



CATHOLIC DIOCESE
of SALINA

SAFE ENVIRONMENT PROGRAM HANDBOOK

For Pastors, Principals and Parish/School Safety Coordinators

Updated 7-15-2022



HOW TO... Report abuse in the Diocese of Salina

If you observe suspected abuse to a minor by **clergy or other church or school personnel**, please note the following:

- ✓ If the child is in immediate danger call 911
- ✓ Call Kansas Department of Children and Families (DCF) 800.922.5330
- ✓ Make a confidential report to the Victim Assistance Coordinator (VAC)
Using hotline, website, or email.
Hotline: 866.752.8855 ext. 1067
Website: reportandprotect.com
Email: reportabuse@salinadiocese.org

If you observe suspected abuse to a minor by **non-church or school personnel**, please note the following:

- ✓ If the child is in immediate danger call 911
- ✓ Notify your immediate supervisor (priest or principal)
- ✓ Call Kansas Department of Children and Families (DCF) 800-922-5330

If you were a victim of abuse by a member of **clergy in the past**, please note the following:

- ✓ Notify the KBI 800.572.7463 or email clergyabuse@kbi.ks.gov

If you suspect abuse by a **Bishop of Religious Superior** currently or in the past, please note the following:

- ✓ Make a confidential report through the Catholic Bishop Reporting Service
using hotline or website:
Hotline: 800.276.1562
Website: reportbishopabuse.org

“It is very important that if anyone, whether you are a priest, teacher, or parent, etc., sees anything suspicious at all, please report it. Do not be afraid.” ~Bishop Vincke

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CATHOLIC DIOCESE
of SALINA

OFFICE OF THE BISHOP

June 15, 2022

Dear Brothers and Sisters in Christ,

In compliance with the revised 2018 Charter for the Protection of Children and Young People, issued by the USCCB, the Diocese of Salina continues to make every effort to ensure it employs the best practices in establishing a safe environment throughout the diocese.

With the assistance of the dedicated staff and volunteers in our schools and parishes across our diocese we have developed a comprehensive Safe Environment Program. We are committed to ensuring there are structures and procedures in place to assist with preventing educating, reporting, and responding to child abuse. The program includes the Policy for the Protection of Children and Young People, the Code of Conduct, as well as other procedures and guidelines to assist the many priests, seminarians, religious, employees and volunteers who faithfully serve our diocese in providing safe environments for children and young people. Safe Environment Training for adults will continue to be provided through Catholic Mutual Group (CMG) and background checks will be conducted using Selection.com. Safe Environment Training for students in Catholic Schools and Parish Religious Education Classes will continue to be provided by teachers in our schools and parishes using the list of approved curriculums found within the Safe Environment Program Handbook.

The prevention of child abuse and neglect in any form is a great responsibility upon each of us as children of God, and I encourage all to take every appropriate step to create and maintain safe environments for our children and young people.

Therefore, I, the Most Reverend Gerald L. Vincke, Bishop of Salina, hereby promulgate the Safe Environment Program for the Diocese of Salina, to become effective July 1, 2022. Notification of this promulgation is to be published to the faithful in the July 2022 Salina Diocesan News Bulletin, and the full documentation is to be made available on the Diocesan Website and in the Diocesan Policy Manual, and a copy to each of the parishes and schools in the diocese. Given this fifteenth day of June in the year of our Lord two thousand and twenty-two.

Sincerely yours in Christ,

+ Gerald L. Vincke

Most Reverend Gerald L. Vincke
Bishop of Salina

Corey Lyon

Corey Lyon, JCL
Chancellor



EXECUTIVE SUMMARY

Pope Francis issued new norms for the worldwide response to the evil of sexual abuse. These norms add to layers of response already in place in the United States including the Essential Norms and the Charter for the Protection of Children and Young People. The new norms affect the global Church and require easily accessible reporting systems; clear standards for the pastoral support of victims and their families; timeliness and thoroughness of investigations; whistleblower protection for those making allegations; and active involvement of laity.

The Diocese of Salina is committed to maintaining safe environments for children to learn, pray and grow. The Safe Environment Office supports our parishes and schools and maintains compliance of our Diocese through our **Safe Environment Program**.

The **Safe Environment Program** outlines how the Diocese of Salina has implemented the USCCB's *Charter for Protection of Children and Young People*. (A copy of the charter can be found on The Diocese of Salina website <https://salinadiocese.org/safe-environment>.) The Diocese of Salina's **Safe Environment Program** contains policies, procedures, and protocols for sexual abuse prevention and response.

Every priest, deacon and seminarian, parish and school staff member, educator, and lay minister that is EMPLOYED by a parish or school (or other entity associated with the diocese) and **any volunteer** (with regard to their contact with minors) in our diocese is required to follow the requirements below. *See matrix on pages 38-39 for further details. Depending on your specific role or a specific event you are attending, you may be asked to complete the requirements below.*

1-Complete Safe Environment On-line Training Curriculum through CMG connect. CMGConnect is a web-based platform that will assist us to ensure that all clergy, employees and volunteers who have contact with minors within our schools and parishes are trained to recognize behavior patterns of potential abusers and provide pro-active measures for preventing abuse in any context. "[Safe Haven-It's Up to You](#)" is a three-part video which provides vignettes of real-life situations to educate the viewer about methods of grooming, desensitization, bullying and neglect, all of which can lead to abuse. Each part of the video is immediately followed by a set of questions to further knowledge and understanding. This training is to be done *before* one starts ministering/being hired and must be renewed every five (5) years.

2-Pass a Criminal Background Check. The criminal background check by Selection.com is integrated through the CMG Connect portal. This check is to be done *before* one starts ministering/being hired and must be renewed every five (5) years.

3-Read and sign acknowledgement form for the Policy for the Protection of Children and Young People and Code of Conduct. The Policy and Code of Conduct are important parts of the Safe Environment program as it provides clergy, employees and volunteers clear expectations of their roles, responsibilities, and guidelines as to how to interact and conduct themselves when ministering to minors. Employees, volunteers, and clergy will electronically acknowledge that they have read and understood the Policy and the Code of Conduct as part of their initial CMGCONNECT training and adhere to them, and then again after 5 years as they renew their training and background check. Annually, parish and school safety coordinators will make available the Safe Environment Policy and Code of Conduct to all clergy, volunteers, and employees for their review and acknowledgment. Acknowledgement forms will be kept on file at each individual parish or school.

As Catholics, we are all called to make sure that every child is able to feel safe in our parishes and schools. Parents and other adults, including members of the community are invited and encouraged to attend trainings. For more information about the Safe Environment Program at your parish or school contact your Priest, Principal or Safety Coordinator.

*Jesus said, "Let the little children come to me,
and do not hinder them, for the kingdom of
heaven belongs to such as these."
~Matthew 19:14*

ROMAN CATHOLIC DIOCESE OF SALINA

POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

Amended and Revised 2022

[This Policy supersedes any and all previous policies. Revised 2011, 2015, 2016, 2017, 2020, 2022]

I. PREFACE

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Appendix B: Position Description-Victim Assistance Coordinator

Appendix C: Guidelines for Reporting Suspected Abuse

Appendix D: Code of Conduct

Appendix E: Acknowledgement Form

If you have questions regarding any aspect of the Safe Environment Program (policy, procedures, or protocols) for the Diocese of Salina, please contact:

Kim Hoelting – Human Resource Office - cell 785-342-0819

kim.hoelting@salinadiocese.org

Wendy Backes – Safe Environment Office

wendy.backes@salinadiocese.org

I. PREFACE

The catechism of the Catholic Church reaffirms the belief that every human life is sacred because the human person has been made in the image and likeness of God (CCC #2319). Jesus reaffirmed this in his own ministry when he upheld the dignity of those most vulnerable in society, especially children. Jesus said, “Let the little children come to me, for it is to such as these the kingdom of God belongs.” Human dignity originates in our being made in the image of God. Sexual abuse against children violates this dignity. It is both a criminal and sinful act that causes great harm to both an individual person and to the entire community of believers.

In creation, God transformed chaos into a creation where life could prosper. God’s power was shown in setting the boundaries between light and dark, water and land, and humans and animals, calling all of these good in the Book of Genesis. Within these boundaries, God’s children could thrive, relating responsibly to one another and to all of creation. Later, with Israelites, God rescued the chosen people from slavery and gave them a way for life. God’s power was shown in setting the boundaries of the law that governed behavior and made community possible. The law was considered by the people as a gift from God, a sign of God’s love and favor towards them. Obedience to the law was not a burden but a delight, a way of life that led to peace, mercy and healing.

However, we are a sinful people. We are a people who often ignore and even reject God’s covenant. We abuse others when we violate the boundaries God established to preserve life and community. This is especially true with the misuse of power and the violation of boundaries that occurs in child sexual abuse. Sexual abuse violates more than just boundaries but degrades the very image of God in another human being. Such behavior is therefore completely unacceptable and cannot be tolerated by those who follow Christ.

The mission of a Christian is to “put on Christ” (Gal. 3:27). Through Christ, we come to know God’s fullest expression of abundant life (Jn 10:10). In his life, death and resurrection, Christ made a new creation and called to himself a holy people that would nurture a place where life could thrive once again. The Church is a sign of this creation in Christ (*Lumen Gentium* I.1.) The mission of the Church is to witness to the world the new abundant life Christ offers. This also means acting with mercy and justice in challenging whatever debases the image of God in any human being.

II. HISTORY

This policy emerged within the larger history of how the Diocese of Salina has addressed the issue of child sexual abuse. Aware that the sexual abuse of minors was pervasive in American society and concerned about its presence within the Church, the Diocese of Salina put into place its first policy in the late 1980's. This policy was entitled *Diocesan Policy Regarding Alleged Cases of Child Abuse* and was officially promulgated by the Most Rev. George K. Fitzsimons, Bishop of Salina on July 1, 1989. This policy was subsequently revised and updated in October 1999.

It was mandated that all diocesan priests, religious and lay pastoral administrators sign this document indicating they had read it and agreed to comply with its mandates.

In June 2002 the United States Bishops adopted the Charter for the Protection of Minors and Young People. A copy of the Charter can be found on Safe Environment website <https://salinadiocese.org/safe-environment>. The provisions of the Charter are aimed at ensuring that there is a response to allegations, an outreach to victims and additional protective measures put into place to prevent child sexual abuse in the Church. The Diocese of Salina has incorporated the provisions and mandates of the Charter in its newest policy entitled “*Policy for the Protection of Children and Young People*” which was promulgated by Bishop George K. Fitzsimons on July 1, 2003 and as amended in 2015, 2017 and promulgated by Bishop Edward J. Weisenburger, and promulgated by Bishop Gerald L. Vincke in 2020. This policy is also in conformity with the U.S. Bishops *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, 2002 and amended in 2011 and 2018. The following policy reflects the commitment of the Diocese of Salina to the prevention of child sexual abuse within the Church.

III. DEFINITION OF SEXUAL ABUSE

Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor or other behavior by which an adult uses a minor as an object of sexual gratification. For the purpose of this policy, a minor is defined as a person up to the age of eighteen (18); in addition, a person who habitually lacks the use of reason is to be considered equivalent to a minor. For the purposes of this policy, such abuse is defined in compliance with, but not limited to Kansas state law (38-2223 as amended in 2016) (See Appendix A). Abuse may also include transgressions related to obligations arising from divine commands regarding human sexual interaction as conveyed to us by the sixth commandment of the Decalogue. Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the sixth commandment. A canonical offense against the six commandment of the Decalogue need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. For clerics, sexual abuse includes any offense against the Sixth Commandment of the Decalogue with a minor, as understood in the Code of Canon Law (Canon 1395). Sexual abuse also includes the acquisition, possession, or distribution by a cleric of pornographic images of minors under the age of eighteen, for the purposes of sexual gratification, by whatever means or using whatever technology. Moreover, “imputability (moral responsibility) for a canonical offense is presumed upon external violation...unless it is otherwise apparent.” (CIC, cc. 1321; 1322-27). Ultimately, it is the responsibility of the bishop, with the advice of a qualified review board, to determine the gravity of the alleged act.

Possessing, posting, downloading, or accessing child pornography is a criminal offense and all who minister on behalf of the Diocese of Salina have a legal obligation to report this behavior to civil authorities and law enforcement whenever it is discovered. The Diocese of Salina reserves the right to investigate the matter internally, following any criminal or civil investigation. Proven participation in child pornography will result in strong disciplinary action including employment or ministerial dismissal.

IV. PREVENTION AND EDUCATION

The provisions of this section of the policy are intended to prevent a minor from being sexually abused by an adult.

Everyone in the Church community has a responsibility in helping prevent child sexual abuse. We must all be aware of the causes and signs of child sexual abuse; the steps to take to protect children; and the procedures to follow if sexual abuse is suspected or observed.

- A. All church personnel and/or volunteers must be familiar with the existence of the Policy the Protection of Children and Young People and be knowledgeable of its application to them in the position in which they serve in the diocese. They will electronically acknowledge that they have read and understood the Policy and the Code of Conduct as part of their CMGCONNECT training and agree to adhere to them. Church personnel and/or volunteers includes all of the following who are serving in the Diocese of Salina: priests, deacons, religious sisters/brothers, lay pastoral administrators, parish staff members, seminarians, Catholic school teachers, parish catechists, youth ministers, parish and school volunteers including student volunteers. Those in supervisory positions should ensure that the Policy and Code of Conduct are periodically reviewed by those they supervise. ***An Acknowledgment Form must be reviewed and signed by all employees, volunteers and clergy annually before beginning ministry, and be kept on file at the parish or school. See Appendix E.***
- B. This policy will be included in the personnel handbooks used by diocesan entities; “Diocesan entities” refers to those corporate entities within the diocese that are listed in *The Official Catholic Directory* or the Diocese of Salina Directory and have the diocesan bishop as their President.
- C. “Safe Haven – It’s Up to You” (CMGCONNECT) an educational online training on the prevention of child sexual abuse will be required of persons with regard to their contact with minors. The online training will include information concerning signs and symptoms, dynamics of sexual abuse, impact of sexual abuse, intervention strategies, reporting requirements and community resources. The online training will be required for all church personnel and new parish ministers/volunteers with regard to their contact with minors.

Catholic schools and parish religious education programs will develop, monitor and incorporate sexual abuse of children prevention curricula into the educational programs for early childhood through grade 12. The curricula in these yearly refreshers will reflect current and age-appropriate subject matter.

The diocese will establish “safe environment” programs. It will cooperate with parents, teachers, and civil authorities to provide education and training for minors, parents, ministers, employees, volunteers, and others about ways to sustain and foster a safe environment for minors.

- D. The procedures for reporting allegations of abuse will be readily available in printed form and will be the subject of quarterly public announcements in the Parish Bulletin.

E. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment to another (arch)diocese/eparchy. Any priest or deacon who seeks faculties to work in the diocese or who seeks to reside in the diocese must present documentation from the diocese in which he is incardinated or assigned which attests to his fitness for ministry. Similar documentation must also be provided to the diocese by those priests or deacons who belong to religious institutes or congregations. In addition, vowed religious may not be received into the Diocese without a similar letter.

F. Criminal background checks will be conducted on all church employees and all volunteers (with regard to their contact with minors) in the diocese. These background checks will be conducted by the Chancery using a professional company that provides such services. This background check company re-screens all church personnel and/or volunteers quarterly through Search America, the largest criminal data base in the United States, as part of their ongoing commitment to the Catholic Church. The results of the background check are reviewed, if an individual is found to have a record, the results are shared with pastor and or school administrator. The bishop or his designee then decide eligibility, which is determined by the nature and circumstance of the offense. Allowable activities are then communicated to pastor, school administrator and church personnel and or volunteers. Individuals may request a copy of the results of their background check from the background check company itself.

G. As a part of the admission process, all potential seminarians will be required to undergo a full psychological profile, consistent with all applicable ethical, canonical and legal principles. The bishop or his designee, will review the psychological profile, background questionnaire and criminal background check prior to accepting the applicant as a seminarian for the diocese.

H. All mission priests from other countries with an assignment decreed by the bishop in the Diocese of Salina will be required to undergo the complete Diocesan protocol(Safe Environment training and background check) prior to ministering.

V. REPORTING OF CHILD SEXUAL ABUSE

- A. All employees and volunteers are morally obligated to report suspected child sexual abuse to the civil authorities. Those who are mandated reporters ***must*** report directly to the Kansas Protection Report Center - Department of Children and Families or other civil authorities without preliminary screening, investigation, or legal judgment by the diocese pursuant to K.S.A. 38-2223. Civil authorities include, but are not limited to, Kansas Protection Report Center - Department of Children and Families, Police, Sheriff, District/County Attorneys, and the Kansas Bureau of Investigation. Mandated reporters who fail to report are guilty of a class B misdemeanor and may be subject to 6 months in jail and \$1,000 fine.
- B. After reporting to civil authorities, notify Human Resources, the Superintendent of Schools, or your Immediate Supervisor. The diocese will not tolerate retaliatory acts of any nature against persons who in good faith make reports, provide information implementing these policies, or cooperate in an investigation.
- C. Nothing in this policy is meant to jeopardize the seal of Sacramental Confession. The seal of Sacramental Confession is inviolable; nothing a priest hears in the Sacrament of Confession from either a perpetrator or victim may ever be revealed or reported. Kansas law (K.S.A. 60-429) recognizes the special status of “penitential communication.”

VI. PASTORAL RESPONSE TO AN ALLEGATION

- A. Upon receipt of a report of suspected sexual abuse of a minor, the Victim Assistance Coordinator will be notified of the allegation and all other pertinent information to assist them in their ministry. The Victim Assistance Coordinator along with other professionals who may be appointed by the bishop will contact as soon as possible the family of the child, and where appropriate the child, and make known to them the Church's sincere pastoral concern. The other professionals assisting the Victim Assistance Coordinator may include a priest, psychiatrist or other individuals who have professional experience in child abuse matters. (See Appendix B for the position description of the Victim Assistance Coordinator and the procedures the coordinator will follow.)
- B. The Victim Assistance Coordinator as well as the other professionals who may be appointed by the bishop to assist should:
 - 1. Make clear to the family of the child the deep Christian concern of the Church; that steps are being taken immediately to investigate the report and that they may wish to consult legal counsel of their choice;
 - 2. Confirm that the family is not being asked to give up legal rights against the accused or the Church; inform the family of the alleged victim of their right to make a report to civil and/or criminal authorities;
 - 3. Assist the family to ensure appropriate resources are provided to the victim and the family as agreed upon by the victim and the bishop. This may include independent medical examination, counseling, psychotherapy, spiritual assistance, support groups, and/or other social services;
 - 4. Notify the family of the child if a report has been made to DCF/Kansas Protection Report Center, unless a family member is the subject of the report;
 - 5. Assess the pastoral needs of the family;
 - 6. Make recommendations to the bishop of any actions that would help promote healing;
 - 7. Make recommendations to the bishop regarding any special needs of the affected parishes.
- C. Care shall be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. If the accusation proves to be unfounded, every reasonable step possible shall be taken to restore the good name of the person falsely accused (cf., USCCB Essential Norms, #13).
- D. The bishop or his delegate will offer to meet with the family of the child, to listen with patience and compassion to their experiences and concerns, and to share the "profound sense of solidarity and concern" expressed by Saint John Paul II in his Address to the Cardinals of the United States and Conference Officers.

VII. THE REVIEW BOARD

The Review Board is predominately a lay board composed of a variety of professionals appointed to serve by the bishop in a confidential, consultative, and advisory capacity.

