

The image features four stylized human figures with their arms raised in a gesture of celebration or triumph. The figures are rendered in various colors: purple, green, teal, and blue. They are positioned behind the text, which is centered on the page. The entire composition is enclosed within a double-line red border.

***DIOCESSE OF
MONTEREY***

**SAFE
ENVIRONMENT
PROGRAM**

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Diocese of Monterey
SAFE ENVIRONMENT PROGRAM

ARTICLE 1 – Introduction

Those who entrust their children to the care of the Church have a right to expect that due attention has been given to the recruiting, hiring, training and supervising persons in charge of Church programs.

It is our sincere intent that with our adoption of *Promise to Protect—Pledge to Heal*, in which is found the *Charter and Essential Norms*, we can now begin anew – with faith in the future and a renewed commitment to prevent abuse of children and young people with our entire collective might.

Our **goal** is to protect children in all environments, so that parents will be confident in their children’s participation in their parishes, schools, and in interactions with others in the Catholic Church. We believe it is our responsibility to strive to provide a loving, secure environment for the children by establishing clearly defined safeguards, procedures, and policies for their care and protection. This approach is based on taking decisive, consistent action in an open, transparent manner.

ARTICLE 2 -- Diocesan Vision Statement

The Diocese of Monterey will develop as a dynamic Catholic community under the guidance of the Holy Spirit. We will be sensitive and responsive to each others’ needs. We will be committed to building relationships with God and others so we can more fully experience our Christian calling.

*We will continue to welcome all people while reaching out primarily to Catholics in the various stages of their faith journey. Desiring to be a community of **faith**, a sign of **hope**, and a people of **charity**, our church will exercise ministries which truly reflect the person, life, and teachings of Jesus Christ. Our Diocese will offer an inviting liturgical life, evangelization, on-going religious education, outreach and care for the most needy and vulnerable, and active promotion of social justice throughout the four counties of Monterey, San Benito, San Luis Obispo, and Santa Cruz.*

The mission and ministries of our church will be provided through a diocesan-wide network of active parishes which link our talents and understanding of local needs. Because the life of our church flows from its parishes, our basic thrust will support those ministries. Our diocesan network will be unified by a collaborative management approach characterized by prayerful discernment and annual evaluation. We shall respect all that has been entrusted to us by responsibly stewarding our time, talents, and treasures.

ARTICLE 3 -- The Charter for Protection of Children and Young People

The *Charter* outlines several preventative steps to assure the safety of children. These include the following:

Section A -- Directives from the *Charter*

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

(b) Dioceses will evaluate the background of all diocesan and parish personnel who have regular contact with minors, specifically; they will utilize the resources of law enforcement and other community agencies. (Article 13)

Section B – Diocese of Monterey’s Response to *Charter* Mandate

1. This document establishes the Safe Environment Program outlined in Article 12 of the *Charter*.
2. The Diocese of Monterey checks the criminal backgrounds of pastoral ministers who have supervisory or disciplinary authority over children with children and young people.
3. The Diocese of Monterey has a procedure in place to respond to accusations of sexual abuse. This is clearly explained in the “Policy Against Sexual Misconduct.” (“Policy Against Sexual Misconduct” is available on the website: www.dioceseofmonterey.org).
4. An independent Review Board is appointed by the Bishop in accordance with the *Charter*. A Review Board functions as a confidential consultative body to the Bishop. (Article 2 of the *Charter*)

ARTICLE 4 -- Code of Pastoral Conduct for Pastoral Ministers in the Diocese of Monterey

Section A -- Preface

The purpose of the *Code of Pastoral Conduct* is to establish a standard of behavior to which all pastoral ministers are committed and which will assist the Diocese of Monterey in developing and implementing uniform guidelines for appropriate behavior for pastoral ministers. The *Code of Pastoral Conduct* is not intended to address all situations that may arise in pastoral ministry relationships. The Diocese of Monterey developed to help create a safe, appropriate, and Christian environment for children and young people in their relationships with adults involved in Church ministry.

Section B -- Purpose

Pastoral Ministers must uphold Catholic Christian values and conduct. The *Code of Pastoral Conduct* provides those who serve as leaders and ministers in the Church with a set of standards for conduct in pastoral situations.

Section C -- Definition

In this document, “Pastoral Ministers” refers to priests, deacons, religious men and women, seminarians, youth ministers, administrators, teachers, teachers aides, school staff, counselors, catechists, volunteers and anyone who works with children and young people in the name of the Church.

