THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF THE VICAR FOR CLERGY
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 (415) 614-5611 FAX (415) 614-5613

ACKNOWLEDGMENT

To be signed and returned to the Vicar for Clergy Office *

I hereby acknowledge that I have received and read copies of the attached documents for the Protection of Children and Young People:

Archdiocese of San Francisco SAFE ENVIRONMENT GUIDELINES, *updated 7/2018*; **and**

Appendix A: USCCB Charter for the Protection of Children & Young People, and Essential Norms
Appendix B: Archdiocese of San Francisco Policies & Procedures Regarding Child Abuse
Appendix C: Archdiocese of San Francisco Standards of Conduct for Adults Working with Minors
Appendix D: Archdiocese of San Francisco Standards of Conduct for Youth Working with Minors
Appendix E: Letter from Archbishop Cordileone regarding Promulgation of Education Programs
Appendix F: Archdiocese of San Francisco Training Programs for Adults, and Youth by Grade Level
Appendix G: Archdiocese of San Francisco Course Descriptions

I agree to follow the policies and procedures outlined therein during my employment/ministry with the Archdiocese of San Francisco.

I acknowledge and understand that all clergy, employees and volunteers, as a matter of policy, are required by the Archdiocese of San Francisco to report suspected child abuse. In addition, if I am a "child care custodian" or a member of the "clergy" (as those terms are defined in the ARCHDIOCESE OF SAN FRANCISCO POLICIES AND PROCEDURES REGARDING CHILD ABUSE, Appendix B), Section 11166 of the California Penal Code requires (except in the case of a "penitential communication" involving clergy, as such terms are defined in THE SAFE ENVIRONMENT GUIDELINES, *page 7*), that if I have knowledge of, or observe, a child in my professional capacity or within the scope of my employment or ministerial duties whom I know or reasonably suspect has been the victim of child abuse, I must report the known or suspected instance of child abuse to the appropriate child protective agency immediately, or as soon as practically possible, by telephone (**see Chart, page 2: WHAT TO DO IF YOU SUSPECT CHILD ABUSE, for phone numbers**), and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident of abuse using California State Form BCIA 8572 (Suspected Child Abuse Report). Note that the Chart of phone numbers is reprinted on page 9 in these updated Safe Environment Guidelines.

_____ _____
Location: - Parish/School, or Agency *Please Print Legal Name*

_____ _____
Date *Signature, or E-Signature **

**** Acknowledgment of Priests, Deacons, Seminarians and Deacon Candidates:***

I understand that I can print and sign this acknowledgement, and return it by regular mail or via scan to TalensM@sfarch.org.
OR: I understand that I can submit my form, signed electronically as follows:

Questions? Call 415-614-5611.

THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF CHILD & YOUTH PROTECTION
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 (415) 614-5504

[POST COPY IN PARISH OFFICE:]

WHAT TO DO IF YOU SUSPECT CHILD ABUSE

1. CONTACT CIVIL AUTHORITIES BY TELEPHONE *

MARIN	SAN FRANCISCO	SAN MATEO
Child & Family Services **24-hour Abuse & Neglect Reporting Hotline** **415-473-7153**	**Family & Children's Services** **24-hour Reporting Hotline** **800-856-5553**	**Child Protective Services** **Child Abuse & Neglect Hotline** **650-802-7922 or 800-632-4615**
Sheriff's Department **415-473-7250**	**Police Department** **Non-Emergency Number** **415 553-0123**	**Sheriff's Department** **Non-Emergency Number** **650-363-4911**

**** The phone numbers above are subject to change***

2. REPORT THE FOLLOWING INFORMATION

- Name of child;
- Present location of the child;
- Nature and extent of the injury; and
- Any other information, including that which led the person to suspect child abuse, requested by the child protective agency.

3. CALL THE ARCHDIOCESAN VICTIM ASSISTANCE COORDINATOR

After calling the appropriate county agency or local police department, you must call the Archdiocesan Victim Assistance Coordinator, (415) 614-5506.

4. FOLLOW-UP

Within 36 hours of making the telephone report, a written report must also be filed with the child protective agency. The written report must be filed on **California Department of Justice Form BCIA 8572 (2017 revision or subsequent revisions)** "Suspected Child Abuse Report". These forms are available through county welfare and probation departments and law enforcement agencies, on the California DOJ website, or by searching "BCIA 8572".

NOTE: Review **SAFE ENVIRONMENT GUIDELINES, from the Office of Child & Youth Protection,** *revised March 2023,* and **attached Appendices A through G for additional information.**

THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF CHILD & YOUTH PROTECTION
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 (415) 614-5504

PROTECTING CHILDREN & YOUNG PEOPLE:
SAFE ENVIRONMENT GUIDELINES, *updated March 2023*

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I. FOREWORD

This manual is part of an on-going effort **to provide instructions to parishes, schools, and agencies relative to the implementation of the Bishops Charter on Protecting Children and Young People**, *"Promise to Protect; Pledge to Heal",* written in 2002 (updated in 2005, in 2010 and again in 2018) in response to the sex abuse crisis in the Church.

Pastors are responsible for the creation of a Safe Environment in the parish, the school (if the parish has one) and any activity involving young people that is related to parish or parochial school activity (e.g., athletic team activities). The principals of Archdiocesan elementary schools will cooperate fully with the pastors and be directed by the pastors in the provision of a Safe Environment. The principals of the four Archdiocesan high schools and of schools not affiliated with a parish (currently Saint Thomas More and Saint Brigid Elementary Schools) are accountable for the Safe Environment program at their respective school, and will be guided by the Department of Catholic Schools. The athletic leagues oversee activities deriving their volunteer support from members of the parish and school communities, and the relevant pastors and principals, as applicable, remain responsible for the creation of a Safe Environment Program within which the athletic leagues operate.

Other agencies are the responsibility of their designated leader.

Please read and use this manual. Forward any comment or suggestion for revision to:

ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF CHILD AND YOUTH PROTECTION
ONE PETER YORKE WAY
SAN FRANCISCO, CA 94109

II. OVERVIEW

In 2002, in response to reports regarding the sexual abuse of minors by Catholic clergy, the bishops of the United States promulgated the Charter for the Protection of Children and Young People entitled *"Promise to Protect; Pledge to Heal."* This document is a statement of commitment on the part of our bishops and our Church to continue and strengthen efforts to eradicate such abuse from the Church and preserve an environment that is vigilant to such abuse. The bishops obligated themselves and their dioceses to full implementation of the provisions of this document.

(See Appendix A for the full text of the USCCB Charter, as amended in 2018, complete with its "Essential Norms.")

The Charter describes how the Church will address existing and future claims so as to provide rapid and fair response to victims while protecting the rights of the accused. It assures all that the Church will cooperate with civil authority in every case.

The Charter also defines actions to be taken by each diocese to create a safe environment in our parishes, schools, and other Church-sponsored institutions so that families can be assured that their children are safe when placed in our care. This Safe Environment is achieved by:

- Ensuring all adults are provided minimum standards of conduct for interaction with minors;
- Instructing each child in ways to keep themselves safe;
- Training adult employees and volunteers (parish, school, or other institutions) on how to recognize abuse, how to report it to civil authority and to the Church, and how to prevent it;
- Evaluating the background of adult employees or volunteers who have "on-going, unsupervised contact with minors" on behalf of the Church prior to their being granted that contact. We use finger printing via Live Scan.

It is the policy of the ROMAN CATHOLIC ARCHDIOCESE OF SAN FRANCISCO that all those who work or volunteer in a parish, school, or agency will promote and maintain a safe, mutually respectful and appropriate ministerial relationship with all persons served and those who serve.

It is the policy of the Archdiocese that everyone should report suspected child abuse and neglect.

For Further Information:
See Appendix A, USCCB Charter for the Protection of Children and Young People and Essential Norms; Appendix B, Archdiocese of San Francisco Policies and Procedures Regarding Child Abuse; Appendix C, Archdiocese of San Francisco Standards of Conduct for Adults Working with Minors; and Appendix D, Archdiocese of San Francisco Standards of Conduct for Youth Working with Minors.

III. PROCESSING REPORTS OF POTENTIAL ABUSE

Article 4 of the Bishops' Charter *(see Appendix A)* states:

"Dioceses/eparchies are to report an allegation of sexual abuse of a person who is a minor to the public authorities with due regard for the seal of the Sacrament of Penance. Dioceses/eparchies are to comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

"Dioceses/eparchies are to cooperate with public authorities about reporting cases even when the person is no longer a minor.

"In every instance, dioceses/eparchies are to advise victims of their right to make a report to public authorities and support this right."

A. THE REPORTING LAW

As noted above, it is the policy of the Archdiocese of San Francisco that everyone should report suspected child abuse and neglect. In addition, Article 2.5 of the State of California Penal Code provides that it is a crime for certain individuals (called mandated reporters) who have contact with and supervision of children (e.g., school, parish and agency teachers and administrators, coaches, etc.) not to report suspected abuse to the proper authorities. These reports are to be made to Child Protective Services in instances where the alleged victim and alleged abuser share the same household and to a local law enforcement agency when the alleged victim is not of the same household as the alleged abuser. The following are excerpts and summaries of sections from the State of California Child Abuse Reporting Laws:

> *". . . a mandated reporter … shall make a report … whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow-up report within 36 hours of receiving the information concerning the incident…. For purposes of this article, 'reasonable suspicion' means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. 'Reasonable suspicion' does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any 'reasonable suspicion' is sufficient." (Penal Code sec. 11166(a))*
>
> *"Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect… For purposes of this section 'any other person' includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or with the scope of his or her employment." (Penal Code sec. 11166(g))*

Under California law, "mandated reporters" include clergy, childcare custodians, school personnel, health care practitioners, and other professional groups, as mandated reporters of suspected child abuse. In the Archdiocese of San Francisco, it includes, for example, all priests, deacons and religious; teachers/catechists, instructional aides, teachers' aides and teachers' assistants; administrative officers of schools, day camps, youth centers, or recreation programs; athletic coaches and assistant coaches; as well as any other employee and volunteer of an organization whose duties require direct contact and supervision of children. Other adults are "ethical" reporters and should also report such suspicions.

The law allows for exemptions from reporting by clergy in limited circumstances called a **penitential communication**, which is defined as "a communication, intended to be in confidence, including, but not

limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret." For Catholic clergy, however, this limitation is only available when there is a clear religious tradition, supported by the teachings, laws and practices of the Church, which would outweigh the reporting mandate. Clearly, this exemption includes the hearing of a penitent's confession by a priest or bishop. **In cases of confidential communication apart from confession, the duty to protect children by reporting the known or suspected child abuse may, and in some instances should, prevail over the presumption of confidentiality**. **This would be true where a member of the clergy determines that children are currently at risk of abuse**. It could also be true in cases where the clergy member invokes the "internal forum." Should a clergy member have questions about whether information that would trigger a duty to report is covered by a canonical duty of confidentiality, he should consult with the Archdiocesan judicial vicar.

Failure of a mandated reporter to report by telephone immediately or as soon as practically possible, and then in writing within 36 hours of receiving the information concerning the incident, is a misdemeanor "punishable by up to six months confinement in a county jail or by a fine of one thousand dollars ($1,000) or by both that imprisonment and fine."

Those required to report should be aware that mere reporting does not necessarily mean that a civil or criminal proceeding will be initiated against the suspected abuser.

The written reports regarding known or suspected abuse that mandated reporters must submit within 36 hours of the receiving the information concerning the incident must be on a Department of Justice form (BCIA 8572). This form is available at this link - https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf.

The reporting duties (and statutory penalties for failing to report) of a mandated reporter are individual, and cannot be delegated to another individual. Supervisors or administrators may not impede or inhibit reporting by a mandated reporter, nor may they take any actions against the reporter for making a report. However, it is appropriate to establish internal procedures to facilitate reporting and apprise supervisors and administrators of reports so long as these procedures are not inconsistent with the reporting law.

Mandated and ethical reporters of child abuse are immune from civil or criminal liability for having made a report.

B. MAKING A REPORT

The mandated reporter must provide his/her name and the following information when making the telephone report of suspected child abuse to the child protective agency (Child Protective Services (CPS)) when the alleged abuser and victim share the same household, and local law enforcement agencies when the alleged victim is of a different household than the alleged abuser):

- Name of child;
- Present location of the child;
- Nature and extent of the injury; and
- Any other information, including that which led the person to suspect child abuse, requested by the child protective agency.

