



Diocese of Salt Lake City

THE HANDBOOK

of

Policies / Procedures / Forms
Duties and Expectations for
Safe Environment Compliance



Office of Safe Environment

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**EXPECTATIONS OF THE CHARTER
FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

The Diocese of Salt Lake City Office of Safe Environment is responsible for implementing and overseeing the full Diocesan response to the Charter for the Protection of Children and Young People (the Charter). By providing online educational training programs, presentations, and resource materials, we are able to assist church personnel in responding to the mandates of the Charter.

The Office of Safe Environment provides education and training for children, youth, parents, pastors, educators, volunteers, employees and staff about ways to make and maintain a safe environment for children and vulnerable adults. In addition, this office organizes the annual audits required by the Charter. Annual audits include the collection of data. The annual audit information is shared with the USCCB through a third-party auditing firm. Every three years an onsite audit is conducted in which the auditors come to the Diocese of Salt Lake City and review policies and procedures to ensure the recommendations of the Charter are being implemented.

The purpose of this handbook is to provide policies, procedures, forms, duties and expectations to assist in implementing the mandates of the Charter. Any questions should be directed to the Diocesan Office of Safe Environment, 801.328.8641 x 344 or safeenv@dioslc.org.

CHILD ABUSE POLICY

Child abuse, including sexual abuse of minors, is contrary to Christian principals and will not be tolerated. All personnel and volunteers within the Diocese of Salt Lake City must comply with applicable state and local laws regarding incidents of actual or suspected child abuse and with the procedures outlined in this document. Further, they are to be made familiar with the policies and procedures prescribed by the diocese to:

- Comply fully with reporting laws and to cooperate fully with investigating authorities.
- Guarantee an effective response to allegations of child abuse.
- Ensure the accountability of diocesan procedures.
- Promote healing and reconciliation with victims/survivors of child abuse.
- Educate personnel and volunteers of the diocese and its parishes, schools, institutions, and organizations about the policies and procedures.

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

COMPLIANCE REQUIREMENTS FOR ADULTS AND YOUTH

The Safe Environment Independent Review Board addressed the policy language in the Safe Environment Program (SEP) Manual in April of 2019 and the manual was revised. The Board determined the language “regular contact” needed further clarification and therefore replaced the word “regular” with the word “direct” defined as follows:

Contact (i.e., Direct Contact): A volunteer or employee given care, supervision, guidance or control of minors or vulnerable adults **even one time**. Volunteers or employees in proximity of minors or vulnerable adults, but not in a supervisory role, are not considered to be in *direct contact*. Parents remain in their role when they have control over their own children and no one else’s children. *SEP Manual, Appendix F. Definitions. p 23.*

The Office of Safe Environment provides online training curriculums and screenings through a database platform entitled CMG Connect which monitors compliance of employees and volunteers involved in supervisory roles with minors or vulnerable adults. Those who require training are:

- Adults (ages 18+)
- Youth Minors (ages 11 to 17)

There are two trainings provided to meet the USCCB *Charter* mandate:

- Safe Haven: It’s Up to You (adults, ages 18+)
- Youth Minor (youth, ages 11 to 17)

These training curriculums are in place to educate and assist in preventing harm to the most vulnerable, our children and vulnerable adults participating in the ministries, programs, and activities in the Diocese of Salt Lake City.

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TELEPHONE (801) 328-8641
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OFFICE OF THE BISHOP

PROMULGATION LETTER

Dear Friends,

The Preamble to the Charter for the Protection of Children and Young People cites:

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 truth that unite us. Words alone cannot accomplish this goal. It will begin with the actions we take in our General Assembly and at home in our dioceses and eparchies.

In keeping with the guidelines outlined in the Charter for the Protection of Children and Young People, Article 12, I am pleased to renew the Diocese's continued commitment for the following Safe Environment programs. The approved trainings are in accordance with Catholic moral teaching and meet the diocesan standards in training objectives.

Circle of Grace is presented annually to all students Pre-K through 12th grade enrolled in parish and school faith formation programs. Circle of Grace provides age-appropriate materials on how children and youth can keep themselves safe. The Circle of Grace program teaches children and young people to seek help from a trusted adult, reinforcing God's presence in their real-life struggles. Through the Circle of Grace program, adults assist children and youth to recognize God's love by understanding that each of us lives and moves within a Circle of Grace.

CMG Connect is a web-based database platform that assists to ensure that all employees and volunteers who are in a position of trust with children and vulnerable adults within our schools and parishes are trained to recognize behavior patterns of potential abusers and provide proactive measures for preventing abuse in any context. CMG connect also provides a streamlined screening process for employees and volunteers by use of a secure online background check.

"Safe Haven-It's Up to You" is a three-part video series which provides vignettes of real-life situations to educate the viewer about methods of grooming, desensitization, bullying and neglect, all of which can lead to abuse. The training identifies and reinforces the prevalence of sexual abuse; behaviors and grooming techniques of predators; and what a person should do if there is suspicion or evidence of abuse.

I would like to acknowledge with great appreciation all those who contribute time and effort to assuring the safety of our children. May our efforts continue to be richly blessed and sustained daily by the Holy Spirit, who renews our faith and trust, helping us to move from darkness into the Lord's glorious light. I remain,

Sincerely yours in the Lord,

A handwritten signature in black ink, reading "+ Oscar A. Solis". The signature is written in a cursive style with a small cross at the beginning.

Most Reverend Oscar A. Solis
Bishop, Diocese of Salt Lake City



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**DEANERY RESPONSIBILITIES
FOR CHARTER COMPLIANCE**

It is the responsibility of the Dean to ensure parishes and schools are complying with the USCCB Charter for the Protection of Children and Young People.

The Dean will ensure their Deanery is in compliance with the Diocesan Safe Environment Program policy. The annual audit year is July 1 to June 30.

Responsibilities of the Dean include the following:

1. In accordance with the USCCB, the Dean will periodically make unannounced visits to parishes, missions and schools within their assigned Deanery confirming adherence to the USCCB requirements. *See Deanery Charter Compliance Checklist under Audit Compliance Checklists section of this Handbook.*
2. The Dean will receive an overview of the Safe Environment Program and the requirements for audit compliance.
3. The Dean will review the Diocese of Salt Lake City, Office of Safe Environment website at <https://www.dioslc.org/offices/office-of-safe-environment> and become familiar with the contents of the website.
4. The Dean will visit each parish, mission, or school on a two-year cycle to review compliance of the Safe Environment Program.
5. The Dean will attempt to meet with at least one of the following: SEC, DRE/School Instructor, Pastor or Principal during unannounced visits.
6. The Dean will complete the Deanery Charter Compliance Checklist form and submit the report to the Diocesan Office of Safe Environment safeenv@dioslc.org.

DEANERIES

- Eastern Deanery
- Northern Deanery
- Salt Lake City Deanery
- Southwestern Deanery
- Wasatch Deanery

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

PASTOR/PRINCIPAL RESPONSIBILITIES

It is the responsibility of the Pastor or Principal (administrator) of the parish or school to ensure the safety of their community by complying with the USCCB Charter for the Protection of Children and Young People.

Administrators will ensure their community is in compliance with the Diocesan Safe Environment Program policies. Responsibilities of the administrator include the following:

1. The administrator will review with the Safe Environment Coordinator the Parish/School Audit Questionnaire & Checklist to confirm the parish or school is compliant. *The form is available on the diocesan safe environment website and in this handbook under Audit Compliance Checklists.*
2. The administrator has reviewed the Diocese of Salt Lake City, Office of Safe Environment website at <https://www.dioslc.org/offices/office-of-safe-environment> and has become familiar with the contents of the website and the materials available.
3. In accordance with the Charter, the administrator publicly displays, through-out the facility, safe environment materials including posters and brochures.
4. The administrator, employees and staff know when and how to report an allegation of abuse of a minor.
5. Administrators, employees and volunteers in direct contact with minors or vulnerable adults have completed the Safe Environment Certification Training Program through CMG Connect. <https://saltlakecity.cmgconnect.org/>. The Safe Environment CMG Connect database training platform includes participation role curriculums and background checks. Included in the training are Codes of Conduct, review of the Safe Environment Program Manual and Acknowledgment of Suitability to work with minors or vulnerable adults. Staff whether or not in direct contact with children are required to complete the Adult Certification Curriculum.
6. The administrator of the parish or school has appointed, in writing, a Safe Environment Coordinator (SEC) formerly known as the local Director of Safe Environment to oversee compliance of the local Safe Environment Program. *See SEC Appointment Form in the Forms Section.*
7. The administrator has appointed a Director of Religious Education (DRE) or a Theology Teacher to ensure the Circle of Grace Children's Safe Environment Training Program is annually taught to minors, Pre-K through Grade 12. *See DRE Appointment Form in the Forms Section.*
8. The administrator or staff completes and submits a Ministry Request Clearance Form for pre-approval of clergy or laity engaging in ministry (i.e. weekend assistants, priests who witness marriages, perform baptisms, etc.) in the Diocese of Salt Lake City to the Office of the Vicar General. A Testimonial of Suitability must accompany the Request. Allow four to six weeks for processing. *See Forms.*
9. Pastor advises volunteers interested in serving communion to the sick to certify through the Office of Worship Eucharistic Ministry Training to the Sick Program. EM II certification records are kept at the parish. Administrator assures participants are Safe Environment certified by completing through CMG Connect the Ministry to the Sick curriculum and background check.

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**DIRECTOR OF SAFE ENVIRONMENT
RESPONSIBILITIES**

Each local Director Safe Environment (DSE) is appointed by and accountable to the pastor, the principal, or administrator of their community AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment.

The DSE is provided with access as a site administrator to the compliance tracking database platform entitled CMG Connect; therefore, basic computer proficiency is required. As site administrator, the local DSE is expected to monitor SE compliance of all employees (staff), volunteers, youth, and teachers (licensed/non-licensed) working with minors or vulnerable adults and assure minors, ages Pre-K to Grade 12, are annually taught the Circle of Grace curriculum.

Responsibilities for the Director of Safe Environment include the following:

1. Monitor adherence to the Diocesan Safe Environment Program and periodically review the Parish/School Audit Questionnaire & Checklist for compliance with the Charter.
 2. Navigate and become familiar with the contents available on the Diocesan Safe Environment website (i.e., resources, policies, documents, and forms). Direct all individuals interested in becoming safe environment certified to the website at: <https://www.dioslc.org/offices/office-of-safe-environment>.
 3. Navigate the CMG Connect database training platform:
 - Review the CMG Connect site administrator user's manual.
 - Access the CMG Connect database training platform at: <https://saltlakecity.cmgconnect.org/>.
 - Review the end-user site list, verifying current certification status and facilitating recertification as needed.
 - Regularly search the database (search within diocese) for certification status prior to an event for individuals whose primary location is not your parish/school and add those end users to your site's secondary list.
 - Manage primary user profiles and assist end users with CMG Connect profile account creation and access to existing profile accounts.
 4. Inform all volunteers, employees (staff), teachers (licensed*/non-licensed) and youth minors* (ages 11 to 17) that safe environment compliance is required to volunteer or work in a ministry or position that involves direct contact with minors or vulnerable adults. Recertification is required every three (3) years. Youth Minors recertification is required annually.
 5. Communicate with the Diocesan Office of Safe Environment if compliance is not being met.
 6. Work with the Director of Religious Education (DRE) or Theology Teacher to ensure all minors, ages Pre-K through Grade 12, are annually taught the diocesan-approved children's safe environment curriculum entitled Circle of Grace.
 7. Coordinate with the DRE to track the number of children trained, entering the same in the CMG Connect database training platform no later than May 31st of each year for annual auditing purposes and reporting same to the Diocesan Office of Safe Environment.
- * Schoolteachers (Licensed) background checks are completed through the state of Utah and are not included as part of the Adult Certification Training Curriculum. Youth Minors (<18) are not required to complete a background check.

