DIOCESE OF NORWICH

PASTORAL CODE OF CONDUCT

“We all must do our part”

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Created in the image and likeness of God, each and every human being is endowed with human dignity by virtue of this creation; and thus, each and every human being is worthy of respect. This reminds all people of good will that human life is sacred and is worthy of profound respect from the moment of creation to the moment of natural death.

Incorporated into the Church, the Body of Christ, through baptism, we are called to follow in Christ’s footsteps, proclaiming the Good News of the Kingdom of God and loving each person that we meet, loving God, neighbor, and self, and being genuinely concerned for the well-being of each person. Such love and proclamation is not lived out in isolation; rather it is lived out in community, a Church community united with Christ, its founder.

Sadly and tragically, when one member of the Body of Christ suffers, we all suffer, and it is in the midst of such suffering that we are called to respond in a truly loving manner. Throughout His earthly life and ministry, Christ embraced the suffering of those around Him; and nowhere was this truth shining more brightly than in His sacrifice on the cross. As disciples of Christ, we, too, are called upon to take up our crosses and follow Christ.

The events of history show us time and again people who have taken up the cross of discipleship and achieved the glory of resurrection and salvation. History has also shown us countless people who have not been true to the call of discipleship, people who have laid down or abandoned the cross of discipleship, people who have stood by and done nothing to help those struggling under the weight of the cross. In our own age, in this time and place, one of the most prominent examples of this is the way in which some members of the Church have harmed and/or betrayed other members of the Church in acts of sexual abuse and lack of appropriate action. Responding to this situation as disciples of Christ means responding as Jesus would; to the suffering people of first century Israel: by embracing the cross of the victims of sexual abuse and the crosses carried by their families, relatives, and friends.

Embracing the cross of sexual abuse victims begins first of all with listening to victims attentively and compassionately. The stories of victims and survivors must be heard; otherwise, healing, resurrection, and renewal will not follow. This outreach continues with assistance coordinated by Catholics – the Disciples of Christ – everywhere, assistance that is given through high quality professionals who are experts in the field of dealing with the traumas of abuse, healing, and recovery. Such outreach also includes listening to the families, relatives, and friends of abuse victims - who in so many ways are also abuse victims, and extending the healing and caring touch of compassion in thought, word, and deed. The road to recovery and resurrection is a long one, but one that can be made easier with the caring compassion of Catholics living out the call of discipleship in concrete works and expressions of love.

Embracing the cross of victims does not end there, however. It is not enough simply to help victims and their families, relatives, and friends on the road to resurrection and healing. We, as Roman Catholics, as individuals and as Church, must take action to ensure that living and ministerial environments become safer and that instances of abuse are not allowed to occur. Such a task and mission is not simply one for the pope, the bishops, pastors, catechists, youth
ministers, teachers, or another group of people. It is a task for everyone. Each and every person, young and old, has a role and responsibility in embracing the cross of sexual abuse victims and working to create and maintain safe environments for all of God’s children, from simply keeping a watchful eye on children at play to reporting to a teacher the presence of a suspicious person on a school playground, from volunteering as an extra chaperone at a youth group activity to teaching one’s own children the proper response to inappropriate touching.

While some people will shy away from embracing the cross of sexual abuse victims, wondering why they have to take action when they themselves are not responsible for committing such heinous crimes, it must be remembered that Christ identified deeply and profoundly with suffering and marginalized people: “Whatever you did for one of these least brothers of mine, you did for me” (Mt. 25:40). To turn away from someone who is suffering is like turning away from Christ Himself. To help someone who is suffering is like helping Christ to carry his cross. We are constantly reminded of our obligation as Disciples of Christ to love and care for those who are suffering and/or marginalized.

Yet our response to child sexual abuse must also include those accused of perpetrating such crimes, and the families of the accused. They, too, are created in the image and likeness of God. They, too, are worthy of the basic respect due each human being: “Whatever you did for one of these least brothers of mine, you did for me” (Mt. 25:40). Love “does not rejoice over wrongdoing, but rejoices with the truth” (1 Cor. 13:6). To love those accused of perpetrating child sexual abuse is to ensure that all allegations are investigated in a manner that is prompt, impartial, and objective, and respects the human rights and dignity of all people involved. To love those found guilty of child sexual abuse is to ensure in a manner that respects basic human dignity that they are not able to perpetrate such crimes again.

Be it resolved, then, that we Roman Catholics, as a Church, as a Diocese, and as individual disciples, will embrace the cross of suffering victims and survivors of child sexual abuse and those of their families, relatives, and friends; that we will work to create and maintain safe environments for all God’s children; and that we will work to respect the basic human rights and human dignity of all God’s people.
II.

