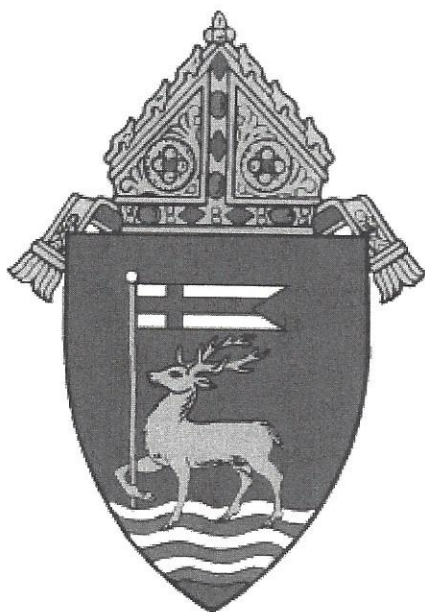


ARCHDIOCESE OF HARTFORD

Office of Safe Environment

Handbook



Policies and Procedures

for the

Protection of Minors and Vulnerable Adults

and the

Code of Ministerial Behavior

For

Personnel of the Archdiocese of Hartford

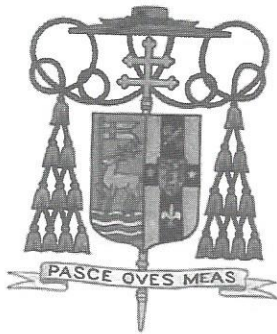


REVISED 2016

Office of Safe Environment Handbook

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ARCHDIOCESE OF HARTFORD
134 FARMINGTON AVENUE
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OFFICE OF
THE ARCHBISHOP

April 2016

Dear Brothers and Sisters in Christ,

The *Charter for the Protection of Children and Young People* was adopted by the Bishops of the United States in 2002. It provides that an audit be completed every year to ensure that every diocese and its parishes are in compliance with the provisions of the Charter.

The Archdiocese of Hartford has been found to be in compliance with the Charter each year. With the help of Clergy, Principals, Religious Education Office staff, volunteers, and various offices and agencies throughout the Archdiocese, in particular our Office of Safe Environment, we have affirmed our commitment to ensure a safe environment for minors and vulnerable adults.

In order for the Archdiocese to fulfill its sacred obligation to protect minors and vulnerable adults we have updated both our *Policies and Procedures for the Protection of Children and Youth* and our *Code of Ministerial Behavior for Personnel of the Archdiocese of Hartford*, which were first adopted in 2003. These updated "Policies" and "Codes" are now combined into one document which is known as the *Safe Environment Handbook for the Protection of Minors and Vulnerable Adults, 2016*. The procedures and guidelines set forth in this Handbook are consistent with revisions to the USCCB *Charter for the Protection of Children and Young People*.

All Clergy and employees of the Archdiocese of Hartford, regardless of the position they hold, and all adult volunteers, whether in our parishes, schools or archdiocesan programs, who in their ministries and work have contact with minors or vulnerable adults, are required to abide by these updated procedures and guidelines. All clergy, employees, and volunteers are required to attend a training workshop which will cover Sexual Abuse Awareness, Reporting of Sexual Abuse, and the Policies and Codes of the Archdiocese of Hartford, as well as submit to a criminal background check. All children entrusted to our care through our Catholic Schools or Parish Religious Education programs will be offered the opportunity to attend a Sexual Abuse Prevention program.

We also want to reach out to any victim/survivor of sexual abuse caused by clergy or personnel of the Archdiocese of Hartford, and to offer assistance. We sincerely apologize for any such crimes and sins, and wish to offer assistance to victims in the hope that they may find healing. Individuals who have been the victim of sexual abuse by clergy or personnel of the Archdiocese of Hartford are strongly encouraged to contact our Victim Assistance Coordinator.

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April 2016

The *Safe Environment Handbook for the Protection of Minors and Vulnerable Adults, 2016* is being distributed throughout the Archdiocese of Hartford to Parishes, Archdiocesan Catholic Schools, Offices and Agencies. In addition this Handbook is available on the Archdiocesan website, www.archdioceseofhartford.org under the tab for Office of Safe Environment.

Sincerely yours in Christ,

+ Leonard P. Blair

Most Reverend Leonard P. Blair
Archbishop of Hartford

ARCHDIOCESE OF HARTFORD

Policies and Procedures of the Archdiocese of Hartford relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults

Sexual misconduct by Personnel of the Archdiocese of Hartford is contrary to Christian teaching and principles, is outside the scope of the duties and employment of all such personnel and is strictly prohibited. The Archdiocese of Hartford is and has been committed to the safety and well-being of Minors and Vulnerable Adults, and has promulgated these policies and procedures to update its existing policies and procedures so as to be in compliance with the provisions of the Essential Norms approved by the Apostolic See and promulgated by the United States Conference of Catholic Bishops and to be consistent with the provisions of the Charter for the Protection of Children and Young People approved by the United States Conference of Catholic Bishops. In addition these policies are written in accordance with Canon Law. This document does not address misconduct in general, but only in the special circumstances described herein. It is designed to prevent Sexual Misconduct involving Minors and/or Vulnerable Adults by Personnel of the Archdiocese and to establish clear procedures on how to respond effectively to allegations of Sexual Misconduct involving Minors and/or Vulnerable Adults if and when any should arise, whether such misconduct was committed by Personnel of the Archdiocese of Hartford or by others.

- 1.0** **Definitions** For purposes of this policy and the Code of Ministerial Behavior only.
- 1.1** “Personnel of the Archdiocese” includes Clerics, religious, lay employees and lay volunteers, who are employed by, under personal contract with, or volunteer in and for The Hartford Roman Catholic Diocesan Corporation and/or the parishes, parish schools, Archdiocesan Catholic Schools, and Catholic ministries sponsored by the Archdiocese of Hartford.
- 1.2** “Cleric” is one who is constituted in sacred ministry in the Church; Clerics are divided into deacons, priests and bishops.
- 1.3** “Minor” is a person who has not yet reached his or her eighteenth birthday.
- 1.4** “Vulnerable Adult” is a person who is at least 18 years of age with an intellectual disability.
- 1.5** “Ecclesiastical” means of or relating to the Church.
- 1.6** “Sexual Misconduct” means any sexual abuse, sexual assault, sexual molestation, or sexual exploitation of a Minor or Vulnerable Adult as well as any other behavior by which an adult uses a Minor or Vulnerable Adult as an object or instrument of sexual gratification

and/or any sexual conduct which is unlawful as described by the laws of the State of Connecticut whether the conduct is performed in person with the Minor or Vulnerable Adult or via telephone, computer, internet, social networking sites, etc. Sexual misconduct includes violations of the Sixth Commandment. For example, it would include, but not be limited to, complete acts of intercourse, touching of intimate or private parts of a Minor or Vulnerable Adult for the purpose of sexual gratification or arousal or for the purpose of degrading or humiliating the Minor or Vulnerable Adult, a request to touch the intimate or private parts of the adult, the exposure of intimate or private parts of the adult to a Minor or Vulnerable Adult, the request that a Minor or Vulnerable Adult expose his or her intimate or private parts, the showing of pornographic materials to a Minor or Vulnerable Adult, lewd communications with a Minor or Vulnerable Adult, etc. Sexual misconduct would also include misconduct that does not involve force, physical contact or a discernable harmful outcome.

1.7 “Archdiocesan Response Team” includes the Victim Assistance Coordinator, Vicar for Priests, Legal Counsel, and any other person who would need to be included in a particular instance, for example, the Chancellor of the Archdiocese, school officials, etc., and/or their designees.”