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**DIRECTOR OF RELIGIOUS EDUCATION
RESPONSIBILITIES**

Each local Director of Safe Environment (DRE) or Theology Teacher is appointed by and accountable to the pastor or principal (respectively) AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment.

The DRE is provided with access as a site administrator to the compliance tracking database platform entitled CMG Connect; therefore, basic computer proficiency is required. As site administrator, the DRE is expected to monitor SE compliance of all Catechists and Youth Minors (referred to as Leaders) working with minors to assure minors, ages Pre-K to Grade 12, are annually taught the Circle of Grace curriculum.

Responsibilities for the DRE include the following:

1. Monitor adherence to the Diocesan Safe Environment Program.
2. Navigate and become familiar with the contents available on the Diocesan Safe Environment website (i.e., resources, policies, documents and forms). Direct all individuals interested in becoming Leaders to the website at: <https://www.dioslc.org/offices/office-of-safe-environment>.
3. Navigate the CMG Connect database training platform:
 - Review the CMG Connect site administrator user's manual.
 - Access the CMG Connect database training platform at: <https://saltlakecity.cmgconnect.org/>.
 - Collaborate with the Director Safe Environment (DSE) to ensure compliance of all Leaders verifying current certification status and facilitating recertification of Leaders as needed.
 - Access the Circle of Grace curriculum through the Resources icon within CMG Connect.
4. The Circle of Grace curriculum is licensed through the Archdiocese of Omaha; therefore are not to be published on parish or school websites.
5. The Circle of Grace curriculum is set up as age-appropriate lessons for Pre-K through Grade 12.
 - It is suggested Grades Pre-K, Kindergarten, 1, 2, 3 and 6 lessons be taught no more than two to three weeks between the last two lessons.
 - Grades 9 through 12 offer alternate lessons to be taught as an option ONLY after each grade has been taught the original 9 through 12 grade curriculum.
6. Annually meet with Leaders to review and disseminate Circle of Grace grade-level materials.
7. Prepare Parent Letter Information Packet for distribution.
8. Track the number of children trained, not trained or opted out through the Children's Training Worksheet.
9. Compile training totals from Worksheets by entering the data through the Children's Data icon in CMG Connect or the Children's Training Report form. Annually submit data to the Diocesan Office of Safe Environment by May 31st.

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**DIocese OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**SAFE ENVIRONMENT
CODE OF CONDUCT FOR ADULTS**

Standards of Responsibility and Accountability for the Care,
Contact and Conduct with Children and Young People

To foster and maintain an atmosphere of trust and safety in its ministry to children and young people (“minors”), the Diocese of Salt Lake City has established a *Safe Environment Code of Conduct*. The Diocese expects all employees or volunteers to demonstrate good moral character so as to serve as Christian role models.

The following guidelines are intended to assist employees or volunteers (“adults”) in making decisions about interactions with minors in a parish, school or organization of the Diocese of Salt Lake City (the Diocese). These guidelines do not supersede state law or the Utah Department of Children and Family Services.

1. It is expected all adults in direct contact with minors become Safe Environment compliant every three years.
2. It is expected all adults in direct contact with minors read the Safe Environment Program Policy Manual. *Available on the Diocesan Safe Environment website and included in the CMG Connect certification curriculum.*
3. An adequate number of adults (21 or over) should be present at activities involving minors to support the safety of such gatherings. The number of adults should be approved by the administrator in charge of the activity.
4. Adults are to report uncontrollable or highly unusual behavior of minors to parents, guardians or persons designated by parents or guardians.
5. Minors should only be released to parents, guardians, or persons designated by parents or guardians.
6. Minors should not be left unsupervised when on church or school-related trips or activities.
7. Minors are not to be given alcoholic beverages, tobacco, drugs or materials prohibited by law. Adults are not allowed to drink alcoholic beverages or use illicit substances when working with minors.
8. Clear boundaries must exist between adults and minors. Vigilance should be maintained regarding inappropriate personal or physical attraction developing between an adult and a minor.
9. Touching should be age appropriate and based on the need of the minor, not on the need of the adult. Any inappropriate or questionable physical contact with a minor is prohibited. If a minor initiates physical contact, an appropriate limited response is proper.
10. A minor or vulnerable adult should not be in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area where it may appear to be inappropriate to a ministerial relationship.
11. Minors should not be exposed to topics, vocabulary, materials, recordings, films, games or use of computer software, or any other form of personal interaction or entertainment that are inappropriate for the age group.
12. Sexually explicit or pornographic material is never appropriate.

13. Online chats or chat room conversations between adult leaders and minors are never appropriate. Social media correspondence with minors should be appropriate and professional.
14. No over-the-counter medication or prescribed medication of any kind is to be administered without written parental/guardian permission.
15. If one-on-one counseling of a minor should be necessary, meeting with the minor should not take place in isolated environments. Meetings should be scheduled at times and in locations that ensure accountability. Both the length and number of sessions should be limited. Parents/guardians should be notified of such meetings.
16. Minors should not have access to keys or passcodes to church or school facilities. If a minor does have access to a key/passcode as a result of being a church/school employee or volunteer, the minor is to be properly screened and informed about policies and procedures.
17. Taking photographs of minors while they are unclothed or dressing (e.g., in a locker room or bathing facility) is never allowed.
18. Photographs or recordings of minors are not to be posted or shared online without the express permission of parents/guardians of the minor.
19. All adult leaders and chaperones for any overnight activities must be approved in advance by the administrator of the activity and be Safe Environment compliant.
20. Two adults are required to be present if staying with a group of minors in a hotel room or other sleeping area. One adult should never stay in the same hotel room or sleeping area with a group of minors. If an adult is related to the minor, only that minor and that adult may stay in the same hotel room.
21. Parental/guardian permission, including a signed Consent to Participate form, should be obtained prior to taking minors on trips or activities. The forms must accompany the trip or activity.
22. Adults may occasionally be in a position to provide transportation for minors. The following guidelines should be strictly observed when involved in the transportation of minors:
 - ✓ Qualified drivers, as specified in diocesan policy, should be used for any church, school or organization activity.
 - ✓ Drivers who are assigned to transport minors must be at least 21 years old. (Requests for specific exceptions must be submitted in writing to the administrator in charge of the event or activity).
 - ✓ Ordinarily, minors are never to be transported without written permission.
 - ✓ Minors are to be transported directly to their destination.
 - ✓ Drivers are to avoid unnecessary and/or inappropriate contact with minors while in vehicles.
 - ✓ Review the Vehicle Safety Policy and complete the Driver Information Form submitting the form to the administrator of the event or activity for approval.



**DIocese OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**CODE OF CONDUCT FOR MINORS
RIGHTS & RESPONSIBILITIES**

The Catholic Diocese of Salt Lake City is committed to the protection of minors and vulnerable adults and establishing a safe environment in which they worship, recreate, and learn so as to grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment.

Rights are those things we are entitled to have.

Minors and vulnerable adults have the **right** to:

- A safe environment.
- Receive the best formation program to meet their needs.
- Feel secure from physical, verbal, and written harassment.
- Be treated in a fair, consistent, and respectful manner.
- Receive instruction and assistance for social, emotional, and academic concerns.
- A clean and pleasant environment.

Responsibilities are the actions that are expected as a result of those rights.

Minors (vulnerable adults, if capable) have a **responsibility** to:

- Share experiences in safe and pleasant surroundings.
- Maintain attendance that is regular and punctual.
- Act safely in everyone's interest.
- Accept responsibility for their actions.
- Practice good health habits.
- Be honest and polite.
- Not interfere with the leader's facilitation and the experience of others.
- Show respect for the rights, feelings, and property of others.
- Seek help for social, emotional, and academic concerns.
- Adhere to rules during any related activities.
- Work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate, when required.
- Respect ethnic, racial, religious, gender, intellectual, and physical diversities of all people.
- Report discreetly any inappropriate behavior to a responsible adult.

Behavior

- Reverence, Respect, Responsibility. All behavior should be guided by reverence for life, respect for self, others, and property, and taking responsibility for one's actions.
- Behavioral standards should encourage self-discipline, create an atmosphere based on love, respect and cooperation, and provide a safe, positive and well-ordered environment.

Offenses. The following behavior does not contribute to a safe, respectful Christian environment and will not be tolerated:

- Causing physical harm (fighting, throwing objects, using or distributing drugs, weapons, etc.).
- Causing psychological harm (intimidation, threats, etc.).
- Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.).
- Showing disrespect to adults or authority (insubordination, unwillingness to obey, etc.).
- Showing disrespect for property (vandalism, theft, etc.).
- Demonstrating irresponsible behavior (being unreasonable, repeated violations, unwillingness to change, etc.).
- Harassing others (verbal abuse, bullying, inappropriate touching, etc.).
- Being dishonest (lying, cheating, etc.).

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

SEXUAL ABUSE ALLEGATION RESPONSE POLICY

Child Abuse, including sexual abuse of minors or vulnerable adults, is contrary to Christian principals and will not be tolerated. All personnel and volunteers within the Diocese of Salt Lake City must comply with applicable state and local laws regarding incident of actual or suspected child abuse. Further, they are to be made familiar with the policies and procedures prescribed by the diocese to:

- a) Comply fully with reporting laws and fully cooperate with investigating authorities.
- b) Guarantee an effective response to allegations of child abuse.
- c) Ensure the accountability of diocesan procedures.
- d) Promote healing and reconciliation with victims/survivors of child abuse.
- e) Educate personnel and volunteers of the diocese and its parishes, schools, institutions and organizations about the policies and procedures.

Every allegation of abuse of a minor or vulnerable adult by a cleric, Diocesan personnel or volunteer or that occurs on Diocesan property as well as any allegation meeting the criteria under Utah State law for child abuse must be reported.

- 1) Upon receipt of an allegation, complaint or allegation of sexual abuse by a cleric or Diocesan personnel or volunteers, the alleged abuse is reported to the Utah State Office of the Division of Child and Family Services (DCFS) and the law enforcement agency where the alleged abuse occurred.
- 2) The Bishop may appoint a delegate to investigate the allegation. Contact with the individual reporting the allegation will be made by the delegate.
- 3) The Diocesan Safe Environment Independent Review Board will assist with assessing the allegations of sexual abuse of a minor or vulnerable adult and meeting with victims and the accused separately, when requested.
- 4) Allegations against a priest or deacon. The Canonical Process for Clerics (Appendix D of the Safe Environment Policy Manual) will be followed.
- 5) Allegations against a religious priest, brother, or sister. The Bishop or Vicar General notifies the accused person's major superior. The accused person shall be placed immediately on administrative leave. If the sexual abuse of a minor or vulnerable adult is admitted or established, the accused person shall be permanently removed from all activities within the diocese.
- 6) Allegations against an employee (personnel) or volunteer. If the allegation is found to be credible, the administrator who has authority over the accused shall place the accused person immediately on administrative leave, or, in the case of a volunteer, suspend the services of the accused. If sexual abuse is admitted or established, the accused person may be terminated or, in the case of a volunteer, barred from volunteering in any capacity involving contact

with minors or vulnerable adults. If sexual abuse is not established, the accused person may be reinstated or, in the case of a volunteer, allowed to continue serving as a volunteer.

- 7) Care must always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been abused and the person against whom the charge has been made. When the accusation has proved to be unfounded, every effort will be made to restore the good name of the person falsely accused.