Within 36 hours of receiving the information concerning the incident, a written report must also be filed with the child protective agency to which the telephone report was made. The written report must be filed on Department of Justice Form BCIA 8572, "Suspected Child Abuse Report". This form is available through county welfare and probation departments and law enforcement agencies. It is recommended that Archdiocesan parishes, schools, and agencies obtain a supply of these forms and keep them in a well-known and readily accessible location. The form is also available at this link: https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf.

After the verbal report is made, a person from the child protective agency will usually be dispatched immediately to the site. If neglect is suspected, the worker will respond to the site or to the child's home within one to three days, as per county practice.

A copy of the report should not be made a part of any pupil's cumulative record; however, a notation on the cumulative record indicating "CA report filed (with date)" would be appropriate. One copy of the report may be kept in a confidential file or log by the administration, but not placed in the pupil's folder. Follow-up with the family is the responsibility of the respective child protective agency. The Archdiocese of San Francisco has established the position of "Victim Assistance Coordinator". A phone call should be made **first** to the appropriate child protective agency and then to the Archdiocese of San Francisco Victim Assistance Coordinator, (415) 614-5506.

C. DETECTION OF CHILD ABUSE

Child-care custodians, clergy, and other parish, school and agency employees and volunteers can play a critical role in the early detection of child abuse and neglect. Symptomatic signs of abuse and/or neglect, which may include injuries, listlessness, poor nutrition, disruptive behavior, absenteeism, or depression, are often first seen by such personnel. Immediate investigation of suspected abuse by child protective agencies and the designated Archdiocesan officials may save a child from repeated injuries. Therefore, personnel should not hesitate to report suspicious injuries or behavior. If in doubt, contact the appropriate person at the Chancery. The Archdiocese of San Francisco Victim Assistance Coordinator can be reached, as noted above, at (415) 614-5506. The mandated reporter's duty is to report after being satisfied that there is reasonable suspicion of child abuse. Mandated reporters are not to conduct any investigation; this is the responsibility of law enforcement and/or child protective agencies.

Documentation of any report is to be confidentially maintained at the parish or school site, including details of phone calls (time/date and who was contacted) as well as a copy of the completed BCIA 8572 form.

D. CHART: WHOM TO CALL IF YOU SUSPECT CHILD ABUSE

A phone call must be made to the appropriate child protective agency and then to the Archdiocese of San Francisco Victim Assistance Coordinator, (415) 614-5506.

Anyone who has reason to believe or suspects that a child has been, or is being, abused must report their suspicions to civil authorities and to the Victim Assistance Coordinator. Investigation should be left to duly appointed professionals. (State law requires persons in certain positions called "mandated reporters" to make such reports. Others, called "ethical reporters" should do so).

Cases of alleged abuse in which the abuser and the victim are members of the same household are to be reported to Child Protective Services (CPS), while cases in which the alleged victim and the accused **do not** share a household should be reported to law enforcement authorities (Sheriff's Department or City Police). Please note that these phone numbers are subject to change:

MARIN	SAN FRANCISCO	SAN MATEO
Child & Family Services **24-hour Abuse & Neglect Reporting Hotline** **415-473-7153**	**Family & Children's Services** **24-hour Reporting Hotline** **800-856-5553**	**Child Protective Services** **Child Abuse & Neglect Hotline** **650-802-7922 or 800-632-4615**
Sheriff's Department **415-473-7250**	**Police Department** **Non-Emergency Number** **415 553-0123**	**Sheriff's Department** **Non-Emergency Number** **650-363-4911**

Every allegation will be treated seriously and immediate steps taken to protect the alleged victim(s). These actions will be taken discretely so as to protect the confidentiality and the rights of both the victim and the accused.

Remember: All allegations of abuse involving clergy, employees, volunteers, or children attending Catholic schools, parish religious education programs, or other Church-related events should be reported **first** to civil authority and then to the Victim Assistance Coordinator at (415) 614-5506.

Refer media questions and inquiries to the Director of the Archdiocesan Communications Office at the Chancery.

Upon receiving a report, the Victim Assistance Coordinator will ascertain whether civil authorities have been notified, and if they have not, will take immediate steps to do so. The Victim Assistance Coordinator will notify the Archbishop or his delegate and the appropriate Archdiocesan senior staff member(s), depending on the organizational placement of the alleged abuser, location where the abuse allegedly occurred, etc. As an example, in situations involving an allegation against a member of the clergy, the Vicar for Clergy will be notified. If the abuse allegedly took place at a school or was allegedly done by a school staff member, the Superintendent of Catholic Schools will be notified. The Independent Review Board will be notified and, if necessary, an investigation will be conducted by the Archdiocese through one of its independent investigators. The Victim Assistance Coordinator will be responsible for maintaining continuing contact with both the alleged victim and the alleged abuser.

IV. TRAINING AND EDUCATION

Article 12 of the Bishops' Charter *(see Appendix A)* states:

"Dioceses/eparchies are to maintain 'safe environment' programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for minors, parents, ministers, employees, volunteers, and others about ways to sustain and foster a safe environment for minors. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons with regard to their contact with minors."

CHILDREN, YOUTH AND PARENTS:

The Archdiocese of San Francisco meets the obligations of Article 12 for children and youth and for their parents, whether the child attends a Catholic school or a parish religious education program, by providing safe environment training, either in the classroom, on-line via the Internet, or by using a combination of the two, depending on the age of the participant and the type of instruction that works best in each case. Each child is to be offered training annually. *See Appendix E for a listing of these programs and Appendix F for a description of each individual program.* The programs utilize age-appropriate learning methods and information and are taught in our schools and in our parish programs of religious education (including Confirmation Preparation and other sacramental preparation classes). Similar programs were originally promulgated by Archbishop Levada, prior Archbishop of San Francisco, and have been replaced, updated, and/or reaffirmed by Archbishop Niederauer and again by Archbishop Cordileone. These programs are periodically reviewed and updated as necessary by the Office of Child and Youth Protection and the Independent Review Board, and approved by the Archbishop. *(See Appendix D, "Letter from Archbishop Cordileone regarding Promulgation of Education Programs.")*

CLERGY, EDUCATORS, EMPLOYEES, VOLUNTEERS AND OTHERS:

Adults who have contact with children on behalf of the Church are to be trained using the on-line program entitled *"Protect in God's Children*". This program (which replaced the SHIELD THE VULNERABLE programs) is available at *www.virtus.org* in both English and Spanish. For those who cannot complete the program using a computer, the program can be taught in a classroom setting in English, Spanish, Chinese or any other language prevalent in the Archdiocese when a need is demonstrated. Contact the Office of Child and Youth Protection at 415-606-5504 for more information. This training is to be repeated once every three years to maintain compliancy.

Please note: No one is to be given access to children on behalf of the Church without first having fulfilled this training requirement and any required background evaluation. Minors volunteering in an adult role are exempt from training and from background evaluation, but must be supervised at all times by an adult who is fully compliant with the Bishops' *Charter.* Minors are to be up-to-date on VIRTUS student lessons and be given the *Standards of Conduct for Youth Working with Minors*, found on the Archdiocese website.

(Individuals who have done this type of clearance activity in other dioceses must do it again for the Archdiocese of San Francisco as the training includes the Archdiocese of San Francisco policy and procedures, and provides an electronic 'sign-off' indicating the person has completed the training, understands the policy, and agrees to abide by it. We also receive the reports of fingerprints only for those individuals fingerprinted using our forms. This requirement can be waived for those whose anticipated stay is less than 30 days and who can provide evidence they've been cleared by another diocese).

V. EVALUATION OF BACKGROUNDS

Article 13 of the Bishops' Charter *(see Appendix A)* states:

"The diocesan/eparchial bishop is to evaluate the background of all incardinated priests and deacons. When a priest or deacon not incardinated in the diocese/eparchy is to engage in ministry in the diocese/eparchy, regardless of the length of time, the evaluation of his background may be satisfied through a written attestation of suitability for ministry supplied by his proper ordinary/major superior to the diocese/eparchy. Dioceses/eparchies are to evaluate the background of all their respective diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. Each diocese/eparchy is to determine the application/renewal of background checks according to local practice. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination" (cf. United States Conference of Catholic Bishops, Program of Priestly Formation *[Fifth Edition], 2006, no. 39).*

The Archdiocese of San Francisco uses background evaluation in addition to letters of reference from former employers and personal references.

ELECTRONIC FINGERPRINTING (Live Scan):
While the Charter only requires each diocese to "evaluate the background" of those who have "ongoing, unsupervised contact with minors", California law requires that all certificated teachers and all other school employees have their backgrounds evaluated using electronic fingerprinting. The Archdiocese requires all clergy and clergy candidates, as well as certain employees and/or volunteers based on the frequency or intensity of their contact with minors, to be fingerprinted as well. The information returned in this type of background evaluation may not be superior to that developed in other types of evaluations, but the relationship of the information to the identified person is more assured as it is related to fingerprints that are not duplicated from one person to another. Electronic fingerprinting also makes possible "Subsequent Arrest Reports" so that once fingerprinted, any subsequent criminal activity will be reported to the Archdiocese. This makes the process somewhat "self-renewing".

ALLOWABLE EXCEPTIONS:

If clergy are ministering in no capacity whatsoever and have no contact with minors, due to illness or age, they are exempt from the fingerprint requirement.

VI. PARISH AND SCHOOL COMPLIANCE CHECKLIST

Pastors and principals will:

1. Use the list of mandated education programs (Appendices E and F), and ensure that every child in each grade level in our School, Religious Education or sacrament preparation programs is offered instruction each year regarding personal safety (including child abuse safety concepts). They will encourage the parents/guardians to become familiar with the Safe Environment program.

2. Before hiring employees, or allowing volunteers to serve in a regular, ongoing position overseeing the activities of children or youth, the parish or school will ensure that the applicant has completed the applicable adult training program (required by Article 12 of the *Charter*) and had their background evaluated (Article 13 of the *Charter*). The Archdiocese has worked with VIRTUS to provide a very simple way of doing this.

3. Each applicant for becoming an employee or volunteer is to be told to register on the www.virtus website, and must retake the training offered through VIRTUS once every three years. Individuals should be reminded that they are to be working or volunteering with the Roman Catholic Archdiocese of San Francisco, the name of the parish or school for which they will work or volunteer, and the broad name for the work or ministry that they will be doing, as these are answers to the questions asked as part of the registration process. (One of the most frequent errors using this system is a person will enter that they are a volunteer or employee for the parish, when they are actually working with the school, or vice-versa).

4. All that remains for the individual is to take the Fingerprint form to a Live Scan site to have their prints "rolled." The reporting agencies for fingerprints report the results to the Archdiocese electronically. The results are posted in the VIRTUS database, where they are available to local site VIRTUS administrators. The Live Scan forms may be found on the Archdiocese of San Francisco website (www.sfarch.org) in the Policies Index. Search "Live Scan locations near me" for local Live Scan vendors.

5. The Office of Child and Youth Protection will notify the pastor (and principal in the case of a school) by letter if the person is disqualified or is to have their activity restricted in some way. No reason will be given; this is to protect confidentiality and is required by law. The individual should be provided this notification and advised to call the Office of Child and Youth Protection at (415) 614-5576 if they have questions or would like additional information.

6. Once the Background Evaluation steps have been completed, the individual will be given an opportunity to complete the adult training program, "Protecting God's Children Online Awareness Session 4.0" (and subsequent versions) on the same website. It is possible to continue until completion, which takes approximately 60-90 minutes depending on reading speed, or it is also possible to log out and complete the course later. If this latter option is chosen, the program "bookmarks" where the individual was when he or she logged out, and places them back there when they return. This may be done as many times as necessary. Once the training is completed, a certificate of completion is printed, and the website updates its database to reflect the completion date.

7. It is the pastor's (or principal's) responsibility to ensure the data in the database is kept up to date. To assist in that process, the pastor (or principal) may appoint trusted individuals to be VIRTUS Administrators. These

people are given access to the data for their location (and only their location) and can update it. Pastors and principals are automatically made VIRTUS Administrators and have access to their data.

For help in using the VIRTUS website, or to report difficulties with the website, call 1-888-847-8870 or email helpdesk@virtus.org. In addition, staff in the Vicar for Clergy office is available to clergy for assistance with this safe environment program. Please call 415-614-5611 with your questions.

