

Name: _____

Email: _____

St Thomas Aquinas Regional School
Volunteer Background check paperwork
For certified volunteers

Thank you for volunteering in our school.

Please fill all the enclosed forms out completely and accurately. Please follow the directions for the Central Registry Check form* exactly (No scratch outs or white out allowed. The different agencies that process these forms are very particular and will return the forms for correction and delay your clearance). Please **return ALL forms together to St Thomas Aquinas Regional School** (do not mail directly to the Diocese of Arlington- despite the instructions on two of the forms.)

**Please note that all fees will be paid by The Diocese of Arlington and all background checks are processed through the Diocesan Office of Child Protection and Safety. Also, please make sure you have had the Central Registry Check form notarized before you return the packet to the school.*

Don't forget to go to the Virtus.org website and register for a Virtus training session in the Diocese of Arlington. You may register for any session in the Diocese.

After you submit your background check paperwork to the school office and attend a Virtus session, you may assume that you are cleared as a certified volunteer unless you are contacted by the certified volunteer coordinator to correct a form or submit additional information. I.E. no news is good news!

Directions on Completing Paperwork for Office of Child Protection and Safety

Volunteers

Name _____

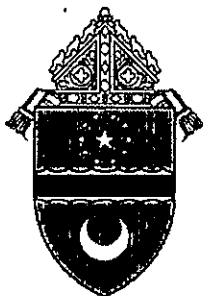
Date _____

Email _____

1. _____ **Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse** (Read policy and complete/sign page 23, the Acknowledgement of Receipt [Attachment E]).
2. _____ **Questionnaire** (Complete six pages and sign the back). This form must be fully completed: provide 5 years of chronological work history in Section III (If unemployed for more than six months during the past five years, indicate the dates of unemployment and write "unemployed". If retired or a homemaker, please be specific and indicate dates), provide complete answers to Sections IV through VII if applicable (If you have answered "Yes" to any of these questions, please be sure to include an explanation in the spaces provided), provide 3 local references and phone numbers for Section VIII, complete all of page 6 with special attention to the location of service and sign Section X.
3. _____ **Catholic Diocese of Arlington – Employee/Volunteer Criminal Background Check Authorization** (Complete and sign waiver).
4. _____ **Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form** (CPS form must be complete, with personal signature and notary on back). This form must be fully completed: fill in full names (no initials - if you do not have a middle name please mark NMN on the form); if there are no children please mark N/A on the form; include birthdates for each individual listed AND provide 15 years of addresses while listing the actual dates of residence for each address.
5. _____ **Code of Conduct** for Church Personnel in the Diocese of Arlington to be completed and submitted to individual's Parish/School Office.
6. _____ **Attend Virtus Seminar** (Must pre-register to attend a Virtus seminar online at www.virtus.org using full legal names that correspond to the rest of the OPCYP documents)
Date Scheduled to attend _____.

All forms should be completed and given directly to Julie McNulty. Please contact Julie McNulty for more information via e-mail at jmcnulty@aquinastars.org.

CATHOLIC DIOCESE OF ARLINGTON



**POLICY ON THE PROTECTION OF
CHILDREN/YOUNG PEOPLE AND PREVENTION OF
SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

July 2003

Amended September 24, 2003

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THE CATHOLIC DIOCESE OF ARLINGTON
POLICY ON THE PROTECTION OF CHILDREN/YOUNG PEOPLE
AND PREVENTION OF SEXUAL MISCONDUCT
AND/OR CHILD ABUSE

INTRODUCTION

This Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse (hereinafter referred to as "the Policy") of the Catholic Diocese of Arlington (hereinafter, "the Diocese") is intended:

(a) to summarize the Diocese's current policy that:

- (1) children have the right to be safe and protected from harm in any and all environments; and
- (2) sexual misconduct and/or child abuse by any Diocesan personnel while performing the work of, or any activities under the auspices of, the Diocese is outside any scope of any authority, duties and/or employment of such personnel; and

(b) to augment and/or clarify that current policy.