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**INSTRUCTIONS ON REPORTING ALLEGATIONS OF ABUSE
IN SCHOOLS AND PARISHES**

1. As principal or leader of children and/or youth, you are legally required to report child abuse if you have reasonable suspicion that it has occurred. Although every disclosure of abuse is to be taken seriously and responded to quickly and compassionately, not every allegation reaches the threshold required for reporting under Utah State law. Every allegation of abuse of a minor by a cleric or Church personnel or that occurs on Diocesan property as well as any allegation meeting the criteria under Utah State law for child abuse must be reported. Use the following guidelines to ensure proper reporting:
 - a. If, at the time of the report, the victim is under the age of 18, report the alleged abuse to the nearest police officer, law enforcement agency or the Office of the Division of Child and Family Services. The age of the alleged abuser is not relevant.
 - b. If, at the time of the report, the victim is under the age of 18 and the child has been subjected to abuse by a Church employee or volunteer or the abuse occurred on diocesan property, report the alleged abuse to the nearest police officer, law enforcement agency or the Office of the Division of Child and Family Services **and** the Diocese of Salt Lake City. The age of the alleged abuser is not relevant.
 - c. If, at the time of the report, the victim is 18 years of age or older, and the child had been subjected to abuse by a Church employee or volunteer or the abuse occurred on diocesan property, report the alleged abuse to the Diocese of Salt Lake City.
2. When reporting the allegation to the diocese, include the following information (see Allegation Intake Form):
 - a. Date of allegation, name of person making allegation, relationship to alleged victim and contact information of person making allegation.
 - b. Include name/gender, current age of alleged victim and contact information.
 - c. Summary of the Allegation.
 - d. Date allegation was reported to law enforcement or DCFS and the assigned case number.
3. If the alleged abuser is a priest, seminarian, deacon or deacon applicant, religious, or lay person working or volunteering in or on behalf of the Diocese, you should (see Allegation Intake Form):
 - a. Advise the alleged victim of Diocesan reporting requirements.
 - b. Offer outreach to survivor/family, as appropriate, such as counseling or spiritual assistance).
 - c. Offer to provide counseling for survivor/family.
 - d. Offer to arrange a meeting with either Bishop or Vicar General.

If you require additional assistance, please contact the Diocesan Office of Safe Environment at 801.328.8641 or safeenv@dioslc.org.



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

RESPONDING TO A CHILD'S DISCLOSURE OF ABUSE

The Diocese of Salt Lake City is committed to protect our children from abuse. We will continue to screen adults working with children; to develop and provide training on safe environment for both adults and children; and to ensure compliance with the requirements of the Charter.

CREATE A SAFE ENVIRONMENT

As a leader, you are in a unique position to create a safe space to allow children to talk about abuse, but it is important to remember that it's not your job to investigate allegations of abuse.

The proper reporting of a disclosure initiates the investigation.

Invite the child to speak to you in a safe, neutral place where other children and/or adults cannot overhear the conversation. Ask the child to tell you what happened in his/her own words. **Listen**. Let the child tell you what happened. If you need to ask a question for clarification, use the child's vocabulary.

REACTION

Your reaction is very important. Try to remain calm. Although challenging at times, it is crucial that the child's experiences are being heard and not being judged. The adult abuser has probably already told the child that he or she will not be believed, so any strong reaction from an adult may confirm the child's fears and may result in the child recanting. Express your belief that the child is telling you the truth. Don't promise not to tell anyone else. Let the child know that you take the disclosure seriously and that the story will be reported to the proper authorities.

RESPECT

RESPECT A CHILD'S PRIVACY BY NOT DISCUSSING THE INFORMATION WITH OTHER PEOPLE WHO DO NOT NEED TO KNOW. AVOID HAVING THE CHILD REPEAT HIS/HER EXPLANATION TO DIFFERENT STAFF. TELL THE CHILD WHAT TO EXPECT. IF YOU DON'T KNOW, SAY SO, BUT LET THE CHILD KNOW HE/SHE CAN BE SUPPORTED BY YOU.

REASSURANCE

Reassure the child that it is good to tell what happened and that what happened is not his/her fault. Acknowledge the child's courage in coming forward. Let the child know that you realize how difficult it can be to talk about these kinds of things. Thank him/her for speaking up and for trusting you to help.

REPORT

IF, AFTER TALKING WITH THE CHILD, YOU BELIEVE THAT HE/SHE HAS BEEN ABUSED, YOU ARE LEGALLY REQUIRED TO REPORT THE ABUSE TO THE APPROPRIATE AUTHORITIES. YOUR DIRECTOR OF RELIGIOUS EDUCATION OR YOUR SCHOOL PRINCIPAL WILL HELP YOU RELAY THE INFORMATION TO THE AUTHORITIES AND/OR THE DIOCESE. IF IT DOES NOT ENDANGER THE CHILD'S SAFETY, IT IS ALSO IMPORTANT TO INFORM THE CHILD'S PARENTS OR GUARDIANS OF THE DISCLOSURE AND REPORTING PROCESS.

LISTEN WITH COMPASSION

Regardless of the age of the child, it is not easy to talk about abuse. Children often feel guilty or feel responsible for it happening. They may even have been told that they, or someone they love, may be harmed if they tell. On the other hand, you may wonder whether the abuse actually occurred, especially if they do not appear upset when telling you about the abuse. Many children who have been abused learn to hide their feelings at a young age and may tell of their abuse without much emotion.

Every disclosure of abuse is to be taken seriously and responded to quickly and compassionately and as required by law.



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**CHAPERONE POLICY
FOR
WORKING WITH MINORS AND VULNERABLE ADULTS**

It is expected all church/school employees or volunteers will demonstrate good moral character so as to serve as Christian role models. In addition to the Code of Ethics guidelines for conduct, church/school employees or volunteers will observe the following guidelines when dealing with minors or vulnerable adults:

Overnight activities are to be discouraged. If overnight activities are to occur, please refer to the following guidelines as they pertain to overnight activities:

1. An adequate number of adults (21 or over) should be present at activities involving minors or vulnerable adults to support the safety of such gatherings. The number of adults should be approved by the administrator in charge of the activity.
2. Facilities should be appropriately monitored during church services, school or other activities.
3. Minors or vulnerable adults should only be released to parents, guardians, or persons designated by parents or guardians.
4. Parental/guardian permission, including a signed Consent to Participate form, should be obtained prior to taking minors or vulnerable adults on trips or activities. The forms must accompany the trip or activity.
5. Qualified drivers, as specified in diocesan policy, should be used for any church or school activity.
6. Minors or vulnerable adults should not be left unsupervised when on church or school related trips or activities.
7. All adult leaders and sponsors for any overnight activities must be approved in advance by the pastor or administrator of the activity.
8. Minors or vulnerable adults are not to be given alcoholic beverages, tobacco, drugs or materials prohibited by law. Adults are not allowed to drink alcoholic beverages or use illicit substances when working with minors or vulnerable adults.
9. Activities are not to conflict with determined curfew times.
10. Clear boundaries must exist between adults, minors and vulnerable adults. Vigilance should be maintained regarding inappropriate personal or physical attraction developing between an adult and a minor or vulnerable adult.
11. Touching should be age appropriate and based on the need of the minor or vulnerable adult, not on the need of the adult. Any inappropriate or questionable physical contact with a minor or vulnerable adult is prohibited. If a minor or vulnerable adult initiates physical contact, an appropriate limited response is proper.
12. A minor or vulnerable adult should not be in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area where it may appear to be inappropriate to a ministerial relationship.
13. Two adults are required to be present if staying with a group of minors or vulnerable adults in a hotel room or other sleeping area. One adult should never stay in the same hotel room or

sleeping area with a group of minors or vulnerable adults. If an adult is related to minor or vulnerable adult, only that minor or vulnerable adult are allowed to stay in the same hotel room.

14. Minors or vulnerable adults should not be exposed to topics, vocabulary, materials, recordings, films, games or use of computer software, or any other form of personal interaction or entertainment that are inappropriate for the age group.
15. Sexually explicit or pornographic material is never appropriate.
16. Online chats or chat room conversations between adult leaders and minors or vulnerable adults are never appropriate. Social media correspondence with minors or vulnerable adults should be appropriate and professional.
17. No over-the-counter medication or prescribed medication of any kind is to be administered without written parental/guardian permission.
18. If one-on-one counseling of a minor or vulnerable adult should be necessary, meeting with the minor or vulnerable adult should not take place in isolated environments. Meetings should be scheduled at times and in locations that ensure accountability. Both the length and number of sessions should be limited. Parents/guardians should be notified of such meetings.
19. Minors or vulnerable adults should not have access to keys or passcodes to church or school facilities. If a minor or vulnerable adult does have access to a key/passcode as a result of being a church/school employee or volunteer, the minor or vulnerable adult (if cognitively-capable) is to be properly screened and informed about policies and procedures.
20. Taking photographs of minors or vulnerable adults while they are unclothed or dressing (e.g., in a locker room or bathing facility) is never allowed.
21. Photographs or recordings of minors or vulnerable adults are not to be posted or shared online without the express permission of parents/guardians of the minor or vulnerable adult.



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**REGISTERED SEX OFFENDER POLICY
DIOCESAN SCHOOLS AND PARISHES**

The Utah Sex and Kidnap Offender Registry (Utah Code Ann. [§ 77-41](#)) also known as “Megan’s Law,” requires the Utah Department of Corrections to develop, operate and maintain a registry of persons who have been convicted of certain offenses. Those offenses are listed in Utah Code Ann. [77-41-102\(9\) and \(16\)](#) of the statute.

The policies and guidelines provided herein are in accordance with the Diocese of Salt Lake City, the Office of Safe Environment and the Catholic Schools Office. The sex offender must adhere to the policies and guidelines as follows:

Definition. A sex offender is defined as an adult or juvenile who has been convicted of a crime or crimes of a sexual nature against a minor or an adult, who is or continues to be listed on the National Sex Offender Public Registry.

Sex Offenders Participating in Parish/School Life.

- ✓ As a general rule, there will be no restrictions on liturgy attendance. However, the pastor will enforce certain restrictions such as assigned seating or monitoring by a selected (known or anonymous) individual or individuals.
- ✓ A sex offender, including a sex offender who is a parent or legal guardian with rights to custody, parent-time, or visitation with a child, must meet with the principal or pastor to review any restrictions imposed on the sex offender. The principal or pastor must communicate any restrictions in writing and obtain a signature from the sex offender that he/she understands the restrictions.
- ✓ Once-a-year meetings with the principal or pastor are required and the principal or pastor must include a second person (“principal’s/pastor’s delegate”) in any and all meetings and phone calls with a sex offender.
- ✓ The sex offender must adhere to all policies and guidelines of the Diocese, including the policies and guidelines of the Office of Safe Environment and Catholic Schools Office.

Restrictions for a Sex Offender.

- ✓ A sex offender is not eligible to be an employee or volunteer at a diocesan school or parish and is not permitted to participate in any parish ministries or school programs that include minors. No exceptions will be made.
- ✓ A sex offender must seek permission from the pastor or principal to participate in any adult-only parish ministry or school program. In the rare occasion, a pastor or principal approves participation in an adult-only parish ministry or school program, the head of the ministry or program will be informed of the sex offender’s status.
- ✓ A sex offender who is or has been convicted of an offense against a minor is not allowed on school or church premises when minors are present or may not attend any school or parish event at which minors are present, regardless of where the event is held*.

* Exceptions may be made for special events where minors may be present on a case-by-case basis. In the rare instance when an exception is made, the principal or pastor will provide the sex offender with written authorization to attend the event, including supervision and any applicable restrictions or requirements.

