



FOR THE SAKE OF GOD'S CHILDREN

PART V – RESOURCE MATERIALS

DIOCESE OF WILMINGTON
Revised 2005

NOTE

**THE PAGES IN THIS SECTION ARE NOT NUMBERED
SINCE THESE ARE INTENDED FOR COPYING.**

RESOURCE MATERIALS

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.



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.

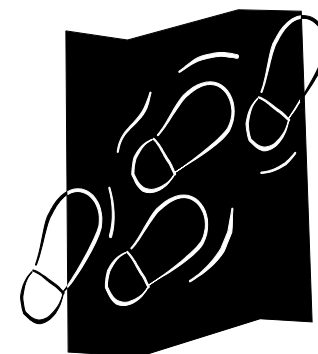
Sexual Abuse is any physical contact with a child by an adult or older child in a position of power over the child for the sexual gratification of the adult or older child. Other terms for sexual abuse include child molestation, incest (if the abuser is a member of the child's family), or child pornography. 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 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 chaperon 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, 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 CHLD 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

Part V - Resources

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 comfortable in the presence of parents should not be employed with minors. Sexually explicit or pornographic material is never appropriate.

Resources

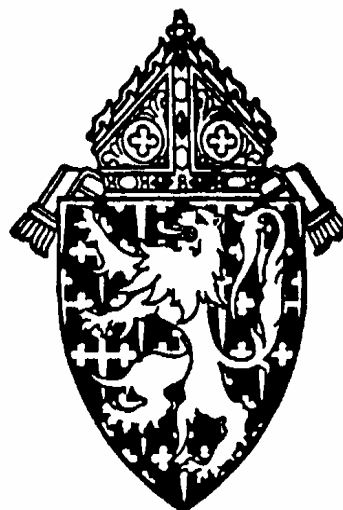
8. Do not administer medication of any kind without written parental permission.
9. If you recognize inappropriate personal or physical attraction developing between yourself and a minor, maintain clear professional boundaries between yourself and the minor or refer the minor to another adult supervisor.
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



RESOURCE INFORMATION
REPRINTED FROM THE SAFE ENVIRONMENT MANUAL
ST. ELIZABETH ANN SETON CATHOLIC COMMUNITY
DALLAS TEXAS

What is child abuse or neglect?

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

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Types of Child Abuse

Physical Abuse is any non-accidental physical injury to a child cause 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.

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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 consultation. 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.

Indicators of Abuse

Behavior Indicators of Physical Abuse

1. Wary of adults
2. Is either extremely aggressive or withdrawn
3. Is dependent and indiscriminate in his/her attachments
4. Is uncomfortable when other children cry
5. Generally controls his/her own crying
6. Exhibits a drastic behavior change when not with parents or caregivers
7. Is manipulative
8. Has poor self-concept
9. Exhibits delinquent behavior, such as running away from home
10. Uses or abuses alcohol and/or other drugs
11. Is self mutilating
12. Is frightened of parents, of going home
13. Is overprotective of or responsible for parents
14. Exhibits suicidal gestures and/or attempts suicide
15. Has behavior problems at school

Physical Indicators of Abuse

1. Has unexplained bruises or welts, often clustered or in a pattern
2. Has unexplained and/or unusual burns (cigarettes, doughnut-shaped, immersion lines, object-patterned)
3. Has unexplained bite marks
4. Has unexplained fractures or dislocations
5. Has unexplained abrasions or lacerations
6. Wets the bed. (Or explanation is inconsistent or improbable)

Indicators of Neglect

Neglect-Behavior Indicators

1. Is truant or tardy to school often or arrives early or stays late
2. Begs or steals food
3. Attempts suicide
4. Uses or abuses alcohol or drugs
5. Is extremely dependent or detached
6. Engages in delinquent behavior, such as prostitution or stealing

Neglect – Physical Indicators

1. Frequently is dirty, unwashed, hungry, inappropriately dressed
2. Engages in dangerous activities possibly because he/she generally is unsupervised
3. Is tired and listless
4. Has unattended physical problems
5. May appear to be over-worked and/or exploited

