patrick |
| 45 | St Paul - Wilmington |
| 46 | St. Paul - Delaware City |
| 47 | St. Peter the Apostle |
| 48 | St. Thomas More Oratory |
| 49 | SS. Peter and Paul |
| 50 | St. Jude |
| 51 | Sacred Heart – Chestertown |
| 52 | St. Hedwig |
| 53 | St. Thomas the Apostle |
| 54 | Church of the Holy Child |
| 55 | Parish of the Resurrection |
| 56 | St. Mary of the Assumption |
| 57 | Our Lady of Good Counsel |
| 58 | St. Mary Refuge of Sinners |
| 59 | St John Neumann |
| 72 | Christ the Teacher |
| 73 | Blessed Sacrament |
| 80 | Catholic Diocese of Wilmington |
| 81 | Catholic Cemeteries |
| 82 | St. Mark's High School |
| 83 | Padua Academy |
| 84 | Catholic Youth Ministry Office |
| 85 | Marydale |
| 86 | Catholic Charities |
| 202 | |
| 204 | Ursuline Academy |
| 205 | St Edmond's Academy |
| 206 | Archmere Academy |
| 208 | St Thomas More Prep |
| 209 | Mt Aviat Academy |
| 210 | Nativity Prep |
| 212 | Sacred Heart Oratory |
| 88 | Deacon/Deacon Candidates |
| 89 | Priests |
| 90 | Sisters/Brothers |
| 91 | Seminarian |
| 101 | Pope John Paul II School |
| 102 | Serviam Academy |
| | |
| | |

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 _____

COMPROMISO DE VOLUNTARIOS Por El Bien De Los Hijos De Dios



Nuestros niños son el regalo más importante que Dios ha puesto a nuestro cuidado. Como voluntario(a), prometo seguir estrictamente estas Normas de Comportamiento como condición de los servicios que provea a los niños y jóvenes de la Diócesis de Wilmington.

Como voluntario(a), yo:

1. Me comportaré de una manera que exhibe las más altas normas de ética cristiana incluyendo el desarrollo y mantenimiento del nivel de destrezas requeridas para ser un voluntario competente.
2. Trataré a todo el mundo con respeto, lealtad, paciencia, integridad, cortesía, dignidad y consideración.
3. Conoceré a fondo y me adheriré a todos los aspectos que se apliquen del Manual para un Ambiente Seguro.
4. Evitaré situaciones en las que tenga que estar solo(a) con niños y/o jóvenes mientras sea voluntario, siguiendo siempre la regla de que haya dos adultos presentes.
5. Usaré refuerzos y comunicación positivos en lugar de críticas, competencia enfermiza o comparaciones cuando trabaje con niños y/o jóvenes.
6. Honraré la igualdad de toda persona, evitando toda forma de discrimen y respetando la dignidad de cada persona sin tener en cuenta su situación económica, edad, género, raza, grupo étnico, religión, orientación sexual o habilidades físicas o mentales.
7. Seré responsable de la administración de todos los recursos que se confíen a mi cuidado.
8. Ejerceré un juicio prudente en la aceptación y presentación de regalos o beneficios.
9. Reportaré cualquier sospecha de abuso al pastor, administrador o supervisor correspondiente y a la Agencia Local de Servicios de Protección al Niño. Entiendo que la omisión de reportar cualquier sospecha de abuso a las autoridades civiles es, de acuerdo a la ley, un delito menor.
10. Cooperaré completamente en cualquier investigación de abuso de niños y/o jóvenes.
11. Me familiarizaré a cabalidad con los objetivos y directrices del programa y me esforzaré por lograr estos objetivos y comunicarlos a los jóvenes y a sus padres.
12. Apoyaré la autoridad de aquéllos responsables del programa o actividad (DYM, DRE, Principal, Personal de la Parroquia, Oficiales, etc.) y los ayudaré en todo para estimular el aprendizaje y llevar a cabo eventos justos e imparciales.
13. En caso de ser chaperón, seguiré cuidadosamente las directrices para chaperones que se provean para la seguridad y supervisión de aquéllos confiados a mi cuidado.
14. Evitaré toda forma de familiaridad excesiva, lenguaje inapropiado o cualquier situación y conducta que explote a otro.
15. Seguiré prácticas que sean consistentes con mantener la intolerancia de un comportamiento abusivo.
16. Seguiré prácticas que demuestren el afecto apropiado entre todo el personal de la iglesia y los menores, lo cual es importante para el desarrollo de un niño y una parte positiva de la vida de la Iglesia y del ministerio. Los siguientes ejemplos de demostraciones de afecto son considerados apropiados:
 - abrazos de lado
 - abrazos de hombro a hombro
 - estrecharse la mano
 - chocar las manos
 - elogio verbal
 - tocar la mano, la cara, los hombros y los brazos de los menores
 - poner los brazos alrededor de los hombros

- tomar a los niños de la mano mientras caminan con ellos
 - sentarse al lado de los niños pequeños
 - arrodillarse o doblarse para abrazar a los niños pequeños
 - tomarse de la mano durante las oraciones
17. Estaré al tanto y entenderé con claridad las Normas de Comportamiento para los Voluntarios y actuaré de acuerdo a ellas.
18. Estaré al tanto de los planes de emergencia y rutas de evacuación apropiados al programa y me adheriré a ellos.

Como voluntario, yo:

1. No fumaré o usaré productos de tabaco en presencia de niños y/o jóvenes.
2. No usaré, poseeré ni estaré bajo las influencias del alcohol en ningún momento mientras esté de voluntario(a).
3. No usaré, poseeré ni estaré bajo las influencias de drogas ilícitas en ningún momento.
4. No pondré a los niños y/o jóvenes en riesgo de ninguna enfermedad conocida (por ejemplo fiebre, o situaciones contagiosas).
5. No usaré disciplina física de ninguna clase para manejar el comportamiento de un menor.
6. No humillaré, ridiculizaré, amenazaré o degradaré a ningún niño y/o joven.
7. No tocaré a ningún niño ni/a joven de manera sexual ni de ninguna otra forma inapropiada.
8. No usaré ninguna forma de disciplina que humille o degrade a niños y/o jóvenes.
9. No usaré profanidad en presencia de niños y/o jóvenes.
10. Dado el caso de que algunas formas de afecto físico han sido utilizadas por adultos para iniciar un contacto inapropiado con menores, y para mantener el ambiente más seguro posible para los mismos, entiendo que los siguientes son ejemplos de demostraciones de afecto que no deben usarse:
 - Abrazos inapropiados o alargados
 - Besos en la boca
 - Sostener a niños mayores de dos años en la falda
 - Tocar las nalgas, el pecho o áreas genitales
 - Demostraciones de afecto en áreas aisladas del lugar como los dormitorios, clóset, áreas de acceso al personal solamente y otros cuartos privados
 - Dormir en una cama con un niño
 - Tocar las rodillas o piernas de un menor
 - Luchar con menores
 - Hacer cosquillas a menores
 - Cargarlos a caballito
 - Cualquier tipo de masaje dado por un menor a un adulto
 - Cualquier tipo de masaje dado por un adulto a un menor
 - Cualquier forma de afecto no deseada
 - Elogios relacionados con el físico o el desarrollo del cuerpo

Entiendo que cualquier acto inconsistente con estas Normas de Comportamiento para Voluntarios u omisión de tomar acción según mandato de las mismas, puede resultar en mi remoción como voluntario(a) con niños y/o jóvenes en la Diócesis de Wilmington.

Firmado _____

Favor de imprimir su nombre _____ Fecha _____

POLICIES

DIOCESE OF WILMINGTON CRIMINAL BACKGROUND CHECKS

- I. Criminal background checks are required for individuals currently employed or volunteering, being hired or beginning their ministry, referred to here as Church Personnel, in the Diocese if they are to have regular, recurring contact with minors or young people:
 - ❖ All paid parish and diocesan employees, priests, seminarians, deacons, religious brothers and women religious.
 - ❖ All volunteers (18 and over) whose ministry will require their close association with minors in diocesan or parish activities on a regular, recurring basis, and any volunteer who is to serve as a chaperone for activities involving minors on an overnight basis, if only a single activity.
- II. For those identified above, employment, ministerial placement or volunteer services are contingent upon favorable results of the Criminal Background Check.
- III. All criminal background check screenings will be conducted either by the States of Maryland or Delaware or by an investigating agency retained by the Catholic Diocese of Wilmington.
- IV. Volunteers under 18 will not be required to have a background check but will always be supervised by an adult when working with minors.
- V. All Church Personnel will review the Diocesan Standards for Ethical and Behavioral Norms and sign an Acknowledgement of Receipt Form.

All Church Personnel will annually review the Diocesan Standards as part of the annual performance appraisal process. (Deacons, Seminarians, Employees)

Volunteers will annually review and sign the Volunteer Covenant.
- VI. Every five years, employees and volunteers will renew the background screening.