A. Membership

1. The Board will be composed of regular (voting) and ex officio (nonvoting) members. There will be at least six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as regular members. Regular members will be lay persons who are not in the employ of the diocese; at least one of which should have expertise in the treatment of sexual abuse of minors, and one should be a priest who is an experienced and respected pastor of the diocese. There may be no more than six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as ex officio members. Ex officio members will include the Victim Assistance Coordinator and the Chancellor. All other ex officio members may be determined by the bishop.
2. All board members will complete the safe environment curriculum for the Diocese of Salina including the criminal background check.
3. None of the members of the Review Board will receive compensation but they will be reimbursed for necessary expenses.
4. Appointed members will serve a five-year term, which can be renewed.
5. The Board is governed by the *Diocesan Review Board Mission Statement and Procedures (Rev. 12.07.2021)*. The bishop may also appoint a moderator.
6. Confidentiality: All allegation deliberations of the Review Board will remain confidential to respect the dignity of the involved persons. All Review Board members will sign a Code of Ethics Agreement. The records of the Review Board meetings and actions will be maintained confidentially by the diocese. No member of the Board shall participate in a formal meeting of the Board before signing the *Code of Ethics Agreement (Rev. 12.07.2021)*.

B. Board Duties

1. The Review Board will receive information about each case from the bishop or those he has delegated to gather information.
2. The Review Board will:
 - a. Determine whether this policy on sexual abuse was followed.
 - b. Advise the bishop in his assessment of the allegation of sexual abuse of minors, and at the bishop's discretion, they may also be asked to review other cases that do not involve acts of abuse committed against minors. The Review Board will classify cases as:

- ***Substantiated*** - Investigation is complete and the allegation has been deemed credible/true based upon the evidence gathered through the investigation.
 - ***Unsubstantiated*** - Investigation is complete and the allegation has been deemed not credible/false based upon the evidence gathered through the investigation.
 - ***Unable to be proven*** - The diocese/eparchy was unable to complete the investigation due to lack of information.
 - ***Investigation ongoing*** - The diocese/eparchy has started an investigation but has not yet completed it and has not yet determined credibility.
- c. Advise the bishop in his determination of suitability for ministry.
 - d. Advise on all aspects of the case, whether retrospectively or prospectively.
 - e. Make other recommendations determined to be appropriate and helpful.
3. The Board will meet annually to review this policy and/or update on the Safe Environment Program. A report of recommendation will be given to the bishop for his consideration.
 4. Board members are to remain current on ongoing developments with regards to child sexual abuse, its prevention and its impact on the Church.

*Please refer to pages 29-35 for detailed information regarding Lay Review Board

VIII. ALLEGATION PROCEDURE FOR PRIESTS AND DEACONS

- A. The diocese may provide the mechanisms for internal investigation (CIC, canons 1717-1719) and resolution (CIC, canons 1720-1728) of allegations against priests or deacons in harmony with canon law and civil law. All appropriate steps shall be taken to protect the reputation of the accused during the investigation. The internal investigation will not compromise the State's investigation and may follow it. The preliminary investigation will include the following steps:
 1. The bishop and the members of the Diocesan Review Board will receive notice of the existence of an allegation. The diocesan attorney will be contacted and consulted with respect to the preliminary inquiry or investigation.
 2. The bishop will assign the case to the Vicar General, Chancellor or another delegate to conduct the preliminary inquiry.
 3. The purpose of the preliminary inquiry is to provide an initial assessment of the credibility of the allegation. The preliminary inquiry is not to delay compliance with the mandatory reporting laws regarding child sexual abuse but to coexist with the mandatory reporting laws. As soon as the Review Board receives the report of the preliminary inquiry they will convene and review the findings.
 4. The Review Board will advise the bishop based upon the assessment of the preliminary inquiry. (See VII. B. Board Duties).

5. If the bishop concludes that an instance of sexual abuse of a minor is substantiated, the alleged offender will be relieved of his ministry. This is a temporary administrative measure, pending full investigation and resolution of the case.
 6. Regardless of whether the alleged offender has been convicted in a criminal court or by civil authorities of a sexually oriented offense, an allegation may nevertheless be substantiated after an independent investigation by the diocese.
- B. The accused will be encouraged to retain the assistance of civil and canonical counsel.
- C. When any cleric of the diocese admits to, does not contest, or is found guilty by a court of law or is found by the bishop, after consultation with the Diocesan Review Board, to have committed an incident of sexual abuse of a minor, the bishop shall apply the measures prescribed by canon law and the Essential Norms decreed by the United States Conference of Catholic Bishops, which have been granted recognition by the Holy See, for diocesan policies dealing with allegations of sexual abuse of minors by diocesan and religious priests or deacons.
- D. The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese and to the accused (without prejudice to Canon 220), so long as this does not interfere with the investigation by civil authorities.
- E. At all times, the bishop has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. The bishop shall exercise this power of governance to ensure that any priest who has committed even one act of sexual abuse of a minor as described above shall not continue in active ministry. The bishop may exercise his executive power of governance to take one or more of the following administrative actions:
1. He may request that the accused freely resign from any currently held ecclesiastical office (CIC, cc. 187-189).
 2. Should the accused decline to resign and should the bishop judge the accused to be truly not suitable (CIC, c. 149 §1) at this time for holding an office previously freely conferred (CIC, c. 157), then he may remove that person from office observing the required canonical procedures (CIC, cc. 192-195, 1740-1747).
 3. For a cleric who holds no office in the diocese, any previously delegated faculties may be administratively removed (CIC, cc. 391 §1 and 142 §1), while any *de iure* faculties may be removed or restricted by the competent authority as provided in law (e.g., CIC, c. 764).
 4. The bishop may also determine that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to celebrate the Eucharist with no member of the faithful present (CIC, c. 906). The bishop may forbid the priest to celebrate the Eucharist publicly and to administer the sacraments, for the good of the Church and for his own good.
 5. The bishop may also dispense (CIC, cc. 85-88) the cleric from the obligation of wearing clerical attire (CIC, c. 284) and may urge that he not do so, for the good of the Church and for his own good.

6. These administrative actions shall be taken in writing and by means of decrees (CIC, cc 47-58) so that the cleric affected is afforded the opportunity of recourse against them in accord with canon law (CIC, cc. 1734ff).
- F. The priest or deacon may at any time request a dispensation from the obligations of the clerical state.
- G. In exceptional cases, the bishop may request of the Holy Father the dismissal of the priest or deacon from the clerical state *ex officio*, even without the consent of the priest or deacon.
- H. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese will supply canonical counsel to a priest or deacon. The provisions of CIC, Canon 1722 shall be implemented during the pendency of the penal process.
- I. A cleric, if it appears advisable either for the protection of society or for his own welfare, may be encouraged to seek counseling, join support groups, or enter into a program of therapy which is mutually acceptable to the diocese and the cleric. Cost of such treatment will be negotiated between the cleric and the diocese. No cleric may be required to undergo professional treatment which includes coercion or intrusion into the sanctity of conscience. The requirements of Church law for sustenance are to be observed (Canons 281, 274, and 1350).

IX. MEDIA REPRESENTATIVE

The bishop or his designee, will be the Media Representative with respect to these policies and procedures and any incidents covered by them. The Media Representative may advise the news media of the substance of these policies and any incident subject to these policies. However, the rights of the accused must be respected. The Media Representative should make it clear to the news media that the primary concern of the Church is a pastoral concern for all –victims and their families and the accused – and that any incidental harm to the Church as an institution is of secondary consideration.

[Given the universal norms *Sacramentorum sanctitatis tutela (SST)* were revised May 21, 2010, which led to a revision of the U.S. Bishops' *Charter for the Protection of Children and Young People* on June 16, 2011, it became necessary that our Diocesan *Policy for the Protection of Children and Young People* also be revised to include the changes. Our policy was revised June 2011 to reflect the changes in the universal norms and again in June 2015. The U.S. Bishops' adopted further revisions to the *Charter for the Protection of Children and Young People* at the June 2018 Plenary Assembly and the Diocesan Policy revisions were made July 2020. The USCCB issued further revisions to the *Charter for the Protection of Children and Young People* in June 2018, our policy was revised in June 2020, and updated July 2022.

St. Maria Goretti

St. Maria Goretti, also called "The Little Saint of Great Mercy," is the patron saint of children, youth, young girls, the poor, martyrs, purity, poverty, chastity, rape victims, and forgiveness.

Oh, Saint Maria Goretti who, strengthened by God's Grace, did not hesitate even at the age of twelve to shed your blood and sacrifice life itself to defend your virginal purity, look graciously on the unhappy human race which has strayed far from the path of eternal salvation.

Teach us all, and especially youth, with what courage and promptitude we should flee for the love of Jesus anything that could offend Him or stain our souls with sin.

Obtain for us from our Lord victory in temptation, comfort in the sorrows of life, and the grace which we earnestly beg of thee, and may we one day enjoy with thee the imperishable glory of Heaven.

Amen.



Appendix A

The Following is K.S.A. 38-2223 (as amended July 1, 2016)

38-2223. Reporting of certain abuse or neglect of children; persons reporting; reports, made to whom; penalties; immunity from liability.

A. Persons making reports.

1. When any of the following persons have reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly as provided in subsections (B) and (C);
 - a. The following persons providing medical care or treatment: Persons licensed to practice the healing arts, dentistry and optometry, persons engaged in postgraduate training programs approved by the state board of healing arts, licensed professional or practical nurses and chief administrative officers of medical care facilities;
 - b. the following persons licensed by the state to provide mental health services: Licensed psychologists, licensed masters level psychologists, licensed clinical psychotherapists, licensed social workers, licensed marriage and family therapists, licensed clinical marriage and family therapists, licensed behavioral analysts, licensed assistant behavioral analysts, licensed professional counselors, licensed clinical professional counselors and registered alcohol and drug abuse counselors;
 - c. teachers, school administrators or other employees of an educational institution which the child is attending, and persons licensed by the secretary of health and environment to provide childcare services or the employees of persons so licensed at the place where the childcare services are being provided to the child;
 - d. firefighters, emergency medical services personnel, law enforcement officers, juvenile intake and assessment workers, court services officers, community corrections officers, case managers appointed under K.S.A. 2019 Supp. 23-3508, and amendments thereto, and mediators appointed under K.S.A. 2019 Supp. 23-3502, and amendments thereto; and
 - e. any person employed by or who works as a volunteer for any organization, whether for profit or not-for-profit, that provides social services to pregnant teenagers, including, but not limited to, counseling, adoption services and pregnancy education and maintenance.
2. In addition to the reports required under subsection (a)(1), any person who has reason to suspect that a child may be a child in need of care may report the matter as provided in subsection (b) and (c).

B. Form of report.

1. The report may be made orally and shall be followed by a written report if requested. Every report shall contain, if known: The names and addresses of the child and the child's parents or other persons responsible for the child's care; the location of the child if not at the child's residence; the child's gender, race and age; the reasons why the reporter suspects the child may be a child in need of care; if abuse or neglect or sexual abuse is suspected, the nature and extent of the harm to the child, including any evidence of previous harm; and any other information that the reporter believes

2. When reporting a suspicion that a child may be in need of care, the reporter shall disclose protected health information freely and cooperate fully with the secretary and law enforcement throughout the investigation and any subsequent legal process.

Reports made pursuant to this section shall be made to the secretary, except as follows:

1. When the Kansas Department for Children and Families is not open for business, reports shall be made to the appropriate law enforcement agency. On the next day that the department is open for business, the law enforcement agency shall report to the department any report received and any investigation initiated pursuant to K.S.A. 2019 Supp. 38-2226, and amendments thereto. The reports may be made orally or, on request of the secretary, in writing.
2. Reports of child abuse or neglect occurring in an institution operated by the Kansas Department of Corrections shall be made to the attorney general or the secretary of corrections. Reports of child abuse or neglect occurring in an institution operated by the Kansas Department for Aging and Disability Services shall be made to the appropriate law enforcement agency. All other reports of child abuse or neglect by persons employed by the Kansas Department for Aging and Disability Services or the Kansas Department for Children and Families, or of children of persons employed by either department, shall be made to the appropriate law enforcement agency.

C. *Death of child.*

Any person who is required by this section to report a suspicion that a child is in need of care and who knows of information relating to the death of a child shall immediately notify the coroner as provided by K.S.A. 22a-242, and amendments thereto.

D. *Violations.*

1. Willful and knowing failure to make a report required by this section is a class B misdemeanor. It is not a defense that another mandatory reporter made a report.
2. Intentionally preventing or interfering with the making of a report required by this section is a class B misdemeanor.
3. Any person who willfully and knowingly makes a false report pursuant to this section or makes a report that such person knows lacks factual foundation is guilty of a class B misdemeanor.

E. *Immunity from liability.*

Anyone who, without malice, participates in the making of a report to the secretary or a law enforcement agency relating to a suspicion a child may be a child in need of care or who participates in any activity or investigation relating to the report or who participates in any judicial proceeding resulting from the report shall have immunity from any civil liability that might otherwise be incurred or imposed.

History: L. 2006, ch. 200, § 18; L. 2011, ch. 44, § 1; L. 2012, ch. 162, § 64; L. 2014, ch. 115, § 61; L. 2016, ch. 53, § 1; July 1.

Any questions regarding this law should be directed to the Vicar General, Chancellor or Diocesan Attorney.

Appendix B

Victim Assistance Coordinator (VAC)

I. POSITION SUMMARY

The goal of the VAC is to assist with the process of reporting and promote healing and reconciliation with victims/survivors of child sexual abuse.

II. CLASSIFICATION: Contracted Service

III. ACCOUNTABLE TO: Bishop, Human Resources and Safe Environment Program Coordinator, Consultant to the Diocesan Lay Review Board

IV. MAJOR DUTIES AND RESPONSIBILITIES

1. Provide outreach, counseling, resources, and a pastoral response to the alleged victim and family, immediately and ongoing.
2. Promote the well-being of alleged victims who contact the diocese.
3. Assist the alleged victim in making the complaint to the diocese.
4. Report all allegations to law enforcement officials.
5. Accompany the alleged victims if requested, to any meetings that are necessary.
6. Assist the bishop and diocesan review board in responding to allegations of child sexual abuse by clergy or other church personnel.
7. Answer questions.

V. QUALIFICATIONS

1. Knowledge of the Catholic Faith.
2. A Bachelor's Degree in Social Work, Sociology, Psychology, or a closely related field. A minimum of two years' experience in counseling, social work, or crisis intervention.
3. Background check.
4. Not an employee of the diocese.
5. Excellent interpersonal and group communication skills.
6. Ability to maintain confidentiality in all areas of responsibility as required.
7. Sincere commitment to spiritual, mental, and emotional well-being of others, especially victims.

VI. PROCEDURE

- A. When an allegation is received directly by the Victim Assistance Coordinator from an alleged victim, the coordinator will:
1. Inform the alleged victim of the limits of confidentiality and civil authority reporting requirements.
 2. In every instance, advise the alleged victim of his/her right to make a report to civil authorities.

3. In all cases of alleged sexual abuse of a minor, regardless of when it was alleged to have occurred, inform the alleged victim that the case will be reported immediately to the proper authorities.
4. Victim Assistance Coordinator will make the allegation known to the bishop, Human Resources and Chancellor/ Superintendent of Catholic Schools
5. Provide counseling and pastoral outreach and presence to the alleged victim, family and others deemed appropriate, with permission of the victim.

If you suspect abuse or neglect by ***church or school personnel***, in addition to making a report to civil authorities, please make a report to the Victim Assistance Coordinator in one of the following ways:

Confidential Diocesan Abuse Hotline:

866-752-8855 ext. 1067

Website:

www.reportandprotect.com

Confidential Email:

reportabuse@salinadiocese.org

Confidential Mailing Address:

VAC (Confidential)

PO Box 980

Salina, KS 67402-0980

The Victim Assistance Coordinator will contact the survivor by phone or email to arrange for an interview by phone or in person. The survivor will be asked to provide his/her name, date of birth, current address, phone number, name of perpetrator, years of abuse and a brief description of the nature of the abuse. General information which does not include the name of the survivor may also be shared with law enforcement officials.

APPENDIX C

GUIDELINES FOR REPORTING ABUSE IN THE DIOCESE OF SALINA

If you observe suspected abuse to a minor by **clergy or other church or school personnel**, please note the following:

- ✓ If the child is in immediate danger call 911
- ✓ Call Kansas Department of Children and Families (DCF) 800.922.5330
- ✓ Make a confidential report to the Victim Assistance Coordinator (VAC)
Using hotline, website, or email.
Hotline: 866.752.8855 ext. 1067
Website: reportandprotect.com
Email: reportabuse@salinadiocese.org

If you observe suspected abuse to a minor by **non-church or school personnel**, please note the following:

- ✓ If the child is in immediate danger call 911
- ✓ Notify your immediate supervisor (priest or principal)
- ✓ Call Kansas Department of Children and Families (DCF) 800-922-5330

If you were a victim of abuse by a member of **clergy in the past**, please note the following:

- ✓ Notify the KBI 800.572.7463 or email clergyabuse@kbi.ks.gov

If you suspect abuse by a **Bishop of Religious Superior** currently or in the past, please note the following:

- ✓ Make a confidential report through the Catholic Bishop Reporting Service
using hotline or website:
Hotline: 800.276.1562
Website: reportbishopabuse.org

"It is very important that if anyone, whether you are a priest, teacher, or parent, etc., sees anything suspicious at all, please report it. Do not be afraid."

~Bishop Vincke



Appendix D

Code of Conduct

The Diocese of Salina has established this Code of Conduct for clergy, employees, educators, and volunteers of the Church with regard to their contact with minors, to foster and maintain an atmosphere of trust and safety in its ministry to all minors. **Any violation of the diocesan code of conduct may be grounds for dismissal.**

Diocesan personnel have a responsibility to provide a safe environment and actively protect minors from all forms of abuse and are expected to maintain the highest standards of professional, ministerial, and moral behavior. This includes:

- Maintaining proper supervision at all times. Ordinarily, this means having two qualified adults present (must be at least 25 years of age and trained- have Safe Environment Training and valid Background Check)
- Must refrain from disclosing confidential or damaging information that affects the student.
- Must refrain from allowing minors to be primary supervisors over other minors. There must be present two trained adults (at least 25 years of age) whenever older youth/teenagers are ministering to younger children
- Maintaining proper accommodations, female and male leadership, and ratios of adults to minors for parish/school events and field trips

*See *Field Trip Supplement* for further details

- Make reasonable effort to protect the student from conditions detrimental to learning, health or safety, including helping with medical emergencies
- Maintain professional relationships with students both inside and outside the classroom, always in areas that are accessible and visible, one on one contact with a minor should always occur in a public place
- Must refrain from soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical, sexual or romantic relationship with students

*See *Guidelines for social media and Other Communications* for more detailed information (see section IV-51 in Program Handbook)

- Maintain your “group” at all times, no minor or adults should leave the group for unauthorized excursions
- Must refrain from driving alone with a minor

*See *Field Trip Supplement* for further details

Appropriate conduct includes, but is not limited to the following:

- Keeping in confidence information about students that has been obtained in the course of professional service
- Creating, supporting and maintaining a challenging learning environment for all students
- Advocating for fair and equitable opportunities for all children
- Nurturing the intellectual, spiritual, physical, emotional, social and civic potential of all students
- Embodying for students the characteristics of honesty, diplomacy, tact and fairness
- Fulfilling all mandatory reporting requirements for child abuse. Contact Victim Assistance Coordinator and inform Pastor, Principal or appropriate supervisor, this includes fully cooperating in any investigation that may occur into allegation of child sexual abuse

- If a child is in danger call 911. Any person who has reason to believe that a child is being abused or neglected can make a confidential report to the Kansas Department for Children and Families Protection Report Center. The state provides a toll-free child abuse hotline. They may also call the Kansas Bureau of Investigation Hotline.