- ✓ The sex offender may have the right to review his/her child's school educational or parish sacramental record and may have the right to communicate with his/her child's school teacher or religious education teacher about his/her student. The sex offender must contact the principal or pastor to schedule an in-person meeting or telephone conference with his/her child's school teacher or religious education teacher. Supervision of the sex offender or applicable restrictions or requirements will be in effect.
- ✓ If necessary, the principals or pastors may inform school/parish staff, volunteers and parents of an offender's status. The offender's name will be disclosed to the parents who have children in the same class as the offender's children.

Requirements for Parents/Guardians. A parent or guardian of a child enrolled in a Diocesan school or parish sponsored programs must provide the school or parish with the following information:

- ✓ whether any parent or guardian with rights to custody, parent-time, or visitation to the child is required to register as a sex offender or is a registered sex offender;
- ✓ whether any adult residing in the child's home is required to register as a sex offender or is a registered sex offender;
- ✓ whether any juvenile residing in the child's home is required to register as a sex offender or is a registered sex offender;
- ✓ whether a child enrolled in a diocesan school or parish sponsored program has been convicted of a sexual offense; or if the above-mentioned continues to be listed on the National Sex Offender Public Registry.

Juvenile Sex Offenders. Parents/Guardians must inform the school or parish if their child is a sex offender, or is or continues to be listed on the National Sex Offender Public Registry. When the principal or pastor learn that a juvenile is a sex offender or is or continues to be listed on the Registry, the juvenile will not be allowed to attend class until the following steps are taken:

1. Meet with the juvenile sex offender and his or her parents/guardians to obtain information about the offense, any legal restrictions, and all relevant documentation.
2. Contact the Diocesan Office of Safe Environment and the principal or pastor of the school or parish where the juvenile is enrolled for guidance regarding continued enrollment or applicable restrictions on the juvenile sex offender while maintaining confidentiality.
3. Develop a written plan in collaboration with the Diocesan Office of Safe Environment and the principal or pastor of the school or parish where the juvenile is enrolled.
4. Meet with the juvenile and his or her parents/guardians to review the written plan including applicable restrictions while the juvenile is on school or church property or is participating in school or parish sponsored events, including consequences for violating the restrictions.
5. Obtain the signatures of all parties, including the juvenile sex offender.
6. After review of the juvenile sex offender's offense, restrictions and documentation by the Diocesan Office of Safe Environment, the Catholic Schools Office and the principal or pastor of the school or parish, a determination will be made as to the juvenile's enrollment.

Parish and School Enrollment/Application Form Policies and Guidelines. In an effort to communicate the sex offender policies and guidelines and to encourage sex offenders to self-report to the principal or pastor, the Diocesan Office of Safe Environment along with the Catholic Schools Office asks each Catholic school or parish to add to the enrollment/application form the following:

If you, your spouse or any adult or juvenile living in your home is listed or continues to be listed on the National Sex Offender Public Registry, you and the adult sex offender are required to contact the principal or pastor immediately upon submitting an enrollment application for any diocesan school or parish sponsored program.



**REGISTERED SEX OFFENDER POLICY
PRINCIPAL/PASTOR TALKING POINTS
FOR MEETING WITH SEX OFFENDER**

- It has been brought to my attention that you are a sex offender and are now, have been or will be listed on the National Sex Offender Public Registry and I wanted to review the policies and guidelines that will apply to your involvement in school or parish sponsored events.
- First, I need to understand if you have any legal restrictions placed on you due to your conviction. *(You will want to ask if the restrictions are permanent or temporary. If temporary, when do the restrictions change? Ask the individual to provide documentation regarding the restrictions and the name and contact information of a parole/probation officer).* Attach Restrictions.

Name of Parole/Probation Officer: _____
Phone Number: _____ Email: _____

If there are no legal restrictions:

- Based on our policy, you will not be allowed to be employed by the school or parish or volunteer for any activity where youth will be present.
- As a parent of a student in our Catholic schools or parishes, you will be allowed to meet with your child's teacher and attend any other necessary meetings when children are not present (restrictions and supervision apply. This must be scheduled in advance by contacting the principal or pastor.
- When attending a pre-authorized school or parish sponsored event, you have been informed that you must park in a visible area with no obstructing views. You will proceed directly from your vehicle to a prearranged location to meet with the assigned adult or delegate. You will be supervised/observed during the school or parish sponsored event and will not be allowed to interact alone with any children other than the child(ren) with whom you live or are related. *Additional location requirements and restrictions may be enforced and may supersede the above.*
- If you are the only person available to transport your child to and from a school or parish sponsored event, you may do so from _____ am to _____ am and from _____ pm to _____ pm. You must park in a pre-authorized location _____, must remain in your vehicle, and, while waiting, you may not communicate with any children or youth who is not your child.
- As principal or pastor, we will inform school and parish staff, and parents with a student in the same grade, of your offender status.

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Enrollment Year: _____

**REGISTERED SEX OFFENDER POLICY
REQUIREMENTS & RESTRICTIONS**

School/Parish Name: _____
Student's Name: _____ Teacher: _____ Grade: _____
Parent/Guardian Name(s): _____
Email: _____ Phone Number: _____
Email: _____ Phone Number: _____
Sex Offender's Name: _____
Email: _____ Phone Number: _____

Check each line to verify that the items were discussed or completed:

- ___ 1. The Offender has been asked to describe the detail of the offense(s), any legal restrictions, and to provide **court documentation, dispositive orders, and other documentation that sets forth limitations placed on the offender (including name and contact information of parole/probation officer)**. The offense(s) are to be summarized here and attached hereto.

- ___ 2. The Offender has been informed that he/she will not be allowed to work at or volunteer at the parish or school in any capacity.
- ___ 3. The Offender has been informed that he/she may be allowed to attend school or parish sponsored events when children are not present (restrictions and supervision apply). This must be pre-authorized and scheduled in advance by contacting the principal or pastor.
- ___ 4. The Offender has been informed that he/she will be assigned an adult(s) or delegate(s) (unknown to the Offender) and will be observed by the appointed adult during the entire time the Offender is at school or parish sponsored events where children may or may not be present.
- ___ 5. When attending an authorized school or parish sponsored event, the Offender has been informed that he/she must park in a visible area with no obstructing views. The Offender will proceed directly from his/her vehicle to a prearranged location. He/she will be supervised and observed during the school or parish sponsored event and will not be allowed to interact alone with any children other than the child(ren) with whom the Offender lives or is related. *Additional location requirements and restrictions may be enforced and may supersede the above.*
- ___ 6. Principal and pastor have spoken with the approved adult(s) about his/her responsibilities in monitoring the Offender. **CONFIDENTIAL**. *Attach names of approved adults(s) separately.*

REQUIREMENTS & RESTRICTIONS (continued)

___ 7. The Offender has been informed that if the Offender is the only person available to transport his/her child(ren) to and from the school or parish, the Offender will have a restricted time and place, must remain in his/her car, and must not communicate with any youth who is not his/her child.

Time: _____ Place: _____

Procedure (ex: does a teacher need to accompany a young child to the car?): _____

Student's Name: _____

Sex Offender's Name: _____

___ 8. The Offender has been informed that the principal or pastor will inform school/parish staff and parents, with a student in the same grade, of the Offender's status.

Additional Notes: _____

The requirements and restrictions herein have been discussed with me. I understand that I must provide all relevant documentation related to my offense. I will be provided with the name of the appointed or approved adult(s) directly meeting me at a designated location prior to my being on school or parish property or at a school or parish sponsored event. I understand all other appointed or approved adult(s) assigned to observe my actions while on school or parish property or at a school or parish sponsored event will not be identified by name.

Sex Offender Signature

Date

Printed Sex Offender Name

Witnessed by:

Principal Signature

Date

Pastor Signature

Date

ATTACH SPECIFIC REQUIREMENTS & RESTRICTIONS PERTINENT TO LOCATION



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

SOCIAL MEDIA POLICY

“The world of digital communication, with its almost limitless expressive capacity, makes us appreciate all the more Saint Paul’s exclamation: “Woe to me if I do not preach the Gospel” (1 Cor 9:16).

—Pope Benedict XVI, 44th World Communications Day message (2010)

For generations Church leaders, including Pope Francis, have articulated the clear need to use new technologies to express the Word of God to all. The Diocese of Salt Lake City recognizes the powerful tool electronic media can be to evangelize and educate people. In order to ensure electronic communication on the Internet is appropriate, effective and reflective of Catholic values, and is consistent with the rules and values of the workplace, the Diocese of Salt Lake City has established the following policies. These policies are in addition to and complement existing policies regarding the use of electronic communications.

- 1. Definition of Social Media:** Any web-based and mobile technologies which are designed to turn communication into interactive dialogue. This includes, but is not limited to the use of blogs/wikis, message boards/forums, Facebook, YouTube, Twitter, LinkedIn, Google+, Instagram, Pinterest, etc.
- 2. Establishing a Social Media Presence:** It is important to remember online content is visible to anyone in the world so one must always be mindful about the nature of the information posted. Content should consistently represent the views and teachings of the Catholic Church.
 - Approval from the department head/pastor/principal/agency director is needed before seeking permission to establish a new site or account from the Diocese, parish, school or social service center webmaster.
 - A minimum of two adult individuals within the Diocesan department and/or parishes, schools or agencies, should have full administrative access to the account (no minors should be granted administrative privileges).
 - Personal pages and information should be neither advertised nor accessible to young people. In addition, do not link personal accounts to your work accounts.
 - **Post the following “rules of conduct” established by the United States Conference of Catholic Bishops for visitors to Facebook sites: “All posts and comments should be marked by Christian charity and respect for truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please.”**
- 3. Guidelines for the Use of Social Networking Sites with Minors:** The Diocese of Salt Lake City recognizes the various ways, both positive and negative, that technology and social media can be used. It is important that technology be used in a responsible and ethical way and that diocesan staff, volunteers and parents be transparent in all forms of communication, particularly when ministering to young persons. Social networking sites should be used for ministry and education rather than for befriending. *See Diocesan Safe Environment Policy Manual, Appendix. C.*
 - Written permission must be obtained prior to posting identifying information of minors/young people on websites. *See: Publications/Websites/Social Media Authorization Release Form.*
 - The site administrator is an adult considered to be working with minors and thus should have completed all safe environment requirements per the Diocesan policy.

- Parents should be informed that a social networking site is being utilized as a standard part of ministry and any materials posted on the site must also be available through other communication mediums.
- In photographs of youth activities, youth should not be “tagged,” or identified by name in the photograph. On the original social networking site, it is recommended that the “no tagging” option be set.
- Because of the potential of teen crises or time relevant information, any pages with high volumes of youth involvement should be monitored frequently by official organizational personnel. A plea for help that goes unanswered can be dangerous for teens and their families as well as damaging to the parish, school, and/or organization.
- It is recommended that clear guidelines or parameters be established with regard to times of communication between adults and young people. **While young people may be on the phone/texting in the late evening hours, those who minister with young people should pre-determine a timeframe when it is too late to take a professional call, except in the case of serious urgency.**
- If youth are to engage in blogging as a part of an officially sanctioned organizational activity, such activity must be monitored by at least two adults; the content of such a blog must be in compliance with Catholic Church teaching and values.