ARTICLE 5 -- Code of Conduct for Pastoral Ministers

In addition to following the Gospel and its mandates, all Pastoral Ministers must act properly at all times in the light of contemporary society and its needs. Pastoral Ministers who meet with families, individuals, or groups must respect their rights and advance the welfare of each person.

1. Pastoral Ministers must function within the limits of their competency and qualifications and refer parents, children and young people to other professionals when appropriate.
2. Pastoral Ministers must carefully consider all possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (e.g. employee, professional colleague, friend, or student). Such a pre-existing relationship may impair professional judgment or create a conflict of interest. Which might impair the pastoral ministries objectivity.
3. Pastoral Ministers must not audiotape or videotape counseling sessions.
4. Pastoral Ministers must never engage in sexual intimacies with the persons to whom they minister. This prohibition includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments. Pastoral Ministers shall not engage in sexual intimacies with individuals who are close to those they are serving—such as relatives or friends of the children or young person.
5. Pastoral Ministers assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all relationships.
6. Meetings must not take place in private living quarters nor be held at places or times that would tend to cause confusion (to the

young person or to an observer) about the nature of the relationship between the pastoral minister and the child or young person. Meeting areas should have transparent windows or open doors. Care should be taken to have at least two adults in the general vicinity during any meeting with children or young people.

7. When ministering to children and young people, it is important that pastoral ministers be dressed appropriately since they act as role models for children and young people.
 - a. **Acceptable Clothing**
Modest in design. Appropriate to the person's responsibilities; casual or professional, determined by the nature of the activity.
 - b. **Unacceptable Clothing**
Immodest in design. Clothing with obscene or offensive words, messages, pictures. Clothing with words, messages or pictures referring to drugs, sex, violence or alcohol.

Responsibility for adherence to the *Code of Conduct for Pastoral Ministers* rests with the individual. Disregard of this Code by Pastoral Ministers will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the bishop or his appointee.) Immediate and corrective action may take various forms including verbal reprimand, counseling, or removal from the ministry (temporarily or permanently) depending on the specific nature and circumstances of the offense and the extent of harm.

ARTICLE 6 -- Ministry to Children and Young People

All Pastoral Ministers of the Diocese of Monterey should recognize that while they are working with young people they are role models who are called to treat each child with respect and care. All Pastoral Ministers must use appropriate mature judgment to insure an open and trustworthy relationship with the children and young people.

1. Children and young people in our care must be viewed as dependent on the care the parish/school/ministry is providing for that time or during that event.
2. Pastoral Ministers must be aware of their own and others' vulnerability when working alone with young people. The ideal is that there always be at least two adults present when working with children or young people. If only one can be present, then another adult should be available on site in case of an emergency.

3. In the context of the professional relationship children and young people are not allowed to go to the home of a pastoral minister unless it is a parish/school-sponsored activity and there is express, written permission of the child's parent or guardian. Such activities also require the presence of other adult chaperones, and the express and detailed knowledge/permission of the parish/school administration. This requirement applies within the context of the professional relationship.

In some cases, it may be permissible for a child or young person to go to the home of a pastoral minister. These cases are limited to situations in which the family of the child or young person and the family of the pastoral minister are acquainted such as when a teacher's child is friendly with a child in the teacher's class. This exception only applies in situations outside the professional relationship.

4. Trips and all activities involving children and young people require a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with children and young people. Children and young people are not permitted to drive alone in a car with a pastoral minister unless the exception in 3 above applies.

The number of adult chaperones for school-aged children should be at least one adult for every twelve (12) children or if there must be only one, another adult should be available on site in case of an emergency. For children younger than school-age, the ratio is one (1) adult to six (6) children.

5. Overnight Stays

Overnight stays for children and young people must be approved in advance as follows: For parish religious education trips, by the Pastor and Diocesan Director of Catechetical Ministry. For parish youth ministry events, by the Pastor and Diocesan Director of Youth Ministry. For schools, by the Pastor, Principal and the Superintendent of Schools.

Factors to be considered in determining the appropriateness of an **overnight stay** include the following:

- What is the purpose of the event? It should have educational or spiritual value. Purely recreational events are less likely to be approved.
- What type of activity is involved? If this involves a dangerous activity, please see *Best Practices-High Risk Activities* for more information.
- What else is occurring at the event when the group is present? Is this a self-contained event or will the Diocese of Monterey group be meeting with others at this activity? If so, what type of interactions will the group have with others?