1.8 “Technology/Communication Tools” includes but is not limited to the following: computers, computer systems and networks, computer files, software, internet and intranet, flash drives, electronic mail (e-mail), voice mail systems, telephones, cell phones, televisions, and any additional similar or related technology.

2.0 **Distribution** Distribution of these written policies and procedures shall be as broad as reasonably possible. They will also be posted on the website for the Archdiocese of Hartford.

2.1 Acknowledgement of receipt and understanding shall be included with personal contracts of employment with entities of the Archdiocese.

2.2 A signed acknowledgement of receipt and understanding shall be obtained from any Personnel of the Archdiocese who has ongoing contact with Minors and/or Vulnerable Adults, and shall be kept on file at the parish, school or Archdiocesan entity wherein the person is employed or volunteers.

3.0 **Safe Environment Program and Background Checks** The Archdiocese will establish and maintain a Safe Environment Program designed to prevent, identify and respond to abuse involving Minors and/or Vulnerable Adults, to provide appropriate education and training to Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults about inappropriate behavior and warning signs of possibly abusive behavior. The Archbishop will appoint a Director of Safe Environment, who will be charged with operation of the Safe Environment Program. In addition, the Archbishop will appoint a Victim Assistance Coordinator whose role is described in 5.0.

3.1 The Archdiocese will also evaluate the background of all Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults in their ministerial or employment duties, by causing them to undergo a standard Background Check.

3.1(a) All employees of a Catholic school must undergo a Fingerprint Background Check. All such employees must undergo a standard Background Check every 10 years following the initial fingerprinting, or at any time if the employee changes schools.

3.1(b) All Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults are required to promptly self-report any convictions involving criminal and/or motor vehicle matters, current or pending, to their pastor, principal or supervisor who will in turn notify the Office of Safe Environment.

3.1(c) Standard Background Checks will be repeated every 10 years.

3.1(d) A Standard Background Check should be re-done any time an employee or volunteer leaves employment or the volunteer position for more than one year and seeks to become employed by and/or volunteer at either the same or new parish, a parish school, Archdiocesan Catholic School, the Hartford Roman Catholic Diocesan Corporation, or Catholic ministry sponsored by the Archdiocese of Hartford.

3.1(e) Any employee who works in more than one entity set forth in section 3.1 (d) must comply with sections 3.1 (a), (b), (c), and (d), however they will not need to complete separate standard background checks for each employer. Any individual who volunteers at more than such entity must comply with sections 3.1, 3.1 (b), (c), and (d). A background check to fulfill a requirement for any other organization (i.e. Scouting, State Police, Teachers, etc.) will not be accepted as a background check for the Archdiocese of Hartford. The background check must have been completed specifically for the Archdiocese of Hartford.

3.2 Sexual Abuse Awareness Training – Adults

All employees of the Hartford Roman Catholic Diocesan Corporation, and any other Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults, must attend the Sexual Abuse Awareness Training which the Archdiocese of Hartford has selected to meet the criteria established in the Charter for the Protection of Children and Young People.

Any Personnel of the Archdiocese who completed training in a different diocese must submit proof of attendance from that diocese's Sexual Abuse Awareness Training. Proof of completion of such training will satisfy the requirements of the Archdiocese of Hartford.

Training to fulfill a requirement for any other organization (i.e. Scouting, State Police, Teachers, etc.) will not be accepted as training for the Archdiocese of Hartford. The Sexual Abuse Awareness Training must have been completed in the Archdiocese of Hartford, other arch/diocese, or eparchy to fulfill the requirement from another archdiocese, diocese or eparchy.

Personnel of the Archdiocese, who are attending the selected Sexual Abuse Awareness Training for the first time, in order to meet the requirements of the Charter, must attend the specifically approved training program of the Archdiocese of Hartford.

All Priests, Deacons, Principals, Directors/Coordinators of Religious Education and Facilitators of the Sexual Abuse Awareness Training Programs, are responsible for continuing education.

Records of Sexual Abuse Awareness Training will be kept permanently.

3.3 Sexual Abuse Awareness Training – Minors

Any student enrolled in a religious education program at a parish in Grades 1 through 10, and any student enrolled in a Catholic school Grades 1 through 12 will be offered the opportunity to attend a Child Sexual Abuse Awareness program as designated by the Office of Safe Environment. This

program must be offered to all students, every school year, in every grade. Attendance at such program will be kept on record at the parish school level and/or religious education office each year. These records must be kept permanently.

Opt Out forms are available for parents or guardians who choose not to allow their student to attend these programs. Should a parent or guardian make a verbal request to 'opt out' but fail or refuse to sign the form, a signature from the DRE/CRE, Principal or the Pastor will be accepted as proof of the Opt Out.

4.0 Reporting to Civil Authorities Instances, Allegations or Suspicions of Sexual Misconduct of Minors or Vulnerable Adults

Personnel of the Archdiocese are expected and required to comply with all applicable civil laws of the State of Connecticut with respect to reporting to civil authorities all instances where there is reasonable cause to suspect or believe that Sexual Misconduct involving a Minor or Vulnerable Adult has occurred (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation).¹ Failure to report to civil authorities as required will result in appropriate sanctions and can, by law, result in fines or criminal prosecution. Personnel of the Archdiocese are also expected and required to advise victims of their right to make a report to public authorities and to support that right. They are also expected and required to cooperate in investigations by civil authorities regarding allegations of this type (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation).

4.1 Mandated Reporters Under Connecticut Law - Minors

Connecticut law requires that persons engaged in certain occupations report all incidents of known or suspected child abuse, neglect, intentional injury, injury which is at variance with the history given of the injury, or imminent risk of serious harm, including but not limited to sexual abuse involving a Minor, to state or local authorities whether or not the child abuse, neglect, injury or imminent risk was brought about by Personnel of the Archdiocese. Conn. Gen. Stats. §17a-101 *et seq.*² Individuals who are mandated reporters include but are not limited to: physicians and surgeons licensed by the state, residents or interns in hospitals within the state, registered nurses, licensed practical nurses, psychologists, dentists, school employees (teachers, substitute teachers, administrators, guidance counselors, paraprofessionals, coaches, etc.), or any other person who in performance of duties has regular contact with students, pursuant to contract with a school, social workers, clergy members, mental health professionals, physician assistants, certified substance abuse counselors, licensed marriage and family therapists, licensed professional counselors, sexual assault counselors, domestic violence counselors, and paid day care workers.

4.2 Nature and Substance of Reports of Suspected Sexual Misconduct Involving Minors

The reporting requirements under Connecticut law are set forth in Conn. Gen. Stats. §17a-101a *et seq.* and can be summarized as follows: Where there is reasonable cause to suspect or believe that

¹ Personnel of the Archdiocese are further expected to comply with the State of Connecticut laws requiring individuals to report suspected abuse (sexual or otherwise), neglect, exploitation or abandonment of the elderly, adults with intellectual disabilities, and residents of long-term care facilities.

