

# **STATEMENT OF POLICY FOR THE PROTECTION OF CHILDREN & YOUTH**

## **ARCHDIOCESE OF BALTIMORE**

The current and effective version of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures, including the *Statement of Policy for the Protection of Children & Youth* and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore*, which incorporate any revisions to the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures that may be made from time to time, is available on the Child and Youth Protection page of the Archdiocese of Baltimore's website and on the Archdiocese of Baltimore's online compliance management system, *VIRTUS*. Because paper/printed copies of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures may be inaccurate or out of date, only the current version of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures posted on the Archdiocese of Baltimore's website and *VIRTUS* may be relied upon.

### **INTRODUCTION**

The Archdiocese of Baltimore is committed to providing safe and healthy environments for children and youth. This commitment is expressed in the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures. These policies of the Archdiocese have been in place since the 1980s. They have been evaluated, strengthened, and disseminated broadly through the years. In 1993, the Archdiocese publicized written child protection policies and established an Independent Review Board. The Archdiocese implemented mandatory screening and training policies for employees and volunteers in 2003, as well as mandatory safe environment education for children. In 2002, the United States Conference of Catholic Bishops promulgated the Charter for the Protection of Children and Young People and Essential Norms which establish a comprehensive set of procedures for addressing allegations of sexual abuse of minors by Catholic priests and deacons. The Archdiocese of Baltimore has regularly been found by outside auditors to be compliant with the Charter. The Archdiocese continues to work with others outside of the Archdiocese to assist with efforts to protect all children in the community from child abuse. Over the years, the Archdiocese has updated its policies. The Archdiocese remains dedicated to creating safe environments for our children and reiterates its expectation for compliance with the child and youth protection policies and procedures through this revision of its policies.

Church Personnel in the Archdiocese are expected to promote the dignity of each person and to understand the power they have to do great good and the power to cause harm. We pray for the healing and reconciliation of all those who have been victims of child abuse. We will exclude from ministry, employment, and volunteer service anyone against whom there is a credible allegation of sexual abuse, physical abuse, or neglect of a child. We will affirm efforts to provide appropriate and loving outreach to the children and youth of the Archdiocese of Baltimore.

The Archdiocese of Baltimore wishes to acknowledge the commitment of the Clergy, Religious, employees, and volunteers to the young people of our Church and the implementation of these policies. The Archbishop of Baltimore restates his expectation that all Catholic institutions,

including those not directly covered by this policy or under his legal control, will have policies that are strongly protective of children with elements of training, screening, reporting, investigation, and accountability that are appropriate to the institution. Such Catholic institutions are encouraged to review these policies and to share their child protection policies with the Archdiocese so that those engaged in the important work of child protection can learn from each other. The Archdiocese declares its willingness to share its own resources to assist such institutions and the community generally in efforts to combat the scourge and sin of child abuse.

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

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

**We believe** that the protection of those children and youth entrusted to the Church's care is of paramount importance.

**We believe** that those who work in the Church have grace-influenced ability to do great good for children and youth.

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

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

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

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

**We recognize** there are instances where the state may not prosecute even though a credible allegation has been made. Regardless of criminal proceedings, when a credible allegation has been made, we take appropriate action to promote the safety of children and youth.

**We recognize** our responsibilities as an employer: Church Personnel are entitled to fair treatment under canon and civil law.

## **POLICY SECTIONS**

- 1.0 Definitions
- 2.0 Service Eligibility and Communication with the Office of Child and Youth Protection
- 3.0 Screening and Selection
- 4.0 Training and Education
- 5.0 Compliance with Maryland Reporting Law
- 6.0 Reporting Abuse, Neglect, Child Pornography, and Misconduct to the Archdiocese
- 7.0 Investigation by Archdiocesan Personnel
- 8.0 Outreach to Victims
- 9.0 Communications
- 10.0 Appropriate Action Taken as a Result of the Investigation
- 11.0 Independent Review Board and its Purpose
- 12.0 Compliance with Archdiocesan Child and Youth Protection Policies and Procedures

## 1.0 DEFINITIONS

**1.1 Abuse:** (a) The physical injury or mental injury of a Child under circumstances that indicate that the Child's health or welfare is harmed or at substantial risk of being harmed by a parent, a household member or family member, a person who has permanent or temporary care or custody of the Child, a person who has responsibility for supervision of the Child, or a person who, because of the person's position or occupation, exercises authority over the Child; or (b) sexual abuse of a Child, whether physical injuries are sustained or not. "Abuse" does not include the physical injury of a Child by accidental means.

**1.2 Adult:** A person who is 18 years of age and older.

**1.3 Application:** The Archdiocesan "Application for Employment" or "Application for Volunteer Service."

**1.4 Child:** Any individual under 18 years of age.

**1.5 Child and Youth Protection Policies and Procedures:** The Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures are in the *Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore*. The most current policies and procedures are located on the Archdiocese of Baltimore's website.

**1.6 Child Pornography:** Anything that fits the definition of child pornography under either canon law of the Roman Catholic Church or civil law of Maryland or of the United States. Child Pornography is defined in Pope Francis' *motu proprio Vos estis lux mundi* as any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes. *Vos estis lux mundi* covers the production, exhibition, possession and distribution, including by electronic means, of Child Pornography. Acts relating to Child Pornography might also constitute Abuse.

**1.7 Church Driver:** Church Personnel for whom driving others is an explicit requirement of their employment or volunteer duties, or who will be operating a vehicle owned or leased by a Covered Entity.

**1.8 Church Personnel:** Clergy with faculties to function in the Archdiocese of Baltimore; Seminarians For the Baltimore Archdiocese; those enrolled in the Permanent Diaconate Formation Program; men and women Religious approved for ministry at a Covered Entity; employees at a Covered Entity; and volunteers at a Covered Entity

**1.9 CJIS Fingerprint-based Criminal History Record Information Check:** The Criminal Justice Information Services ("CJIS") Central Repository serves as the focal point and central repository for criminal information, including fingerprints. A CJIS Fingerprint-based Criminal History Record Information Check is the submission of fingerprints to the State of Maryland and FBI to obtain information on the existence and content of a criminal record. This check must be processed by the State of Maryland Department of Public Safety and Correctional Services.

**1.10 Clergy:** Clergy includes bishops, priests, and deacons who serve regularly at Covered Entities in the Archdiocese of Baltimore.

**1.11 Coach:** An individual who instructs, supervises, and/or provides leadership to Children and youth participating in an Archdiocesan athletic program. This includes any individual who receives any remuneration, e.g., salary, hourly pay, stipend, tuition assistance, or bonus, in exchange for working with Children and youth who are participating in an Archdiocesan athletic program and any individual whose service to an Archdiocesan athletic program is provided without any remuneration or promise of remuneration.