Roles, Rights, Obligations, and Responsibilities
Of All the Members of the Roman Catholic Church

As members of the Roman Catholic Church, the mystical body of Christ, the people of God, we set forth the following principles and guidelines to guide us in our efforts and actions to create and maintain safe environments for all God’s people.

These principles and guidelines are to be understood and interpreted in a manner that is in keeping with the authentic teaching of the Roman Catholic Church, the 1983 Code of Canon Law, as amended from time to time, the Charter for the Protection of Children and Young People, and other particular law, as amended or revised as necessary.

These principles and guidelines are meant for all the members of the Church. As each person is called to proclaim the Good News according to his/her vocation, so, too, each and every person has a role to play in establishing safe environments, whether they are parents or official ministers, volunteers or employees or contractors, children and teenagers, or concerned members of the Faithful.

Definitions

The following definitions are helpful for understanding the guidelines established in this Pastoral Code of Conduct.

a. Young people, child(ren), and minor(s) all refer to persons under the age of eighteen and/or still attending high school.

b. Vulnerable Adult refers to a person who habitually lacks the use of reason. A person who habitually lacks the use of reason, is to be considered equivalent to a minor. (Sacramentorum sanctitatis tutela [SST], Article 6).

c. Parents refers to natural parents, adoptive parents, stepparents, and/or those having legal custody of a child.

d. Church ministers, employees, volunteers refers to those persons employed, contracting, volunteering, or ministering, in Offices, Ministries, Institutions, Schools or other programs listed in the Connecticut Catholic Directory under the Diocese of Norwich.

e. Clergy refers to Bishops, priests and deacons of the Roman Catholic Church.

f. Consecrated Life and members of institutes refers to members of Institutes of Consecrated Life and Societies of Apostolic Life, who customarily embrace the evangelical counsels of poverty, chaste celibacy, and obedience.

g. Laity refers to “all Christ’s faithful, except those who are in sacred orders or are members of a religious state that is recognized by the Church” (Lumen Gentium # 31).

h. Mandated reporters refers to those persons who are mandated to report suspected or actual child physical abuse, child sexual abuse, and/or child neglect
as listed in state mandated reporter statutes and/or in the Sexual Misconduct Policy of the Diocese of Norwich.

In addition to persons listed in the mandated reporter statutes, in the Diocese of Norwich, the following are considered to be mandated reporters: the assistance coordinator, personnel in the Office of Internal Affairs, the Safe Environments Director, the Bishop’s Delegate for Safe Environments, Child Advocates, youth ministry leaders, and directors, coordinators, administrators of religious education, coaches and all volunteers who have regular contact with minors.

In summary the Connecticut General Statutes provide that the following persons are mandated to report child abuse/neglect: physicians; surgeons; hospital interns; hospital residents; physician assistants; registered nurses; licensed practical nurses; EMS provider; medical examiners; dentists; dental hygienist; psychologists; school teachers; school principals; school guidance counselors; substitute teachers; school paraprofessional; coach; athletic director; athletic trainer; school bus driver; social workers; police officers; members of the clergy; juvenile or adult probation officers; juvenile or adult parole officers; pharmacists; physical therapists; optometrists; chiropractors; sexual assault counselors; podiatrists; osteopaths; substance abuse counselors; mental health professionals; child care employees; marital/family therapists; licensed professional counselors; licensed behavior analyst; licensed foster parent; employees of DCF/Department of Public Health/Office of Early Childhood; paid youth camp director/assistant director.

In summary the New York Social Services Statutes provide that the following persons are mandated to report child abuse/neglect: clergy; physicians; surgeons; hospital interns; hospital residents; registered physician assistants; registered nurses; licensed practical nurses; emergency medical technicians; hospital personnel engaged in the admissions, examination, care or treatment of persons; Christian Science practitioners; medical examiners; coroners; dentists; dental hygienists; psychologists; school teachers; school principals; school guidance counselors; school officials; school paraprofessionals; school superintendents; coaches and athletic directors; social workers; social services workers; police officers; juvenile or adult probation officers; juvenile or adult parole officers; pharmacists; physical therapists; optometrists; chiropractors; sexual assault counselors; podiatrists; osteopaths; substance abuse counselors; mental health professionals; child care employees; marital/family therapists; providers of family or group family day care; district attorneys; staff working in district attorney’s offices; licensed professional counselors.