² Connecticut law has similar reporting requirements with regard to the elderly (Conn. Gen. Stats. §17b-451), adults with intellectual disabilities (Conn. Gen. Stats. §46a-11b), and residents of long-term care facilities (Conn. Gen. Stats. §17b-407).

any child under the age of eighteen (1) has been abused or neglected,³ (2) has sustained a non-accidental physical injury or injury that is at variance with the history given of such injury or (3) is placed at imminent risk of serious harm, an oral report must be made as soon as practicable (but no later than twelve (12) hours after the mandated reporter has reasonable cause to suspect or believe that abuse has occurred) to either the State Commissioner of Children and Families or the Commissioner's representative, or to a law enforcement agency. A mandated reporter's suspicion or belief may be based on many factors, including but not limited to observations, allegations, facts or statement by a child, victim or third party. Such suspicion or belief does not require certainty or probable cause. The oral report must be followed within forty-eight (48) hours with a written report to the Commissioner of Children and Families or the Commissioner's designee. The oral and written reports shall contain, if known, the names and addresses of the child and his parents or other person responsible for the child's care; the age of the child; the gender of the child; the nature and extent of the child's injury or injuries, maltreatment or neglect; the approximate date and time the injury or injuries, maltreatment or neglect occurred; information concerning any previous injury or injuries to, maltreatment or neglect of the child or his/her siblings; the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; any information concerning any prior cases in which such person or persons have been suspected of causing injury, maltreatment or neglect of a child; and whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

4.3 Reports Where School Personnel Are Involved

When an employee of a school or institution or facility that provides care for a child is suspected of causing the abuse, the report must be made as described in Section 4.2 above. The Connecticut State Commissioner of Children and Families or the Commissioner's designee shall notify the person in charge of such school, institution or facility or the person's designee and such person in charge or such person's designee, must immediately notify the child's parent or other person responsible for the child's care that a report has been made. Conn. Gen. Stats. §17a-101b(d). When a mandated reporter is a member of the staff of a school, institution or facility that provides care for such child, said reporter shall also submit a copy of the written report to the person in charge of such school, institution or facility or the person's designee. Where the report concerns a certified school employee, a copy of the written report shall also be sent by the Commissioner of Children and Families or the Commissioner's designee to the Commissioner of Education or the Commissioner's designee. Where the report concerns an employee of a facility or institution that provides care for a child, which is licensed by the state, a copy of the written report shall also be sent by the Commissioner of Children and Families to the executive head of the state licensing agency. Conn. Gen. Stats. §17a-101c.

4.4 Failure to Report Suspected Sexual Misconduct Involving a Minor and/or Filing of False Reports

The failure of a mandated reporter to make the required report of child abuse as described in Section 4.2 above can lead to criminal charges against the person who fails to make a report. A

³ For purposes of the reporting requirements, "abused" and "neglected" include physical abuse and maltreatment such as, but not limited to: malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, cruel punishment, abandonment, denial of proper care and attention (physically, educationally, emotionally or morally), or being permitted to live under conditions, circumstances or associations injurious to the well-being of the child or youth.

person who intentionally interferes with the making of a report may also face criminal charges. Any person who, in good faith, makes or does not make a report of suspected child abuse shall be immune from liability, civil or criminal. Likewise, no employer shall discharge or in any manner discriminate or retaliate against any employee who in good faith makes a report of suspected child abuse. Conn. Gen. Stats. §17a-101e(a) and §17a-101e(b). Any person who knowingly makes a false report of child abuse or neglect shall be fined not more than \$2,000 or imprisoned not more than one year or both. Conn. Gen. Stats. §17a-101e(d).

4.5 Reporting to Civil Authorities Instances of Suspected Sexual Misconduct Involving Vulnerable Adults

(a) In situations where a mandated reporter has reasonable cause to suspect or believe that there has been Sexual Misconduct involving a Vulnerable Adult who is sixty (60) years of age or older, the suspected abuse must be reported to the Department of Social Services within seventy two (72) hours.⁴ The report must include the name and address of the elderly person, information regarding the nature and extent of the abuse, and any other information that the reporter believes might be helpful in an investigation of the case and the protection of such elderly person. Failure to make the report as required may result in a fine of up to five hundred dollars, except that if the mandated reporter intentionally fails to make the report as required, such person shall be guilty of a class C misdemeanor for the first offense and a class A misdemeanor for any subsequent offense. Any person who makes a report in good faith is immune from civil or criminal liability in connection with the report. Conn. Gen. Stats. §17b-451.

(b) In situations where a mandated reporter has reasonable cause to suspect or believe that there has been Sexual Misconduct involving a Vulnerable Adult who is between the ages of 18 and 59, the suspected abuse must be reported orally to the Abuse Investigations Division of the Office of Protection and Advocacy for Persons with Disabilities within seventy two (72) hours.⁵ The initial report must be followed by a written report submitted within five (5) calendar days of the oral report. Failure to make the report as required may result in a fine of up to five hundred dollars. Any person who makes a report in good faith is immune from civil or criminal liability in connection with the report. Conn. Gen. Stats. § 46a-11b.

4.6 Reports By Others

If any mandated reporter acting outside his/her professional capacity or any other person has reasonable cause to suspect or believe that a Minor or Vulnerable Adult has been the victim of Sexual Misconduct, that person may cause a written or oral report to be made to the appropriate agency as stated above or to law enforcement.⁶

5.0 Assistance to Victims Sexual Misconduct involving Minors and/or Vulnerable Adults can cause serious and continuing emotional and psychological problems for the victim. Therefore, the Archdiocese is committed to providing victims of such misconduct with appropriate professional

⁴ It shall be noted that the reporting requirements apply to any situation of suspected abuse (physical, sexual or otherwise), neglect, abandonment or exploitation of an elderly person (age 60 or over).

⁵ It shall be noted that the reporting requirements apply to any situation of suspected abuse (physical, sexual or otherwise) or neglect of an adult with intellectual disabilities.

⁶ Individuals may similarly report any incident, belief or suspicion of other types of abuse or neglect involving Minors or Vulnerable Adults. See Footnote 3.

assistance to address these consequences of Sexual Misconduct by any Personnel of the Archdiocese.

The Archbishop will appoint a Victim Assistance Coordinator, who will be charged with providing pastoral care, support and resources to victims/survivors of Sexual Misconduct by Personnel of the Archdiocese of Hartford and will be responsible for receiving notification of all allegations of Sexual Misconduct involving a Minor or Vulnerable Adult directed against Personnel of the Archdiocese. The Victim Assistance Coordinator will advise the alleged victim of his/her rights and the procedures to be implemented under this Policy.

5.1 When an accusation of Sexual Misconduct involving a Minor or Vulnerable Adult that has a semblance of truth is made against any Personnel of the Archdiocese, contact will be promptly initiated by the Victim Assistance Coordinator with the alleged victim, and/or parent or guardian in the case of a Minor, or legally responsible party if the alleged victim is a Vulnerable Adult. Contact should be made for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation. Medical, mental health and spiritual assistance and, in appropriate instances, economic assistance may be offered in the spirit of Christian justice and charity, determined according to the specific situation presented.

5.2 Under the direction of the Victim Assistance Coordinator, competent counselors and social workers employed or designated by Catholic Charities of the Archdiocese or other competent professionals will offer to provide appropriate assistance to persons who make a claim having a semblance of truth that any Personnel of the Archdiocese sexually abused them when they were Minors or Vulnerable Adults. This outreach will be made regardless of whether the alleged misconduct was recent or occurred many years in the past. The outreach will include the offer of counseling, spiritual assistance, support groups, or other social services agreed upon between the victim and the Archdiocese.