- What type of sleeping accommodations will be used? It is ideal if the accommodations sleep at least six people: two adults and four children of the same gender. If the event will have more or less than six, please outline in the proposal the type of accommodations and how the group will satisfy the requirements of the supervision requirements discussed in Article 9 of the Safe Environment Program.
- Is the facility to be used for the overnight stay appropriate for that purpose? Please see the *Best Practices-Use of Facilities or Premises not Owned by the Diocese*.
- What will be the adult child ratio? All adults on the trip must have completed the criminal background check required and the ratio of adult to children must be within the guidelines established.
- What type of transportation will be used? Please refer to the *Best Practices—Transportation* for more information.
- What type of training and preparation will be used? How will the adult chaperones, children and non-participating parents learn of the rules and code of conduct?
- The parents must sign a consent form.
- The adult chaperones, children and non-participating parents must sign the appropriate **Code of Conduct**. (See *Best Practices for Safe Operations Handbook, Section J* for the form.)
- The Sponsor must submit a **Request for Approval**. (See *Best Practices for Safe Operations Handbook, Section J* for the form.)

6. **Travel to a foreign country** presents additional challenges and risks including language, culture, access to medical care, and transportation. Because of these additional risks, it is extremely important that all of the safeguards discussed in **Overnight Stays** be assured. It is important that any foreign travel be approved well in advance of the intended departure date to assure adequate time for planning as follows: For parish religious education trips, by the Diocesan Director of Catechetical Ministry. For parish youth ministry events, by the Diocesan Director of Youth Ministry. For schools, by the pastor, principal and the Superintendent of Schools.

It is ideal that those traveling to another country be at least eighteen years old. However, trips involving children aged 16-17 may be approved. Foreign travel involving children younger than 16 will not be approved.

In addition to the factors listed for **overnight travel** above, the sponsor of a foreign travel event must address the following additional concerns:

- What provisions have been made for a communications plan? When traveling internationally, the trip sponsor must provide for a communications plan in case of an emergency.
- What provisions have been made to obtain medical care while in the foreign country? The trip sponsor must provide a plan for providing

medical care and medical releases for children while traveling to a foreign country.

- What travel documentation is required? The trip sponsor must submit information on the Request for Approval outlining the documentation necessary to travel between the United States and the foreign country. The ideal would be that United States citizens, including children, have passports and that foreign nationals have passports and the necessary travel documents to re-enter the United States.
7. Games or sports activities with children and young people should occur only in the presence of adults, or in a place openly accessible/visible to others.
 8. Pastoral ministers must avoid creating or what might appear to be an excessive or exclusive emotional attachment with a child and/or young person.
 9. Pastoral ministers must never appear to be taking advantage of their authority in dealings with children and young people.
 10. Discussion of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang, or innuendo are always inappropriate and are not permitted. This restriction applies to all forms of communication.
 11. Pastoral Ministers are prohibited from the use, possession or being impaired by alcohol or any illegal drugs while working with young people. They should not smoke in the presence of young people and are prohibited from furnishing alcohol, cigarettes or illegal drugs to minors or permitting minors to use such in their presence.
 12. The physical boundaries of children and young people must be respected by all pastoral ministers. They should never be touched in anger, nor should they be touched in any way that could be construed as inappropriately affectionate or in any way sexual. The only exception being if the child/young person is in danger and/or the pastoral minister must intervene to separate children/young persons who are fighting and/or that the threat of possible physical harm is imminent.
 13. Pastoral Ministers must not be alone with a minor in any of the following areas: a private residence, sleeping facility, hotel rooms, locker room, dressing facility, closed rooms and other similar isolated areas.
 14. Pastoral Ministers shall not administer/furnish over-the-counter and prescribed medications, including aspirin and aspirin-containing medications without written parental permission.

15. Pastoral Ministers must not possess any sexually oriented or morally inappropriate materials (e.g. magazines, cards, videos, films) in the presence of young people or access similar materials on the Internet on church property or in the presence of young people.
16. Speaking to young people in a way that is abusive or demeaning is not permitted. All Pastoral Ministers are to refrain from using inappropriate language/humor or profanity in the presence of young people.

ARTICLE 7 -- Confidentiality

Information disclosed to a Pastoral Minister during the course of counseling, advising, spiritual direction, or interaction in any ministry shall be held in the strictest confidence possible.