**1.12 Covered Entity:** The Archdiocese of Baltimore (i.e., the Roman Catholic Archbishop of Baltimore, a corporation sole), as well as any parish, school, institution, program or ministry that has a governance relationship, under civil law, with the Archdiocese of Baltimore. Many such Covered Entities are separately incorporated legal entities, such as parishes and Archdiocesan Collaborative Schools. Catholic Charities, which has separate policies, is not a Covered Entity. An independent Catholic school or other Catholic organization that does not have a legal governance connection, under civil law, to the Archdiocese of Baltimore is not a Covered Entity.

**1.13 Criminal History Screening:** An internet-based background check completed through a third party vendor.

**1.14 Driving Record Check:** The screening that is conducted by a third party vendor that checks for certain available driving record information.

**1.15 Extern Seminarian:** Seminarians in a formation program that is intended to lead toward possible ordination to the priesthood for ministry in a religious order or a diocese other than the Archdiocese of Baltimore. For example, Extern Seminarians may be present in the Archdiocese while attending seminary in Maryland. Extern Seminarians who engage in ministry at a Covered Entity are treated under these policies like volunteers who have Substantial Contact with Children.

**1.16 Law Enforcement:** The police, sheriff, State's Attorney's Office, and/or Attorney General's Office.

**1.17 Local Educational Agency:** A local, independent school district (e.g., Baltimore County Public Schools, Howard County Public Schools) that provides students in Archdiocese of Baltimore Catholic schools with direct services, such as tutoring, speech and language services or occupational therapy, that the students are entitled to receive under federal law.

**1.18 Minor:** Any individual under 18 years of age.

**1.19 Ministry:** Service to the Archdiocese of Baltimore or a Covered Entity in the capacity of Church Personnel.

**1.20 Misconduct with Minors (or Misconduct with a Minor):** Actions that compromise the safety and well-being of a Child or violate appropriate boundaries with a Minor. For purposes of this policy, Misconduct with Minors does not include Abuse.

**1.21 Neglect:** The leaving of a Child unattended or other failure to give proper care and attention to the Child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the Child under circumstances that indicate (a) that the Child's health or welfare is harmed or placed at substantial risk of harm, or (b) mental injury to the Child or a substantial risk of mental injury.

**1.22 Religious:** Unless the context requires otherwise, Religious means a professed member of a religious community such as a sister or a brother. Religious who are also priests are treated as Clergy for purposes of this policy, including for requirements regarding training and screening.

**1.23 Responsible Administrator:** The pastor, pastoral administrator, or pastoral life director of a parish; the Head (President or Principal) of a school; or the Human Resources representative for the Catholic Center.

**1.24 Retaliation:** An action that intimidates, threatens, coerces, discriminates, or takes another adverse action against any individual because the individual reports an allegation of Abuse, Misconduct with Minors, possession of Child Pornography, or lapses in compliance with Archdiocesan Child and Youth Protection Policies and Procedures; participates in an investigation of such conduct, or assists in addressing such conduct.

**1.25 Screening Coordinator:** A staff member, designated by the Responsible Administrator, to assist in ensuring the Covered Entity is in full compliance with the requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures for the employees and volunteers of the Covered Entity.

**1.26 Seminarian For the Baltimore Archdiocese:** An individual in a formal program of formation under the auspices of the Archdiocese of Baltimore that is intended to lead toward possible ordination to the priesthood for ministry as a priest of the Archdiocese of Baltimore. Seminarians who intend to be ordained for other dioceses or for a religious order are considered Extern Seminarians.

**1.27 Sexual Abuse:** Any act that involves (a) sexual molestation or exploitation of a Child by a parent, a household or family member, a person who has permanent or temporary care or custody of the Child, a person who has responsibility for supervision of the Child, or a person who, because of the person's position or occupation, exercises authority over the Child; or (b) sex trafficking of a Child by any individual.

**1.28 Substantial Contact:** Contact with Minors in which the duration and scope in both time and exposure to Minors is neither rare nor limited and may occur on a routine and/or ongoing basis. This includes all overnight activities with Minors.

## **2.0 SERVICE ELIGIBILITY AND COMMUNICATION WITH THE OFFICE OF CHILD AND YOUTH PROTECTION**

In addition to the screening and education of Church Personnel, the interaction and performance of all individuals in a Covered Entity community with children and youth must be monitored as described in the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

2.1 The Archdiocese of Baltimore will exclude from ministry, employment, and volunteer service any person against whom there is a credible allegation of Sexual Abuse, physical Abuse, or Neglect.

2.2 Church Personnel are expected to act in a manner that is consistent with the Archdiocese of Baltimore's *Statement of Policy for the Protection of Children & Youth* and *Code of Conduct for Church Personnel of the Archdiocese of Baltimore*.

2.3 Church Personnel must contact the Archdiocese of Baltimore's Office of Child and Youth Protection immediately if it is learned that anyone accused or convicted of Abuse, Neglect, Child Pornography, or Misconduct with Minors is involved in any ministry or program or activity at a Covered Entity. This requirement is in addition to the obligations discussed below regarding reporting to civil authorities and screening employees and volunteers.

2.4 Restrictions may be placed on any individual credibly accused of Abuse, Neglect, Child Pornography, Misconduct with Minors, or similar conduct regarding participation in activities of the Archdiocese of Baltimore or of a Covered Entity.

2.4.1 Such restrictions may be imposed even if the individual is not an employee or volunteer.

2.4.2 If it is learned that a Child's parent is a registered sex offender, restrictions will be placed on that parent.

2.4.3 Restrictions might also be placed on an individual who is accused of Abuse, Neglect, Child Pornography, Misconduct with Minors, or similar conduct, pending a final determination.

2.5 Church Personnel must not initiate any kind of investigation before contacting the Office of Child and Youth Protection. The Covered Entity should proceed under the direction of the Office of Child and Youth Protection and/or the Division of Human Resources.

2.6 A Covered Entity must contact the Office of Child and Youth Protection and/or the Division of Human Resources before terminating the employment or service of Church Personnel at a Covered Entity due to an allegation of Abuse, Neglect, Child Pornography, or Misconduct with a Minor.

### **3.0 SCREENING AND SELECTION**

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

The Responsible Administrator is accountable for the proper implementation and compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures at his/her location. If the Responsible Administrator delegates any task or function, s/he remains accountable for ensuring that the task or function is carried out correctly. Additionally, the Screening Coordinator is also accountable for the proper implementation and compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures at his/her location.

#### **3.1 Clergy and Religious**

3.1.1 All Clergy and Religious serving in the Archdiocese of Baltimore must be in compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

3.1.2 The Office of Clergy Personnel must insure that all procedures and documentation have been completed regarding all Clergy serving in the Archdiocese of Baltimore, all deacon candidates, and all priests seeking incardination in the Archdiocese. If an individual fails to complete any part of the procedures, then he/she may not serve in the Archdiocese of Baltimore.