6.0 Reporting to the Archdiocese of Hartford Instances, Allegations or Suspicions of Sexual Misconduct Involving Minors or Vulnerable Adults Directed Against Personnel of the Archdiocese of Hartford

6.1 Obligation to Report In addition to and separate from any duty to report to civil authorities, Personnel of the Archdiocese are expected and required to report promptly to the Victim Assistance Coordinator of the Archdiocese (unless to do so would violate the priest/penitent relationship of the Sacrament of Reconciliation) any instances of Sexual Misconduct involving a Minor or Vulnerable Adult committed by any Personnel of the Archdiocese and/or any instances where there is reasonable cause to suspect or believe that such Sexual Misconduct has occurred regardless of when the Sexual Misconduct may have occurred. Likewise, any person who believes he or she has been the victim of Sexual Misconduct while a Minor or as a Vulnerable Adult by Personnel of the Archdiocese or knows of someone else who was such a victim is encouraged to report the alleged misconduct to the Victim Assistance Coordinator of the Archdiocese regardless of when the alleged Sexual Misconduct may have occurred. In the event that the alleged victim is a student at an Archdiocesan Catholic school or parish school or is a patient/client at an Archdiocesan sponsored Catholic institution or facility within the Archdiocese that provides care for Minors or Vulnerable Adults and/or the alleged perpetrator is an employee or volunteer at such school, institution or facility, then the report shall also be made promptly to the person in charge of such Archdiocesan Catholic school or parish school, or Archdiocesan sponsored Catholic institution or facility or such person's designee. If the alleged victim or perpetrator is a student at, employed by, or a volunteer at

an Archdiocesan Catholic school or parish school within the Archdiocese, then the report should also be made promptly to the Archdiocesan School Office.

- 6.2 **How to Report** The report(s) of Sexual Misconduct as referenced in Section 6.1 above shall be made by telephone, e-mail or mail. The report shall include the name and contact information of the alleged victim and the complainant, the name and position of the Archdiocesan personnel alleged to have been engaged in the misconduct, and the details of the incident. The Victim Assistance Coordinator shall keep a written record of all reports.

7.0 **Sexual Misconduct Review Board**

- 7.1 **Nature and Scope of the Review Board** The Archdiocese will maintain a Review Board that will function as a confidential, consultative advisory body to the Archbishop in discharging his responsibilities with regard to allegations of Sexual Misconduct involving Minors or Vulnerable Adults directed against Personnel of the Archdiocese. The functions of this Review Board include: (a) advising the Archbishop in his assessment of allegations of sexual abuse of Minors and/or Vulnerable Adults and in his determination of suitability for ministry; (b) reviewing Archdiocesan policies for dealing with sexual abuse of Minors and Vulnerable Adults; and (c) offering advice on all aspects of these cases, whether retrospectively or prospectively.

The Review Board will be appointed by the Archbishop. It will be composed of persons of outstanding integrity and good judgment in full communion with the Church, and will consist of at least five persons. The majority of the Review Board members will be laypersons who are not in the employ of the Archdiocese. At least one member will be a priest who is an experienced and respected pastor of the Archdiocese. At least one member should have expertise in dealing with Minors who have been sexually abused. The members will be appointed for a term of five years, which may be renewed. If not a member of the Review Board, the Promoter of Justice will be given notice of all meetings and encouraged to and may participate in the meetings of the Review Board.

- 7.2 **Presentation to the Review Board** The information conveyed to the Review Board by the Archdiocesan Response Team shall include the following information: (1) unless the allegations are already well-known or unless personally identifying information is otherwise necessary, a coded, anonymous reference to the accused person together with a description of the accused's age, current clerical assignment and date of ordination if applicable, and a general history of prior assignments; (2) unless the identity(ies) are already well-known or unless personally identifying information is otherwise necessary, an anonymous reference to the alleged victim (as well as to the person who initially submitted the report, if not the alleged victim), describing the alleged victim's gender, current age, and age at the time of the alleged incident(s), marital status, and current employment; (3) a complete and thorough recapitulation of the facts as alleged by the victim or of any other person who reported the alleged incident, including (i) the circumstances that lead to the person's decision to make the report, especially if the alleged incident occurred a long time in the past, and (ii) any professional psychological counsel or treatment the alleged victim has received that may be related to the alleged incident; (4) a copy of any written statement submitted by the victim or any other person (with personally identifying information redacted to preserve the anonymity of the person if appropriate); (5) a description of all efforts to locate and contact any other persons with relevant knowledge of the alleged incident, including any persons who may have been suggested as witnesses by the priest or deacon who is the subject of the allegations; (6) a complete and thorough

recapitulation of the facts as reported by such other persons, including the witness's views about the probable credibility of the allegations.

- 7.3 Recommendations by the Review Board** Following the Review Board's consideration of the results of the investigation of a report of Sexual Misconduct involving a Minor or Vulnerable Adult by Personnel of the Archdiocese, it shall make whatever reasonable and prudent recommendations it deems just and appropriate to the Archbishop including, but not limited to, whether the allegations are or are not supported by sufficient evidence to warrant action against the alleged perpetrator; and if the allegations are supported by sufficient evidence to warrant action, what action should be taken in accordance with Ecclesiastical or civil law.

8.0 Investigation and Other Interim Actions by the Archdiocese Concerning Reports of Sexual Misconduct

- 8.1 Processing of Reports** The Victim Assistance Coordinator will promptly notify the Archbishop and the attorney for the Archdiocese of the receipt of any report of allegations of Sexual Misconduct involving a Minor or Vulnerable Adult directed against Personnel of the Archdiocese. The attorney for the Archdiocese will take steps to determine whether all necessary civil authorities have been notified and will give notice of the report to insurers as may be required by the terms of applicable insurance policies.
- 8.2 Investigations To Be Conducted** When an allegation of Sexual Misconduct involving a Minor or Vulnerable Adult directed against any Personnel of the Archdiocese is received, an investigation will be initiated and conducted promptly and objectively by members of the Archdiocesan Response Team which would include the Victim Assistance Coordinator, Vicar for Priests, and Legal Counsel, and any other person who would need to be included in a particular instance, for example, the Chancellor of the Archdiocese, school officials, etc., and/or their designees. In the case of a priest or deacon, the investigation will be conducted in harmony with canon law. The Archdiocese will obtain legal advice, both civil and canonical, as soon as possible.
- 8.3 Assistance of Counsel** The accused lay personnel will be encouraged to retain the assistance of civil counsel. The accused Cleric is to be encouraged to retain the assistance of civil and canonical counsel. The provisions of CIC, canon 1722, shall be implemented during the pendency of the penal process.
- 8.4 Confidentiality** All Personnel of the Archdiocese who are involved in the investigation and disposition of the allegation of Sexual Misconduct, including the members of the Sexual Misconduct Review Board, (hereinafter "Review Board") will refrain from publicly commenting on the allegation. Any public statements about the allegation or about any action taken in response to it may be made only with the explicit approval of the Archbishop. Any media contact or inquiries regarding an incident of Sexual Misconduct by Personnel of the Archdiocese must be directed to the Archdiocesan Director of Communications.
- 8.5 Interim Actions** For lay employees and/or volunteers, the person in charge may immediately remove the person from the ministry or employment temporarily. The Archbishop may immediately remove the priest or deacon from the ministry temporarily. 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 Archdiocese and to the accused.

8.6 Investigation Procedure The Archbishop will promptly refer any report of alleged Sexual Misconduct involving a Minor or Vulnerable Adult by Personnel of the Archdiocese to the Archdiocesan Response Team which will then commence an investigation of the allegations with care taken not to interfere with any confidential or civil/criminal investigation on the part of civil authorities and with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident and the alleged perpetrator. Unless circumstances warrant in a particular instance, the investigation ordinarily will be conducted in accordance with the following guidelines:

(a) Promptly after receiving a report of alleged Sexual Misconduct involving a Minor or Vulnerable Adult, a member of the Archdiocesan Response Team will encourage the alleged victim to submit a written description of the alleged incident(s).

(b) The Archdiocesan Response Team will attempt to identify and contact any other persons, in addition to the alleged victim, who may have relevant knowledge about the allegation.

(c) In connection with a current allegation, after giving the State Department of Children and Families a reasonable opportunity to investigate the allegation, a member of the Archdiocesan Response Team will promptly notify the accused person about the substance of the allegations. In connection with an allegation of Sexual Misconduct from the past (not recent or ongoing misconduct), a member of the Archdiocesan Response Team will promptly notify the accused person of the substance of the allegations. After the accused is given an opportunity to retain counsel, the accused person's response to the allegations will be sought.