i. **Approved adults** are those persons 18 years and older, and are not enrolled in high school, who have attended a diocesan-recognized educational program raising awareness regarding child sexual abuse and how to prevent it and how to establish and maintain safe environments, who have undergone comprehensive
screening, and who have agreed to follow the guidelines established in this *Pastoral Code of Conduct, the Sexual Misconduct Policy and the Electronic Communications, Internet and Computer Use Policy*.

j. **Non-progressive measures** are measures that do not necessarily follow one after another in sequence. Non-progressive measures are used to address lack of compliance with this *Pastoral Code of Conduct*. 
Parents

The Church teaches that parents have the most serious duty, and primary right, to do all in their power to assure the physical, social, cultural, moral and religious upbringing of their children. Parenting is a difficult and demanding task. It is a task that requires the support and assistance of the entire Christian community. Parents, children and Church ministers, must all work together to assure the safety and welfare of our most precious resource, our children.

Parents need to take an active, and even proactive, role in the educational and social activities of their children. As a parent, you can work with your child(ren) to assure their safety. Among other things, you need to:

1. **Know your child’s teachers** as well as those adults who have some supervisory role in relationship to your child(ren). Two adults should normally be present when working with your child(ren).

2. Satisfy yourself that the adults having contact with your child(ren) have been **carefully screened**. If you have doubts about whether or not an employee or volunteer was properly screened, talk with the person in charge of the activity, or your pastor, and communicate your concerns. If your doubts concern a school employee, talk with your child’s principal.

3. **Visit the classrooms and places** where activities are held to assure you that these places are safe environments.

4. **Become involved** in programs and activities at church and school.

5. **Ensure that your child has received abuse prevention and awareness education. This is done every year and in every grade.** Familiarize yourself with this curriculum. **Teach your child(ren)** that most people are only allowed to touch certain parts of their body, like your hands or your shoulders. But NO ONE should touch the private parts of your body unless they are helping you keep these parts healthy. Private areas are those parts of our bodies covered by a swimsuit.

6. **Encourage your children to speak openly about their experiences and not keep secrets about their relationships with other people.** Children need to be taught that they can and should discuss anything that happens to them that makes them feel uncomfortable, confused, or upset in any way. They need to know they can talk to a parent or another trusted adult about feelings such as these.

7. **Discourage your child(ren) from accepting inappropriate gifts.**

8. **Not allow your child(ren) to travel unchaperoned or stay overnight** with adult non-family members as part of Church or school related activities **except with your explicit written permission.**
9. Insist that your child(ren) not be allowed to travel without *explicit written permission*, given only after careful review of the travel arrangements.

10. *Listen carefully and with a discerning ear* to what children are saying to one another about the adults around them.

11. *Be aware* of the *Pastoral Code of Conduct* in effect for Church ministers *and promptly report* any violations of the same to the appropriate authorities (see *Process of Reporting and Addressing Complaints and Allegations* listed under the section entitled *Enforcement*).

12. Familiarize yourself, and discuss with your child, the *Diocese of Norwich Electronic Communications, Internet and Computer Use Policy*.

13. *Strive to live lives of truth, holiness, and virtue*, treating all human beings as human persons and not as objects for gratification, power, or advancement; and teach your children not to treat other people as objects for gratification, power, or advancement.
Children

Laws and rules are at the service of a community as well as individuals. Given the unique needs of children and teenagers in relation to the rest of the Christian community, it is not surprising that in the Church we place the needs of our children and teenagers first. Our laws and rules are at the service of our children and teenagers.

Children can help maintain a safe environment by following certain rules. Children need to know that:

1. They can and should discuss anything that happens to them that makes them feel uncomfortable, confused, or upset in any way. They would usually talk to one of their parents, but they can also talk to a teacher, a school nurse, or another person they can trust. When someone touches them in a way they do not want to be touched, they can tell that person to stop.

2. Most people are only allowed to touch certain parts of their body, like their hands or their shoulders. But NO ONE should touch the private parts of their body unless they are helping you keep these parts healthy. Private areas are those parts of their bodies covered by a swimsuit. If they are touched in a way they do not want to be touched they must tell their parents or an adult they trust. They need to remember that if an adult touches them in a place they do not want to be touched, that adult is wrong. It is never a child’s fault when an adult does something wrong.

3. They do not talk to or ride in cars with people they do not know. They do not accept gifts from adults they do not know. When accepting gifts they tell their parents.

4. When they go on field trips, they stay close to each other and they do not wander away from their parents or teachers. When going anywhere, they should have a buddy with them. They always remember to have permission slips signed by their parents or guardians that allow them to go on field trips. If there is no permission slip, then there is no field trip.