Kansas Department for Children and Families Child Abuse Hotline 800- 922-5330
KBI Hotline 800- 572-7463

- If there is suspected abuse by church or school personnel, in addition to reporting to civil authorities, a report must be made to the diocese, please use the website, hotline or email to report issues.

www.reportandprotect.com

866-752-8855 ext. 1067

reportabuse@salinadiocese.org

- If you suspect abuse by a Bishop or Religious Superior currently or in the past, please use the website or hotline to report issues.

www.reportbishopabuse.org

Hotline: 800-276-1562

- Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
- Providing professional education services in a nondiscriminatory manner
- Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

Inappropriate conduct includes, but is not limited to the following:

- Sharing confidential information concerning student academic and disciplinary records, health and medical information, family status/income and assessment/testing results unless disclosure is required or permitted by law
- Failure to provide appropriate supervision of students and reasonable disciplinary actions. Using discipline that frightens or degrades any minor, striking or touching a student as a means of discipline
- Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
- Furnishing tobacco, alcohol or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- Giving or receiving expensive or excessive gifts without the permission of a parent/priest/principal
- Using profanity in presence of minors
- Committing any act of child abuse
(Including striking, spanking, shaking or slapping a minor)
- Committing any act of cruelty to children or any act of child endangerment
- Committing or soliciting any unlawful sexual act (including touching a minor in a sexual way or other inappropriate manner and engaging in any pornographic or sexually explicit, profane or otherwise inappropriate materials or provide, or display sexually explicit or offensive material to minors). Verbal and nonverbal sexual behavior, including sexual gestures with any minor is inappropriate

RESPONSIBILITIES TO DIOCESE:

- Adhere to conditions of contractual obligations with professional practice
- Fulfill reporting requirements honestly and accurately
- Appropriately use funds, personnel, property, and equipment committed to his or her charge
- Must refrain from falsifying any documents related to the employment process
- Conduct school/parish business through established procedures

Appropriate conduct includes, but is not limited to the following:

- Maximizing the positive effect of school/parish funds through judicious use of said funds
- Modeling for students and colleagues the responsible use of public property
- Ensuring that school/parish policies or procedures are not impacted by gifts or gratuities from any person or organization

Inappropriate conduct includes, but is not limited to the following:

- Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- Harming others by knowingly making false statements about a colleague at the school or parish
- Being on school/parish premises or at a school/parish-related activity involving students while documented as being under the influence of, possessing or consuming alcoholic beverages. A school/parish related

activity includes, but is not limited to, any activity that is sponsored by a school/parish any activity designed to enhance the school/parish curriculum such as club trips, etc. which involve students

- Falsifying, misrepresenting, omitting or erroneously reporting information submitted to local, state, federal, and/or other governmental agencies
- Using school/parish property without the approval of the proper governing board
- Submitting fraudulent requests for reimbursement of expenses or for pay
- Falsifying, misrepresenting, omitting or erroneously reporting reasons for absences or leave
- Tutoring students assigned to the educator for remuneration unless approved by the local school board
- Falsifying records or directing or coercing others to do so

RESPONSIBILITIES TO MINISTRY:

Appropriate conduct includes, but is not limited to the following:

- Encouraging and supporting colleagues in developing and maintaining high standards
- Ensuring that institutional privileges are not used for personal gain
- Maintaining diligently the security of standardized test supplies and resources
- Follow mandatory reporting requirements

Inappropriate conduct includes, but is not limited to the following:

- Harassment of colleagues
- Inappropriate language on school/parish grounds or any school/parish-related activity
- Accepting gifts or favors or offering gratuities that impair professional judgment or to obtain special advantage
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items and violating local school board or state directions for the use of tests
- Being under the influence of, possessing, using or consuming illegal or unauthorized drugs
- Falsifying, misrepresenting, omitting or erroneously reporting employment history, professional qualification, criminal history, licensure/re-licensure
- A plea of guilty, nolo contendere or having been otherwise found guilty of: any crime punishable as a felony; any crime involving a minor; any crime involving a theft; any crime involving drug related conduct; any crime defined in any section of article 36 of chapter 21 of the Kansas statutes annotated; or any attempt as defined by K.S.A. 21-3301 and amendments thereto, to commit any crime specified in this subsection.

In all entities of the Diocese of Salina, we shall all work in the best interest of those we minister to. The responsibilities outlined in this Diocesan Code of Conduct are the minimum standards. The diocesan office, along with individual schools and parishes may have stricter requirements they must adhere to. If you have any questions related to the Code of Conduct, please see your immediate supervisor or the Safe Environment Office for further guidance.

Appendix E
Acknowledgement Form

I have read and understand The Policy for The Protection of Children and Young People along with the Code of Conduct for the Diocese of Salina and I agree to abide by these standards and conduct myself in complete accord with them.

Name: _____

Position: _____

Name Parish/School: _____

City: _____

Signature: _____

Date: _____

Please retain this form at the school or parish office.



Diocese of Salina

103 N. Ninth
P.O. Box 980
Salina, Kansas 67402-0980

Office of the Bishop

March 24, 2020

Dear Brothers and Sisters in Christ,

Committed to our obligation and duty to ensure the safety of young and vulnerable persons the Catholic Bishops of the United States at their June 13, 2019 meeting adopted the "Directives for the Implementation of the provisions of *Vos estis lux mundi* (*You are the light of the world*) Concerning Bishops and Their Equivalents." In accord with these directives and the provisions of *Vos estis* the Bishops of the Kansas Catholic Conference have developed the "Policy for Response to Allegations of Abuse or Misconduct by Bishops." This document outlines how reports made using the new **Catholic Bishop Abuse Reporting System** will be processed in the Kansas Catholic Conference. This new system provides a 3rd party reporting system specifically for reporting Bishops and their equivalents independently from standard diocesan reporting systems.

We each play a vital role in the protection of young and vulnerable persons entrusted to our care, and we have a sacred obligation to avoid complacency even at the highest levels.

Therefore, I, the Most Reverend Gerald L. Vincke, Bishop of Salina, hereby promulgate the *Policy for Response to Allegations of Abuse or Misconduct by Bishops*, to become effective immediately. The document is to be published to the faithful in the April 2020 Salina Diocesan News Bulletin, as well as on the Diocesan Website and in the Diocesan Policy Manual. Given this twenty-fourth day of March in the year of our Lord two thousand and twenty.

Sincerely yours in Christ,

+ Gerald L. Vincke

Most Reverend Gerald L. Vincke
Bishop of Salina



Keith D. Weber

Reverend Keith Weber
Chancellor/Ecclesiastical Notary

Phone (785) 827-8746 • Fax (785) 827-6133 • chancetr@salinadiocese.org

Policy for Response to Allegations of Abuse or Misconduct by Bishops

Metropolitan Model

This initiative of the Archdiocese of Kansas City in Kansas and the Kansas Province creates a vehicle to assure proper reporting of allegations that a bishop of the Archdiocese of Kansas City in Kansas, Dioceses of Dodge City, Salina, or Wichita has: 1. engaged in child sexual abuse or other inappropriate sexual behavior with a minor or a vulnerable person; 2. forced someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts; or engaged in a sexual harassment or sexual misconduct toward an adult, or 3. through actions or omissions intended to interfere with or avoid civil investigations or canonical investigations, whether administrative or penal, against a cleric or a religious regarding the conduct described in sections 1. and 2. above.

For the purposes of this Policy,

- a) Sexual abuse includes any delict against the sixth commandment of the Decalogue, including the production, exhibition, possession, or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibition
- b) “minor” means: any person under the age of eighteen, or who is considered by law to be the equivalent of a minor.
- c) “Vulnerable person” means any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.

Senior Suffragan Process

In the event there is an allegation accusing the Archbishop or any present or previous bishop of the Archdiocese, the Senior Suffragan Bishop will be notified. In general, the same process followed by a Metropolitan, as outlined in this Policy, will be followed by the Senior Suffragan Bishop in accord with Vos estis lux mundi and the USCCB “Directives for the Implementation of the provisions of Vos estis lux mundi Concerning Bishops and Their Equivalents.”

Competencies, Communications and Notifications

The Metropolitan, in consultation with the suffragan bishops, will appoint a qualified lay person to receive reports of conduct about bishops referred to above. The responsibilities of the appointed lay person are the following:

- a. Engaging and interacting with the third-party entity arranged nationally by the USCCB to receive reports;
- b. Receiving reports on behalf of the Metropolitan either through the third-party entity or those made directly to the Metropolitan;
- c. Informing the public about how to report cases involving bishops;

- d. Advising the Metropolitan on whether a report is manifestly unfounded pursuant to Article 10sec. 1, and on his compliance with applicable civil and canonical laws requiring reports to civil authorities in accord with Article 19.
- e. Gathering any needed additional information from the one making the report in the event there is a need for clarification about details that are time, place, and person specific.

The Metropolitan is to establish, maintain and supervise competent persons to coordinate assistance for the immediate pastoral care of those persons who claim to have been harmed by a Bishop. Those coordinating such assistance should provide a copy of the motu proprio *Vos estis lux mundi*, as well as this policy and Directives, to those persons who claim to have been harmed.

Communications on Reports regarding Bishops: Effective immediately, staff for the Archdiocese of Kansas City in Kansas are instructed that all allegations received in the three categories identified above against a bishop must be immediately forwarded to the Archdiocesan Director of the Office of Child and Youth Protection. The report will also be forwarded to the Chair of the Independent Review Board (“IRB”) for the Archdiocese of Kansas City in Kansas. The Director of the Archdiocesan Office of Child and Youth Protection will be responsible for ensuring the IRB Chair has been notified of the report. If the allegation involves the Archbishop/metropolitan or any present or previous bishop of the Archdiocese, the report shall be forwarded to the senior suffragan bishop in the province.

All online reporting portals will be configured to the extent possible so that allegations about bishops are automatically routed directly to the Archdiocesan Director of the Office of Child and Youth Protection and IRB Chair.

Communications materials about the portals/hotlines will be updated to emphasize that these allegations concerning bishops are being directed to the Archdiocesan Director of the Office of Child and Youth Protection and IRB Chair.

Reporting and Notification Procedures:

If the allegation involves conduct described in any of the sections above, the Archdiocesan Director of the Office of Child and Youth Protection shall ensure that the matter is reported immediately to appropriate criminal and civil authorities.

After consultation with the appropriate authorities, the Archdiocesan Director of the Office of Child and Youth Protection shall discuss the allegation with the Archbishop of Kansas City in Kansas. However, if the allegation involves the Archbishop/metropolitan or any present or previous bishop of the Archdiocese, the senior suffragan bishop in the province shall be notified.

The Archbishop/suffragan Bishop shall notify the Apostolic Nuncio in accord with *Vos Estis Lux Mundi*. The Bishop shall immediately request permission to commence an investigation, unless he considers the report manifestly unfounded. In consultation with the Archdiocesan Director of the Office of Child and Youth Protection and IRB Chair, if he considers the report manifestly unfounded, he shall so inform the Apostolic Nuncio.

Carrying out the investigation

If the Metropolitan/suffragan Bishop receives a request from civil authorities to suspend his investigation in deference to an investigation being conducted by civil authorities, the Metropolitan/suffragan Bishop will immediately notify the Apostolic Nuncio.

In accord with Article 12 sec. 1, once the Metropolitan/suffragan Bishop has received authorization from the competent Dicastery of the Apostolic See to investigate, and with due regard for his charge to oversee the process, the Metropolitan/suffragan Bishop should appoint an investigator. The investigator assisting the Metropolitan/suffragan Bishop shall take an oath to fulfil their charge properly. The investigator will: a) collect relevant information regarding the facts; b) access the information and documents necessary for the purpose of the investigation kept in the archives of ecclesiastical offices; c) obtain the cooperation of other Ordinaries or Hierarchs whenever necessary; d) request information from individuals and institutions, including civil institutions, that are able to provide useful elements for the investigation. The Metropolitan/suffragan Bishop remains responsible for the direction and conduct of the investigation.

If it is necessary to hear from a minor or a vulnerable person, the Metropolitan/suffragan Bishop shall adopt appropriate procedures, which take into account their status.

In the event that there are well-founded motives to conclude that information or documents concerning the investigation are at risk of being removed or destroyed, the Metropolitan/suffragan Bishop shall take the necessary measures for their preservation.

The Metropolitan/suffragan Bishop is required to act impartially and free of conflicts of interest. If he considers himself to be in a conflict of interest or is unable to maintain the necessary impartiality to guarantee the integrity of the investigation, he is obliged to recuse himself and report the circumstance to the Apostolic Nuncio. The Metropolitan/suffragan Bishop shall inform all persons involved of the investigation: (a) the process by which they may notify the Metropolitan/suffragan Bishop of a claim that he, or any person who is assisting him in the investigation, may have a conflict of interest; and (b) that an unsuccessful claim of conflict of interest will not result in prejudice, retaliation, or discrimination against the claimant.

Any person assisting the Metropolitan/suffragan Bishop in the investigation is required to act impartially and must be free of conflicts of interest. If s/he considers him/herself to be in a conflict of interest or be unable to maintain the necessary impartiality required to guarantee the integrity of the investigation, s/he is obliged to recuse from the investigation and report the circumstances to the Metropolitan/suffragan Bishop.

The person under investigation enjoys the presumption of innocence.

The Metropolitan/suffragan Bishop, if requested by the competent Dicastery, informs the accused person of the investigation concerning him, hears his account of the facts and invites him to present a brief in defense. In such cases, the investigated person may be assisted by legal counsel.

Every thirty days, the Metropolitan/suffragan Bishop sends a status report on the state of the investigation to the competent dicastery.

The investigation is to be completed within the term of ninety days or within a term otherwise provided for by the instructions referred to in article 10 §2 of *Vos Estis Lux Mundi*. Where there are just reasons, the Metropolitan/suffragan Bishop may request that the competent dicastery extend the term.

Should the facts or circumstances require it, the Metropolitan/suffragan Bishop shall propose to the competent dicastery the adoption of provisions or appropriate precautionary measures with regard to the person under investigation. This may include a request the accused Must refrain from ministry pending the outcome of the investigation.

The Metropolitan/suffragan Bishop shall determine, in consultation with the IRB Chair, the appropriate communications to be made. In determining these communications, the Metropolitan and IRB Chair shall consider the safety and privacy of the individuals involved as well as the safety interests of the community at large. The Metropolitan/suffragan Bishop will seek approval and guidance from the appropriate dicastery or Apostolic Nuncio in implementing appropriate communications.

Evaluation of the Investigation

The Metropolitan/suffragan Bishop, once empowered by the Holy See to begin an investigation shall engage their respective IRB to review the investigation upon completion. The Bishops of the province understand that the Archdiocesan/suffragan Bishop Review Board consists of person's expert in relevant fields, such as law enforcement, criminal investigations, civil law, canon law, psychology and/or social work. The Metropolitan/suffragan Bishop may invite additional expert(s) from the review board of another Diocese in the province. However, the IRB evaluation will not include a representative from the Diocese in which the accused Bishop has resided or served. The IRB shall provide a recommendation as to whether there is sufficient evidence that abuse or negligence by a Bishop has occurred.

In accord with Article 17 sec. 1, at the conclusion of the investigation, the Metropolitan is to transmit to the competent Dicastery of the Apostolic See, through the Apostolic Nuncio, his votum and the acts of the investigation, including the names and titles of the individuals from the expert list who were chosen to assist in the process, as well as any other documents he deems pertinent.

With due regard for Article 17 sec. 3, the Metropolitan should inquire of the competent Dicastery whether and how the person who made the report and the public can be informed of the outcome of the investigation. The Metropolitan should also inform the person making the report of the protections provided in Article 4. Sec. 2.



CATHOLIC DIOCESE OF SALINA

DIOCESAN REVIEW BOARD

MISSION STATEMENT AND PROCEDURES

Statement of Policy

The operating procedures of the Diocesan Review Board (“Board”) of the Diocese of Salina (“Diocese”) are promulgated in compliance with the revised 2018 Charter for the Protection of Children and Young People (“Charter”) and Essential Norms for Diocesan /Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons (“Norms”). The following is the fulfillment of the requirements of Norms 4 and 5. The operating guidelines of the Board will be updated in accordance with any revisions, amendments, or other modifications to the Charter or the Norms or any other applicable document subsequently approved by the United States Conference of Catholic Bishops. These operating procedures regulate the organization and conduct of the Board in its execution of the responsibilities assigned to it by the Bishop of Salina (“Bishop”) in Compliance to the Charter and Norms, as well as any particular law that is or may be established.

Mission of the Diocesan Review Board

The Board functions “as a confidential consultative body to the bishop/eparch in discharging his responsibilities (Norms 4).” It is the mission of the review board to serve the People of God in the Diocese of Salina in this capacity with particular emphasis on the bishop’s responsibility for the protection of children and young people. In addition, they will advise the bishop on all cases involving sexual abuse committed by members of the clergy, employees of the Diocese, and those volunteering for the Diocese. The Board will ensure the just handling of allegations of sexual abuse, the prevention of further abuse, the healing of those who have been injured, and the restoration of a sense of trust among the faithful and larger community. The Board does not set diocesan policy.

OPERATING PROCEDURES

Section 1. Membership

- 1.1 The Bishop of Salina shall appoint the members of the Board.
- 1.2 The Board will be composed of regular (voting) and ex officio (nonvoting) members. There will be at least six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as regular members. Regular members will be lay persons who are not in the employ of the diocese; at least one of which should have particular expertise in the treatment of sexual abuse of minors and one should be a priest who is an experienced and respected pastor of the diocese. There may be no more than six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as ex officio members. Ex officio members will include the Victim Assistance Coordinator, the Chancellor. All other ex officio members may be determined by the Bishop.
- 1.3 Board members will be appointed for a term of five (5) years and may be reappointed.
- 1.4 The Bishop will appoint one of the ex officio members to be the Moderator of the Board.
- 1.5 The Bishop may, at any time, remove any member of the Board on his own initiative or at the request of the Chairperson at any time.
- 1.6 All Board members shall serve without compensation.
- 1.7 All board members will complete the safe environment curriculum for the Diocese of Salina including the criminal background check.
- 1.8 Board members may make a request to the Moderator of the Board for reimbursement for extraordinary travel, lodging, meals, or other expenses when such expenses are incurred as part of their services to the Diocese as a member of the Board.
- 1.9 *Quorum.* A simple majority of the voting membership of the Board shall constitute a quorum for doing business.

Section 2. Officers

- 2.1 The Board shall nominate one member to serve as Chairperson and one member to serve as Vice Chairperson. The names of these nominees will be presented to the Bishop who will consider the nominations and make a formal appointment of the positions or request additional nominees be presented.
- 2.2 The Chairperson and Vice Chairperson will serve three-year terms. In the third year of the term, the Bishop may reappoint the Chairperson or the Board may submit a nominee for Chairperson to the Bishop. The Chairperson-designee shall then shadow the Chairperson during his or her third and final year.
- 2.3 The Chairperson shall preside at the meetings of the Board. The Vice Chairperson shall preside in the absence of the chairperson.

Section 3. Schedule of Meetings & Venue

- 3.1 The Board shall have four (4) regularly scheduled meetings held quarterly (subject to change), with a minimum of meeting at least once annually.
- 3.2 The Board shall convene ad hoc meetings as necessary to carry out the duties and responsibilities of the Board that cannot be adequately addressed at a regularly scheduled meeting.
- 3.3 All formal meetings of the Board shall be conducted at the Chancery or in another Catholic facility within the Diocese, such as, but not limited to, parish meeting rooms, Catholic schools, etc.
- 3.4 The proceedings of all meetings shall follow a written agenda as set by the Moderator of the Board together with the Chairperson, and such agendas shall be kept on file with the Moderator as proof of meeting.
- 3.5 Written minutes and other records must conform to the confidentiality requirements of Section 6 of these operating procedures.