(d) All appropriate steps will be taken to protect the reputation of the alleged perpetrator during the investigation.

(e) The Archdiocesan Response Team will immediately notify the Archbishop of any information developed in the course of the investigation that, in its judgment, warrants immediate attention. In all events, the results of the Archdiocesan Response Team's investigation will be conveyed to the Archbishop and to the Review Board of the Archdiocese.

9.0 Actions After the Conclusion of the Investigation of an Allegation Against a Lay Employee or Volunteer Sexual abuse is a crime in all jurisdictions in the United States, so for the sake of the common good, the person in charge of any lay employee or volunteer will exercise his/her authority to ensure that any such person who has committed even one act of sexual abuse of a Minor or Vulnerable Adult as described above shall not continue in active ministry or employment. Any person who reported the allegation will be notified, consistent with the requirements of civil law for confidentiality, of the action taken following the investigation.

10.0 Actions After the Conclusion of the Investigation of an Allegation Against a Cleric In accordance with the prescriptions of Canon Law in general and of *Sacramentum sanctitatis tutela*, in particular, the Archbishop upon conclusion of the investigation of allegations against a Cleric, will forward the results of the investigation, together with his recommendations for the disposition to the Congregation for the Doctrine of Faith in Rome for a final disposition.

10.1 Notification of Decision The alleged perpetrator will be promptly notified of the Archbishop's decision; secondly, except in unusual circumstances, the person who reported the allegations will be notified, consistent with the requirements of confidentiality requirements of civil law, of the action taken following the investigation.

10.2 Records The Archdiocese will keep appropriate written records of each reported allegation, the investigation and the results thereof. The records will be marked confidential and kept in a secure place, with access limited to the Archbishop or his designee on a strictly need-to-know basis.

11.0 Post Decision Actions Involving Clerics If a credible allegation is made against a member of the clergy, all parties involved will be informed of this fact. The Cleric will be removed from public ministry as a precautionary measure, pending the final outcome of his case as determined by the Congregation for the Doctrine of the Faith in Rome. "When even a single act of sexual abuse by a priest or deacon is admitted or established after an appropriate process in accord with Canon Law, the offending priest or deacon will be removed permanently from Ecclesiastical ministry, not excluding dismissal from the Clerical state, if the case so warrants" (Essential Norms, no. 8)

11.1 Sanction in Lieu of Dismissal from Ministry If the Cleric has either admitted culpability or been found culpable after a trial in accordance with canon law and if the penalty of dismissal from the Clerical state has not been applied (e.g., for reasons of advanced age or infirmity) or proscribed by the tribunal after a trial, the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear Clerical garb, or to present himself publicly as a priest.

11.2 Therapeutic Assistance An offending Cleric will be offered therapeutic assistance for his own health and well-being as well as for the purpose of prevention.

12.0 Transfers Between Dioceses

12.1 No priest or deacon who has committed an act of sexual abuse of a Minor or Vulnerable Adult may be transferred for ministerial assignment to another diocese/eparchy or religious province. Before a priest or deacon of the Archdiocese may be transferred for residence to another diocese/eparchy or religious province, the Archbishop shall forward in a confidential manner to the local bishop/eparch and religious ordinary (if applicable) of the proposed place of residence, any and all information concerning any act of sexual abuse of a Minor or Vulnerable Adult and any other information indicating that he has been or may be a danger to Minors or Vulnerable Adults. This shall apply even if the priest or deacon will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a secular institute, or in another form of consecrated life or society of apostolic life).

12.2 Before the Archbishop receives a priest or deacon from outside his jurisdiction, the Archbishop will obtain the necessary information regarding any past act of sexual abuse of a Minor or Vulnerable Adult by the priest or deacon in question.

13.0 Transparency; Protection of Personal Privacy and Reputation

13.1 Danger of False Allegations Care will always 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. When an accusation has proved to be unfounded, every step possible will be taken to restore the good name of the person falsely accused.

13.2 Publication of Archdiocesan Action When an allegation of sexual abuse of a Minor or Vulnerable Adult has been determined to be true, the Chancellor of the Archdiocese will publish an appropriate announcement of the action taken in response to the abuse.

13.3 Confidentiality Agreements The Archdiocese will not enter into confidentiality agreements regarding allegations of sexual abuse of Minors or Vulnerable Adults except for grave and substantial reasons advanced by the victim and noted in the text of the agreement.

14.0 Outreach to Affected Parishes/Schools The Victim Assistance Coordinator will be responsible for causing immediate steps to be taken to assist and support parish and/or school communities directly affected by Sexual Misconduct involving Minors or Vulnerable Adults by Personnel of the Archdiocese. This outreach may be accomplished by competent counselors or social workers employed or designated by Catholic Charities of the Archdiocese or other competent professionals under the direction of the Victim Assistance Coordinator. The outreach may consist of a parish and/or school meeting at the affected parish/school, an offer of counseling to members of the affected community, explanation of the response process and informing the affected community of the action taken in response to the allegation.

APPROVED:

+ Leonard P. Blair

Most Reverend Leonard P. Blair, S.T.D.
Archbishop of Hartford

July 27, 2016

Date

Revised from the Original Policies and Procedures for the Protection of Children and Youth; Approved by Most Reverend Daniel A. Cronin, Archbishop of Hartford, July 31, 2003

ARCHDIOCESE OF HARTFORD

Code of Ministerial Behavior for Personnel of the Archdiocese Who Have Ongoing Contact with Minors and/or Vulnerable Adults

I. Preamble.

Effective and proper ministerial or pastoral care of Minors (defined as those under the age of eighteen years) and Vulnerable Adults (defined as a person who is at least 18 years of age with an intellectual disability) depends upon the competence, quality, integrity and commitment of those who work with them. This Code of Ministerial Behavior for Personnel of the Archdiocese Who Have Ongoing Contact with Minors and/or Vulnerable Adults (hereinafter "this Code") sets forth expectations placed on clergy, religious and laity involved in this important service. This Code is promulgated so as to be in compliance with the provisions of the Charter for the Protection of Children and Young People approved by the United States Conference of Catholic Bishops. This Code is not intended to address all situations that might arise in working with or ministering to Minors and/or Vulnerable Adults. Rather, it is intended to set forth certain standards and guidelines that will help to shape the behavior of those Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults in a way that upholds Christian values and conduct. Personnel of the Archdiocese for purposes of this Code includes Clerics, religious, lay employees and lay volunteers, who are employed by, under personal contract with or volunteer in and for The Hartford Roman Catholic Diocesan Corporation and/or the parishes, Catholic schools, and Catholic ministries sponsored by the Archdiocese of Hartford.

This Code should be read in conjunction with the Policies and Procedures of the Archdiocese of Hartford relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults, and the definitions of certain terms set forth in the Policies and Procedures are also applicable to this code.

II. Responsibility.

The public and private conduct of clergy, religious, lay employees, and lay volunteers can inspire and motivate people, but it can also scandalize and undermine the people's faith. Clergy, religious, lay employees and lay volunteers must, at all times, be aware of the responsibilities that accompany their service to Minors and/or Vulnerable Adults. They must also know that God's goodness and grace support them in their service.

Responsibility for adherence to this Code rests with the individual. Any Personnel of the Archdiocese having ongoing contact with Minors and/or Vulnerable Adults who disregard or fail to comply with this Code will be subject to appropriate remedial action which may take various forms from a verbal reproach to removal from service, depending upon the specific nature and circumstances of the offense and the extent of the harm.