5. If they see a friend doing something that could be bad for their friend, they tell their friend to stop. If he or she keeps doing it, they tell their parents or another adult. If a friend tells them that another person is making him or her feel uncomfortable, confused, or upset in any way, they tell this to an adult who can help, like their parents or a teacher.

6. If someone around them makes them uncomfortable or worried, they should tell their parents or another adult they trust.

7. They do not wander off alone to lonely or secluded places. They always keep an adult they trust within sight. Before they leave the area of the adult in charge, they must ask permission of the adult. When going anywhere, they should have a buddy with them.
8. They treat other people the way they would want to be treated. They do not treat other people as objects. They do not use other people to get what they want.

9. They should be taught, every year and in every grade, abuse prevention and awareness education; and be able to put it into practice when needed.
Teenagers

As stated, laws and rules are at the service of a community as well as individuals. Given the unique needs of children and teenagers in relation to the rest of the Christian community, it is not surprising that in the Church we place the needs of our children and teenagers first. Our laws and rules are at the service of our children and teenagers.

Teenagers can also help create and maintain safe environments. As a teenager, you need to be aware that:

1. Your body is your own. No one should touch you in a way you do not want to be touched. If another person touches you inappropriately, that person is wrong and should be reported to the proper authorities.

2. You should not accept expensive gifts from non-family members. You should not accept food, drinks, or rides from people you do not know well.

3. When attending Church functions, expect to be chaperoned at all times and have behavioral expectations made clear to you. If this is not occurring, then either the people in charge or your parents must be told.

4. When attending an activity you need to advise the adult(s) in charge before you leave the activity.

5. You must not stay overnight in church-owned or operated facilities without approved chaperones and the written permission of your parents.

6. Adolescents must not bring, consume or abuse drugs or alcoholic beverages. Any Church ministers, employees, or volunteers who provide drugs or alcohol to teenagers are acting illegally and must be reported promptly to both Church and civil authorities.

7. Be cautious when dealing with overly friendly adults, those who place themselves on the same level as adolescents, those who seem to relate better to adolescents than to adults, those who suggest activities of which parents would not approve. Similarly, exercise caution around any adult who takes pictures extensively of adolescents, or offers explicit pornographic materials to teenagers. Such behavior should be reported immediately to parents or other trusted adults. Overlooking or thinking of such behavior as harmless can pose a real threat to everyone in the community.

8. Church personnel have certain limitations on their behavior. Church ministers, workers, and volunteers are not allowed to give expensive gifts to young people. They are not allowed to travel unchaperoned with young people. They are not allowed to touch young people in unacceptable ways. Generally, except in certain limited situations, it is expected that there will be at least two adults present for youth activities. If you observe violations of these rules by Church personnel, you should report those violations to your
parents or appropriate Church authorities (see *Process of Reporting and Addressing Complaints and Allegations* listed under the section entitled *Enforcement*).

9. Reporting violations of this Pastoral Code of Conduct may not be an easy or popular thing to do. However, the purpose of this Code of Conduct is to assure the safety of people young and older. The Church personnel who may be disregarding these provisions are wrong and may pose a real threat to the health and safety of others. None of us can look the other way and pretend we do not see what is happening.

10. Discuss with your parents, the *Diocese of Norwich Electronic Communications, Internet and Computer Use Policy*. Abide by this policy.

11. Understand the current abuse prevention curriculum for minors; and put it into practice when needed.

12. Strive to live lives of truth, holiness, and virtue, treating all human beings as human persons and not as objects for gratification, power, or advancement.
Concerned Members of the Faithful

The safety of children and young people concerns all of the Christian faithful, whether or not they have young children, and whether or not they are working or volunteering for the Church. Our children are precious. They are the present and future of the Church and the future of our society. To allow them to be harmed, harms all of us irreparably.

How can all of the Christian faithful help protect our children? As a concerned member of the Christian Faithful, you can take the following steps:

1. Take the time to learn what is happening in your parish to create and maintain a safe environment.

2. Ask questions of parish employees and volunteers regarding the Safe Environment practices in the parish. These practices must include: (a) education for parents, children, employees and volunteers regarding the sexual abuse of children; (b) identifying the warning signs that children may be abused; (c) an awareness of adult behaviors which can signal a danger to children; (d) controlling access to children; (e) careful monitoring and supervision of children and parish programs; and (f) background screening of those persons working with minors.

3. Keep your eyes and ears open. Children talk among themselves. Listen carefully and with a discerning ear to what is being said. If an adult is making them uncomfortable this should be brought to the attention of the proper authorities.