VII. DATABASE MAINTENANCE & REPORTING

The data that resides in the VIRTUS database is the property of parishes and schools of the Archdiocese. The Office of Child and Youth Protection acts as custodian of the data and provides a small amount of data entry and management. The centralization of data management makes the effort more effective and efficient. This efficiency is enhanced because each individual enters their own data, reducing copy errors.

Pastors (and principals) are responsible to act as managers of the data for their location(s). While the effort required to keep the data up to date may be delegated to employees and volunteers, known as VIRTUS Administrators, the accuracy and currency of the data is the responsibility of the pastor. In schools not associated with a parish (currently, the 4 Archdiocesan high schools and Saint Thomas More and Saint Brigid Elementary Schools) that responsibility lies with the principal who is accountable to the Department of Catholic Schools.

Sources of data are: the information entered by individuals during the registration process and the results of background evaluations provided electronically to the Office of Child and Youth Protection by the California Department of Justice and the FBI; VIRTUS (training data postings); and corrections made by the parish, school, agency, or by the Office of Child and Youth Protection.

VIII. AUDIT

The Archdiocese has established audit procedures to ensure compliance with the Charter by parishes, schools and agencies. In addition, the USCCB Secretariat of Child and Youth Protection has contracted with an outside firm to audit one-third of all dioceses/eparchies each year via an on-site audit. They will audit the other two-thirds of the dioceses and eparchies with a "paper audit" which examines information provided by the diocese or eparchy without an on-site visit. On-site audits may include visits to parishes and schools and all audits will address quantitative issues and qualitative ones. The intent will be to determine whether the parish, school or Archdiocese is doing a comprehensive and quality job of (1) creating and maintaining a safe environment for children, (2) keeping all involved abreast of current issues, and (3) ensuring the Archdiocese is compliant with its own policies and with the Charter for the Protection of Children and Young People.

Archdiocesan Review:

This process is undertaken to assist parishes and schools with the compliance process, to help the Office of Child and Youth Protection to remedy weaknesses in the system, and to ensure that our environment is safe for our children. This process will be on-going throughout the year and will be done in two ways.

(1) A review of the components of Charter compliance will be a regular part of the Parish Policies and Procedures Consultation done by the Archdiocesan Legal Office. This process calls for an on-site visit once every three years and a paper self-review by the parish or school in each of the two intervening years. The Legal Office and the Office of Child and Youth Protection will utilize surveys and interviews as well as on-site visual checking of records to ensure Charter compliance. These reviews are scheduled and the parish or school is made aware of when it is to be visited. These reviews will be done with the current date as the "effective date," in contrast to the USCCB audit which is done for the previous July 1 through June 30 of the current year.

(2) In addition, visits to parishes and/or schools will be conducted by the Office of Child and Youth Protection. The schedule of these visits will <u>not</u> be published in advance.

USCCB Audit:

This audit is normally done once every three years by on-site auditors and in the two intervening years it is done by a review of reports provided to the auditors by the Archdiocese. The on-site audit is normally scheduled to take a full week and may include visits to parishes and schools.

The purpose of the audits and reviews at all levels is to determine whether the Archdiocese's policies and procedures are compliant with, and supportive of, the Bishop's *Charter for the Protection of Children and Young People*, and whether each of our parishes, schools and other agencies is in the high nineties of per cent compliant. Quantitatively, this is a review of the percentage of children and adults who have been trained and the percentage of adults who have had their background evaluated. Qualitatively, the education programs are reviewed and the Archdiocese's record-keeping systems are examined.

IX. APPENDICES……. pages15 through 56

APPENDIX A: page 15 – 32

USCCB *Charter for the Protection of Children and Young People*; Essential Norms, *reprinted below:*

CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

Preamble

Since 2002, the Church in the United States has experienced a crisis without precedent in our times. The sexual abuse1 of children and young people by some deacons, priests, and bishops, and the ways in which these crimes and sins were addressed, have caused enormous pain, anger, and confusion for victims, their families, and the entire Church. As bishops, we have acknowledged our mistakes and our roles in that suffering, and we apologize and take responsibility again for too often failing victims and the Catholic people in the past. From the depths of our hearts, we bishops express great sorrow and profound regret for what the Catholic people have endured.

We share Pope Francis' "conviction that everything possible must be done to rid the Church of the scourge of the sexual abuse of minors and to open pathways of reconciliation and healing for those who were abused" (Letter of His Holiness Pope Francis to the Presidents of the Episcopal Conferences and Superiors of Institutes of Consecrated Life and Societies of Apostolic Life Concerning the Pontifical Commission for the Protection of Minors, February 2, 2015).

Again, with this 2018 revision of the Charter for the Protection of Children and Young People, we re-affirm our deep commitment to sustain and strengthen a safe environment within the Church for children and youth. We have listened to the profound pain and suffering of those victimized by sexual abuse and will continue to respond to their cries. We have agonized over the sinfulness, the criminality, and the breach of trust perpetrated by some members of the clergy. We have determined as best we can the extent of the problem of this abuse of minors by clergy in our country, as well as its causes and context. We will use what we have learned to strengthen the protection given to the children and young people in our care.

We continue to have a special care for and a commitment to reaching out to the victims of sexual abuse and their families. The damage caused by sexual abuse of minors is devastating and long-lasting. We apologize to each victim for the grave harm that has been inflicted on him or her, and we offer our help now and for the future. The loss of trust that is often the consequence of such abuse becomes even more tragic when it leads to a loss of the faith that we have a sacred duty to foster. We make our own the words of St. John Paul II: that the sexual abuse of young people is "by every standard wrong and rightly considered a crime by society; it is also an appalling sin in the eyes of

God" (Address to the Cardinals of the United States and Conference Officers, April 23, 2002). We will continue to help victims recover from these crimes and strive to prevent these tragedies from occurring.

Along with the victims and their families, the entire Catholic community in this country has suffered because of this scandal and its consequences. The intense public scrutiny of the minority of the ordained who have betrayed their calling has caused the vast majority of faithful priests and deacons to experience enormous vulnerability to being misunderstood in their ministry and often casts over them an undeserved air of suspicion. We share with all priests and deacons a firm commitment to renewing the integrity of the vocation to Holy Orders so that it will continue to be perceived as a life of service to others after the example of Christ our Lord.

We, who have been given the responsibility of shepherding God's people, will, with his help and in full collaboration with all the faithful, continue to work to restore the bonds of trust that unite us. We have seen that words alone cannot accomplish this goal. We will continue to take action in our Plenary Assembly and at home in our dioceses and eparchies.

We feel a particular responsibility for "the ministry of reconciliation" (2 Cor 5:18) which God, who reconciled us to himself through Christ, has given us. The love of Christ impels us to ask forgiveness for our own faults but also to appeal to all—to those who have been victimized, to those who have offended, and to all who have felt the wound of this scandal—to be reconciled to God and one another.

Perhaps in a way never before experienced, we feel the power of sin touch our entire Church family in this country; but as St. Paul boldly says, God made Christ "to be sin who did not know sin, so that we might become the righteousness of God in him" (2 Cor 5:21). May we who have known sin experience as well, through a spirit of reconciliation, God's own righteousness. We know that after such profound hurt, healing and reconciliation are beyond human capacity alone. It is God's grace and mercy that will lead us forward, trusting Christ's promise: "for God all things are possible" (Mt 19:26).

In working toward fulfilling this responsibility, we rely, first of all, on Almighty God to sustain us in faith and in the discernment of the right course to take.

We receive fraternal guidance and support from the Holy See that sustains us in this time of trial. In solidarity with Pope Francis, we express heartfelt love and sorrow for the victims of abuse.

We rely on the Catholic faithful of the United States. Nationally and in each diocese/eparchy, the wisdom and expertise of clergy, religious, and laity contribute immensely to confronting the effects of the crisis and taking steps to resolve it. We are filled with gratitude for their great faith, for their generosity, and for the spiritual and moral support that we receive from them.

We acknowledge and re-affirm the faithful service of the vast majority of our priests and deacons and the love that people have for them. They deservedly have our esteem and that of the Catholic people for their good work. It is regrettable that their committed ministerial witness has been overshadowed by this crisis.

In a special way, we acknowledge and thank victims of clergy sexual abuse and their families who have trusted us enough to share their stories and to help us understand more fully the consequences of this reprehensible violation of sacred trust. With Pope Francis, we praise the courage of those who speak out about their abuse; their actions are "a service of love, since for us it sheds light on a terrible darkness in the life of the Church." We pray that "the remnants of the darkness which touch them may be healed" (Address to Victims of Sexual Abuse, July 7, 2014).

Let there now be no doubt or confusion on anyone's part: For us, your bishops, our obligation to protect children and young people and to prevent sexual abuse flows from the mission and example given to us by Jesus Christ himself, in whose name we serve.

As we work to restore trust, we are reminded how Jesus showed constant care for the vulnerable. He inaugurated his ministry with these words of the Prophet Isaiah:

The Spirit of the Lord is upon me, because he has anointed me to bring glad tidings to the poor. He has sent me to proclaim liberty to captives and recovery of sight to the blind, to let the oppressed go free, and to proclaim a year acceptable to the Lord. (Lk 4:18-19)

In Matthew 25, the Lord, in his commission to his apostles and disciples, told them that whenever they show mercy and compassion to the least ones, they show it to him.

Jesus extended this care in a tender and urgent way to children, rebuking his disciples for keeping them away from him: "Let the children come to me" (Mt 19:14). And he uttered a grave warning that for anyone who would lead the little ones astray, it would be better for such a person "to have a great millstone hung around his neck and to be drowned in the depths of the sea" (Mt 18:6).

We hear these words of the Lord as prophetic for this moment. With a firm determination to restore the bonds of trust, we bishops recommit ourselves to a continual pastoral outreach to repair the breach with those who have suffered sexual abuse and with all the people of the Church.

In this spirit, over the last sixteen years, the principles and procedures of the Charter have been integrated into church life.

• The Secretariat of Child and Youth Protection provides the focus for a consistent, ongoing, and comprehensive approach to creating a safe environment for young people throughout the Church in the United States.

• The Secretariat also provides the means for us to be accountable for achieving the goals of the Charter, as demonstrated by its annual reports on the implementation of the Charter based on independent compliance audits.

• The National Review Board is carrying on its responsibility to assist in the assessment of diocesan/eparchial compliance with the Charter for the Protection of Children and Young People.

• The descriptive study of the nature and scope of sexual abuse of minors by Catholic clergy in the United States, commissioned by the National Review Board, was completed in February 2004. The resulting study, examining the historical period 1950-2002, by the John Jay College of Criminal Justice provides us with a powerful tool not only to examine our past but also to secure our future against such misconduct.

• The U.S. bishops charged the National Review Board to oversee the completion of the Causes and Context study. The Study, which calls for ongoing education, situational prevention, and oversight and accountability, was completed in 2011.

• Victims' assistance coordinators are in place throughout our nation to assist dioceses and eparchies in responding to the pastoral needs of the abused.

• Diocesan/eparchial bishops in every diocese/eparchy are advised and greatly assisted by diocesan and eparchial review boards as the bishops make the decisions needed to fulfill the Charter.

• Safe environment programs are in place to assist parents and children—and those who work with children—in preventing harm to young people. These programs continually seek to incorporate the most useful developments in the field of child protection.

Through these steps and many others, we remain committed to the safety of our children and young people.

While the number of reported cases of sexual abuse has decreased over the last sixteen years, the harmful effects of this abuse continue to be experienced both by victims and dioceses/eparchies.

Thus it is with a vivid sense of the effort which is still needed to confront the effects of this crisis fully and with the wisdom gained by the experience of the last sixteen years that we have reviewed and revised the Charter for the Protection of Children and Young People. We now reaffirm that we will assist in the healing of those who have been injured, will do all in our power to protect children and young people, and will work with our clergy, religious, and laity to restore trust and harmony in our faith communities, as we pray for the Kingdom of God to come, here on earth, as it is in heaven.

To make effective our goals of a safe environment within the Church for children and young people and of preventing sexual abuse of minors by clergy in the future, we, the members of the United States Conference of Catholic Bishops, have outlined in this Charter a series of practical and pastoral steps, and we commit ourselves to taking them in our dioceses and eparchies.

To Promote Healing and Reconciliation with Victims/Survivors of Sexual Abuse of Minors

ARTICLE 1. Dioceses/eparchies are to reach out to victims/survivors and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation. Each diocese/eparchy is to continue its outreach to every person who has been the victim of sexual abuse as a minor by anyone in church service, whether the abuse was recent or occurred many years in the past. This outreach may include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the diocese/eparchy.