The Diocese embraces the rights of children and adults to be safe from sexual misconduct and/or abuse. The Diocese is dedicated to promoting and ensuring the protection of all children and will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect and to bring the healing effect ministry of the Diocese to bear wherever possible. This Policy builds on a policy issued by the Diocese in 1991 and which has been updated from time to time. It is responsive to our concerns for children/young people and to the provisions of the revised *Charter for the Protection of Children and Young People and The Essential Norms for Diocesan/Eparchial Policies Dealing With Allegations of Sexual Abuse of Minors by Priests or Deacons* as approved by the United States Conference of Catholic Bishops at its November 2002 General Meeting and given the *recognitio* by the Apostolic See on December 8, 2002.

SECTION 1. POLICY

It is the policy of the Diocese that sexual misconduct and/or child abuse by Diocesan personnel, while

- (i) performing the work of the Diocese; or
- (ii) performing any activities under the auspices of the Diocese,

is contrary to Christian principles and is outside the scope of any authority, duties and/or employment of Diocesan personnel. In addition, all Diocesan personnel must and shall comply with applicable state and local laws with regard to reporting incidents of actual or suspected sexual misconduct and/or child abuse, and with the following requirements.

This Policy does not address sexual misconduct, child neglect, and/or child abuse in general, but only in the special circumstances described herein. It is intended to establish requirements and procedures in an effort to prevent possible sexual misconduct and/or child abuse by personnel and volunteers of the Diocese and the resulting harm to others, while the work of the Diocese is being performed, and to provide guidance to Diocesan personnel on how to respond to actual and/or suspected incidents of sexual misconduct and/or child abuse by personnel or volunteers of the Diocese.

With renewed faith, we recommit ourselves to the original goals of this Policy:

- a. to reiterate and strengthen educational programs and screening procedures toward the goal of preventing sexual misconduct and/or child abuse by Diocesan personnel and volunteers;
- b. to identify and follow reporting requirements to civil and Diocesan authorities;
- c. to address the spiritual, physical and emotional care of the abused child and the family as well as the affected Catholic community;
- d. to address the spiritual, physical and emotional care of the individual against whom the charge was made; and
- e. to address other actions to be taken when sexual misconduct and/or child abuse is alleged.

The Diocese reaffirms its commitment to report an allegation of sexual abuse of a person who is a minor to the public authorities, including to comply with all applicable civil laws with respect to reporting of such allegations, to cooperate in their investigation in accord with the law of the jurisdiction in question, and to advise victims of their right to make a report to public authorities. A copy of this Policy, and any eventual revisions hereof, will be filed with the United States Conference of Catholic Bishops. Any priest or deacon who has committed even one act of sexual abuse of a minor as described herein shall not continue in active ministry nor be transferred for ministerial assignment to another diocese/eparchy or religious province. Care will be taken to protect the rights of all parties involved in allegations of sexual misconduct and/or child abuse, particularly those of the person claiming to have been sexually abused and of the person against whom the charge has been made. When a charge has been proved to be unfounded, every step possible will be taken to restore the good name of the person falsely accused.

SECTION 2. DEFINITIONS

For the purposes of this Policy only, the following terms shall be defined as set forth herein:

Section 2.1 "Accused" means a person alleged to have committed an act of abuse, a serious violation of this Policy, or a crime.

Section 2.2 "Administrative leave" means relieving the accused of assigned duties pending further notice from the Moderator of the Curia.

Section 2.3 "The Bishop" means the Diocesan Bishop of the Catholic Diocese of Arlington, Virginia.

Section 2.4 "Child" or "children" means any natural person(s) less than eighteen (18) years of age.

Section 2.5 "Child abuse" means any conduct toward or actions to a child:¹

- (a) which creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon a child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement or impairment of bodily or mental functions; or
- (b) whereby any act of sexual exploitation or any sexual act is committed, or allowed to be committed, upon a child; or
- (c) which is unlawful, as defined by criminal statutes of the Commonwealth of Virginia for conduct within the Commonwealth of Virginia, and the criminal statutes of the applicable jurisdiction for conduct outside the Commonwealth of Virginia.

¹ See also *Charter for the Protection of Children and Young People*, note (p.20).

(d) which consists of any of the following:

1. Any act or interaction, whether it involves genital or physical contact, with or without consent, even if initiated by the child, which involves sexual contact, molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care of, custody or responsibility for supervision of a child, whether physical injuries are sustained or not, to include:
 - a. The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification.
 - b. Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact.
 - c. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification.
 - d. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence.
 - e. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.
2. Physical abuse, including any act which:
 - a. Willfully causes or inflicts physical injury to a child, or
 - b. Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.