4. A child who comes from a dysfunctional home is exceptionally vulnerable. If there is conflict, divorce, abuse, alcohol or drug dependency in a child’s home, be aware of it and help and support that child in an appropriate manner. Watch for changes in the child’s behavior, including silence, withdrawal, acting out, and/or slumping grades.

5. Notice adults who are overly friendly or who place themselves on the same level as adolescents or young children, those who seem to relate better to adolescents or children than to adults, those who suggest activities of which parents would not approve. Observe any adult who takes pictures extensively and/or exclusively of adolescents; this behavior could signal problems and should be reported to the appropriate authorities. If an adult offers explicit pornographic materials to anyone, report such behavior to the appropriate authorities.

6. Understand the Church’s efforts when employment or volunteer status is denied to an individual. It is important to appreciate that: (a) such a decision is made based upon a good faith concern for the welfare of children and of our community; and (b) those making the decision may have access to confidential information which they may not
legally be allowed to release or disclose. While an individual may not be prevented from challenging the Church’s decisions, the Church is constrained from responding or releasing any confidential information it has acquired as the result of a screening process.

7. When an allegation is made against any adult, we all must be concerned for that person’s right to due process and a fair hearing. We all should presume innocence until guilt is proven in some definitive manner.

8. Similarly, we need to respect the right of all of the People of God to a good name and reputation. Innuendo, suggestive remarks, snide comments, stereotyping, and generalizations can do just as much damage to a person’s reputation as an ad in a newspaper. We should not place ourselves in the position of judging either accuser or accused unless or until we have access to all of the facts in any given situation.

9. Familiarize yourself with the Pastoral Code of Conduct for the Diocese of Norwich. Know the rights and obligations of all of the members of the Church community. If you see any member of the community failing in his or her responsibilities, bring it to the attention of the proper authorities (see Process of Reporting and Addressing Complaints and Allegations listed under the section entitled Enforcement).

10. Familiarize yourself with the Diocese of Norwich Electronic Communications, Internet and Computer Use Policy.

11. Strive to live lives of truth, holiness, and virtue, treating all human beings as human persons and not as objects for gratification, power, or advancement.
**Employees, Volunteers, Official Ministers, and Contractors**

If, indeed, the Church’s laws and rules are at the service of children and their parents, those who engage in ministries on behalf of the Church must be equally at the service of children and their parents. Whether it is the Bishop or Pastors, assistant pastors or deacons, those in consecrated life or dedicated lay people, we all want to teach and guide children as safely and effectively as possible. It does not matter if those in ministry are employees or volunteers, the obligations are the same. What can we do to assure a safe environment in Catholic churches, schools, and institutions? We can follow the following guidelines.

1. The Bishop will work to protect children and youth, devoting the resources and personnel necessary to accomplish that task. He will do his best to put into positions of trust only those who share his commitment to protecting children and youth. He will keep mechanisms in place to deal promptly with allegations of misconduct made against diocesan personnel, implementing the provisions of the *Charter for the Protection of Children and Young People*. The Bishop will cooperate with public authorities, assuring that diocesan officials abide by all civilly mandated reporting requirements and other pertinent state statutes. He will demonstrate a commitment to transparency and openness, while respecting the rights of both alleged victims and alleged perpetrators.

2. The Bishop, priests, deacons, lay ministers, members of institutes of consecrated life and societies of apostolic life, employees, and volunteers will be expected to fulfill the tasks confided to them in a manner that is respectful toward others. The pastoral relationship is one that should never be exploited by any minister, employee or volunteer for his or her own benefit. The people we serve have the right to expect that no one will be physically, sexually, or emotionally abused, neglected, or exploited, by Church related personnel.

3. The Bishop, priests, deacons, lay ministers, members of institutes of consecrated life and societies of apostolic life, employees, and volunteers will be expected to be familiar with all the policies of the Diocese of Norwich and to abide by their provisions.

4. The Bishop (or his delegate), priests, deacons, lay ministers, members of institutes of consecrated life and societies of apostolic life, employees, and volunteers who are in ministry positions of leadership or supervision are obliged to listen attentively to concerns raised in regard to the *Pastoral Code of Conduct* or compliance with the Code and to properly address any lack of compliance in accord with the process of reporting and addressing complaints and allegations as found in the section entitled “Enforcement”.

5. It is the goal of all volunteers, official ministers, employees, and contractors to:
   - create and maintain safe environments for minors and adults;
   - ensure that no minor is alone with an adult and no adult is alone with a minor except in emergency situations or during the Sacrament of penance;
• strive not to place oneself in a vulnerable or unsafe position.