3.1.3 The Office of Consecrated Life must ensure that all procedures and documentation have been completed regarding all Religious sisters and brothers serving in the Archdiocese of Baltimore. If an individual fails to complete any part of the procedures, then he/she may not serve in the Archdiocese of Baltimore.

3.1.4 All Clergy and Religious serving on a regular basis in the Archdiocese of Baltimore must complete the CJIS Fingerprint-based Criminal History Record Information Check. Clergy not of the Archdiocese of Baltimore who receive "event" faculties to perform limited ministry (e.g., a wedding) are not required to complete the CJIS Fingerprint-based Criminal History Record Information Check in the Archdiocese but must submit a letter of suitability from their sending diocese or religious superior.

3.1.5 Individuals applying to be a deacon for the Archdiocese of Baltimore and priests seeking incardination in the Archdiocese are subject to psychological testing and also a CJIS Fingerprint-based Criminal History Record Information Check.

3.1.6 When a priest or deacon of the Archdiocese of Baltimore is proposed for a new assignment, transfer or residence in another diocese, the Archdiocese will forward an accurate and complete description of the record of the Clergy, including whether there is anything in his background or service that would raise questions about his fitness for Ministry.

3.1.7 Bishops of other dioceses or superiors of religious communities proposing individual Clergy or Religious for Ministry or residence in the Archdiocese of Baltimore are required to



state clearly in writing that the individual is qualified to perform ministerial duties in an effective and suitable manner and that the Superior is unaware, after careful inquiry, of anything in the individual's background relative to sexual misconduct in general or Abuse of Minors in particular. This statement is in addition to any required CJIS Fingerprint-based Criminal History Record Information Check. A new letter of suitability must be completed each time the individual is transferred to a new assignment in the Archdiocese of Baltimore.

3.1.8 The Responsible Administrator or his/her designee must check with the Office of Clergy Personnel to be certain a man has proper faculties before allowing any Clergy to minister in a parish for any reason. Any Clergy seeking to do any type of Ministry in the Archdiocese of Baltimore, whether temporary or permanent, must have appropriate faculties (habitual or event) before engaging in such work.

### 3.2 Seminarians

3.2.1 All Seminarians For the Baltimore Archdiocese serving in the Archdiocese of Baltimore must be in compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

3.2.2 The Office of Vocations must ensure that all procedures and documentation have been completed regarding all Seminarians For the Baltimore Archdiocese. If an individual fails to complete any part of the procedures, then he may not serve in the Archdiocese of Baltimore.

3.2.3 All Seminarians For the Baltimore Archdiocese of Baltimore must complete the CJIS Fingerprint-based Criminal History Record Information Check.

3.2.4 Individuals applying to be a Seminarian For the Baltimore Archdiocese are subject to psychological testing in addition to a CJIS Fingerprint-based Criminal History Record Information Check.

3.2.5 Since Extern Seminarians who engage in ministry at a Covered Entity are treated under these policies like volunteers who have Substantial Contact with Children, they must complete a Criminal History Screening.

### 3.3 Employees

3.3.1 For employees of Covered Entities, all requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures must be completed with required documentation on or before the first day of employment.

3.3.2 The Responsible Administrator and Screening Coordinator will confirm that these screening requirements have been completed. If any of the requirements is not completed, then the employee may not serve in the Archdiocese of Baltimore.

3.3.3 All applicants for employment must complete the Archdiocese of Baltimore Application for Employment.

**3.3.3.1 (FOR ARCHDIOCESAN SCHOOLS ONLY):** All applicants for employment at an Archdiocesan school must, in accordance with Md. Code Ann., Educ. § 6-113.2, (1) complete a written consent form authorizing current and former employers to release to the Archdiocese of Baltimore all records relating to the applicant's history of child sexual abuse or sexual misconduct and (2) complete a self-certification regarding the applicant's child sexual abuse and sexual misconduct history.<sup>1</sup> The Responsible Administrator and Screening Coordinator must promptly notify the Office of Child and Youth Protection if the applicant or any current or former employer checks "yes" to any question on the Maryland State Department of Education's Employment History Review Form – Child Sexual Abuse and Sexual Misconduct.

**3.3.4** In order to determine eligibility and suitability for service, all applicants for employment must be interviewed by the Responsible Administrator or his/her designee before an employment offer is extended.

**3.3.5** All applicants for employment must provide a minimum of three professional references. The references must be checked and documented by the Responsible Administrator or his/her designee before an employment offer is extended.

The Application for Employment requires an applicant to list all employment and volunteer experience in the Archdiocese of Baltimore. If an applicant has served or worked at another Covered Entity, then the Responsible Administrator or his/her designee must contact each prior Covered Entity and the Division of Human Resources for references.

**3.3.5.1 (FOR ARCHDIOCESAN SCHOOLS ONLY):** In addition to the above requirements, the Responsible Administrator in an Archdiocesan school must ensure that applicants' current and former employers have completed the Maryland State Department of Education (MSDE)'s Employment History Review Form – Child Sexual Abuse and Sexual Misconduct. In accordance with Maryland law, the MSDE Employment History Review Form must be completed by the current employer of the applicant; all former school employers of the applicant; and all former (non-school) employers of the applicant in which the applicant was employed in a position involving direct contact with minors within the previous ten years. Additionally, the applicant must complete the self-certification contained on the MSDE Employment History Form.

---

<sup>1</sup> As used throughout Section 3.3 for subsections designated "FOR ARCHDIOCESAN SCHOOLS ONLY," "sexual misconduct" means "an act by an adult, including an oral, nonverbal, written, or electronic communication, or a physical activity directed toward or with a minor that is designed to promote a romantic or sexual relationship with the minor, including

- (i) Sexual or romantic invitation;
- (ii) Dating or soliciting dates;
- (iii) Engaging in sexualized or romantic dialogue;
- (iv) Making sexually suggestive comments;
- (v) Grooming behaviors;
- (vi) Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and
- (vii) A sexual, indecent, romantic, or erotic contact with the minor."

3.3.5.2 (**FOR ARCHDIOCESAN SCHOOLS ONLY**): In accordance with Maryland law, the Responsible Administrator in an Archdiocesan school must request from the MSDE a report for all applicants seeking positions involving direct contact with minors (regardless of whether certification is required for the position) regarding the applicants' eligibility for employment or certification status to determine whether the applicant (1) holds a valid and active certification appropriate for the position and is otherwise eligible for employment and (2) has been the subject of professional discipline related to child sexual abuse or sexual misconduct.

3.3.6 In accordance with Maryland law, employees of child care facilities, including schools and day care centers, must apply for CJIS Fingerprint-based Criminal History Record Information Checks on or before the first day of employment.

3.3.6.1 Under Maryland law, a school may not hire or retain an employee who has been convicted of certain specified crimes.

