



CATHOLIC DIOCESE
of SALINA

**Protection of Minors and Young People
2026 – 2027**

*Office of Safe Environment Document:
Policies, Procedures, Guidance, and Training*





CATHOLIC DIOCESE
of SALINA

OFFICE OF THE BISHOP

June 20, 2025

Promulgation Letter (GV 2025-031)

Beloved Faithful of the Diocese of Salina,

After many months of hard work and dedication I am writing to introduce the revised Safe Environment Document for the Diocese of Salina. The document represents our ongoing and unwavering commitment to ensuring the safety and well-being of all young people and vulnerable adults within our parishes, schools, institutions, and ministries.

These revisions are the result of a comprehensive review and streamlining of previous safe environment policies and procedures, to make the document more accessible and user-friendly. We have clarified key concepts, simplified procedures, and incorporated best practices in safeguarding. Our goal is to provide a practical resource for all who minister, volunteer, or work within the Diocese of Salina, empowering them to create and maintain safe environments. Training for students will continue to be provided by our Catholic schools and Parishes using the list of approved curriculums found within the *Safe Environment Policies, Procedures, Guidance, and Training Document*.

Key changes in this edition include:

- Lowering the required age of adult volunteers, chaperones and drivers from 25 years to 21 years.
- A clearer and simplified Code of Conduct for adults outlining the required training and screening guidelines and providing easy-to-follow steps for reporting suspected abuse.

The Church has a profound duty to protect its most vulnerable members, reflecting Christ's own love and care for the little ones. We must create communities where children and vulnerable individuals can grow and flourish in a secure and nurturing environment. This document is not merely a set of rules and regulations; it is an expression of our commitment to fostering a culture of protection, healing, and accountability. It is essential that all clergy, religious, employees, and volunteers familiarize themselves with the contents of this document and adhere to its policies and procedures.

Therefore, I, the Most Reverend Gerald L. Vincke, Bishop of Salina, hereby promulgate the Diocese of Salina Office of Safe Environment *Policies, Procedures, Guidance, and Training Document*, to become effective July 1, 2025, with a 60-day grace period given for its full adoption. The document is to be published on the Diocesan Website and distributed to all pertinent parish and school personnel.

I humbly ask each of you to embrace your role in creating safe environments within our Diocese. By working together, we can ensure that our Church is a place of safety, trust, and hope for all.

Given this sixteenth day of June in the year of our Lord, two thousand and twenty-five.

May God bless our efforts to protect the young and vulnerable among us.



In Christ's Service,

+ Gerald L. Vincke

Most Reverend Gerald L. Vincke
Bishop of Salina

Corey Lyon
Corey Lyon
Chancellor

Protection of Minors and Young People

Policies, Procedures, Guidance and Training

Introduction	1
History.....	2
Policy /Training: Education and Prevention (Background Check/Training)	3
Policy /Training: Civil Reporting Requirements; Kansas Law	5
Procedure/Training: How to Report Abuse (Flyer).....	8
Policy : Reporting Requirements When Abuse Involves Clergy or Church Personnel	10
Procedure/Training: Allegation for Priests and Deacons.....	10
Policy : Response to Allegations of Abuse or Misconduct by Bishops.....	12
Procedure: Victim Assistance and Pastoral Care	16
Procedure: Review Board	17
Procedure: Media Representative	19
Policy /Annual Training: Code of Conduct for Adults	20
Policy /Annual Training: Code of Conduct for Clergy	22
Acknowledgement Receipt.....	27
Guidance/Training: Code of Conduct for Students in Grades 6-8.....	28
Guidance/Training: Code of Conduct for Students in Grades 9-12.....	29
Training: Site Safety Coordinator Training Guide	31
Guidelines for Integrating Safe Environment Training Curricula in the Classroom (K-12).....	43
Resources for Integrating Safe Environment Training Curricula in the Classroom (K-12).....	44
Safe Environment Training for Students – Opt-Out Form	45
Guidance: Frequently Asked Questions.....	46
Guidance: Diocesan Review Board Mission Statement and Procedures.....	51
Guidance: Social Media and Electronic Communications.....	58
Communication Guidelines	65
Guidelines for Ministering to Vulnerable Adults	67
Definitions: Sexual Abuse; Pornography.....	70
Guidance: Field Trip, Transportation and Chaperone Guidelines..... (includes Information for Drivers)	71
NEW FORMS (August 2026)	
1A. Adult – Driving	82-83
1B. Adult – Not Driving	84
2. Student – Information & Medical Authorization	85-86
3. Student – Event Permission Slip	87

Introduction

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

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

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

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

For questions regarding any of this information, please contact:

Liz Aguayo
Safe Environment Program Coordinator
liz.aguayo@salinadiocese.org
785-827-8746 ext. 124

Kim Hoelting
Human Resources Director
kim.hoelting@salinadiocese.org
785-342-0819

Corey Lyon
Chancellor
corey.lyon@salinadiocese.org
785-827-8746 ext. 118

History

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

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

In June 2002 the United States Bishops adopted the Charter for the Protection of Minors and Young People. A copy of the Charter can be found on the Safe Environment website <https://salinadiocese.org/safe-environment>. The provisions of the Charter are aimed at ensuring there is a response to allegations, an outreach to victims, and additional protective measures put into place to prevent child sexual abuse in the Church. The Diocese of Salina has incorporated the provisions and mandates of the Charter in its newest document entitled *“Protection of Minors and Young People”* which was promulgated by Bishop George K. Fitzsimons on July 1, 2003, and as amended in 2015, 2017 and promulgated by Bishop Edward J. Weisenburger, and promulgated by Bishop Gerald L. Vincke in 2022. This policy is also in conformity with the U.S. Bishops’ *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, 2002 and amended in 2011 and 2018. The following reflects the commitment of the Diocese of Salina to the prevention of child sexual abuse within the Church.

St. Maria Goretti

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

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

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

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

Amen.

Protection of Minors and Young People: Policies, Procedures, Guidance and Training

The Diocese of Salina has a long-standing commitment to the protection of children and vulnerable adults who are under our care in our parishes, schools, and agencies.

Policy/Training: Education and Prevention (Background Check/Training)

The provisions of this section are intended to prevent a minor from being sexually abused by an adult. Everyone in the Church community has a responsibility in helping prevent child sexual abuse. We must all be aware of the causes and signs of child sexual abuse; the steps to take to protect children; and the procedures to follow if sexual abuse is suspected or observed. The policy is:

1. All priests, deacons, seminarians, parish and school staff members, educators, and lay ministers that are EMPLOYED by a parish or school (or other entity associated with the diocese) and any volunteer (with regard to their contact with minors) in our diocese are required to follow the requirements below.
 - a. **Complete Safe Environment On-line Training Curriculum through CMGConnect.** CMGConnect is a web-based platform that will assist us to ensure that all clergy, employees, and volunteers who have contact with minors within our schools and parishes are trained to recognize behavior patterns of potential abusers and provide proactive measures for preventing abuse in any context. “Safe Haven – It’s Up to You” is a three-part video which provides vignettes of real-life situations to educate the viewer about methods of grooming, desensitization, bullying and neglect, all of which can lead to abuse. Each part of the video is immediately followed by a set of questions to further knowledge and understanding. This training is to be done before one starts ministering/being hired and must be renewed every five (5) years.
 - b. **Pass Criminal Background Check.** The criminal background check by Selection.com is integrated through the CMGConnect portal. This check is to be done before one starts ministering/being hired and must be renewed every five (5) years. These background checks will be conducted by the Chancery using a professional company that provides such services. This background check company re-screens all church personnel and/or volunteers quarterly through Search America, the largest criminal database in the United States, as part of their ongoing commitment to the Catholic Church. The results of the background check are reviewed; if an individual is found to have a record, the results are shared with the pastor and/or school administrator. The bishop or his designee then decide eligibility, which is determined by the nature and circumstance of the offense. Allowable activities are then communicated to pastor, school administrator and church personnel and/or volunteers. Individuals may request a copy of the results of their background check from the background check company itself.

c. Acknowledge Receipt of the Code of Conduct. This provides clergy, employees, and volunteers clear expectations of their roles and responsibilities, and gives guidelines as to how to interact and conduct themselves when ministering to minors. Employees, volunteers, and clergy will electronically acknowledge that they have read and understood the Code of Conduct as part of their initial CMGConnect training and will adhere to it; and then again after five years as they renew their training and background check.

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

The diocese will cooperate with parents, teachers, and civil authorities to provide education and training for minors, parents, ministers, employees, volunteers, and others about ways to sustain and foster safe environments for all.

3. As part of the admission process, all potential seminarians will be required to undergo a full psychological profile, consistent with all applicable ethical, canonical, and legal principles. The bishop or his designee will review the psychological profile, background questionnaire, and criminal background check prior to accepting the applicant as a seminarian for the diocese.
4. All mission priests from other countries with an assignment decreed by the bishop in the Diocese of Salina will be required to undergo the complete diocesan protocol (Safe Environment Training and background check) prior to ministering.
5. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment to another (arch)diocese/eparchy. Any priest or deacon who seeks faculties to work in the diocese or who seeks to reside in the diocese must present documentation from the diocese in which he is incardinated or assigned which attests to his fitness for ministry. Similar documentation must also be provided to the diocese by those priests or deacons who belong to religious institutes or congregations. In addition, vowed religious may not be received into the diocese without a similar letter.
6. As part of education and prevention, reporting procedures will be readily available in printed form and will be the subject of quarterly bulletin announcements in parish bulletins along with 'how to report abuse' posters and brochures in various languages.

Policy/Training: Civil Reporting Requirements; Kansas Law

All employees and volunteers are morally obligated to report suspected child sexual abuse to civil authorities. Those who are mandated reporters must report directly to the Kansas Protection Report Center–Department of Children and Families or other civil authorities without preliminary screening, investigation, or legal judgment by the diocese pursuant to K.S.A. 38-2223. Civil authorities include, but are not limited to, Kansas Protection Report Center–Department of Children and Families, police, sheriff, district/county attorneys, and the Kansas Bureau of Investigation. Mandated reporters who fail to report are guilty of a class B misdemeanor and may be subject to six months in jail and \$1,000 fine.

After reporting to civil authorities, notify Human Resources, the Superintendent of Schools, or your immediate supervisor. The diocese will not tolerate retaliatory acts of any nature against persons who in good faith make reports, provide information implementing these policies, or cooperate in an investigation.

Nothing in this policy is meant to jeopardize the seal of Sacramental Confession. The seal of Sacramental Confession is inviolable; nothing a priest hears in the Sacrament of Confession from either a perpetrator or victim may ever be revealed or reported. Kansas law (K.S.A. 60-429) recognizes the special status of “penitential communication.”

KANSAS LAW: K.S.A. 38-2223 (AS AMENDED JULY 1, 2016)

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

A. Persons making reports.

1. When any of the following persons have reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect, or sexual abuse, the person shall report the matter promptly as provided in subsections (B) and (C);
 - a. The following persons providing medical care or treatment: persons licensed to practice the healing arts, dentistry and optometry, persons engaged in postgraduate training programs approved by the state board of healing arts, licensed professional or practical nurses and chief administrative officers of medical care facilities;
 - b. The following persons licensed by the state to provide mental health services: licensed psychologists, licensed master’s level psychologists, licensed clinical psychotherapists, licensed social workers, licensed marriage and family therapists, licensed clinical marriage and family therapists, licensed behavioral analysts, licensed assistant behavioral analysts, licensed professional counselors, licensed clinical professional counselors and registered alcohol and drug abuse counselors;
 - c. teachers, school administrators, or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment

- to provide childcare services or the employees of persons so licensed at the place where the childcare services are being provided to the child;
- d. firefighters, emergency medical services personnel, law enforcement officers, juvenile intake and assessment workers, court services officers, community corrections officers, case managers appointed under K.S.A. 2019 Supp. 23-3508, and amendments thereto, and mediators appointed under K.S.A. 2019 Supp. 23-3502, and amendments thereto; and
 - e. any person employed by or who works as a volunteer for any organization, whether for profit or not-for-profit, that provides social services to pregnant teenagers, including but not limited to, counseling, adoption services and pregnancy education and maintenance.
2. In addition to the reports required under subsection (a)(1), any person who has reason to suspect that a child may be a child in need of care may report the matter as provided in subsection (b) and (c).

B. Form of report.

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

When reporting a suspicion that a child may be in need of care, the reporter shall disclose protected health information freely and cooperate fully with the secretary and law enforcement throughout the investigation and any subsequent legal process. Reports made pursuant to this section shall be made to the secretary, except as follows:

When the Kansas Department for Children and Families is not open for business, reports shall be made to the appropriate law enforcement agency. On the next day that the department is open for business, the law enforcement agency shall report to the department any report received and any investigation initiated pursuant to K.S.A. 2019 Supp. 38-2226, and amendments thereto. The reports may be made orally or, on request of the secretary, in writing.

Reports of child abuse or neglect occurring in an institution operated by the Kansas Department of Corrections shall be made to the attorney general or the secretary of corrections. Reports of child abuse or neglect occurring in an institution operated by the Kansas Department for Aging and Disability Services shall be made to the appropriate law enforcement agency. All other reports of child abuse or neglect by persons employed by the Kansas Department for Aging and Disability Services or the Kansas Department for Children

and Families, or of children of persons employed by either department, shall be made to the appropriate law enforcement agency.