CATALOG OF VOLUNTEERS:

THOSE REQUIRED TO HAVE A BACKGROUND CHECK

Church Personnel who are required either by law or by the standards of the Diocese of Wilmington to have a background check prior to participating in ministry or activities where they are involved on a regular basis with youth and young people are identified in the catalog that follows. Those in Part I of the Catalog are those individuals whose background check will be conducted by the investigating agency engaged by the Diocese of Wilmington. Those in Part II of the Catalog are required by law to have the background check conducted by a law enforcement agency.

Additions for those required to have a background check conducted by the investigating agency (Part I of the Catalog) may be made subject to the approval of a Pastor, School Administrator or Diocesan Director of Human Resources.

Any staff member in a parish, school or at the diocesan level wishing to place a volunteer or hire a new employee should be aware of the requirement for a criminal background check if the individual is to work with/minister to minors. Time for planning and scheduling of personnel is essential to the proper functioning of programs, so it is imperative that those charged with staffing responsibilities advise potential volunteers or employees of the process required as soon as possible.

PART I: CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED BY AN INVESTIGATING AGENCY HIRED BY THE DIOCESE FOR THE FOLLOWING:

Section A: All priests and deacons living/ministering in or incardinated with the Diocese

Section B: Religious Education Programs

Directors of Religious Education
Coordinators of Religious Education
PREP Catechists
Classroom Aides
Session Principals
Sacramental Preparation Team Members
RCIA adapted for Children Team Members
Hall Monitors
Special Events Teams (Seasonal Programming)
Vacation Bible School Teams

Section C: Schools

Cafeteria Workers
Regular Volunteers
Coaches/sponsors of extra curricular activities
Persons who provide services from other organizations in our schools (Reading Assist, speech therapists etc.) unless their own organization provides details of a criminal background check or in some other way certifies the person's suitability for work with children.

Section D: Catholic Youth Ministry

Persons hired or appointed by parishes as:

- Director of Youth Ministry
- Coordinator of Youth Ministry
- Youth Minister
- Primary Youth Ministry Contact
- Youth Ministry Council/Team
- Confirmation Team
- All Chaperones
- Anyone driving youth to/from an event
- All Regular Volunteers
- All Head Coaches
- All Assistant Coaches
- Athletic Association Presidents
- All CYM Board and Committee Members
- Sports Coordinators
- Scouting

Section E: Parish Ministries

Music or Liturgy Director **who have regular contact with children.**

Secretary, Bookkeeper, Business Manager **who have regular contact with children.**

Grounds /Maintenance Personnel

Any volunteer **who ministers to or works with minors in the following areas.**

Liturgical ministers who train servers.

Sacristans

Liturgical ministers who train children's choirs

Adults who train youth lectors.

All nursery volunteers 18 and over. Those under 18 will not be required to have a background check but should not attend to children without adult supervision.

Section F: Diocesan Staff

All paid employees.

PART II: IN ACCORD WITH THE LAW, CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED BY THE STATE OF MARYLAND OR DELAWARE FOR THE FOLLOWING:

SCHOOL PERSONNEL

Principals
Assistant Principals
Teachers
Office Staff

Guidance Counselors
School Nurses

Before/After School Workers

Maintenance/Janitorial

Paid lunch supervisors (if lunch is not supervised by teachers or other paid staff)
Classroom assistants and aides (if not supervised by teachers or other paid staff.)

CATHOLIC CHARITIES PERSONNEL

Counselors on staff with Catholic Charities working with families and children.

Residential Care Facility Workers

In programs after school or child care programs sponsored by Catholic Charities

Teachers
Teacher's Assistants
Teacher's Aides

Any volunteer working with Catholic Charities who will have regular contact with children

FREQUENTLY ASKED QUESTIONS

1. What is For the Sake of God’s Children?

For the Sake of God’s Children is the comprehensive plan developed by the diocese in response to the Charter adopted by the bishops at their semi-annual meeting, held in Dallas, Texas in June 2002. Among the aspects of the program are

- A process of assessing suitability for ministry through criminal background checks
- Ethical and Behavioral Standards for all Church Personnel
- Guidelines for establishing a safe environment in the parish communities and institutions of the diocese
- Educational information for local training.

Who is affected by the program?

Parishes and other institutions will be responsible for the execution of many aspects of the Program. Diocesan offices will assist the parishes in the process and parishes will be held accountable for the timely implementation of the Program at the local level. Parishes will be held accountable for the timely execution of various aspects of the program. When the process is fully in place, all professional Church Personnel and all non-compensated personnel who have regular contact with children and youth will be required to participate in the training and have the appropriate background checks completed before beginning their ministry.

How is the program implemented?

Each parish/school should annually conduct an orientation, training program for all employees/volunteers within the respective areas of ministry. During this session those engaged in ministry will review the program, receive training relative to Safe Environments and if necessary complete the forms for background checks, volunteer covenant or /and Ethical Standards. Diocesan Offices with responsibility for ministry oversight are available to assist parishes and other programs with this process.

What if we do not have a professional staff for a specific parish ministry?

You may designate someone from your various ministries to become the person accountable for overseeing the implementation of the Charter in your parish.

Why are we doing this?

In the wake of the scandals that were brought to light in the last few years, the bishops of the United States examined all of their policies and procedures relating to the protection of children and youth particularly with regard to sexual abuse. They determined that these new times demanded a much stronger and more comprehensive approach throughout the Church to ensure the protection of children and youth.

What about criminal background checks?

All diocesan personnel and parish personnel who have contact with youth will be required to have a criminal background check as a requirement for employment. Volunteers who interact on a regular or ongoing basis with children or youth will be required to have a criminal background check prior to being eligible for service.

How do I explain this to our volunteers?

We are taking these steps to do all that we can reasonably do to make sure our environments are safe and our children and youth as well as the adults engaged in activities at the parish or diocesan level are protected.

What if someone does not have a background check done?

Only cleared adults will be eligible to service in a leadership role with young people.

How long does it take to have a check done?

If the person has lived in Delaware or Maryland for the last seven years, the background check can be completed in less than two weeks. If the person has lived in several states over the last several years, the process may take a little longer. It is up to the parish or institution to provide training and complete the local process.

What if I have had a background check at work or for another diocese?

If the background check has been completed within the last six months and you can provide the report from the agency who conducted the investigation it will be accepted as a substitute for the Diocesan process. You will still be required to complete the parish/institution's requirements for placement. However, it is important to note that only criminal background checks are acceptable, not security clearances. If another Diocese has provided you with a certificate which indicates you have complied with the requirements of the charter, that will be accepted provided the Diocese providing the certificate is in compliance with the Charter.

Will the background check have to be repeated every year?

No. However, every five years individuals will be asked to renew the process. The Behavioral Standards for Church Personnel require all individuals report any changes that may prevent their continued work with youth or young people.

What are the Ethical Standards?

The Standards for Church Personnel are clear and concise statements that set for behaviors which are appropriate and acceptable in our ministerial environments. The Standards are specific and clear, are expected to be part of ongoing supervision with employees and will be a part of annual evaluation for employees. The Volunteer Covenant is a set of behavioral Standards which detail expectations of our volunteers as they engage in ministerial activities in our communities. These are renewed annually.

Aren't our environments already safe?

We are confident the programs held at our parishes and schools provide adequate supervision and an environment in which no child or young person is intentionally harmed. This new document, however, provides guidelines, requirements and a framework for insuring environments that meet or exceed policies in place in the Diocese of Wilmington.

When did the provisions of the Charter go into effect?

September 1, of 2003 was the date that the background check policy was implemented in all parish and institutions of the diocese. The provisions of the Charter went into effect at that time. Training for parish leadership and subsequent training on the local level will begin May 2003. New personnel will be required to have a background check as part of their initial screen for employment or participation in a parish or school program

Parishes and institutions began implementing other aspects of the plan during this same timeframe. Each year the diocese will monitor the implementation of the various parts of the program to develop a report which is required by the United States Catholic Conference of Bishops.

ACCOUNTABILITY/COMPLIANCE

1. The individual volunteer or employee assumes responsibility to complete a criminal background check prior to being cleared for ministry in parish or diocesan service.
2. A listing of all cleared individuals within a given area of ministry or activity who are eligible for service in parish or diocesan ministry will be maintained at the parish /diocesan level. Additionally, for parish ministries and activities the Diocesan office with oversight for this area of ministry/activity will retain a listing.

The term **“cleared” means** that the results of the criminal background check make them eligible to be placed in service in a diocesan/parish ministry.