General “Rules of the Road” for the Administrator

- **Stick to ministry** and do not claim to represent the official position of the Church unless authorized to do so. **Be honest, professional and clear** as to who you are and the ministry you represent.
- Do not post information about the Diocese, coworkers, or the audience that should be kept confidential.
- All comments should be respectful and on topic. Block/delete those that are potentially libelous, disrespectful or contrary to church teaching.
- Prior to posting make sure you are following all copyright and fair use laws are observed.
- Always attribute photos, quotes, information to original source/author.
- Parents must have access to everything provided to their children. For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or via e- mail).
- **Make everyone aware of the Children’s Online Privacy Protection Act, which is federal legislation that oversees how websites interact with children under age 13.**



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

PERSONAL USE OF SOCIAL NETWORKING SITES

The Diocese of Salt Lake City respects the right of clergy, employees, volunteers and independent contractors to create and maintain personal social networking websites. Priests, Deacons, Employees, Volunteers and Independent Contractors who choose to identify their affiliations with the Diocese of Salt Lake City and/or its entities (parishes, schools and agencies) on personal social networking websites seen by their readers as representatives of the Diocese of Salt Lake City, must adhere to the following guidelines:

1. **Include a Disclaimer.** Add a notice to personal websites that clearly communicates to readers that the comments or views you choose to share do not reflect the views of the Diocese of Salt Lake City, parish, school or other diocesan-related entity. For example: “The views expressed on this social network are mine alone and do not necessarily reflect the views of my employer.”
2. **Adhere to the Confidentiality Policy.** Employees, Volunteers and Independent Contractors must maintain the confidentiality of the Diocese of Salt Lake City and its entities at all times.
3. Policies regarding workplace conduct in our churches, offices and schools also apply to online activities. Inappropriate postings that may include discriminatory remarks, harassment or threats of violence will not be tolerated.
4. Be mindful that the information posted on your personal social networking site, or on other social networking sites could potentially be grounds for discipline or possible termination of employment.

Do’s:

- Comply with all safe environment requirements per the Diocese of Salt Lake City policy.
- Obtain written permission prior to posting identifying information of minors/young people on websites.
- Inform parents that a social networking site is being utilized as a standard part of youth ministry.
- Monitor sites frequently.

Don’ts:

- Initiate friend/connection requests.
- Tag youth in photographs.
- Post personal content on ministry based sites of the Diocese of Salt Lake City.

Additional resources:

1. Vogt, Brandon. *The Church and New Media: Blogging Converts, Online Activists, and Bishops Who Tweet*. Huntington, IN: Our Sunday Visitor, Inc, 2011.
2. USCCB Social Media Guidelines: www.usccb.org/about/communications/social-media-guidelines.cfm
3. Recommended Technology Guidelines for Pastoral Work with Young People: <http://www.nfcym.org/resources/documents/TechnologyGuidelinesNov2010.pdf>

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**PUBLICATIONS /SOCIAL NETWORKING / SOCIAL MEDIA
AUTHORIZATION RELEASE**

This authorization release form shall serve as parental/legal guardian permission for the use of first name and last name initial (name), likeness and/or photographic image of a child/youth where such permission is required. I hereby give my express and unqualified approval for my child’s/youth’s name, likeness and/or photographic image (still or video) to appear in Parish, School or Organization publications and/or websites/social media sites. No consideration, monetary or otherwise, shall be paid.

Parents/guardians, relatives, etc., should be made aware of best practices regarding photos taken on field trips, class parties, plays, activities, etc. Restraint should be exercised in posting photos on personal and social media websites that include children or youth other than their own. Discretion should be used to honor the wishes of parents who do not want photos of their children/youth posted on websites or social media sites. *Please see Social Media Policy.* If your child or youth are in a public place that allows photography, that child or youth are subject to having their photo taken. The person taking the photo cannot use it for “advertising” or intending to show that the person photographed endorses a product.

I grant permission to: _____ for the use of my
(Parish, School, Organization)

child’s/youth’s name, likeness and/or photographic image to appear in Parish, School or Organization publications and/or websites/social media sites.

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement and I so notify the Parish, School or Organization in writing, all references to my child’s/youth’s name, likeness and/or photographic image will no longer be used. I understand that website/social media references and website/social media photographic images will be removed within thirty (30) days of the written notification. I understand that the Parish, School or Organization is not responsible for access to the information or downloads made by users using websites or social media sites prior to this removal of references (i.e., name, likeness and/or photographic image). I further understand that my child’s/youth’s name, likeness and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

Name of Child (Please Print)

Date of Birth

Signature of Parent or Legal Guardian

Date

I do not grant permission for the use of my child’s/youth’s name, likeness and/or photographic image to appear in Parish, School or Organization publications and/or websites/social media sites.

Signature of Parent or Legal Guardian

Date

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

VEHICLE SAFETY POLICY

The Diocese has formulated a vehicle safety policy: It is required by the Catholic Umbrella Pool II (CUP II). CUP II is a liability insurance pool of 47 small dioceses around the country in association with Catholic Mutual Group, which provides an additional layer of liability insurance coverage above the liability coverage provided by Catholic Mutual's basic property insurance policy. Since many large liability claims are related to automobile safety, this policy is mandated.

DIOCESAN VEHICLE SAFETY

1. Any employee or volunteer whose duties include driving buses or vans must obtain appropriate state certification and provide same to his or her supervisor. This certification will be included in the employee's file and/or retained by the volunteer's supervisor.
2. A motor vehicle record check will be run on all employees whose primary duties require the driving of a motor vehicle.
3. A driver (employee or volunteer) of a bus or a van who causes an accident, or who is involved in more than one accident in one year, or who is cited for a moving violation, shall be required to attend a defensive driving course per state requirements. The pastor, or the administrator of the entity that employs the driver must obtain written verification that the course was successfully completed. This verification must be included in the driver's file.
4. No one will be hired as a bus or van driver, or be allowed to serve as a volunteer, who has any of the following citations or convictions in the last three years:
 - a) Driving under the influence of alcohol or drugs.
 - b) Hit and run.
 - c) Failure to report an accident.
 - d) Negligent homicide arising out of the use of a motor vehicle.
 - e) Operating a vehicle during a period of suspension or revocation.
 - f) Using a motor vehicle for the commission of a felony.
 - g) Operating a motor vehicle without owner's authority contrary to Utah law.
 - h) Permitting an unlicensed person to drive.
 - i) Reckless driving.
 - j) Speed contest.
 - k) Any combination of accidents and moving violations, which total three.
5. All volunteer drivers will be required to complete the Driver Information Form and the CUP II/Driver curriculum training through CMG Connect which includes a copy of the Driver Information Form and the Be Smart - Drive Safe & Vehicle Safety Policy curriculum. These forms

will be updated annually. It is the responsibility of the local program supervisor to facilitate this process.

6. Records will be maintained on the formal annual inspections required for Utah State licensing of motor vehicles.
7. Seat belts are required to be worn when operating or riding in all vehicles according to Utah State law. It is the driver's responsibility to verify that all passengers are wearing seat belts.
8. Each driver, whether an employee or volunteer, will observe and obey all applicable Utah laws.
9. There must be compliance with the following preventative maintenance program for each vehicle covered by the diocesan fleet insurance policy. Complete records will be maintained at each entity verifying compliance with this program.
10. Under no circumstances may a 10 to 15 passenger van be utilized for the transport of individuals.

AUTOMOBILE AND BUS MAINTENANCE SCHEDULE

Every 5,000 Miles

- Change the engine oil
- Change the oil filter
- Lube the chassis
- Check all fluid levels valve
- Check all drive belts
- Check all hoses

Every Six Months

- Rotate the tires
- Inspect brake linings
- Inspect the hoses
- Inspect the power steering
- Inspect the shocks

Every 15,000 Miles

- Replace air filter and element
- Replace fuel filter
- Replace crankcase ventilation

Every Year

- Complete safety inspection as required by Utah automobile licensing regulations.
- Tune up of engine preferably in the fall of each year

Every 24,000 Miles

- Change the transmission Fluid & filter

Every Two Years

- Antifreeze should be drained and the system flushed.
- Refill with antifreeze and a water pump lubricant



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

DRIVER INFORMATION FORM

ATTENTION: The Diocese of Salt Lake City and _____
Parish/School/Organization (the “parish/school/organization”)

I am able to provide transportation for field trips and parish/school/organization-related activities. I agree that EACH CHILD MUST BE PROVIDED WITH, AND USE A SEAT BELT UNDER UTAH LAW and that each child/youth or vulnerable adult will be required to wear a seat belt during the entire time each child/youth or vulnerable adult is in my vehicle. There are a total of _____ seat belts available. In addition, if there are airbags in my vehicle, I shall follow manufacturer’s recommendation regarding who can be seated adjacent to an airbag.

I agree that the use of my private vehicle to transport myself and others for a field trip or an activity shall not hold responsible the Diocese of Salt Lake City, the parish/school/organization and their employees, agents, representatives and volunteers for any harm or injury resulting from travel to and return from the field trip or activity. It is my understanding that I will receive the directions and the itinerary for each particular field trip or activity and it is my responsibility to follow the same.

I hold a valid, non-probationary Utah driver’s license and am over the age of 21 years old. My vehicle is currently registered and insured. I understand that my insurance is the prime carrier in the event of an accident. My policy liability limits are at a minimum \$100,000 per person/ \$300,000 per occurrence. The pertinent insurance information is as follows:

NAME OF INSURANCE COMPANY: _____

NAME OF INSURANCE AGENT: _____

AGENT PHONE NUMBER: _____

POLICY NUMBER: _____

DATE OF POLICY EXPIRATION: _____

DATE: _____

PRINTED NAME OF DRIVER

SIGNATURE OF DRIVER

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**AUDIT CHECKLIST
FOR PARISHES AND SCHOOLS**

How well is the parish/school/organization implementing diocesan policies relating to the Charter for the Protection of Children and Young People? If the Charter is going to be effective, it is important that parishes, schools and organizations adhere to the policies and procedures of the Diocese of Salt Lake City Safe Environment Program.

PARISH/SCHOOL/ORGANIZATION: _____

Pastor/Principal/Instructor:

Name: _____

Email Address: _____

Safe Environment Coordinator:

Name: _____

Email Address: _____

Director of Religious Education/School Instructor:

Name: _____

Email Address: _____

1. Does the parish/school have an official letter (letter on diocesan letterhead) from the diocesan bishop promulgating the Safe Environment program? *The letter is included in this Handbook.*
2. Does the parish/school have “Promise to Protect/Pledge to Heal” posters in public view and are safe environment materials readily available in parish/school office areas?
 Number of Posters Posted
 Safe Environment Materials or Brochures
3. Does the parish/school publicize safe environment information on its website or in its bulletins, including the name of the local safe environment coordinator?
4. Does the parish/school regularly check compliance and run compliance reports of employees/volunteers through the CMG Connect Database Training Platform for the following groups?
 - ✓ Clergy
 - ✓ Volunteers
 - ✓ Employees
 - ✓ Educators
 - ✓ Youth Minors
5. Does your parish/school have acknowledgments of Codes of Conduct as part of the Safe Environment Training Curriculum through CMG Connect? *Also available in the Safe Environment Program Policy Manual and this Handbook.*
6. Does the parish/school regularly teach children (ages Pre-K to Grade 12) the Circle of Grace training program and annually report the total number of children trained to the Diocese?
 - Does the parish/school have the Opt Out Forms on file signed by those parents/guardians who have received the training materials, but have opted out of the training program for their children? *Forms should be kept in the DRE of School Instructor offices.*

7. Does the pastor, principal, safe environment coordinator, director of religious education or designated instructor know when and how to report an allegation of sexual abuse of a minor and where to find the Allegation Intake Form? *See the diocesan safe environment website and this handbook for information and instruction.*
8. Does the pastor, principal, safe environment coordinator, director of religious education or designated instructor know how to obtain outreach for victims? *Information available on the diocesan safe environment website and handbook.*
9. Does the pastor, principal, safe environment coordinator, director of religious education or designated instructor know the procedures to arrange for Visiting Clergy/Laity?



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**PARISH/SCHOOL
AUDIT QUESTIONNAIRE & CHECKLIST**

This questionnaire and checklist can be used by pastors, principals and other local staff and leaders to assess their level of knowledge and implementation of diocesan policies of the Safe Environment Program at the parish and school level.