C. Death of child.

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

D. Violations.

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

E. Immunity from Liability.

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

Any questions regarding this law should be directed to the vicar general, chancellor, or diocesan attorney.



Procedure/Training: How to Report Abuse



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

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

- ✓ If the child is in immediate danger, call 911.
- ✓ Call Kansas Department of Children and Families (DCF), 800-922-5330.
- ✓ Make a confidential report to the Victim Assistance Coordinator (VAC) using hotline, website, or email.

Hotline: 866-752-8855 ext. 1067

Website: reportandprotect.com

Email: reportabuse@salinadiocese.org

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

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

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

- ✓ Notify the KBI, 800-572-7463 or email clergyabuse@kbi.ks.gov

If you suspect abuse by a **bishop or religious superior** currently or in the past, please note the following:

- ✓ Make a confidential report through the Catholic Bishop Reporting Service using hotline or website:
Hotline: 800-276-1562
Website: reportbishopabuse.org

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

~Bishop Vincke

[illegible]

Policy: Reporting Requirements When Abuse Involves Clergy or Church Personnel

When an allegation is received by the victim assistance coordinator, the coordinator will:

1. Inform the alleged victim of the limits of confidentiality and civil authority reporting requirements.
2. In every instance, advise the alleged victim of his/her right to make a report to civil authorities.
3. In all cases of alleged sexual abuse of a minor, regardless of when it was alleged to have occurred, inform the alleged victim that the case will be reported immediately to the proper authorities.
4. Make the allegation known to the bishop, human resources and chancellor/superintendent of Catholic schools.
5. Provide counseling and pastoral outreach and presence to the alleged victim, family, and others deemed appropriate, with permission of the victim.

Reports will be responded to promptly by victim assistance coordinator (VAC).

Procedure/Training: Allegation for Priests and Deacons

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

The Review Board will advise the bishop based upon the assessment of the preliminary inquiry.

- d. If the bishop concludes that an instance of sexual abuse of a minor is substantiated, the alleged offender will be relieved of his ministry. This is a temporary administrative measure, pending full investigation and resolution of the case.
- e. Regardless of whether the alleged offender has been convicted in a criminal court or by civil authorities of a sexually oriented offense, an allegation may nevertheless be substantiated after an independent investigation by the diocese.

2. The accused will be encouraged to retain the assistance of civil and canonical counsel.
3. When any cleric of the diocese admits to, does not contest, or is found guilty by a court of law, or is found by the bishop, after consultation with the Diocesan Review Board, to have committed an incident of sexual abuse of a minor, the bishop shall apply the measures prescribed by canon law and the Essential Norms decreed by the United States Conference of Catholic Bishops, which have been granted recognition by the Holy See, for diocesan policies dealing with allegations of sexual abuse of minors by diocesan and religious priests or deacons.
4. The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese and to the accused (without prejudice to Canon 220), so long as this does not interfere with the investigation by civil authorities.
5. At all times, the bishop has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. The bishop shall exercise this power of governance to ensure that any priest who has committed even one act of sexual abuse of a minor as described above shall not continue in active ministry. The bishop may exercise his executive power of governance to take one or more of the following administrative actions:
 - a. He may request that the accused freely resign from any currently held ecclesiastical office (CIC, cc. 187-189).
 - b. Should the accused decline to resign and should the bishop judge the accused to be truly not suitable (CIC, c. 149 §1) at this time for holding an office previously freely conferred (CIC, c. 157), then he may remove that person from office observing the required canonical procedures (CIC, cc. 192-195, 1740-1747).
 - c. For a cleric who holds no office in the diocese, any previously delegated faculties may be administratively removed (CIC, cc. 391 §1 and 142 §1), while any de jure faculties may be removed or restricted by the competent authority as provided in law (e.g., CIC, c. 764).
 - d. The bishop may also determine that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to celebrate the Eucharist with no member of the faithful present (CIC, c. 906). The bishop may forbid the priest to celebrate the Eucharist publicly and to administer the sacraments, for the good of the Church and for his own good.
 - e. The bishop may also dispense (CIC, cc. 85-88) the cleric from the obligation of wearing clerical attire (CIC, c. 284) and may urge that he does not do so, for the good of the Church and for his own good.
 - f. These administrative actions shall be taken in writing and by means of decrees (CIC, cc. 47-58) so that the cleric affected is afforded the opportunity of recourse against them in accord with canon law (CIC, cc. 1734ff).

6. The priest or deacon may at any time request a dispensation from the obligations of the clerical state.
7. In exceptional cases, the bishop may request of the Holy Father the dismissal of the priest or deacon from the clerical state ex officio, even without the consent of the priest or deacon.
8. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese will supply canonical counsel to a priest or deacon. The provisions of CIC, Canon 1722 shall be implemented during the pendency of the penal process.
9. A cleric, if it appears advisable either for the protection of society or for his own welfare, may be encouraged to seek counseling, join support groups, or enter into a program of therapy which is mutually acceptable to the diocese and the cleric. Cost of such treatment will be negotiated between the cleric and the diocese. No cleric may be required to undergo professional treatment which includes coercion or intrusion into the sanctity of conscience. The requirements of Church law for sustenance are to be observed (Canons 281, 274, and 1350).

Policy: Response to Allegations of Abuse or Misconduct by Bishops

Metropolitan Model

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

For the purposes of this policy:

1. Sexual abuse includes any delict against the Sixth Commandment of the Decalogue, including the production, exhibition, possession, or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibition.
2. "Minor" means: any person under the age of 18, or who is considered by law to be the equivalent of a minor.

3. "Vulnerable Person" means any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.

Senior Suffragan Process

In the event there is an allegation accusing the archbishop or any present or previous bishop of the archdiocese, the senior suffragan bishop will be notified. In general, the same process followed by a metropolitan, as outlined in this policy, will be followed by the senior suffragan bishop in accord with Vos estis lux mundi and the USCCB "Directives for the Implementation of the Provisions of Vos estis lux mundi Concerning Bishops and Their Equivalents."

Competencies, Communications and Notifications

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

1. Engaging and interacting with the third-party entity arranged nationally by the USCCB to receive reports.
2. Receiving reports on behalf of the metropolitan either through the third-party entity or those made directly to the metropolitan.
3. Informing the public about how to report cases involving bishops.
4. Advising the metropolitan on whether a report is manifestly unfounded pursuant to Article 10 sec. 1, and on his compliance with applicable civil and canonical laws requiring reports to civil authorities in accord with Article 19.
5. Gathering any needed additional information from the one making the report in the event there is a need for clarification about details that are time, place, and person specific.

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

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

All on-line reporting portals will be configured to the extent possible so that allegations about bishops are automatically routed directly to the archdiocesan director of the Office of Child and Youth Protection and IRB chair.

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

Reporting and Notification Procedures

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

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

The archbishop/suffragan bishop shall notify the apostolic nuncio in accord with *Vos estis lux mundi*. The bishop shall immediately request permission to commence an investigation, unless he considers the report manifestly unfounded. In consultation with the archdiocesan director of the Office of Child and Youth Protection and IRB chair, if he considers the report manifestly unfounded, he shall so inform the apostolic nuncio.

Carrying Out the Investigation

If the metropolitan/suffragan bishop receives a request from civil authorities to suspend his investigation in deference to an investigation being conducted by civil authorities, the metropolitan/suffragan bishop will immediately notify the apostolic nuncio.

In accord with Article 12 sec. 1, once the metropolitan/suffragan bishop has received authorization from the competent Dicastery of the Apostolic See to investigate, and with due regard for his charge to oversee the process, the metropolitan/suffragan bishop should appoint an investigator. The investigator assisting the metropolitan/suffragan bishop shall take an oath to fulfil their charge properly. The investigator will:

1. Collect relevant information regarding the facts.
2. Access the information and documents necessary for the purpose of the investigation kept in the archives of ecclesiastical offices.
3. Obtain the cooperation of other Ordinaries or Hierarchs whenever necessary.
4. Request information from individuals and institutions, including civil institutions, that are able to provide useful elements for the investigation. The metropolitan/ suffragan bishop remains responsible for the direction and conduct of the investigation.

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

In the event there are well-founded motives to conclude that information or documents concerning the investigation are at risk of being removed or destroyed, the metropolitan/suffragan bishop shall take the necessary measures for their preservation. The metropolitan/suffragan bishop is required to act impartially and free of conflicts of interest. If he considers himself to be in a conflict of interest or is unable to maintain the necessary impartiality to guarantee the integrity of the investigation, he is obliged to recuse himself and report the circumstance to the apostolic nuncio. The metropolitan/suffragan bishop shall inform all persons involved of the investigation: (a) the process by which they may notify the metropolitan/suffragan bishop of a claim that he, or any person who is assisting him in the investigation, may have a conflict of interest; and (b) that an unsuccessful claim of conflict of interest will not result in prejudice, retaliation, or discrimination against the claimant.

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

The person under investigation enjoys the presumption of innocence.

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

Every 30 days, the metropolitan/suffragan bishop sends a status report on the state of the investigation to the competent dicastery.

The investigation is to be completed within the term of 90 days or within a term otherwise provided for by the instructions referred to in article 10 §2 of *Vos estis lux mundi*. Where there are just reasons, the metropolitan/suffragan bishop may request that the competent dicastery extend the term.

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

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

Evaluation of the Investigation

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

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

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

Procedure: Victim Assistance and Pastoral Care

1. Upon receipt of a report of suspected sexual abuse of a minor by church personnel, the victim assistance coordinator will be notified of the allegation and all other pertinent information to assist them in their ministry. The victim assistance coordinator along with other professionals who may be appointed by the bishop will contact as soon as possible the family of the child, and where appropriate, the child, and make known to them the Church's sincere pastoral concern.

The other professionals assisting the victim assistance coordinator may include a priest, psychiatrist, or other individuals who have professional experience in child abuse matters.

2. The victim assistance coordinator as well as the other professionals who may be appointed by the bishop to assist should:
 - a. Make clear to the family of the child the deep Christian concern of the Church; that steps are being taken immediately to investigate the report and that they may wish to consult legal counsel of their choice.
 - b. Confirm that the family is not being asked to give up legal rights against the accused or the Church; inform the family of the alleged victim of their right to make a report to civil and/or criminal authorities.
 - c. Assist the family to ensure appropriate resources are provided to the victim and the family as agreed upon by the victim and the bishop. This may include independent medical

- examinations, counseling, psychotherapy, spiritual assistance, support groups, and/or other social services.
- d. Notify the family of the child if a report has been made to DCF/Kansas Protection Report Center, unless a family member is the subject of the report.
 - e. Assess the pastoral needs of the family.
 - f. Make recommendations to the bishop of any actions that would help promote healing.
 - g. Make recommendations to the bishop regarding any special needs of the affected parishes and communities.
3. Care shall be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made. If the accusation proves to be unfounded, every reasonable step possible shall be taken to restore the good name of the person falsely accused (cf., USCCB Essential Norms, #13).
 4. The bishop or his delegate will offer to meet with the family of the child, to listen with patience and compassion to their experiences and concerns, and to share the “profound sense of solidarity and concern” expressed by Saint John Paul II in his Address to the Cardinals of the United States and Conference Officers.

Procedure: Review Board

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

1. Membership
 - a. The board will be composed of regular (voting) and ex officio (nonvoting) members. There will be at least six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as regular members. Regular members will be lay persons who are not in the employ of the diocese, at least one of which should have expertise in the treatment of sexual abuse of minors, and one should be a priest who is an experienced and respected pastor of the diocese. There may be no more than six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as ex officio members. Ex officio members will include the victim assistance coordinator and the chancellor. All other ex officio members may be determined by the bishop.
 - b. All board members will complete the safe environment curriculum for the Diocese of Salina including the criminal background check.
 - c. None of the members of the Review Board will receive compensation, but they will be reimbursed for necessary expenses.
 - d. Appointed members will serve a five-year term, which can be renewed.
 - e. The board is governed by the Diocesan Review Board Mission Statement and Procedures (Rev. 12.07.2021). The bishop may also appoint a moderator.

- f. Confidentiality: All allegation deliberations of the Review Board will remain confidential to respect the dignity of the people involved. All Review Board members will sign a Code of Ethics Agreement. The records of the Review Board meetings and actions will be maintained confidentially by the diocese. No member of the board shall participate in a formal meeting of the board before signing the Code of Ethics Agreement (Rev. 12.07.2021).
2. Board Duties
 - a. The Review Board will receive information about each case from the bishop or those he has delegated to gather information.
 - b. The Review Board will:
 - i. Determine whether the policy on sexual abuse was followed.
 - ii. Advise the bishop in his assessment of the allegation of sexual abuse of minors, and at the bishop's discretion, they may also be asked to review other cases that do not involve acts of abuse committed against minors. The Review Board will classify cases as:
 - Substantiated - Investigation is complete and the allegation has been deemed credible/true based upon the evidence gathered through the investigation.
 - Unsubstantiated - Investigation is complete and the allegation has been deemed not credible/false based upon the evidence gathered through the investigation.
 - Unable to be proven - The diocese/eparchy was unable to complete the investigation due to lack of information.
 - Investigation ongoing - The diocese/eparchy has started an investigation but has not yet completed it and has not yet determined credibility.
 - iii. Advise the bishop in his determination of suitability for ministry.
 - iv. Advise on all aspects of the case, whether retrospectively or prospectively.
 - v. Make other recommendations determined to be appropriate and helpful.
 3. The board will meet annually to review this policy and/or update on the Safe Environment Program. A report of recommendation will be given to the bishop for his consideration.
 4. Board members are to remain current on ongoing developments with regard to child sexual abuse, its prevention, and its impact on the Church.