3.3.7 In addition to the requirements of Maryland law for employees of childcare facilities, the Archdiocese of Baltimore requires that **all** employees apply for the CJIS Fingerprint-based Criminal History Record Information Check on or before the first day of employment.

3.3.8 In addition, the internet Criminal History Screening must be completed and received by the Covered Entity on or before the employee may begin service. The employee's continued employment is always contingent upon favorable results of the Criminal History Record Information Check and a Criminal History Screening.

3.3.9 The Archdiocese of Baltimore does not require CJIS Fingerprint-based Criminal History Record Information Checks for employees under 18 years of age. However, once an employee reaches 18 years of age, the employee must complete a CJIS Fingerprint-based Criminal History Record Information Check and a Criminal History Screening.

Employees who are under 18 years of age and employed by a childcare facility, including a school, are required by Maryland law to obtain a CJIS Fingerprint-based Criminal History Record Information Check.

3.3.10 A CJIS Fingerprint-based Criminal History Record Information Check is site specific. It is not transferable for an employee who moves to another Covered Entity.

3.3.11 The Archdiocese of Baltimore requires that **all** new employees complete and submit a Child Protective Services Background Clearance Form to the Maryland Department of Human Resources and provide the Covered Entity a copy of the submitted form within three days of beginning employment. If the Responsible Administrator does not receive the copy within three days, the employee may not be permitted to serve until verification of the submission is received.

3.3.12 The Responsible Administrator or his/her designee must contact the Office of Child and Youth Protection if (1) the application (including the self-certification under 3.3.5.1 or any current/former employer response(s) to the MSDE Employment History Review Form), interview, references, CJIS Fingerprint-based Criminal History Record Information Check, Child Protective Services Background Clearance Form, or the Criminal History Screening reveals that

the applicant has ever been accused of Abuse, Neglect, or sexual misconduct, charged with Abuse, Neglect, or sexual misconduct, identified in the state's database or received an administrative finding after an investigation of Abuse, Neglect, or sexual misconduct, or convicted of Abuse, Neglect, or sexual misconduct; or (2) the applicant has been terminated from employment or volunteer service at a Covered Entity.

In such a situation, the applicant may not begin employment until written approval is received by the Covered Entity from the Office of Child and Youth Protection. An employee's employment is always conditioned on receipt of acceptable reports referenced above. If the Covered Entity receives negative information from the above checks after employment has begun, such as from a Child Protective Services Background Clearance Form submitted within three days of beginning employment, the employee's employment shall be suspended pending review by the Office of Child and Youth Protection, and the employment may be terminated.

3.3.13 The Responsible Administrator or his/her designee must contact the Archdiocese of Baltimore's Division of Human Resources if the application, interview, references, CJIS Fingerprint-based Criminal History Record Information Check, or Criminal History Screening reveals any questionable or unfavorable information. In such a situation, the applicant may not begin employment until written approval is received by the Covered Entity from the Division of Human Resources

#### 3.4 Volunteers

3.4.1 All requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures must be completed with required documentation before a volunteer may begin service in the Archdiocese of Baltimore.

3.4.2 The Responsible Administrator and Screening Coordinator will confirm that these screening requirements have been completed. If any of the requirements is not completed, then the volunteer may not serve in the Archdiocese of Baltimore.

3.4.3 All applicants for volunteer service who are at least 14 years of age must complete the Archdiocese of Baltimore Application for Volunteer Service. (If the applicant is under 18 years of age, the application must also be signed by the applicant's parent or guardian.)

3.4.4 All applicants for volunteer service who are at least 14 years of age who will have Substantial Contact with Minors must provide three references. The references must be checked and documented by the Responsible Administrator or his/her designee before the applicant may begin serving.

The Application for Volunteer Service requires the applicant to list all volunteer and employment experience in the Archdiocese of Baltimore. If the applicant for volunteer service has served or worked at another Covered Entity, references must include the supervisor of the most recent such Covered Entity.

3.4.5 All Adult applicants for volunteer service who will have Substantial Contact with Minors must complete a Criminal History Screening before beginning the volunteer service. A

volunteer applicant's service is contingent upon favorable results of the Criminal History Screening.

3.4.5.1 All Adult volunteers who have Substantial Contact with Minors must complete a Criminal History Screening every five years.

Questionable or unfavorable Criminal History Screenings will be reviewed by the Office of Child and Youth Protection. In such cases, the volunteer applicant may not begin or continue serving until the Covered Entity receives written approval from the Office of Child and Youth Protection.

Criminal History Screenings offered by other organizations (e.g., Boy Scouts of America, public schools) may not be substituted for the Archdiocesan Criminal History Screening. Criminal History Screenings may also be required for other volunteer roles identified by the Responsible Administrator.

Volunteers who are Minors do not receive a Criminal History Screening; however, when the volunteer reaches 18 years of age, and if he/she has Substantial Contact with Minors, the volunteer must complete a Criminal History Screening. The volunteer's continued service is contingent upon favorable results of the Criminal History Screening.

3.4.6 The Responsible Administrator or his/her designee must contact the Office of Child and Youth Protection if the application, interview, references, or Criminal History Screening reveals (1) that the applicant has ever been accused of, charged with, or convicted of Abuse or Neglect; (2) that the applicant has been terminated from employment or volunteer service at a Covered Entity; or (3) any other questionable or unfavorable information. In such a situation, the applicant may not begin volunteer service until written approval is received by the Covered Entity from the Office of Child and Youth Protection.

### 3.5 Coaches

3.5.1 All requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures must be completed with required documentation on or before a Coach may begin service in the Archdiocese of Baltimore.

3.5.2 The Responsible Administrator or his/her designee will confirm that these screening requirements have been completed. If an applicant or Covered Entity fails to complete any part of the requirements, then the applicant may not serve as a Coach in the Archdiocese of Baltimore.

A Coach who receives any remuneration in exchange for working with Minors who are participating in an Archdiocesan athletic program will be considered an employee. Therefore, all requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures regarding employees must be completed with required documentation on or before a Coach may begin employment in the Archdiocese of Baltimore; further, where such Coaches are working for an Archdiocesan school, all additional requirements for school employees must be completed. (See Section 3.3.)

3.5.2.1 All applicants must provide a minimum of three professional references, one of whom has direct, personal knowledge of the applicant's coaching experience. The references must be checked and documented by the Responsible Administrator or his/her designee before an employment offer is extended.

3.5.3 All Coaches who will **not** receive any remuneration in exchange for working with Minors who are participating in an Archdiocesan athletic program must complete all screening requirements of applicants for volunteer service who will have Substantial Contact with Minors.

3.5.3.1 All applicants must provide a minimum of three references, including references relevant to Coaching experience. The references must be checked and documented by the Responsible Administrator or his/her designee before the applicant may begin serving.

### 3.6 Host Families of International Students

3.6.1 All host parents and all Adults living in the host household must complete all screening requirements of applicants for volunteer service who will have Substantial Contact with Minors.