Through pastoral outreach to victims and their families, the diocesan/eparchial bishop or his representative is to offer to meet with them, to listen with patience and compassion to their experiences and concerns, and to share the "profound sense of solidarity and concern" expressed by St. John Paul II, in his Address to the Cardinals of the United States and Conference Officers (April 23, 2002). Pope Benedict XVI, too, in his address to the U.S. bishops in 2008 said of the clergy sexual abuse crisis, "It is your God-given responsibility as pastors to bind up the wounds caused by every breach of trust, to foster healing, to promote reconciliation and to reach out with loving concern to those so seriously wronged."

We bishops and eparchs commit ourselves to work as one with our brother priests and deacons to foster reconciliation among all people in our dioceses/eparchies. We especially commit ourselves to work with those individuals who were themselves abused and the communities that have suffered because of the sexual abuse of minors that occurred in their midst.

ARTICLE 2. Dioceses/eparchies are to have policies and procedures in place to respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. Dioceses/eparchies are to have a competent person or persons to coordinate assistance for the immediate pastoral care of persons who report having been sexually abused as minors by clergy or other church personnel. The procedures for those making a complaint are to be readily available in printed form and other media in the principal languages in which the liturgy is celebrated in the diocese/eparchy and be the subject of public announcements at least annually.

Dioceses/eparchies are also to have a review board that functions as a confidential consultative body to the bishop/eparch. The majority of its members are to be lay persons not in the employ of the diocese/eparchy (see Norm 5 in Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, 2006). This board is to advise the diocesan/eparchial bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. It is regularly to review diocesan/eparchial policies and procedures for dealing with sexual abuse of minors. Also, the board can review these matters both retrospectively and prospectively and give advice on all aspects of responses in connection with these cases.

ARTICLE 3. Dioceses/eparchies are not to enter into settlements which bind the parties to confidentiality, unless the victim/survivor requests confidentiality and this request is noted in the text of the agreement.

To Guarantee an Effective Response to Allegations of Sexual Abuse of Minors

ARTICLE 4. Dioceses/eparchies are to report an allegation of sexual abuse of a person who is a minor to the public authorities with due regard for the seal of the Sacrament of Penance. Diocesan/eparchial personnel are to comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

Dioceses/eparchies are to cooperate with public authorities about reporting cases even when the person is no longer a minor.

In every instance, dioceses/eparchies are to advise victims of their right to make a report to public authorities and support this right.

ARTICLE 5. We affirm the words of St. John Paul II, in his Address to the Cardinals of the United States and Conference Officers: "There is no place in the priesthood or religious life for those who would harm the young." Pope Francis has consistently reiterated this with victims of clergy sexual abuse.

Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1). Because of the seriousness of this matter, jurisdiction has been reserved to the Congregation for the Doctrine of the Faith (*Motu proprio Sacramentorum sanctitatis tutela*, AAS 93, 2001). Sexual abuse of a minor is also a crime in all civil jurisdictions in the United States.

Diocesan/eparchial policy is to provide that for even a single act of sexual abuse of a minor— whenever it occurred— which is admitted or established after an appropriate process in accord with canon law, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. In keeping with the stated purpose of this Charter, an offending priest or deacon is to be offered therapeutic professional assistance both for the purpose of prevention and also for his own healing and well-being.

The diocesan/eparchial bishop is to exercise his power of governance, within the parameters of the universal law of the Church, to ensure that any priest or deacon subject to his governance who has committed even one act of sexual abuse of a minor as described below (see notes) shall not continue in ministry.

A priest or deacon who is accused of sexual abuse of a minor is to be accorded the presumption of innocence during the investigation of the allegation and all appropriate steps are to be taken to protect his reputation. He is to be encouraged to retain the assistance of civil and canonical counsel. If the allegation is deemed not substantiated, every step possible is to be taken to restore his good name, should it have been harmed.

In fulfilling this article, dioceses/eparchies are to follow the requirements of the universal law of the Church and of the Essential Norms approved for the United States.

ARTICLE 6. There are to be clear and well publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the Church with regard to their contact with minors.

ARTICLE 7. Dioceses/eparchies are to be open and transparent in communicating with the public about sexual abuse of minors by clergy within the confines of respect for the privacy and the reputation of the individuals involved. This is especially so with regard to informing parish and other church communities directly affected by sexual abuse of a minor.

To Ensure the Accountability of Our Procedures

ARTICLE 8. The Committee on the Protection of Children and Young People is a standing committee of the United States Conference of Catholic Bishops. Its membership is to include representation from all the episcopal regions of the country, with new appointments staggered to maintain continuity in the effort to protect children and youth.

The Committee is to advise the USCCB on all matters related to child and youth protection and is to oversee the development of the plans, programs, and budget of the Secretariat of Child and Youth Protection. It is to provide the USCCB with comprehensive planning and recommendations concerning child and youth protection by coordinating the efforts of the Secretariat and the National Review Board.

ARTICLE 9. The Secretariat of Child and Youth Protection, established by the Conference of Catholic Bishops, is to staff the Committee on the Protection of Children and Young People and be a resource for dioceses/eparchies for the implementation of "safe environment" programs and for suggested training and development of diocesan personnel responsible for child and youth protection programs, taking into account the financial and other resources, as well as the population, area, and demographics of the diocese/eparchy.

The Secretariat is to produce an annual public report on the progress made in implementing and maintaining the standards in this Charter. The report is to be based on an annual audit process whose method, scope, and cost are to be approved by the Administrative Committee on the recommendation of the Committee on the Protection of Children and Young People. This public report is to include the names of those dioceses/eparchies which the audit shows are not in compliance with the provisions and expectations of the Charter. The audit method refers to the process and techniques used to determine compliance with the Charter. The audit scope relates to the focus, parameters, and time period for the matters to be examined during an individual audit.

As a member of the Conference staff, the Executive Director of the Secretariat is appointed by and reports to the General Secretary. The Executive Director is to provide the Committee on the Protection of Children and Young People and the National Review Board with regular reports of the Secretariat's activities.

ARTICLE 10. The whole Church, at both the diocesan/eparchial and national levels, must be engaged in maintaining safe environments in the Church for children and young people.

The Committee on the Protection of Children and Young People is to be assisted by the National Review Board, a consultative body established in 2002 by the USCCB. The Board will review the annual report of the Secretariat of Child and Youth Protection on the implementation of this Charter in each diocese/eparchy and any recommendations that emerge from it, and offer its own assessment regarding its approval and publication to the Conference President.

The Board will also advise the Conference President on future members. The Board members are appointed by the Conference President in consultation with the Administrative Committee and are accountable to him and to the USCCB Executive Committee. Before a candidate is contacted, the Conference President is to seek and obtain, in writing, the endorsement of the candidate's diocesan bishop. The Board is to operate in accord with the statutes and bylaws of the USCCB and within procedural guidelines developed by the Board in consultation with the Committee on the Protection of Children and Young People and approved by the USCCB Administrative Committee. These guidelines set forth such matters as the Board's purpose and responsibility, officers, terms of office, and frequency of reports to the Conference President on its activities.

The Board will offer its advice as it collaborates with the Committee on the Protection of Children and Young People on matters of child and youth protection, specifically on policies and best practices. For example, the Board will continue to monitor the recommendations derived from the Causes and Context study. The Board and Committee on the Protection of Children and Young People will meet jointly every year.

The Board will review the work of the Secretariat of Child and Youth Protection and make recommendations to the Executive Director. It will assist the Executive Director in the development of resources for dioceses.

ARTICLE 11. The President of the Conference is to inform the Holy See of this revised Charter to indicate the manner in which we, the Catholic bishops, together with the entire Church in the United States, intend to continue our commitment to the protection of children and young people. The President is also to share with the Holy See the annual reports on the implementation of the Charter.

To Protect the Faithful in the Future

ARTICLE 12. Dioceses/eparchies are to maintain "safe environment" programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents,

civil authorities, educators, and community organizations to provide education and training for minors, parents, ministers, employees, volunteers, and others about ways to sustain and foster a safe environment for minors. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons with regard to their contact with minors.

ARTICLE 13. The diocesan/eparchial bishop is to evaluate the background of all incardinated priests and deacons. When a priest or deacon, not incardinated in the diocese/eparchy, is to engage in ministry in the diocese/eparchy, regardless of the length of time, the evaluation of his background may be satisfied through a written attestation of suitability for ministry supplied by his proper ordinary/major superior to the diocese/eparchy. Dioceses/eparchies are to evaluate the background of all their respective diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. Each diocese/eparchy is to determine the application/renewal of background checks according to local practice. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (see USCCB, Program of Priestly Formation [Fifth Edition], 2006, no. 39 and the National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States, n.178 j).2

ARTICLE 14. Transfers of all priests and deacons who have committed an act of sexual abuse against a minor for residence, including retirement, shall be in accord with Norm 12 of the Essential Norms (see Proposed Guidelines on the Transfer or Assignment of Clergy and Religious, adopted by the USCCB, the Conference of Major Superiors of Men [CMSM], the Leadership Conference of Women Religious [LCWR], and the Council of Major Superiors of Women Religious [CMSWR] in 1993).

ARTICLE 15. To ensure continuing collaboration and mutuality of effort in the protection of children and young people on the part of the bishops and religious ordinaries, two representatives of the Conference of Major Superiors of Men are to serve as consultants to the Committee on the Protection of Children and Young People. At the invitation of the Major Superiors, the Committee will designate two of its members to consult with its counterpart at CMSM. Diocesan/eparchial bishops and major superiors of clerical institutes or their delegates are to meet periodically to coordinate their roles concerning the issue of allegations made against a cleric member of a religious institute ministering in a diocese/eparchy.

ARTICLE 16. Given the extent of the problem of the sexual abuse of minors in our society, we are willing to cooperate with other churches and ecclesial communities, other religious bodies, institutions of learning, and other interested organizations in conducting research in this area.

ARTICLE 17. We commit ourselves to work individually in our dioceses/eparchies and together as a Conference, through the appropriate committees, to strengthen our programs both for initial priestly and diaconal formation and their ongoing formation. With renewed urgency, we will promote programs of human formation for chastity and celibacy for both seminarians and priests based upon the criteria found in *Pastores dabo vobis*, no. 50, the Program of Priestly Formation, and the Basic Plan for the Ongoing Formation of Priests, as well as similar, appropriate programs for deacons based upon the criteria found in the National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States. We will continue to assist priests, deacons, and seminarians in living out their vocation in faithful and integral ways.

Conclusion

As we wrote in 2002, "It is within this context of the essential soundness of the priesthood and of the deep faith of our brothers and sisters in the Church that we know that we can meet and resolve this crisis for now and the future."

We reaffirm that the vast majority of priests and deacons serve their people faithfully and that they have their esteem and affection. They also have our respect and support and our commitment to their good names and well-being.

An essential means of dealing with the crisis is prayer for healing and reconciliation, and acts of reparation for the grave offense to God and the deep wound inflicted upon his holy people. Closely connected to prayer and acts of reparation is the call to holiness of life and the care of the diocesan/eparchial bishop to ensure that he and his priests and deacons avail themselves of the proven ways of avoiding sin and growing in holiness of life.

It is with reliance on the grace of God and in a spirit of prayer and penance that we renew the pledges which we made in the 2002 Charter:

We pledge most solemnly to one another and to you, God's people, that we will work to our utmost for the protection of children and youth.

We pledge that we will devote to this goal the resources and personnel necessary to accomplish it.

We pledge that we will do our best to ordain to the diaconate and priesthood and put into positions of trust only those who share this commitment to protecting children and youth.

We pledge that we will work toward healing and reconciliation for those sexually abused by clerics.

Much has been done to honor these pledges. We devoutly pray that God who has begun this good work in us will bring it to fulfillment.

This Charter is published for the dioceses/eparchies of the United States. It is to be reviewed again after seven years by the Committee on the Protection of Children and Young People with the advice of the National Review Board. The results of this review are to be presented to the full Conference of Bishops for confirmation. Authoritative interpretations of its provisions are reserved to the Conference of Bishops.