Section 4. Duties of the Board Regarding Diocesan Policies

- 4.1 The Board shall conduct an annual review of current policies and procedures of the Diocesan Safe Environment Office to assure full compliance with the Charter, the Norms, and, if possible, civil law.
- 4.2 The Board shall, at least annually, review any modifications or amendments to the Charter or to the Norms promulgated by the USCCB.
- 4.3 The Board may make recommendations to the Bishop regarding how the diocese may best ensure a safe environment throughout the diocese.
- 4.4 The Board may submit a Report addressed to the Bishop of Salina with the results of its review of Diocesan policies and submit the report to the Chancellor.
- 4.5 The Board does not set Diocesan policy.

Section 5. Duties of the Board

- 5.1 The Board shall receive a report from the bishop, his delegate, or the diocesan investigator or the Victim Assistance Coordinator of all new allegations of abuse of minors or of vulnerable adults by priests, deacons, living or deceased. Cases may be current or historical.
- 5.2 All inquiries directed to the board regarding accusations shall be directed to the Victim Assistance Coordinator or the Chancellor.
- 5.3 Upon review of the information and materials gathered, the Board will provide consultation to the bishop regarding the validity of allegations and suitability for ministry.
- 5.4 For all allegations, the board shall determine whether the diocesan safe environment policies have been followed regarding the reporting to civil authorities, the outreach to the victims, the outreach to parish communities, and the appropriate action, in accord with the civil and canon law and prudent judgement, toward clergy and lay persons alleged to have caused abuse.

- 5.5 In addition to cases involving the sexual abuse of minors, the Board, at the bishop's discretion, may be asked to review other cases that do not involve acts of abuse committed against minors, or vulnerable adults.

Section 6. Confidentiality

- 6.1 Written minutes may be taken so as to indicate in a summary fashion the actions taken by the Board regarding the items on the written agenda; the agenda and the minutes may be kept on file with the Moderator of the Board as proof of meeting and in order to compose reports.
- 6.2 The Moderator, prior to the end of any meeting, shall collect the minutes, the agendas, and all notes and records, save a copy of the minutes and the agenda allowed to the Moderator.
- 6.3 No electronic copies of the minutes or agenda shall be made or communicated.
- 6.4 The Chancellor shall make available for the Moderator hard copies of any requisite confidential information necessary for the Board to make prudent and accurate recommendations.
- 6.5 Access to records shall be limited to persons authorized by the Bishop of Salina as dictated by canon law, civil law, or applicable policies of the Diocese.
- 6.6 All information regarding allegations discussed during Board business is confidential.
- 6.7 No member of the Board shall voluntarily release any information regarding the Board or the business of the Board to the public and/or the media.
- 6.8 No member of the Board shall participate in a formal meeting of the Board before signing the *Code of Ethics Agreement*.

Chancery for the Diocese of Salina
Office of the Chancellor
Rev. 07.30.2019; 09.07.2021; 12.07.2021



CATHOLIC DIOCESE OF SALINA

DIOCESAN REVIEW BOARD

Code of Ethics Agreement

The Code of Ethics Agreement is as follows:

- 1.1 Board members will not, at any time, display favoritism or preferential treatment of one case, case individual, or group of case individuals over any other, with the goal of impacting the result of such matter through favoritism or preferential treatment. Notwithstanding the forgoing, preference may be given to a particular case, case individual or group of case individuals, based on the significance of the facts surrounding the same. A case individual is defined as anyone directly or indirectly named in a case or anyone who has a material relationship with anyone directly or indirectly named in a case.
- 1.2 No member may maintain a relationship with a case individual that could, as determined by the Chairperson in his/her reasonable discretion, materially:
 - 1.2.1 Conflict with the performance of the member's duties and responsibilities on the Board; or
 - 1.2.2 Affect the member's independence or judgement.
- 1.3 Board members will not interact with any case individual except in a professional manner in accordance with the diocesan Safe Environment Policies, as the same may be amended from time to time.
- 1.4 Board members will never accept for themselves, any member of their family living in the same household as such member, or close associates, any personal (tangible or intangible) gifts, favors, or services from a case individual; from a member of a case individual's family living in the same household as such case individual; or close associate; no matter how trivial the gift or service may seem. No board member will give any gifts, favors, or services to case individuals, their family members living in the same household as such case individual, or close associates.

- 1.5 Board members will not knowingly enter into any direct business relationship with case individuals or their family members living in the same household as such case individual (i.e., selling, buying, or trading personal property) while such matter is pending before the Board.
- 1.6 No Board member will have outside contact (other than incidental contact) with a case individual, his/her family, or close associates while said case is under review, except for those activities which are an approved, integral part of the process of the Board.
- 1.7 Board members shall disclose any material relationship with case individuals to the Chairperson that would contravene the terms of this Agreement. The Chairperson shall determine, with reasonable discretion, if a personal conflict exists. If the Chairperson determines that a personal conflict does exist, the Chairperson shall notify such Board member. Upon receipt of such notification, the Board member must immediately remove him/herself from all further proceedings in a given case.
- 1.8 Board members will abstain from voting in any case, in which he/she has not heard or examined substantially all the evidence made available to all other Board members.
- 1.9 Subject to other Diocesan policies and applicable law, all information and documents received during the review of cases is confidential. Subject to other Diocesan policies and applicable law, case information will not be disclosed or repeated to non-members of the Board. Subject to other Diocesan policies and applicable law, all files, records and other documents containing confidential information shall be returned to the Moderator upon the conclusion of the meeting.
- 1.10 Subject to other Diocesan policies and applicable law, the remarks of other Board members made during formal discussions or deliberations are confidential and shall not be repeated outside formal meetings unless permitted by the Bishop of Salina.
- 1.11 Subject to other Diocesan policies and applicable law, Board members shall not make any public statements or remarks concerning diocesan business without the permission of the Bishop of Salina.
- 1.12 The exercise of care and confidentiality will continue after members complete their term(s) on the Board.
- 1.13 Board members will not engage in any conduct which is criminal in nature, or which would bring discredit upon the Diocese of Salina.
- 1.14 Board members will avoid misconduct, and/or the appearance of misconduct, which is morally reprehensible in accordance with the teaching of the Catholic Church and that would inhibit (or have the appearance of inhibiting) such member's ability to fully perform their obligations to the Board.

- 1.15 Board members are required to immediately report any violation of these restrictions to the Chairperson and to the Moderator of the Board. Any violation or attempted violation of this Code of Ethics Agreement may result in removal of such members from the Review Board.

Board members are bound by this Code of Ethics Agreement and may not perform any of the prohibited actions directly or indirectly.

I, _____ (“Board member”), hereby acknowledge and accept the appointment to serve on the Review Board (“Board”) of the Diocese of Salina (“Diocese”). I understand and am aware that my service as a Board member will be a matter of public record and shall be subject to and governed by the terms of this Agreement.

Review Board Member

Name: _____

Signature: _____

Date: _____

Witness

Name: _____

Signature: _____

Date: _____

*All copies of the signed Code of Ethics shall be kept on file at the
Chancery for the Diocese of Salina.*

Office of the Chancellor

Rev. 07.30.2019

- ❖ We pray for the Holy Spirit to guide Church leaders as they promote justice and healing for victims and survivors of abuse.
- ❖ We pray for our Holy Father, that he may fulfill his role as good shepherd, and protect the most vulnerable in his flock.
- ❖ May all civic leaders act in ways that show their commitment to the protection of all, especially children and young people.
- ❖ May all who work with children and young people be vigilant in protecting them from harm.
- ❖ We pray that all families strive to provide safe and nurturing environments for children and young people.
- ❖ May those who have been abused experience Christ's profound love for them and God's healing grace.
- ❖ May God the Merciful Father bring comfort and healing to victims and survivors of sexual abuse within the Church.
- ❖ We pray that all who provide help for the abused may act with wisdom and compassion in their healing ministries.
- ❖ We pray that God may grant those affected by abuse in anyway the courage to tell their story and seek healing.
- ❖ May all priests and religious, through their teaching and witness, lead children and young people to holiness.
- ❖ We pray that the bishops continue to carry out their promise to protect, and pledge to heal, the most vulnerable in their dioceses.
- ❖ We pray that all parish communities affected by abuse find healing and reconciliation through the Blessed Virgin Mary.

"Small yet strong in the love of God, like Saint Francis of Assisi, all of us, as Christians, are called to watch over and protect the fragile world in which we live, and all its peoples."

~Pope Francis - *Evangelii Gaudium* on 11-24-13

ROLE OF PARISH/SCHOOL SAFETY COORDINATOR

The Safety Coordinators serve a very important role in the parishes and schools of our Diocese. Each one serves as an extension of the Safe Environment Office in the Diocese of Salina, but also to the Office of Child and Youth Protection at the USCCB. As the Safety Coordinator of your parish or school you are to assist the Pastor/Principal coordinate the implementation of parish/school compliance requirements designed to keep minors and vulnerable adults safe at their locations. The Safety Coordinator must have a thorough understanding of Safe Environment policies, procedures, guidelines and the associated expectations for record keeping, reporting and communicating the importance of a safe environment and models behaviors that support the Promise to Protect, Pledge to Heal.

Some of the Key Functions include, but not limited to...

- ❖ **Instructing** employees, educators and volunteers to complete Safe Environment Training Curriculum/background checks.
- ❖ **Instructing** drivers to complete the Defensive Driving Training Curriculum through CMGConnect and maintain their certificates at your parish or school office.
- ❖ **Assist** employees, educators and volunteers with questions related to trainings and following up if necessary.
- ❖ **Monitor** diocesan employee, educator and volunteer compliance with policies and procedures, which includes compliance with CMGConnect training and background checks every five years.
- ❖ **Maintain** Policy/Code of Conduct Acknowledgment Forms for all employees, educators and volunteers. Each volunteer, employee and educator will be required to sign and submit the form to you each year. These are to be kept on file at your parish or school office.
- ❖ **Log** into CMGConnect data base weekly.
- ❖ **Ensure** all posters/pamphlets provided by the diocese are easily accessible and visible at your parish and school.
- ❖ **Keep** up with current communication from the Diocese/Safe Environment Office.
 - The Shepherd Quarterly Newsletter
 - The Register
 - Faith Magazine
 - The Diocesan Website salinadiocese.org
 - The Diocesan Newsletter SDNB
 - Completing and returning forms enclosed in the yearly Newsletter sent out in August (including, but not limited to)
 - Information Forms
 - Religious Ed/ Youth Ministry/ Staff Certification Forms
 - Children's Data Training Report Forms
- ❖ **Assist** the Parish/School Secretary in making sure the "how to report abuse" bulletin announcement is put into the parish bulletin/school newsletter on a quarterly basis, and then sent to the Safe Environment Office.
- ❖ **Assist** employees, volunteers, parents or any other members of the parish/school community on how to report suspected child abuse and to contact the Victim Assistance Coordinator to answer questions and get assistance with the process.
- ❖ **Completing** the Safety Coordinator Commitment Checklist (IV-37).

"God uses ordinary people to carry out his extraordinary plan"

Safety Coordinator Commitment

CHECKLIST

"Encountering the Mercy of Christ and Accompanying People with Joy"

☐

ACCOMPANY

Clergy, employees, educators and volunteers as they engage in Safe Environment training protocol for the Diocese of Salina.

☐

MAINTAIN

Charter compliance within your parish/school, through the CMGConnect data base along with compiling children's reporting data sheets and code of conduct acknowledgment forms.

☐

OBSERVE

And model all diocesan policies and procedures, communicate regularly with Safe Environment Office and stay current with diocesan publications.

☐

SUPPORT

Priests and principals along with parish and school staff on the implementation and expectations associated with the Safe Environment program, and its mission, *promise to protect, pledge to heal*.

☐

ENSURE

Employees, volunteers, educators, and other community members that a Victim Assistance Coordinator is available to answer any questions, provide resources, and to support anyone who has been harmed.

Signature/Date

Email address you check regularly

Phone number

Safe Environment Office
wendy.backes@salinadiocese.org
785.827.8746



SAFE ENVIRONMENT TRAINING GUIDELINE MATRIX FOR ADULTS

Who needs training?	Examples: include but not limited to	What they need to do:	When they need to do it:	How often they need to do it:	Additional notes:
All Clergy	Bishops Priests Deacons Religious Life Seminarians*	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect	Before beginning ministry	Every 5 years for duration of ministry	Seminarians, please see the director at the Office of Vocations for further instruction
Chancery Employees	All personnel working at the Chancery	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect	Before beginning employment	Every 5 years for duration of employment	Note... ALL Chancery employees are required to complete Safe Environment Training and Background Check
Parish Employees	Parish Secretaries Custodians Parish Nursery Workers Music Ministry DRE Business Manager VBS Ministry leaders	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect	Before beginning employment	Every 5 years for duration of employment	Note... ALL parish employees, <i>including</i> those who have no contact with minors are required to complete safe environment Training and Background Check
Parish Volunteers	Catechists, DRE Chaperones Youth Ministers Altar server trainers Parish nursery helpers Youth choir directors Parish sponsored Scout leaders VBS, P&A Camp counselors, Hospital /Homebound Ministry Totus Tuus Volunteers Drivers	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect	Before beginning ministry	Every 5 years	Note... In addition to Safe Environment Training and Background Check, adults driving for the first time, will be required to complete the Defensive Driving Curriculum in CMGConnect, print certificate and submit it to Safety Coordinator of school <i>before</i> driving for an event *driving renewal every 5 years
Catholic School Employees	Secretaries Custodians Café cooks/servers/monitors Coaches Paraprofessionals After School Care	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect	Before beginning employment	Every 5 years for duration of employment	Note... In addition to Safe Environment Training and Background check, adults driving for the first time, will be required to complete the Defensive Driving Curriculum in CMGConnect, print certificate and submit it to Safety Coordinator of school <i>before</i> driving for an event *driving renewal every 5 years
Catholic School Educators	Principals Teachers Guidance Counselors Art, Music, Library Instructors Substitute teachers Coaches	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect Kansas Teaching Licenses can no longer be used in place of the Diocesan Background Check	Before beginning employment	Every 5 years for duration of employment	Note... In addition to Safe Environment Training and Background check, adults driving for the first time will be required to complete the Defensive Driving Curriculum in CMGConnect, print certificate and submit it to Safety Coordinator of school <i>before</i> driving for an event *driving renewal every 5 years
Catholic School Volunteers	Chaperones Room parents Drivers Playground/lunch monitors Classroom helpers Bus Drivers	Safe Environment Training <i>(which includes guidelines for ministering to vulnerable adults)</i> and Background Check through CMGConnect	Before beginning ministry	Every 5 years	Note... In addition to Safe Environment Training and Background check, drivers doing training for the first time, or renewing, will be required to complete the Defensive Driving Curriculum in CMGConnect, print certificate and submit it to Safety Coordinator of school <i>before</i> driving for an event

SAFE ENVIRONMENT TRAINING GUIDELINE MATRIX FOR MINORS

Who needs training?	Examples of ministering with other minors: Include but not limited to	What they need to do:	When they need to do it:	How often they need to do it:	Additional notes:
Students in grades 6-7-8	Reading bible stories, Sitting with them at mass, Teaching the Rosary	Teen Code of Conduct Document	Before beginning ministry	Annually	Signed document will be kept on file at parish/school office *Normally, minors must serve with at least 2 Safe Environment trained adults
Students in grades 9-10-11-12	Helping with VBS Classroom aide Childcare	Safe Environment Training YOUTH MINOR COURSE through CMGConnect	Before beginning ministry	Annually	*Normally, minors must serve with at least 2 Safe Environment trained adults
Students in 12 th grade and 18 years of age	Helping with VBS Classroom aide Childcare Catechist Aide	Safe Environment Training and background check through CMGConnect	Before beginning ministry	Every 5 years	
Students in 11 th grade and 12 th grade (not yet 18 years of age)	Junior CYO camp	Safe Environment Training through CMGConnect Video only	Before beginning ministry	Every 5 years	*See Safe Environment Office for further instructions
Students in 12 th grade and 18 years of age	Junior CYO camp	Safe Environment Training and background check through CMGConnect	Before beginning ministry	Every 5 years	



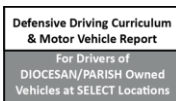
All school and parish adult employees and volunteers transporting minors must complete **Defensive Driving Curriculum – Salina** in CMG Connect before driving to any event, field trip, or activity. Please see your local safety coordinator for instructions.



Along with completing **Defensive Driving Curriculum – Salina** in CMG Connect Adult employee and volunteer drivers who are driving minors to a **school** event, field trip, or activity will **ALSO** be required to submit further documentation. (Further documentation for **parishes** will be required 7-1-23). Please see your local safety coordinator for instructions.



Adult employee and volunteer drivers who are driving diocesan owned vehicles (with or without minors present) insured through Catholic Mutual must complete the curriculum **Defensive Driving & Motor vehicle report** in CMGConnect. Please see your local safety coordinator for instructions.



CMGConnect

Safe Environment Training and Background Check Instructions for Adults

Getting Started: The safe environment training platform can be accessed here <https://salina.CMGconnect.org>.

System Recommendations: Google Chrome Version 46 or higher

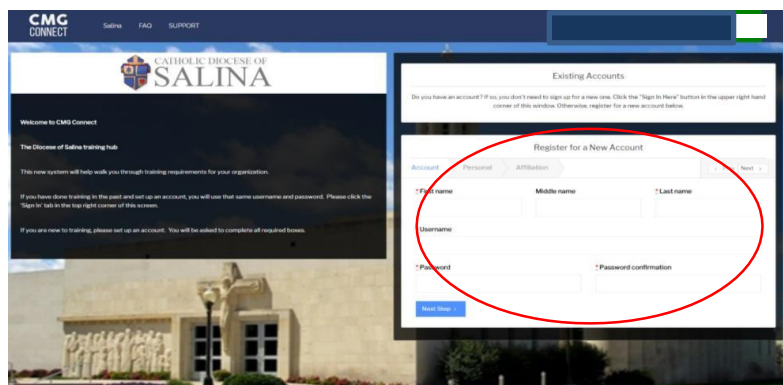
Apple Safari Version 9 or higher

Microsoft Edge Version 33 or higher

Internet Explorer Version 10 and higher

iOS Safari Version 9 or higher

Register for a **New Account** by completing the required boxes. First name, last name, set up a username and password (*that you will remember*) address, phone number, email –*provide only if you have your own (not shared) email account*, and date of birth. Primary parish/ school, your role in the parish/school and how you participate in your parish or school, please select employee/volunteer. ***IF you have already taken CMG training in the past you will already have an account and you can sign-in with that same username and password. If you forgot your username or password or are RENEWING, please contact your parish/school safety coordinator.***

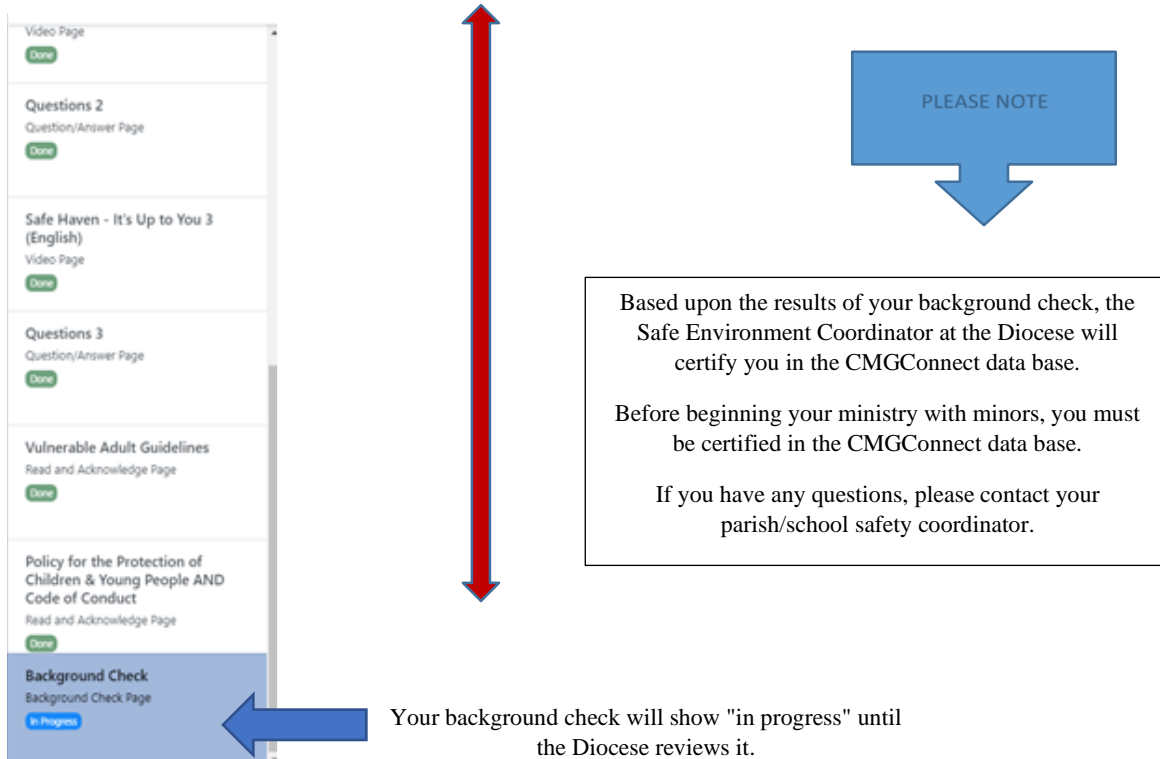
The image shows a screenshot of the CMGConnect website. On the left, there's a sidebar with the 'CATHOLIC DIOCESE OF SALINA' logo and a 'Welcome to CMG Connect' message. The main content area is titled 'Register for a New Account'. It includes a 'New User' button and a 'Sign In' button. The registration form has fields for 'First name', 'Middle name', 'Last name', 'Username', 'Password', and 'Password confirmation'. A red circle highlights the 'First name', 'Middle name', and 'Last name' fields.