1. Information obtained in the course of ministry, including information from confidential journals or confidential diaries shall be kept confidential, except for compelling professional reasons or as required by law. A child/young person asked to keep a personal journal/diary must be told that the Pastoral Minister may read his/her personal journals/diaries.
2. If there is clear and imminent danger to the young person or to others, the Pastoral Minister may disclose only the information necessary to protect the parties affected and to prevent harm.
3. Great care should be exercised to limit the content of shared information when disclosure is necessary.
4. All State of California regulations regarding the reporting of abuse of a minor are to be followed as outlined in "Child Abuse Prevention Handbook 2004" and/or "Condensed Version of Child Abuse Prevention Handbook, 2004.

Statutory Exception to Confidentiality: Mandated and Discretionary Reporting of Child Abuse:

- (a) Mandated Reporters: Under California law, certain employees of the Diocese of Monterey are required to report suspected cases of child abuse to law enforcement authorities. Mandated reporters are: teachers, paid catechists, teachers aides (including paid aides in the Religious Education program), clergy, principals, paid Directors of Religious Education and other paid persons who have direct contact with children under the age of eighteen.
- (b) Discretionary Reporters: Under California law, all volunteers who work with children are encouraged to report suspected cases of child abuse. (See California Penal Code S11166)

5. Pastoral Ministers should discuss the nature of confidentiality and its limitations with each person concerned.
6. Only when effective measures are taken to safeguard absolutely both the individual's identity and the confidentiality of the disclosures, may knowledge that arises from ministerial contact be used in teaching, writing, homilies, or other public presentations.
7. These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure—even indirect disclosure—of information received through the confessional. Canon 983

ARTICLE 8 -- Definition of Child Abuse

The law defines child abuse as any mistreatment or neglect of a child that results in non-accidental harm or injury and which cannot be reasonably explained. Child abuse can include:

Section A -- Physical Abuse

A physical injury which is inflicted by other than accidental means on a child by another person. Suspect physical abuse when:

- (1) An injury is not explained, cannot be explained, does not match the explanation, or is inappropriate for the child's developmental stage.
- (2) Explanations change for how an injury occurred.
- (3) Repeated injuries occur.
- (4) Medical care is delayed.
- (5) Physical abuse injuries are present.

Section B -- Physical Neglect

Negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare. Suspect neglect when a child:

- (1) Is not provided with appropriate care. Inadequate nutrition, clothing, personal hygiene, health care, and supervision are signs of neglect.
- (2) Is not provided with an appropriate physical environment. Inadequate shelter and sleeping arrangements, unsanitary conditions, structural hazards, and housekeeping problems are signs of inappropriate physical care.

- (3) Is not provided with a safe environment. Fire hazards, drug or alcohol accessibility and use are signs of an unsafe environment.
- (4) Is not provided with appropriate developmental and educational opportunities. A pattern of school attendance problems and lack of a role model for learning, socialization, and responsible behavior are signs of developmental and educational neglect.

Section C -- Sexual Abuse

Acts of sexual assault or sexual exploitation of a minor. Suspect sexual abuse when a child:

- (1) Reports sexual abuse.
- (2) Has age-inappropriate knowledge of sex.
- (3) Asks age-inappropriate questions about sex.
- (4) Acts in a sexual way that is inappropriate for her/his age.
- (5) Runs away from home.
- (6) Attempts suicide or becomes involved with drugs or prostitution.

Section D -- Emotional Maltreatment

Consists of emotional abuse and emotional deprivation or neglect. Suspect emotional maltreatment when a parent or caregiver:

- (1) Repeatedly ignores a child's presence and obvious needs.
- (2) Rejects the child.
- (3) Isolates a child from family and friends.
- (4) Verbally abuses a child, creating an environment of fear, hostility, or anxiety.
- (5) Encourages the child to commit immoral or illegal acts.
- (6) Pressures the child to grow up too fast or to perform beyond the child's capability or maturity

(Child Abuse and Neglect Report Law and Suspected Child Abuse Report – DOJ:SS8572 Forms available from the Protection of Children and Young People Department.)

ARTICLE 9-- Supervision

Each person supervising or otherwise in charge of the care of children and/or young people is responsible for adequate supervision of the children during the entire time

they are present at the parish/school or any other event sponsored by the parish/school. The number of adults for school-aged children should be at least one adult for every twelve (12) children or if there must be only one, another adult should be available on site in case of an emergency. For children younger than school age the ratio is one (1) adult to six (6) children.