III. Standards.

1. General Principles

The following fundamental principles, which derive from our Church teachings and traditions, shall apply to the behavior of all Personnel of the Archdiocese who have ongoing contact with Minors and/or Vulnerable Adults:

All such personnel:

- i. will strive to exhibit the highest Christian ethical standards and personal integrity in their day-to-day work and personal lives, supporting the teachings, disciplines and traditions of the Catholic Church.
- ii. will strive to conduct themselves in a professional and respectful manner in both church and work environments avoiding any flagrant or public misconduct.
- iii. will respect the integrity of all individuals and protect the confidentiality and privacy of all information to which they have access.
- iv. will not take unfair advantage of a pastoral relationship for their own benefit.
- v. will not physically, sexually or emotionally abuse or exploit anyone in word or deed, in person or by telephone, computer, internet, social networking sites, etc.
- vi. will not neglect a Minor or Vulnerable Adult who is in their care.
- vii. will share concerns about inappropriate behavior with Minors and/or Vulnerable Adults on the part of other Personnel of the Archdiocese with their pastor/parish coordinator, their administrator, their principal, or in cases where the behavior directly involves these people, with the Victim Assistance Coordinator for the Archdiocese.
- viii. will report any suspected abuse or neglect of a Minor or Vulnerable Adult (except for information obtained in the Sacrament of Reconciliation) to the civil authorities, appropriate person in charge, and when applicable, to the Victim Assistance Coordinator of the Archdiocese.

2. Guidelines for Ethical and Moral Behavior

A. Archdiocesan Standards

- a. Personnel of the Archdiocese enjoy a level of trust and confidence. It is essential that Personnel of the Archdiocese view their own actions and intentions objectively to assure that no observer would have grounds to believe that irregularity in conduct exists. All Personnel of the Archdiocese have a responsibility to strive to uphold the standards of the Catholic Church in their day-to-day work and personal lives. Therefore, Personnel of the Archdiocese shall not engage in conduct that is immoral or unethical, including, but not limited to:

- Formally or publically dissenting from, or offending by word or conduct the teachings of the Catholic Church on faith and morals as they are set forth in the Catechism of the Catholic Church.
- Exhibiting actions that are disruptive to ministry and public worship.
- Procuring or participating in abortion or euthanasia or counseling others to participate in such activities.
- Possessing or disseminating pornographic materials.
- Engaging in adultery, promiscuity or illicit co-habitation.
- Abusing alcohol, drugs or gambling.
- Supplying alcoholic beverages, illegal drugs and/or tobacco products to Minors.
- Stealing and/or misappropriating Church funds or assets.
- Engaging in any type of criminal conduct.

b. Personnel of the Archdiocese shall not harm the reputation of others through:

- Disclosing the faults or failings of others to persons who have no cause to know them.
- Making false allegations against another.
- Disclosing confidential information, except in cases of mandated reporting of child abuse or neglect.
- Disclosing personal information that could cause an individual to suffer embarrassment, humiliation, or public ridicule of any kind.

B. Unprofessional Behavior/Harassment: Guidelines for Professionalism

Unprofessional behavior/harassment is any conduct that does not conform to approved legal standards of social or professional behavior:

- a. Personnel of the Archdiocese will not engage in physical, psychological, written, electronic or verbal harassment or intimidation of others and will not tolerate such behavior by anyone.
- b. Personnel of the Archdiocese will provide a professional work environment that is free from physical, psychological, written, electronic or verbal intimidation or harassment.
- c. Personnel of the Archdiocese are expected to refrain from acting in an unprofessional/harassing manner which includes, but is not limited to:
 - Physical or emotional abuse.
 - Racial insults.

- Derogatory ethnic slurs.
 - Sexual advances or touching.
 - Sexual comments or sexual jokes.
 - Requests for sexual favors.
 - Display of offensive materials.
 - Abuse of power.
 - Bullying.
 - Dressing in an immodest or sexually provocative manner.
- d. Unprofessional behavior/harassment can be a single incident or a persistent pattern of behavior where the purpose or effect is to create a hostile, offensive or intimidating work environment.
- e. Allegations of harassment shall be taken seriously and reported immediately to the appropriate person in the parish, organization or Archdiocese.

C. Exploitation: Guidelines for Counseling Relationships¹

Exploitation in the context of this counseling policy refers to Personnel of the Archdiocese taking unfair advantage of the counseling relationship for the benefit of the counselor. Sexual exploitation is sexual activity between Personnel of the Archdiocese and the recipient of his or her counseling services, regardless of who initiated the activity.

- a. Clergy, parish coordinators, pastoral associates, and members of religious orders providing pastoral counseling are generally not licensed as professional counselors and are expected to limit their counseling to spiritual, religious, moral or pastoral matters.
- b. Personnel of the Archdiocese shall not step beyond their competence in counseling situations and shall refer matters to other professionals when appropriate.
- c. Counselors shall avoid situations and conduct that are exploitive or are likely to give the appearance of exploitation.
- d. Counselors shall avoid counseling situations and conduct that further their own personal, religious, political, or business interests.
- e. If a conflict of interest exists or arises, Personnel of the Archdiocese shall inform all parties. Resolution of the issues must protect the person being counseled.
- f. Counselors must never engage in sexual intimacies or sexual activities with the people they counsel. This includes nonconsensual and consensual contact, forced and unforced physical contact and sexually explicit communications not related to counseling issues.

¹ "Counseling relationships" include pastoral counseling, spiritual direction, and other forms of counseling provided by competent professionals through Church affiliated organizations and services.

- g. Counselors shall not engage in sexual intimacies or activities with relatives, friends, or other individuals who are close to the client, when there is a risk of exploitation or potential harm to the client. Personnel of the Archdiocese shall presume that a potential exploitation or harm exists in such intimate relationships or activities.
- h. Counselors are fully responsible for setting and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- i. Any physical contact shall be respectful and consistent with the intent to provide a safe and comfortable counseling environment.
- j. Sessions shall be conducted in appropriate settings at appropriate times and shall not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled. For example, regular counseling sessions with Minors shall be scheduled when there is another adult readily available in the building. No sessions shall be conducted in a bedroom or private living quarters.

3. Guidelines for Church Related Activities involving Minors

- A. The following general guidelines are intended to prevent abuse of Minors by preventing situations where abuse can occur:
 - a. When releasing Minors from one's care, to someone else's care, they are to be released only to parents, legal guardians, or approved others. If unsure, consult supervisors before releasing the child.
Note: This does not apply to the normal release of Minors at the end of the normal school day or at the end of normal religious education hours.
 - b. Report uncontrollable or unusual behavior of Minors to parents or legal guardians and to supervisors.
 - c. Use or possession of illegal drugs is prohibited at all times.
 - d. Use of alcohol when working with Minors is prohibited.
 - e. Supplying alcoholic beverages, illegal drugs and/or tobacco products to Minors is prohibited.
 - f. Supplying Minors with medications of any kind, including over-the-counter drugs such as aspirin, without the written consent of the custodial parent(s) or guardian(s) is prohibited.
 - g. When transporting Minors by motor vehicle:
 - Get written permission from parent or guardian where practicable.
 - Drivers must be at least 21 years of age.
 - If the Minor is alone, bring another adult where practicable.
 - h. Personnel of the Archdiocese are prohibited from communicating with Minors in a way that is shaming, derogatory, demeaning, or humiliating whether in person or by telephone, computer, internet,

social networking sites, etc. In addition, Personnel of the Archdiocese will not use vulgarity in the presence of Minors.