COMPLIANCE PROCESS

Basic Principles/Guidelines

1. The implementation of the program will reflect what is right and reasonable.
2. Consistent application of the program will be the norm: e.g. background checks, standards/covenants etc.
3. Implementation will rest at the local level with the Pastor, Principal, Director of Religious Education, Youth Ministry Coordinator and Athletic Association President.
4. The role of the Diocesan Offices is to support and assist with local implementation.

Parish / Local Gatekeepers

1. Parishes should identify one person who will be responsible for compliance, for being sure that the records are in order and that the program is being monitored by the individuals with ministry responsibility. (Principal etc.)
2. Principals, Directors of Religious Education, and Youth Ministers are responsible for knowing the status of implementation within their programs. This means that they are to have accurate records on the status of the background checks, the standards or covenants and any educational processes which have been undertaken within their area of responsibility for the program
3. Athletic Association Presidents are responsible for the status of implementation with coaches and volunteers working with the programs so that the required documents are completed and filed and any education required has been completed.

Diocesan Responsibilities

1. Offices working with schools, religious education programs, youth ministry and athletic associations will integrate a compliance review into their existing processes:

| | |
|----------------------------|--|
| Religious Education Office | DRE Yearly Orientation Accreditation |
| Catholic Schools Office | Tracking Process |
| Catholic Youth Ministry | Standards |
| Athletic Programs | Only those cleared for service may coach. |

Annually, required orientation for all NEW : principals, directors of religious education, coordinators or directors of youth ministry, pastors, newly ordained and athletic association presidents. This would include education on “For the Sake of God’s Children” , process and content, as well as an understanding of their responsibilities for the program, and information on how to educate those new to the ministry in the parish community. This session is conducted by the Diocesan Staffs responsible for these areas of ministry and coordinated by the Director of Human Resources.

The Diocese has established a Diocesan Compliance Oversight Committee with responsibility to monitor the level of compliance within the Diocese and to review the program/policies as required. This committee reviews and recommends any changes or revisions to policy, recommending such to the Vicar General for Administration who in turn, will discuss the recommendations with the Bishop and Review Board.

ROLE OF THE INVESTIGATING AGENCY

1. Receive Screening Forms from the individuals or parishes for criminal background check.
2. Conduct background check for each employee or volunteer.
3. Notify HR Director and individual of results of background check.
4. Be available to those whose background check results in need for further information on the individual.
5. Provide a database to the HR Director of those cleared for service by the Charter Identification # assigned to each parish/school or institution.
6. Maintain the process/procedures established with the Human Resources Office.

ROLE OF HUMAN RESOURCES

1. Work with investigating agency to implement the approved process.
2. Provide forms to diocesan offices or programs and to parishes for use with individuals needing to complete a screening form for service as part of educational materials.
3. Receive information about those whose background check needs to be reviewed by the Review Panel . Meet with the Review Panel to

discuss possible issues relative to whether and individual will be cleared for service and report their determination to the individual. Report the determination of disqualification to the Moderator of the Curia and the Pastor of the parish indicated by the individual and the individual. The report only indicates that sufficient grounds exist to disqualify the individual from service. Should the individual petition for a hearing with the Review Panel, the Director of Human Resources sets this meeting up and is in attendance with one or two members of the panel. The results of this review are noted on the file including the final determination. Any change in qualification is reported to the individual and the pastor.

4. Maintain files and databases of those cleared for service and those not cleared. Provide parishes and Diocesan offices responsible for the related ministries the list of those cleared for service on a monthly basis.
5. Maintain a historical record of the causes for disqualification to provide a consistent basis of action on the part of the Review Panel.
6. Conduct an audit of the databases on a periodic basis.
7. Catalog all background checks and as a five year cycle occurs notify the parish of the individual(s) who will need to renew their background check for continued service.
8. Monitor returned background checks for those which have expired and update database indicated renewal.

ROLE OF THE INDIVIDUAL

1. Obtain and complete the screening form.
2. Submit the form with the appropriate check.
3. Review the results of the criminal background check for accuracy.
4. Check with parish contact to be sure they have received cleared for service notice and at that time complete Volunteer Covenant or Standards Acknowledgement Form.
5. Update individual information relative to any incident which may jeopardize one's ability to continue in service in the Diocese; any arrest, change of name, address or phone number, car/insurance information.
6. Receive, review and fully understand the applicable Diocesan Standards. Submit signed Acknowledgement of Receipt Form or for volunteers the Volunteer Covenant.
7. Review and act in accord with all Diocesan policies applicable to area of ministry.
8. Every five years background checks will be renewed by the individual who wishes to continue in service in the Diocese.

ROLE OF PARISH/SCHOOL/DIOCESAN CONTACT

1. Provide screening forms to those needing background checks.
2. Maintain a list of cleared individuals in each area of service.
3. Accept for service only those who have been cleared for service.
4. Advise those completing the form of the financial responsibility.
5. Follow procedures for submission of screening form. Provide parish charter number to individuals filling in a form.
6. Provide information about time/location of service, for those who are required by law to have their background check conducted by a law enforcement agency.
7. Insure that the Standards Acknowledgement Form has been received, reviewed and is signed filed for each person.
8. Insure that individuals are aware of applicable Diocesan policies in the area of ministry in which they are engaged.
9. Identify an individual who will serve as local compliance person for the program and whose responsibility it is to process criminal background checks and monitor compliance with the Diocesan Program.



BACKGROUND SCREENING FORM
Diocese of Wilmington

Charter ID # _____

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., PO Box 7942, Newark, DE 19714 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, Middle, Suffix)

| | | |
|-------|--------|------|
| First | Middle | Last |
|-------|--------|------|

2. LIST ALL OTHER NAMES YOU HAVE INCLUDING NICKNAMES AND MAIDEN NAMES:

| | | |
|---------------------------|--|---------|
| 3. BIRTHDATE (mm/dd/yyyy) | 4. SEX: (Circle One) MALE FEMALE | 5. SSN: |
|---------------------------|--|---------|

| | |
|------------------------------|-------------------------------|
| 6. HOME TELEPHONE () | 7. Cell # optional () |
|------------------------------|-------------------------------|

9. MAILING ADDRESS:

| | |
|----------------------------------|---------------|
| 8. E-MAIL (username@domain.com): | |
| | 10. ZIP CODE: |

11. CURRENT EMPLOYER:

12. EMPLOYMENT ADDRESS:

13. EMPLOYMENT TELEPHONE NUMBER: ()

| | |
|------------------------------|--------------------------------|
| 14. NAME OF SPOUSE(S) | 15. DATE OF MARRIAGE(S) |
| | |
| | |

If additional space is needed, include information in the Continuation Section (#19 of this form)

**16. LIST CITY, COUNTY, AND STATE OF RESIDENCE FOR PAST 7 (SEVEN) YEARS.
PLEASE BEGIN WITH THE MOST RECENT.**

| CITY | COUNTY | STATE | DATES |
|------|--------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

If additional space is needed, include information in Continuation Section (#19 of this form)

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

| | |
|----|-----|
| NO | YES |
|----|-----|

18. HAVE YOU BEEN CONVICTED OF DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL, DRIVING WHILE IMPAIRED OR DRIVING UNDER THE INFLUENCE OF DRUGS?

Please Circle Yes or No

| | |
|----|-----|
| NO | YES |
|----|-----|

If you answered yes to either of the above questions (17, 18), provide the details below

| DATE OF ARREST | COUNTY/STATE OF ARREST | CHARGE | DISPOSITION |
|----------------|------------------------|--------|-------------|
| | | | |
| | | | |
| | | | |

If additional space is needed, include information in the Continuation Section (#19 of this form).

19. CONTINUATION SECTION
Use this section, if necessary, to provide additional information required by this Section only.

| Part Number | Additional Information |
|-------------|------------------------|
| | |
| | |
| | |

20. REPORT DELIVERY PREFERENCE

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

Charter ID # _____

21. NAME (Last, First, Middle, Suffix)

| | | |
|-------|--------|------|
| First | Middle | Last |
|-------|--------|------|

Section II: Parish

22. Indicate the parish in which you are registered

23. Indicate the parish or school in which you wish to volunteer

24. List all other churches/organizations you have attended or been involved with during the past 7 years.

| Church/Organization & Address | Involvement | From – To |
|-------------------------------|-------------|-----------|
| | | |
| | | |
| | | |

25. Have you ever been dismissed or suspended from any activity, program, project or event providing services to youth? (Including sports, scouts etc...) Please Circle Yes or No

| | |
|----|-----|
| NO | YES |
|----|-----|

If yes, please explain.

| |
|--|
| |
| |

Section III: Additional Information

26. List any skills, talents, education, training, or experience that may be helpful in the position you are seeking, including professional license or certification.

| |
|--|
| |
| |
| |

27. Activity for which you wish to volunteer. Check as many as are applicable.

| |
|--|
| <input type="checkbox"/> School <input type="checkbox"/> Parish Youth Ministry (includes athletics/scouting) |
| <input type="checkbox"/> Parish Religious Education <input type="checkbox"/> Other (specify): |
| |
| |

Charter ID # _____

NOTE: If your volunteer activities involve driving young people, the following information is required. All coaches and youth ministry volunteers are required to complete this section.