The following guidelines are to be followed:

- (1) All Religious Education classes must be staffed with adult catechists (18 years or older). Young people may not be assigned as the catechist. Young people may work as helpers only.
- (2) Pastoral Ministers must be aware of their own and others' vulnerability when working alone with young people and should have two adults present. If only one can be present, then another adult should be available on site in case of an emergency.
- (3) Children and young people are to be released only to parents and/or guardians, unless specific representatives have been indicated.
- (4) Children or young people may participate in field trips only with the express written permission of the child's parent or guardian. Parishes should use the approved diocesan form to obtain the permission.
- (5) Permission slips are also required whenever Diocese of Monterey takes responsibility for the child or young person at the parish site. For example, permission slips are required for religious education classes and youth ministry events at the parish when the child or young person's parent or guardian is not present.
- (6) Only **qualified** drivers are permitted to transport children. In order to be qualified the driver shall:
 - Be at least 25 years of age and have at least five years of driving experience
 - Possess a valid, unrestricted (except for corrective lenses) driver's license which must be displayed to the field trip administrator.
 - Have the minimum amounts of insurance coverage required by California law which must be displayed to the field trip administrator.
 - Be aware that in the event of an accident, the driver's insurance shall be considered the primary insurance.
 - Complete the screening process as required by diocesan policy before being permitted to drive.

- Complete the Driver Information Form. (Please see the Best Practices for Safe Practices for Safe Operations Handbook for further information and required forms.

ARTICLE 10 Training and Education

Section A – Training Classes

All employees and volunteers working with young people should be trained to recognize possible signs of child abuse, how to report potential abuse, and other issues regarding a safe environment. In addition, regular in-service review/training for the employees and volunteers will be made available.

Section B – Inservice Workshops

Workshops will be conducted for all “Pastoral Ministers” and parents.

Section C – Reference Materials

These will be made available in the Protection of Children and Young People Office documents on the website www.dioceseofmonterey and will be part of the training.

- (1) Policy Against Sexual Misconduct, 2003 (Diocese of Monterey)
- (2) Best Practices for Safe Operations Handbook 2004 (Diocese of Monterey)
- (3) Child Abuse Prevention Handbook, 2003 (Crime and Violence Prevention Center, California Attorney General’s Office, <http://caag.state.ca.us/publications>)
- (4) Child Abuse: Educator’s Responsibilities, 1999 (Crime and Violence Prevention Center, California Attorney General’s Office, <http://caag.state.ca.us/publications>)
- (5) Charter for the Protection of Children and Young People, Revised Edition, 2002 (United States Council of Catholic Bishops: USCCB, <http://www.usccb.org/bishops/charter.htm>)
- (6) Hi-Tech Crime: Protecting Yourself in the Computer Age, 2002 (Crime and Violence Prevention Center, California Attorney General’s Office, <http://caag.state.ca.us/publications>)
- (7) Internet Policy, 2002 (Diocese of Monterey)
- (8) Condensed Version of Child Abuse Prevention Handbook, 2003 (Crime and Violence Prevention Center, California Attorney General’s Office, <http://caag.state.ca.us/publications>)

ARTICLE 11 – Screening Procedures

In order to minister to children or young people in the Diocese of Monterey, all employees and volunteers (even the most temporary volunteer) who have supervisory or disciplinary authority over children to be screened. These employees and volunteers must meet this requirement prior to working with children or young people.

Section A – Employees and Volunteers with Supervisory or Disciplinary Authority over Children and Young People

The Diocese of Monterey requires criminal background checks of employees and volunteers who have supervisory or disciplinary authority over children or young people.

1. All new employees and volunteers are to complete the appropriate Live Scan screening application form.
2. All screening will remain confidential and the final decision whether or not the employee or volunteer will be accepted to work with children and young people will be based on information from the criminal background history and application process.
3. Pastoral Ministers may change positions within the Diocese of Monterey. If this takes place, a repeat of the criminal background check is not required as long as the new supervisor request a check through the appropriate Diocesan Department (e.g. Superintendent of Schools or Director of Human Resources.)
4. Young people (16 to 18 years old) may work only as helpers. They must complete the screening process to the extent possible given their age. There must be a reference check completed before volunteering.

Section B. Clergy

All clergy must be fingerprinted in accordance with Diocesan policy.