~ See page 51 for additional Lay Review Board information. ~

Procedure: Media Representative

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

NOTE: Given the universal norms *Sacramentorum sanctitatis tutela* (SST) were revised May 21, 2010, which led to a revision of the U.S. Bishops' Charter for the Protection of Children and Young People on June 16, 2011, it became necessary that our Diocesan Policy for the Protection of Children and Young People also be revised to include the changes.

Our policy was revised in June 2011 to reflect the changes in the universal norms and again in June 2015. The U.S. Bishops adopted further revisions to the Charter for the Protection of Children and Young People at the June 2018 Plenary Assembly and the Diocesan Policy revisions were made July 2020. The USCCB issued further revisions to the Charter for the Protection of Children and Young People in June 2018; our policy was revised in June 2020 and updated July 2022.



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.

Policy/Annual Training: Code of Conduct for Clergy, Diocese of Salina

Sexual misconduct or sexual harassment by a member of the clergy is gravely sinful and can also be a criminal or civil offense resulting in a multitude of possible penalties for the violator and/or the diocese. Violations can result in criminal penalties involving a jail sentence; significant monetary damages to the clergyman or diocese; canonical penalties up to and including laicization; and, possibly most serious of all, causing a member of the Church to lose their faith in their Church or in even Jesus Christ Himself.

All members of the clergy are called to be committed to celibacy as appropriate to the clerical office they hold. For example, all priests have formally vowed at their ordination to remain celibate throughout their priesthood. Deacons, if married, are committed to honor their marriage vows with their spouse. If unmarried at ordination or, if married deacons should become widowed, all also have vowed to remain celibate. “There can be no ‘double life’, no ‘special circumstances’, no ‘secret life’ in the practice of chastity¹ nor within the bonds of marriage.

This code shall apply to all active, inactive, or retired diocesan clergy incardinated in the Diocese of Salina, as well as all religious and extern clergy serving in the Diocese of Salina.

1. General Definitions

- a. Clergy or Clergyman: any bishop, priest, or deacon
- b. Lay Person or Lay Worker: any of the following who is not a clergy or clergyman
 - a full-time or part-time employee of the diocese or any parish in the diocese who does not fall within the definition of “clergy or clergyman” above
 - any person approved by a clergyman or other authorized person within the diocese to serve in a voluntary capacity in a ministry or activity of the diocese
 - a seminarian or other person who is sponsored by the diocese and who is attending a theological or seminary school affiliated with the diocese
 - any nun or religious order pertaining to nuns who are affiliated with the diocese or minister within the diocese
- c. Pastoral Relationship: a relationship between either clergy or a lay person/lay worker acting on behalf of the diocese or any parish within it, and one or more other persons, where: a) the other person has received counseling, pastoral care, spiritual direction, or spiritual guidance from such clergyman, lay person/lay worker; or b) the other person, with a reasonable belief that the clergy or lay person/lay worker is acting on behalf of the diocese/any parish, has provided confidential or privileged information to such clergy or lay person/lay worker.

¹Revised draft, *Standards of Accountability for Bishops*, dated November 14, 2018.

- d. Sexual Harassment: a type of sexual misconduct defined as sexual advances, requests for sexual favors – by any means or media – or any other verbal, visual, or physical conduct of a sexual nature when:
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or membership;
 - submission to or rejection of such conduct by an individual is used as the basis for employment or membership decisions affecting such individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ability to maintain membership, or creating an intimidating, hostile, or offensive working environment, in any environment or institution where the person desires to become or remain an employee or member.

Examples of sexual harassment may include, but are not limited to:

- i. Inappropriate/unwanted physical touching
- ii. Verbal conduct such as epithets, derogatory jokes or comments, slurs or sexual advances, invitations or comments
- iii. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures, texts via all forms of media
- iv. Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other adverse consequence, and offers employment benefits in return for sexual favors;
- v. Inappropriate conduct or comments consistently targeted at only one gender, even if the content is not sexual
- vi. In the case of a person in a position of authority – whether it is actual, moral, emotional, legal or any form of ascendancy of one person over another, any type of sexual activity or sexualized circumstances between him and one of his subordinates. While such activity may not explicitly be illegal, it is often against professional codes of ethics. Entering a sexual relationship with a subordinate, even when the contact is initiated by the latter, is unethical because of the subordinate's vulnerability.
- vii. Retaliation for having reported or threatened to report sexual harassment
- viii. The use or exhibiting of photographs, movies, videos or other imagery of a sexual or sexually suggestive nature that would reasonably be anticipated to cause embarrassment, arousal or discomfort to others, including but not limited to any form of adult or child pornography. Viewing child pornography constitutes a crime in federal and state law. If clergy is found to be viewing, distributing, transmitting, circulating, presenting, producing, directing, publishing, displaying, exhibiting, etc., child pornography, law enforcement will be contacted immediately, and the clergyman will be placed upon an immediate leave of absence.

- e. Sexual Misconduct: encompasses a range of behavior used to obtain sexual gratification against another or at the expense of another, or in a situation where the perpetrator is in a position of authority – physical, psychological, emotional, or spiritual – over the victim. Sexual misconduct includes sexual harassment, sexual assault, or any conduct of a sexual nature that has the effect of threatening, intimidating, or using the person against whom such conduct is directed.

In a pastoral or counseling relationship, all sexual relations or sexual misconduct between a clergyman and the person with whom there is a pastoral/professional relationship are deemed to be inappropriate and in violation of this policy.

In addition to the definition of sexual misconduct cited above, clergy sexual misconduct comprises any behavior and/or action that is not in accordance with the teachings of the Catholic Church on the matter of sexuality. It encompasses a range of inappropriately eroticized relationships that can be of a romantic, sexualized, or of a sexual nature or behavior between clergy and any other person who is not the deacon's spouse.

Where sexual misconduct has occurred, the reasons, or claimed reasons, for such behavior are not relevant. Moreover, since sexual misconduct often occurs after a period of "grooming the victim," it is still sexual misconduct, although physical sexual relations did not occur, if reasonable minds would conclude that sexual relations were the intended or probable consequence of the clergy's actions.

Sexual misconduct by a clergyman also includes the use or possession of pornography of any kind, i.e., pictures, magazines, videos or in any other format, on any property owned, leased, or controlled by the diocese. Nor shall such pornography be viewed by a clergyman on any device owned, leased, controlled, or through any internet service provided by the diocese.

Sexual misconduct includes, but is not limited to, the following:

- i. Sexual relations and/or conduct by a clergyman which violate the teachings and/or canons of the Catholic Church
- ii. Any sexual involvement or sexual contact by a clergyman with another person; whether the person is an employee, volunteer, or a lay person who is a member of the Catholic Church or not, or a person is not the deacon's spouse, and who is under the age of legal consent, or who is legally incapable of giving consent
- iii. Any written, spoken, or physical sexual advance or conduct by a clergyman towards any person; and, for deacons who are in a marital relationship, any person who is not the deacon's spouse
- iv. Any direct or indirect request or suggestion for a sexual favor by a clergyman in any type of relationship whether it be a pastoral relationship and/or an employment, mentor, and/or colleague relationship between the persons involved

- v. Any use of exploitation by a clergyman of a supervisory position or other position of authority in connection with such person's sexual needs or desires
- vi. The attempted development of a sexual relationship within a pastoral relationship
- vii. The initiation, continuation, or pursuit of a sexual relationship by a clergyman with someone with whom he has a personal and/or pastoral relationship
- viii. The use or exploitation by a clergyman of his position in connection with his sexual needs or desires
- ix. Any direct or indirect request or suggestion for a sexual favor by a clergyman of another person and, for deacons who are in a marital relationship, a person who is not the deacon's spouse; and/or
- x. Any violation of the Diocese of Salina, Safe Environment Program, and its Code of Conduct, rules, and regulations

2. Reporting Offenses

- a. Clergy are required to immediately report any contact with or by a law enforcement agency regarding any investigation of a sexual offense to the bishop, vicar general, and/or chancellor. If the vicar general or chancellor receive a report from clergy, he/she shall report it to the bishop immediately. This is to ensure that the bishop is aware of any investigation involving a clergy member, whether it involves a lay person, employee, or volunteer within the diocese or outside of the diocese so that appropriate action may be taken as required. This reporting is in addition to any diocesan requirements as to the reporting of sexual abuse of minors required by the Safe Environment Program.
- b. If a clergyman becomes aware of an allegation of sexual misconduct with a minor and/or an adult, or sexual harassment of a minor and/or an adult by another clergyman, or if he becomes aware of information leading him to believe that such an offense may have occurred, he is obliged to inform the bishop, the vicar general, and/or the chancellor, as well as comply with all applicable civil reporting laws. The vicar general and/or chancellor, upon learning of a complaint of sexual misconduct and/or sexual harassment, shall report the complaint immediately to the bishop as well as comply with all applicable civil reporting laws. This reporting is in addition to any diocesan requirements as to the reporting of sexual abuse of minors required by the Safe Environment Program.
- c. Nothing in this policy is meant to jeopardize the Seal of Sacramental Confession. The Seal of Sacramental Confession is inviolable; nothing a priest hears in the Sacrament of Confession from either a perpetrator or victim may ever be revealed or reported.
- d. Nothing in this policy is meant to jeopardize the confidentiality of spiritual direction. Spiritual direction means the formal one-on-one communication between a spiritual director and the directee outside of the Sacrament of Confession, which is assumed by both parties to be confidential. "The only possible exception to this standard of

confidentiality would be the case of grave, immediate, or mortal danger involving the directee or another person” (Program for Priestly Formation, USCCB).

- e. Clergy are greatly encouraged to seek professional or spiritual help or assistance from the diocese if they feel they have a problem with pornography, the proper maintenance of sexual boundaries, the temptation to engage in clandestine sexual activities, or any other similar type problem before it escalates to an addiction, to the commission of an inappropriate action, or to a violation of this code by them.
- f. If members of the clergy have a reasonable suspicion that another member of the clergy in the diocese has a problem with the proper maintenance of sexual boundaries, the engagement in clandestine sexual activities, or any other similar type of problem, he shall report to the bishop, the vicar general, and/or the chancellor the suspected behavior. This reporting shall be in conformance with the above stated policies regarding the Seal of Sacramental Confession and spiritual direction.

3. Punishment for Offenses

- a. In addition to any possible criminal or civil penalties for offenses committed under this code, the bishop may apply any appropriate penalty under administrative or canon law such as temporary or permanent suspension of faculties, reassignment of position or location, or request voluntary or involuntary laicization.

4. Mandatory Training

- a. All clergy to whom this code applies (see §3 pg. 1) shall take an initial mandatory in-person training and a subsequent annual review regarding this Code of Conduct in a manner determined by the bishop.





ACKNOWLEDGEMENT RECEIPT

I hereby acknowledge that I received **training** on the date below and a copy of the *Code of Sexual Conduct for Clergy* (dated October 30, 2024) for the Roman Catholic Diocese of Salina. I agree to conduct myself in accordance with these policies and procedures.

Signature

Printed Name

Date Policy was Received

Please detach and return this receipt to:

Catholic Diocese of Salina
c/o Office of the Chancellor
PO Box 980
Salina, KS 67401-0980



CODE OF CONDUCT FOR STUDENTS IN GRADES 6-8

(To be used for students in Grades 6-8 ministering to other minors in schools and parishes; kept on file at the locations.)

To ensure the safety of children and youth in the Diocese of Salina, all student volunteers in GRADES 6, 7 and 8 who work or volunteer with children/youth in school or parish ministry settings in the Diocese of Salina AND their parent/guardian must read and sign this Code of Conduct. This form should be returned to the Safety Coordinator of the parish/school to make certain both the student volunteer and their parent/guardian understand the student's obligations, and that the student demonstrates good moral character so as to serve as a Catholic Christian role model.

Teen Code of Conduct – Promise to Serve

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

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

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

Student Volunteer's Name _____

Signature of Student Volunteer _____ Date _____

Signature of Parent/Guardian _____ Date _____

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



CODE OF CONDUCT FOR STUDENTS IN GRADES 9-12

(To be used for students in Grades 9-12 ministering to other minors in schools and parishes; kept on file at the location.)

As a Youth Volunteer, I will:

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

As a Youth Volunteer, I will not:

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

NOTES

DATE: _____

[illegible]



CATHOLIC DIOCESE
of SALINA

Office of Safe Environment

SITE SAFETY COORDINATOR TRAINING GUIDE

PARISHES AND SCHOOLS





HOW TO...

Report Abuse in the Diocese of Salina

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

- ✓ If the child is in immediate danger, call 911.
- ✓ Call Kansas Department of Children and Families (DCF), 800-922-5330.
- ✓ Make a confidential report to the Victim Assistance Coordinator (VAC) using hotline, website, or email.

Hotline: 866-752-8855 ext. 1067

Website: reportandprotect.com

Email: reportabuse@salinadiocese.org

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

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

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

- ✓ Notify the KBI, 800-572-7463 or email clergyabuse@kbi.ks.gov

If you suspect abuse by a **bishop or religious superior** currently or in the past, please note the following:

- ✓ Make a confidential report through the Catholic Bishop Reporting Service using hotline or website:
Hotline: 800-276-1562
Website: reportbishopabuse.org

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

~Bishop Vincke

Office of Safe Environment Overview

The Salina Diocese Office of Safe Environment is responsible for the overall compliance of the Charter for the Protection of Children and Young People.