Section IV: Motor Vehicle Information

28. NAME as it appears on your Driver's License: (Last, First, Middle, Suffix)

| | | |
|-------|--------|------|
| First | Middle | Last |
|-------|--------|------|

Please check if name does not match name given on line #1

29. Address on License:

| |
|--|
| |
|--|

30. Home Telephone ()

| |
|--|
| |
|--|

| | | |
|------------------------|-------------------|-------------------------|
| 31. Driver's License # | 32. State Issued: | 33. Date of expiration: |
|------------------------|-------------------|-------------------------|

34. Has your driver's license ever been suspended?

| | | |
|----|-----|--|
| NO | YES | |
|----|-----|--|

35. Has your driver's license ever been revoked?

| | | |
|----|-----|--|
| NO | YES | |
|----|-----|--|

If yes, please explain:

| |
|--|
| |
|--|

VEHICLE THAT WILL BE USED

36. Name of Owner:

| |
|--|
| |
|--|

| | |
|-----------------------|----------------------|
| 37. Model of Vehicle: | 38. Year of Vehicle: |
|-----------------------|----------------------|

39. Address of Owner:

| |
|--|
| |
|--|

| | |
|---------------------|-------------------------|
| 40. License Plate # | 41. Date of Expiration: |
|---------------------|-------------------------|

If more than one vehicle is to be used, this information must be provided for each vehicle.

INSURANCE INFORMATION

The insurance coverage is limited to the coverage of vehicles listed above.

42. Insurance Company:

| |
|--|
| |
|--|

| | |
|--------------|-------------------------|
| 43. Policy # | 44. Date of Expiration: |
|--------------|-------------------------|

45. Signature:

| |
|--|
| |
|--|

Please review this form to assure that all parts have been completed. Incomplete forms will be returned and may delay the start of your ministry in the diocese.

Forward with \$30.00 check payable to Hyden and Associates Inc. to:
Hyden & Associates, Inc., PO Box 7942, Newark DE 19714

RESOURCE MATERIALS

WHAT IS CHILD ABUSE?

Child abuse includes, but is not limited to, the following:

1. Engaging in any sort of sexual activity with a child.
2. Denial of proper or necessary subsistence, education, medical care, or other care necessary for the child's health.
3. Use of restraint procedures on a child that cause injury or pain.
4. Administration of prescription drugs or medication without the ongoing supervision of a licensed physician.
5. Providing alcoholic beverages or controlled substances.
6. Commission of any act, other than by accidental means, that threatens or results in any injury or death to the child.

TYPES OF CHILD ABUSE

Physical Abuse is any non-accidental physical injury to a child caused by an adult which results in or threatens serious injury. Often adults who physically abuse children do not intend to seriously injure the children but get carried away by anger and frustration in their own lives.

Neglect is the failure of a parent or guardian to provide a child with adequate food, clothing, shelter, medical care, education or supervision. Neglect is a chronic problem often resulting, not from poverty, but from lack of knowledge as to the proper care required by children.

Sexual Abuse is any physical contact with a child by an adult or older child in a position of power over the child for the sexual gratification of the adult or older child. Other terms for sexual abuse include child molestation, incest (if the abuser is a member of the child's family), or child pornography. Usually, child sexual abuse is not violent, and the child knows the abuser.

Emotional Abuse is an important factor in all forms of child abuse. To be hurt so much by someone who should care and protect is very damaging to the emotional development of a child. Adults who do not physically harm a child may cause emotional harm by using words which threaten, harshly criticize, ridicule or harass.

WHO SHOULD BE AWARE?

In the blessing of the parents during the rite of Baptism the celebrant states that they will be "...the first teachers of their child....may they also be the best of teachers...."

Parents and guardians are the primary educators of their children. They are responsible for initiating a working relationship with those adults to whom they entrust the care and education of their child/children. Parents and guardians are also the first role model for the child's faith formation, values, attitudes and behaviors. Educators and care givers work in partnership with parents/guardians.

Any person who functions under the auspices of the Diocese, its parishes, schools or other institutions, in a regular, significant relationship/role with children (e.g. teacher, employee, catechist, youth minister/coordinator of youth ministry, scout leader, coach or server coordinator) has been given a sacred trust. These adults must be vigilant to guard against situations that can inflict harm, or that give rise to suspicions of potential child abuse. All engaged in ministry to and with children in our Diocese are obligated to fulfill the policies and procedures regarding child abuse and neglect.

SIGNS OF PHYSICAL ABUSE

1. A child has unexplained burns, bruises, broken bones, black eyes.
2. A child has fading bruises after an absence from class or regularly scheduled activity.
3. A child shrinks from the touch of adults or appears unusually fearful of adults.
4. A child reports injury by an adult.

SIGNS OF NEGLECT

1. A child is frequently absent.
2. A child begs/steals food or money.
3. A child lacks medical or dental care, glasses, and immunizations.
4. A child is consistently dirty, has severe body odor.
5. A child lacks sufficient food.
6. A child abuses alcohol or drugs.
7. A child states that no one provides care.

SIGNS OF SEXUAL ABUSE

1. A child exhibits a change in behavior such as loss of appetite, nightmares, inability to sleep or withdrawal from usual activities and peer relationships.
2. A child returns to bedwetting or thumb sucking.
3. A child has genital pain, itching, swelling or bleeding.
4. A child indicates fear of a person or an intense dislike of being left somewhere or with a particular person.
5. A child shows unusual interest in or knowledge of sexual matters, expressing affection in ways inappropriate for a child of his or her age.

SIGNS OF EMOTIONAL ABUSE

1. A child shows extremes in behavior.
2. A child is either inappropriately adult or infantile.
3. A child is delayed in physical or emotional development.
4. A child reports lack of attachment to parents.
5. A child is exhibiting extremes of behavior, overly anxious to please, to assume blame or extremely passive or aggressive, demanding or undemanding.

PROCEDURES IN PLACE IN THE DIOCESE OF WILMINGTON AIMED AT PREVENTING CHLD ABUSE

1. A child may receive scheduled, individual instruction or counseling from church personnel only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. At least two adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined physically or corrected with abusive language.
5. Church personnel must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit in an adult's home.
6. Release children only to parents or guardians.
7. Have minors use the "buddy system" when they go on trips away from school or church property.
8. Ordinarily, rooms where instruction or counseling is given should contain at least one window.

Some Guidelines When You Suspect a Child is Experiencing Sexual Abuse:

1. **Keep calm. Never panic or overreact.**
2. **Believe the child. Never doubt the child.**
3. **Reassure the child. Never blame the child.**
4. **Listen to and answer the child's questions.**
5. **Never pressure the child to talk about or avoid talking about the abuse.**
6. **Never confront the offender**
7. **Respect the child's privacy. Never discuss the abuse in front of inappropriate other parties.**

REPORT THE ABUSE IMMEDIATELY TO THE PROPER AUTHORITIES

Delaware : Division of Family Services hot line number : 1-800-292-9582.

Maryland : Department of Social Services in the Maryland County where the allegedly victim resides or if different, where the abuse is alleged to have occurred. Hot line 1-800-492-0618.

Did you know that in the United States :

- Every two minutes a child is abused.
- 50%- 90 % of abuses are not reported.
- Often there are no physical signs.
- One in four girls and one in six boys are victimized by age 18.
- 85% of the time the child knows and trusts the abuser.

For additional information

Human Resources Office
1626 North Union Street
Wilmington Delaware 19806

302-573-3126

DIOCESE OF WILMINGTON

FOR THE SAKE OF GOD'S CHILDREN



**INFORMATION
FOR PARENTS AND GUARDIANS
AND THE PARISH /SCHOOL
COMMUNITY**

WHAT YOU CAN TACH YOUR CHILD

Many parents/guardians have spent time on this issues with their family. If you have not yet done so you may find this list helpful.

1. Talk to your child on a daily basis and listen to what they are saying.
2. Teach your child about good touch and bad touch.
3. Teach your child the correct names for body parts from the earliest years.
4. Teach your children that their body is their own and they have a right to privacy in dressing, bathing and sleeping.
5. Help your child understand there are people who might try to touch them in an inappropriate manner, even people they might know.
6. Tell them that they should not keep secrets from you, even if someone has threatened to harm them or you.
7. Play “what if games” with your child. Create situations that could be confusing and ask the child what he or she might do. Listen closely.

MYTH: Children make up stories or lie about sexual abuse.

FACT : While children do make up stories they seldom lie about sexual abuse. Moreover, children who have not been abused do not usually have explicit knowledge of intimate sexual behaviors. Statistics indicate that most reports of child abuse are true.