NOTES

1. For purposes of this Charter, the offense of sexual abuse of a minor will be understood in accord with the provisions of *Sacramentorum sanctitatis tutela* (SST), article 6, which reads:

§1. The more grave delicts against morals which are reserved to the Congregation for the Doctrine of the Faith are: 1o the delict against the sixth commandment of the Decalogue committed by a cleric with a minor below the age of eighteen years; in this case, a person who habitually lacks the use of reason is to be considered equivalent to a minor. 2o the acquisition, possession, or distribution by a cleric of pornographic images of minors under the age of fourteen, for purposes of sexual gratification, by whatever means or using whatever technology; §2. A cleric who commits the delicts mentioned above in §1 is to be punished according to the gravity of his crime, not excluding dismissal or deposition.

In view of the Circular Letter from the Congregation for the Doctrine of the Faith, dated May 3, 2011, which calls for "mak[ing] allowance for the legislation of the country where the Conference is located," Section III(g), we will apply the federal legal age for defining child pornography, which includes pornographic images of minors under the age of eighteen, for assessing a cleric's suitability for ministry and for complying with civil reporting statutes. If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

2. In 2009, after consultation with members of the USCCB Committee on the Protection of Children and Young People and the Conference of Major Superiors of Men and approval from the USCCB Committee on Canonical Affairs and Church Governance, additional Model Letters of Suitability, now available on the USCCB website, were agreed upon and published for use by bishops and major superiors in situations which involve both temporary and extended ministry for clerics.

Essential Norms for Diocesan/ Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons

THE UNITED STATES CONFERENCE OF CATHOLIC BISHOPS
Office of the President
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Most Reverend William S. Skylstad, D.D. Bishop of Spokane

May 5, 2006

DECREE OF PROMULGATION

On November 13, 2002, the members of the United States Conference of Catholic Bishops approved as particular law the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons. Following the grant of the required *recognitio* by the Congregation for Bishops on December 8, 2002, the Essential Norms were promulgated by the President of the same Conference on December 12, 2002.

Thereafter, on June 17, 2005, the members of the United States Conference of Catholic Bishops approved a revised text of the Essential Norms. By a decree dated January 1, 2006, and signed by His Eminence, Giovanni Battista Cardinal Re, Prefect of the Congregation for Bishops, and His Excellency, the Most Reverend Francesco Monterisi, Secretary of the same Congregation, the *recognitio* originally granted to the Essential Norms of 2002 was extended to the revised version *donec aliter provideatur.*

As President of the United States Conference of Catholic Bishops, I therefore decree the promulgation of the Essential Norms of June 17, 2005. These Norms shall obtain force on May 15, 2006, and so shall from that day bind as particular law all Dioceses and Eparchies of the United States Conference of Catholic Bishops.

Most Reverend William S. Skylstad, Bishop of Spokane, President of the USCCB
Reverend Monsignor David J. Malloy, General Secretary

Preamble

On June 14, 2002, the United States Conference of Catholic Bishops approved a Charter for the Protection of Children and Young People. The charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers). The bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the

individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

In addition, the bishops will work with parents, civil authorities, educators, and various organizations in the community to make and maintain the safest environment for minors. In the same way, the bishops have pledged to evaluate the background of seminary applicants as well as all church personnel who have responsibility for the care and supervision of children and young people.

Therefore, to ensure that each diocese/eparchy in the United States of America will have procedures in place to respond promptly to all allegations of sexual abuse of minors, the United States Conference of Catholic Bishops decrees these norms for diocesan/eparchial policies dealing with allegations of sexual abuse of minors by diocesan and religious priests or deacons.1 These norms are complementary to the universal law of the Church and are to be interpreted in accordance with that law. The Church has traditionally considered the sexual abuse of minors a grave delict and punishes the offender with penalties, not excluding dismissal from the clerical state if the case so warrants.

For purposes of these Norms, sexual abuse shall include any offense by a cleric against the Sixth Commandment of the Decalogue with a minor as understood in CIC, canon 1395 §2, and CCEO, canon 1453 §1 (*Sacramentorum sanctitatis tutela*, article 6 §1).2

Norms

1. These Essential Norms have been granted *recognitio* by the Holy See. Having been legitimately promulgated in accordance with the practice of the United States Conference of Catholic Bishops on May 5, 2006, they constitute particular law for all the dioceses/eparchies of the United States of America.3

2. Each diocese/eparchy will have a written policy on the sexual abuse of minors by priests and deacons, as well as by other church personnel. This policy is to comply fully with, and is to specify in more detail, the steps to be taken in implementing the requirements of canon law, particularly CIC, canons 1717-1719, and CCEO, canons 1468-1470. A copy of this policy will be filed with the United States Conference of Catholic Bishops within three months of the effective date of these norms. Copies of any eventual revisions of the written diocesan/eparchial policy are also to be filed with the United States Conference of Catholic Bishops within three months of such modifications.

3. Each diocese/eparchy will designate a competent person to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused when they were minors by priests or deacons.

4. To assist diocesan/eparchial bishops, each diocese/eparchy will also have a review board which will function as a confidential consultative body to the bishop/eparch in discharging his responsibilities. The functions of this board may include

a. advising the diocesan bishop/eparch in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry;

b. reviewing diocesan/eparchial policies for dealing with sexual abuse of minors; and
c. offering advice on all aspects of these cases, whether retrospectively or prospectively.

5. The review board, established by the diocesan/eparchial bishop, will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the review board members will be lay persons who are not in the employ of the diocese/eparchy; but at least one member should be a priest who is an experienced and respected pastor of the diocese/eparchy in question, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed. It is desirable that the Promoter of Justice participate in the meetings of the review board.

6. When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation in accordance with canon law will be initiated and conducted promptly and objectively (CIC, c. 1717; CCEO, c. 1468). During the investigation the accused enjoys the presumption of innocence, and all appropriate steps shall be taken to protect his reputation. The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of the results of the investigation. When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation of the Doctrine of the Faith shall be notified. The bishop/eparch shall then apply the precautionary measures mentioned in CIC, canon 1722, or CCEO, canon 1473—i.e., withdraw the accused from exercising the sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.**4**

7. 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/eparchy and to the accused.

8. When even a single act of sexual abuse by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants (SST, Art. 6; CIC, c. 1395 §2; CCEO, c. 1453 §1).

a. In every case involving canonical penalties, the processes provided for in canon law must be observed, and the various provisions of canon law must be considered (cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith, May 18, 2001). Unless the Congregation for the Doctrine of the Faith, having been notified, calls the case to itself because of special circumstances, it will direct the diocesan bishop/eparch to proceed (Article 13, "Procedural Norms" for *Motu proprio Sacramentorum sanctitatis tutela*, AAS, 93, 2001, p. 787). If the case would otherwise be barred by prescription, because sexual abuse of a minor is a grave offense, the bishop/eparch may apply to the Congregation for the Doctrine of the Faith for a derogation from the prescription, while indicating relevant grave reasons. For the sake of canonical due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese/eparchy will supply canonical counsel to a priest. The provisions of CIC, canon 1722, or CCEO, canon 1473, shall be implemented during the pendency of the penal process.

b. If the penalty of dismissal from the clerical state has not been applied (e.g., for reasons of advanced age or infirmity), the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass

publicly or to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest.

9. At all times, the diocesan bishop/eparch has the executive power of governance, within the parameters of the universal law of the Church, 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.**6** Because sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1) and is a crime in all civil jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the diocesan bishop/eparch shall exercise this power of governance to ensure that any priest or deacon who has committed even one act of sexual abuse of a minor as described above shall not continue in active ministry.**7**

10. The priest or deacon may at any time request a dispensation from the obligations of the clerical state. In exceptional cases, the bishop/eparch 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.

11. The diocese/eparchy will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and will cooperate in their investigation. In every instance, the diocese/eparchy will advise and support a person's right to make a report to public authorities.**8**

12. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment in another diocese/eparchy. Every bishop/eparch who receives a priest or deacon from outside his jurisdiction will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question.

Before such a diocesan/eparchial priest or deacon can be transferred for residence to another diocese/eparchy, his diocesan/eparchial bishop shall forward, in a confidential manner, to the bishop of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people.

In the case of the assignment for residence of such a clerical member of an institute or a society into a local community within a diocese/eparchy, the major superior shall inform the diocesan/eparchial bishop and share with him in a manner respecting the limitations of confidentiality found in canon and civil law all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people so that the bishop/eparch can make an informed judgment that suitable safeguards are in place for the protection of children and young people. This will be done with due recognition of the legitimate authority of the bishop/eparch; of the provisions of CIC, canon 678 (CCEO, canons 415 §1 and 554 §2), and of CIC, canon 679; and of the autonomy of the religious life (CIC, c. 586).

13. Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and of the person against whom the charge has been made. When an accusation has been shown to be unfounded, every step possible will be taken to restore the good name of the person falsely accused.

NOTES

1 These Norms constitute particular law for the dioceses, eparchies, clerical religious institutes, and societies of apostolic life of the United States with respect to all priests and deacons in the ecclesiastical ministry of the Church in the United States. When a major superior of a clerical religious institute or society of apostolic life applies and interprets them for the internal life and governance of the institute or society, he has the obligation to do so according to the universal law of the Church and the proper law of the institute or society.

2 If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (Canonical Delicts, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

3 Due regard must be given to the proper legislative authority of each Eastern Catholic Church.

4 Article 19 *Sacramentorum sanctitatis tutela* states, "With due regard for the right of the Ordinary to impose from the outset of the preliminary investigation those measures which are established in can. 1722 of the Code of Canon Law, or in can. 1473 of the Code of Canons of the Eastern Churches, the respective presiding judge may, at the request of the Promoter of Justice, exercise the same power under the same conditions determined in the canons themselves."

5 Removal from ministry is required whether or not the cleric is diagnosed by qualified experts as a pedophile or as suffering from a related sexual disorder that requires professional treatment. With regard to the use of the phrase "ecclesiastical ministry," by clerical members of institutes of consecrated life and societies of apostolic life, the provisions of canons 678 and 738 also apply, with due regard for canons 586 and 732.

6 Cf. CIC, cc. 35-58, 149, 157, 187-189, 192-195, 277 §3, 381 §1, 383, 391, 1348, and 1740-1747. Cf. also CCEO, cc. 1510 §1 and 2, 1°-2°, 1511, 1512 §§1-2, 1513 §§2-3 and 5, 1514-1516, 1517 §1, 1518, 1519 §2, 1520 §§1-3, 1521, 1522 §1, 1523-1526, 940, 946, 967-971, 974-977, 374, 178, 192 §§1-3, 193 §2, 191, and 1389-1396.

7 The diocesan bishop/eparch may exercise his executive power of governance to take one or more of the following administrative actions (CIC, cc. 381, 129ff.; CCEO, cc. 178, 979ff.):

a. He may request that the accused freely resign from any currently held ecclesiastical office (CIC, cc. 187-189; CCEO, cc. 967-971).

b. Should the accused decline to resign and should the diocesan bishop/eparch judge the accused to be truly not suitable (CIC, c. 149 §1; CCEO, c. 940) 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; CCEO, cc. 974-977, 1389-1396).

c. For a cleric who holds no office in the diocese/eparchy, any previously delegated faculties may be administratively removed (CIC, cc. 391 §1 and 142 §1; CCEO, cc. 191 §1 and 992 §1), while any *de iure*

faculties may be removed or restricted by the competent authority as provided in law (e.g., CIC, c. 764; CCEO, c. 610 §§2-3).

d. The diocesan bishop/eparch 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. Depending on the gravity of the case, the diocesan bishop/eparch may also dispense (CIC, cc. 85-88; CCEO, cc. 1536 §1–1538) the cleric from the obligation of wearing clerical attire (CIC, c. 284; CCEO, c. 387) and may urge that he not do so, for the good of the Church and for his own good. These administrative actions shall be taken in writing and by means of decrees (CIC, cc. 47-58; CCEO, cc. 1510 §2, 1°-2°, 1511, 1513 §§2-3 and 5, 1514, 1517 §1, 1518, 1519 §2, 1520) so that the cleric affected is afforded the opportunity of recourse against them in accord with canon law (CIC, cc. 1734ff.; CCEO, cc. 999ff.).

8 The necessary observance of the canonical norms internal to the Church is not intended in any way to hinder the course of any civil action that may be operative. At the same time, the Church reaffirms her right to enact legislation binding on all her members concerning the ecclesiastical dimensions of the delict of sexual abuse of minors.