What is the Charter for the Protection of Children and Young People?

It is a comprehensive set of procedures originally established by the United States Conference of Catholic Bishops (USCCB) in 2002 to address allegations of child sexual abuse by Catholic clergy. This landmark document was revised in 2005, 2011, and in 2018. A complete copy of the Charter may be accessed at www.usccb.org. The Charter outlines the USCCB's expectations for each diocese, including:

- Creating a safe environment for minors and vulnerable adults
- Supporting the process for healing and reconciliation for victims and survivors
- Making prompt and effective responses to allegations
- Cooperating with civil authorities
- Disciplining offenders
- Providing a means of accountability

What does the Office of Safe Environment do?

The Office of Safe Environment was created to address the expectations of the Charter for the Protection of Children and Young People in the Diocese of Salina. The diocese is committed to maintaining safe environments for children to learn, pray, and grow.

The Office of Safe Environment, along with the site safety coordinators, are responsible for implementing and overseeing the full diocesan response to the USCCB's Charter for the Protection of Children and Young People, as well as complying with any recommendations from auditors at on-site audits.

As a community of faith, we believe the prevention of child sexual abuse begins with each person. Increased awareness and a willingness to take action are steps for every person to take to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

What is a Site Safety Coordinator responsible for?

The purpose of this guide is to assist **site safety coordinators** in understanding and implementing the safe environment policies and procedures of our diocese at their parish or school, to protect minors and vulnerable adults.

As a site safety coordinator, you will be committed to:

- **ACCOMPANYING** diocesan personnel as they engage in the Safe Environment Training protocols
- **MAINTAINING** charter compliance through thorough record keeping
- **OBSERVING** and modeling all diocesan policies and procedures, along with staying current with diocesan publications
- **SUPPORTING** priests, principals, and parish and school staff on the implementation and expectations associated with the charter and the diocesan Safe Environment Program

We promise to protect and pledge to heal, **ENSURING** diocesan personnel and other community members know that we have enlisted a Victim Assistance Coordinator to support and provide resources to anyone who has been harmed by church personnel, recently or in the past.

Along with this commitment, each site safety coordinator will work in partnership with the Office of Safe Environment at the Diocese of Salina and serve as an extension to the Office of Child Protection at the USCCB.

Each parish, school, or agency in the Diocese of Salina will designate one person to coordinate the Safe Environment efforts at their location. This person will be trained by the diocesan safe environment coordinator upon recruitment.

SITE SAFETY COORDINATOR RESPONSIBILITIES AT THEIR LOCATION

1. Serve as the local contact person for the parish/school Safe Environment Program, while respecting the confidential nature of clergy, employee, and volunteer information and the sensitivity of matters associated with the position.
2. Teach all employees, volunteers, ministry leaders, and supervisors who are responsible for programs involving minors at your parish or school the Safe Environment Program requirements.
3. The leaders, supervisors, and volunteers who regularly engage in these activities with minors or vulnerable adults must be properly screened and trained.
4. In early August, the local designated safe environment coordinator should communicate with all adult leaders and supervisors who are responsible for programs involving minors or vulnerable adults (any parish, school, or diocesan sponsored activities involving minors, including parish, school or religion programs, youth ministry, scouts, children's choir, or other such programs; and those who minister to people in hospitals and nursing homes, or the homebound) and request a list of all of their currently active adult volunteers.

SITE SAFETY COORDINATOR RESPONSIBILITIES TO THE DIOCESE

1. Communicate regularly with the Office of Safe Environment.
2. Familiarize yourself with the Diocese of Salina website <https://salinadiocese.org> and Safe Environment Office page, where you will find current events, an overview of the program, guidelines for reporting abuse, Diocesan Review Board information, and more <https://salinadiocese.org/offices/>.
3. Flags in the CMG system: If the result of a background check is “flagged,” the diocesan safe environment program coordinator will contact the site safety coordinator, principal or priest to review the matter and determine if the individual is able to work or volunteer in that capacity.
4. Work with the parish or school secretary to ensure invoices for background checks have been submitted for payment to Selection.com. Please note the invoice process is all done by email. Any discrepancies in billing should be directed to the diocesan safe environment program coordinator, not amongst the parish and school site safety coordinators.
5. FYI: We are not able to accept other types of safe environment training or background checks from other vendors, nor do we accept or transfer safe environment training or background checks from other diocese.
6. Please collaborate with the Human Resources Office to ensure vendors, contractors, subcontractors, service providers, and/or all other parties (“organizations”) are in accord with the safe environment standards set forth for these such individuals.
7. Stay current with all diocesan publications, The Register newspaper, Faith magazine, and the SDNB.
8. Participate in mandatory TEAMS meeting. This meeting is an opportunity to collaborate with other site safety coordinators and will be a overview of what is required of all site safety coordinators for the upcoming academic year, including information on obtaining updated forms, poster, brochures, and other pertinent information.
9. Participate in the mandatory on-site visit. These visits are held on a three-year basis and are usually organized by deaneries; and appointments are made with consideration of the site safety coordinator’s personal schedule. Agendas and checklists are provided to prepare for this visit.
10. Consider participating in “April is Child Abuse Prevention Month.” As we continue to elevate the Safe Environment Program, please use this opportunity to highlight the importance of Child Abuse prevention at your parish or school. Contact the Office of Safe Environment for further information and ideas.

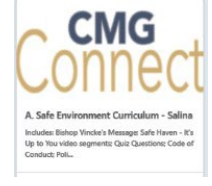
SAFE ENVIRONMENT TRAINING GUIDELINES THROUGH THE CMGCONNECT PLATFORM

1. Initial training and background check need to be completed **BEFORE** beginning ministry or before hiring...as assigned; there is no grace period.
2. Renewal training and background checks are required every 5 years for the duration of ministry/employment.
3. Annually, the site safety coordinator will be distributing a copy of the Code of Conduct to all those ministering/employed as an additional reminder of our responsibility to the protection of children and young people.

WHO NEEDS TRAINING?	EXAMPLES INCLUDED, BUT NOT LIMITED TO:	WHAT TRAINING IS REQUIRED?	ICON OF TRAINING CURRICULUM TO LOOK FOR IN THE CMGCONNECT PLATFORM	ADDITIONAL NOTES
All Clergy	Bishops Priests Deacons Religious Life Seminarians*	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		*Seminarians, there may be additional training required. Please see your vocations director at your seminary for further guidance.
Adult Chancery Employees	All Personnel Employed by the Chancery	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		ALL Chancery employees are required to complete Safe Environment Training and background check even though normally there is no contact with minors.
Adult Parish Employees	Administrative Assistants, Custodians, Parish Nursery Workers, Music Ministry, DRE, Business Managers, VBS Directors, Safety Coordinators	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		ALL parish employees, including those who have no contact with minors, are required to complete the Safe Environment Training and background check.
Adult Parish Volunteers	Catechists and Aides, Volunteer DRE Chaperones, Youth Ministers, Junior CYO Camp Counselors, Altar Server Trainers, Parish Nursery Helpers, Youth Choir Directors, Parish-Sponsored Scout Leaders, VBS Volunteers, P&A Camp Counselors, Totus Tuus Volunteers, Drivers, Safety Coordinators, Parent Volunteers, Homebound Ministers or other Vulnerable Adult Ministry*	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org ----- *Vulnerable Adults Training through the CMGConnect platform www.salina.cmgconnect.org		

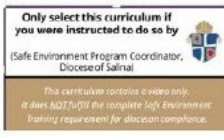
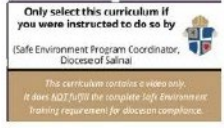
SAFE ENVIRONMENT TRAINING GUIDELINES THROUGH THE CMGCONNECT PLATFORM

1. Initial training and background check need to be completed *BEFORE* beginning ministry or before hiring...as assigned; there is no grace period.
2. Renewal training and background checks are required every 5 years for the duration of ministry/employment.
3. Annually, the site safety coordinator will be distributing a copy of the Code of Conduct to all those ministering/employed as an additional reminder of our responsibility to the protection of children and young people.

WHO NEEDS TRAINING?	EXAMPLES INCLUDED, BUT NOT LIMITED TO:	WHAT TRAINING IS REQUIRED?	ICON OF TRAINING CURRICULUM TO LOOK FOR IN THE CMGCONNECT PLATFORM	ADDITIONAL NOTES
Adult Catholic School Educators	Principals Teachers Guidance Counselors Art, Music, Library Instructors Licensed Substitute Teachers Coaches (Licensed Educators) Educators from Public Schools (Speech Therapists, etc.)	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		
Adult Catholic School Employees	Administrative Assistants Custodians Food Service Workers Coaches (Rule 10) Paraprofessionals After-School Care Workers	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		
Adult Catholic School Volunteers	Chaperones Room Parents Playground Helpers Lunch Monitors Classroom Helpers	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		

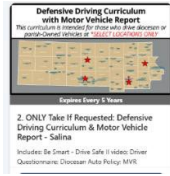
SAFE ENVIRONMENT TRAINING GUIDELINES THROUGH THE CMGCONNECT PLATFORM

1. Initial training and background check need to be completed BEFORE beginning ministry or before hiring...as assigned; there is no grace period.
2. Annually, the site safety coordinator will be distributing a copy of the Code of Conduct to all those ministering/employed as an additional reminder of our responsibility to the protection of children and young people.

WHO NEEDS TRAINING?	EXAMPLES INCLUDED, BUT NOT LIMITED TO:	WHAT TRAINING IS REQUIRED?	ICON OF TRAINING CURRICULUM TO LOOK FOR IN THE CMGCONNECT PLATFORM	ADDITIONAL NOTES
Student Volunteers in Grades 6-7-8	Classroom Helpers... Students reading bible stories and working with littles in the classrooms, or sitting with them during Mass or praying the Rosary.	Teen Code of Conduct Grades 6-7-8 (document found in SE Handbook)	N/A	Signed document will be kept on file at parish/school office. Minors must serve with at least 2 Safe Environment trained persons.
Students in Grades 9-12	VBS Aide Faith Formation Aide Child Care Aide Classroom Helpers	Safe Environment Training Youth Minors Course through the CMGConnect platform www.salina.cmgconnect.org and Code of Conduct 9-12 (document found in SE Handbook)		Signed document will be kept on file at parish/school office. Minors must serve with at least 2 Safe Environment trained persons. When logging in to the CMGConnect platform, please choose "participate as a youth minor."
Students in Grades 11 or 12 AND 18 years of age	VBS Aide Faith Formation Aide Child Care Aide Internship at a School Junior CYO Camp Counselor	Safe Environment Training with integrated background check through the CMGConnect platform www.salina.cmgconnect.org		When logging in to the CMGConnect platform, please choose "participate as an employee/volunteer."
Students in Grades 11 or 12 but NOT 18 years of age	Junior CYO Camp Counselor Internship at a School	Safe Environment Training VIDEO ONLY (found under Optional Trainings) through the CMGConnect platform www.salina.cmgconnect.org		When logging in to the CMGConnect platform, please choose "participate as an employee/volunteer." Please watch the video only with a parent or guardian. *Normally, minors must serve with at least 2 Safe Environment trained persons.
Students in Grades 10, 11 or 12 but NOT 18 years of age	Paid Janitorial Positions Paid Playground Aides Paid child Care Positions	Safe Environment Training VIDEO ONLY (found under Optional Trainings) through the CMGConnect platform www.salina.cmgconnect.org		When logging in to the CMGConnect platform, please choose "participate as an employee/volunteer." Please watch the video only with a parent or guardian. *Normally, minors must serve with at least 2 Safe Environment trained persons.

SAFE ENVIRONMENT TRAINING GUIDELINES THROUGH THE CMGCONNECT PLATFORM

1. Initial driving curriculum needs to be completed before driving vehicle, and once every 5 years for the duration of your ministry/employment.
2. Please update driving curriculum when you renew your Safe Environment Training and background check.

WHO NEEDS TRAINING?	EXAMPLES INCLUDED, BUT NOT LIMITED TO:	WHAT TRAINING IS REQUIRED?	ICON OF TRAINING CURRICULUM TO LOOK FOR IN THE CMGCONNECT PLATFORM	ADDITIONAL NOTES
Chancery Employees, Bishops, Priests, Deacons, Religious Life, Seminarians	Persons who are driving diocesan-owned fleet vehicles insured through Catholic Mutual, with or without minors present in the vehicle.	Defensive Driving & Motor Vehicle Report through the CMGConnect platform www.salina.cmgconnect.org		Must complete Safe Environment Training and background check before completing driving curriculum.
School and Parish Volunteers, Educators and Employees	Persons who are driving <u>school- or parish-owned vehicles</u> insured through Catholic Mutual* at select locations, with or without minors present in the vehicle. *Immaculate Heart of Mary Parish-HAYS Sacred Heart High School-SALINA St. Joseph Parish-HAYS St. Mary School-SALINA St. Thomas Parish-STOCKTON Saints Peter & Paul Parish-CLAY CENTER Thomas More Prep/Marian High School-HAYS	Defensive Driving & Motor Vehicle Report through the CMGConnect platform www.salina.cmgconnect.org		Must complete Safe Environment Training and background check before completing driving curriculum. Please see local safety coordinator for further instructions, as other documentation is required.
School and Parish Volunteers, Educators and Employees	Persons who are driving <u>their own private vehicle</u> while transporting minors to an event, field trip or activity.	Defensive Driving Curriculum through the CMGConnect platform www.salina.cmgconnect.org		Must complete Safe Environment Training and background check before completing driving curriculum. Please see local safety coordinator for further instructions, as other documentation is required.
School and Parish Volunteers, Educators and Employees	Persons who are driving " <u>other vehicles</u> " <u>rented or borrowed</u> while transporting minors to an event, field trip or activity.	Defensive Driving Curriculum through the CMGConnect platform www.salina.cmgconnect.org		Must complete Safe Environment Training and background check before completing driving curriculum. Please see local safety coordinator for further instructions, as other documentation is required.