In efforts toward achieving this goal, all volunteers, official ministers, employees, and contractors and especially adult leaders (whether clergy or laity) of youth activities - in Catholic parishes, schools, agencies, or institutions must adhere to the following principles:

A. Two approved adults must be present when working with children or teenagers. As a rule, both must have read and agreed to abide by the policies of the Diocese of Norwich, be aware of and know how to create and/or maintain a safe environment for children and adults, and have undergone comprehensive screening.

B. All adults on an overnight trip must be screened and trained. Chaperones must be adults over the age of 21 years. The initial one to ten youths should be chaperoned by no less than two approved adults. For each additional ten youth, there must be at least one additional approved adult. Chaperones should be in proportion to the gender breakdown of the youth participants attending the event.

C. When the presence of two approved adults is not possible, such as medical emergencies, urgent or emergency situations, sacramental confession, or counseling and spiritual direction, other safe environment measures should be utilized, such as remaining visible to another adult or assuring that the adult involved has the requisite commitment, training and screening.

D. Adult leaders should know the location of the young people confided to their care immediately before, during, and after any Church-sponsored activity.

E. When transporting children and/or teenagers, drivers are required to submit to a State of Connecticut Department of Motor Vehicles record check, as part of their comprehensive screening. In light of this, it is strongly recommended that professional bus companies be used for transporting minors whenever possible. Procedures can be found in the Diocese of Norwich Comprehensive Screening Policy.

F. Signed parental consent forms are a necessity when transporting young people as part of a School or Church group. Similarly, each minor must have a consent form/permission slip signed by his or her parent or guardian to participate in a youth activity.

G. Any travel with an unrelated child (or children) by authorized School or Church-related personnel may only occur when it is part of a School or Church-sponsored, chaperoned activity, with the express written permission of the young person’s parents, when there is a second approved adult in the same vehicle and when diocesan transportation policies are followed.
H. No Religious Education classes are to take place in private homes.

I. No parish activities are to take place in private homes unless safe environments screened and trained chaperones are present. These activities must always be supervised by a screened and trained individual.

J. Activities or ministries where minors ministering to or working with other minors, two approved adults must be present who have the requisite commitment, training, and screening.

K. Touching must be appropriate and initiated by the person being ministered to. In certain very visible situations, age-appropriate touching may be initiated by the minister, such as shaking hands before and after Mass. Otherwise unacceptable behavior does not become acceptable if it is done by a minor to an adult. The adult has the obligation to stop the behavior and counsel the minor as to the proper behavior. The adult must also report any such incident to his/her supervisor.

L. Ministers, employees, and volunteers must refrain from giving, or receiving, expensive gifts to, or from, young people without express parental consent.

M. Under no circumstances may an unrelated young person stay overnight in a rectory.

N. The use of illegal drugs, or misuse of over-the-counter or prescription drugs by Church related personnel is strictly prohibited. Church ministers, employees, or volunteers who provide, share, or offer illegal drugs, controlled substances, or alcohol, to young people will be terminated and removed from office or ministry and must be reported to the proper civil and church authorities.

O. Boundaries between personal/living space and public space must be clear and maintained at all times. As a rule, personal living space in rectories is not to be used for parish/school ministries or functions involving minors and/or vulnerable individuals. No religious education classes are to take place in private homes.

P. Proper behavioral expectations of minors under age eighteen must be communicated to them prior to the start of the activity.

Q. Private conversations with young people should be considered confidential except insofar as may be necessary to fulfill diocesan and state mandated reporting requirements and/or to protect or save someone's life.

R. Discipline in Catholic parishes, schools and institutions should respect the dignity of each child. It is not acceptable to strike, spank, shake or slap a child. When it is necessary to discipline a child, such discipline should be thoughtful, measured and restrained.
S. Visiting lay people performing any church-sponsored function, at a **one-day event**, at which minors will be present, are to be supervised by an approved adult who is screened and trained according to Diocese of Norwich safe environment policies. The parish, school, institution or ministry sponsoring the event will be responsible for assigning a screened and trained individual to the visitor. It is not necessary to inform the Office for Safe Environments, about the event, unless you wish the office to verify screening and training.

Visiting lay people performing any church-sponsored function, at a **overnight event**, at which minors will be present, must provide the Office for Safe Environments with a verification letter from their diocesan Safe Environments Office, stating that they have been back ground screened and received abuse prevention training. They are to be supervised by an approved adult who is screened and trained according to Diocese of Norwich safe environment policies.

T. In the event of visiting Religious sisters and brothers, they should notify the Office of the Chancellor that they will be visiting the diocese. A Statement of Suitability from their religious superior is required if they are performing some function in an official capacity. If they are simply attending an event, then there is no need to contact the Chancellor or provide a statement.