Section C. Visiting Clergy, Deacons, Religious, Lay Persons

Bishop Ryan stressed the importance of background checks in his article in *“What’s Happening in the Diocese of Monterey?”* (July 2003) for anyone wishing to minister within the diocese:

All persons from outside the Diocese of Monterey who are invited to provide coverage for liturgies, facilitate retreats, provide workshops and any type of presentation needs to obtain the appropriate clearances through the following offices:

- For Priests, Deacons and Religious Men and Women call:
The Pastoral Office (831) 373-4345. The Pastoral Office will take

care of requesting and obtaining the appropriate clearances and will provide a copy of the clearance when it is received back in the office. The policy applies to every priest, even if he fills in for only one Mass.

- For schools call:
Catholic Schools. The principal and/or his/her designee must give permission one month prior to any guest speaker and/or classroom presenter being allowed to make any type of presentation. All guest speakers/classroom presenters must sign in at the School Office as school visitors on the day of their presentation. The presenter/guest speaker must never be left alone with the children or young people. (Contact your local School Office.)

For clearance of all other speakers/presenters contact the **Office for the Protection of Children and Young People (831-373-4345 -- Ext. 221)** to obtain appropriate forms one month prior to the presentation.

In order to fulfill the mandate to protect our people and most especially our children and young people it is imperative to follow these guidelines before any agreements are reached relative to finalizing any plans with the presenter to come to a parish, school or any other diocesan entity.

ARTICLE 12-- Personnel

Section A -- Director of the Safe Environment Program

The Director is responsible for implementation of the Safe Environment Program.

Section B -- Pastoral Response Coordinator

The Pastoral Response Coordinator provides outreach to victims and families of alleged sexual abuse.

Section C-- Independent Review Board

The Review Board functions as a confidential consultative body to the Bishop. (Article 2 of the *Charter*)

Section D -- Pastoral Response Team

The Pastoral Response Team investigates alleged cases of sexual misconduct related to clergy.

Section E -- Human Resources Department

The Human Resources Department investigates alleged cases of sexual misconduct related to non-clergy volunteers and employees.

Section F -- Parish Safe Environment Coordinator

Each pastor will appoint the Safe Environment Coordinator and a Safe Environment Committee in his parish. The Safe Environment Coordinator is

responsible for implementing and assuring ongoing compliance with the program. He or she also acts as the local liaison with the Diocesan Director of the Safe Environment Program. The parish Safe Environment Committee should be comprised of representatives from various parish ministries.

DIOCESE OF MONTEREY

ACKNOWLEDGMENT

This Safe Environment Manual has been prepared as a standard that must be followed by you when working with the children and young people in the Diocese of Monterey. The information contained in this manual establishes standards for working with children and young people only and should not be construed in any way as a contract of employment or continued employment. The Diocese reserves the right to make changes in the content or application of this manual and to implement those changes with or without notice.

I acknowledge and understand that everyone is encouraged by the Diocese of Monterey to report suspected child abuse. I may have a reporting requirement as a “child care custodian”(paid: *catechist, administrator, teacher, youth minister, instructional aide,*) or a member of the “clergy” (as those terms are defined in the Diocese of Monterey’s *Policy Against Sexual Misconduct*) and in Section 11166 of the California Penal Code requires (except in the case of a “penitential communication” involving clergy, as such terms are defined in the *Policy Against Sexual Misconduct*).

I must report if I have knowledge of, or observe, a child in my professional capacity or within the scope of my employment or ministerial duties whom I know or reasonably suspect has been the victim of child abuse, I must report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

I have initialed below that I have received copies of the following documents or have reviewed them on line and I understand it is my responsibility to become familiar with and adhere to the policies and procedures contained in them:

_____ The Safe Environment Program for the Diocese of Monterey, 2003

_____ *The Diocesan Policy Against Sexual Misconduct, 2003*

_____ The Diocesan Internet Policy, 2002 (if applicable)

_____ Child Abuse Reporting Acknowledgement Form (for employees only)

(Date)

(Signature)

(Location: Parish/School)

(Please Print Name)

NOTE TO SITE SUPERVISOR

If the person signing the Acknowledgment form is a paid employee, then send signed Original to Diocesan Safe Environment Director and retain a copy at your site.

If the person is a regular volunteer, then the form does not need to be sent to the Diocesan Safe Environment Office, and the site should retain original.