MYTH: Abuse is most often committed by strangers.

FACT: Most abuse is committed by someone the victim knows and trusts.

MYTH: Children and youth are sexually abused because their parents/guardians neglected to care for, or supervise them properly.

FACT: Offenders use a range of tactics to gain access to their victims. The offender alone is responsible for occurs. Many offenders are experts in manipulating both the victim and those who care for the victim.



For Additional Resources please click on the **For the Sake of God's Children** website at www.cdo.org

MATERIALES DE RECURSO

¿QUÉ ES EL ABUSO?

El abuso sexual incluye pero no es limitado a los siguientes:

1. Ocupándose en actividad sexual con un niño.
2. Negar el sustento apropiado o necesario de educación, cuidado médico u otro cuidado necesario para la salud del niño.
3. El uso de métodos de constreñimiento en un niño que provocan dolor o daño.
4. La administración de drogas de receta o medicamentos sin la supervisión continua de un médico autorizado.
5. Proveer bebidas alcohólicas o contrabando de drogas.
6. La comisión de cualquier acto, no accidental, que amenaza o resulta en cualquier injuria o muerte de un niño.

CLASES DEL ABUSO INFANTIL

El **abuso físico** es cualquier daño no-accidental infligido a un niño por un adulto que resulta en o amenaza una injuria seria. Muchas veces adultos que

abusan de niños no intentan dañarlos seriamente pero el enojo y la frustración en su propia vida provocan consecuencias más graves.

La negligencia es la falla de un padre o guardián de proveer alimento, educación, vivienda, cuidado médico o supervisión necesaria para el niño. La negligencia es un problema crónico que resulta no de la pobreza sino la falta de conocimiento de cómo cuidar y criar al hijo.

El abuso sexual es contacto físico con un niño por un adulto o joven mayor que tiene una posición de poder sobre el niño y es usado para su gratificación sexual. Otros términos para el abuso sexual incluyen la molestación, el incesto (si el abusador es un miembro de la familia del niño), o la pornografía infantil. Usualmente, el abuso sexual de niños no es violento y el niño conoce a su abusador.

El abuso emocional es un factor importante en todas las formas del abuso infantil. Ser lastimado tanto por alguien que debe cuidar y proteger es muy dañino al desarrollo emocional del niño. Los adultos que no hieren físicamente puedan causar daño emocional por usar palabras que amenazan, ridiculizan, critican severamente o acosan.

¿QUIÉN DEBE DARSE CUENTA?

En la bendición de los padres durante el Rito de Bautismo el celebrante declara que ellos serán “los primeros educadores

de su hijo...que sean también los mejores de los educadores.”

Los padres y guardianes son los primeros educadores de sus hijos. Son responsables por iniciar una relación saludable con los adultos a quienes ellos entregan el cuidado y la educación de sus hijos. Los padres de familia y guardianes son también los primeros para dar ejemplo en la formación de fe, valores, actitudes y comportamientos. Los educadores y sus asistentes trabajan en conjunto con los papás.

Cualquier persona que funciona bajo el auspicio de la diócesis, sus parroquias, colegios u otras instituciones en un papel significativo con niños (Ej. maestros, empleados, ministro de jóvenes, agente pastoral, entrenador o coordinador) ha recibido una carga de confianza sagrada. Estos adultos tienen que ser vigilantes en proteger contra las situaciones que pueden causar daño o se prestan a sospechas de un abuso potencial. Todos envueltos en el ministerio con niños en nuestra diócesis están obligados a cumplir con las normas y políticas referentes al abuso infantil y la negligencia.

SIGNOS DE ABUSO FÍSICO

1. El niño tiene quemaduras, lesiones, huesos rotos, o amoratados por un golpe no explicado.
2. El niño tiene lesiones desvanecidas después de una ausencia de clases o una actividad regularmente asistida.
3. El niño se retira del toque de adultos o parece demasiado miedoso.
4. El niño divulga una injuria cometida por un adulto.

SIGNOS DE NEGLIGENCIA

1. El niño frecuentemente está ausente.
2. El niño roba o pide por dinero o comida.
3. Le hacen falta vacunas, lentes, o cuidado médico o dental.
4. El niño regularmente está sucio o huele mal.
5. Le hace falta comida suficiente.
6. El niño abusa de drogas o alcohol.
7. El niño declara que nadie lo cuida.

SIGNOS DE ABUSO SEXUAL

1. El niño demuestra un cambio de comportamiento como la pérdida de apetito, el no poder dormir, pesadillas, y el retirarse de las actividades usuales tanto como sus amistades.
2. Se vuelve a orinar en la cama o chupar el pulgar.
3. El niño tiene dolor, hinchazón, picazón, o sangradura en sus partes privadas.
4. Tiene miedo de alguien o no le gusta ser dejado en un lugar o con una persona particular.
5. Se manifiesta un interés en o conocimiento de asuntos sexuales. Se expresa afecto in formas impropias para un niño de su edad.

SIGNOS DE ABUSO EMOCIONAL

1. El niño exhibe extremos en su comportamiento
2. El niño actúa como adulto o bebé en su conducta que no está de acuerdo con su edad
3. El niño está retrasado en su desarrollo físico o emocional.
4. El niño reporta una falta de cariño hacia sus papás.

PROCEDIMIENTOS DE LA DIÓCESIS PARA PREVENIR EL ABUSO INFANTIL

Un niño puede recibir instrucción y aconsejaría individual y programada del personal eclesial sólo con el consentimiento de sus padres o guardián.

Se puede participar en cualquier programa patrocinado por la parroquia o el colegio sólo con el consentimiento escrito de los padres o guardián.

Por lo menos, dos adultos tienen que estar presentes para cada actividad que es para niños y es patrocinada por la parroquia o el colegio.

Ningún niño puede ser disciplinado físicamente o corregido con lenguaje abusivo.

Un voluntario tiene que obtener el consentimiento de los padres o guardián antes de invitar o permitir que el niño visite la casa del adulto.

Sólo los padres o el guardián pueden recoger a su hijo.

Se requiere que los niños sean acompañados por un compañero de clase (dos en dos) cuando hay giras.

Normalmente, en los cuartos donde se da instrucción u orientación, debe haber una ventana de vidrio.

Algunas pautas para cuando se sospeche que un niño está sufriendo el abuso sexual:

1. Mantenga la calma. No se ponga nervioso o actuar con pánico
2. Crea en el niño. Nunca dude al niño.
3. Asegure al niño. No le culpe.
4. Escuche al niño y conteste sus preguntas.
5. Nunca presione al niño hablar o no hablar sobre el abuso.
6. No enfrente al abusador.
7. Respete la privacidad del niño. Nunca hable sobre el abuso delante otras personas impropias.

REPORTE EL ABUSO INMEDIATAMENTE A LAS AUTORIDADES APROPIADAS

Delaware : Division of Family Services hot line number : 1-800-292-9582.

Maryland: Department of Social Services en el condado de Maryland donde vive el alegado niño abusado o si es diferente, donde el abuso alegado tomó lugar. Hotline 1-800-492-0618.

Sabía usted que en los Estados Unidos:

Cada dos minutos un niño es abusado.

50%- 90 % de los abusos no son reportados.

Frecuentemente no hay signos físicos.

Una de cada cuatro muchachas y uno de cada seis muchachos son abusados por la edad de 18 años.

85% de las veces el niño conoce y confía en su abusador.

Para mayor información:

Human Resources Office
1626 North Union Street
Wilmington Delaware 19806

302-573-3126

DIÓCESIS DE WILMINGTON

FOR THE SAKE OF GOD'S CHILDREN



INFORMACIÓN

**PARA LOS PADRES Y GUARDIANES
Y LA COMUNIDAD PARROQUIAL Y
ESCOLAR**

LO QUE PUEDE ENSEÑAR A SU HIJO

Muchos padres o guardianes han hablado con sus hijos sobre este asunto. Pero si usted no lo ha hecho, esta lista pueda ser útil.

1. Hable con su hijo diariamente y escuche a lo que dice.
2. Enseñe a su hijo la diferencia entre el toque bueno y malo.
3. Enseñe a su hijo los nombres correctos de sus partes privadas desde una edad temprana.
4. Enseñe a su hijo que su cuerpo es el suyo y tiene el derecho a la privacidad en el vestirse, bañarse, y acostarse.
5. Ayude a su hijo entender que hay gente que trataría tocarlos en una manera impropia incluyendo a aquellos que lo conocen.
6. Digale que no debe guardar secretos aunque alguien le haya amenazado herirle o a usted.
7. Juegue con su hijo una dinámica llamada “qué pasaría si...” Invente circunstancias que pueden ser confusas y pregunte al hijo que haría en tal situación. Escuche cuidadosamente.

MITO: Los niños inventan historias o mienten sobre el abuso sexual.