3.6.1.1 In addition, host parents must apply for the CJIS Fingerprint-based Criminal History Record Information Check on or before the first day of service at a Covered Entity

### 3.7 Independent Contractors, Vendors, Lessees, Outside Groups, & Non- Archdiocesan Educational Providers

3.7.1 If third parties (such as independent contractors, vendors, lessees, or outside groups using the facilities) will have Substantial Contact with Minors at a Covered Entity, the Covered Entity must obtain written verification from the third party that each of its employees, agents, volunteers, and subcontractors assigned to the Covered Entity has been screened through a criminal background check which revealed no incidents of Abuse, Neglect, Child Pornography, Misconduct with Minors, or other criminal activity that would render them unsafe to have contact with minors. A provision in a lease, facility use agreement, or other written contract between the Covered Entity and the third party stating that such third party has obtained the background checks described in the previous sentence satisfies this written verification requirement. The results of the background checks must be provided to the Covered Entity upon request.

3.7.1.1 Regardless of whether a third party will have Substantial Contact with Minors at a Covered Entity, no employee, agent, or representative of either the third party or any subcontractor of the third party shall be permitted onto the Covered Entity's premises if any such person has been convicted of (a) any "crime of violence"<sup>2</sup> or (b) any act of Abuse, Neglect,

---

<sup>2</sup> A "crime of violence" is defined in Section 14-101 of the Criminal Law Article of the Maryland Code to include the following: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a firearm in the commission of a felony except possession with

Child Pornography, Misconduct with Minors, or other criminal activity that would render them unsafe to have contact with Minors.

3.7.2 If a Local Educational Agency will provide services to an Archdiocesan school, the Responsible Administrator must obtain written verification from the Local Educational Agency that each of its employees, agents, volunteers, and subcontractors assigned to the Archdiocesan school has been screened through a criminal background check which revealed no incidents of Abuse, Neglect, Child Pornography, Misconduct with Minors, or other criminal activity that would render them unsafe to have contact with minors; and that the Local Educational Agency agrees to notify the Archdiocese's Office of Child and Youth Protection immediately if any Church Personnel is suspected of Abuse, Neglect, Child Pornography, or Misconduct with Minors.

3.7.3 In accordance with Maryland law, if the third party or Local Educational Agency described in 3.7.1 or 3.7.2 has employees who will have "direct, unsupervised, and uncontrolled access to children" at a school or child care center operated by or located at a Covered Entity, the criminal background check required by 3.7.1 and 3.7.2 must be the CJIS Fingerprint-based Criminal History Record Information Check, and the background check must be completed before any such employee is permitted to have direct, unsupervised, and uncontrolled access to Children.

3.7.4 **(FOR ARCHDIOCESAN SCHOOLS ONLY):** Any contracting agency that is retained to provide a service to an Archdiocesan school must certify that it is in compliance with all applicable requirements under Md. Code Ann., Educ. § 6-113.2. (See Section 3.3.5.1.)

A provision in a written contract between an Archdiocesan school and a contracting agency stating that the contracting agency has complied with Md. Code Ann., Educ. § 6-113.2, as described in the previous sentence, and will provide proof compliance upon request, satisfies this certification requirement.

### 3.8 Church Drivers

3.8.1 In addition to completing all applicable screening requirements for employees or for volunteers who will have Substantial Contact with Children, a Driving Record Check is required for Church Drivers.

Church Drivers should notify their Responsible Administrator or Screening Coordinator immediately of any negative change to their driving record including any allegation of driving while impaired or driving under the influence of drugs or alcohol, even if such incident occurred unrelated to their service in the Archdiocese of Baltimore.

---

intent to distribute a controlled dangerous substance, or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) home invasion; (18) a felony human trafficking offense; (19) an attempt to commit any of the aforementioned crimes; (20) continuing course of conduct with a child; (21) assault in the first degree; (22) assault with intent to murder; (23) assault with intent to rape; (24) assault with intent to rob; (25) assault with intent to commit a sexual offense in the first degree; and (26) assault with intent to commit a sexual offense in the second degree.

A new Driving Record Check must be conducted every five years for Church Drivers. .  
Questionable or unfavorable Driving Record Checks will be reviewed by the Office of Child and Youth Protection and the Office of Risk Management. In such cases, the employee or volunteer may not resume driving for the Covered Entity and/or Archdiocese of Baltimore until the Covered Entity receives written approval from the Office of Child and Youth Protection or the Office of Risk Management.



## 4.0 TRAINING AND EDUCATION

The Archdiocese of Baltimore is committed to education on how to prevent, recognize, and report Abuse, Neglect, Child Pornography, and Misconduct with Minors. By educating Adults and Children, risks to Children are greatly reduced because there is a better understanding and awareness of the issue of Abuse.

4.1 Church Personnel must read the Archdiocese of Baltimore's *Statement of Policy for the Protection of Children & Youth* and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore* and acknowledge their responsibility to comply with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

4.1.1 All Clergy with faculties to function in this Archdiocese, Seminarians For the Baltimore Archdiocese, Extern Seminarians, those enrolled in the Permanent Diaconate Formation Program, men and women Religious working at a Covered Entity, and employees at a Covered Entity must acknowledge that they have read the policies on the Archdiocese of Baltimore's online compliance management system, *VIRTUS*. Documentation is maintained by the appropriate Archdiocesan office or the Responsible Administrator or his/her designee.

4.1.2 Volunteer applicants must (1) acknowledge on the Archdiocese of Baltimore's online compliance management system, *VIRTUS*, that they have read the policies or (2) sign the Application for Volunteer Service.

4.2 Church Personnel receive appropriate training regarding preventing, recognizing, and reporting Abuse, Neglect, Child Pornography, and Misconduct with Minors.

4.2.1 All Clergy with faculties to function in this Archdiocese, Seminarians For the Baltimore Archdiocese, those enrolled in the Permanent Diaconate Formation Program, men and women Religious working at a Covered Entity, and employees at a Covered Entity must complete the internet-based Archdiocesan safe environment training for Adults regarding preventing, recognizing, and reporting Abuse, Neglect, Child Pornography, and Misconduct with Minors. This training must be completed with required documentation or on before the first day of service. Training documentation must be reviewed and maintained by the appropriate Archdiocesan office or the Responsible Administrator or his/her designee.

4.2.1.1 Clergy, Religious, employees, Seminarians For the Baltimore Archdiocese, and deacon candidates serving at Covered Entities must renew annually their training regarding preventing, identifying, reporting, and responding to Child Sexual Abuse.

4.2.2 All volunteer applicants who will have Substantial Contact with Minors, including Extern Seminarians, must complete the internet-based Archdiocesan safe environment training for Adults regarding preventing, recognizing, and reporting Abuse, Neglect, Child Pornography, and Misconduct with Minors. Training must be completed before the applicant is permitted to volunteer. Training documentation must be reviewed and maintained by the Responsible Administrator or his/her designee.