- i. Sexually-oriented communications with Minors are prohibited whether in person or by telephone, computer, internet, social networking sites, etc., except for human sexuality lessons and discussions when they are part of approved curriculum or as part of normal counseling during the Sacrament of Reconciliation. These lessons or counseling sessions will conform to the Church's teachings on the topic.
- j. Communicating one's own sexual orientation, preferences or activities to Minors whether in person or by telephone, computer, internet, social networking sites, etc. is prohibited. Communicating about celibacy in the context of the priestly or religious life is, however, appropriate.
- k. Being nude or dressed immodestly in the presence of Minors is prohibited.
- l. Taking sexually-oriented or morally-inappropriate materials (magazines, cards, videos, films, website material, computer files, clothing, etc.) onto The Hartford Roman Catholic Diocesan Corporation and/or the parishes, parish schools, Archdiocesan Catholic Schools, and Catholic ministries sponsored by the Archdiocese of Hartford or showing them to Minors is prohibited.
- m. Sleeping in the same rooms, beds, sleeping bags, or tents with Minors is prohibited, unless they are members of one's immediate family. If emergency situations or other circumstances require that adults sleep in the same room or tents, there shall be two or more adults present.
- n. No Minors, unaccompanied by one of their adult immediate family members, shall stay overnight in any rectory or other personal residences of priests, transitional deacons or religious.

Minors, with close familial relationships and with permission of their parent or guardian, or Minors accompanied by a parent or legal guardian, may stay overnight in a residence of a permanent deacon.

Minors who do not have close familial relationships or are not accompanied by a parent or legal guardian, may stay overnight in a residence of a permanent deacon only if he or she is a guest of a Minor child of a permanent deacon who resides in the same household and who is also present for the overnight stay, and only if permission is obtained from the parent or legal guardian of the Minor.

B. Physical contact with Minors

The Archdiocese desires to implement and maintain a positive, nurturing environment for Minors while preventing harm. The following rules address conduct expected of Personnel of the Archdiocese, whether paid or volunteer, when dealing with Minors who are not blood relations:

- a. Corporal punishment such as spanking, slapping, pinching, hitting, etc. is prohibited.
- b. Personnel of the Archdiocese may use reasonable physical contact when reasonably necessary to restrain, to defuse an altercation, to separate combatants, or in self-defense.
- c. Appropriate affection between Personnel of the Archdiocese and Minors is often important for a child's development and can be a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for most Church sponsored and affiliated programs:
 - Shoulder to shoulder hugs.
 - Pats on the shoulder or back.
 - Handshakes.
 - "High-fives" and hand slapping.
 - Verbal praise.
 - Holding hands while walking with small children.
 - Sitting beside small children.
 - Holding hands during prayer.
 - Pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian or Muslim communities).
- d. The following are examples of contact that are **not** to be used:
 - Inappropriate or lengthy hugs or embraces.
 - Kisses on the mouth.
 - Holding Minors, above the approximate age of 5, on one's lap. **Note:** The holding of Minors in one's lap should **only** be done in the context of consoling an obviously distressed child.
 - Touching buttocks, genital areas, or breasts.
 - Showing physical displays of affection in isolated areas of the premises such as bedrooms, closets, staff only areas, or other private rooms.
 - Sleeping in bed with a Minor.
 - Touching knees, thighs or legs of Minors, as a show of affection.
 - Wrestling with Minors, except for legitimate sports coaching, in which case another adult shall be present.
 - Tickling Minors.
 - Piggyback rides.
 - Any type of massage given by Minor to adult.
 - Any type of massage given by adult to Minor, except as part of a legitimate course of prescribed medical care.
 - Any display of unwanted affection.

- Actions that include compliments relating to sexual attractiveness or sexual development.

4. Supervision of Programs That Involve Minors

The primary standard being implemented here is the presence of multiple adults (at least two) at all church-related programs and activities for Minors. This standard does not apply to the Sacrament of Reconciliation or to situations where an individual is seeking unscheduled and immediate pastoral care. The goal of this standard is to lessen the chances of abuse occurring or going unnoticed. In this light:

- i. Programs or activities for Minors, whether on or off church property, must always have at least two adults present.
- ii. Parents are encouraged to take an active interest in any and all services and programs in which their children are involved in the Archdiocese.
- iii. Personnel of the Archdiocese under the age of 18 must work under the direction of an adult supervisor who is at least 21 years of age.
- iv. Pastors, Principals, or their equivalent, must be aware of all programs for Minors that are sponsored by The Hartford Roman Catholic Diocesan Corporation and/or the parishes, parish schools, Archdiocesan Catholic Schools, and Catholic ministries sponsored by the Archdiocese of Hartford.
- v. Pastors, Principals, or their equivalent, must approve new programs for Minors before they begin.
- vi. Where multiple religious education classes, school classes or other group meetings are being conducted, at the same time and in the same building, the second adult need not be present in the classroom. In this case, the second adult can be the other teacher/adult leader in the other classroom.
- vii. If there is a single class, or activity being conducted, a second adult must be present within the same building.
- viii. If Personnel of the Archdiocese is working one-on-one with a Minor, the door of the room must be left open, and a second adult must be present within the same building.
- ix. If a scheduled class or activity is the only session being conducted at a particular time, and a second adult is not present within the same building or one cannot readily be obtained to fulfill that role, the session will be cancelled and the parents/guardians notified to pick up the children.
- x. The above rules apply also for all overnight camping, overnight retreats, overnight trips, or other scheduled and approved events of this nature. In these cases, male and female Minors will be segregated and adult chaperones will be segregated. Under no circumstances will a lone Minor stay by himself/herself in a room or tent. Curfews will be imposed and bed checks will be performed by pairs of male and female chaperones, females checking females and males checking males.
- xi. If adults must stay in the same facility, room or tent, then there must be multiple adults in the facility.

5. Use of Technology/Communication Tools

The use of Technology/Communication Tools are subject to the various standards, guidelines and principles of the Code of Ministerial Behavior, especially Parts 1 and 2 of this Section, as well as any personnel policies that an Archdiocesan employer may have adopted pertaining to the use of Technology/Communication Tools by employees and/or volunteers while acting in the employ or service of an Archdiocesan entity.

The uses of any Technology/Communication Tools while on Archdiocesan property and in a ministerial function or church related activity shall not be considered private. However, some interpersonal communication may be privileged under either canon and/or civil law and thus subject to confidentiality.

Consistent with the other provisions of the Code, and especially Parts 1 and 2 of this Section, conduct that would be considered violative of this part includes, but is not limited to use of Technology/Communication Tools that is:

- i. sexual in nature (eg. Sexually explicit, abusive, or pornographic, defamatory, bullying, threatening or otherwise unreasonably offensive)
- ii. violative of the moral and ethical teachings of the Catholic Church.
- iii. is abusive or exploitive of any individual.
- iv. is shaming, derogatory, demeaning or humiliating to a Minor or Vulnerable Adult.
- v. Is otherwise violative of the other provisions of this Code
- vi. is otherwise violative of the standards of this policy or would constitute Sexual Misconduct as defined by the Code.

6. Duty to Report Sexual Misconduct and/or Neglect Involving Minors and/or Vulnerable Adults

Allegations and/or incidences of suspected child abuse or neglect involving Minors or Vulnerable Adults shall be taken seriously and reported to civil authorities and, if appropriate, Church authorities, pursuant to the provisions of Conn. Gen. Stats. § 17a-101 *et seq.* for Minors; Conn. Gen. Stats. § 17b – 451 *et seq.* for Vulnerable Adults, and the Archdiocese's Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults.

7. Ministry with Vulnerable Adults

Vulnerable adults shall be treated with the same care, respect and dignity afforded to Minors. Those individuals in ministry with Vulnerable Adults must follow the same policies, procedures and behavioral codes that apply to Minors when they are ministering to Vulnerable Adults.