HECHO: Aunque niños inventen cuentos, pocas veces inventan historias sobre el abuso sexual. Aun más, los niños que no han sido abusados usualmente no tienen conocimiento explícito sobre los comportamientos íntimos sexuales. Las estadísticas indican que la mayoría de los reportes sobre el abuso son verdaderos.

MITO: El abuso es cometido por extranjeros.

HECHO: La mayoría de los abusos son cometidos por personas conocidas por la víctima.

MITO: Los niños y jóvenes son abusados porque sus padres o guardianes eran negligentes en su supervisión o cuidado.

HECHO: Los abusadores usan tácticas para ganar acceso a sus víctimas. Ellos mismos son responsables por lo que ocurre. Muchos son expertos en manipular a la víctima y a los que la cuidan.



Para recursos adicionales hágase el click en la página de la red **For the Sake of God's Children** en www.cdow.org

TYPES OF CHILD ABUSE

WHAT IS CHILD ABUSE?

Child abuse includes, but is not limited to, the following:

1. Engaging in sexual activity with a child.
2. Denial of proper or necessary subsistence, education, medical care, or other care necessary for the child's health.
3. Use of restraint procedures on a child that cause injury or pain.
4. Administration of prescriptive drugs or medication without the ongoing supervision of a licensed physician.
5. Providing alcoholic beverages or controlled substances;
6. Commission of any act, other than by accidental means, that threatens or results in any injury or death to the child.

Physical Abuse is any non-accidental physical injury to a child caused by an adult which results in or threatens serious injury. Often adults who physically abuse children do not intend to seriously injure the children but get carried away by anger and frustration in their own lives.

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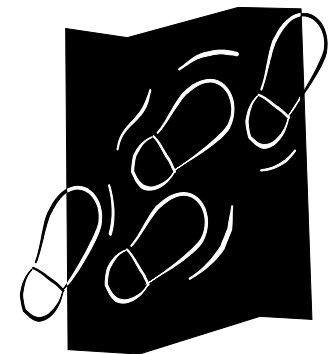
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Emotional Abuse is an important factor in all forms of child abuse. To be hurt so much by someone who should care and protect is very damaging to the emotional development of a child. Adults who do not physically harm a child may cause emotional harm by using words which threaten, harshly criticize, ridicule or harass.

WHO IS A VOLUNTEER?

Volunteers hold positions of trust in working with minors and are, therefore expected to act within the behavioral guidelines as presented.

A volunteer is any person who functions under the auspices of the Diocese, its parishes, schools or other institutions, in a regular, significant relationship with children (e.g. catechist, scout leader, coach or server coordinator), but does not include the occasional volunteer (e.g. a driver or chaperone for the individual activity). Volunteers must be vigilant to guard against situations that can inflict harm, or that give rise to suspicions of potential child abuse. Volunteers are obligated to fulfill the policies and procedures regarding Child Abuse and Neglect.



SIGNS OF PHYSICAL ABUSE

1. A child has unexplained burns, bruises, broken bones, black eyes.
2. A child has fading bruises after an absence from class or regularly scheduled activity.
3. A child shrinks from the touch of adults or appears unusually fearful.
4. A child reports injury by an adult.

SIGNS OF NEGLECT

1. A child is frequently absent.
2. A child begs/steals food or money.
3. A child lacks medical or dental care, glasses, and immunizations.
4. A child is consistently dirty, has severe body odor.
5. A child lacks sufficient food.
6. A child abuses alcohol or drugs.
7. A child states that no one provides care.

SIGNS OF SEXUAL ABUSE

1. A child exhibits change in behavior such as loss of appetite, nightmares, inability to sleep or withdrawal from usual activities and peer relationships.
2. A child returns to bedwetting or thumb sucking.

3. A child has genital pain, itching, swelling or bleeding.
4. A child indicates fear of a person or an intense dislike of being left somewhere or with a particular person.
5. A child shows unusual interest in or knowledge of sexual matters, expressing affection in ways inappropriate for a child of his or her age.

SIGNS OF EMOTIONAL ABUSE

1. A child shows extremes in behavior.
2. A child is either inappropriately adult or infantile.
3. A child is delayed in physical or emotional development.
4. A child reports lack of attachment to parents.
5. A child is exhibiting extremes of behavior, overly anxious to please, to assume blame or extremely passive or aggressive, demanding or undemanding.

PROCEDURES AIMED AT PREVENTING CHILD ABUSE

1. A child may receive scheduled, individual instruction or counseling from a volunteer only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. At least two adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined corporally or corrected with abusive language.
5. A volunteer must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit in the adult's home.
6. Release children only to parents or guardians.
7. Have minors use the "buddy system" when they go on trips away from school or church property.
8. Ordinarily, rooms where instruction or counseling is given should have a glass panel.

PROPER RESPONSE TO ACTUAL OR SUSPECTED CHILD ABUSE

1. Signs of Abuse

If you observe that a child is exhibiting any one of the signs of child abuse, be aware that the presence of any one of the signs does not confirm abuse or neglect. However, **the presence of a number of these signs** may be reason for the volunteer to **discuss concerns or observations with the staff person to whom the volunteer is responsible.**

It is very important not to jump to conclusions but rather to look carefully at the entire situation for evidence that would give you reason to suspect child abuse.

None of the signs alone proves that a child is being maltreated but when the signs appear repeatedly they should elicit concern.

2. Acts of abuse perpetrated by a cleric, employee or volunteer of the Diocese.

Any regular volunteer who witnesses an act of child abuse perpetrated by a cleric, employee or volunteer of the diocese, has cause to suspect that such an act has occurred, or receives a report of such an act, must report the incident immediately to the **Division of Family Services in Delaware (hot line number: 1-800-292-9582)** or to

the Department of Social Services in the Maryland County where the allegedly abused child lives, or if different, where the abuse is alleged to have taken place (hot line number: 1-800-492-0618). Immediately thereafter, the volunteer should promptly notify their immediate supervisor and the Vicar General for Administration.

3. Potentially abusive behavior

Any regular volunteer who observes a cleric, employee or another volunteer behaving in a manner that may pose a potential risk to a child is to report the matter to the staff person to whom they are responsible without delay.

TRUST IS YOUR GREATEST GIFT!

SUPERVISION PROCEDURES

1. Have adequate number of adults present at events involving children and youth.
2. Monitor your facilities during church services and all school or other activities.
3. Release children only to parent or guardian.
4. Obtain parental permission, including a signed medical treatment form, before taking children or youth on trips.

BEHAVIORAL GUIDELINES FOR WORKING WITH CHILDREN OR YOUTH

1. Do not provide minors with alcoholic beverage, tobacco, drugs, or anything that is prohibited by law.
2. Do not serve as chaperone for activities that conflict with curfew laws pertaining to minors.
3. Touching should be age appropriate and based on the need of the minor and not on the need of the adult. Avoid physical contact when alone with a minor. If a minor initiates physical contact, an appropriate, limited response is proper.

4. Do not engage in the physical discipline of a minor. Discipline problems should be handled in coordination with your supervisor and/or the parents of the minor.
5. Do not be alone with a minor in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area that is inappropriate to a ministry relationship.
6. Do not take an overnight trip alone with a minor who is not a member of your immediate family.
7. Topics, vocabulary, recordings, films, games or the use of computer software or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be employed with minors. Sexually explicit or pornographic material is never appropriate.
8. Do not administer medication of any kind without written parental permission.
9. If you recognize inappropriate personal or physical attraction developing between yourself and a minor, maintain clear professional boundaries between yourself and the minor or refer the minor to another adult supervisor.

10. If one on one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability. Limit both the length and number of sessions and make appropriate referrals. Notify parents of the meetings.
11. Do not permit minors to cross roads by themselves unsupervised when they are in your custodial care.
12. Do not take photographs of minors while they are unclothed or dressing (e.g. in a locker room or bathing facility).

**For further information, contact:
Human Resources Office
1626 N. Union Street
Wilmington, DE 19806
302-573-3126**

DIOCESE OF WILMINGTON



INFORMATION FOR VOLUNTEERS

CHILD ABUSE AND NEGLECT

CLASES DEL ABUSO INFANTIL**¿QUÉ ES EL ABUSO?**

1. El abuso sexual incluye pero no es limitado a los siguientes:
2. Ocupándose en actividad sexual con un niño.
3. Negar el sustento apropiado o necesario de educación, cuidado médico u otro cuidado necesario para la salud del niño.
4. El uso de técnicas de constreñimiento sobre un niño que provocan dolor o daño.
5. La administración de drogas de receta o medicamentos sin la supervisión continua de un médico autorizado.
6. Proveer bebidas alcohólicas o contrabando de drogas.
7. La comisión de cualquier acto, no accidental, que amenaza o resulta en cualquier injuria o muerte de un niño.