Emotional Abuse**Emotional Abuse Behavioral Indicators**

1. Is overly eager to please
2. Seeks out adult contact
3. Views abuse as being warranted
4. Exhibits changes in behavior
5. Is excessively anxious
6. Is depressed
7. Is unwilling to discuss problems
8. Exhibits aggressive or bizarre behavior
9. Is withdrawn
10. Is apathetic
11. Is passive
12. Has unprovoked fits of yelling or screaming
13. Exhibits inconsistent behavior at home and school
14. Feels responsible for the abuser
15. Runs away from home
16. Attempts suicide
17. Has low self esteem
18. Exhibits a gradual impairment of health or personality
19. Has difficulty sustaining relationships
20. Has unrealistic goal setting
21. Is impatient
22. Is unable to communicate or express his/her feelings, needs or desires
23. Sabotages his/her chances of success
24. Lacks self confidence
25. Is self depreciating and has a negative self image

Emotional Abuse Physical Indicators

1. Has a sleep disorder (nightmares or restlessness)
2. Wets the bed
3. Exhibited developmental lags (stunting his/her physical, emotional and or mental growth)
4. Is hyperactive
5. Exhibits eating disorder

Sexual Abuse

Sexual Abuse Behavioral Indicators

1. Is reluctant to change clothes in front of others
2. Is withdrawn
3. Exhibits unusual sexual behavior and/or has venereal disease knowledge beyond that which is common for his/her development state
4. Has poor peer relationships
5. Either avoids or seeks out adults
6. Is pseudo-mature
7. Is manipulative
8. Is self conscious
9. Has problems with authority and rules
10. Exhibits eating disorders
11. Is self mutilating
12. Is obsessively clean
13. Uses or abuses alcohol and/or other drugs
14. Exhibits delinquent behavior such as running away from home
15. Exhibits extreme compliance or defiance
16. Is fearful or anxious
17. Exhibits suicidal gestures and/or attempts suicide
18. Is promiscuous
19. Engages in fantasy or infantile behavior
20. Is not willing to participate in sports activities
21. Has school difficulties

Sexual Abuse Physical Indicators

1. Has pain and or itching in the genital area
2. Has bruises or bleeding in the genital area
3. Has venereal disease
4. Has swollen genital parts
5. Has difficulty walking or sitting
6. Has torn, bloody and/or stained underclothing
7. Experiences pain when urinating
8. Is pregnant
9. Has vaginal or penile discharge.
10. Wets the bed

The following information is from the Diocese of Wilmington Guidelines for Developing Parish Personnel Manuals

4.04 HARASSMENT
POLICY

The parish will not tolerate acts of harassment of its employees or any discrimination on the basis of age, race, color, national origin, sex, religion, or disability. All employees are responsible for ensuring that the workplace is free from all forms of harassment.

**Refer to:
Religious Education Manual #4129.9
Catholic Schools Manual #4001.**

COMMENTARY

Harassment Defined:

Harassment is unwelcome verbal or physical conduct, directed at an individual based upon age, race, color, national origin, sex, religion, or disability, which disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment.

Examples of Harassment:

Harassment includes the use of insulting epithets or nicknames; the display of insulting or offensive cartoons, pictures, slogans or symbols and, intimidation through physical violence or threats of such violence.

Sexual Harassment

Sexual harassment is a type of harassment which refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other unwelcome verbal, visual or physical favors, and other unwelcome verbal, visual or physical conduct directed to an individual because of gender. Examples of sexual harassment include conditioning employment actions upon the granting of sexual favors; unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; and, the display in the work place of sexually suggestive objects or pictures.

PROCEDURE

Complaint:

Any employee who believes that he or she has been subject to harassment prohibited by this policy has a responsibility to report the harassment as soon as possible to his or her immediate supervisor. If the harassment is being perpetrated by the supervisor then the employee may bring his or her complaint to the Pastor. If the Pastor is the source of the harassment, or there are other compelling reasons which prevent bringing the problem to the attention of the Pastor the issue should be taken directory to the Vicar for Priests.

Investigation:

All complaints of harassment will be investigated promptly and impartially. Information will be kept confidential as far as possible.

Action:

Anyone who is found, after appropriate investigation, to have engaged in harassment of another employee, will be subject to disciplinary action, which may include termination of employment.

Retaliation Prohibited:

No one who brings a harassment complaint in good faith will be subject to any adverse employment action for doing so, regardless of whether the complaint is ultimately determined to have merit.