4.2.2.1 Volunteers who have Substantial Contact with Minors must renew this training every five years.

4.2.2.2 Volunteers who are under 18 years of age must receive age appropriate Archdiocesan safe environment training regarding preventing, recognizing, and reporting Abuse, Child Pornography, and Misconduct with Minors.

4.3. Education or training offered by other organizations (e.g., Boy Scouts of America, public schools) may not be substituted for the internet-based Archdiocesan safe environment training for Adults.

4.4 Any independent contractor or vendor that will have Substantial Contact with Minors at a Covered Entity and will be providing instruction, coaching, medical/mental health care, personal or disability-related assistance, or programming to Minors at a Covered Entity, must require each of its employees, agents, volunteers, and subcontractors assigned to the Covered Entity to complete the internet-based Archdiocesan safe environment training for Adults regarding preventing, recognizing, and reporting Abuse, Child Pornography, and Misconduct with Minors. This training must be completed before providing any service at a Covered Entity. Training documentation must be reviewed and maintained by the Responsible Administrator or his/her designee. This training must be renewed every five years.

4.4.1 Any employees, agents, volunteers, or subcontractors of a Local Educational Agency who will be providing service at a Covered Entity must complete the child protection training required by the Local Educational Agency. This training must be completed before providing any service at a Covered Entity. Training documentation must be provided to the Responsible Administrator or his/her designee upon request. This training must be renewed as often as is required by the Local Educational Agency.

4.5 Due to the sensitive nature of the subject matter, some victims of Sexual Abuse may not feel comfortable completing safe environment training. Church Personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection.

4.6 The Office of Child and Youth Protection will provide ongoing opportunities for additional training and education to Church Personnel on preventing, recognizing, and reporting Child Abuse, Child Pornography, and Misconduct with Minors.

4.7 Family Life Catechesis, which includes safe environment education, is required for Children in Archdiocesan schools and parish religious education programs (grades K- 12). Resources are made available to parents as well.

4.7.1 The Department of Evangelization will assist Covered Entities in reviewing materials pertinent to safe environment and Abuse prevention education for Children.

## **5.0 COMPLIANCE WITH MARYLAND REPORTING LAWS**

The Archdiocese of Baltimore complies with Maryland laws regarding reporting suspected Abuse and Neglect to civil authorities and cooperates with civil authorities investigating reports of suspected Abuse or Neglect by anyone, including but not limited to Church Personnel.

5.1 Under Maryland law, any person who has reason to believe a Child has been subjected to Abuse (including Sexual Abuse) or Neglect must make a report to the local office of Department of Social Services or Law Enforcement as soon as possible.

5.2 Alleged Abuse or Neglect that occurred when the victim was under 18 years of age must be reported, even if the victim is now over 18 years of age, and even in cases when the alleged perpetrator is deceased.

5.3 Specific professionals, including educators and health practitioners who have reason to believe a Child has been subjected to Abuse or Neglect must (1) make an oral report to the local office of Department of Social Services or Law Enforcement as soon as possible and (2) make a written report within 48 hours to the local Department of Social Services with a copy to the local State's Attorney.

5.4 Church Personnel should also notify the head of the institution about the suspected Abuse or Neglect.

5.5 Church Personnel shall follow all applicable federal and state reporting laws regarding the reporting of Child Pornography. The Office of Child and Youth Protection can assist Church Personnel with questions about reporting obligations and with making reports, including as appropriate to the National Center for Missing & Exploited Children at [www.cybertipline.com](http://www.cybertipline.com), or 1-800-843-5678.

5.6 Any person who has reason to believe a Child resides with or is in the regular presence of an individual who poses a substantial risk of Sexual Abuse to the Child, may notify the local Department of Social Services or Law Enforcement.

5.7 The Responsible Administrator or his/her designee should not investigate an allegation of Abuse before making the required report. Questions regarding reporting procedures may be directed to the Archdiocese of Baltimore's Office of Child and Youth Protection.

5.8 The Responsible Administrator at a Covered Entity should post the appropriate phone number for reporting suspected Child Abuse or Neglect on the website of the Covered Entity, in appropriate handbooks, and in appropriate locations within offices or schools.

## **6.0 REPORTING ABUSE, NEGLECT, CHILD PORNOGRAPHY, AND MISCONDUCT TO THE ARCHDIOCESE**

The Church is committed to listening, healing, and reconciliation.

6.1 Any person who has reason to believe a Child has been subjected to Abuse (including Sexual Abuse), Neglect, Child Pornography, or Misconduct with Minors by Church Personnel shall immediately notify the Archdiocese of Baltimore's Office of Child and Youth Protection. A Responsible Administrator or his/her designee should not investigate an allegation of Abuse, Neglect, Child Pornography, or Misconduct with Minors before reporting the allegation to the Archdiocese of Baltimore's Office of Child and Youth Protection.

6.1.1 Notification of the Office of Child and Youth Protection is in addition to any reporting required to civil authorities.

6.1.2 Persons should report to the Office of Child and Youth Protection at 410-547- 5348. Victims of Church Personnel may contact the Victims' Assistance Line at 1-866-417- 7469. Any person wishing to report misconduct by a bishop is encouraged to make the report via the third-party reporting system at [www.reportbishopabuse.org](http://www.reportbishopabuse.org). The Archdiocese of Baltimore's receipt and investigation of reports concerning misconduct by bishops are further governed by *The Metropolitan Archbishop of Baltimore Protocols for the Receipt of Reports Concerning Bishops* and *Protocols for the Investigation of Reports Concerning Bishops*.

6.1.3 Persons making reports of Abuse, Neglect, Child Pornography, or Misconduct with Minors will be advised that the Archdiocese of Baltimore takes such allegations seriously and will respond promptly and in a pastoral way.

6.1.4 No Church Personnel who, in good faith, reports an allegation of Abuse, Misconduct with Minors, possession of Child Pornography, or lapses in compliance with Archdiocesan Child and Youth Protection Policies and Procedures, participates in an investigation of such conduct, or assists in addressing such conduct shall be subject to Retaliation.

Moreover, Church Personnel who retaliate against someone who has made a good faith report of suspected Abuse, Misconduct with Minors, possession of Child Pornography, or lapses in compliance with Archdiocesan Child and Youth Protection Policies and Procedures may be subject to personnel action even if the underlying complaint is not found to be substantiated. It is not a retaliatory act to take action against a person who is him or herself found responsible for engaging in Abuse, Misconduct with Minors, possession of Child Pornography, lapses in compliance with Archdiocesan Child and Youth Protection Policies and Procedures, or other inappropriate conduct.