Once you have completed all 3 registration screens, your required training will pop up. Begin the Required training, Safe Environment Curriculum-Salina by clicking ***Start Curriculum***.

Required Trainings

The image shows a screenshot of the 'Required Trainings' section. It features the 'CMG Connect' logo at the top. Below it, there's a section titled 'A. Safe Environment Curriculum - Salina' with a '5 Years' duration. A list of included topics is shown: 'Includes: Bishop Vincke's Message; Safe Haven-It's up to You video segments; Quiz Questions; Vulnerable adult guidelines; Policy / Code of Conduct Acknowledgement; Background Check'. A red arrow points to the 'Start Curriculum' button at the bottom.

Complete *each* section of the training, starting with the bishop’s message and ending with the background check. (You may have to scroll down to see all the required sections). As you complete each section they will show as “done” in the corresponding boxes.



The screenshot shows a training interface. On the left is a vertical list of sections: 'Video Page' (Done), 'Questions 2' (Question/Answer Page, Done), 'Safe Haven - It's Up to You 3 (English)' (Video Page, Done), 'Questions 3' (Question/Answer Page, Done), 'Vulnerable Adult Guidelines' (Read and Acknowledge Page, Done), 'Policy for the Protection of Children & Young People AND Code of Conduct' (Read and Acknowledge Page, Done), and 'Background Check' (Background Check Page, In Progress). A blue arrow points from the 'Background Check' section to a text box on the right. Above the text box is a blue box with the text 'PLEASE NOTE' and a downward-pointing arrow. A red double-headed vertical arrow is positioned to the left of the text box.


PLEASE NOTE

Based upon the results of your background check, the Safe Environment Coordinator at the Diocese will certify you in the CMGConnect data base.

Before beginning your ministry with minors, you must be certified in the CMGConnect data base.

If you have any questions, please contact your parish/school safety coordinator.

Your background check will show "in progress" until the Diocese reviews it.

Once you have completed everything, click the  to return to the main menu.

Thank you for completing the Safe Environment training for the Diocese of Salina.

If you have questions regarding your training, please contact your Parish/School Coordinator.

For additional support email cmgconnect@catholicmutual.org

CMGConnect

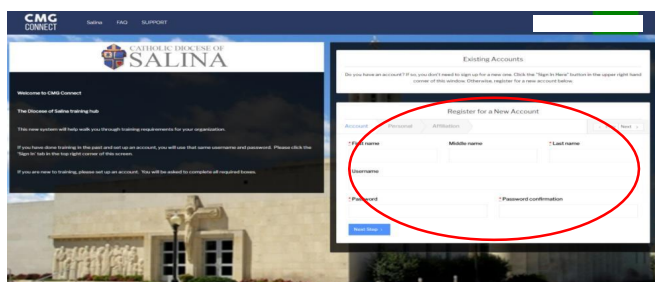
Safe Environment Training Instructions for Minors (in grades 9-12) ministering with other minors in parish or school setting

To begin on-line training go to salina.cmgconnect.org

Getting Started:

Register for a **New Account** by completing the required boxes. First name, last name, set up a username and password (*that you will remember*). Address, phone number, email- *provide only if you have your own (not shared) email account*, and date of birth. Primary parish/ school, your role in the parish/school and how you participate in your parish or school, please select: **Youth Minors**

IF you have already taken CMG training in the past you will already have an account and you can sign-in with that same username and password. **If you forgot your username or password or are RENEWING, please contact your parish/school safety coordinator.**

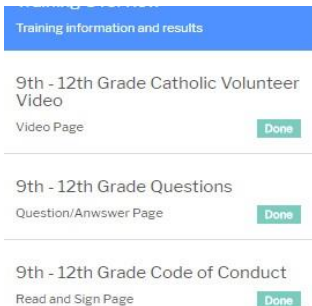


Once you have completed all 3 registration screens, your required training will pop up. Begin the required training by clicking

Start Curriculum



Complete the 3 sections of the training. As you complete each section they will show as “done” in the corresponding boxes



Thank you for completing the Safe Environment training for the Diocese of Salina.

Please notify your parish/school safety coordinator that you have finished, and she will notify the Safe Environment Program Coordinator of the Diocese and you can begin your ministry. This training is to be done on a yearly basis.

If you have questions regarding your training, please contact your Parish/School Safety Coordinator.



Code of Conduct for minors in grades 9-12

Please use this as an additional resource for high school students in grades 9-12 ministering to other minors in schools and parishes.

As a Youth Volunteer, I will:

- Review the diocesan social media guidelines.
- Respect the adults and supervisors with whom I interact.
- Protect and care for all children or other youth in my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, and dignity.
- Take care to be positive, supportive, and caring in my speaking, writing and actions with the children/youth.
- Report suspected sexual abuse to my supervisor, parent, principal, or pastor.
- Maintain appropriate sexual, physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.
- Avoid situations where I am alone with a child/youth.
- Seek to affirm good behavior in children/youth and avoid criticism or comparison that could hurt.
- Be aware that young people can easily become overly attached to a youth leader or an adult. If I sense that is happening, I will not encourage it. I will make my parent, supervisor, pastor or principal aware of it so that he/she can help in the matter.

As a Youth Volunteer, I will not:

- Commit an illegal or immoral act.
- Smoke, vape, or use tobacco products in the presence of the children/youth.
- Use, possess or be under the influence of alcohol or illegal drugs at any time.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate, or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Tolerate inappropriate or bullying behavior.
- Promote any view contrary to the teachings of the Catholic Church.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth.
- Develop personal relationships with children over the Internet, or through other forms of communication or social media.
- Accept gifts from or give gifts to children/youth.

Safety Coordinators, please give to student before or after they take the on-line training to keep as a reminder to them.



Code of Conduct for Minors in grades 6-8

This is to be used for students in grades 6-8 ministering to other minors in schools and parishes.

*To ensure the safety of the children and youth in the Diocese of Salina, all student volunteers in **GRADES 6, 7 and 8** who work or volunteer with children/youth in school or ministry in the Diocese of Salina. This form needs to be returned to the Safety parish settings, **AND** their parent/guardian must read and sign this Code of Conduct before undertaking Coordinator of the parish/school and ensures that the student volunteer and their parent guardian understands their obligations and demonstrates good moral character so as to serve as Catholic Christian role models. **This form needs to be filled out yearly and kept on file at the parish or school office.***

Teen Code of Conduct-Promise to Serve

Called by God to serve the Body of Christ, I promise to reverence those in my care by:

- ❖ Respecting physical, emotional and behavioral boundaries
- ❖ Speaking, dressing and acting appropriately
- ❖ Listening compassionately when a child shares concerns and thoughts
- ❖ Communicating well with my adult supervisors and peers
- ❖ Giving fair, honest and equal attention to the children or adults whom I serve
- ❖ Being aware of and avoiding potentially harmful situations
- ❖ Being cautious in revealing personal information
- ❖ Reporting any known or suspected child or peer abuse
- ❖ Reflecting God's love and joy in all I say and do

Above all, with Christ as my inspiration and model, I will treat each person I encounter with sensitivity, care and respect.

Student Volunteer _____ *Date* _____

Signature of Student Volunteer _____ *Date* _____

Signature of Parent/Guardian _____ *Date* _____

We have read and understand this code of conduct. We understand any action inconsistent with the code will result in the student volunteer losing the privilege of working with minors in the Diocese of Salina.

GUIDELINES FOR TEACHERS/CATECHISTS FOR INTEGRATING SAFE ENVIRONMENT TRAINING CURRICULA IN THE CLASSROOM (K-12)

In the Diocese of Salina teachers/catechist must incorporate Safe Environment Training to all students enrolled in catholic schools and parish religious education programs. In these yearly refreshers, teachers will instruct ways to make and maintain a safe environment for children and young people. These age-appropriate lessons may include information and instruction about: God's love, relationships, personal space, boundaries, respect and care; safe and unsafe touches; lures, internet safety, bullying, as well as how to get help from a trusted adult.

Guidelines:

- ✦ Decide what type of current Safe Environment Training best fits the teachers, students and parents in your school or parish. (Page section IV-45)
- ✦ Implement your Safe Environment Training during the FIRST semester of the school year and continue to review the rest of the year.
- ✦ Inform parents of your program and offer Opt-out Form. (Page section IV-47)
This form allows the parents to see what program you are implementing and to choose whether they want their child to participate in the Safe Environment Training program.
- ✦ Complete Children's Data Report Form and obtain signatures. (Page section IV-46)
- ✦ Return signed Children's Data Report Form and any Opt- Out Forms to the Safe Environment Office **before January 1, of each year.**
- ✦ Keep a copy of Children's Data Report Form and any Opt-Out Forms in a file at your parish or school.



"Children, even very young children, can help keep themselves safe if they have the information they need. As we continue this journey to keep our children safe, thank you for your continued cooperation and dedication in implementing appropriate training programs in your parishes and schools to the children in the Diocese of Salina."

*~ Wendy Backes
Safe Environment Program Coordinator*

Wendy Backes June 2022

RESOURCES FOR TEACHERS/CATECHISTS FOR INTEGRATING SAFE ENVIRONMENT CURRICULA IN THE CLASSROOM (K-12)

As you continue educating children, youth and parents about personal safety and child sexual abuse prevention, please ensure that the materials you are using are current, relevant, age appropriate, and supportive of Catholic teaching.

There are many resources available in your own communities and schools, and excellent resources on the web. Below are additional resources you may find valuable as you create safe environments in which children can learn and grow in our faith community.

- ✓ Theology of the Body - (*The Body is a Gift from God*) tobet.org
- ✓ CMGConnect - (*Curriculums on bullying, snapchat, Instagram, Google*) salina.cmgconnect.org
- ✓ Covenant Eyes (Provides services to educate and equip adults about the dangers of pornography and to help them prepare children for a world where it is easily accessible <http://www.covenanteyes.com>)
- ✓ Teen Lures Prevention- a curriculum used to promote healthy relationships and prevent dating violence, cyberbullying, harassment-please contact Diocese of Salina- Safe Environment Office
- ✓ Presentation by a parish or school IT Coordinator on Internet Safety
- ✓ Presentation by a School or Parish Nurse
- ✓ Plan a *Safety Night* for parents and children, invite people from the community to speak*
- ✓ Child Lures Prevention <https://childluresprevention.com/>
- ✓ Nex-Tech Youth Services (free educational program to your school/community) Jacque R. Beckman, jbeckman@nex-tech.com
- ✓ [Kidsmartz.org](http://kidsmartz.org)-an online program that provides free personal safety lessons for families and students in grades K-5
- ✓ fightchildabuse.org an online program in which the objective of the program is to educate children about what to do when confronted with abusive behavior such as safe and unsafe touches and other physical and emotional abuse
- ✓ Tricked: Inside the World of Teen Sex Trafficking -recognize the lures and signs of sex trafficking fcps.edu
- ✓ Stop It Now- This program provides prevention tools such as tip sheets, guidebooks, newsletters etc. to help in the prevention and recognition of child sexual abuse <http://www.stopitnow.org/>
- ✓ <https://safersmarterfamilies.org> is an interactive site designed to help families create a Family Safety plan and for parents to educate their children about being safe.

If you have questions or concerns regarding any of the above programs or need a recommendation of what to use in your own parish or school, please contact the Safe Environment Office - 785-827-8746 #24

*Please see Diocesan Speaker Policy /Section II-E in Diocesan Handbook for guidelines before scheduling speakers for a parish, school, or diocesan event.



CATHOLIC DIOCESE
of SALINA

Children's Training Data Report

Date(s): _____

Parish/School: _____

Please give details of the training you used this year. (ie, child lures, kidsmartz, cell phone safety etc.), including the name of the person who taught the training.

If you need more space, please use the back side of the paper.

Total Number of Children: _____

Total Number of Trained: _____

Total Number Opted Out: _____

Total Number of Children Absent: _____

I conclude that the above is an accurate documentation of our Safe Environment Children's Training requirements.

Please have the Principal sign below if you are a school **OR the Pastor sign below if you are a parish.*

Principal's (School) Signature: _____ Date: _____

Pastor's (Parish) Signature: _____ Date: _____

Safety Coordinator's Signature: _____ Date: _____

SCAN AND EMAIL TO:

wendy.backes@salinadiocese.org

OR MAIL TO:

Diocese of Salina

Safe Environment Office- Wendy Backes

PO Box 980

Salina, KS 67402-0980

PLEASE RETURN BEFORE JANUARY 1.

***If you are unable to return before January 1, please contact the Safe Environment Office for further instruction.**

Please attach any opt out forms to this document before returning and keep copies on file at your parish/school.

OPT-OUT FORM



To: Parents

Subject: Safe Environment Training for **STUDENTS**, Opt-Out Form

*Currently, in keeping with the USCCB's Charter for the Protection of Children and Young People, teachers and catechists need to incorporate into their regular curriculum Safe Environment Training to all students enrolled in Catholic Schools and parish religious education programs. In age-appropriate lessons, teachers will instruct ways to make and maintain a safe environment for children and young people. These lessons may include information and instruction about: God's love, relationships, personal space, boundaries, respect, and care; safe and unsafe touches; lures, internet safety, bullying, how to get help from a trusted adult. This Safe Environment Training needs to be presented to the students **every** year, repetition is a good thing, especially when it comes to keeping our children safe.*

We recognize that parents are the primary educators of their children, therefore as parents you have the right to choose whether your child participates in the program your school/parish RE program is implementing.

Name of Safe Environment Training Program _____

Parish/School Name _____

City/State _____

Student's Name _____

Class/Grade _____

_____ (Please initial) It is my choice as the parent, that my child NOT participate in the Safe Environment Training Program listed above.

_____ (Please initial) I understand the materials of the Safe Environment Program listed above are available to me to review.

_____ (Please initial) I would like to receive Safe Environment Program training materials, so I can share this information with my child at home.

Parents Name (printed) _____

Parents Signature _____

Failure to return this signed opt-out form constitutes permission for program participation for your child.

Safety Coordinators, please send this form with your Children's Data Report to the diocese and keep a copy on file at your parish/school for your records.

GENERAL INFORMATION FOR ADULT DRIVERS WHO TRANSPORT MINORS

For further guidance and instruction, please refer to the supplemental booklet (Field Trip, Transportation, and Chaperone Guidelines for Catholic Schools, Parishes, and Youth Ministry Programs) which can be found at the end of the Safe Environment Program Handbook.

DRIVERS who transport minors to and from school, parish or or diocesan related activity in a private vehicle

- **MUST** have a valid driver's license, vehicle registration and proof of insurance.
- **MUST** go through full Diocesan Protocol -CMG Connect Safe Environment Curriculum and have a clear background check.
** Drivers doing training for the first time or renewing will also be required to complete the CMGConnect Defensive Driving Curriculum (print certificate and submit to Safety Coordinator of parish or school before driving for the event).*
- **MUST** use hands free devices while operating vehicle.
- **MUST** be 25 years of age.
A licensed educator under the age of 25 who has gone through full Diocesan Protocol (CMG Connect Safe Environment Curriculum, CMGConnect Defensive Driving Curriculum) will be allowed to be a driver.
- **MUST** have another adult (25 years of age) in the vehicle.
*The **other adult** must go through full Diocesan Protocol (see specifics details in Booklet- Field Trip, Transportation, and Chaperone Guidelines for Catholic Schools, Parishes, and Youth Ministry Programs)*

Whenever possible, 2 trained adult drivers should be present in the vehicle when transporting minors.

If this is not possible, there should be:

- A minimum of 2 minors present in the vehicle
- Drivers should proceed in a caravan and go directly to the destination, with no detours
- Drivers should all take the same route

GENERAL INFORMATION CONCERNING DAY AND OVERNIGHT FIELD TRIPS ALONG WITH OTHER EVENTS AND ACTIVITIES WHERE MINORS ARE PRESENT

1. **All field trips** (whether day or overnight) must be approved by the Diocesan Director of Religious Education/Youth Ministry or the Superintendent of Schools and the Safe Environment Office.
2. Please refer to the **diocesan supplemental booklet** (Field Trip, Transportation, and Chaperone Guidelines for Catholic Schools, Parishes, and Youth Ministry Programs) for further requirements and instructions (ratio of adults to minors, age of drivers, permission slips, forms, etc.) which can be found at the end of the Safe Environment Program Handbook. If at any time you are **not** able to follow the guidelines in the diocesan booklet, please contact the Director of RE/YM or Superintendent of Schools
3. Field trips, whether day trips or overnight trips, special events and activities require a large amount of organization and supervision. Supervisory personnel, chaperones, and volunteers must be in compliance with the Diocese of Salina Safe Environment Program and all diocesan policies during the event. In some instances, there may be additional requirements or guidelines for participants, chaperones, and supervisors. Please contact the Director of Religious Education and Youth Ministry or the Superintendent of Schools and the Safe Environment Office for diocesan guidelines or Catholic Mutual Insurance Group if you have any questions regarding best practices or other safety measures for the event.
4. As adults we are entrusted with the responsibility of accompanying young people in their journey of faith within our Catholic Church, while keeping those who participate safe from all harm. Day and overnight trips, activities, and events both in the schools and parishes of the diocese can provide a fun alternative to traditional learning; however certain risk management steps should be taken to help reduce the potential exposure for the diocese, parish, or school. These guidelines were established and are to be followed by all participants, pastors, school administrators, teachers, DRE's, youth directors, safety coordinators, supervisory personnel, chaperones, volunteers, or anyone ministering with minors for day or overnight trips, activities, events, both inside and outside the diocese. Please be faithful in making sure our children are always in the safest environments possible.
5. If you have any questions, please contact the Safe Environment Office 785-827-8746 #24.