4.05 CHILD ABUSE/NEGLECT

INTRODUCTION

Because of the nature of the parish ministries many employees and volunteers are in direct contact with children. All employees and volunteers should be aware of the Diocesan Policy regarding Child Abuse or Neglect. All employees and volunteers should also be familiar with the parish procedures as outline in the Personnel Manual.

The Diocese and this parish are committed to providing an environment that gives, nourishes and defends life. The Diocese and this parish deplore the harm and injury individuals and families suffer because of anyone's misconduct. Such misconduct violates the respect to which all persons

have a right. When anyone engages in abusive behavior, that individual betrays the trust and commitment to contribute to the life and growth of others.

Parish staff members and members of the parish volunteer corps always bear the responsibility for maintaining boundaries and clear roles in ministerial relationships. The Diocese and parish take seriously any allegations of abuse and respond immediately in a pastoral, compassionate and responsible manner. With the ultimate aim of reconciling and bringing healing, the Diocese and parish pledge to treat justly, respectfully, and compassionately everyone involved in such cases.

A. GENERAL LAWS OF THE STATES OF DELAWARE AND MARYLAND REGARDING THE REPORT OF ALLEGED CHILD ABUSE AND /OR NEGLECT

The laws of the States of Delaware and Maryland require that any person who knows of or reasonably suspects child abuse or child neglect shall report the same promptly to appropriate civil authority. As persons who are often in contact with children, through church programs, through Religious Education classes, Youth Ministry activities or the Catholic School, we have a particularly serious responsibility to be aware of the law and to be alert to real or potential problems. In Delaware, the report is to be filed with the Division of Family Services; in Maryland to the appropriate county office or law enforcement agency. The initial report may be made by telephone or in person. The law further provides that persons making such reports in good faith shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed with respect to making such a report.

**Delaware : Report to Division of Family Services
Hotline # 1-800-292-9582**

**Maryland : Department of Social Services in the Maryland county
Where allegedly abused child lives or , if different, the
Maryland county where the abuse is alleged to have
occurred.
Hotline # 1-800-492-0618**

B. WHO MUST REPORT

DELAWARE

In Delaware, any person who knows or reasonably suspects child abuse or child neglect must report the matter to civil authorities. Failure to report makes one liable to fine (not more than \$1000) or imprisonment (not more than 15 days). The law also states that only the attorney/client privilege exempts reporting. Parish employees and volunteers must comply with the reporting statute.

MARYLAND

Any parish employee or volunteer who has reason to believe that the child has been subjected to abuse shall notify the local Department of Social Services or the appropriate law enforcement agency and give all information required by the law to their supervisor. Any doubts concerning serious suspicions about child abuse are to be resolved in the child's favor and are to be reported. The report should be submitted as soon as possible.

C. WHAT TO DO:

If the alleged abuser is an employee

If the alleged abuser is a volunteer or

If the alleged abuse occurred on parish property:

1. Any parish employee or volunteer who has reasonable cause to believe that a child has been subjected to abuse or neglect by a fellow employee or volunteer shall immediately make a report of such abuse or neglect by telephone or in person to the Division of Family Services in Delaware (hot line no. 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 no. 1-800-492-0618). Immediately thereafter, the employee or volunteer shall, as applicable, promptly notify the Pastor and /or other responsible parish supervisor. In any and all cases the Pastor is to be informed and he will promptly notify the Vicar General for Administration.
2. The report to the civil authority may be made by telephone and/or in person and should include, if known, the name and address and other identification of the suspected child abuser; the name, age, sex, whereabouts, and home address of the child; the names and address(es) of the child's parents, guardian or other responsible person who has custody of the child; the nature of the abuse or neglect including any evidence and information of a history of abuse or neglect

and any other relevant information. This information should be given to the Pastor.