1. How would you describe the level of comprehension of safe environment related policies and procedures among staff, employees volunteers, and parishioners?
HIGH __ **MODERATE** __ **LOW** __
2. Are the policies and procedures relating to safe environment publicized at the parish/school level?
YES __ **NO** __
3. Does the pastor/school principal/other staff know when and how to report an allegation of sexual abuse of a minor?
YES __ **NO** __
4. Does the pastor/school principal/other staff know how to obtain outreach for victims/survivors of abuse?
YES __ **NO** __
5. Is safe environment training and background checks required for clergy, employees and volunteers whose duties include contact with minors? How often is training required? _____
YES __ **NO** __
6. Is paid staff required to become safe environment certified whether or not in contact with minors? How often is training required? _____
YES __ **NO** __
7. Are clergy and other employees/volunteers of the parish/school required to acknowledge the code of conduct? *Codes of Conduct are included and acknowledged in the CMG Connect database training platform and available online and in this Handbook.*
YES __ **NO** __
8. Is safe environment training provided to children and youth at the parish/school? How often does the diocese require training for children? _____
YES __ **NO** __
9. Does the parish/school allow parents to opt their children out of safe environment training?
YES __ **NO** __
 - a. If yes, does the parish/school maintain records of parents who have opted their children out? **YES** __ **NO** __
 - b. If yes, are training materials offered to parents who opt-out? **YES** __ **NO** __
10. Does the parish/school require visiting or non-permanent clergy (i.e. weekend assistants, priests who witness marriages, perform baptisms, etc..) to obtain a Testimonial of Suitability letter?
YES __ **NO** __
11. Do you feel that the diocese/eparchy adequately communicates diocesan policies as it relates to the safe environment program?
YES __ **NO** __
12. Do you feel comfortable communicating with the diocesan offices on any questions or concerns regarding safe environment policies or procedures?
YES __ **NO** __

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

ALLEGATION INTAKE FORM

Date Received Allegation: _____
 Name of Person Completing Form: _____
 Name of Individual Reporting Alleged Abuse: _____

Relationship to Alleged Victim: _____

Contact Information of Individual Reporting Alleged Abuse:

Address: _____

Contact Number: (H) _____ (C) _____

Alleged Victim Name: _____ Gender: M / F

Current Age of Alleged Victim: _____

Contact Information of Alleged Victim:

Address: _____

Contact Number: (H) _____ (C) _____

Is the Alleged Victim still alive? Yes ___ No ___

Name of Alleged Abuser: _____

Approximate Date(s) of Alleged Abuse: _____

Location Where Alleged Abuse Occurred: _____

Summary of Allegation: _____

Date Reported to Law Enforcement or DCFS: _____ Case No.: _____

Advise:

Explain reporting requirements: Yes ___ No ___

Offer of outreach to survivor and family (counseling, spiritual assistance, other): Yes ___ No ___

Offer to provide counseling for survivor/family: Yes ___ No ___

Offer to arrange meeting with either Bishop or Vicar General: Yes ___ No ___

If accepted, date of scheduled meeting: _____

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**DIRECTOR OF SAFE ENVIRONMENT
APPOINTMENT FORM**

This form is to be used by the pastor, principal, or administrator to notify the Diocese of the appointment of a local Director of Safe Environment. Send the completed form to:

*Diocese of Salt Lake City
Office of Safe Environment
27 C Street
Salt Lake City UT 84103
safeem@dioslc.org*

Date: _____

This form serves as notification of the appointment of a new local Director Safe Environment:

Name of Appointee: _____

Name of Parish/School/
Organization: _____

Address: _____

E-Mail Address: _____

Phone Number(s): _____

Signature

Date

Printed Name of Pastor/Principal/Administrator

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**DIRECTOR OF RELIGIOUS EDUCATION
APPOINTMENT FORM**

This form is to be used by the pastor, principal, or administrator to notify the Diocese of the appointment of a Director of Religious Education (DRE). Send the completed form to the Diocesan Office of Safe Environment and the Office of Faith Formation:

Diocese of Salt Lake City
Office of Safe Environment
27 C Street
Salt Lake City UT 84103
safeem@dioslc.org

Diocese of Salt Lake City
Office of Faith Formation
27 C Street
Salt Lake City UT 84103
trisha.norcross@dioslc.org

Date: _____

This form serves as notification of the appointment of a new Director of Religious Education:

Name of Appointee: _____

Name of Parish: _____

Address: _____

E-Mail Address: _____

Phone Number(s): _____

Signature

Date

Printed Name of Pastor / Administrator

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**CIRCLE OF GRACE
CHILDREN'S SAFE ENVIRONMENT TRAINING WORKSHEET**

Worksheets are retained at the Parish or School for USCCB audit purposes.

The Children's Training Worksheet form is completed and signed by the Class Instructor and provided to the Director of Religious Education (DRE), or School Theology Teacher (Instructor) for entry into Children's SE Training Report.

Please complete the following for each class.

Name of Parish/School: _____.

Grade: _____.

Name of Instructor: _____.

Number of Students Enrolled: _____.

Number of Students Attending Training: _____.

Number of students whose parents opted out of the training and were provided with the curriculum: _____.

Dated: _____

Signature of Instructor

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**CIRCLE OF GRACE
CHILDREN'S SAFE ENVIRONMENT TRAINING REPORT**

*This information on this report form is a compilation of the data
from the Children's SE Training Worksheet forms.*

***(Submit Training Report annually by May 31st to Diocesan Office of Safe Environment or input directly
into CMG Connect by selecting the Children's Data icon.)***

I certify that the Diocese of Salt Lake City Safe Environment Children's Training Program
has been presented to the students attending _____ during
(Parish/School/Organization)
the fiscal year _____.

Number of students enrolled: _____.

Number of students trained: _____.

Number of students whose parents opted out of the training and were provided with the curriculum: _____
_____.

Dated: _____

Signature of Local DRE or SEC

Dated: _____

Signature of Pastor/Principal

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**To be completed by
Parent/Guardian ONLY IF
OPTING OUT child(ren) from
participating in SE training
provided by parish or school.
Participation is Highly
Recommended**

**CIRCLE OF GRACE
“OPT OUT” FORM**

The Diocese of Salt Lake City offers training to children on Safe Environment. Some parents/guardians may prefer to provide the training to their child(ren). By completing this form, parents/guardians choose for their child(ren) NOT to participate in the Diocesan Safe Environment Training. This election remains in effect until revoked by the parent. This form is retained at the parish or school by the Director of Religious Education or Theology Teacher.

By completing this form Parent/Guardian agrees to train and teach the Diocesan Safe Environment program to their child(ren).

Child’s Full Name: _____

School/Religious Education Program: _____

Parish/School/Organization: _____

Grade/Class: _____

TO OPT OUT, complete and verify the following statements by placing a checkmark in the box next to each statement:

- The *SE* training was offered to my child(ren).
- It is my choice as the parent/guardian of the above-listed child(ren) that my child(ren) NOT participate in classroom discussion of the *SE* training.
- I have been provided with the age appropriate lessons and parent packet from the parish, school or organization so I, as the parent/guardian to the above-listed child(ren), can instruct my child(ren) on this topic.

Name of Parent/Guardian: _____
(Please Print Clearly)

Signature _____ Date _____

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**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

CONSENT TO PARTICIPATE

Dear Parent/Guardian:

Your child is eligible to participate in a parish or school-sponsored event or program for the year 20__ - 20__ (including the following summer). The group will meet under the supervision of the staff of _____ parish or school in accordance with the policies of the Diocese of Salt Lake City (the “Diocese”). Please review, complete, sign, and return this form to the administrator in charge of the event or program.

CHILD’S INFORMATION:

Participant’s name: _____ Birth Date: _____ Sex: M/F
 Home Address: _____ Current Grade: _____
 City: _____ State: UT Zip Code: _____
 Home Phone: _____ Mobile Phone (*See Communications below*): _____
 Email/Social Media (*See Communications below*): _____

PARENT/GUARDIAN INFORMATION:

Parent/Guardian 1: _____ Relationship to child: _____
 Work Phone: _____ Mobile Phone: _____
 Parent/Guardian 2: _____ Relationship to child: _____
 Work Phone: _____ Mobile Phone: _____
 Parent/Guardian Email 1: _____ Parent/Guardian Email 2: _____
 Parent/Guardian Social Medias (*See Communications below*): _____
 (Also to send information/updates for parish/school/diocesan events)

EMERGENCY CONTACTS: In the event of an emergency, if you are unable to reach a parent/guardian, please contact the following persons(s):

Name: _____ Relationship to child: _____
 Home Phone: _____ Mobile Phone: _____
 Child’s Physician: _____ Phone: _____
 Child’s Dentist: _____ Phone: _____

INSURANCE INFORMATION:

Medical/Dental Insurance Company: _____ Policy No.: _____
 Address: _____ Phone: _____

CONSENT: I hereby consent to participation by my child in the parish or school-sponsored event or program. I hereby give my express and unqualified approval for my child’s voice/verbal statements, written statements, portraits and/or video to appear in diocesan publicity, publications and/or public relations activities. The use of my child’s voice/verbal statements, written statements, portraits and/or video may be used according to the sole discretion of the Diocese and is considered the property of the Diocese in perpetuity. No consideration, monetary or otherwise, shall be paid.

RELEASE OF LIABILITY: I hereby release and hold harmless the Diocese of Salt Lake City, the Parish/School, and their employees, agents, representatives and volunteers from any and all liability and claims arising from any illness or injury to my child and for any loss of property arising during said child’s participation.

COMMUNICATIONS: I hereby authorize leaders of the event or program to use organizational or group-sponsored means to contact my child in the following ways: Check only one box per media row. Please list contact information above.

Text _____ contact child & _____ or _____ ONLY contact
 Email: _____ contact child & _____ or _____ ONLY contact
 Social Media: _____ contact child & _____ or _____ ONLY contact
 (FB & Twitter)

SPECIFIC MEDICAL INFORMATION

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Details are enumerated below.

Allergic reactions (medications, foods, plants, insects, etc.): _____

Date(s) of last tetanus/diphtheria immunization(s): _____

Does child have a medically-prescribed diet? No Yes

Any physical limitations? No Yes

Is your child subject to chronic homesickness, emotional reactions to new situations: sleepwalking, bedwetting, or fainting? No Yes

Has your child recently been exposed to contagious disease(s) or condition(s), such as mumps, measles, chicken pox or N1H1? No Yes

If "yes" has been marked for any of the above and/or the Parish/School should be aware of this or any other medical condition(s) of my child, please explain in detail: _____

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. Initial: _____

OTHER MEDICAL TREATMENT: In the event it comes to the attention of the Parish/School/Diocese, its officers, directors, agents, chaperones, or representatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, fever, diarrhea, or persistent sore throat, I understand I will be contacted for counsel on the proper steps and actions to take. Initial: _____

MEDICATIONS: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows: _____

(If your child does not take any prescription or non-prescription medication, please write N/A)

CODE OF CONDUCT OF PARTICIPANT

In signing below, you agree to the following. Youth who fail to live up to these expectations may be excluded from activities; or at the time of the offense, parents will be asked to retrieve their child at their own expense.