It is the policy of the Diocese that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese. Physical abuse does not include the appropriate physical restraint of a child who is attempting to injure another person or his/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in "time out" or other appropriate limitation of movement to promote the child's regaining of safety and emotional control.

3. Neglect, including:
 - a. Abandonment of a child by a parent, custodian or guardian.
 - b. Lack of care by not providing appropriate and necessary food, shelter, clothing and education.
 - c. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Section 2.6. "Credible accusation" means an allegation that, based upon the facts of the case, meets one or more of the following thresholds: (a) believable and plausible; (b) natural, reasonable and probable; (c) corroborated with other evidence or another source; and/or (d) acknowledged/admitted to by the accused.

Section 2.7 "Diocesan personnel" and "personnel of the Diocese" mean:

- (a) all clerics, whether Diocesan or members of religious communities, who are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter sometimes referred to as "religious personnel");
- (b) all natural persons directly employed by the Diocese, or by any parish, mission or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter referred to as "Diocesan employees");
- (c) all natural persons who provide any volunteer services to/for the Diocese, or to/for any parish, mission or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter sometimes referred to as "Diocesan volunteers");
- (d) contract workers who have substantial contact with children which are subject to oversight by the Diocese.

For purposes of this Section 2.7, the foregoing subparagraphs shall be read in the disjunctive and not in the conjunctive.

Section 2.8 "Sexual misconduct" means any sexual conduct which is unlawful, as defined by criminal statutes of the Commonwealth of Virginia for conduct inside the Commonwealth of Virginia, and the criminal statutes of the applicable jurisdiction for conduct outside the Commonwealth of Virginia, and/or by canons 277 and 1395 § 2 of the Code of Canon Law.

Section 2.9. "Substantial contact" means contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis.

SECTION 3. DISTRIBUTION OF POLICY

Section 3.1 A copy of this Policy shall be distributed as soon as reasonably possible to the directors, superintendents, and agency heads of all Diocesan offices and/or organizations within the Chancery. The copies of this Policy so distributed shall become part of the permanent files for each office and/or organization.

Section 3.2 The Chancery for the Diocese of Arlington (hereinafter referred to as "the Chancery") shall cause copies of this Policy to be prepared for distribution to all religious personnel, all Diocesan employees, and those Diocesan volunteers having substantial contact with children as a direct result of their services to/for the Diocese as soon as reasonably practical. Thereafter, a copy of this Policy shall be distributed to all such new Diocesan personnel prior to or concurrently with such new personnel assuming their positions and/or duties.

Section 3.3 In addition to the foregoing, the Moderator of the Curia shall have the authority, subject only to the review of the Bishop, to distribute informational copies of this Policy to other persons, clubs, organizations, or societies within the Diocese as he may deem appropriate.

Section 3.4 Any Diocesan personnel who know or who have reason to believe that a copy of this Policy has not been distributed in accordance with the above-referenced provisions shall immediately notify the Chancery Office and identify (either by name or by class of Diocesan personnel) those Diocesan personnel who have not received a copy of this Policy.

SECTION 4. STATE AND LOCAL LAWS

A summary of reporting requirements and related provisions of state laws of the Commonwealth of Virginia relating to incidents of sexual misconduct and child abuse, as set forth in the Code of Virginia (1950), as amended, together with a listing of state and local agency contact information, is attached as Attachment A. Local civil jurisdictions may have enacted ordinances which supplement state law; however, due to the number of local civil jurisdictions within the Diocese, no effort has been made to compile a summary of such ordinances. Although compliance with Virginia state law should be adequate to initiate required reporting of sexual misconduct and/or child abuse, recipients of this Policy are hereby put on notice of such possible supplemental local ordinances, and are encouraged to make appropriate inquiry on this subject.

SECTION 5. EDUCATION

Section 5.1 The Chancery shall cause to be developed an educational program(s) on methods of preventing, recognizing, and reporting child abuse and sexual misconduct involving children and others. This educational program shall be held regularly during the course of every calendar year so as to provide reasonable opportunity for Diocesan personnel to attend. In addition, Diocesan personnel shall participate in annual safe environment programs to provide education on child abuse specifically designed to address areas of service, including students in parochial schools and religious education programs, religious personnel, school personnel, youth ministers and coaches, and Diocesan personnel providing child care services.