3. The Pastor after consultation and at the direction of the Vicar General for Administration will make arrangements to notify the parent or guardian. Notice should NOT be given to the parent or guardian if he or she is the one against whom the complaint is made.
4. If the report of child abuse or neglect is against an employee or volunteer of the parish, the employee or volunteer shall be removed from all possible contact with children until such time as the suspect is exonerated by the proper civil authorities. This is to be done in consultation with the Vicar General for Administration.
5. In a case where the alleged child abuser is a priest, the Pastor will advise the Vicar General for Administration. In the case where the alleged child abuser is the Pastor the employee will contact the Vicar General for Administration.
6. If the alleged abuse takes place on church property by someone other than a parish staff member or a member of the parish volunteer corps, the alleged abuse must still be reported to both the civil authorities and diocesan officials.
7. Pastoral and psychological care of the abused child and his /her family is made available when and where appropriate.
8. All information related to a child abuse incident in which a complaint is made against an employee should be gathered and retained in written form in a confidential manner at the direction of the Vicar General for Administration. Files are to be entrusted solely to the care and safekeeping of diocesan officials and are not to be retained at the parish level.

Additional procedures for Catholic School and Parish Religious Education programs can be found in the following manuals:

***Diocesan School Policy Manual #4129 and #5151 and attending procedures.
Religious Education Manual Policy #4129.1 and attending procedures.***

Complete Policies and Procedures regarding Reporting Alleged Child Abuse /Neglect are on file in the Human Resources Office : 302-573-3126

RELIGIOUS PRIVILEGE

STATE OF DELAWARE

Uniform Rules of Evidence Rule 505

(a) Definitions. As used in this rule:

- (1) A "clergyman" is a minister, priest, rabbi, accredited Christian Science practitioner or other similar functionary of a religious organization, or an individual reasonably believed so to be by the person consulting him.
- (2) A communication is "confidential" if made privately and not intended for further disclosure except to other persons present in furtherance of the purpose of the communication.

(b) General rule of privilege. A person has a privilege to refuse to disclose and to prevent another from disclosing a confidential communication by the person to a clergyman in his professional character as a spiritual adviser.

(c) Who may claim the privilege? The privilege may be claimed by the person, by his guardian or conservator, or by his personal representative if he is deceased. The clergyman may claim the privilege on behalf of the person. His authority so to do is presumed in absence of evidence to the contrary.

STATE OF MARYLAND

Courts and Judicial Proceedings

§9-111 Minister, clergyman or priest.

A minister of the gospel, clergyman or priest of an established church of any denomination may not be compelled to testify on any matter in relation to any confession or communication made to him in confidence by a person seeking his spiritual advice or consolation. (Ann Code 1957, art. 35, § 13; 1973, 1st Sp. Sess., ch.2, § 1.)

**FOR THE SAKE OF GOD'S CHILDREN
NOTES FOR ATHLETIC DIRECTORS/COACHES
KEEPING OUR SPACE SAFE AND SECURE**

1. Please be sure that the children know the expectations/requirements for safe and secure environments while they are in the facilities - ex. going to the restroom, strangers in the building etc.
2. Be clear on how the two adult rule is applied in your school.
3. Be vigilant about the facility, know where children are suppose to be and where they are, know what areas are lighted, monitored and which are restricted.
4. When a child needs to leave the class be sure a buddy accompanies the individual.
5. If you have to leave the class be sure a cleared adult is notified and/or is present in the class.
6. Always conduct yourself in accord with the ethical standards you have signed.

Reporting Allegations of Child Abuse to Civil Authorities

Any regular volunteer who has cause to suspect an act of **child abuse or neglect** has occurred or receives a report of such an act, must report the incident to:

Delaware: Division of Family Services at 1-800-292-9582

Maryland: Should report to the Department of Social Services in Maryland County where the allegedly abused child lives, or if different, where the abuse is alleged to have occurred.
(See attached list.)

If the individual suspects an act of **sexual abuse** of a child, receives a report of such an act by a cleric, employee or volunteer of the diocese they should immediately call:

Delaware: State Attorney General's Office: 302-577-8310 and ask to speak to someone in the Sex Crimes Unit.

Maryland: The call should be placed to the County Attorney General's Office in which the alleged crime occurred. (See attached list.)

Reporting to the Diocese of Wilmington

To report suspected sexual abuse of a minor by a priest or deacon, present or in the past call: Rev. Msgr. J. Thomas Cini, VG, 302-573-3118. Send written allegations to Rev. Msgr. J. Thomas Cini, VG, Diocese of Wilmington, P. O. Box 2030, Wilmington, DE 19899-2030.