A Statement of Episcopal Commitment

We bishops pledge again to respond to the demands of the Charter in a way that manifests our accountability to God, to God's people, and to one another. Individually and together, we acknowledge mistakes in the past when some bishops transferred, from one assignment to another, priests who abused minors. We recognize our roles in the suffering this has caused, and we continue to ask forgiveness for it.

Without at all diminishing the importance of broader accountability, this statement focuses on the accountability which flows from our episcopal communion and fraternal solidarity, a moral responsibility we have with and for each other.

While bishops are ordained primarily for their diocese or eparchy, we are called as well to protect the unity and to promote the common discipline of the whole Church (CIC, c. 392; CCEO, c. 201). Participating in the college of bishops, each bishop is responsible to act in a manner that reflects both effective and affective collegiality.

Respecting the legitimate rights of bishops who are directly accountable to the Holy See, in a spirit of collegiality and fraternity we renew our commitment to the following:

1. Within each province, we will assist each other to interpret correctly and implement the Charter for the Protection of Children and Young People, always respecting Church law and striving to reflect the Gospel.

2. We will apply the requirements of the Charter also to ourselves, respecting always Church law as it applies to bishops. Therefore, if a bishop is accused of the sexual abuse of a minor, the accused bishop is obliged to inform the Apostolic Nuncio. If another bishop becomes aware of such an allegation of the sexual abuse of a minor by a bishop, he too is obliged to inform the Apostolic Nuncio and comply with applicable civil laws.

3. In cases of financial demands for settlements involving allegations of any sexual misconduct by a bishop, he, or any of us who become aware of it, is obliged to inform the Apostolic Nuncio.

4. Within each of our provinces, as an expression of collegiality, including fraternal support, fraternal challenge and fraternal correction, we will engage in ongoing mutual reflection upon our commitment to holiness of life and upon the exercise of our episcopal ministry.

In making this statement, we firmly uphold the dignity of every human being and renew our commitment to live and promote the chastity required of all followers of Christ and especially of deacons, priests and bishops.

This Statement of Episcopal Commitment will be reviewed by the Committee on Clergy, Consecrated Life and Vocations upon the next review of the Charter.

APPENDIX B: page 33 – 41

ARCHDIOCESE OF SAN FRANCISCO POLICIES AND PROCEDURES REGARDING CHILD ABUSE

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ARCHDIOCESE OF
SAN FRANCISCO | OFFICE OF THE ARCHBISHOP

March 20, 2023

On November 1, 2017, the Archdiocese of San Francisco began using VIRTUS for its safe environment training. VIRTUS offers programs and services to a majority of the dioceses in the United States and is used in the Archdiocese of San Francisco for the training of children in its parishes and schools as well as training for our clergy, adult educators and volunteers of the Archdiocese.

The job of ensuring children's safety is challenging for parents, teachers, catechists, youth ministers and educators, and requires more than adult awareness, education, and training. Children must also be given the tools needed to overcome the advances of people who might intend to do them harm. After a careful review of its training modules, we are pleased with VIRTUS's **Touching Safety Program for Children**, and its accompanying guide, **Teaching Touching Safety**. This is a school-based curriculum with lesson plans created for five age groups:

Pre-Kindergarten (not currently required under the *Charter)*
Grades K through 2
Grades 3 through 5
Grades 6 through 8
Grades 9 through 12

Each school year, VIRTUS provides a theme that introduces and builds on basic safety concepts through its **Teaching Touching Safety Guide**. The material is developmentally appropriate for each age group and includes content and activities that reinforce the important concepts presented.

We continue to affirm parents as the first educators of their children. All VIRTUS programs offer opportunities for parental involvement. Please take time to review the VIRTUS website and its programs at www.VIRTUS.org. We are interested in your input, and invite you to send your questions or comments about the programs to Deacon Fred Totah, Director of Pastoral Ministry, at Totah.Fred@sfarch.org, and his assistant, Karen Guglielmoni, at GuglielmoniK@sfarch.org.

Thank you for all that you do to implement these important programs as we work together to keep our children safe.

Sincerely yours in the Lord,

+ Salvatore Cordileone

Most Rev. Salvatore Cordileone
Archbishop of San Francisco

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109 | SFARCHDIOCESE.ORG | (415) 614-5500

INTRODUCTION

The terms "childhood" and "innocence" are synonymous in ordinary language use. That is why the pain runs so deep for all those of good will when we learn that the innocence of a child has been harmed, and in some cases destroyed, by the experience of childhood abuse. In the Gospel, Jesus says, "Let the little ones come unto me" and "Woe to him who brings harm to the child." Recognizing the particular beauty, innocence and vulnerability of children, Jesus entrusted them to our special care. Therefore, these policies and procedures have been developed to provide prompt and objective investigations of claims of abuse of children and to provide effective pastoral assistance to those who have been harmed.

As a condition of employment or other Church activity, those who serve the Archdiocese of San Francisco are required to follow the Policies and Procedures set forth herein.

DEFINITIONS

"*Child*" is defined as a person under the age of 18 years, or a person whose usual ability to reason is limited to that of a person younger than 18 years.

"*Child abuse*" includes sexual abuse, non-accidental physical injury, and neglect. For the purposes of the Charter for Protection of Children, "Child Abuse" also includes the acquisition, possession, or distribution by a cleric of pornographic images of minors under the age of 18, for purposes of sexual gratification, by whatever means or using whatever technology.

"Child Protective Agency" for these purposes is the local Child Protective Services for cases of domestic abuse (instances in which the alleged abuser and the alleged victim share a common household) and any local law enforcement agency for instances of alleged abuse by someone not of the alleged victim's household.

"*Child-care custodian*" includes school administrators, teachers, instructional aides, teacher aides, teacher assistants or extended-care personnel employed by any public or private school. It also means an administrator or employee of a public or private youth center, youth recreation program, or youth organization, as well as administrators or employees of a public or private organization whose duties require direct contact with, and supervision of, children. The law states that volunteers of such organizations are to be encouraged to obtain training in the identification and reporting of child abuse. The Archdiocese requires this training of all clergy and of all employees and volunteers who work with children.

"*Clergy*" is defined in California law as "a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized religious denomination or organization." Roman Catholic tradition and canonical definition indicate that this would include those who have received Holy Orders: a deacon, priest or bishop. Consecrated men and women are to be held to the same standards as clergy.

"*Reasonable suspicion*" includes suspicion based on circumstances that would cause a "reasonable person" in a like position, drawing when appropriate upon his/her training and experience, to suspect child abuse.

OFFICE OF CHILD AND YOUTH PROTECTION

The Archdiocese will maintain an Office of Child and Youth Protection that will include the functions of a Victim Assistance Coordinator and those of a Safe Environment Coordinator.

THE VICTIM ASSISTANCE COORDINATOR shall report to the Director of the Office of Child and Youth Protection and shall serve as staff to the Independent Review Board (hereinafter referred to as "the Board"), described below, for purposes of assisting the Board with its responsibility to advise on and audit established and proposed Archdiocesan

policies, procedures and programs designed to prevent and respond to the sexual abuse of minors. The responsibilities of the Victim Assistance Coordinator shall include:

1. Facilitate outreach to every person who has been the victim of sexual abuse as a minor by anyone acting in any ministry or activity of the Church, whether the abuse was recent or occurred many years in the past. The outreach will include arranging the provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim/survivor and the Archdiocese. In cooperation with social service agencies and other churches, the Coordinator will foster and encourage support groups for victims/survivors and others affected by abuse at the Archdiocesan level and in local parish communities. The Coordinator shall also foster outreach to victims/survivors and to their families by arranging, upon request, for the Archbishop or his representative to meet with them, to listen with patience and compassion to their experiences and concerns, and to share the "profound sense of solidarity and concern" expressed by Pope Saint John Paul II in his address to the Cardinals of the United States and officers of the U.S. Conference of Catholic Bishops (April 23, 2002).

2. Coordinate assistance to parish communities affected by the sexual misconduct of ordained, religious, or lay personnel of the Archdiocese, including parish intervention teams staffed by personnel experienced in community healing.

3. Maintain contact with the Archdiocese of San Francisco Independent Review Board, and the applicable Chancery officials, to ensure that during the course of the Board's investigation of an abuse claim, appropriate spiritual and/or counseling needs are addressed.

THE SAFE ENVIRONMENT COORDINATOR will oversee the Archdiocesan efforts to create and maintain a safe environment for children in accordance with the Charter. The Coordinator will:

1. Coordinate the Archdiocesan "Safe Environment" program, which will involve cooperation with parents, civil authorities, educators, the Archdiocesan Human Resources Office, and community organizations in providing education and training for children, youth, parents, ministers, educators, administrators, and others at the Archdiocese and parish/school levels about ways to create and maintain a safe environment for children.

2. Maintain contact with the Archdiocesan Human Resources Office, Department of Catholic Schools, Department of Pastoral Ministry (which includes the Office of Faith Formation), Seminary, Catholic Charities/Catholic Youth Organization, and the Peninsula Parish School League, as applicable, to ensure that the policies regarding fingerprinting and background checks of personnel and volunteers regularly involved with children, and the adequate screening and evaluative techniques for deciding the fitness of candidates for ordination, are properly followed.

3. Accountability for this Safe Environment program will lie with the pastor for his assigned parish, for the school if one is associated with the parish, and for the athletic programs of his parish/school. If a school has no associated parish (e.g., the four Archdiocesan high schools, Saint Thomas More Elementary School and Saint Brigid Elementary School), the principal of the school is accountable for the school's Safe Environment program and for the school's involvement in the athletic leagues. The principal in these instances will be guided by the Department of Catholic Schools. The athletic leagues will help and support the schools and parishes, as they draw their volunteers from them, but the pastor and principal will retain accountability.

PERMANENT REMOVAL FROM EMPLOYMENT OR MINISTRY

A priest, deacon or clergy candidate who has committed an act of abuse of a minor will be permanently removed from active ministry and may not be transferred for ministerial assignment to another diocese/eparchy or religious province.

Before a priest or deacon can be transferred for residence to another diocese/eparchy or religious province, his bishop/eparch or religious ordinary shall forward, in a confidential manner, to the local bishop/eparch and

religious ordinary (if applicable) of the proposed place of residence, any and all information concerning any act of abuse of a minor and any other information regarding his suitability for ministry with young people.

Employees or volunteers, other than clergy, who have committed an act of abuse of a minor, will not be granted access to children on behalf of the Church. Employees will be terminated and the services of volunteers will no longer be used. These individuals may attend religious services at the parish of their choice, unless the pastor, in consultation with the Archbishop, decides otherwise, but they may not be involved in any parish or school activity.

RESPONSE TO ALLEGATIONS OF ABUSE OF MINORS

The Archdiocese will report allegations and reasonable suspicions of abuse to the civil authorities, and will require all clergy, religious, employees and volunteers to do the same. In addition to requiring compliance with the civil laws and Archdiocesan policies regarding the reporting of the abuse of minors, the Archdiocese will cooperate with civil authorities in their investigations in accord with the law. It will also cooperate with civil authorities' reporting requirements in cases where the victim is no longer a minor. In every instance, victims will be advised of their right to make a report directly to the civil authorities and the Archdiocese will support this right.

INDEPENDENT REVIEW BOARD

Because of the unique physical, psychological, and moral dimensions involved in claims of abuse of minors, there is a particular need to do everything possible to avoid even the perception in the minds of alleged victims, their families, the Christian faithful, and the public at large that the response to a complaint is anything less than thorough and objective. For this reason, an Independent Review Board ("The Board") has been established by the Archbishop.

The Board will function as a confidential consultative body to the Archbishop and will advise the Archbishop in his assessment of allegations of abuse of minors and in his determinations of suitability for ministry. It will regularly review Archdiocesan policies and procedures for dealing with abuse of minors by way of an effective annual audit program and written report. The Board can review these matters both retrospectively and prospectively and give advice on all aspects of responses required in connection with these cases. The procedures for those making a complaint (set forth herein) will be readily available in printed form and will be the subject of periodic public announcements.