Time Sensitive Commitments for Safety Coordinators

October 1: Ministry Inventory Form Due Date

- Site safety coordinators should utilize CMGConnect for record-keeping but are also responsible for completing the Ministry Inventory Form.
- The Ministry Inventory Form is to be maintained for each parish and school and a copy emailed to the Safe Environment Office for verification by **October 1st**.
- This form is a visual snapshot of each parish and school is used to verify that those recorded in the CMGConnect database are actually ministering at your parish or school. This form is to be maintained and kept current at all times.

January 1: Children's Training Data Report Form Due Date

- Collaborate with the director of religious education, pastor, principal, youth ministry director, or guidance counselor to ensure that annually (usually first semester) all students in Catholic schools and parish religious education classes in grades kindergarten through 12 are taught diocesan-approved, age appropriate safe environment lessons. This curriculum is usually provided by the Office of Safe Environment.
- After lessons are taught, please complete the Children's Training Data Report Form for annual audit purposes and reporting, due on or before **January 1 each year**.

Quarterly: Bulletin Announcement and Postings

- Quarterly – in July, October, January, and April – please insert in your parish bulletin, school newsletter or website the “Safe Environment Reporting Guidelines” announcement.

Annually: Parish/School Review

- Ensure current “How to Report Abuse” posters, “Safety Coordinator Contact Information” flyer and “Safe Environment Program” brochures are displayed in high traffic areas at schools or parishes.
- Distribute Code of Conduct to all.

Computer Commitments for Safety Coordinators

1. How to Report Abuse

- a. Acquaint yourself with the guidelines on “how to report abuse” and ensure that our pastors, principals, staff, and other key leaders know this process.
- b. If the abuse is by church personnel, the diocese uses an on-line reporting system (platform) called Report and Protect, <https://salina.reportandprotect.com/>. All reports that come from our platform are given to the victim assistance coordinator who will respond promptly to the matter.

2. CMG (Catholic Mutual Group)

- a. **Ensure and direct** ADULT active church personnel to complete diocesan safe environment requirements in the CMGConnect platform, salina.cmgconnect.org

Training is called *Safe Environment Curriculum - Salina*, which includes training and a background check before beginning ministry and then every five (5) years thereafter.

This includes the following personnel:

- All clergy (priests and deacons), seminarians, deacon candidates, deacon aspirants
 - Religious (men and women)
 - Lay faithful
 - all paid employees of parishes, schools, or other agencies of the diocese
 - all volunteers who minister with minors in their volunteer capacity in the diocese
- b. **Oversee and manage** site administration of the compliance tracking database platform, CMGConnect - salina.cmgconnect.org. At the initial training, the site safety coordinator will be provided with log in information as a site administrator and will oversee training and background checks of their user profiles at their parish or school. Managing compliance is an ongoing process, and monitoring the database weekly is highly recommended.

Site safety coordinators should utilize CMGConnect for record keeping, but are also responsible for completing the Ministry Inventory Form.

Protecting Vulnerable Adults

There is additional training through CMGConnect – salina.cmgconnect.org – **Protecting Vulnerable Adults**, for those working or volunteering with vulnerable adults. As we continue to elevate the Safe Environment Program, education and training have been expanded to address vulnerable adults.

Adults who are employed or volunteering with vulnerable adults are encouraged to take the training, as it will help increase their knowledge of particular issues, concerns, and boundaries when dealing with this unique population. If there are employees and volunteers who may benefit from that training, you can directly assign it to them, or please contact the Office of Safe Environment for assistance (see pages 67-69).

Please note: Documents, forms, posters, brochures, and other information you will need to implement the Safe Environment Program at your parish or school will be provided by the diocesan safe environment coordinator.

*Gentle Mother of all Good Counsel,
Hear our prayers for those who are vulnerable
and need your protection.
Guide their steps to persons and places that hold safe
the love you have for your Son, Jesus.
We ask for your guidance and counsel to make good decisions
as we seek to protect all of God's Children.
Never let us forget the important mission we have begun
to protect all those whose voices are silent and unheard.
Dearest Mother, you know that our voices are small,
but God's power working through us and
with your intercession is all we need.
Amen.*



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

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

Guidelines

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

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

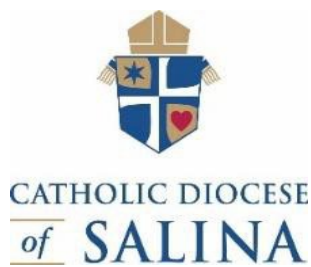
As you continue educating children, youth and parents about personal safety and child sexual abuse prevention, please ensure that the materials you are using are current, relevant, age appropriate, and supportive of Catholic teaching.

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

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

If you have questions or concerns regarding any of the above programs or need a recommendation of what to use in your own parish or school, please contact the Safe Environment Office, 785-827-8746 #124.

NOTE: There is a Diocesan Speaker Policy. Before scheduling speakers for a parish, school or diocesan event, see the diocesan chancellor for that policy information.



OPT-OUT FORM

Safe Environment Training for Students

To: Parents
Subject: Safe Environment Training for **STUDENTS** – Opt-Out Form

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

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

Name of Safe Environment Training Program _____

Parish/School Name _____

City/State _____

Student's Name _____ Class/Grade _____

Please initial:

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

_____ I understand that the materials of the Safe Environment Program listed above are available to me to review.

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

Parent's Name (printed) _____

Parent's Signature _____

Failure to return this signed Opt-Out Form constitutes permission for program participation for your child.

Safety Coordinators:

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



FREQUENTLY ASKED QUESTIONS

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

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

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

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

Q: I am a Rule 10 coach; I am never alone with a minor. Do I need Safe Environment Training and a background check?

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

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

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

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

A: At this time, lectors, eucharistic ministers, ushers, greeters, and adult choir members are not required to complete the Safe Environment Training and background checks unless they are ministering at school Masses or other liturgies primarily for minors. Choir members and musicians are required to complete the training if minors are members of the choir.

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

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

- Catechists instructing grades K-12: One (1) catechist must be at least 21 years of age, the other must be at least 18 years of age.

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

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

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

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

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

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

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

Q: I am attending the donuts and coffee event after Mass on Sunday. Do I need Safe Environment Training and a background check?

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

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

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

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

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

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

Q: Are diocesan background checks required for Catholic school teachers and staff members?

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

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

A: Any 6th, 7th, or 8th grade student who wants to volunteer will need to visit with the safety coordinator of your parish/school and complete a written form, Code of Conduct. This needs to be done before volunteering and must be done annually.



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

A: Every child abuse training prevention program on the market is different. Unfortunately, we don’t know what you have learned at your previous training. This is true for background checks as well. Each company screens for certain things. By completing our training and background check we can guarantee that you are being exposed to the same child safety lessons and background check screens all other volunteers and employees in the diocese are learning. We also need you to complete our training to ensure you are familiar with our specific diocesan policies, procedures, and behavioral expectations. Quarterly Watch® by SELECTION.COM® combines the Search America® national criminal database with background check automation. We re-check employees/volunteers to verify that no illegal activity has occurred since their last background check.

Q: I am in 10th grade; can I volunteer during VBS this summer?

A: Any 9th, 10th, 11th, or 12th grade student (12th grade student who is not yet 18) will need to watch the safe environment video (So You Think You Can Volunteer) for high school students in CMGConnect database. This needs to be done before volunteering and must be done annually. Any 12th grade student who is 18 will need to take the Safe Environment Training for adults and complete a background check.

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

A: See guidelines, page 38.

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

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

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

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

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

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

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

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

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

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

Q: Are there requirements for guest speakers?

A: Yes, please contact the Chancellors Office for guidance.



**CATHOLIC
MUTUAL GROUP**

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

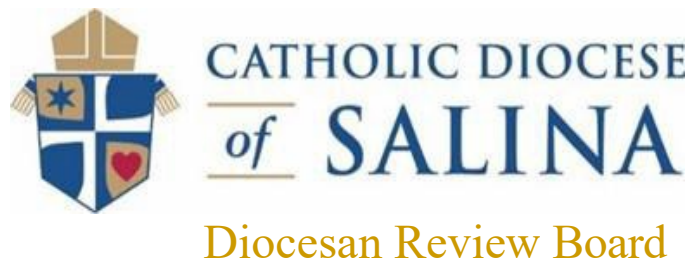
A: No. If you don't remember your username and password, please contact your local safety coordinator and she will give you that information.

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

NOTES

DATE: _____

[illegible]



Mission Statement and Procedures

Statement of Policy

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

Mission of the Diocesan Review Board

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

OPERATING PROCEDURES

Section 1. Membership

1.1 The Bishop of Salina shall appoint the members of the Board.

1.2 The Board will be composed of regular (voting) and ex officio (nonvoting) members. There will be at least six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as regular members. Regular members will be lay persons who are not in the employ of the diocese; at least one of which should have particular expertise in the treatment of sexual abuse of minors and one should be a priest who is an experienced and respected pastor

of the diocese. There may be no more than six (6) persons of outstanding integrity and good judgment in full communion with the Church appointed as ex officio members. Ex officio members will include the Victim Assistance Coordinator, the Chancellor. All other ex officio members may be determined by the Bishop.

1.3 Board members will be appointed for a term of five (5) years and may be reappointed.

1.4 The Bishop will appoint one of the ex officio members to be the Moderator of the Board.

1.5 The Bishop may, at any time, remove any member of the Board on his own initiative or at the request of the Chairperson at any time.

1.6 All Board members shall serve without compensation.

1.7 All Board members will complete the safe environment curriculum for the Diocese of Salina including the criminal background check.

1.8 Board members may make a request to the Moderator of the Board for reimbursement for extraordinary travel, lodging, meals, or other expenses when such expenses are incurred as part of their services to the Diocese as a member of the Board.

1.9 Quorum. A simple majority of the voting membership of the Board shall constitute a quorum for doing business.

Section 2. Officers

2.1 The Board shall nominate one member to serve as Chairperson and one member to serve as Vice Chairperson. The names of these nominees will be presented to the Bishop who will consider the nominations and make a formal appointment of the positions or request additional nominees be presented.

2.2 The Chairperson and Vice Chairperson will serve three-year terms. In the third year of the term, the Bishop may reappoint the Chairperson, or the Board may submit a nominee for Chairperson to the Bishop. The Chairperson-designee shall then shadow the Chairperson during his or her third and final year.

2.3 The Chairperson shall preside at the meetings of the Board. The Vice Chairperson shall preside in the absence of the chairperson.

Section 3. Schedule of Meetings & Venue

3.1 The Board shall have four (4) regularly scheduled meetings held quarterly (subject to change), with a minimum of meeting at least once annually.

3.2 The Board shall convene ad hoc meetings as necessary to carry out the duties and responsibilities of the Board that cannot be adequately addressed at a regularly scheduled meeting.

3.3 All formal meetings of the Board shall be conducted at the Chancery or in another Catholic facility within the Diocese, such as, but not limited to, parish meeting rooms, Catholic schools, etc.

3.4 The proceedings of all meetings shall follow a written agenda as set by the Moderator of the Board together with the Chairperson, and such agendas shall be kept on file with the Moderator as proof of meeting.

3.5 Written minutes and other records must conform to the confidentiality requirements of Section 6 of these operating procedures.

Section 4. Duties of the Board Regarding Diocesan Policies

4.1 The Board shall conduct an annual review of current policies and procedures of the Diocesan Safe Environment Office to assure full compliance with the Charter, the Norms, and, if possible, civil law.

4.2 The Board shall, at least annually, review any modifications or amendments to the Charter or to the Norms promulgated by the USCCB.

4.3 The Board may make recommendations to the Bishop regarding how the diocese may best ensure a safe environment throughout the diocese.

4.4 The Board may submit a Report addressed to the Bishop of Salina with the results of its review of Diocesan policies and submit the report to the Chancellor.

4.5 The Board does not set Diocesan policy.

Section 5. Duties of the Board

5.1 The Board shall receive a report from the Bishop, his delegate, or the diocesan investigator or the Victim Assistance Coordinator of all new allegations of abuse of minors or of vulnerable adults by priests, deacons, living or deceased. Cases may be current or historical.

5.2 All inquiries directed to the board regarding accusations shall be directed to the Victim Assistance Coordinator or the Chancellor.

5.3 Upon review of the information and materials gathered, the Board will provide consultation to the Bishop regarding the validity of allegations and suitability for ministry.