Section 5.2 The following personnel of the Diocese must attend the educational program(s) referenced in Section 5.1 on methods of recognizing and preventing child abuse and sexual misconduct involving children and others:

- (a) All religious personnel as defined in Section 2.7(a).
- (b) All principals, assistant principals, teachers, guidance counselors, librarians, and staff of all Catholic elementary, middle, and high schools operated by the Diocese and/or any parish(es).
- (c) All ministers, directors and/or coordinators of religious education, and all teachers of religious education.
- (d) All Diocesan personnel providing child care services under the auspices of the Diocese, or any parish, mission or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
- (e) All youth ministers, directors/coaches of children's activities (e.g., athletics, choir, etc.), and similar Diocesan personnel having substantial contact with children, who provide such services under the auspices of the Diocese, or any parish, mission, or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.

Section 5.3 Thereafter, any persons not currently Diocesan personnel as identified in Section 5.2 must attend the educational program(s) as soon as reasonably practical, but in no event later than one hundred and eighty (180) calendar days of their assuming any of the positions or duties referenced in Section 5.2.

Section 5.4 The Moderator of the Curia shall have the authority, subject only to the review of the Bishop, to designate additional personnel of the Diocese (other than those specified in Sections 5.2 and 5.3) who must attend the above-referenced educational program(s). Other Diocesan personnel are encouraged to attend the educational programs.

Section 5.5 In order to assist its priests, who as pastoral ministers must help the Church and the people of God to identify and to care for victims of sexual misconduct and child abuse within the Church, the Diocese will provide regular opportunities for its priests to be advised of new developments in the fields of scientific knowledge, church policy and canon law, moral theology, professional ethics, the theology of sexuality, and the pastoral care of victims.

Section 5.6 The Bishop shall designate a Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety who will receive notification from the Moderator of the Curia of all allegations of abuse, promptly inform the alleged victim of his/her rights and obligations, and who will organize and direct timely and responsive pastoral care provided by the Diocese. The Diocese recognizes the Church's pastoral responsibility to reach out to victims of sexual misconduct and/or child abuse, including every person who has been the victim of abuse as a minor by anyone acting in the name of the Church, whether the abuse was recent or occurred in the more distant past. In order to repair harm and promote healing, the Diocese will offer, through the Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety, compassionate and timely pastoral care to victims of sexual misconduct and/or child abuse, the victims' immediate families and any affected faith communities.

Section 5.7. To ensure a safe environment for children, the Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety will coordinate the annual safe environment education program referenced in Section 5.1, to include (a) appropriate boundaries and established prohibitions in ministry; (b) the dynamic of child abuse or neglect, including child sexual abuse; (c) signs and symptoms of abuse in children and youth; (d) laws, policies and procedures to report abuse allegations; (e) policies and procedures to prevent child abuse by religious personnel or other Church personnel who come into contact with children or to prevent child abuse on Church-owned property or at Church-sponsored events and activities; (f) types of disclosures and how to respond appropriately; and, (g) as appropriate, ministering to victims and to adults and children about abuse and exploitation.

SECTION 6. BACKGROUND AND REFERENCE CHECKS

Section 6.1 The following personnel of the Diocese shall, if they have not already done so, complete and return to the Bishop's designee(s) within the Chancery Office as soon as reasonably practical an informational questionnaire provided by the Diocese:

- (a) All religious personnel as defined in Section 2.7(a);
- (b) All principals, assistant principals, teachers, guidance counselors, librarians, and staff of all Catholic elementary, middle, and high schools operated by the Diocese and/or any parish;
- (c) All ministers, directors, and coordinators of religious education and teachers of religious education;
- (d) All persons providing child care services under the auspices of the Diocese and/or any parish, mission, and/or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
- (e) All youth ministers, directors/coaches of children's activities (e.g., athletics, choir, etc.), and similar Diocesan personnel having substantial contact with children, who provide such services under the auspices of the Diocese, or any parish, mission or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
- (f) All Diocesan employees (except those who have previously done so pursuant to other provisions of this Policy).