U. In the event of visiting priests, deacons and seminarians you must notify the Office of the Vicar for Clergy that a cleric will be visiting the diocese and for what purpose or event, as a Statement of Suitability is required.

V. Abide by the *Diocese of Norwich Electronic Communications, Internet and Computer Use Policy*.

W. Strive to live lives of truth, holiness, and virtue, treating all human beings as human persons and not as objects for gratification, power, or advancement.
III.

Enforcement

1. Process for Resolving Conflicts with other Codes of Conduct

Within the Diocese of Norwich, there exist various institutions that have their own codes of conduct. In many instances, these codes of conduct reflect guidelines and standards that are professionally, ecclesiastically, and/or civilly mandated. In some instances, there may be conflicts between these codes of conduct and the Pastoral Code of Conduct. Instances of conflicts that arise are to be addressed in the following manner:

1. On a copy of the institutional/school code of conduct, highlight the area(s) that conflict(s) with the Pastoral Code of Conduct.
2. On a copy of the Pastoral Code of Conduct, highlight the area(s) that conflict(s) with the institutional/school code of conduct.
3. On a separate sheet of paper, briefly state what the issue of conflict is.
4. Send the following items to the Office for Safe Environments:
   i. the highlighted institutional/school code of conduct;
   ii. the highlighted Pastoral Code of Conduct;
   iii. and the sheet stating the issues of conflict to the Office for Safe Environments.
5. Upon receiving the copies of the codes of conduct and the sheet of paper listing the issues of conflict, the Office of Safe Environments will review the materials and respond by letter stating how the two codes of conduct are to be reconciled.
6. While the codes of conduct are being reviewed by the Office for Safe Environments, those areas of the Pastoral Code of Conduct in conflict with the institutional/school code of conduct are suspended. This suspension is lifted once the letter reconciling the two codes is received by the institution/school.
7. If the institution/school wishes to appeal the decision of the Office for Safe Environments, they may do so in writing by contacting the Bishop's Delegate for Safe Environments.

2. Process of Reporting and Addressing Complaints and Allegations

As Roman Catholics and as Americans, we believe that people have a right to be judged according to due process of law. We also believe, as Roman Catholics and Americans, that people have a right to privacy and their good reputation. Furthermore, as Roman Catholics we believe that all of these rights must be balanced against the common good of humanity which strives to help all human beings reach their fullest potential as human persons. In order for all of these things to occur, safe environments are a necessity; thus, lack of compliance and/or sexual misconduct by diocesan personnel needs to be addressed and reported immediately. Reports of
sexual misconduct by diocesan personnel or lack of compliance with the *Pastoral Code of Conduct* are made in the following manner.

**A. Lack of Compliance with the *Pastoral Code of Conduct***

Lack of compliance with the *Pastoral Code of Conduct* needs to be reported and addressed. When reporting lack of compliance, whether suspected or actual, report first to the supervisor of the person whose behavior is in question. If it concerns the supervisor of a parish activity or ministry, report it to the pastor or administrator. If it concerns the pastor or administrator, report it to the Chancellor or Vicar General at (860) 887-9294. If it concerns a teacher or a supervisor of an activity in a Catholic school, report it to the principal. If it concerns the principal, report it to the superintendent. If it concerns the superintendent, report it to the Chancellor or Vicar General at (860) 887-9294.

In no circumstances should suspected or actual lack of compliance be discussed or reported to anyone other than those mentioned. The only exception to this is in emergency situations. If it is an emergency situation in which someone's life is in danger, contact the local police immediately and then contact the reporting line of the Office of Internal Affairs of the Diocese of Norwich at 1-800-624-7407 or (860) 889-4455.

Lack of compliance will be addressed and/or corrected by the supervisor of the person whose behavior is in question, using various non-progressive measures depending upon the severity and/or frequency of the lack of compliance. Such non-progressive measures include written warnings, verbal warnings, suspension from ministry, and/or temporary or permanent removal from ministry. When feasible, the fact of addressing the alleged or actual infraction will be communicated to the person reporting the lack of compliance.

**B. Complaints and/or Allegations of Sexual Misconduct by Diocesan Personnel**

Allegations of sexual misconduct by diocesan personnel are to be reported to civil and church authorities. If it is an emergency situation in which someone's life is in danger, contact the local police immediately and then contact the reporting line of the Office of Internal Affairs of the Diocese of Norwich at 1-800-624-7407 or (860) 889-4455. If it is a non-emergency situation, and the suspected abuse involves a minor, contact the hotline of the Connecticut Department of Children and Families at 1-800-842-2288, or a law enforcement agency and then contact the diocesan reporting line. If a mandated reporter is reporting the allegation, he/she must also call the Connecticut Department of Children and Families Hotline in accordance with mandated reporting requirements.