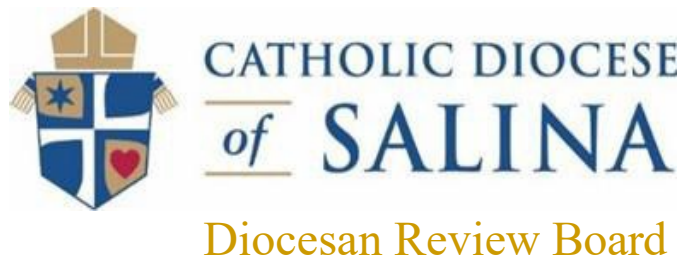
5.4 For all allegations, the board shall determine whether the diocesan safe environment policies have been followed regarding the reporting to civil authorities, the outreach to the victims, the outreach to parish communities, and the appropriate action, in accord with the civil and canon law and prudent judgement, toward clergy and lay persons alleged to have caused abuse.

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

Section 6. Confidentiality

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

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



Code Of Ethics Agreement

The Code of Ethics Agreement is as follows:

1.1 Board members will not, at any time, display favoritism or preferential treatment of one case, case individual, or group of case individuals over any other, with the goal of impacting the result of such matter through favoritism or preferential treatment. Notwithstanding the foregoing, preference may be given to a particular case, case individual or group of case individuals, based on the significance of the facts surrounding the same. A case individual is defined as anyone directly or indirectly named in a case or anyone who has a material relationship with anyone directly or indirectly named in a case.

1.2 No member may maintain a relationship with a case individual that could, as determined by the Chairperson in his/her reasonable discretion, materially:

1.2.1 Conflict with the performance of the members' duties and responsibilities on the Board; or

1.2.2 Affect the member's independence or judgement.

1.3 Board members will not interact with any case individual except in a professional manner in accordance with the diocesan Safe Environment Policies, as the same may be amended from time to time.

1.4 Board members will never accept for themselves, any member of their family living in the same household as such member, or close associates, any personal (tangible or intangible) gifts, favors, or services from a case individual; from a member of a case individual's family living in the same household as such case individual; or close associate; no matter how trivial the gift or service may seem. No board member will give any gifts, favors, or services to case individuals, their family members living in the same household as such case individual, or close associates.

1.5 Board members will not knowingly enter into any direct business relationship with case individuals or their family members living in the same household as such case individual (i.e., selling, buying, or trading personal property) while such matter is pending before the Board.

1.6 No Board member will have outside contact (other than incidental contact) with a case individual, his/her family, or close associates while said case is under review, except for those activities which are an approved, integral part of the process of the Board.

1.7 Board members shall disclose any material relationship with case individuals to the Chairperson that would contravene the terms of this Agreement. The Chairperson shall determine, with reasonable discretion, if a personal conflict exists. If the Chairperson determines that a personal conflict does exist, the Chairperson shall notify such Board member. Upon receipt of such notification, the Board member must immediately remove him/herself from all further proceedings in a given case.

1.8 Board members will abstain from voting in any case, in which he/she has not heard or examined substantially all the evidence made available to all other Board members.

1.9 Subject to other Diocesan policies and applicable law, all information and documents received during the review of cases is confidential. Subject to other Diocesan policies and applicable law, case information will not be disclosed or repeated to non-members of the Board. Subject to other Diocesan policies and applicable law, all files, records and other documents containing confidential information shall be returned to the Moderator upon the conclusion of the meeting.

1.10 Subject to other Diocesan policies and applicable law, the remarks of other Board members made during formal discussions or deliberations are confidential and shall not be repeated outside formal meetings unless permitted by the Bishop of Salina.

1.11 Subject to other Diocesan policies and applicable law, Board members shall not make any public statements or remarks concerning diocesan business without the permission of the Bishop of Salina.

1.12 The exercise of care and confidentiality will continue after members complete their term(s) on the Board.

1.13 Board members will not engage in any conduct which is criminal in nature, or which would bring discredit upon the Diocese of Salina.

1.14 Board members will avoid misconduct, and/or the appearance of misconduct, which is morally reprehensible in accordance with the teaching of the Catholic Church and that would inhibit (or have the appearance of inhibiting) such member's ability to fully perform their obligations to the Board.

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



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

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

REVIEW BOARD MEMBER:

WITNESS:

Name

Name

Signature

Signature

Date

Date

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

Office of the Chancellor
Rev. 07.30.2019



CATHOLIC DIOCESE
of SALINA

Office of Safe Environment

SOCIAL MEDIA GUIDELINES



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

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

- Clarity about Church teaching and beliefs
- Honesty, integrity and charity
- Regard for the best interests of the Church
- Conformity with diocesan safe environment guidelines

All who serve within the ministries of the diocese of salina must comply with these Guidelines for Communication with Minors via Social Media and Other Electronic Communication issued by the diocese, and it is expected that these guidelines will evolve as new technologies and social networking tools emerge.

Definitions

For purposes of this policy, the following definitions apply:

- Parish Ministers/School Personnel/Diocesan Staff – faculty, staff, coaches, volunteers, employees and clergy
- Social Media – any web site that is driven by content of its members and allows for member interaction. Common examples of social media include, but are not limited to Facebook, Instagram, Snapchat, LinkedIn, TikTok, Twitter, YouTube, Pinterest, ZOOM, GoToMeeting, Google Hangouts, Google Classroom.

Other video conferencing websites can be found here:
[https://www.digitaltrends.com/computing/best-zoom-alternatives video-conferencing/](https://www.digitaltrends.com/computing/best-zoom-alternatives-video-conferencing/)

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

Basic Guidelines

1. In all interactions with minors via the internet, diocese/parish/school personnel should model healthy relationships between adults and young people. Therefore, all communications with minors must reflect appropriate content and be education and/or ministry related.
2. Video conferencing that takes place between an adult and a minor must also include another adult such as a parent.
3. It is not the role of the diocese/school/parish ministry personnel to patrol the internet for the young people to whom they educate and/or minister. Those who work with minors on behalf of the diocese/parish/school should never usurp the role of the parent. Intentionally monitoring and probing where minors have shared their intimate thoughts not only violates their privacy but also may call into question the boundaries of the administrator who is investigating.
4. There must be at least two adults with administrative rights for each social media account used for diocese/school/parish ministry communication. Personal social media accounts must not be used for school and/or parish ministry communication.
5. The depiction of minors in photos or videos on diocese/school and/or parish ministry social media sites, web pages, emails, etc. should be limited to documentation or promotion of group activities and must not be used for the identification of individual group members. Parental permission (see Media Release Parental Consent Form) must be obtained before posting photos of minors. "Tagging" or other identification of minors shown in photos or videos is not permitted.
6. Please follow <https://www.thepragmaticparent.com/kidsonsocialmedia/> for more information.
7. Be cautious using copyrighted material. Check sources before sharing.
8. Be transparent in all electronic interactions. Exercise sound judgment when communicating and establishing relationships with youth, and do not place yourself in a position which could be viewed as compromising, or which could have the appearance of impropriety. Remember to follow safe environment guidelines and be vigilant to protect God's children.
9. Do not divulge confidential information about others. Using the name, address, or other personal identifying information of minors (anyone under age 18) is prohibited without the expressed written consent of the parent/guardian (see Media Release Parental Consent Form).
10. Any "special projects" must be brought to the attention of the Safe Environment Office.

Communications Accounts – Location Specific

The supervisor or information technology specialist must be in possession of or have access to reset all passwords used to access diocese/school/parish ministry-related electronic communications. This information should also be available to those charged with monitoring these interactions.

Diocese/school/parish ministry personnel who establish an electronic communications account for diocese/school/parish ministry purposes will cooperate with supervisors in providing all necessary information for access to the account.

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

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

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

Communicating with Minors

1. Parents or guardians must be notified of the methods of communication which are used in each particular school and/or parish ministry and must be granted access to participate in such communications.
2. Social media may not be used to communicate with minors on *personal* social media sites.
3. Any use of social media to connect with a club, team, etc., shall use a separate diocese/school/parish or school event-related profile. Use of social media between faculty/staff/coaches/volunteers/employees and students shall be for communication of diocese/school/parish related events **ONLY**.
4. Social media groups should be “closed” or “private” groups, with administrator approval required for joining.
5. Communication through social media groups should also be sent to group members by other electronic communication means. For example, Facebook messages should also be sent by email.
6. Acceptable hours for communication with minors using “other electronic communication” shall be between 7:30 a.m. and 9:00 p.m. Communication outside of the acceptable hours may be used only in emergency situations or to communicate time-sensitive information related to the school and/or parish ministry event. Communications via “other electronic communication” should be to a group rather than to individual minors.
7. On-line “chatting” with minors is **not** permitted.
8. Two adults should be present during virtual meetings.
9. Virtual meetings with minors should not be recorded without signed consent from parents.



Communicating Via Email and Text

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

Social Networking, Blogging, Web Pages

1. Social Networking

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

- a. Diocese/school/parish personnel having personal social networking pages must not advertise that site to minors, nor "friend" any minors or current students of majority age, on their private accounts for Facebook, Instagram, Snapchat or any other type of social media, including but not limited to, emailing, texting, skypeing, calling on private phone and/or exchanging videos or pictures by any private social media source. If contacted by a minor or current student of majority age, diocese/school/parish personnel should notify the minor or student in person or by diocese/school/parish email, diocese/school/parish

Facebook or official diocese/school/parish youth page that they are unable to “friend” them as a matter of policy.

- b. Should the creation of a professional networking page be approved for clarification and dispersal of information regarding a particular parish ministry or school-related activity, it must be registered in the name of the appropriate diocesan entity, not that of an individual.
- c. As a general rule, neither personal, school nor parish ministry social media accounts should be used to contact minors individually. If minors contact certain adults engaged in education and/or parish ministry, the school/parish account should be used to reply by sending a group message (i.e., when the personal contact was for information relevant to all in the group). When the contact is such that a group response is not appropriate, the adult should avoid using a personal social media account to respond. In those unusual cases where social media is used to respond, adults should maintain copies of all such messages.
- d. All diocese/school/parish ministry related sites are to be monitored consistently by appropriate diocese/school/parish personnel (supervisors, IT specialists, etc.).

2. Blogging

- a. The word blog is short for the term "web log." As a representative of the Church, blogging should be conducted in a professional manner for ministry purposes only.
- b. As with any professional communication, ministry blogs should **not** be used for any personal communication or agenda; to conduct or promote outside business activities; to defame or cause defamation of the character of any individual, organization or institution; to divulge any personal information about an individual or jeopardize their safety in any other way.
- c. Some examples of **appropriate content** for diocese/school/parish related blogs include information on past or upcoming activities; permission forms; calendar of events; descriptions of projects, including procedures; expectations; biblical studies; other spiritual links; and prayer resources.

3. Web Pages

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

Urgent or Emergency Circumstance

In an urgent or emergency circumstance, faculty, staff, coaches, volunteers, employees, and clergy can use a personal communication device or account to contact a student.

- It must include the parent/guardian's email or phone number, date, time, and nature of the contact.
- The nature of the contact must be reported in writing to the pastor designate and/or principal as soon as possible.
- *For your and the student's protection **always** include the parent/guardian's email or phone number when communicating with minors.*
- *The use of social networking sites is **not** recommended for groups that include students younger than high school age.*

**For more information regarding social media guidelines,
the following links should be reviewed:**

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

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

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

Bill Meagher, Director of Communications, bill.meagher@salinadiocese.org

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



COMMUNICATION GUIDELINES

The Diocese of Salina is committed to communicating openly, transparently, timely, and effectively with the faithful and community at large when an allegation of sexual abuse has been reported. Prior to any public notification, the Safe Environment Office, in conjunction with the Office of the Bishop, Chancellor, and Communications Office work together to ensure transparency while simultaneously respecting the privacy of all and in accord with Canon Law.

The following actions are *for consideration* with regard to the uniqueness of each situation brought forward.

Communicating with Affected Communities

Recognizing the importance of supporting parishes and/or schools directly affected by misconduct, the Diocesan Safe Environment Office, the Office of the Bishop, Chancellor, and Diocesan Communications Office along with other relevant diocesan departments convey information to school and/or parish leadership personnel to ensure parish staff and parishioners and/or school staff and school families receive timely, factual, unambiguous, and pastorally appropriate communication from the diocese in such situations. Different modes of communication (oral, written or in-person) may be provided for affected communities throughout the announcement process.

Please note – Diocesan attorney, human resources, pastor, and principal may be consulted with and/or notified of these such announcements prior to distribution of, or in the case of a live announcement, so whichever would deem appropriate for the certain circumstance.

- ***Parish Announcement Guidelines:*** In relation to the circumstance, parish announcements may be drafted by the Diocesan Communications Office, in collaboration with Office of the Bishop, chancellor, Diocesan Safe Environment Office and pastor. The nature of the circumstance constitutes how the communication may be disseminated (oral or written) at the parish(es) with relation to the parish staff and parishioners, when, and by whom (bishop or his designate or priest).
- ***School Announcement Guidelines:*** In relation to the circumstance, school announcements may be drafted by the Diocesan Communications Office, in collaboration with the Office of the Bishop, chancellor, Diocesan Safe Environment Office and superintendent or principal of affected school(s). Depending on the nature of the circumstance, the information may be disseminated orally, written, through email, regular mail, or sent home in students' backpacks.

Announcements may be made to the *school staff* (included may be directives on how to respond to parents' concerns, the students themselves and other staff members) and *school families* (included may be directives for them to refrain from speculating and passing along misinformation). Included may or may not be directives for communicating with the claimant and their family, or the accused, and addressing rumors or other chatter. The nature of the circumstance determines when the announcement will be made and by whom (principal or superintendent).