6.1.5 The privacy and good name of those involved, as well as the confidentiality of their personal data shall be protected, and confidentiality is maintained, to the extent reasonably possible, consistent with the civil reporting requirements and the Archdiocesan Child and Youth Protection Policies and Procedures, taking into account:

6.1.5.1 The need to advocate for those who are victims.

6.1.5.2 The need to provide appropriate outreach to victims.

6.1.5.3 The need to be in compliance with civil and canon law.

6.1.5.4 The right of Church Personnel to be treated fairly.

6.1.5.5 The need to fairly investigate all complaints of Abuse, Neglect, Child Pornography, or Misconduct with Minors.

6.1.5.6 The need to make a report to the Archbishop or his designee in a timely manner.

6.1.6 An obligation to keep silent will not be imposed on any person with regard to the contents of his or her report.

6.2 Maryland law contains an exception from mandatory reporting when a priest learns of suspected Abuse or Neglect during the Sacrament of Reconciliation. If Abuse or Neglect is disclosed to a priest in any other setting, Maryland law and Archdiocesan policies regarding mandatory reporting requirements apply.

## **7.0 INVESTIGATION BY ARCHDIOCESAN PERSONNEL**

Upon receiving a report of Abuse, Neglect, Child Pornography, or Misconduct with a Minor suspected to have been committed by Church Personnel, the appropriate Archdiocesan personnel are convened by the Director of the Office of Child and Youth Protection or a designee to assist in investigating and providing both immediate and on-going care and assistance to victims, their families, and members of the affected church communities. Investigations take place and pastoral care is extended whether the Abuse, Neglect, Child Pornography, or Misconduct with a Minor was recent or occurred many years in the past. Because the Archdiocese of Baltimore cooperates with civil authorities, an Archdiocesan investigation of reports of suspected Abuse or Neglect by Church Personnel might be delayed pending investigation by the Department of Social Services and/or Law Enforcement.

When the Archdiocese investigates a report of possible Abuse by Church Personnel, the following guidelines apply. These guidelines may be modified as appropriate for the particular circumstances. They may also be used, with appropriate modifications, for reports of suspected Neglect, Child Pornography, or Misconduct with Minors or in instances when the accused is not Church Personnel but is associated with the Archdiocese or a Covered Entity (e.g., a student or parent of a student in an Archdiocesan school, a parishioner, or a recipient of services).

7.1 The Director of the Office of Child and Youth Protection will be assisted by appropriate personnel in investigating and responding to allegations of Abuse. Appropriate personnel will speak with the person(s) making the report and others who may have relevant information in order to obtain as clear and detailed information as possible.

7.2 After receiving the initial report, the Director of the Office of Child and Youth Protection or a designee will determine the specific steps needed to proceed, guided by the following values:

7.2.1 The safety and protection of children and youth.

7.2.2 A fair and honest search for the truth.

7.2.3 The need to provide appropriate outreach to victims.

7.2.4 The need to be in compliance with civil and canon law.

7.2.5 The right of all persons to be treated fairly.

7.2.6 The need to investigate and take appropriate action in all cases of alleged Abuse, Neglect, Child Pornography, or Misconduct with a Minor.

7.2.7 The need to make a report to the Archbishop or his designee in a timely manner.

7.3 Victims of Abuse, Neglect, Child Pornography, or Misconduct with a Minor by Church Personnel are offered appropriate support, including spiritual assistance and medical or psychological assistance, as required by the specific case.

7.3.1 The Office of Child and Youth Protection will assist the person in obtaining pastoral care and counseling, if it is desired.

7.3.2 The Office of Child and Youth Protection will explain, as fully as possible, the process that is being undertaken.

7.3.3 The Office of Child and Youth Protection will advise the person of the reporting requirements under state law. The person will be informed of his/her right to also report to the civil authorities and encouraged to do so.

7.4 The Office of Child and Youth Protection will ensure that a report of Abuse, Neglect, Child Pornography, or Misconduct with a Minor by Church Personnel is reported to the diocese where the misconduct is said to have occurred, as well as to the appropriate Major Superior or Bishop of the person reported.

7.4.1 If the report concerns misconduct by a bishop, the Office of Child and Youth Protection will ensure that it is reported to the Holy See and to the Metropolitan Archbishop of the diocese where the reported bishop is domiciled.

7.5 Archdiocesan personnel will meet with the person who is accused.

7.5.1 If the accused is a Religious or a Clergy from another diocese, the investigation and pastoral outreach to all involved will be coordinated with the appropriate Major Superior or Bishop.

7.5.2 Archdiocesan personnel will make a recommendation to the Covered Entity regarding the employment/volunteer service status of Church Personnel while the preliminary investigation is taking place and/or pending the completion of the investigation.

7.5.3 Archdiocesan personnel will assist the accused in obtaining pastoral care and counseling, if it is appropriate.

7.5.4 Archdiocesan personnel will remind the accused of the right to retain both civil and canonical counsel.

7.5.5 Archdiocesan personnel will explain, as fully as possible, the process that is being undertaken.

7.5.6 The accused will be instructed to have no contact with the person(s) making the allegation or with the victim(s).

7.6 The Archdiocese of Baltimore will cooperate with any investigation being conducted by the Department of Social Services and/or Law Enforcement.

## **8.0 OUTREACH TO VICTIMS**

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

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

8.1.1 The Office of Child and Youth Protection will offer victims counseling and pastoral services, including spiritual assistance and medical or psychological assistance, as required by the specific case.

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

8.1.3 The Office of Child and Youth Protection will reach out to families of victims as appropriate.

8.1.4 The Office of Child and Youth Protection will maintain a list of support services for victims and their families.

8.2 The Archbishop will encourage the Archdiocese of Baltimore to be in solidarity with those who are victims. The Archbishop, Vicar Bishops, or other Archdiocesan leaders will meet with and listen with compassion to victims of Abuse.



## **9.0 COMMUNICATIONS**

The Archdiocese of Baltimore is committed to openness and transparency. The Archdiocese will meet this commitment to the extent possible while also respecting the privacy and reputations of all individuals and applicable law.

9.1 Covered Entities shall communicate the key components of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures to their Covered Entity community.

9.2 The Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures will be readily available publicly through the Archdiocese's website. They will also be the subject of public announcements at least annually.

9.3 To ensure appropriate and consistent communications with all affected communities, the Director of the Department of Communications is responsible for all media contacts. All media inquiries regarding the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures, allegations of Abuse involving Church Personnel, or related matters which are made to a Covered Entity should be referred to the Director of the Department of Communications. The Director of the Department of Communications will consult with, guide, and coordinate relevant persons in the handling of media inquiries.

9.4 Recognizing the importance of supporting a community directly affected by Abuse allegations, the Director of Department of Communications will coordinate with the director of the Office of Child and Youth Protection; relevant Archdiocesan offices; and, as appropriate, a Covered Entity's Responsible Administrator or his/her designee to ensure the affected community receives timely, factual, and pastorally appropriate communication from the Archdiocese of Baltimore.