*This document is intended to be a resource for planning purposes
and to ensure both adults and minors have a memorable and safe experience.*

GUIDELINES FOR COMMUNICATION WITH MINORS VIA SOCIAL MEDIA AND OTHER ELECTRONIC COMMUNICATIONS



*Empowering pastoral ministers in these changing times is essential.
This document is to provide you guidance in the use of technology at the
Diocese of Salina and in its parishes and schools.*

*“Using the media correctly and competently can lead to a genuine inculturation of the Gospel.”
[Ecclesia in America, no. 72]*

INTRODUCTION

Social and business networking tools – such as Facebook, Google, LinkedIn, Twitter, YouTube, Snapchat, Pinterest, TikTok etc. provide broad, efficient and economical avenues for collaboration and communication. Social media opens alternative channels to establish strong relationships and to engage in global conversations related to the work of the churches and schools in the Diocese of Salina. As employees, volunteers, teachers, faculty, staff, coaches and clergy explore ways to integrate social media tools into communications, the Diocese of Salina must ensure that its representatives act in ways that are consistent with the mission of the Church. As with other forms of social interaction, these guidelines affirm a diocesan commitment to communicate by means of social network with:

- clarity about Church teaching and beliefs,
- honesty, integrity and charity,
- regard for the best interests of the Church,
- conformity with diocesan safe environment guidelines.

ALL WHO SERVE WITHIN THE MINISTRIES OF THE DIOCESE OF SALINA must comply with these Guidelines for Communication with Minors via social media and Other Electronic Communication issued by the Diocese and it is expected that these guidelines will evolve as new technologies and social networking tools emerge.

Definitions

For purposes of this policy, the following definitions apply:

Parish Ministers/School Personnel/Diocesan Staff - faculty, staff, coaches, volunteers, employees and clergy.

Social Media - any web site that is driven by content of its members and allows for member interaction. Common examples of social media include, but are not limited to Facebook, Instagram, Snapchat, LinkedIn, TikTok, Twitter, YouTube, Pinterest, ZOOM, GoToMeeting, Google Hangouts, Google Classroom.

Other video conferencing websites can be found here:

<https://www.digitaltrends.com/computing/best-zoom-alternatives-video-conferencing/>

Other Electronic Communication – electronic communication technologies that are not defined as social media. Common examples include: cell/smart phone, land-line telephone, e-mail, texting, etc.

Basic Policies

- In all interactions with minors via the internet, diocese/parish/school personnel should model healthy relationships between adults and young people. Therefore, **ALL COMMUNICATIONS WITH MINORS MUST REFLECT APPROPRIATE CONTENT AND BE EDUCATION AND/OR MINISTRY RELATED.**
- Video conferencing that takes place between an adult and a minor must also include another adult such as a parent.
- It is not the role of the diocese/school/parish minister personnel to patrol the internet for the young people to whom they educate and/or minister. Those who work with minors on behalf of the diocese/ parish/school should never usurp the role of the parent. Intentionally monitoring and probing where minors have shared their intimate thoughts not only violates their privacy but also may call into question the boundaries of the administrator who is investigating.
- **THERE MUST BE AT LEAST TWO ADULTS WITH ADMINISTRATIVE RIGHTS FOR EACH SOCIAL MEDIA ACCOUNT USED FOR DIOCESE/SCHOOL/PARISH MINISTRY COMMUNICATION. PERSONAL SOCIAL MEDIA ACCOUNTS MUST NOT BE USED FOR SCHOOL AND/OR PARISH MINISTRY COMMUNICATION.**

- **THE DEPICTION OF MINORS IN PHOTOS OR VIDEOS ON DIOCESE/SCHOOL AND/OR PARISH MINISTRY SOCIAL MEDIA SITES, WEB PAGES, EMAILS, ETC. SHOULD BE LIMITED TO DOCUMENTATION OR PROMOTION OF GROUP ACTIVITIES AND MUST NOT BE USED FOR THE IDENTIFICATION OF INDIVIDUAL GROUP MEMBERS. PARENTAL PERMISSION (SEE MEDIA RELEASE PARENTAL CONSENT FORM) MUST BE OBTAINED BEFORE POSTING PHOTOS OF MINORS. “TAGGING” OR OTHER IDENTIFICATION OF MINORS SHOWN IN PHOTOS OR VIDEOS IS NOT PERMITTED.**

Please follow <https://www.thepragmaticparent.com/kidsonsocialmedia/> for more information.

- Be cautious using copyrighted material. Check sources before sharing.
- Be transparent in all electronic interactions. Exercise sound judgment when communicating and establishing relationships with youth, and do not place yourself into a position which could be viewed as compromising, or which could have the appearance of impropriety. Remember to follow safe environment guidelines and be vigilant to protect God’s children.
- Do not divulge confidential information about others. Using the name, address, or other personal identifying information of minors (anyone under age 18) is prohibited without the expressed written consent of the Parent/Guardian (see media release parental consent form).
- Any “special projects” must be brought to the attention of the Safe Environment Office.

Diocese/school/parish Electronic Communications Accounts

- The supervisor or information technology specialist must be in possession of or have access to reset all passwords used to access diocese/school/parish ministry related electronic communications. This information should also be available to those charged with monitoring these interactions.
- Diocese/school/parish ministry personnel who establish an electronic communications account for diocese/school/parish ministry purposes will cooperate with supervisors in providing all necessary information for access to the account.

Some examples of **appropriate content** for diocese/school/parish ministry related electronic communications media include information on upcoming activities; permission forms; assignments; tests; calendar of events; descriptions of projects, including procedures and expectations; cancellations; arrange meetings to discuss school related issues and or follow-up on an issue that has previously been discussed, religious studies, and other spiritual links and prayer resources.

Some examples of **inappropriate content** for diocese/school/parish ministry related electronic communications media include counseling, socializing or other personal interaction with minors.

Personal Social Media accounts must **NOT** be used for diocese/school and/or parish ministry communication.

Web Pages

- Web pages should reflect clear goals consistent with diocese/school teaching/parish ministry for which they are designed.
- Privacy and the protection of minors must be an essential goal in the establishment of a web page. Telephone numbers, personal email addresses and/or other identifying information of minors must not be published on the Web.
- Care should be taken to protect personal contact information of diocese/school/parish personnel, avoiding the web publication of home addresses, telephone numbers, cell numbers, and home email addresses.

Communicating with minors using social media or other Electronic Communication

- Parents or guardians must be notified of the methods of communication which are used in each particular school and/or parish ministry and must be granted access to participate in such communications.
- Social media may not be used to communicate with minors on **personal** social media sites.
- Any use of social media to connect with a club, team, etc., shall use a separate diocese/school/parish or school event related profile. Use of social media between faculty/staff/coaches/volunteers/employees and students shall be for communication of diocese/school/parish related events **ONLY**.

- Social media groups should be “closed” or “private” groups, with administrator approval required for joining.
- Communication through social media groups should also be sent to group members by other electronic communication means as well (i.e., Facebook messages should also be sent by email).
- Acceptable hours for communication with minors using “other electronic communication” shall be between 7:30 am and 9:00 pm. Communication outside of the acceptable hours may be used only in emergency situations or to communicate time-sensitive information related to the school and/or parish ministry event. Communications via “other electronic communication” should be to a group rather than to individual minors.
- On-line “chatting” with minors is **not** permitted.
- Two adults should be present during virtual meetings.
- Virtual meetings with minors should not be recorded without signed consent from parents.

E-mail and Other Text-Based Communication

- The boundary issues that relate to *verbal* communication between school personnel/parish ministry and minors also apply to the use of *email, texting and instant messaging*. All such communication should be consistent with professional practices for other correspondence, this includes grammar, format and salutation. It must reflect appropriate content and be educational and/or parish ministry related. All information should be kept brief and factual.
- The use of a personal email account for diocese/school and/or parish ministry related communications with minors is **prohibited**. It is preferable to set up a separate email account (e.g., Gmail, Hotmail, Yahoo mail, etc., are free services), or use an account provided by the appropriate diocesan entity for this purpose. It is advisable to save copies (either hardcopies or electronic copies in a "saved" folder) of all communications with minors.
- It is advisable to post "group" email messages using the “blind carbon copy” option; this prevents the possibility that personal information can be forwarded to non-intended recipients.
- If possible, teachers, priests, deacons, seminarians, adult volunteers, catechists, and/or parents should be copied on all electronic communications with minors. It is prudent to make “hard copies” of all communications with minors if at all possible.
- Electronic communication can be misinterpreted; therefore, it is preferable to communicate in person whenever possible.
- Communications that might be construed as having sexual overtones are to be scrupulously avoided. It is never appropriate to reply to any such e-mail from a minor. Hardcopies should be made and one's supervisor notified **immediately**.
- Text messaging (IM or DM) between an adult volunteer, coach, teacher, staff, clergy and students on personal communication devices should be avoided at all cost.
- Email messaging from diocese/school/parish computers (email address) shall be used for general information such as class activities, curriculum, assignments, tests, deadlines, special events, cancellations, to arrange meetings, dates and times of games, all relating to diocese, parish or school related issues, and or to follow up on an issue that has already been previously discussed.

Blogging

The word blog is short for the term "web log". As a representative of the Church, blogging should be conducted in a professional manner for ministry purposes only. As with any professional communication, ministry blogs should **not** be used for any personal communication or agenda, to conduct or promote outside business activities, to defame or cause defamation of the character of any individual, organization or institution, to divulge any personal information about an individual or jeopardize their safety in any other way.

Some examples of **appropriate content** for diocese/school/parish related blogs include information on past or upcoming activities; permission forms; calendar of events; descriptions of projects, including procedures; expectations; biblical studies; other spiritual links, and prayer resources.

Social Networking

The Diocese affirms the usefulness of this medium under the following parameters:

- Diocese/school/parish personnel having “personal” social networking pages must not advertise that site to minors, nor “friend” any minors, or current students of majority age, on my private accounts for Facebook, Instagram, Snapchat, or any other types of social media, including but not limited to, emailing, texting, skyping, calling on private phone and/or exchanging videos or pictures by any private social media source. If contacted by a minor or current student of majority age, I will notify them in person, or by diocese/school/parish e-mail, or diocese/school/parish Facebook, or official diocese/school/parish youth page that I am unable to “friend” them as a matter of policy.
- Should the creation of a professional networking page be approved for clarification and dispersal of information regarding a particular parish ministry or school-related activity, it must be registered in the name of the appropriate diocesan entity, not that of an individual.
- As a general rule, neither personal, school nor parish ministry social media accounts should be used to contact minors individually. If minors contact particular adults engaged in education and/or parish ministry, the school account/parish account should be used to reply by sending a group message (i.e., when the personal contact was for information relevant to all in the group). When the contact is such that a group response is not appropriate, the adult is to avoid using a personal Social Media account to respond. In those unusual cases where social media is used to respond, adults should maintain copies of all such messages.
- All diocese/school/parish ministry related sites are to be monitored consistently by appropriate diocese/school/parish personnel (supervisors, IT specialists, etc.).

URGENT OR EMERGENCY CIRCUMSTANCE

In an urgent or emergency circumstance, faculty/staff/coaches/volunteers/employees/clergy can use a personal communication device or account to contact a student. It must include the parent’s email or phone number, date, time, and nature. The nature of the contact must be reported in writing to the pastor designate and/or principal as soon as possible.

*For your protection and the students **always** include the parent’s email or phone number when communicating with minors.
The use of social networking sites is **not** recommended for groups that include students younger than high school age.*

For more information regarding Social Media guidelines the following links should be reviewed.

<http://www.usccb.org/about/communications/social-media-guidelines.cfm>

<https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>

If you have questions regarding any of this information, please contact:

Kim Hoelting, Director of Human Resources / kim.hoelting@salinadiocese.org

Wendy Backes, Safe Environment Program Coordinator / wendy.backes@salinadiocese.org

*Guidelines for
Creating a
Safe Environment
Online*

MINISTERING ONLINE TO MINORS



CONSIDER YOUR ATTIRE

Wear what you would have worn to the meet up had you attended in person



CONSIDER YOUR LOCATION

Engage in online forums from public areas of your house-dining room, office space, living room, etc. The backdrop should be free from adult signs or displays

CONSIDER YOUR PLATFORM



Limit your contact with minors to **public** platforms such as Google Hangouts, Flocknotes, Zoom and Go To Meeting. Private connections such as Face Time are discouraged



HOW MEET UPS ARE SCHEDULED

Schedule on-line face-to-face contact with minors in advance through a group forum and with the knowledge and permission of parents or guardians

HOW THEY CONTACT YOU

Avoid sharing personal contact information, instead provide minors with parish or group related email addresses or accounts



WHO HAS ACCESS TO YOUR MEET UPS

Arrange to host group meet ups always with another adult and provide parents with links/access to the meet ups, emails and other messages

Media Release Parental Consent Form

Dear Parent:

In completing and signing this Media Release Form, you hereby express an understanding and consent to your child/student to be photographed, video or audio recorded, and that these images or recordings may be included in official Diocesan, Parish, or School Webpage or Social Media posts, materials and campaigns, as well as other secular media initiatives (i.e., Secular Print or Electronic News Media, Newsletters, Webpages, Fund-Raising and Development Efforts, Grant Applications, and Video, PowerPoint or other Presentations).

Photographs, video and audio recordings, social media posts, and print and electronic media may be available for a limited amount of time, _____
and restricted to specific groups of people, _____
and for a specific purpose, _____
but I also understand that due to the nature of these media, there may not be protections from unauthorized dissemination.

- ✚ I understand that any photographs, video or audio recordings will only be used by the Diocese, Parish or School in a legal manner and that in no way will my child be depicted in an unethical manner.
- ✚ I verify that I have read and understand this Release and am aware of the policy regarding the Guidelines for Communication for the Diocese of Salina.
- ✚ I agree to comply with this policy and also understand the Diocese of Salina and parishes and schools may amend or change the policy at its discretion without notice.
- ✚ I understand that I may report any concerns or violations to the Office of Communications, the Safe Environment Office, Law Enforcement, or the Kansas Protection Report Center Hotline 1-800-922-5330.
- ✚ This Release may be revoked by parent/guardian at any time by written notice.

Child/Student Name: _____ DOB: _____
Parish/School/Group and Location: _____
Parent Name (printed): _____ Phone No: _____
Parent Signature: _____ Date: _____



CATHOLIC DIOCESE
of SALINA

Safe Environment Office
Diocese of Salina

GUIDELINES FOR MINISTERING TO VULNERABLE ADULTS

Definition- “**vulnerable person**” means: any person in a state of infirmity, physical or mental *deficiency*, or *deprivation of personal liberty which, in fact, even occasionally, limits their ability* to understand or to want or otherwise resist the offence. (“**VOS ESTIS LUX MUNDI**”)

All Diocesan clergy, employees and volunteers who serve vulnerable adults should adequately represent the parishes and schools in the Diocese of Salina with the compassion of Christ to those whom they serve.

All serving shall treat people with respect, dignity, as befits their position as persons made in the image and likeness of God.

Specific ministries to whom this is important, but not limited to:

Ministers of Holy Communion to homebound parishioners

Facilitators for bereavement and other support groups

Social outreach ministers

Parish nurses

Retreat leaders

Prison ministers

Adult faith formation leaders

Hospital Ministers

For all those ministering to vulnerable adults:

Training and education are included in the CMGConnect Curriculum and those ministering will follow the Policy for the Protection of Children and Young People/Code of Conduct and Program.

If you suspect abuse or neglect of a vulnerable adult, make a report to

Adult Protective Services 1-800-922-5330

If the abuse or neglect is by a member of clergy or other school/church personnel, in addition to reporting to local civil authorities, please contact the

Victim Assistance Coordinator for the Diocese of Salina

Call: 866-752-8855 ext. 1067

Email: reportabuse@salinadiocese.org

Go to: www.reportandprotect.com

***A vulnerable adult who is abused, is provided the same resources as a minor victim.
Any allegations regarding a vulnerable adult will go through the same process as an allegation from a minor victim.***

FREQUENTLY ASKED QUESTIONS

Q: Why do we need safe environment training and background checks?

A: Child sexual abuse is a widespread societal problem. The more people who are trained to recognize the warning signs of an offender, the safer our children are. In the aftermath of the clergy scandal, the *Charter for the Protection of Children and Young People* requires the Church to train both adults and children to prevent child sexual abuse. This is not because the Church thinks all adults are the problem. It is because the solution to preventing child sexual abuse depends on caring adults knowing what to do. While the time involved for any or role or position can be a challenge, you demonstrate your commitment to the dignity and safety of children. By complying with all the requirements, you help children and youth in your parishes and schools thrive. Keeping children safe is always worth the time and effort. Every minute spent protecting God's children is never wasted.

Q: I am a volunteer lunchroom monitor twice a year, do I need Safe Environment Training and background check?

A: Yes, volunteers who have contact with minors need to complete the Safe Environment Training and background checks. It is the safest practice to train **ALL** volunteers, (not contingent on how often they volunteer), prior to ministering with minors.

Q: I am a rule 10 coach, I am never alone with a minor, do I need safe environment training and a background check?

A: Yes. In the Diocese of Salina's Policy for the Protection and Young People, it states that training and background checks are required of persons with *regard to contact with minors*. This must be done before being hired. Within the safety guidelines, (Code of Conduct) an adult should never be alone (locker room, training room etc.) with a single minor.

Q: How many chaperones are needed for events/activities?

A: Please refer to the **supplemental booklet** (Field Trip, Transportation, and Chaperone Guidelines for Catholic Schools, Parishes, and Youth Ministry Programs) which can be found at the end of this Safe Environment Program Handbook.

Q: Are liturgical ministers required to complete Safe Environment Training and background checks?

A: At this time, Lectors, Eucharistic Ministers, Ushers, Greeters, and adult choir members are not required to complete the Safe Environment Training and Background checks unless they are ministering at school masses or other liturgies primarily for minors. Choir members and musicians are required to complete the training if minors are members of the choir.

Q: I am 14 years old, and my friend is 15 years old. Can we both be the catechists* in the 3rd grade Religious Education Class?

**Catechist*- a person who teaches the faith of the Catholic Church by word and example

A: Minors are not to be the primary supervisors over other minors. See specifics below.

Catechists instructing grades K-8: One (1) catechist must be at least 21 years of age, the other must be at least 18 years of age.

Catechists instructing grades 9-12- One (1) catechist must be at least 25 years of age, the other at least 21 years of age.

Q: I am going to drive my own child to a parish sponsored event, do I need Safe Environment Training and a background check?

A: Yes, you will need the training, background check and need to complete the Defensive Driving Curriculum. It is very probable you will end up helping/assisting your child and his/her friends during the event.

Q: I am going to visit my child's classroom for a holiday party or back to school night for religious education. Do I need Safe Environment Training and a background check?

A: You do not need Safe Environment Training and a background check if there is another trained educator/catechist in that classroom and you stay in that designated room, and you are not involved in any type of supervisory role or assisting with individual student's needs. If you are the designated room parent for the school year, you will need to complete safe environment training and background check.

Q: When is the Safe Environment protocol binding? (e.g., Is a parent required to follow the protocols with two adults in the car when driving their son and his friend to a Church event? Or to an event that has nothing to do with the Church, but the two might have met through the Church? Does it apply to Confirmation Sponsors? Does it apply when driving nephews or nieces?)

A: All adults are required to follow the Safe Environment protocols when having contact with minors in any parish or school sponsored activity. However, adults are advised to consider these practices with any interaction they have with minors. We cannot dictate rules for behavior outside of parish and school events, but adults are wise to consider the best practices and make wise judgments in the relationships with all persons. Our Catholic Christian faith dictates this kind of prudence.