IV. Confidentiality

- (1) Information disclosed to Personnel of the Archdiocese during the course of counseling, or other confidential one-on-one relationships, such as private spiritual direction, shall be held in the strictest confidence possible. Disclosure will be made as permitted by canon and civil law and only as follows:
 - (i) If the counselor or other Personnel of the Archdiocese engaged in a confidential one-on-one relationship with a Minor has a good faith belief that there is a risk of imminent danger to the client or to others, the counselor or such other person is to disclose the information necessary to protect the parties involved and to prevent harm.
 - (ii) Before disclosure is made, if feasible and appropriate, the counselor or such other person will inform the person being counseled or in a one-on-one confidential relationship about the disclosure and the potential consequences.
 - (iii) If the counselor or such other person has reasonable cause to suspect or believe the existence of sexual abuse or neglect to either a Minor or Vulnerable Adult, the counselor or such other person must cause a report to be made to public authorities in accordance with civil law and in keeping with the Archdiocese's Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors and/or Vulnerable Adults.
- (2) If a counselor or other Personnel of the Archdiocese engaged in a confidential one-on-one relationship with a Minor discovers, while communicating privately with the Minor, that there is imminent threat to the welfare of the Minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the counselor or such other person will disclose only the information necessary to protect the health and well-being of the Minor.
- (3) Counselors or other Personnel of the Archdiocese engaged in a confidential one-on-one relationship with a Minor shall discuss the nature of confidentiality and its limitations with each person in counseling or in a confidential one-on-one relationship.
- (4) Any priest who hears the confession of someone who reveals information about past or present abuse of a Minor or Vulnerable Adult shall strongly urge the penitent to report the abuse to the proper civil and Church authorities. However, in accordance with the norm of canon law (c.983), the sacramental seal of confession is inviolable; therefore, it is forbidden for a confessor to betray the confidence of a penitent. This is applicable whether the penitent is living or dead.

- (5) Information about abuse or neglect of a Minor is sometimes revealed during private spiritual direction. In the event that a victim of abuse or neglect reveals to a spiritual director providing private spiritual direction that he/she was abused or neglected as a Minor, the spiritual director will strongly urge that person to make a report to the proper civil authorities and, if the abuse or neglect was committed by Personnel of the Archdiocese, to make a report also to Church authorities or to permit the spiritual director to make such report(s). If during spiritual direction someone other than a victim reveals information about abuse or neglect of a Minor, the spiritual director will strongly urge that person to make a report to the proper civil authorities and, if appropriate, also to Church authorities or to permit the spiritual director to make such reports. In these instances, if the spiritual director is a mandated reporter under Connecticut law, he or she will report to the proper civil authorities and inform the person that he/she will do so.
- (6) In teaching, delivering homilies, and other public presentations, Personnel of the Archdiocese will not refer to specific situations, even anonymously, regarding information learned in counseling or in confidential one-on-one relationships.

V. Conflicts of Interest

A conflict of interest exists when Personnel of the Archdiocese take advantage of relationships in order to further their own personal, religious, political, or business interests.

- (1) Personnel of the Archdiocese shall avoid all situations which are likely to result in a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.
- (2) If a conflict of interest exists or arises, Personnel of the Archdiocese shall inform all parties.
- (3) Personnel of the Archdiocese must establish clear, appropriate boundaries with anyone with whom they have a business, professional, or social relationship (e.g., parishioners, vendors, prospective employees, etc.).

VI. Reporting Ethical or Professional Misconduct

Personnel of the Archdiocese must hold each other accountable for maintaining the highest ethical and professional standards in the context of working with or ministering to Minors and/or Vulnerable Adults. When there is an indication of illegal actions by Personnel of the Archdiocese, civil authorities and an appropriate Archdiocesan representative should be notified immediately. When it appears that Personnel of the Archdiocese has violated this Code, or other religious, moral or ethical principles, the issue should be reported to a supervisor or next higher authority or referred directly to the Chancery office for the Archdiocese. Where uncertainty exists as to whether a situation or course of conduct violates this Code or other religious, moral or ethical principles, personnel should consult with others knowledgeable about ethical issues and/or the Chancery office of the Archdiocese.

VII. Well-Being of Archdiocesan Personnel

Personnel of the Archdiocese have a responsibility to look out for and try to maintain their own good spiritual, physical, mental and emotional health. They should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental and/or emotional health and should seek help whenever they notice such signs.

APPROVED:

+ Leonard P. Blair

Most Reverend Leonard P. Blair, S.T.D.
Archbishop of Hartford

July 27, 2016

Date

*Revised from the Original Code of Ministerial Behavior for Personnel of the Archdiocese of Hartford;
Approved by Most Reverend Daniel A. Cronin, Archbishop of Hartford, dated July 31, 2003*



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Bloomfield, CT 06002



HOW TO REPORT AN INCIDENT OF SEXUAL ABUSE TO THE ARCHDIOCESE OF HARTFORD

If you have knowledge or suspect that a minor or vulnerable adult (an adult with an intellectual disability) has been sexually abused, in any manner, by personnel of the Archdiocese of Hartford, you are urged to report this information to:

Kathleen D. Nowosadko
Victim Assistance Coordinator
860-541-6475
kathleen.nowosadko@aoht.org

In addition, you will be asked to follow up in writing with a detailed description of the facts involved in the incident. Specifics of this written report can be found in the Policies and Procedures section of the Safe Environment Handbook for the Protection of Minors and Vulnerable Adults, 2016. This document is also available online at www.archdioceseofhartford.org. The Archdiocese of Hartford will report any and all incidents to the proper civil authorities.

Mandated reporters in the State of Connecticut are required by law to report any incident of sexual abuse involving a minor or vulnerable adult. We encourage any Non-Mandated persons to report such incidents to the proper authorities as well. We support your right to do so.

Incidents involving sexual abuse of minors (persons under the age of 18) should be reported to:
State Department of Children and Families Care-line
1-800-842-2288

Incidents involving sexual abuse of vulnerable adults aged 18 – 59 should be reported to the:
Abuse Investigations Division of the Office of Protection and Advocacy
for Persons with Disabilities
1-800-842-7303

Incidents involving sexual abuse of vulnerable adults aged 60 and over should be reported to:
Department of Social Services for the Elderly
1-888-385-4225

Once a written report of an incident of sexual abuse of a minor or vulnerable adult has been received, an investigation will be undertaken by, or on behalf of, the Archdiocese of Hartford.



Archdiocese of Hartford
Office of Safe Environment
467 Bloomfield Ave.
Bloomfield, CT 06002
860-541-6491



ACKNOWLEDGEMENT OF RECEIPT, REVIEW AND UNDERSTANDING OF OFFICE OF SAFE ENVIRONMENT HANDBOOK

This is to acknowledge that I have reviewed the Safe Environment Handbook which includes the Policies and Procedures Relating to Allegations of Sexual Misconduct Involving Minors and Vulnerable Adults, as well as the Code of Ministerial Behavior for Personnel of the Archdiocese of Hartford.

I understand that I am responsible for complying with the various provisions as stated in this handbook and should refer any questions to my immediate supervisor at my parish or Catholic school or to the Victim Assistance Coordinator of the Archdiocese of Hartford, 860-541-6475 for clarification. I further understand that the Archdiocese reserves the right to change, modify and/or revise any of the provisions set forth in these documents at any time.

Employee's/Volunteer's Name: _____
(Print Full Legal Name)

Employee's/Volunteer's Signature: _____

Parish/Catholic School/Archdiocesan Agency: _____

Position/Ministry: _____ Date: _____

*Return this form
to your Immediate Ministry Supervisor
at your
Parish Church, Catholic School, or Archdiocesan Office/Agency*