- ***Other Institution Guidelines:*** When necessary, the above guidelines can be adapted to suit the needs of other institutions in the diocese.

Public Awareness of Child Abuse Issues

The Diocesan Safe Environment Office continues to work with appropriate diocesan departments, parishes, Catholic schools, and the media to disseminate information about the diocese's efforts to increase the awareness and understanding of the prevention, identification, and treatment of child sexual abuse.

Direct any news media inquiries regarding accusations of sexual abuse of a minor by church personnel to the Diocesan Communications Office.





GUIDELINES FOR MINISTERING TO VULNERABLE ADULTS

“Vulnerable person” means any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense. ~VOS ESTIS LUX

How do vulnerable adults fit into my ministry?

Vulnerable adults should be protected from abuse and neglect, which includes physical/emotional injury, abandonment, intimidation/bullying, sexual abuse, or other physical/mental abuse or exploitation.

A vulnerable adult may be suffering from a loss or a chronic illness that is not easily recognized, such as:

- Loss of a family member or pet
- Divorce
- Chronic disease/illness
- Uncertain resources
- Unexpected trauma or illness
- Lack of a support system or neglect (including self-neglect)
- Physical or sexual abuse
- Psychological or social harassment and discrimination
- Fraud, identity theft, embezzlement, or other financial exploitation

Why do vulnerable adults need extra consideration?

Vulnerable adults need extra consideration because they are experiencing a difficulty that makes them more susceptible to abuse and manipulation. These individuals may not be able to comfortably or safely access the resources they need, making them an *at-risk* population.

Do I need special training to work with vulnerable adults?

In the Diocese of Salina, the training entails safe environment training for anyone working with children and vulnerable adults, a background check, and review and acknowledgement of the Policy and Code of Conduct.

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

All diocesan clergy, employees and volunteers who serve vulnerable adults should adequately represent the parishes and schools in the Diocese of Salina with the compassion of Christ to those whom they serve. All serving shall treat people with respect and dignity as befits their position as persons made in the image and likeness of God.

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

- Ministers of Holy Communion to homebound parishioners
- Facilitators for bereavement and other support groups
- Social outreach ministers
- Parish nurses
- Retreat leaders
- Prison ministers
- Adult faith formation leaders
- Hospital ministers

What should I look for?

Abuse comes in many forms; some indicators are below:

1. Physical Abuse
 - History of unexplained falls
 - Multiple accounts of minor injuries
 - Unexplained bruising or injury
 - Reluctance to seek medical attention
 - Malnutrition, bed sores, being left in soiled clothing
2. Sexual Abuse
 - Unexplained changes in behavior
 - Tendency to spend time secluded
 - Language that is out of character
 - Expressed explicit sexual behavior
 - Torn or stained clothing
3. Psychological Abuse
 - Tendency to spend long hours in bed
 - Overeating or loss of appetite
 - Anxiety, confusion, or general resignation
 - Fearfulness
 - Does not want to be around a certain person
 - Uncooperative or aggressive
4. Financial Abuse
 - Unexplained inability to pay for shopping or bills
 - Personal possessions going missing from the home
 - Substandard living conditions
 - No or limited access to personal financial information
5. Neglect and Acts of Omission (i.e., by family/friend/caregiver)
 - Medical and physical needs are unmet
 - Proper medication, equipment, or personal care needs unmet
 - Privacy and dignity needs unmet

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

What can I do to help?

The Catholic Church recognizes that there are many people who require special care and attention. Church personnel, including priests, religious staff, and volunteers can carry out their ministry and continue to respect those individuals with vulnerabilities.

1. Recognize when adults may be at risk of harm (warning signs or significant events).
2. Create an environment that is safe and follow Arch/Diocese best practices.
3. Uphold safe recruitment and selection practices for all Church personnel, including volunteers.
4. Maintain high ethical standards of conduct which set clear guidelines regarding behaviors and perceived behaviors.
5. Avoid situations that compromise your relationship with vulnerable adults.
6. Treat everyone equally and with respect.
7. Respond and report ANY concerns, suspicions, allegations or abuse to the proper individuals, or if you have any questions contact:

VAC for Diocese of Salina
866-752-8855 ext. 1067
www.reportandprotect.com

*Know your diocesan policies before participating in any events
which involve children, teens, or vulnerable adults.*

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

Adult Protective Services – 1-800-922-5330

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

Victim Assistance Coordinator for the Diocese of Salina

Call: 866-752-8855 ext. 1067

Email: reportabuse@salinadiocese.org

Go to: www.reportandprotect.com

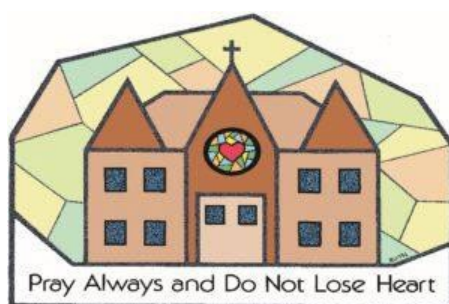
Definition of Sexual Abuse

Sexual abuse of a minor includes sexual molestation or sexual exploitation of a minor or other behavior by which an adult uses a minor as an object of sexual gratification. For the purpose of this policy, a minor is defined as a person up to the age of eighteen (18); in addition, a person who habitually lacks the use of reason is to be considered equivalent to a minor. For the purposes of this policy, such abuse is defined in compliance with, but not limited to, Kansas state law 38-2223 as amended in 2016 (see Appendix A). Abuse may also include transgressions related to obligations arising from divine commands regarding human sexual interaction as conveyed to us by the Sixth Commandment of the Decalogue. Thus, the norm to be considered in assessing an allegation of sexual abuse of a minor is whether conduct or interaction with a minor qualifies as an external, objectively grave violation of the Sixth Commandment. A canonical offense against the Sixth Commandment of the Decalogue need not be a complete act of intercourse. Nor, to be objectively grave, does an act need to involve force, physical contact, or a discernible harmful outcome. For clerics, sexual abuse includes any offense against the Sixth Commandment of the Decalogue with a minor, as understood in the Code of Canon Law (Canon 1395).

Definition of Pornography

Sexual abuse also includes the acquisition, possession, or distribution by a cleric of pornographic images of minors under the age of 18 for the purposes of sexual gratification, by whatever means or using whatever technology. Moreover, “imputability (moral responsibility) for a canonical offense is presumed upon external violation...unless it is otherwise apparent” (CIC, cc. 1321; 1322-27). Ultimately, it is the responsibility of the bishop, with the advice of a qualified review board, to determine the gravity of the alleged act.

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





CATHOLIC DIOCESE
of SALINA

Office of Safe Environment

**FIELD TRIP, TRANSPORTATION AND
CHAPERONE GUIDELINES
FOR
CATHOLIC SCHOOLS, PARISHES
AND YOUTH MINISTRY PROGRAMS**



Table of Contents

Overview	73
Day and Overnight Trips with Minors	74
Guidelines for Transporting Students in Private Vehicles.....	76
Catholic Mutual CARES - Diocese of Salina	77
Distracted Driving (infographics sheet)	78
Transporting Minors (infographics sheet).....	79

DISCONTINUED FORMS:

Form A: Disclosure Form for Adults Ministering to Children and Youth
Form B: Medical Information
Form C: Parent/Guardian Medical Consent and Liability Waiver
Form D: Parent/Guardian Permission for Field Trip Participation
Form D-1: Parent/Guardian Permission for Student to be Transported by Private Vehicle
Form E: Field Trip Driver Information (Vehicle Owner)
Form E-1: Field Trip Driver Information (Non-Vehicle Owner)
Form K: Field Trip Liability Waiver for Adults
Checklist A: Drivers (Vehicle Owner) Transporting Students in Private Vehicle
Checklist B: Drivers (Non-Vehicle Owner) Transporting Students in Private Vehicle

NEW FORMS (August 2026):

1A. Adult – Driving	82-83
1B. Adult – Not Driving	84
2. Student – Information & Medical Authorization.....	85-86
3. Student – Event Permission Slip	87

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

~ Bill Meagher, Director of Communications, Catholic Diocese of Salina

Overview

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

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

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

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

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

- Obtaining permission from parish or school administrators
- Working together with the safety coordinator of your parish or school to obtain ALL completed forms from adults, parents/guardians
- Communicating details of the trip, along with any changes, to all parties involved
- Ensuring adequate adult supervision
- Verifying that all involved have completed the Safe Environment Training and background check
- Verifying that all drivers have met requirements to transport minors
- Making accommodations for those with special needs
- Planning for emergencies and disciplinary issues, and
- Ensuring that all drivers are at least 21 years old.

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

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

Day and Overnight Field Trips with Minors

These guidelines include but are not limited to diocesan, school, and parish retreats, field trips, conventions, youth ministry conferences, and camps. **No “lock-in” type events are permitted at any age level.** All trips (day or overnight) and events must be approved by proper administration. Parishes/schools should contact the diocesan Youth Ministry Office or the diocesan Safe Environment Office if you have questions.

- Trips taken with parish religious education or Catholic school students in **grades pre-K–5** should have an educational, spiritual or faith-building component and are limited to one day trips. Overnight trips involving overnight lodging are **NOT** permitted.
- Trips taken with parish religious education/youth ministry or Catholic school students in **grades 6-8** should include spiritual, education or faith-building components. Overnight trips involving overnight lodging are **limited** to diocesan/school sponsored trips, i.e. Junior CYO Camp.
- Trips taken with parish religious education/youth ministry or Catholic school students in **grades 9-12** should include spiritual, educational or faith-building components.

Trips/Events/Activities:

General Requirements for Chaperones

1. All chaperones must be 21 years of age or older, whether chaperoning for a one-day or overnight event.
2. Every chaperone must be in compliance with all Safe Environment standards (Safe Environment Training and background check) for the Diocese of Salina prior to the event.
3. If both genders of students are present at the activity, both genders of chaperones must be present.
4. If it is necessary for a chaperone and minor to meet privately, the meeting should take place within sight of another adult.

General Recommendation for Adult Chaperones-to-Minors Ratios

The recommended ratio of chaperones to students will vary depending on the scope of the event, trip or activity. In general, the guidelines for **ALL parishes, schools, and youth ministry groups in the diocese** for all day trips, overnight trips (if permitted), activities, and events are as follows:

- Students in pre-K–grade 3: one (1) adult chaperone for every five (5) students
- Students in grades 4-8: one (1) adult chaperone for every eight (8) students
- Students in grades 9-12: one (1) adult chaperone for every ten (10) students

Reminder: For the safety of children and adults, two (2) adult chaperones must be present at all times during a trip/event/activity, regardless of the number of children present. At any time if you are not able to follow these guidelines or adult chaperone ratios, please contact the director of religious education/youth ministry or the superintendent of schools.

Guidelines for Day and Overnight Trips

1. See forms on website: <https://salinadiocese.org/diocesan-forms/>
2. School bus drivers and all other drivers must complete the full diocesan protocol which includes Safe Environment Training and background check. (See guidelines for transportation of minors for more information.)
3. Chaperones and supervisory personnel should not go on overnight trips alone with minors other than their own children. Furthermore, chaperones and supervisory personnel are not to share a bed with minors or sleeping quarters with minors other than their own children.
4. For groups staying in hotels – if possible, all rooms should be on the same floor or location in the hotel. There are to be no co-ed sleeping arrangements except by married adults. Adjoining rooms should only be shared by minors of the same gender.
5. Participants must never be allowed unsupervised access to the hotel rooms of other participants, youth directors, chaperones or other supervisory personnel.
6. In situations where males and females share a common large room (such as a parish hall), a sufficient number of supervisory personnel are to be provided on a rotating schedule to ensure constant supervision. Sleeping areas for males and females are to be clearly defined.
7. Chaperones and supervisory personnel are not to use a community shower, nor be in any questionable state of undress in the presence of participants.
8. Changing clothing or showering by participants is not to be monitored by a lone adult supervisor, and never by adults of the opposite sex. More than one adult supervisor must be present during these times. All chaperones and supervisory personnel must understand that extreme caution must be exercised at these times so that no actions, words, stares, or touches have the potential for misinterpretation. Any necessary disciplinary actions are to be carried out after the participant has had the time to be properly dressed, and must take place outside of the changing and bathroom areas.
9. During any field trip or event, all adults' and minors' clothing should be modest, including pajamas (sweats, shorts, t-shirt).
10. The diocesan director of religious education and youth ministry will facilitate the supervision and leadership with regard to **Prayer and Action, Junior CYO Camp, and all other diocesan sponsored events**, following diocesan guidelines and further particulars, ensuring adult sponsors, chaperones, team leaders and student participants are always in the safest environments for all parties involved. He or she will also provide CMG verification of all adults and leaders to the safety coordinator of the diocese in a diocesan pre-event meeting.
11. Each individual parish, school, or CYO group (within each event, activity, or trip) may add specific suggestions that increase the safety provided by these general diocesan guidelines.