The Board will include as voting members at least five individuals with backgrounds in psychology, psychiatry, social work, nursing, licensed marriage and family counseling, or the law. This may include medical doctors, attorneys (e.g., retired judges, prosecutors, public defenders), or retired police or other forensic investigators, and may also include a survivor of clerical sexual abuse. At least one of these will have expertise in the treatment of sex abuse of minors. These will be persons of outstanding integrity and good judgment and will usually be Roman Catholic. The Archbishop may elect to appoint one or more non-Catholics who otherwise meet these criteria. While Archdiocesan personnel may, upon request, provide assistance to the Independent Review Board from time to time, such personnel shall not serve on the Board; with the exception that one Archdiocesan priest who is an experienced and respected pastor will be a member. An Archdiocesan canon lawyer will participate in a non-voting capacity to ensure the canonical rights of the accused and accuser. The members will be appointed to staggered terms of five years, which can be renewed once.

This Independent Review Board will work independently and may acquire the services of an independent investigator to augment the work of the Child Protective Agencies (CPS or law enforcement). Such investigators shall report back to the entire Board which will determine whether further investigation is necessary. Upon

conclusion of its work, the sole responsibility of the Independent Review Board is to present to the Archbishop or his delegate its findings of fact and their collective judgment concerning the allegation that has been investigated.

REPORTING CHILD ABUSE

The Archdiocese will maintain and publish procedures for complaints regarding alleged child abuse, including sexual abuse, which can and should be made by victims and/or their advocates directly to the appropriate county child protective services agency or local police department. The phone numbers for the protective agencies in each county are also provided in *"Safe Environment Guidelines"* and in brochures provided to every parish and school, and are periodically published in the Archdiocese's magazine. An easy to read guide or checklist will be provided to all schools and parishes for further dissemination.

REPORTING BY COUNTY:

MARIN	SAN FRANCISCO	SAN MATEO
Child & Family Services **24-hour Abuse & Neglect Reporting Hotline** **415-473-7153**	**Family & Children's Services** **24-hour Reporting Hotline** **800-856-5553**	**Child Protective Services** **Child Abuse & Neglect Hotline** **650-802-7922 or 800-632-4615**
Sheriff's Department **415-473-7250**	**Police Department** **Non-Emergency Number** **415 553-0123**	**Sheriff's Department** **Non-Emergency Number** **650-363-4911**

NOTE: *These phone numbers are subject to change.*

Be prepared to report:

- Name of child;
- Present location of the child;
- Nature and extent of the injury; and
- Any other information, including that which led the person to suspect child abuse, requested by the child protective agency.

***For additional information or consultation, you may contact*:**
GREATER BAY AREA CHILD ABUSE COUNCIL COALITION –
https://calparents.org/bay-area-prevent-child-abuse/home.html

In any event, individuals serving the Archdiocese of San Francisco who fall within the definition of "mandatory child abuse reporters" must, pursuant to California law, report any reasonable suspicion of abuse. In addition, any reasonable suspicion of abuse, as defined by California law, which is brought to the attention of the Archdiocese by an alleged victim or any other person, will be reported to the civil authorities. The Archdiocese will also cooperate with the civil authorities in reporting instances of child abuse that are not brought to its attention until after the child has reached adulthood. (See Reporting Law, in *"Safe Environment Guidelines").*

Subject to the provisions above, **a person wishing to register a complaint of child abuse with the Archdiocese should first contact civil authorities and then contact the Victim Assistance Coordinator at (415) 614-5506**. The Victim Assistance Coordinator will ascertain whether Law Enforcement or the Department

of Child Protective Services has been notified. If they have not, the Victim Assistance Coordinator will ensure this is done.

The Victim Assistance Coordinator will notify the applicable Chancery officials, and together they will gather the basic information regarding the complaint and then inform the complaining party as follows:

1. Pursuant to the USCCB Charter and the Archdiocese of San Francisco *Policies and Procedures Regarding Child Abuse*, the matter will be referred to the Archdiocesan Independent Review Board for a prompt and objective preliminary investigation, in harmony with canon law, and a representative of the Board (normally the "Primary Investigator") will contact him or her.

2. Appropriate psychological/spiritual counseling for persons seeking assistance in coping with abuse is available for victims through the Archdiocesan Victim Assistance Coordinator: (415) 614-5506.

3. When the preliminary investigation (i.e., the initial information gathered by the applicable Chancery official and/or any supplemental information obtained by the Board) so indicates, the alleged offender shall be relieved of any active employment or ministerial duties (i.e., be placed on "administrative leave") pending the conclusion of the investigation. Certain circumstances may warrant the immediate and permanent termination of an employee or volunteer. If a cleric wishes to suspend his participation in the preliminary investigation and/or any subsequent canonical tribunal process until after the conclusion of any pending investigation/trial by the civil authorities, he may do so subject to an immediate written acknowledgment that in the interim he will remain on "administrative leave" and will not be permitted to publicly exercise ministry.

4. The Board's Primary Investigator (who shall be accountable directly to the Board) will provide the Board with his/her initial findings of fact. Following any further investigation directed by the Board members, the Board will present a written report to the Archbishop advising him as to whether there is sufficient evidence that abuse of a minor has occurred. (Even if the Board determines that the evidence is insufficient, it may nevertheless provide the Archbishop with its advice concerning the cleric's suitability for ministry.)

5. The Archbishop or the applicable Chancery official or delegate will share with the alleged victim and perpetrator the finding of the Board, the Archbishop's determination concerning the preliminary investigation, and any further action (e.g., pursuit of canonical remedies, declaration of a psychological impediment to ministry, etc.) that will be taken. If an accusation has proved to be unfounded, every possible step will be taken to restore the good name of the accused.

When the alleged abuser is clergy:

If sexual abuse by a priest or a deacon is admitted, or is uncontested, or is established after an appropriate process in accord with canon law, the following will pertain:

The Archbishop or his delegate will inform the cleric in writing that the provisions of the Charter apply to him. These provisions state that for even a single act of abuse of a minor – past, present or future – the offending priest or deacon will be permanently removed from ministry, not excluding dismissal from the clerical state if the case so warrants.

The cleric will then be given the opportunity to:

1. Request in writing a voluntary dispensation from the obligations of clerical orders and loss of the clerical state, or

2. If the penalty of involuntary dismissal from the clerical state will not be applied (e.g., for reasons of advanced age or infirmity), the individual will be offered the opportunity to lead a life of prayer and penance. He will be informed in writing that he will not be permitted to celebrate Mass publicly, to wear clerical garb, or to present himself publicly as a priest. He will be informed, and will acknowledge in writing, that any failure to abide by

these proscriptions will be grounds for public declaration of the violation and imposition of immediate penalties.

3. If the cleric denies the abuse occurred, and does not voluntarily seek a return to the lay state, he may request a canonical trial as provided for in Canon Law.

The Archdiocese adheres to a communications policy that reflects a commitment to transparency and openness. Within the confines of respect for the privacy and the reputation of the individuals involved, the Archdiocese will deal as openly as possible with members of the community. This is especially so with regard to assisting and supporting parish communities directly affected by ministerial misconduct involving minors.
The Archdiocese will not enter into confidentiality agreements relating to the settlement of child abuse claims except for grave and substantial reasons brought forward by the victim/survivor and noted in the text of the agreement.

PREVENTION AND PREPARATION

This policy and procedure will at all times support the Bishops' *Charter for the Protection of Children and Young People*, adopted in June 2002, and revised in June 2005, in June 2010 and again in June 2018. In support of the Charter, the Archdiocese will:

1. Screen all potential employees' backgrounds through the State Department of Justice and the FBI, and conduct reference checks. Employees who anticipate filling positions the duties of which include contact with minors designated by law and those that are identified by the Archdiocese as having more frequent, continuous or intense contact with young people will have their background evaluated using the Live Scan electronic finger printing system. Two reports will be requested; one from the California Department of Justice (DOJ) and one from the Federal Bureau of Investigation (FBI). At all times, the diocesan bishop/eparch 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. Because abuse of a minor is a crime in all jurisdictions of the United States, for the sake of the common good and observing the provisions of canon law, the diocesan bishop/eparch shall exercise this power of governance to ensure that any priest who has committed even one act of abuse of a minor as described above shall not continue in active ministry.

2. Train adult staff and volunteers who have contact with children through their assignments or positions with the Archdiocese to recognize signs of abuse/neglect and to report to the administration any suspected cases (in addition to their individual responsibility to report suspected cases to a child protective agency).

3. Establish procedures regarding adults' interaction with children at the school, parish, agency, etc., and off campus.

4. Establish contact with local child protective agencies in each county and provide telephone number(s) to parishes, schools, and agencies.

5. Maintain a centralized database reflecting the training and background evaluation status of every adult employee or volunteer.

(For additional information regarding the maintenance of a Safe Environment, see *Safe Environment Guidelines* published by the Office of Child and Youth Protection and available at www.sfarch.org).

RESOURCES

The Bishops' Charter for the Protection of Children, a current copy of the *Child Abuse Prevention Handbook* (available through the Crime Prevention Center of the Office of the Attorney General) or some similar general treatise on the subject (e.g., *Slayer of the Soul: Child Sexual Abuse and the Catholic Church*, by Stephen J. Rossetti, Twenty Third Publications, P.O. Box 180, Mystic, CT 06355, Phone: 860-536-2611 or 1-800-572-0788) should be recommended reading for all staff covered by the laws referenced above, as well as other staff members and volunteers.

A FINAL NOTE

The Gospel message calls for pastoral concern for both the alleged victim and the alleged perpetrator when investigating and handling allegations of child abuse. This pastoral concern may dictate the need for the Church to respond to the alleged victim in particular ways (e.g., offering spiritual and/or psychological counseling), but this pastoral concern should not be mistaken as an admission of responsibility or legal liability. These policies and procedures have not been prepared to serve as a precise legal yardstick by which third parties are to measure conduct, but rather as a visible sign of the Archdiocese's genuine moral commitment to serve as responsible stewards of Christ's Church. In extraordinary circumstances, the Archbishop may determine that it is necessary to modify the specific procedures set forth herein consistent with the provisions of canon and civil law.

APPENDIX C: pages 42 – 44

STANDARDS OF CONDUCT FOR ADULTS WORKING WITH MINORS

INTRODUCTION

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions of the Archdiocese of San Francisco. This Policy has been developed to help create a safe, appropriate, and Christian environment for minors and their relationship with adults involved in Church ministry. These child-specific standards are designed to serve as a supplement to the sexual boundary guidelines/code of ethics applicable to all those involved in the ministry of the Catholic Church (whether with minors or adults) that are set forth in the Archdiocese of San Francisco's Policies and Procedures Regarding Child Abuse.

GUIDELINES WITH REGARD TO MINISTRY WITH MINORS

1. Any and all involvement with minors (i.e., individuals under the age of 18 and any person whose usual ability to reason is limited to that of a person younger than 18 years) is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and/or guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.

2. Whenever possible, (see Numbers 3, 4, 5 and 6 below) adults must avoid situations which will place them in a position to be alone with a minor in the rectory, school, or in a closed room. The only exception is the Sacrament of Reconciliation. Counselors should leave a door open to provide visual access while preventing inadvertent over-hearing of the conversation.

3. In meeting and/or pastoral counseling situations involving a minor, excluding the Sacrament of Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting is taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place left ajar, unless there is a clear window providing visual but not audio access.

4. The Sacrament of Reconciliation is to be celebrated in a place so designed for that purpose: reconciliation chapel or confessional, or in view (not hearing) of another adult.

5. An unaccompanied minor is allowed only in the professional section of the rectory (parish offices) or parish center, never in the living quarters. Minors age 16 and over are permitted to work in the rectory when there would normally be at least two adults present who are 21 years of age or older.

6. At least two adults are to be present when a group of minors engage in organized events or sports activities; save for unforeseen circumstances such as the sudden illness of a coach (though in such cases attempts should be made to secure the presence of a compliant adult, e.g., a parent of one of the group members).

7. Adults are to avoid being the only adult in a bathroom, shower room, locker room, or other dressing area whenever minors are using such facilities.

8. Youth trips of any kind must have a minimum of two adult chaperones, at least one of whom is of the same sex as the young people. Larger groups must have a least one adult chaperone for every eight minors.

9. While on trips or program activities, the adults, as well as the minors, may not use alcohol or controlled substances. However, with the approval of the pastor or principal, modest alcohol consumption by adult workers and parents of children is acceptable at events such as end-of-season team parties, etc.

10. While on youth trips, clergy or lay leaders are never to stay alone overnight with a minor or minors, with the exception of a lay leader staying in the same room with his/her own child. Whenever possible, it is desirable that minors be in separate rooms by sex and that two adults of the same sex as the minors share that sleeping space.

11. The sacristy door is always to be open whenever minors are present within the sacristy.

12. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.