REPORTING NUMBERS MARYLAND

COUNTY	CHILD PROTECTIVE SERVICES	ATTORNEY GENERAL
CAROLINE COUNTY	410-479-5900 After hours 410-479-2515	410-479-0255
CECIL COUNTY	410-996-0100 After hours 410-398-3815	410-996-5338
DORCHESTER COUNTY	410-901-4100 After hours 410-221-3246	410-228-3611
KENT COUNTY	410-810-7000 After hours 410-758-1101	410-778-7479
QUEEN ANNE'S COUNTY	ALL HOURS 410-758-8000	410-758-2264
SOMERSET COUNTY	410-677-4200	410-651-3333
TALBOT COUNTY	410-822-1617 After Hours 410-822-3101	410-770-8060
WICOMICO COUNTY	410-543-6900 After Hours 410-548-4891	410-548-4880
WORCESTER COUNTY	410-677-6839 After Hours 410-632-1113	410-632-2166

**FOR THE SAKE OF GOD'S CHILDREN
NOTES FOR CATECHISTS/HELPERS
KEEPING OUR SPACE SAFE AND SECUR**

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KENT COUNTY	410-810-7000 After hours 410-758-1101	410-778-7479
QUEEN ANNE'S COUNTY	ALL HOURS 410-758-8000	410-758-2264
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**FOR THE SAKE OF GOD'S CHILDREN
NOTES FOR COUNSELORS
KEEPING OUR SPACE SAFE AND SECURE**

1. Please be sure that the children know the expectations/requirements for safe and secure environments while they are in the facilities - ex. going to the restroom, strangers in the building etc.
2. Be clear on how the two adult rule is applied in your school.
3. Be vigilant about the facility, know where children are suppose to be and where they are, know what areas are lighted, monitored and which are restricted.
4. When a child needs to leave the class be sure a buddy accompanies the individual.
5. If you have to leave the class be sure a cleared adult is notified and/or is present in the class.
6. Always conduct yourself in accord with the ethical standards you have signed.

Reporting Allegations of Child Abuse to Civil Authorities

Any regular volunteer who has cause to suspect an act of **child abuse or neglect** has occurred or receives a report of such an act, must report the incident to:

Delaware: Division of Family Services at 1-800-292-9582

Maryland: Should report to the Department of Social Services in Maryland County where the allegedly abused child lives, or if different, where the abuse is alleged to have occurred.
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REPORTING NUMBERS MARYLAND

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CAROLINE COUNTY	410-479-5900 After hours 410-479-2515	410-479-0255
CECIL COUNTY	410-996-0100 After hours 410-398-3815	410-996-5338
DORCHESTER COUNTY	410-901-4100 After hours 410-221-3246	410-228-3611
KENT COUNTY	410-810-7000 After hours 410-758-1101	410-778-7479
QUEEN ANNE'S COUNTY	ALL HOURS 410-758-8000	410-758-2264
SOMERSET COUNTY	410-677-4200	410-651-3333
TALBOT COUNTY	410-822-1617 After Hours 410-822-3101	410-770-8060
WICOMICO COUNTY	410-543-6900 After Hours 410-548-4891	410-548-4880
WORCESTER COUNTY	410-677-6839 After Hours 410-632-1113	410-632-2166

**FOR THE SAKE OF GOD'S CHILDREN
NOTES FOR TEACHERS
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**FOR THE SAKE OF GOD'S CHILDREN
NOTES FOR YOUTH MINISTERS
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**FOR THE SAKE OF GOD'S CHILDREN
SOME HELPFUL HINTS FOR PARISH LEADERSHIP**

Background Checks

1. Know who on your roster of employees and volunteers should have a background check and where they are in the process. (completed and cleared, submitted and waiting for clearance or not submitted).
2. If there are any questions, please call Cathy Weaver in the Office for Catholic Schools or Sister Suzanne Donovan in the Human Resources Office.
3. If someone has a background check for another purpose (not related to employment) all that is required is a copy of the report submitted to the Schools Office. If a person is coming to work for a Catholic School from a school outside of our system, a new criminal background check should be requested.
4. It is helpful to mark any Criminal Background Check copy sent to the Schools Office with the name of the school where the person is working.

Ethical Standards

1. Be sure that every paid employee for whom you are responsible has read the Ethical Standards and completed the Acknowledgement of Receipt Form. These forms are to be kept in the personnel file at the local level.
2. Volunteers should complete the Volunteer Covenant. This covenant is kept at the local level.