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

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

1. The driver must be 21 years of age and have a valid, unrestricted Kansas driver's license.
2. A certificate of insurance for the vehicle being used must be provided. The policy must be current and must include the following minimum liability coverage: \$100,000 per person, \$300,000 per bodily injury occurrence, \$50,000 property damage (100/300/50).
3. The driver shall comply with all motor vehicle laws and regulations of the state in which the driver travels, including laws and regulations covering car registration, driver's license, and state vehicle inspections. Drivers agree that he/she will **NOT**:
 - a. drive while texting/calling, hands free devices only;
 - b. drive while intoxicated or under the influence of a drug or alcohol;
 - c. race or drive beyond the posted speed limit or at a speed faster than conditions allow;
 - d. drive recklessly or in a manner which could cause death or injury;
 - e. fail to stop after a collision;
 - f. perform any actions which warrant the suspension of a driver's license.
4. The number of persons in the vehicle must not exceed the number of operable seat belts. All drivers and passengers operating or riding in the vehicle must wear seat belts, even if air bags are available. No one shall ride in the bed of a pickup truck.
5. Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to drive students.
6. Before driving, a Kansas Driver's License Status Check will be performed and the printout kept in the driver's file. Any changes to the driver's license's status must be provided within 48 hours of any incident necessitating the change.
7. Drivers who have been charged with a misdemeanor or felony driving under the influence or a serious moving violation will not be authorized to drive students pending disposition of their case.
8. Drivers must complete CMGConnect Safe Environment Curriculum, including the CMGConnect Defensive Driver Curriculum, and provide the certificate of completion.
9. Driver must have passed a background check.
10. Drivers with more than one moving violation within the past two (2) years will not be authorized to drive students.
11. Drivers must go directly from the point of departure to the point of destination and return in the same manner.
12. **Whenever possible, drivers should transport children with another driver who meets the requirements herein.** If this is not possible, then:
 - a. There should be a minimum of two (2) minor children in the vehicle.
 - b. All drivers should caravan directly to the destination with no detours.
 - c. All drivers should take the same route.
13. Vehicles for transporting students must be in a safe and operable condition.
14. There must be a completed and signed permission slip on file for each student traveling in a personally owned vehicle. No unauthorized personnel are allowed to ride in non-school vehicles.
15. Certified school personnel are to be present at each terminal of a trip in which parents transport students.
16. No mileage will be paid.
17. The use of, ownership or leasing, an 11-15 passenger van to transport students is prohibited.



Catholic Mutual...CARES (Diocese of Salina)

Chaperones must be at least 21 years of age for activities involving day and overnight events. It is fine to have “helpers” ages 18 and older; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible.

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

Responsibilities may include:

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

Behavior standards include:

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

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

DISTRACTED DRIVING

For Parish and School Communities

“Every single time you take your eyes off the road or talk on the phone while you’re driving – even for just a few seconds – you put yourself and others in danger.”

~ Ray LaHood
U.S. Secretary of Transportation

Distractions include:

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



What is distracted driving?

Distracted driving is not new; it has been an issue for as long as humans have been driving cars. Distracted driving is any activity that could divert a person’s attention away from the primary task of driving. All distractions endanger driver, passenger, and bystander safety, but there are three main types of distractions:

Manual: taking your hands off the wheel

Visual: taking your eyes off the road

Cognitive: taking your mind off driving

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

Cell Phone Statistics

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

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

Text Messaging

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

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

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

Some people still don’t know how dangerous distracted driving is. Others know about the risks of texting and talking while driving but still choose to do so anyway. They make the mistake of thinking that statistics don’t apply to them.

Still others simply lead busy, stressful lives and use cell phones and smart phones to stay connected with their families, friends and workplaces. They forget or choose not to shut these devices off when they get behind the wheel.



GUIDELINES FOR TRANSPORTING MINORS

Drivers who transport minors to school/parish/youth ministry events...

Must have a valid driver's license, vehicle registration and proof of insurance.



Must use hands-free devices while operating vehicle.



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



Must be 21 years of age.

21+

Whenever possible, 2 trained adults must be present in the vehicle when transporting minors. If this is not possible, then:

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





1A. ADULT DRIVING

August 1, 2026 - August 31, 2027

Combination of:

- Checklist A
- Checklist B
- Form E
- Form E-1
- Form K

Form A no longer required

This is an **ANNUAL** adult driver form valid for the school year listed above. Any adult volunteer, chaperone, or employee who may transport minors during the school year must complete this form. A completed copy must be maintained at the parish/school level. A copy must also be submitted to the Diocese of Salina, Office of Youth Ministry, for those participating in Diocesan Youth Ministry events.

1. ADULT VOLUNTEER INFORMATION

Full Legal Name: _____

Phone Number: _____

Email Address: _____

2. ASSUMPTION OF RISK & RELEASE OF LIABILITY

I understand that participation in parish/youth ministry activities may involve inherent risks. I voluntarily assume these risks and agree, on behalf of myself, my heirs, assigns, executors, and personal representatives, to release and hold harmless the parish, school, Diocese of Salina, and their officers, employees, and volunteers from claims arising from participation in these activities, except for claims arising from gross negligence or willful misconduct.

Volunteer Signature: _____

Date: _____

3. DRIVER CERTIFICATION

PLEASE PROVIDE A COPY OF YOUR DRIVER'S LICENSE

I certify that:

- I have not been convicted of and do not currently have a pending Driving Under the Influence charge.
- I have not had more than one moving violation within the past two (2) years.

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, maintain current vehicle registration, and have the required coverage in effect on any vehicle used to transport the children.

Volunteer Signature: _____

Date: _____

4. VEHICLE INFORMATION

(Completed only if you will be transporting minors IN A PRIVATELY OWNED VEHICLE AT ANY POINT within the school year listed above)

Vehicle Owner (if different from driver): _____

License Plate Number: _____

Registration Expiration Date: _____

5. INSURANCE INFORMATION

PLEASE PROVIDE A COPY OF YOUR INSURANCE CARD

- I certify that my vehicle is insured and meets the minimum diocesan liability limits of \$100,000/person, \$300,000/bodily injury occurrence and \$50,000/property damage. YES ☐ NO ☐
- I understand that my automobile insurance is the primary coverage in the event of an accident. YES ☐ NO ☐

Volunteer Signature: _____

Date: _____

6. SELF-REPORTING

I agree to immediately notify the parish/school/diocese if my driver's license is suspended, restricted, revoked, or if I am charged with or convicted of a driving offense that would affect my eligibility to transport minors.

Volunteer Signature: _____

Date: _____

7. COORDINATOR CERTIFICATION

(Completed by parish/school safety coordinator)

VOLUNTEER VERIFICATION

- Has completed Safe Environment Training and background check through CMGConnect YES ☐ NO ☐

DRIVER VERIFICATION (if applicable)

- Has valid, non-restricted license (COPY ATTACHED) YES ☐ NO ☐
- Has completed CMGConnect Defensive Driving Curriculum YES ☐ NO ☐
- Kansas driver's license status record checked through <https://www.kdor.ks.gov/apps/DLstatus/login.aspx> YES ☐ NO ☐

ADDITIONAL DRIVER-OWNER OF VEHICLE VERIFICATION (if applicable)

- Current vehicle registration verified (COPY ATTACHED) YES ☐ NO ☐
- Vehicle has restraint system for every passenger YES ☐ NO ☐
- Driver has been informed that their insurance is primary coverage YES ☐ NO ☐
- Has insurance (COPY ATTACHED) YES ☐ NO ☐

SAFE ENVIRONMENT DATES:

CMG Certification Date: _____

Defensive Driving Date (if applicable): _____

Safety Coordinator Signature: _____ Date: _____

8. FINAL APPROVAL

(Completed by parish/school safety coordinator)

- ☐ Approved to serve and transport minors
- ☐ Not Approved

Principal/Priest Signature: _____

Date: _____

Comments: _____

1B. ADULT NOT DRIVING

August 1, 2026 - August 31, 2027

Combination of:

- Checklist A
- Checklist B
- Form K

This is an **ANNUAL** adult non-driver form valid for the school year listed above. Any adult volunteer, chaperone, or employee who may serve minors during the school year must complete this form. A completed copy must be maintained at the parish/school level. A copy must also be submitted to the Diocese of Salina, Office of Youth Ministry, for those participating in Diocesan Youth Ministry events.

1. ADULT VOLUNTEER INFORMATION

Full Legal Name: _____

Phone Number: _____

2. ASSUMPTION OF RISK & RELEASE OF LIABILITY

I understand that participation in parish/youth ministry activities may involve inherent risks. I voluntarily assume these risks and agree, on behalf of myself, my heirs, assigns, executors, and personal representatives, to release and hold harmless the parish, school, Diocese of Salina, and their officers, employees, and volunteers from claims arising from participation in these activities, except for claims arising from gross negligence or willful misconduct.

Volunteer Signature: _____

Date: _____

3. COORDINATOR CERTIFICATION

(Completed by parish/school safety coordinator)

VOLUNTEER VERIFICATION

- Has completed Safe Environment Training and background check through CMGConnect

YES ☐ NO ☐

SAFE ENVIRONMENT DATES:

CMG Certification Date: _____

Defensive Driving Date (if applicable): _____

Safety Coordinator Signature: _____ Date: _____

4. FINAL APPROVAL

(Completed by parish/school safety coordinator)

☐ Approved to serve with minors

☐ Not Approved

Principal/Priest Signature: _____ Date: _____

Comments: _____

2. STUDENT

INFORMATION & MEDICAL AUTHORIZATION

August 1, 2026 - August 31, 2027

Combination of:

- Form B
- Form C
- Form D
- Form D-1

This is an **ANNUAL** student permission and medical form valid for all parish/school/youth ministry activities during the school year listed above. A new form must be completed each school year. A completed copy must be maintained at the parish/school level. A copy must also be submitted to the Diocese of Salina, Office of Youth Ministry, for those participating in Diocesan Youth Ministry events.

1. STUDENT INFORMATION

Student Full Name: _____

Parish/Town: _____

Date of Birth: _____

2. MEDICAL INFORMATION

Please provide information we should be aware of to help keep your student safe.

Medical Conditions: ☐ None ☐ Yes - Please Explain / Include Medicine List:

Allergies: ☐ None ☐ Yes - Please Explain:

Dietary Restrictions or Special Dietary Needs: ☐ None ☐ Yes - Please Explain:

Anything Else We Need to be Aware Of:

***Parents/Guardians will keep this medical authorization up to date with any changes during the year.**

Initial

3. EMERGENCY MEDICAL CONSENT

I hereby authorize adult staff or volunteers in charge of parish/youth ministry activities to seek and obtain emergency medical treatment for my child in the event that I cannot be reached. This authorization includes, but is not limited to, examination, treatment by a licensed physician, hospital care, and any procedures deemed reasonably necessary to protect my child's health or life. I understand that reasonable efforts will be made to contact me as soon as possible. I acknowledge and accept responsibility for all medical, surgical, and transportation expenses incurred.

Initial

4. PARTICIPATION & TRANSPORTATION PERMISSION

I grant permission for my child to participate in all parish/school/youth ministry activities during the school year listed at the top of this form. I understand that certain activities may take place away from parish or school property and may involve inherent risks, including risks associated with transportation and off-site activities. I further grant permission for my child to be transported to and from activities by church-owned vehicles or by private vehicles operated by approved adult staff or volunteers. I acknowledge that reasonable precautions will be taken to promote the safety and well-being of participants, and I consent to my child's participation and the methods of transportation described above. I agree on behalf of myself and my child named herein, and our heirs, successors, and assigns, to hold harmless and defend the parish or school, its officers, employees, volunteers, and the Diocese of Salina from claims, damages, or expenses arising from my child's participation in parish/school/youth ministry activities, unless such claims arise from the negligence of the parish, school or Diocese.

Initial

5. BEHAVIOR EXPECTATIONS

I understand that my child is expected to follow all parish/youth ministry behavior expectations. If my child does not meet these expectations, I understand that I may be contacted and required to pick up my child.

Initial

6. MEDIA

Photographs and video recordings may be taken during parish, school, and diocesan activities and may be used in publications, websites, social media, and other communication materials.

7. EMERGENCY CONTACT

In case of emergency and we can't reach the parent/guardian listed below, please list another person we can try to contact.

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

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

8. PARENT/GUARDIAN ACKNOWLEDGEMENT

I have read and understand the information above and give my consent as outlined in this form.

Guardian Name: _____ Guardian Name: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Email Address: _____

Signature: _____ Date: _____

3. STUDENT EVENT PERMISSION SLIP

Combination of:
• Form D
• Form D-1

This form is required for **EACH EVENT** and documents parent permission for the student listed below to participate in the event described. A completed copy must be maintained at the parish/school level. A copy must also be submitted to the Diocese of Salina, Office of Youth Ministry, for those participating in Diocesan Youth Ministry events.

1. EVENT INFORMATION

(To be completed by the parish/school staff)

Event Name: _____

Location: _____

Dates: _____

Cost: _____

Return this form to: _____

2. TRANSPORTATION

(To be completed by the parish/school staff)

☐

The parish/school will provide transportation to and from this event.

☐

Parents are responsible for dropping off and picking up their child for this event.

☐

Other: _____

3. STUDENT INFORMATION

(To be completed by the parent/guardian)

Student Name: _____

Parish/Town: _____

4. PARENT ACKNOWLEDGEMENT

(To be completed by the parent/guardian)

☐

There have been **no changes** to the medical information provided on the Annual Student Permission and Medical Form

OR

☐

There have been changes to my child's medical information.
Please explain: _____

By signing below, I give permission for my child to attend this event and consent to the transportation arrangements indicated above.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Phone Number: _____