13. Topics or vocabulary, such as profanity, cursing, or vulgar humor, which could not comfortably be used in the presence of parish/school administrators, parents/guardians, or another adult, shall not be used in the presence of minors.

14. Adults are absolutely prohibited from serving or supplying alcohol, tobacco products, controlled substances, or pornographic or other inappropriate reading or visual materials to minors. The acquisition, possession, and distribution of child pornography is strictly prohibited.

15. Audiovisual, internet, music, and printed resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an "R"-rated movie, or movies rated with an even stronger designation, save for use of Archdiocese-approved, age-appropriate films or film excerpts. Music lyrics should also be reviewed to ensure appropriateness.

16. Careful boundaries concerning physical contact with minors must be observed at all times and such contact should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way. An adult should not assume that a child is comfortable with an adult-initiated hug or embrace, and, in any event, special care should be taken to avoid incidental contact, unintended or otherwise, with or in the vicinity of a child's genital areas. If the child initiates physical contact, such as a hug, an appropriate limited response is proper.

17. Adults must refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardians and the pastor or administrator.

18. It is never appropriate to impose "secrecy" on children and young people vis-à-vis their parents, police, etc. (e.g., under threat of physical harm, "punishment by God," etc.).

19. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the appropriate parish, Archdiocesan and/or civil authorities in accordance with civil law and Archdiocesan policy.

(Appendix C, continued)
GUIDELINES WITH REGARD TO PASTORAL COUNSELING

1. Pastoral counseling must take place only in the professional portion of a rectory or parish facility, never in the living quarters.

2. Offices or classrooms used for pastoral counseling must have a window in the door, or the door is to be left ajar during the counseling session.

3. Another adult must be in immediate proximity during any counseling session.

4. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session.

5. A referral for professional assistance is encouraged if counseling is expected to extend beyond two or three sessions with a minor. Evaluation of the situation should be made with the parents or guardians.

6. The counselor is responsible to recognize any personal/physical attraction to or from a client. In such a situation, the client should be immediately referred to another qualified adult or licensed professional.

STANDARDS OF CONDUCT FOR YOUTH WORKING WITH MINORS

The Archdiocese of San Francisco appreciates your willingness to help children who are younger than you. We have created these Standards of Conduct because we want our actions to match our faith; we want you to respect all people, from the adults in your life to the children who look up to you; and we want to make sure that you are treated with the respect that you deserve. There are conditions for this privilege of working with young people.

Background evaluations are not done on minors (those under 18 years of age) who work with minors. It is required that minors working with minors: (1) are supervised at all times by a fully compliant adult; and (2) complete all the Youth Safety grade-level courses available on VIRTUS up to their current grade.

We also ask that you observe the following "do's" and "don'ts":

DO:

- Respect the adults and children with whom you interact
- Protect and care for all children or other youth in your care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Be positive, supportive and caring in speaking, writing and actions with the children/youth
- Report suspected abuse to a supervisor, parent, principal or pastor
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and do not wear clothing with offensive messages or pictures
- Avoid situations where you would be alone with a child/youth
- Seek to affirm good behavior in children/youth and avoid any criticism or comparison that could hurt
- Be aware that young people can easily become overly attached to a youth leader or an adult: if you sense that is happening, do not encourage it; make your parent(s), supervisor, pastor or principal aware of it so that he/she/they can help.

DON'T

- Commit an illegal or immoral act
- Smoke, vape, or use tobacco products in the presence of the children/youth
- Use, possess, or be under the influence of alcohol or illegal drugs at anytime
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in an overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Tolerate inappropriate or bullying behavior
- Promote any view contrary to the teachings of the Catholic Church
- Place yourself in a situation where your interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by your supervisor
- Develop inappropriate personal relationships with children over the internet or through other forms of communication
- Accept gifts from or give gifts to children/youth in your care without approval from your supervisor

I acknowledge that I have received, read and understand the Standards of Conduct:

Signature: _____ Printed name: _____ Date: _____

APPENDIX E: page 46

LETTER FROM ARCHBISHOP CORDILEONE REGARDING PROMULGATION OF EDUCATION PROGRAMS

THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF THE ARCHBISHOP
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6601 (415) 614-5500 FAX

March 20, 2023

On November 1, 2017, the Archdiocese of San Francisco began using VIRTUS for its safe environment training. VIRTUS offers programs and services to a majority of the dioceses in the United States, and is used in the Archdiocese of San Francisco for the training of children in its parishes and schools as well as training for our clergy, adult educators and volunteers of the Archdiocese.

The job of ensuring children's safety is challenging for parents, teachers, catechists, youth ministers and educators, and requires more than adult awareness, education, and training. Children must also be given the tools needed to overcome the advances of people who might intend to do them harm. After a careful review of its training modules, we are pleased with VIRTUS's **Touching Safety Program for Children**, and its accompanying guide, **Teaching Touching Safety**. This is a school-based curriculum with lesson plans created for five age groups:

Pre-Kindergarten (not currently required under the *Charter)*
Grades K through 2
Grades 3 through 5
Grades 6 through 8
Grades 9 through 12

Each school year, VIRTUS provides a theme that introduces and builds on basic safety concepts through its **Teaching Touching Safety Guide**. The material is developmentally appropriate for each age group and includes content and activities that reinforce the important concepts presented.

We continue to affirm parents as the first educators of their children. All VIRTUS programs offer opportunities for parental involvement. Please take time to review the VIRTUS website and its programs at www.VIRTUS.org. We are interested in your input, and invite you to send your questions or comments about the programs to Deacon Fred Totah, Director of Pastoral Ministry, at Totah.Fred@sfarch.org, and his assistant, Karen Guglielmoni, at GuglielmoniK@sfarch.org.

Thank you for all that you do to implement these important programs as we work together to keep our children safe.

Sincerely yours in the Lord,

+ Salvatore Cordileone

Most Rev. Salvatore Cordileone
Archbishop of San Francisco

APPENDIX F: page 47

TRAINING PROGRAMS FOR ADULTS, AND YOUTH BY GRADE LEVEL

Teachers and catechists are asked to teach the VIRTUS lessons in class using the student lessons corresponding to the age group they are teaching. Classes with more than one grade in attendance (particularly in parish situations) are advised to choose the lessons that are most appropriate to their students' ages. Once the lessons have been taught, teachers and catechists (or their supervisor) are to input the information on the VIRTUS website.

APPENDIX G: page 47 - 50

COURSE DESCRIPTIONS

VIRTUS*Online*

COURSE DESCRIPTION FOR ADULTS

Protecting God's Children® Online Awareness

The Protecting God's Children® for Adults training educates adults on how to become better protectors of children from child sexual abuse. About an hour and fifteen minutes in length, the program is a truncated version of the live training with video excerpts from the videos of *A Time to Protect God's Children*™ and *A Plan to Protect God's Children*™ surrounded by other important content. Viewers become aware of the context and issues surrounding child sexual abuse, the methods and means by which offenders offend and the ways in which abuse affects victims, their families, the parish and the community. Participants are also empowered with action items and five easy steps to prevent and best respond to child sexual abuse, addressing warning signs, controlling access, screening, employee and volunteer selection, victim advocacy and reporting. This program is also available in Spanish.

COURSE DESCRIPTIONS FOR STUDENTS

The materials for teachers include everything needed to prepare for and present each lesson—including additional information to help teachers better understand the context of the materials they are about to present. For example, teachers have access to a glossary of terms for all the lessons. They also have handouts and other reference materials such as information on how to respond to disclosures, how to report suspected abuse, and other supplemental materials.

The lessons are organized in a three-year cycle so each child experiences a totally different lesson plan each time the materials are presented and so each child receives the full range of information from the Teaching Touching Safety Guide in small, "digestible" bites, over a three-year period. Then, as a child advances to the next age group, there are a whole new set of age-appropriate lessons that explore the major topics in increasingly greater detail. Your diocese may choose to present one lesson in the fall and one in the spring or to present both lessons at the same time.

The themes covered in each of the three-year cycles are:

Year 1

Lesson 1:

Physical Boundaries: Safe and Unsafe Touching Rules - Students learn simple rules about what to do and how to react when someone's touch is confusing, scary, or makes the child or young person feel uncomfortable. Young people start to deal with the real risks they face when they are out in the world and on their own, and they begin to learn where to draw boundary lines in relationships.

Lesson 2:

Safe Adults, Safe Touches and Special Safe Adults - Children, young people, and their parents establish basic guidelines for working together to make certain *which* friends and other adults in their environment can be trusted to act safely and in the best interest of each child or young person.

Year 2

Lesson 3:

Boundaries: You Have Rights! - Children must understand they have a right to be safe, and they are allowed to create boundaries to protect themselves in situations where they feel uncomfortable, or where they could be harmed.

Lesson 4:

Secrets, Surprises and Promises - Children must learn how to respect their own health and safety, and that of others, by understanding the safety rules about secrets. They have a right to be safe, and they are allowed to create boundaries to protect themselves in situations that cause discomfort or violate the safety rules.

Year 3

Lesson 5:

Being a Safe Friend - Children must know that being a friend means that we "do the right thing" when it comes to healthy friendships with their peers: meaning we recognize unsafe situations, intervene (when possible) and get the information to a safe adult.

Lesson 6:

Boundaries: Feelings and Facts - Through this lesson, the adult lesson leader teaches students specifically about boundaries, what unsafe situations could potentially feel like, and what to do in response if they feel uncomfortable or are in an unsafe situation.

Basic structure of the lesson plans:

This program and each included lesson are founded on the principles of appropriate relationship boundaries in the broader context of Christian values. All lessons are age-appropriate, and help children and young people develop the vocabulary and boundary distinctions necessary to empower them to begin to recognize inappropriate behavior by others, while practicing appropriate relationship boundaries in their own lives. Each lesson takes approximately 45 minutes to an hour to complete.

Each lesson for each age group includes the following:

Instructions to help the teacher, catechist, or youth minister prepare to deliver the lesson.

Helpful teaching support from the Catechism to give the teacher or catechist a framework for how to keep the lesson within the context of Church tradition and theology.

A learning goal, including expected learning outcomes for students.

An overview for creating a successful learning experience for the specific age group.

Key vocabulary words and definitions that apply to the lesson. These words empower children and young people with the distinctions they need to help recognize inappropriate behavior by those with whom they interact.

Suggested activities, with instructions (and appropriate handouts for students as needed).

A closing group prayer that reflects the key message of the lesson

The lessons focus on an age-appropriate discussion of touching safety, relative to the specific roles that different people play in the life of the child or young person. All of the lessons stress the importance of keeping private body parts "private," and of telling a trusted adult about anyone's behavior that causes a child or young person to feel uncomfortable or threatened. Additionally, introductory videos have been developed to make it easier and more comfortable for teachers and catechists to present the lessons to students.

The Purpose of the Introductory Videos:

Child sexual abuse is a sensitive topic. And, although the Touching Safety program lessons include activities that are simple and fun, it is not easy for some adults to initiate a preliminary discussion about sexual abuse. Even those who feel comfortable talking with their own children about these issues may find it challenging to talk about this subject matter in a classroom full of children or teenagers.

The Touching Safety program video introductions are intended to relieve trainers of the responsibility for "breaking the ice" on this sensitive subject matter. The presenter on the video opens the discussion, covers some basic issues, and introduces what is to be covered in the lessons taught by the teachers and catechists.

Overview of the Touching Safety Program

The program allows the "live" trainer to use the activities and supplemental materials in the lesson plans to engage children and young people in meaningful discussions about recognizing and avoiding unsafe behaviors. So, while the video lays the groundwork, the trainer uses the activities to help students apply the message from the lessons to their daily lives.

Each video introduction is approximately seven to eleven minutes long. In each age-appropriate video, a presenter speaks directly to children or young people about the purpose of the program and the goals for the lesson, as well as what the children can expect from the activities and discussion. The presenter introduces the touching safety rules and the concepts of "safe" and "unsafe" friends and adults, and provides some basic facts, vocabulary words, definitions, and discussion points that will be further developed through the activities and supplemental materials provided in the "live" portion of the training.

Three different age-appropriate videos are available:

- Grades K through 5 (used to introduce both the Grades K-2 lessons and the Grades 3-5 lessons)
- Grades 6 through 8
- Grades 9 through 12

The videos are available in English and Spanish language versions. All Spanish videos were written and produced as Spanish language presentations, and not merely as voice-over translations or subtitles.