- ✓ No possession or use of alcohol, drugs, tobacco, or other illegal/objectionable material.
- ✓ No disruptive behavior, excessive noise, fireworks, lighters, explosives, or weapons of any kind.
- ✓ Dress appropriately and modestly for activities/events. Tasteless and revealing clothing are forbidden.
- ✓ Minors (under 18) may not drive to external event locations and may not drive vehicles during events.
- ✓ Respect the property of others and the facilities. If you break or damage something, you pay for it.
- ✓ Youth must remain with the adult chaperones/leaders and are expected to participate during the entire event/activity. Youth may not leave the conference/activity facilities without an adult leader.
- ✓ Report any accidents, incidents, injuries, or illnesses to an adult leader immediately.
- ✓ Respect the rules of the leaders, event and facility; such as quiet hours, curfews and cell phone use.
- ✓ Your behavior should reflect a credit to you, your parents and the Diocese of Salt Lake City.

Youth Signature: _____ Date: _____

The information provided in this form is correct to the best of my knowledge. I understand that in signing this document, I authorize verification of this information through communication with any person or organization named herein. I release from liability any person or organization which provides such information as well as the Diocese and the Parish/School. Furthermore, in the event of any changes in the above information, I shall provide the same in writing to the Parish and the Diocese.

Parent/Guardian Signature: _____ Date: _____



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

DRIVER INFORMATION FORM

ATTENTION: The Diocese of Salt Lake City and _____
Parish/School/Organization (the “parish/school/organization”)

I am able to provide transportation for field trips and parish/school/organization-related activities. I agree that EACH CHILD MUST BE PROVIDED WITH, AND USE A SEAT BELT UNDER UTAH LAW and that each child/youth or vulnerable adult will be required to wear a seat belt during the entire time each child/youth or vulnerable adult is in my vehicle. There are a total of _____ seat belts available. In addition, if there are airbags in my vehicle, I shall follow manufacturer’s recommendation regarding who can be seated adjacent to an airbag.

I agree that the use of my private vehicle to transport myself and others for a field trip or an activity shall not hold responsible the Diocese of Salt Lake City, the parish/school/organization and their employees, agents, representatives and volunteers for any harm or injury resulting from travel to and return from the field trip or activity. It is my understanding that I will receive the directions and the itinerary for each particular field trip or activity and it is my responsibility to follow the same.

I hold a valid, non-probationary Utah driver’s license and am over the age of 21 years old. My vehicle is currently registered and insured. I understand that my insurance is the prime carrier in the event of an accident. My policy liability limits are at a minimum \$100,000 per person/ \$300,000 per occurrence. The pertinent insurance information is as follows:

NAME OF INSURANCE COMPANY: _____

NAME OF INSURANCE AGENT: _____

AGENT PHONE NUMBER: _____

POLICY NUMBER: _____

DATE OF POLICY EXPIRATION: _____

DATE: _____

PRINTED NAME OF DRIVER

SIGNATURE OF DRIVER

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DISCLOSURE, INFORMATION AND CONSENT FOR BACKGROUND CHECK

Only used if directed by Diocesan Office of Safe Environment

Please specify the name of the parish/school/organization the background screening report is being performed? _____

Employee _____ Volunteer _____ Name of Position _____

1. I authorize a background screening report be performed based on the information provided on this form _____ (initial).

Name: _____ Date of Birth: _____
(Include Year)

Email Address: _____ Social Security No: _____

Address: _____
(Physical Address Only – PO Box NOT ACCEPTED)

City, State, Zip, and County: _____
City State Zip County

Phone Number w/Area Code: _____ Male / Female
(circle one)

State(s) of Former Residency: _____
(Within the last ten years)

Other Names Used: _____
(Maiden/Alias/Nickname) Last First Middle

2. I have read, understand, and agree to comply with the Safe Environment Program policies of the Diocese of Salt Lake City including the Diocesan Child Abuse Policy, the Code of Ethical Standards for the Diocese of Salt Lake City, and the Safe Environment Program. I understand that I have a continuing duty to disclose the existence of any disqualifying offense as set forth in the Safe Environment Program and that this duty does not terminate until I cease acting in a capacity which is governed by the Safe Environment Program. I also understand that I may be prohibited from serving as an employee or volunteer within the diocese if any of these disqualifying offenses apply to me:

a. I have been arrested for or convicted of any crime (including crimes of record which have been expunged and pleas of “no contest”) involving child abuse, sexual abuse of a minor, physical abuse, causing a child’s death, neglect of a child, murder, manslaughter, felony assault against a minor or any other lewd or immoral act.
_____ Yes ___ No _____ *(initials)*

b. I have been found liable for civil penalties or damages in a proceeding alleging sexual, physical or verbal abuse.
_____ Yes ___ No _____ *(initials)*

- c. I have been subject to any court order involving sexual, physical or verbal abuse including, but not limited to, a restraining order in a civil case or a protective order.
 Yes No _____ (initials)
- d. I have been subject to an administrative determination of child abuse or neglect.
 Yes No _____ (initials)
- e. I have had parental rights terminated.
 Yes No _____ (initials)
- f. I have a history with another organization (volunteer, employment, etc.) of complaints of sexual, physical or verbal abuse.
 Yes No _____ (initials)
- g. I have resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to a complaint(s) of sexual, physical, or verbal abuse.
 Yes No _____ (initials)
- h. I have a history of behavior that indicates I may be a danger to children within the Diocese of Salt Lake City. For example, driving under the influence may not be a disqualifying offense but a pattern of alcohol-related offenses may.
 Yes No _____ (initials)

Use the following space to explain any questions for which a “Yes” response was provided.

I understand by signing this Disclosure, Information and Consent Form, I authorize the Diocese to order additional background reports without asking me for my authorization again as allowed by law. This Disclosure, Information and Consent form will remain valid through my tenure with the Diocese of Salt Lake City.

 Signature of Employee/Volunteer

 Date



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

FIELD TRIP PERMISSION FORM

Participant's Name: _____

Birthdate: _____ Gender: _____

Parent/Guardian's Name: _____

Home Address: _____

Home/Cell Phone: _____ Business Phone: _____

I, _____, grant permission for my child, _____
(Parent/Guardian Name) *(Child's Name)*

to participate in this parish or school-sponsored event that requires transportation to a location away from the parish/school site. This activity will take place under the guidance and direction of parish/school employees and/or volunteers from _____.
(Parish/School Name)

A brief description of the activity is as follows:

Date(s) of event: _____

Type of event: _____

Destination of event: _____

Individual in charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by my child. I agree on behalf of myself, my child, and our heirs, successors, and assigns, to hold harmless and defend the Diocese, the Parish/School, and their employees, agents, representatives and volunteers, arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith. Additionally, I agree to compensate the Parish/School and/or the Diocese of Salt Lake City for reasonable attorney's fees and expenses arising in connection therewith. **Furthermore, the information contained in the "Consent to Participate" form is current as of the date of my execution of this form.**

Printed Name of Parent/Guardian: _____

Signature: _____ Date: _____

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DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT

MINISTRY CLEARANCE REQUEST FORM
Visiting Clergy/Laity Engaged in Ministry

Directions: This form must be submitted to the Office of the Vicar General before visiting clergy/laity may be invited to minister in this Diocese. Please **allow four to six weeks** for processing.

For Clergy: Complete pages 1, 2 and 4.
For Laity: Complete pages 1 and 2 & pg 3 if ministering to minors.

<p>Date: <input style="width: 100%;" type="text"/></p> <p>Visiting Clergy/ Lay Minister: <input style="width: 100%;" type="text"/></p> <p>Address: <input style="width: 100%;" type="text"/></p> <p>City: <input style="width: 25%;" type="text"/> State: <input style="width: 10%;" type="text"/> Zip: <input style="width: 15%;" type="text"/></p> <p>Home Diocese: <input style="width: 100%;" type="text"/></p> <p>Phone #: <input style="width: 100%;" type="text"/></p> <p>Cell Phone: <input style="width: 100%;" type="text"/></p>	<p>Contact/ Host Name: <input style="width: 100%;" type="text"/></p> <p>Address: <input style="width: 100%;" type="text"/></p> <p>City: <input style="width: 100%;" type="text"/></p> <p>St: <input style="width: 10%;" type="text"/> Zip Code: <input style="width: 15%;" type="text"/></p> <p>Parish/Organization Name: <input style="width: 100%;" type="text"/></p> <p>Phone: <input style="width: 100%;" type="text"/></p>
<p>EVENT INFORMATION</p> <p>Date(s) of Event: <input style="width: 100%;" type="text"/></p> <p>Event Title: <input style="width: 100%;" type="text"/> <i>(if applicable)</i></p> <p>Location of Event: <input style="width: 100%;" type="text"/></p> <p>Expected Audience: <input type="radio"/> Adults <input type="radio"/> Children/Youth</p> <p>What organization does the lay minister represent? <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">In the case of speakers or presenter, please attach background information (Curriculum vitae).</p>	

Send to:
OFFICE OF THE VICAR GENERAL
27 C Street
Salt Lake City, UT
USA 84103-2302



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

Include information about the individual's qualifications and organization represented:

What is the purpose of this event? _____

Which area of formation would this individual address with the group?

- _____ Theological Formation
- _____ Spiritual Formation
- _____ Human Formation
- _____ Pastoral Formation
- _____ Other: _____

Has this individual ever addressed this audience previously? If yes, when was the event and what are the reasons for having the person return? _____

If applicable, will this person promote the vision of the Bishop for evangelization and catechesis within the Diocese of Salt Lake City? _____

Submitted by: _____ Dated: _____



MINISTRY CLEARANCE REQUEST FORM
Visiting Laity Engaged in Ministry with Children and Youth
(Under Age 18)

Lay visitors from within the United States seeking to perform public ministry with minors in the Diocese of Salt Lake City must provide verification from their home diocese that they have successfully completed requirements for compliance with their diocesan Safe Environment Program before being allowed to minister to children. The letter should be prepared on diocesan or parish letterhead, signed by the Ordinary or Pastor and should contain the following information:

I certify that _____, who is seeking to perform public ministry with minors in the Diocese of Salt Lake City, has successfully completed all requirements for compliance with our diocesan Safe Environment Program. There is nothing in his/her record that would render him/her unsuitable to work with children.

Lay visitors from outside the United States seeking to perform public ministry with minors in the Diocese of Salt Lake City must provide written verification from their home diocese that they are suitable to work with children. A letter from the home diocese, prepared on diocesan or parish letterhead, signed by the Ordinary or pastor and should contain the following information:

After a review of any existing records and consultation with others who have ministered with _____, I certify that there is no indication of anything that would render him/her unsuitable from performing public ministry with minors in the Diocese of Salt Lake City.

In addition, lay visitors from outside the United States must complete the Diocese of Salt Lake City Safe Environment On-line Training before being allowed to minister to children. Either the Certificate of Completion of this training or a letter signed by the local Director of Safe Environment of the hosting parish/school/organization indicating the date that the lay visitor completed the training should accompany the Ministry Clearance Form.



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**TESTIMONIAL OF SUITABILITY FOR
CLERGY EXERCISING PUBLIC MINISTRY**

The Reverend _____ is seeking to exercise public ministry in the Diocese of Salt Lake City, Utah, USA. In order to do so, the following must be verified by his Diocesan Ordinary or Major Religious Superior.

I have carefully reviewed the personnel file of _____ and all other records we maintain, and have likewise consulted with those who have served in ministry with him. Based on these inquiries, and on my own personal knowledge, I assure you that nothing in his background in any way limits or disqualifies him for ministry. I am aware of nothing that renders him unsuitable to work with minor children and have no knowledge that he has a current untreated alcohol or substance abuse problem.

Signature (Ordinary/Major Superior)

Date

Arch/Diocese / Religious Community

SEAL

Church at which ministry is to take place and date _____

Note: The completed document is to be filed in the parish for all priests and deacons wishing to exercise public ministry in the Diocese of Salt Lake City.