9.5 The Archdiocese of Baltimore may communicate with other parishes, particularly those where an accused person previously served; with school principals; and /or with a Covered Entity's Responsible Administrator or his/her designee in order to assist in reaching out pastorally to the appropriate communities.

9.6 The Archdiocese of Baltimore will not enter into confidentiality agreements with respect to alleged Child Sexual Abuse involving Church Personnel except in cases where confidentiality is requested by the victim.

## **10.0 APPROPRIATE ACTION TAKEN AS A RESULT OF THE INVESTIGATION**

10.1 As a result of an investigation of Abuse, Neglect, Child Pornography, or Misconduct with Minors, the Archdiocese of Baltimore will undertake appropriate pastoral outreach, personnel action, and communications with affected communities consistent with this *Statement of Policy for the Protection of Children & Youth*.

10.1.1 Appropriate personnel action may include termination of Church Personnel.

10.1.2 In those instances when there is a credible allegation of Child Sexual Abuse by Church Personnel, the alleged offender will be permanently relieved of all Ministry, employment, and volunteer service.

10.2 The Office of Child and Youth Protection shall make a formal written report on all allegations of Child Sexual Abuse, Child Pornography, or sexual Misconduct with Minors by Church Personnel and provide the report to the Archbishop and the Chair of the Independent Review Board.

The report will include the following:

10.2.1 A summary of the allegation and the investigation.

10.2.2 Any findings or conclusions reached by Archdiocesan personnel as a result of the investigation.

10.2.3 A record of the report made to civil authorities.

10.2.4 A record of and/or recommendations for the care of any victims who were identified.

10.2.5 An assessment of the accused's fitness for Ministry.

10.2.6 A record of the notification of the preliminary findings of the investigation to the accused.

10.2.7 Recommendations for the restoration of the person's good name in those instances when the person is falsely accused.

10.2.8 A record of and/or recommendations for appropriate personnel action which may include termination of Church Personnel.

10.2.9 A record of and/or recommendations for the pastoral care of the community affected by the incident.

10.2.10 A record of and/or recommendations for an appropriate communications strategy that is as transparent as possible while respecting the confidentiality of victims, other individuals, and the law.

10.3 A copy of the report will also be placed in the accused's personnel file.

## **11.0 INDEPENDENT REVIEW BOARD AND ITS PURPOSE**

An Independent Review Board reviews reports of Child Sexual Abuse by Church Personnel and all actions taken by the Archdiocese of Baltimore to ensure the integrity of the Archdiocesan process for responding to reports of Child Sexual Abuse. The Independent Review Board advises the Archbishop of Baltimore in his assessment of allegations of Child Sexual Abuse and in his determination of a Clergy member's suitability for Ministry. The Independent Review Board serves as a confidential consultative body to the Archbishop of Baltimore.

11.1 All allegations of Child Sexual Abuse, Child Pornography, or sexual Misconduct with Minors by Church Personnel are reviewed by the Independent Review Board. Additionally, the Archbishop may seek advice from the Independent Review Board on matters involving allegations of physical (non-sexual) Abuse or Neglect, failure by Church Personnel to comply with the Child and Youth Protection Policies and Procedures, sexual misconduct by Clergy that does not involve Minors, inappropriate non-sexual interactions between Church Personnel and Minors, or activities by non-Church Personnel or at non-Covered Entities. The Independent Review Board can review matters both retrospectively and prospectively and give advice on all aspects of responses in connection with these cases.

11.1.1 When advising the Archbishop on the assessment of an allegation of Sexual Abuse of a Minor, the Board will hear a presentation of the investigation by the Archbishop's designee and the Board may ask for any additional information that is needed.

11.1.2 The Independent Review Board will provide advice and feedback on the report presented by the Archbishop's designee.

11.1.3 The Independent Review Board will make an assessment of whether the allegations appear to be credible. It will also make an assessment as to the accused's fitness for Ministry. These assessments will be communicated to the Archbishop.

11.1.4 The Independent Review Board will review actions taken by the Archdiocese to ensure that the Archdiocese is in compliance with the Archdiocesan Child and Youth Protection Policies and Procedures.

11.2 The Independent Review Board shall regularly review and offer advice on the Archdiocesan Child and Youth Protection Policies and Procedures.

11.3 The Board is composed of at least five persons, a majority of whom are lay people who reflect the diversity of and are not in the employ of the Archdiocese. The members of the Board are selected by the Archbishop of Baltimore on the basis of their maturity, integrity, credibility, and ability to exercise good and independent judgment.

11.3.1 One member of the Board should be a priest who is an experienced and respected pastor of the Archdiocese of Baltimore, one member should have particular expertise in the treatment of the Sexual Abuse of Minors. At least five members shall be Catholics.

11.3.2 The members of the Board will serve staggered five (5) year terms. Members may be appointed by the Archbishop to fill terms that have not expired.

## **12.0 COMPLIANCE WITH ARCHDIOCESAN CHILD AND YOUTH PROTECTION POLICIES AND PROCEDURES**

It is the expectation of the Archdiocese of Baltimore that all Church Personnel comply with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures and contribute to a safe and healthy environment for those served by the Church.

12.1 The Responsible Administrator is responsible for ensuring that all employees and all volunteers who have Substantial Contact with Children are in compliance with the requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures and that all required documentation is maintained. Each Covered Entity is required to designate at least one Screening Coordinator.

12.1.1 The Screening Coordinator assists in ensuring the Covered Entity is in full compliance with the requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures for the employees and volunteers of the Covered Entity. The Screening Coordinator maintains compliance records for the Covered Entity so only those who are compliant may work or volunteer with Children. The Screening Coordinator must maintain appropriate confidentiality regarding sensitive information and make sound judgments regarding an individual's eligibility for service in accordance with these policies and in consultation with the Office of Child and Youth Protection.

12.1.2 The Responsible Administrator will notify the Office of Child and Youth Protection when the designated Screening Coordinator is no longer serving in that role, and will designate a new Screening Coordinator.

12.2 Failure to follow and document all requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures may result in disciplinary action, up to and including termination. For example, disciplinary action may be taken against those responsible for screening and training including the Responsible Administrator and Screening Coordinator or against employees or volunteers who fail to report or who act inappropriately.

12.3 On-site visits of Covered Entities will be conducted periodically to verify that the Covered Entities are in compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

12.4 The Office of Child and Youth Protection will provide training to appropriate Covered Entity personnel on the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures. The Office of Child and Youth Protection will make itself available as a resource for institutions other than Covered Entities, including independent Catholic schools and child-welfare advocacy organizations, to assist more broadly in the community with efforts to prevent and address Child Abuse.

12.5 Questions regarding the interpretation or application of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures are encouraged and should be directed to the Office of Child and Youth Protection.