El abuso físico es cualquier daño no-accidental infligido a un niño por un adulto que resulta en o amenaza una injuria seria. Muchas veces adultos que abusan de niños no intentan dañarlos seriamente pero el enojo y frustración en su propia vida provocan consecuencias más graves.

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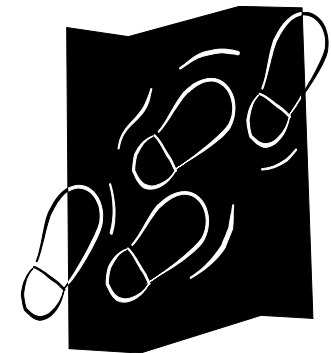
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El abuso emocional es un factor importante en todas las formas de abuso infantil. Ser lastimado por alguien que debe cuidar y proteger es muy dañino al desarrollo emocional del niño. Los adultos que no hieren físicamente pueden causar daño emocional por usar palabras que amenazan, ridiculizan, critican severamente o acosan.

¿Quién es un voluntario?

Los voluntarios mantienen una posición de confianza con los menores de edad y de hecho hay la expectativa que ellos se comporten dentro de las normas presentadas.

Un voluntario es cualquier persona que funciona bajo el auspicio de la diócesis en sus parroquias, escuelas, u otras instituciones en una manera consistente y significativa (Ej., una catequista, un entrenador de deportes, un coordinador de acólitos), pero no incluye al voluntario ocasional como un chofer para una actividad única o un acompañante para un sólo evento. Los voluntarios tienen que ser vigilantes en cuanto a las situaciones que pueden causar daño o sospechas del abuso de un niño. Los voluntarios están obligados a cumplir con la política y los procedimientos referentes al abuso y la negligencia de los niños.



SIGNOS DE ABUSO FÍSICO

1. El niño tiene quemaduras, lesiones, huesos rotos, o amoratados por un golpe no explicado.
2. El niño tiene lesiones desvanecidas después de una ausencia de clases o una actividad regularmente asistida.
3. El niño se retira del toque de adultos o parece demasiado miedoso.
4. El niño divulga una injuria cometida por un adulto.

SIGNOS DE NEGLIGENCIA

1. El niño está ausente frecuentemente.
2. El niño roba o pide por dinero o comida.
3. Le hacen falta vacunas, lentes, o cuidado médico o dental.
4. El niño regularmente está sucio o huele mal.
5. Le hace falta comida suficiente.
6. El niño abusa de drogas o alcohol.
7. El niño declara que nadie lo cuida.

SIGNOS DE ABUSO SEXUAL

1. El niño demuestra un cambio de comportamiento como la pérdida de apetito, el no poder dormir, pesadillas, y el retirarse de las actividades usuales tanto como sus amistades.
2. Se vuelve a orinar en la cama o chupar el pulgar.
3. El niño tiene dolor, hinchazón, picazón, o sangradura en sus partes privadas.
4. Se tiene miedo de alguien o no le gusta ser dejado en un lugar o con una persona particular.
5. Se manifiesta un interés en o conocimiento de asuntos sexuales. Se expresa afecto en formas impropias para un niño de su edad.

SIGNOS DE ABUSO EMOCIONAL

1. El niño exhibe extremos en su comportamiento
2. El niño actúa como adulto o bebé en su conducta que no está de acuerdo con su edad.
3. El niño está retrasado en su desarrollo físico o emocional.
4. El niño reporta una falta de cariño hacia sus papás.

5. Se manifiesta extremos en su comportamiento como el deseo de complacer excesivamente, o asumir la culpabilidad. Está sumamente agresivo o pasivo, exigente o no pide nada.

PROCEDIMIENTOS DE LA DIÓCESIS
PARA PREVENIR EL ABUSO INFANTIL

1. Un niño puede recibir instrucción y aconsejaría individual y programada del personal eclesial sólo con el consentimiento de sus padres o guardián.
2. Se puede participar en cualquier programa patrocinado por la parroquia o el colegio sólo con el consentimiento escrito de los padres o guardián.
3. Por lo menos, dos adultos tienen que estar presentes para cada actividad que es para niños y es patrocinada por la parroquia o el colegio.
4. Ningún niño puede ser disciplinado físicamente o corregido con lenguaje abusivo.
5. Un voluntario tiene que obtener el consentimiento de los padres o guardián antes de invitar o permitir que el niño visite la casa del adulto.
6. Sólo los padres o el guardián pueden recoger a su hijo.

Part IV – Parish/School Meeting Materials

7. Se requiere que los niños sean acompañados por un compañero de clase (dos en dos) cuando haya giras.
8. Normalmente, en los cuartos donde se da instrucción u orientación, debe haber una ventana de vidrio.

RESPUESTA APROPIADA AL ABUSO ACTUAL O SOSPECHADO

1. Signos de Abuso

Si usted observa que un niño demuestra cualquiera de los signos de abuso infantil, darse cuenta que la presencia de un signo no confirma el abuso o la negligencia en si. Sin embargo, **la presencia de varios de estos signos pueda ser una razón para exponer sus preocupaciones u observaciones con la persona a quien el voluntario es responsable.**

Es muy importante que no juzgue rápidamente, sino considerar cuidadosamente la situación completa revisando la evidencia que le da razón para sospechar la presencia del abuso.

Ningún signo solo comprueba el maltrato del niño, pero cuando aparezcan repetidamente hay razón para expresar una preocupación.

2. **Los actos de abuso cometidos por un clérigo, empleado o voluntario de la diócesis.**

Cualquier voluntario que es testigo de un acto de abuso infantil por un clérigo, empleado o voluntario de la diócesis y tiene razón para sospechar que tal acto ha ocurrido o recibe un reporte de lo mismo, tiene que reportar el incidente inmediatamente al **Division of Family Services in Delaware (hot line number: 1-800-292-9582) o al Department of Social Services en el condado de Maryland donde vive el alegado niño abusado o si es diferente, donde el abuso alegado tomó lugar (hot line number: 1-800-492-0618).** Inmediatamente después el voluntario debe notificar enseguida a su supervisor y al Vicario para la Administración.

3. Comportamiento de abuso potencial

Un voluntario comprometido que observa a un clérigo, empleado u otro voluntario comportándose en una manera que demuestra un riesgo potencial para un niño tiene que reportar el asunto a la persona encargada de su área sin demorar.

LA CONFIANZA ES SU MEJOR REGALO

PROCEDIMIENTOS DE SUPERVISIÓN

1. Hay que tener un número adecuado de adultos presentes en los eventos donde hay niños y jóvenes.
2. Hay que vigilar los edificios de la parroquia y escuela durante toda actividad incluyendo los servicios religiosos.
3. Sólo los padres o el guardián pueden recoger a su hijo
4. Hay que obtener el permiso de los padres incluyendo una ficha firmada de tratamiento médico antes de llevar a niños y jóvenes en una gira.

PAUTAS DE COMPORTAMIENTO PARA TRABAJAR CON NIÑOS Y JÓVENES

1. No se da a menores de edad drogas, bebida alcohólica, tabaco o cualquier cosa prohibida por la ley.
2. No se acompaña en actividades que tienen conflictos con las leyes de toque de queda.
3. El tocar debe ser apropiado para la edad y basado en la necesidad del menor y no del adulto. Evite el contacto físico cuando está solo con un menor de edad. Si el menor inicia el

Part IV – Parish/School Meeting Materials

- contacto físico, un gesto apropiado y limitado está bien.
4. No se practica la disciplina física con un menor de edad. Problemas de disciplina deben ser tratados en coordinación con su supervisor y/o con los padres.
5. No se debe estar solo con un menor de edad en una residencia, un cuarto de dormir, un baño, un cuarto de vestirse u otro cuarto encerrado tanto como un área aislada que es impropia para la naturaleza de la relación ministerial.
6. No se pasa la noche solo durante un viaje con un menor de edad que no es miembro de su familia.
7. Temas, vocabulario, grabaciones, películas, juegos o el uso de software de computadora o cualquier otra forma de entretenimiento que no se usaría en la presencia de los papás se usa tampoco con menores de edad. Material pornográfico o sexualmente explícito nunca se usa.
8. No se administra medicamentos de cualquier clase sin el permiso escrito de los padres.
9. Si se reconoce una atracción física o personal impropia entre si mismo y un menor de edad, hay que mantener límites claros y
- profesionales entre los dos o pasar al menor a otro adulto supervisor.
10. Si tiene que reunirse solo con un menor de edad para su cuidado pastoral, evite lugares solitarios. Tenga un horario fijo y use sitios que crean una responsabilidad. Limite el tiempo y número de sesiones y refiera el caso cuando sea necesario. Avise a los padres de las reuniones.
11. No se permite a los menores de edad cruzar las calles sin supervisión si están bajo su cuidado.
12. No se toma fotografías de menores de edad cuando están desnudos o vistiéndose (Ej., en un cuarto de vestirse o alberca)

DIÓCESIS DE WILMINGTON



INFORMACIÓN PARA VOLUNTARIOS
EL ABUSO INFANTIL Y LA NEGLIGENCIA

**Para más información:
Human Resources Office
1626 N. Union Street
Wilmington, DE 19806
302-573-3126**

RESOURCE MATERIALS***WHAT IS CHILD ABUSE?***

Child abuse includes, but is not limited to, the following:

1. Engaging in any sort of sexual activity with a child.
2. Denial of proper or necessary subsistence, education, medical care, or other care necessary for the child's health.
3. Use of restraint procedures on a child that cause injury or pain.
4. Administration of prescription drugs or medication without the ongoing supervision of a licensed physician.
5. Providing alcoholic beverages or controlled substances.
6. Commission of any act, other than by accidental means, that threatens or results in any injury or death to the child.