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**PUBLICATIONS/SOCIAL NETWORKING / SOCIAL MEDIA
AUTHORIZATION RELEASE**

This authorization release form shall serve as parental/legal guardian permission for the use of first name and last name initial (name), likeness and/or photographic image of a child/youth where such permission is required. I hereby give my express and unqualified approval for my child’s/youth’s name, likeness and/or photographic image (still or video) to appear in Parish, School or Organization publications and/or websites/social media sites. No consideration, monetary or otherwise, shall be paid.

Parents/guardians, relatives, etc., should be made aware of best practices regarding photos taken on field trips, class parties, plays, activities, etc. Restraint should be exercised in posting photos on personal and social media websites that include children or youth other than their own. Discretion should be used to honor the wishes of parents who do not want photos of their children/youth posted on websites or social media sites. *Please see Social Media Policy.* If your child or youth are in a public place that allows photography, that child or youth are subject to having their photo taken. The person taking the photo cannot use it for “advertising” or intending to show that the person photographed endorses a product.

I grant permission to: _____ for the use of my
(Parish, School, Organization)
child’s/youth’s name, likeness and/or photographic image to appear in Parish, School or Organization publications and/or websites/social media sites.

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement and I so notify the Parish, School or Organization in writing, all references to my child’s/youth’s name, likeness and/or photographic image will no longer be used. I understand that website/social media references and website/social media photographic images will be removed within thirty (30) days of the written notification. I understand that the Parish, School or Organization is not responsible for access to the information or downloads made by users using websites or social media sites prior to this removal of references (i.e., name, likeness and/or photographic image). I further understand that my child’s/youth’s name, likeness and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

Name of Child (Please Print)

Date of Birth

Signature of Parent or Legal Guardian

Date

I do not grant permission for the use of my child’s/youth’s name, likeness and/or photographic image to appear in Parish, School or Organization publications and/or websites/social media sites.

Signature of Parent or Legal Guardian

Date

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**REGISTERED SEX OFFENDER POLICY
PRINCIPAL/PASTOR TALKING POINTS
FOR MEETING WITH SEX OFFENDER**

- It has been brought to my attention that you are a sex offender and are now, have been or will be listed on the National Sex Offender Public Registry and I wanted to review the policies and guidelines that will apply to your involvement in school or parish sponsored events.
- First, I need to understand if you have any legal restrictions placed on you due to your conviction. *(You will want to ask if the restrictions are permanent or temporary. If temporary, when do the restrictions change? Ask the individual to provide documentation regarding the restrictions and the name and contact information of a parole/probation officer).* Attach Restrictions.

Name of Parole/Probation Officer: _____

Phone Number: _____ Email: _____

If there are no legal restrictions:

- Based on our policy, you will not be allowed to be employed by the school or parish or volunteer for any activity where youth will be present.
- As a parent of a student in our Catholic schools or parishes, you will be allowed to meet with your child’s teacher and attend any other necessary meetings when children are not present (restrictions and supervision apply. This must be scheduled in advance by contacting the principal or pastor.
- When attending a pre-authorized school or parish sponsored event, you have been informed that you must park in a visible area with no obstructing views. You will proceed directly from your vehicle to a prearranged location to meet with the assigned adult or delegate. You will be supervised/observed during the school or parish sponsored event and will not be allowed to interact alone with any children other than the child(ren) with whom you live or are related. *Additional location requirements and restrictions may be enforced and may supersede the above.*
- If you are the only person available to transport your child to and from a school or parish sponsored event, you may do so from _____ am to _____ am and from _____ pm to _____ pm. You must park in a pre-authorized location _____, must remain in your vehicle, and, while waiting, you may not communicate with any children or youth who is not your child.
- As principal or pastor, we will inform school and parish staff, and parents with a student in the same grade, of your offender status.

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Enrollment Year: _____

**REGISTERED SEX OFFENDER POLICY
REQUIREMENTS & RESTRICTIONS**

School/Parish Name: _____
Student's Name: _____ Teacher: _____ Grade: _____
Parent/Guardian Name(s): _____
Email: _____ Phone Number: _____
Email: _____ Phone Number: _____
Sex Offender's Name: _____
Email: _____ Phone Number: _____

Check each line to verify that the items were discussed or completed:

- ___ 1. The Offender has been asked to describe the detail of the offense(s), any legal restrictions, and to provide **court documentation, dispositive orders, and other documentation that sets forth limitations placed on the offender (including name and contact information of parole/probation officer)**. The offense(s) are to be summarized here and attached hereto.

- ___ 2. The Offender has been informed that he/she will not be allowed to work at or volunteer at the parish or school in any capacity.
- ___ 3. The Offender has been informed that he/she may be allowed to attend school or parish sponsored events when children are not present (restrictions and supervision apply). This must be pre-authorized and scheduled in advance by contacting the principal or pastor.
- ___ 4. The Offender has been informed that he/she will be assigned an adult(s) or delegate(s) (unknown to the Offender) and will be observed by the appointed adult during the entire time the Offender is at school or parish sponsored events where children may or may not be present.
- ___ 5. When attending an authorized school or parish sponsored event, the Offender has been informed that he/she must park in a visible area with no obstructing views. The Offender will proceed directly from his/her vehicle to a prearranged location. He/she will be supervised and observed during the school or parish sponsored event and will not be allowed to interact alone with any children other than the child(ren) with whom the Offender lives or is related. *Additional location requirements and restrictions may be enforced and may supersede the above.*
- ___ 6. Principal and pastor have spoken with the approved adult(s) about his/her responsibilities in monitoring the Offender. **CONFIDENTIAL**. *Attach names of approved adults(s) separately.*



REQUIREMENTS & RESTRICTIONS (continued)

___ 7. The Offender has been informed that if the Offender is the only person available to transport his/her child(ren) to and from the school or parish, the Offender will have a restricted time and place, must remain in his/her car, and must not communicate with any youth who is not his/her child.

Time: _____ Place: _____

Procedure (ex: does a teacher need to accompany a young child to the car?): _____

Student's Name: _____

Sex Offender's Name: _____

___ 8. The Offender has been informed that the principal or pastor will inform school/parish staff and parents, with a student in the same grade, of the Offender's status.

Additional Notes: _____

The requirements and restrictions herein have been discussed with me. I understand that I must provide all relevant documentation related to my offense. I will be provided with the name of the appointed or approved adult(s) directly meeting me at a designated location prior to my being on school or parish property or at a school or parish sponsored event. I understand all other appointed or approved adult(s) assigned to observe my actions while on school or parish property or at a school or parish sponsored event will not be identified by name.

Sex Offender Signature

Date

Printed Sex Offender Name

Witnessed by:

Principal Signature

Date

Pastor Signature

Date

ATTACH SPECIFIC REQUIREMENTS & RESTRICTIONS PERTINENT TO LOCATION



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

DESCRIPTION OF SAFE ENVIRONMENT TERMS

Background Checks. Screenings through Selection.com. The background check fee is \$19 and are paid for by the location end user registers. Bi-weekly invoices are emailed from Fastrax.com.

CCS. ONLY for employees and volunteers of Catholic Community Services. The Diocese offers Safe Environment Certification training without background check. CCS runs their own background checks.

CMG Connect. Database training platform accessed by site administrators, employees and volunteers for safe environment certification at: <https://saltlakecity.cmgconnect.org/>. Training curriculums are available in English and Spanish.

Catechists. Volunteers, including Youth Minors or Employees who teach youth are required to complete the Safe Environment Certification Training Program. Catechists are not considered Educators – Only Licensed Teachers employed with a Catholic School are considered Educators.

Certificate of Compliance. Certificate indicate training completion date and date of expiration. Site admins and end users can print or download certificates through CMG Connect

Certification. Safe Environment certification in the Diocese of Salt Lake City is required every three years. CMG Connect notifies end users via email 60 days prior to 3-year expiration date.

Circle of Grace. Children's safe environment training for ages Pre-K to Grade 12. Access to curriculum is available to CMG Connect site administrators.

Clergy/Religious/Seminarian. Clergy, Religious and Seminarian's are required to complete the Safe Environment Certification Training Program including a background check.

Coaches. Volunteers or employees who coach youth are required to complete the Safe Environment Certification Training Program.

Compliance. Adherence to the Diocese policies and procedures.

Cup II/Driver. Driver education curriculum, School Safety Coordinator Program Requirements and Building Safety Curriculum.

Disclosure, Information and Consent for Background Check. Form authorizing permission to run a background check. *Only used if directed by Diocesan Office of Safe Environment.*

Director of Religious Education (DRE). Included in their role as DRE, is the requirement to annually teach minors (ages Pre-K to Grade 12) the Circle of Grace children's training program.

Educator. Catholic School Teacher Only licensed in the state of Utah are required to complete the Safe Environment Certification Training (no background check) by selecting the participation role – Teacher (Licensed in the state of Utah).

Employees and Volunteers. Every employee and volunteer having direct contact with minors or vulnerable adults have completed the Safe Environment Certification Training Program and required curriculums through CMG Connect. All parish and school staff (employees) are required to be safe environment certified.

Fastrax. Invoicing company for the background screening company, Selection.com.

Hill Air Force Base. All employees and volunteers of Hill Air Force Base are required to complete the Safe Environment Certification Training Program (no background check). Hill AFB provides background checks to its employees and volunteers.

Knights of Columbus. All Knights in direct contact with minors are required to complete the Safe Environment Certification Training Program including a background check.

Language. The CMG Connect database platform and the Circle of Grace curriculum is available in English and Spanish.

Ministry to the Sick. Volunteers or employees taking communion to the sick are required, first to complete the Office of Worship Eucharistic Ministry Training to the Sick Program AND certify by completing Safe Environment Certification Training Program which includes a background check through CMG Connect. End users select the participation role: Ministry to the Sick.

Money Handler. Safe Environment certification is suggested for individuals handling money in a parish or school. The administrator makes this decision. Training curriculum and a background check are available in CMG Connect. End users select the participation role: Money Handler.

Participation Role. Categorized roles or positions as defined in CMG Connect. Participation Roles are associated to specific curriculums and may or may not include background checks. *It is suggested end users select one primary participation role when creating an account, complete the associated curriculum of the primary participation role and add additional participation roles, as needed.*

Password. A secret word or phrase that must be used to gain admission to computer program.

Principal. Licensed in the state of Utah, principals are required to complete the Safe Environment Certification Training Program (no background check) and provide state of Utah teacher's license and proof of background check.

Promulgation. To make known by open declaration; publish or proclaim.

Safe Environment Coordinator (SEC) also known as Local Director of Safe Environment (DSE). An appointed employee or volunteer to oversee safe environment compliance of all adults and youth serving with minors. (SEC Appointment Form)

Selection.com. Background Check screening company.

Scout Leaders - Boy Scout/Girl Scout. All leaders with troops utilizing a diocesan facility are required to complete the Safe Environment Certification Training Program including a background check.

Staff. (Considered Employees). All staff members are required to complete the Safe Environment Certification Training Program whether or not they have contact with minors.

Teacher (Licensed in state of Utah) considered Educator. Licensed teachers in the state of Utah are required to complete the Safe Environment Certification Training Program (no background check) and provide state of Utah license and proof of background check.

Teacher (Non-Licensed) are considered Employees and are required to complete the Safe Environment Certification Training Program, including a background check.

Youth Minors (ages 11 to 17). All youth minors in direct contact with young children are required to complete the Youth Minor training curriculum through CMG Connect on an annual basis. No background check is required for Youth Minors.

USCCB Role: For auditing purposes. End users select from the following: Employee, Volunteer, Educator, Priest, Deacon, Candidate for Ordination. *Note: Educator is only Catholic School Teachers Licensed in the state of Utah. Catechists are considered Volunteers.*

Username: An identification used by a person with access to a computer, network, or online service.

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Diocese of Salt Lake City



Office of Safe Environment