Safe Environment

1. Please be sure that everyone knows the expectations/requirements at the local level for safe and secure environments while children are in the facilities.
2. Be clear on the two adult rule.
3. Be vigilant about the security of the facility.

Moving Forward: Hiring New Staff/Substitutes

All of these individuals must have a background check as part of the process of application or placement. It is the responsibility of the school principal to be certain that every individual for whom a background check is required has completed this in a timely manner. Since these positions are obligated by law to be fingerprinted these must be completed and placed on file.

Suggestions for School Community Education

Utilize the information in Section V of the Manual: Your school counselor and/or nurse may also have additional resources that would be helpful with parents and students.

From Section V of the Manual some parishes have:

Circulated the pamphlet on bullying as part of the instructional process around respect.

Identified one of the parent association meetings as an opportunity for a speaker on the topic of sexual abuse and talking about these issues with children.

Planned a teacher session and/or parent session to discuss the policies and procedures of the Diocese regarding sexual abuse and neglect.

Continue to explore what a safe environment looks like in your facility: be reasonable but do the right thing.

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FOR THE SAKE OF GOD'S CHILDREN
Talking Points for Parents and Children

THINGS THAT PARENTS NEED TO TEACH	THINGS THAT CHILDREN NEED TO KNOW
1. As early as possible, teach children their full name, address and telephone number. Periodically ask them to repeat it back to you	Learn full name, address and telephone number.
2. Never leave children unattended.	When shopping or in a crowd know where to go (cashier, security officer, etc.) if separated from your parent/guardian. Never leave the store by yourself.
3. Explain the difference between good touching and bad touching. The doctor's examination is good touch but touching of the child's private parts by a relative, friend or a stranger is bad touching.	No matter who does the bad touching, tell parents/guardian.
4. In order for children to understand good touch/bad touch they need to know the proper names for body parts. Take away the embarrassment children have about talking about "private parts".	It is good to tell Mom and Dad if anyone tries to touch the private areas of their bodies.
5. You and your child should have a password worked out in case you cannot pick them up from school or day care center. If the child is unsure who is picking them up have the child go to the principal or teacher.	Never leave school with anyone except your parent or guardian and know the family password.
6. Do not leave your children unattended in a car.	Never get in the car alone to play or hide.
7. On the telephone your child is never to let anyone know they are home alone. Discuss responses like, "My Dad is in the shower or my Mom is busy right now."	Never tell anyone on the phone that your parents/guardians are not home. Use the responses you have practiced/been taught.
8. Instruct your children never to open the door without you being present.	Never open the door without your Mother or Father/guardian being present.
9. Know the route your child takes to and from school and have them use the buddy system.	Walk to and from school with a buddy and stay away from alleys, wooded lots and vacant areas. Follow the route you and your parents practiced.
10. Do not allow children to wear T-shirts that show their names.	Do not respond to strangers who call you by name.
11. Children should be taught that it is alright to say no to anyone if they are asked to <ul style="list-style-type: none"> • Look at pictures offered by strangers • Allow strangers to take pictures of them 	If anyone grabs you, touches you or otherwise threatens you, run away, scream for help, bite, kick, scratch or use any method necessary to escape.

<ul style="list-style-type: none"> • Approach the car of someone asking directions • Enter someone's house or property of anywhere with anyone they cannot be seen by others • Do anything that might frighten them or make them feel uncomfortable, including unwanted hugs, pats on the buttocks, or touches that make you uncomfortable 	<p>It is okay to say no to anyone who tries to hug or kiss you. It is okay not to go anywhere unless your parents/guardian approved.</p> <p>You can refuse someone if their request feels weird or separates you from the other children.</p>
<p>12. Teach your children not to accept candy, toys or any other gift offered to them by anyone without their parents/guardians permission</p>	<p>Children should not accept candy, toys or any other gifts offered to them unless their parents/guardians have given permission.</p>
<p>13. Teach your child that the police officer is their friend.</p>	<p>Know that the police officers are your friends and they will help you.</p>
<p>14. Parents should teach their children the difference between surprises and secrets so that they come to you when others ask them to keep secrets that are inappropriate. Encourage your child to value privacy and personal space. They should also know they can talk to you freely about their thoughts and feelings.</p>	<p>There are no secrets. I can talk to my parents/guardians about any thing.</p>