TYPES OF CHILD ABUSE

Physical Abuse is any non-accidental physical injury to a child caused by an adult which results in or threatens serious injury. Often adults who physically abuse children do not intend to seriously injure the children but get carried away by anger and frustration in their own lives.

Neglect is the failure of a parent or guardian to provide a child with adequate food, clothing, shelter, medical care, education or supervision. Neglect is a chronic problem often resulting, not from poverty, but from lack of knowledge as to the proper care required by children.

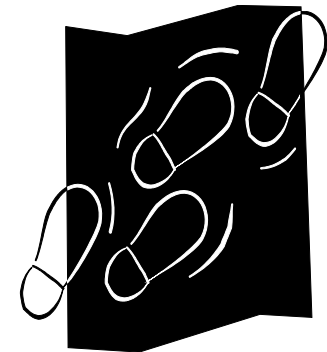
Sexual Abuse is any physical contact with a child by an adult or older child in a position of power over the child for the sexual gratification of the adult or older child. Other terms for sexual abuse include child molestation, incest (if the abuser is a member of the child's family), or child pornography. Usually, child sexual abuse is not violent, and the child knows the abuser.

Emotional Abuse is an important factor in all forms of child abuse. To be hurt so much by someone who should care and protect is very damaging to the emotional development of a child. Adults who do not physically harm a child may cause emotional harm by using words which threaten, harshly criticize, ridicule or harass.

WHO SHOULD BE AWARE?

Church personnel hold positions of trust in working with minors and are, therefore, expected to act within the behavioral guidelines as presented.

Any person who functions under the auspices of the Diocese, its parishes, schools or other institutions, in a regular, significant relationship/role with children (e.g. teacher, employee, catechist, youth minister/coordinator of youth ministry, scout leader, coach or server coordinator) shares a sacred trust. These adults must be vigilant to guard against situations that can inflict harm, or that give rise to suspicions of potential child abuse. All engaged in ministry to and with children in our Diocese are obligated to fulfill the policies and procedures regarding child abuse and neglect.



SIGNS OF PHYSICAL ABUSE

1. A child has unexplained burns, bruises, broken bones, black eyes.
2. A child has fading bruises after an absence from class or regularly scheduled activity.
3. A child shrinks from the touch of adults or appears unusually fearful of adults.
4. A child reports injury by an adult.

SIGNS OF NEGLECT

1. A child is frequently absent.
2. A child begs/steals food or money.
3. A child lacks medical or dental care, glasses, and immunizations.
4. A child is consistently dirty, has severe body odor.
5. A child lacks sufficient food.
6. A child abuses alcohol or drugs.
7. A child states that no one provides care.

SIGNS OF SEXUAL ABUSE

1. A child exhibits change in behavior such as loss of appetite, nightmares,

inability to sleep or withdrawal from usual activities and peer relationships.

2. A child returns to bedwetting or thumb sucking.
3. A child has genital pain, itching, swelling or bleeding.
4. A child indicates fear of a person or an intense dislike of being left somewhere or with a particular person.
5. A child shows unusual interest in or knowledge of sexual matters, expressing affection in ways inappropriate for a child of his or her age.

SIGNS OF EMOTIONAL ABUSE

1. A child shows extremes in behavior.
2. A child is either inappropriately adult or infantile.
3. A child is delayed in physical or emotional development.
4. A child reports lack of attachment to parents.
5. A child is exhibiting extremes of behavior, overly anxious to please, to assume blame or extremely passive or aggressive, demanding or undemanding.

PROCEDURES AIMED AT PREVENTING CHILD ABUSE

1. A child may receive scheduled, individual instruction or counseling from church personnel only with the consent of the child's parent or guardian.
2. A child may participate in an organized program sponsored by a parish or school only with the written consent of the child's parent or guardian.
3. At least two adults must be present for any activity for children sponsored by a parish or school.
4. No child may be disciplined physically or corrected with abusive language.
5. Church personnel must obtain the consent of a child's parent or guardian before inviting or allowing the child to visit in an adult's home.
6. Release children only to parents or guardians.
7. Have minors use the "buddy system" when they go on trips away from school or church property.
8. Ordinarily, rooms where instruction or counseling is given should have at least one window.

Part IV – Parish/School Meeting Materials
PROPER RESPONSE TO ACTUAL
OR SUSPECTED CHILD ABUSE

1. Signs of abuse

If you observe that a child is exhibiting any one of the signs of child abuse, be aware that the presence of any one of the signs does not confirm abuse or neglect. However, **the presence of a number of these signs may be reason for the concern and possible exploration with a physician, psychologist, etc. This should only occur after proper consultation with the supervisor/pastor or appropriate other staff.**

It is very important not to jump to conclusions but rather to look carefully at the entire situation for evidence that would give you reason to suspect child abuse. None of the signs alone proves that a child is being maltreated, but when the signs appear repeatedly this should prompt heightened concern.

2. Acts of abuse perpetrated by a cleric, employee or volunteer of the Diocese

Any employee or volunteer who witnesses an act of child abuse perpetrated by a cleric, employee or volunteer of the Diocese, has cause to suspect that such an act has occurred, or receives a report of such an act, must report the incident immediately to the **Division of Family Services in Delaware (hot line number: 1-800-292-9582)** or to the **Department of Social Services in the Maryland county where the alleged victim resides, or if**

different, where the abuse is alleged to have taken place (hot line number: 1-800-492-0618). Immediately thereafter, the individual should promptly notify the appropriate supervisor and the Vicar General for Administration.

3. Potentially abusive behavior

Church Personnel who observe a cleric, employee or another volunteer behaving in a manner that may pose a potential risk to a child are to report the matter to the staff person to whom they are responsible without delay.

TRUST IS YOUR GREATEST GIFT!

SUPERVISION PROCEDURES

1. Have an adequate number of adults present at events involving children and youth.
2. Monitor your facilities during church services and all school or other activities.
3. Release children only to parent or guardian.
4. Obtain parental permission, including a signed medical treatment form, before taking children or youth on trips.

BEHAVIORAL GUIDELINES FOR WORKING WITH CHILDREN OR YOUTH

1. Do not provide minors with alcoholic beverages, tobacco, drugs, or anything that is prohibited by law.
2. Do not serve as chaperone for activities that conflict with curfew laws pertaining to minors.
3. Touching should be age appropriate and based on the need of the minor and not on the need of the adult. If a minor initiates physical contact, an appropriate, limited response is proper.
4. Do not engage in the physical discipline of a minor. Discipline

Part IV – Parish/School Meeting Materials

- problems should be handled in coordination with your supervisor and/or the parents of the minor.
5. Do not be alone with a minor in a residence, sleeping facility, locker room, restroom, dressing facility, or other closed room or isolated area that is inappropriate to a ministry relationship.
 6. Do not take an overnight trip **alone** with a minor who is not a member of your immediate family.
 7. Topics, vocabulary, recordings, films, games or the use of computer software or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be employed with minors. Sexually explicit or pornographic material is forbidden.
 8. Do not administer medication of any kind to a minor without written parental permission.
 9. If you recognize inappropriate personal or physical contact developing between yourself and a minor, maintain clear professional boundaries between yourself and the minor or refer the minor to another adult supervisor.
 10. If one-on-one pastoral care of a minor is necessary, avoid meeting in isolated environments.

Schedule meetings at times and use locations that create accountability. Limit both the length and number of sessions and make appropriate referrals. Notify parents of the meetings.

11. Do not permit minors to cross roads by themselves unsupervised when they are in your custodial care.
12. Do not take photographs of minors while they are unclothed or dressing (e.g. in a locker room or bathing facility).

**For further information, contact:
Human Resources Office
1626 N. Union Street
Wilmington, DE 19806
302-573-3126**

DIOCESE OF WILMINGTON



**INFORMATION
FOR CHURCH PERSONNEL
CHILD ABUSE AND NEGLECT**