

Policy/Annual Training: Code of Conduct for Adults

The Diocese of Salina has established this Code of Conduct for clergy, employees, educators, and volunteers of the Church with regard to their contact with minors, to foster and maintain an atmosphere of trust and safety in its ministry to all minors.

Policy: Safe Environment Training/Background Check must be completed before ministry/work can begin. Diocesan personnel have a responsibility to provide a safe environment and actively protect minors from all forms of abuse and are expected to maintain the highest standards of professional, ministerial, and moral behavior. **Any violation of the Diocesan Code of Conduct may be grounds for suspension, up to and including dismissal.**

Policy: Mandatory Reporting, Suspected Abuse, Neglect, Minor in Need of Care

You must fulfill all mandatory reporting requirements. Contact the victim assistance coordinator if it relates to clergy or church personnel and inform the pastor, principal, or appropriate supervisor. This includes fully cooperating in any investigation that may occur into allegation of child sexual abuse.

If a child is in danger call 911. Any person who has reason to believe that a child is being abused or neglected can make a confidential report to the Kansas Department for Children and Families Protection Report Center.

The state provides a toll-free child abuse hotline, **Kansas Department for Children and Families Hotline (DCF), 800-922-5330**, along with the **Kansas Bureau of Investigation (KBI) Hotline, 800-572-7463**.

If there is suspected abuse by church or school personnel, in addition to reporting to civil authorities, a report must be made to the diocese. Please use:

1. The website: www.reportandprotect.com **or**
2. The hotline: **866-752-8855 ext. 1067** **or**
3. Email the diocese: reportabuse@salinadiocese.org

If you suspect abuse by a bishop or religious superior currently or in the past, please use the website www.reportbishopabuse.org or call the **hotline** to report issues: **800-276-1562**.

Responsibilities to Diocese

- Adhere to conditions of contractual obligations with professional practice.
- Fulfill reporting requirements honestly and accurately.
- Appropriately use funds, personnel, property, and equipment.
- Refrain from falsifying documents related to the employment/benefit/payroll process.
- Conduct school/parish business through established procedures; zero falsified reports.

We Are Committed to Providing a Safe, Respectful Environment

We work to further Gospel values and the religious teachings that we support. Our ability to carry out our mission depends on the staff, our army of volunteers, and our relationships within our parish and community. Our conduct should always reflect positively on the diocese; we will be vigilant when minors are present and be in accord with teachings of our Catholic faith.

Responsibilities to Ministry/Supervision

- Maintain a professional relationship with parents of the students, and establish appropriate communication related to the welfare of their children.
- Ordinarily, this means having two qualified adults present, at least **21 years of age** and trained. We refrain from allowing minors as primary supervisors over other minors.
- Adults demonstrate characteristics of honesty, diplomacy, tact, professionalism, and fairness.
- Maintain your “group” at all times – no minor or adult should leave the group for unauthorized excursions. Adults must refrain from driving alone with a minor.
- Maintain proper accommodations, female and male leadership, and ratios of adults to minors for parish and school events and field trips; use the Field Trip Guide.
- Protect students by being visible at all times and using areas that are accessible; any one-on-one contact should be in a public place.

Appropriate mentors are:

1. Able to create a challenging learning environment for each individual child.
2. Advocates for minors – physically, emotionally, spiritually, and socially.
3. Professionals who can express concern, empathy and encouragement, all with the right degree of authority for the situation and the individual minor.
4. Expected to observing appropriate boundaries, especially where contact with minors occurs.

Problematic Behavior Samples

1. Committing acts of cruelty or abuse or putting minors in inappropriate situations. We do not frighten, strike, or touch inappropriately.
2. There is zero tolerance if you provide explicit materials, use lewd gestures, engage in conduct related to anything sexual, explicit, or pornographic. We do not tolerate behavior or accept excuses that are considered by most as *gross misconduct or inappropriate*: guilty plea, nolo contendere crime involving a minor, theft, drug-related, or anything in the State of Kansas statutes, or punishable as a felony.
3. We do not provide tobacco-related products, alcohol or drugs; nor do we appear at parish, school, club or any diocese-sponsored events under the influence.
4. We are respectful of confidential information. This applies to health matters, personal family, income, student information, academic, testing results, discipline, standardized testing protocols, test answers, etc.

In all entities of the Diocese of Salina, we shall all work in the best interest of those we minister to, work respectfully, and act professionally at all times. The responsibilities outlined in this Diocesan Code of Conduct are the minimum standards. **Annual distribution of the Code of Conduct, for training purposes, is an additional reminder of our responsibility.** The diocesan office, along with individual schools and parishes may have stricter requirements they must adhere to.