Policy and procedures for addressing allegations of sexual misconduct by people affiliated with the Diocese of Norwich, its parishes, schools, and other institutions, are found in the Diocese of Norwich *Sexual Misconduct Policy*. 
IV.

Review and Revisions

At least every four years, the Pastoral Code of Conduct, the Comprehensive Screening Policy, the Sexual Misconduct Policy, and the Electronics Communication, Internet and Computer Use Policy shall be reviewed and any needed revisions shall be made to make these documents more effective.

To fulfill this responsibility and accomplish this task, there shall be a Policy Review Board whose members are appointed by and serve at the discretion of the Bishop of Norwich. Once the first members of the board have been appointed, the Bishop will, in the future and whenever possible, hear existing members of the Policy Review Board regarding future appointments.

The primary responsibility of this Board is to review and make recommendations for revisions to diocesan policies and protocols on comprehensive screening, sexual misconduct, pastoral conduct and other safe environments matters.

1. **Membership.** The Policy Review Board shall consist of no fewer than three (3) and no more than (7) members. Board membership shall consist of Catholics in full communion with the church who possess expertise that is relevant to the policies under consideration.

2. **Term.** The initial appointments to the board shall be for staggered terms of one, two, and three years. Thereafter, appointments shall be for a term of three (3) years or until a successor is appointed.

3. **Officers.** The Bishop shall designate one member of the Board to serve as chairperson and another to serve as secretary, each for one year terms. The chairperson will ordinarily call and preside at meetings of the Board. The secretary will keep minutes of the meeting.

4. **Relationship to Bishop.** The Policy Review Board will serve the Bishop directly and shall be directly responsible to him.

5. **Compensation.** Members of the Board shall serve without compensation. They may, however, be reimbursed for necessary expenses at the discretion of the Bishop.

6. **Quorum.** Three (3) members of the Board shall constitute a quorum for business.

7. **Meetings.**
A. *Generally.* The Policy Review Board shall meet as often as necessary to perform its duties.

B. *Attendance.* Attendance at the Board meetings shall be limited to the Bishop and members of the Board, unless the Bishop determines otherwise.

C. *Nature of the meetings.* The meetings of the Policy Review Board are intended to be sessions at which the members receive information, deliberate, and formulate policy recommendations for the Bishop of the diocese.

8. **Duties.** The Policy Review Board shall have the following duties:

- to annually review at least one of the following policies: the *Comprehensive Screening Policy; Pastoral Code of Conduct; Sexual Misconduct Policy* or the *Electronics Communication, Internet and Computer Use Policy.* They shall make any recommendations for changes to the Bishop, who may implement the recommendations at his own discretion. In this fashion, each policy will be reviewed and changes for modifications suggested at least once every four years.
V.

Awareness and Education Resources and Forums

The Diocese of Norwich utilizes several educational and/or formational resources and forums to increase awareness of the issue of child sexual abuse and to educate adults in how to address and respond to the issue. Training is mandatory, and must be completed before a person is eligible for employment or volunteer service. Such resources and forums include:

- The Praesidium programs, entitled *Armatus*, an on-line training program and *Called to Protect*, a live presentation program;
- Educational programs for all youth, in grades K-12, both in parochial schools and parish religious education programs;
- Pamphlets and brochures describing safe environments, the *Sexual Misconduct Policy* of the Diocese of Norwich, the *Pastoral Code of Conduct*, the *Electronics Communication, Internet and Computer Use Policy*, comprehensive screening of clergy, employees and volunteers affiliated with the Diocese, and other topics;
- Church bulletin inserts on topics related to safe environments;
- Articles in the diocesan newspaper, the *Four County Catholic*;
- The diocesan website, found at [www.norwichdiocese.org](http://www.norwichdiocese.org);
- Educational and/or formational material and workshops that are included as part of various ongoing priestly, seminarian, deacon, and/or lay ministry formation;
- Other diocesan-sponsored programs and forums as determined by the Bishop’s Delegate for Safe Environments and the Safe Environments Director in conjunction with other appropriate offices such as mandated reporter training, catechist workshops or *Armatus* Abuse Refresher courses.

Awareness and Education for Children and Youth

Abuse prevention training and awareness education is taught to children and youth in all parish Faith Formation programs and Catholic Schools every year and in every grade. The name of the program currently in use is found in the *Comprehensive Screening Policy*, Appendix A.