Q: I am attending the donuts and coffee event after mass on Sunday, do I need Safe Environment Training and a background check?

A: Persons who encounter minors only in an incidental way because of their presence or assistance at general parish/school events, such as a parish picnic, coffee and donuts after Mass, parish/school fundraising event, school carnival, etc., are not required to undergo the diocesan protocol.

Q: What is required of public-school teachers who provide services at Catholic Schools?

A: Public School teachers are required to follow diocesan protocol, take the Safe Environment Training with integrated background check.

Q: I am taking communion to the homebound, (*vulnerable adult*) what training do I need?

Vulnerable Adult- "any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence" (*Vos estis lux mundi*).

A: Vulnerable adult training is integrated in the Safe Environment Training. You will also need to complete the integrated background check.

Q: Are diocesan background checks required for Catholic School Teachers and staff members?

A: The diocese of Salina requires that all personnel/educators in Catholic elementary and high schools have a background check as a basis for employment. As part of the Diocese of Salina's Safe Environment Training Program (training, background check and code of conduct) all parishes and schools must verify compliance with this policy. The diocesan background check is integrated into the diocese safe environment training curriculum, through the on-line training platform CMGConnect.

Q: I am in 8th grade; I would like to volunteer to read bible stories in 2nd grade classroom during school/parish religious class.

A: Any 6th, 7th, or 8th grade student who wants to volunteer will need to visit with the Safety Coordinator of your Parish/School and complete a written form- Code of Conduct. This needs to be done before volunteering and needs to be done annually.

Q: Why can't we accept background checks from other organizations or Safe Environment Training Programs from another Diocese?

A: Every Child Abuse Training Prevention program on the market is different, unfortunately we don't know what you have learned at your previous training, this is true for background checks as well. Each company screens for certain things. By completing our training and background check we can guarantee that you are being exposed to the same child safety lessons and background check screens all other volunteers and employees in the diocese are learning. We also need you to complete our training to ensure

that you are familiar with our specific diocesan policies, procedures, and behavioral expectations, Quarterly Watch® by SELECTiON.COM® combines Search America® national criminal database with background check automation. We re-check employees/volunteers to verify that no illegal activity has occurred since their last background check.

Q: I am in 10th grade; I would like to volunteer during VBS this summer.

A: Any 9th, 10th, 11th, or 12th grade student (12th grade student, who is not yet 18) will need to do Safe Environment Video (*So you think you can Volunteer*) for HS students in CMGConnect data base. This needs to be done before volunteering and needs to be done annually. Any 12th grade student who is 18 will need to take the Safe Environment Training for adults and complete a background check.

Q: I am a senior in HS and would like to be a camp counselor at Jr. CYO camp this summer, what training do I need to do?

A: See matrix page IV-39

Q: I teach faith formation classes; can I use my home as a place to gather to teach these classes?

A: No meetings, classes or activities involving minors may be held at a private residence.

Q: Do contractors need to follow the Diocesan protocol for Safe Environment Training and background check?

A: Contractors (maintenance type) in schools or childcare centers must be escorted by a trained (SE video training and background check) staff member, if the project is in an area where minors are present.

Q: I mow the lawn and do snow removal at the parish, and monthly clean the rectory and parish, what training do I need to complete?

A: Please call Human Resources for guidance - 785-342-0819.

Q: I am a scout leader at a Catholic chartered scout group. Do I need training?

A: Yes, in order to best protect all children and youth, you need to engage in full diocesan training and integrated background check.

Q: I am a Kansas public school teacher can you use my teaching license in place of the background check?

A: We do not accept teaching license for public or catholic schoolteachers.

Selection.com does the background checks for the Diocese of Salina and rescreens all school/church personnel and volunteers quarterly. Because of that, the diocese does not accept a Kansas Teaching License for Public School teachers or Catholic School teachers. We feel this quarterly check is an excellent tool and we need to be able to "track" our public-school teachers and catholic- school teachers in the same way as all other clergy, volunteers, and employees of the Diocese.

Q: Are there requirements for guest speakers?

A: Yes, please contact Chancellors Office for guidance.

Questions and answers specific to CMGConnect

Q: How do I create a new account in CMG?

A: Go to <https://salina.cmgconnect.org/>

Q: Do I need to create a new account in CMG when I need to renew?

A: No. If you don't remember your username and password, please contact your **local safety coordinator** and she will give you that information.

Q: I do not have a computer or internet access.

A: Please contact your local coordinator to schedule a one-on-one training.



“See that you do not despise one of
these little ones, for I say to you that
their angels in heaven always look upon
the face of my heavenly Father.”

Matthew 18:10



#promisetoprotect



CATHOLIC DIOCESE
of SALINA

**Field Trip, Transportation, and Chaperone
Guidelines for
Catholic Schools, Parishes, and Youth
Ministry Programs**



WE'RE GOING ON A
FIELD TRIP!



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“I believe that experiences outside of the traditional classroom are crucial to student learning, and that schools should provide multiple opportunities for field trips and mission trips”.

~Geoff Andrews, Superintendent of Schools, Catholic Diocese of Salina

“Traveling together to grow in faith and fellowship with our fellow Christians has always been an important tradition in the Church, dating all the way back to the journeys that As Jesus took his disciples on as he formed them and taught them to spread the good news. We continue that tradition today in the forms of mission trips, NCYC trips, and other programs with the young people in our diocese so they can grow in community and as faithful disciples of Christ.”

~Bill Meagher, Youth Ministry and Religious Education Director, Catholic Diocese of Salina

OVERVIEW

As adults we are entrusted with the responsibility of accompanying young people in their journey of faith within our Catholic Church, while keeping those who participate safe from all harm. The following guidelines are to be followed by all participants, pastors, school administrators, teachers, DRE's, youth directors, supervisory personnel, religious, chaperones, volunteers, or anyone traveling with minors for day or overnight trips and events, both inside and outside the diocese.

When planned with care, field trips are an important component of the educational, spiritual and cultural development of students. The Safe Environment Office recognizes the benefits of these experiences and encourages field trips that supplement classroom learning and spiritual development. Our hope is that such trips are planned with great consideration so that all participants will have a safe and enjoyable experience. This guide was developed to aid you in the process of planning field trips to help ensure the safety of your participants. If you have encountered a situation or have a question that is not addressed in this guide, please feel free to call the Safe Environment Office 785-827-8746.

All field trips should be related to the curriculum being studied at school, the catechesis being taught in parish programs, or the mission carried out by the parish. The nature and subject of field trips should never conflict with the faith and morals of the Catholic Church. An element of prayer and Christian living should also be included in each trip.

The key to a safe and successful field trip is proper planning. In terms of risk management, this means identifying possible risks and taking action to avoid or mitigate those risks. This includes using due diligence when choosing field trip destinations, obtaining permission, ensuring your trip is adequately supervised with the right personnel, and taking into consideration the special needs of the students.

All field trips need an organizer - either a faculty member or church ministry personnel. This person is the main point of contact for the field trip. Although this person may delegate responsibilities and have others help with the tasks of organizing the trip, ultimately this person is responsible for the following:

- Obtaining permission from parish or school administrators
- Working together with the Safety Coordinator of your parish or school to obtain **ALL** completed forms from adults, parents/guardians
- Communicating details of the trip, along with any changes, to all parties involved
- Ensuring adequate adult supervision
- Verifying that all involved have completed Safe Environment training and background check
- Verifying that all drivers have met requirements to transport minors
- Making accommodations for those with special needs
- Planning for emergencies and disciplinary issues
- Ensuring all drivers are at least 25 years old

INFORMATION REGARDING DAY AND OVERNIGHT FIELD TRIPS WITH MINORS

Trips/Events/Activities:

These include, but are not limited to diocesan, school and parish retreats, field trips, conventions, youth ministry conferences, and camps. **No "lock-in" type events are permitted at any age level.** All trips (day or overnight) and events must be approved by proper administration; parishes (contact Diocesan Youth Ministry/Religious Education Office, schools (contact Diocesan Superintendent of Schools Office) along with the Diocesan Safe Environment Office.

- ◆ Trips taken with Parish Religious Education or Catholic School Students in **grades Pre-K-5** should have an educational, spiritual or faith building component, and are limited to one day trips. Overnight trips involving overnight lodging are **NOT** permitted.
- ◆ Trips taken with Parish Religious Education /Youth Ministry or Catholic School Students in **grades 6-8** should include spiritual, educational or faith building components. Overnight trips involving overnight lodging are **limited** to Diocesan /School sponsored trips, i.e., *Junior CYO camp*. All other overnights may be considered, please contact the Diocesan Youth Ministry/Religious Education Office or Diocesan Superintendent of Schools along with the Diocesan Safe Environment Office.
- ◆ Trips taken with Parish Religious Education /Youth Ministry or Catholic School Students in **grades 9-12** should include spiritual, educational or faith building components. All overnight trips involving overnight lodging must be **pre-approved** by the Diocesan Director of Religious Education and Youth Ministry or the Diocesan Superintendent of Schools and the Diocesan Safe Environment Office.

General Requirements for Chaperones:

- All Chaperones must be 25 years or older, whether chaperoning for a one day or overnight event. (A licensed educator at least 21 years of age or older, may be a chaperone.)
- A licensed educator under the age of 25 who has gone through full Diocesan Protocol (CMG Connect Safe Environment Curriculum, CMGConnect Defensive Driving Curriculum) will be allowed to be a driver.
- Adults ages 18-24 may be a "helper" for the event.
- Every chaperone must be in compliance with all Safe Environment standards (Safe Environment training and background check) for the Diocese of Salina prior to the event.
- If both genders of students are present at the activity, both genders of chaperones must be present.
- If it is necessary for a chaperone and minor to meet privately, the meeting should take place within sight of another adult.

General recommendation of Adult Chaperones - Minor Ratios:

The recommended ratio of chaperones to students will vary depending on the scope of the event, trip or activity.

In general, the guidelines **For ALL parishes, schools, and youth ministry groups in the diocese**, for all day trips, overnight trips, (if permitted) activities, and events are as follows:

Students in grades Pre-K -3rd grade: 1 adult chaperone for every 5 students

Students in grades 4th -8th grade level: 1 adult chaperone for every 8 students

Students in 9th -12th grade level: 1 adult chaperone for every 10 students

Reminder: For the safety of children and adults, two adult chaperones must be present at all times during a trip/event/activity, regardless of the number of children present. At any time if you are not able to follow these guidelines or adult chaperone ratios, please contact the Director of RE/YM or Superintendent of Schools.

Forms B, C, D, D-1 and HIPAA are required of students participating in day or overnight field trips. Please fill out each form in its entirety before submitting. Please see event coordinator for any other required forms or information related to specific event.

Forms A, E, E-1, and K are required for adult sponsors of day or overnight field trips. Please fill out each form in its entirety before submitting. Please see event coordinator for any other required forms or information related to specific event.

School bus drivers and all other drivers must complete the full diocesan protocol (which includes safe environment training and background check)-see guidelines for transportation of minors for more information.)

Chaperones and supervisory personnel should not go on overnight trips alone with minors other than their own children. Furthermore, chaperones and supervisory personnel are not to share a bed with minors or sleeping quarters with minors other than their own children.

For groups staying in hotels, if possible, all the rooms be on the same floor or location in the hotel. There is to be no co-ed sleeping arrangements, unless they are married adults, adjoining rooms should only be shared by minors of the same gender.

Participants must never be allowed unsupervised access to the hotel rooms of other participants, youth directors, chaperones or other supervisory personnel.

In situations where males and females share a common large room (such as a parish hall) a sufficient number of supervisory personnel are to be provided on a rotating schedule to ensure constant supervision. Sleeping areas for males and females are to be clearly defined.

Chaperones and supervisory personnel are not to use a community shower, nor be in any questionable state of undress in the presence of participants.

Changing clothing or showering by participants is not to be monitored by a lone adult supervisor, and never by adults of the opposite sex. More than one adult supervisor must be present during these times. All chaperones and supervisory personnel must understand that extreme caution must be exercised at these times so that no actions, words, stares, or touches have the potential for misinterpretation. Any necessary disciplinary actions are to be carried out after the participant has had the time to be properly dressed and must take place outside of the changing and bathroom areas.

During any field trip or event, all adults and minors clothing should be modest, including pajamas (sweats, shorts, t-shirt).

The Diocesan Director of Religious Education and Youth Ministry will facilitate the supervision and leadership with regards to **Prayer and Action** following diocesan guidelines and further particulars, ensuring adult sponsors, chaperones, team leaders and student participants are always in the safest environments for all parties involved.

Each individual parish, school, or CYO group (within each event, activity, or trip) may add specific suggestions that increase the safety provided of these general diocesan guidelines.

Day and overnight trips and events both in the schools and parishes of the diocese can provide a fun alternative to traditional learning; however certain risk management steps should be taken to help reduce the potential exposure for the diocese, parish, or school. The pastor, principal or supervisor must ensure that all chaperones and supervisory personnel are in compliance with all diocesan policies during the event. Please note, other forms and instructions may be needed in addition to these guidelines depending on the event.

INSTRUCTION SHEET FOR COMPLETING FORMS FOR "FIELD TRIPS"

Please fill out all necessary forms in their entirety, if they are not completely filled out, they will be returned and may impede your ability to volunteer or participate in an event.

- FORM A – Disclosure Form** -Adults please complete before ministering in any capacity (including driving) with minors
- FORM B – Medical Information Form** -Parents please complete this form
- FORM C – Medical Consent form and Liability Waiver Form** - Parents please complete this form
- FORM D – Permission slip for field trip participation** - Event coordinator fill out the top of form, and then parents please complete this form
- FORM D - 1 – Permission slip for student to be transported in a private vehicle** - Parents please complete this form
- FORM E – Field trip driver information form** – Adult driver (vehicle owner) please fill out this form if you will be transporting students in your vehicle
- FORM E - 1 – Field trip driver information form** - Adult driver (non-vehicle owner) please fill out this form if you will be the other "driver", but not using your vehicle
- FORM K – Field trip liability waiver for adults** – Adult chaperone please complete this form
- HIPAA FORM – Authorization to release/receive confidential information** – Parents please complete this form
- CHECKLIST A – For drivers transporting students in a private vehicle** – Safety coordinators please complete this form for adult driver, *owner* of vehicle
(*Safety coordinators of parishes you will begin using this form 7-1-23*)
- CHECKLIST B – For drivers transporting students in a private vehicle** – Safety coordinators please complete this form for adult driver, *non-owner* of vehicle
(*Safety coordinators of parishes you will begin using this form 7-1-23*)



FORM A - DISCLOSURE FORM FOR THOSE ADULTS MINISTERING TO CHILDREN AND YOUTH

This form is to be completed by any person before serving in a voluntary or professional capacity in service to children or youth within the Diocese of Salina. This includes persons assisting with any and all programs for persons of minor age sponsored by the Diocese of Salina, Catholic schools, and parishes, and youth ministry events as well as adult volunteers transporting minors to these events. The information provided in this form will be made available only to persons in positions of responsibility for specific diocesan, Catholic school, and/or parish programs in which the undersigned seeks to become involved.

Parish _____ School _____
 Legal Name _____ Home Phone _____ Date of Birth _____
 Address _____ City/State/Zip _____

1. List all previous work you have done with young people as a volunteer and/or professionally, including both church and community-related service. Please include years with each service.

2. List any particular gifts, education, training, etc., which have prepared you for work with young people.

3. For each of the following, please circle either YES or NO.

- A. Have you ever been convicted of a crime? YES NO
- B. Have you ever been charged with or convicted of a matter involving child abuse, neglect, or any form of sexual misconduct with a minor? YES NO
- C. Is there any other fact or circumstance which might call into question the appropriateness of your being entrusted with the supervision of young people? YES NO

4. If the answer to any of the previous questions is yes, please explain below:

Please complete this section if you will be transporting youth (other than your own family) during the course of your service.)

Have you completed the CMG Defensive Driving Curriculum? NO YES Date Completed _____

Has your driver's license ever been suspended or revoked? NO YES

If yes, please explain:

Driver's License No. _____ State _____

With this form, please include a copy of

- a. your current driver's license
- b. your current car insurance on the vehicle you will be driving

List three persons who can provide character references relating to your fitness for working with young people. These should not be family members or past or present employers.

Name _____ Home Phone _____

Street Address/City/State _____

Name _____ Home Phone _____

Street Address/City/State _____

Name _____ Home Phone _____

Street Address/City/State _____

SAFE ENVIRONMENT TRAINING INFO:

MUST BE FILLED OUT BY YOUR PARISH/SCHOOL SAFETY COORDINATOR

The Safety Coordinator of your parish/school will enter the certification status date (mo./day/year) from the CMGConnect data base into the shaded box and sign and date below. This must be completed before submitting/filing this form.

Certification Status Date (ex. 12-03-2018)

This certification status date represents the date you completed Safe Environment Training /background for the Diocese of Salina.)

Parish/School Safety Coordinator Signature _____ Date _____

If you have questions, please contact the Safe Environment Office (785.827.8746) #24 for assistance.

The information provided in this form is correct to the best of my knowledge. I understand that in signing this document I authorize verification of this information through communication with any person or organization named herein. I release from liability any person or organization which provides such information, as well as the Diocese of Salina, its Catholic schools, and its parishes.

Should I be accepted for service, I agree to maintain personal propriety in my conduct with young people and to conduct myself so as not to cause discomfort or give scandal to those whom I serve and with whom I work. I understand that failure to do so will serve as sufficient grounds for immediate dismissal from service.

Applicant's Signature _____ Date _____

Pastor's Signature _____

Title _____

Please submit this form to the event coordinator or keep on file at school or parish.



Official legal form for the Diocese of Salina

FORM B - MEDICAL INFORMATION

This form should be completed for any person (under 19 years of age) in parish religious education, Catholic schools, and youth ministry programs and should be completed on an annual basis at the beginning of the program.

Diocese: Salina Parish _____ School _____

Participant's Name _____

Date of Birth _____ Place of Birth _____

Participants Regular Physician:

Name (first, middle, last): _____ Phone (including area code): _____

Medical Conditions:

Please list any medical conditions of the participant (asthma, diabetes, epilepsy, etc.): _____

List below any physical condition the sponsors, doctors, nurses, or other medical personnel should be aware of:

Insect stings: _____ Fainting Spells: _____

Allergies: _____ Ear Infections: _____

Seizures: _____ Heart Condition: _____

Headaches: _____ Other: _____

List any allergies or allergic reactions to medications of the participant: _____

Other pertinent medical information: _____

Dates of Participant's last immunizations: MMR _____ TB _____ TETANUS _____

Special dietary needs/restrictions: _____

Medications:

Prescribed medication now being taken:

Type: _____ Dosage: _____ How often: _____

Activities individual should not participate in: _____

Medical Insurance Information:

Company: _____

Plan Number: _____ Employee Identification #: _____

Emergency Contacts:

Parent or Guardian Name (first, middle, last): _____

Daytime Phone (including area code): _____ Evening Phone (including area code): _____

Other Contact:

Name (first, middle, last): _____ Phone (including area code): _____

Relationship (friend, neighbor, coworker, etc): _____



Official legal form for the Diocese of Salina

FORM C - PARENTAL or GUARDIAN MEDICAL CONSENT FORM AND LIABILITY WAIVER

This form is to be used for any parish, Catholic school, youth ministry and diocesan field trips.

Date: _____

Diocese: Salina Parish _____ School _____

Destination _____

Name of Participant (minor): _____

Home address: _____

Cell Number _____ Home Phone Number _____ Business Number _____

MEDICAL MATTERS:

The Parish/School/Organization will take all reasonable and prudent care to see that confidentiality regarding the following information is maintained.

I/We hereby warrant that to the best of my/our knowledge, my/our child is in good health, and I/we assume all responsibility for the health of my/our child. I/We understand and acknowledge that any medical expenses related to illness or injury to my/our child are not covered by an insurance program maintained by the Parish/School/Organization or the Diocese of Salina, and that I/we am/are responsible for such expenses.

I/We understand that first aid will be available on the above-mentioned trip. I/We further understand that should an accident, injury, or illness occur, medical and/or hospital care will be obtained. I/We realize the sponsors will make a reasonable effort to notify me/us in case of accident, injury, or illness; however, should they be unable to contact me/us, they have my/our permission to pursue a course of medical action which is in the best interest of the child.

I/We understand that a reasonable effort will be made to promptly notify me/us in the event of any serious illness or accident and prior to any major surgery, except when delay in such communication would endanger life. In case of medical emergency, in the event I/we cannot be reached, I/we hereby give permission to the physician or health care provider selected by the adult staff to hospitalize, secure proper treatment for, and order whatever injection, anesthesia, or surgery said physician or health care provider deems necessary for the child. A doctor, clinic, hospital, or health care provider may proceed with any medical or surgical treatment that such sponsor may authorize.

I further understand that I will be responsible for all medical, surgical, and transportation costs which may be incurred.

Signature: _____

Parent Or Guardian

Date _____

Signature: _____

Parent or Guardian

Date _____

INSURANCE INFORMATION:

Insurance Company _____ Policy No. _____

Policy Holder _____ Date of Birth _____ Occupation _____

Employer _____ Address _____

Employer's phone # _____

** If Blue Cross/Blue Shield Insurance please state if it is Blue Choice, Blue Select, etc.



Official legal form for the Diocese of Salina

FORM D - PARENT/GUARDIAN PERMISSION SLIP FOR FIELD TRIP PARTICIPATION

Diocese: Salina Parish/Town _____ School/Town _____

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in an activity that requires transportation away from the school/parish site. Details are below.

Supervisor of Activity please fill out this box before distributing to parents.

Name of Activity _____

Location _____

Date and time of departure _____

Date and time of return _____

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability.

PARENTAL OR GUARDIAN PERMISSION FORM

Name (of child) _____ has my permission to attend the activity referenced above.

It is understood that reasonable precautions will be taken by those persons in charge to prevent accidents or injuries, but neither those in charge nor those bringing groups shall be held responsible in case of accident or injury. I also understand that if my child violates any of the Rules of Conduct, a copy of which is attached hereto, I/we will be called to pick up the child. As parent, or legal guardian, I/we remain fully responsible for any legal responsibility which may result from any personal actions taken by the named child. I/We hereby consent to participation by my/our child, in the activity described above.

I/We understand that this event will take place away from the school/parish and that the child will be under the supervision of the designated diocesan/school/parish personnel on the stated dates. I/We further consent to the conditions stated above on the participation in this event, including the method of transportation.

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the parish or school, its officers, directors, employees and agents, and the Diocese of Salina, its employees and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Diocese of Salina, its employees and agents and chaperons, or representative associated with the event for reasonable attorney's fees and expenses which they may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the school/parish/diocese.

Parent/Legal Guardian Signature

Parent/Legal Guardian Signature

Address

Address

Emergency Phone #

Emergency Phone #



**FORM D-1 PARENT/GUARDIAN PERMISSION SLIP FOR STUDENT TO BE TRANSPORTED BY
A PRIVATE VEHICLE**

SALINA CATHOLIC SCHOOLS/PARISH

Activity Date: _____

I give permission for my child, _____, to be a passenger in a private vehicle
driven by _____ **[insert name of driver]**. I understand that
the _____ **(insert name of school/parish)** and Salina Catholic Diocese are not liable for damages arising
from the operation of a private vehicle.

Parent/Guardian Signature _____ Date: _____

Printed Name _____



FORM E FIELD TRIP DRIVER INFORMATION FORM (driver/vehicle owner)

Thank you for your interest in transporting students on a school/parish/youth ministry sponsored trip. We must ensure that that personal liability coverage and the safety of children is in place before approval is granted. This statement is required when a person drives a vehicle carrying students on a school, parish, or youth ministry sponsored trip.

Parish _____ School _____

Driver:

Name _____ Date of Birth _____ SS# _____

Address _____ Cell Phone # _____

Driver's License # _____ Date of Expiration _____

Vehicle that will be used:

Owner of Vehicle _____ Address _____

Make/Model/Year of Vehicle _____

License Plate # _____ Expiration _____ Registration Expiration Date _____

Insurance Information:

Insurance Company _____

Policy # _____ Policy Expiration Date _____

Liability Limits of Policy** _____

**Please note: The minimal acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000/50,000

I have not been convicted of a misdemeanor or felony driving under the influence charge. I do not have a driving under the influence pending. I have not had more than one moving violation within the past two years. I do not have more than one DMV point charged against my driving record.

I understand that my own automobile liability coverage is the prime coverage in case of an accident. Coverage and minimum limits will be in effect pursuant to section 2 of the Salina Catholic Diocese use of Private Cars for Transporting Students. It is my responsibility to inform the school/parish immediately of any material change in the above information.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required coverage in effect on any vehicle used to transport the children.

Driver Signature

Date

School/Parish Administrator

Date



Official legal form for the Diocese of Salina

FORM E-1 FIELD TRIP DRIVER INFORMATION FORM (driver/non - vehicle owner)

Thank you for your interest in transporting students on a school/parish/youth ministry sponsored trip.

Parish _____ School _____

Name _____ Date of Birth _____ SS# _____

Address _____ Cell Phone # _____

Driver's License # _____ Date of Expiration _____

I have not been convicted of a misdemeanor or felony driving under the influence charge. I do not have a driving under the influence pending. I have not had more than one moving violation within the past two years. I do not have more than one DMV point charged against my driving record.

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required coverage in effect on any vehicle used to transport the children.

Driver Signature

Date

School/Parish Administrator

Date

7-1-22 wkb



FORM K FIELD TRIP LIABILITY WAIVER FOR ADULTS

Each adult participant, including group leaders, chaperones, and adult drivers must sign this form.

RELEASE OF LIABILITY

I, _____, agree on behalf of myself, my heirs, assigns, executors, and personal representatives,
(Full name)
to hold harmless and defend _____, Diocese of Salina, its officers, directors,
(parish/school)
agents, employees, or representatives associated with the field trip from any and all liability claims, loss or damage
arising from or in connection with my participation in the field trip.

Signature

Date

Printed Name



HIPAA FORM - ROMAN CATHOLIC DIOCESE OF SALINA AUTHORIZATION TO RELEASE AND/OR RECEIVE CONFIDENTIAL INFORMATION

PATIENT NAME	BIRTH DATE
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CHECK ONE:

BY SIGNING BELOW, I HEREBY AUTHORIZE ANY HEALTH CARE PROVIDER THAT HAS PROVIDED TREATMENT TO DISCLOSE PROTECTED HEALTH INFORMATION CONCERNING THE ABOVE-NAMED PATIENT TO:

**Catholic Chancery Office
103 N. 9th Street, P.O. Box 980
Salina, Kansas 67402-0980**

For Treatment date(s): _____
Specify date(s) - this line MUST BE completed

For the following purpose(s): _____ At the request of the patient _____

If the request is initiated by the patient (Or patient representative), insert "at the request of patient;" otherwise, describe purpose of use or disclosure.

If the purpose relates to marketing, indicate whether Provider will receive remuneration.

CHECK TYPE OF INFORMATION AUTHORIZED TO BE USED AND/OR DISCLOSED (Unless the appropriate box is checked, Provider will not disclose records contained in its medical records prepared by health care providers not affiliated with Provides unless records were prepared on behalf of Provider)	
G	Entire Record (will not include Billing Records or records not prepared by or on behalf of Provider unless those items also are selected)
G	Records not prepared by or on behalf of Provider. Provider cannot be responsible for the completeness or accuracy of such records.
G	Other _____

Date

Printed Name of Authorized Agent/Representative (Parent)

Address of Authorized Agent/Representative

Date

Signature of Authorized Agent/Representative (Parent)

Relationship of Authorized Agent/Representative

Telephone # of Authorized Agent/Representative

Signature of Witness

ORIGINAL - Privacy Officer COPY - Patient Medical Record

For Office Use Only: For each disclosure made pursuant to this authorization, list the name of the person/entity to whom the disclosure was made; a description of the disclosed; the date on which the disclosure was made; any fees charged in connection with the disclosure; and the name of the person making the disclosure.

CHECKLIST A - FOR DRIVERS TRANSPORTING STUDENTS IN PRIVATE VEHICLES TO SCHOOL/PARISH/ YOUTH MINISTRY and OTHER DIOCESAN EVENTS

Parish/School Safety Coordinator please complete for driver/owner of vehicle

Name of ADULT DRIVER (owner of vehicle) _____

- | | |
|---|-----------|
| • Has valid, non-restricted license (copy attached) | Yes No |
| • Is driver a school, parish, diocesan volunteer or employee, or a parent/guardian of a student | Yes No |
| • Has completed Safe Environment Training Curriculum and background check through CMGConnect
Verified by: _____ date _____ | Yes No |
| • Has completed CMGConnect defensive driving curriculum and provided certificate to Safety Coordinator | Yes No |
| • Has completed driver/vehicle owner information Form E (copy attached) | Yes No |
| • Has current registration on vehicle (copy attached) | Yes No |
| • Has federally approved restraint system appropriate for all passengers | Yes No |
| • Has up to date insurance at a minimum of \$100,000 person, 300,000 per bodily injury occurrence
And 50,000 property damage (copy of insurance card attached) | Yes No |
| • Has been informed that their insurance company is the prime coverage provider in case of an accident | Yes No |
| • KS DL Status Record has been checked through (kdor.ks.gov/apps/DLstatus/login.aspx) (copy attached)
Record reviewed for disqualifying events by _____ date _____ | Yes No |
| • Is driver deemed qualified based on the record check? | Yes No |
| • Have all parental permission slips (Form D-1) been received and filed for students riding in this vehicle | Yes No |

A "No" to any of the above questions disqualifies the person and/or vehicle from being used to transport students.

Safety Coordinator: _____ date _____

Principal/Priest: _____ approved ____ denied ____

Comments:



**CHECKLIST B - FOR DRIVERS TRANSPORTING STUDENTS IN PRIVATE VEHICLES
TO SCHOOL/PARISH/ YOUTH MINISTRY/ DIOCESAN EVENTS**

Parish or School Safety Coordinator please complete for driver/non-owner of vehicle

Name of ADULT DRIVER (non-owner of vehicle)_____

- | | | |
|--|-----|----|
| • Has valid, non-restricted license (copy attached) | Yes | No |
| • Is driver a school, parish, diocesan volunteer or employee or a parent/guardian of a student? | Yes | No |
| • Has completed Safe Environment Training Curriculum and background check through CMGConnect
verified by:_____date_____ | Yes | No |
| • Has completed CMGConnect defensive driving curriculum and provided certificate to Safety Coordinator | Yes | No |
| • Has completed driver information Form E-1 (copy attached) | | |
| • KS DL Status Record has been checked through (kdor.ks.gov/Apps/DLstatus/login.aspx) copy attached
Record for disqualifying events reviewed by_____date_____ | Yes | No |
| • Is driver deemed qualified based on the record check? | Yes | No |

A "No" to any of the above questions, disqualifies the person to be a driver of students.

Safety Coordinator:_____date_____

Principal/Priest:_____approved___denied___

Comments:

ADDITIONAL INFORMATION FOR THE CATHOLIC DIOCESE OF SALINA'S SUPPLEMENTAL POLICY ON DRIVERS AND USE OF PRIVATE CARS FOR TRANSPORTING STUDENTS

When it is appropriate, as determined by administrators, to use parents or other persons to transport students, the following stipulations must be complied with:

1. The driver must be 25 years of age and have a valid, unrestricted Kansas Driver's License or a licensed educator who otherwise meets the requirements herein.
2. A certificate of insurance for the vehicle being used must be provided. The policy must be current and must include the following minimum liability coverage: \$100,000 per person, \$300,000 per bodily injury occurrence, \$50,000 property damage (100/300/50).
3. The driver shall comply with all motor vehicle laws and regulations of the state in which the driver travels including laws and regulations covering car registration, driver's license, and state vehicle inspections. Drivers agree that he/she will **NOT**:
 - a. Drive while texting/calling, hands free devices only
 - b. Drive while intoxicated or under the influence of a drug or alcohol
 - c. Race or drive beyond the posted speed limit or at a speed faster than conditions allow
 - d. Drive recklessly or in a manner which could cause death or injury
 - e. Fail to stop after a collision
 - f. Perform any actions which warrant the suspension of a driver's license.
4. The number of persons in the vehicle must not exceed the number of operable seat belts. All drivers and passengers operating or riding in the vehicle must wear seat belts, even if air bags are available. No private vehicle with more than ten seats including the driver should be used; this includes vans. No one shall ride in the bed of a pick-up truck.
5. Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to drive students.
6. Before driving, a Kansas Driver's License Status Check will be performed and keep the printout in the driver's file. Any changes to the driver's licenses status must be provided within 48 hours of any incident necessitating the change.
7. Drivers who have been charged with a misdemeanor or felony driving under the influence or a serious moving violation will not be authorized to drive students pending disposition of their case.
8. Drivers must complete CMG Connect Safe Environment curriculum including CMG Connect Defensive Driver curriculum and provide the certificate of completion.
9. Driver must have passed a background check.
10. Drivers with more than one moving violation within the past two years will not be authorized to drive students.
11. Drivers must go directly from the point of departure to the point of destination and return in the same manner.
12. **Whenever possible, drivers should transport children with another driver who meets the requirements herein.** If this is not possible, there should be:
 - a. A minimum of 2 minor children in the vehicle.
 - b. All drivers should caravan directly to the destination with no detours.
 - c. All drivers should take the same route.

The rule of 2 trained adult drivers is required to assure a qualified substitute driver is readily available especially when the driving involves longer distances and / or if there are emergency situation, and proper adult to minor ratios are met at the point of destination.
13. Vehicles for transporting students must be in a safe and operable condition.
14. There must be a completed and signed permission slip on file for each student traveling in a personally owned vehicle. No unauthorized personnel are allowed to ride in non-school vehicles.
15. Certified school personnel are to be present at each terminal of a trip in which parents transport students.
16. No mileage will be paid.
17. Checklist A and B will need to be completed for driver/vehicle owner and other driver non-vehicle owner.
18. The use of, ownership, or leasing an 11-15 passenger van to transport students is prohibited.

APPENDIX B

Catholic Mutual...CARES (Diocese of Salina)

Chaperones must be at least 25 years of age for activities involving day and overnight events.

It is fine to have “helpers” ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible.

Two adult chaperones must be present at all times during a trip/event/activity, (day or overnight event) regardless of the number of children present.

Responsibilities may include:

1. Make sure students are present on the bus or other means of transportation every time transportation is used.
2. Make sure the students are in their room at curfew.
3. Make sure students are awake on time.
4. Make sure students understand daily itinerary.
5. Observe students for suspicious behavior that might involve breaking the rules.
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
7. Assist in medical emergencies and contact person in charge immediately.
8. Inquire within assigned group about any individual medical abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students' rooms at any time with or without the students' permission.
11. Check luggage for illegal or prohibited items.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. “Buddy systems” should be used by chaperones; thus, it is very important to ensure adults are present at all times.
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

If these standards are not followed, please elevate immediately by providing written statement of incident and any witnesses to field trip coordinator.

Distracted Driving

For Parish and School Communities

“Every single time you take your eyes off the road or talk on the phone while you’re driving - even for just a few seconds - you put yourself and others in danger.” Ray LaHood, US Secretary of Transportation

Distractions include:

- Cell phone use
- Texting
- Eating or drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a GPS
- Watching a video
- Adjusting a radio, CD or MP3 player

What is Distracted Driving?

Distracted driving is not new; it has been an issue for as long as humans have been driving cars.

Distracted driving is any activity that could divert a person’s attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety, but there are three main types of distractions:

- Manual:** taking your hands off the wheel;
- Visual:** taking your eyes off the road; and
- Cognitive:** taking your mind off driving.

Cell phone use is the most dangerous of all distractions because it requires visual, manual and cognitive attention from the driver.

Cell Phone Statistics

The National Safety Council reports that drivers who use cell phones are four times more likely to be in a crash while using a cell phone. Using a cell phone while driving, whether it’s hand-held or hands-free, delays a driver’s reactions as much as having a blood alcohol concentration at the legal limit of .08 percent.

Studies also show that headset cell phone use is not substantially safer than hand-held use. The burden of talking on a cell phone - even if it’s hands-free - saps the brain of 39% of the energy it would ordinarily devote to safe driving.

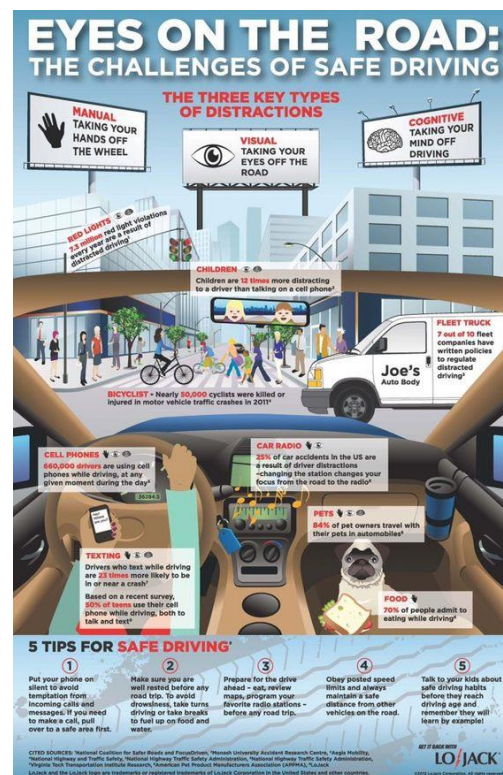
Text Messaging

Anyone who spends time with a teenager knows that text messaging is a prevalent means of communication for young people. In the month of June 2011, more than 196 billion text messages were sent or received in the US, up nearly 50% from June 2009.

Text messaging and driving, however, are a fatal mix. Studies show that text messaging creates a crash risk 23 times worse than driving while not distracted. Sending or receiving a text takes a driver’s eyes from the road for an average of 4.6 seconds. At 55 mph, that’s like driving the length of an entire football field, blindfolded.

If it’s dangerous, why do people do it?

Some people still don’t know how dangerous distracted driving is. Others know about the risks of texting and talking while driving, but still choose to do so anyway. They make the mistake of thinking that statistics don’t apply to them. Still others simply lead busy, stressful lives and use cell phones and smart phones to stay connected with their families, friends, and workplaces. They forget or choose not to shut these devices off when they get behind the wheel.



GUIDELINES FOR TRANSPORTING MINORS

Drivers who transport minors to a school/parish/youth ministry event in a private vehicle

Must have a valid drivers license, vehicle registration and proof of insurance.



Must use hands free devices while operating vehicle.



Must complete CMGConnect Safe Environment Training and background check. Drivers doing training for the first time or renewing will also be required to complete the CMGConnect Defensive Driving Curriculum.



Must be 25 years of age. A licensed educator under the age of 25 who has gone through full diocesan protocol will be allowed to be a driver.



Must have another adult (25 years of age) in the vehicle. The other adult must complete Safe Environment Training and background check, and Defensive Driving Curriculum.



Must contact school safety coordinator who will then complete a checklist of final driver requirements.



Must contact parish safety coordinator who will then complete a checklist of final driver requirements. (effective 7-1-23)



Whenever possible, 2 trained adults must be present in the vehicle when transporting minors.

If this is not possible, there must be:

- A minimum of 2 minors present in the vehicle
- Drivers should proceed in a caravan and go directly to the destination, with no detours
- Drivers should all take the same route





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