The above-referenced personnel may be required, as part of or supplemental to completing the informational questionnaire, to fully execute under oath a criminal history record request directing that a copy of their criminal history record from the applicable state central criminal record exchange(s) as permitted by Section 19.2-389, Code of Virginia (1950), as amended, or such other applicable law, shall be released directly to the Bishop's designee(s) within the Chancery for such matters.

Section 6.2 Henceforth, any and all applicants for any position as identified in Section 6.1 shall complete and return to the Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety or the Bishop's designee(s) within the Chancery an informational questionnaire provided by the Diocese prior to their assuming any of the positions or duties described in Section 6.1, which may also require a fully executed criminal history record request for the applicant's criminal history record from the applicable state central criminal record exchange(s) as permitted by Section 19.2-389, Code of Virginia (1950), as amended, or such other applicable law, for release directly to the Bishop's designee within the Chancery for such matters.

Section 6.3 The Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety shall have the authority, subject only to the review of the Bishop, to designate other Diocesan personnel who shall be required to complete and return the informational questionnaire.

Section 6.4 Completed questionnaires shall be reviewed and, as appropriate, investigated by the Bishop's designee(s) within the Chancery for that purpose, and shall be appropriately maintained in secured and safeguarded files of the Diocese, with access limited to the Bishop, the Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety, and (with approval of the Bishop) Diocesan General Counsel (civil law) and such Chancery officials as may be required to implement the provisions of this Policy and/or applicable canon law.

Section 6.5 Diocesan personnel may be required to periodically complete and return to the Bishop's designee(s) within the Chancery a supplemental questionnaire notifying the Diocese of any information which would render inaccurate any previous questionnaire completed by such Diocesan personnel as required under this Policy.

Section 6.6 The foregoing provisions and/or practices shall be in addition to the application and screening practices of the parish, mission, or other Catholic institution and organization of the Diocese within which the prospective employee or volunteer is to serve.

SECTION 7. OBLIGATION TO REPORT

Section 7.1 Any personnel of the Diocese as defined in Section 2.7, above, including religious personnel, lay employees and lay volunteers, who have actual knowledge of, or who have reasonable cause to suspect that, an incident of child abuse or illegal sexual misconduct has been perpetrated by any personnel of the Diocese while performing the work of, or any activities under the auspices of, the Diocese shall comply with any applicable reporting or other requirements of state and local laws (See Section 4), unless to do so would violate the priest/penitent relationship. Any individual who discloses abuse shall be advised to share the information with civil authorities and will be provided with the necessary support and assistance to do so.

Section 7.2 Besides any obligation of civil law to report an incident of child abuse or illegal sexual misconduct, a verbal report of the incident shall be made immediately to the Moderator of the Curia, or in his absence, to the Vicar General, or in his absence, to the Judicial Vicar for the Diocese (unless to do so would violate the priest-penitent relationship). A written report shall also be prepared and submitted directly to the Moderator of the Curia's Office within 48 hours of the oral report. [A sample reporting form is attached as Attachment B; additional forms may be obtained from the Moderator of the Curia's Office.] Any such reports are hereinafter referred to as "incident reports."

Section 7.3. In addition to reporting to civil and Diocesan officials as set forth in Sections 7.1 and 7.2 above, the reporting procedures specified below shall be followed regardless of the nature of the offense, the current age of the alleged victim, the position/role of the accused, when the offense allegedly occurred, or any other factors that may be deemed exceptions to these reporting requirements:

(a) In the case of any parochial/Diocesan school situations where abuse is suspected, any individual who suspects abuse shall immediately notify the Principal of the school in person or by telephone, or, when the accused individual is a Diocesan priest, deacon, employee or volunteer, the Moderator of the Curia or his designee at the Chancery (703-841-2500). The Principal shall immediately notify in person or by telephone the Superintendent of Schools, the Pastor or parochial administrator, and the Moderator of the Curia or his designee. In addition, the person who suspects abuse shall file a written incident report as required by Section 7.2, above.

(b) In cases other than Parochial/Diocesan school situations where abuse is suspected, any individual who suspects abuse shall immediately notify the Moderator of the Curia or his designee at the Chancery (703-841-2500) and shall file a written report as required by Section 7.2, above. The Moderator of the Curia will provide a report of the suspected child abuse to the provincial of a priest or deacon or to the bishop of a diocesan priest who is not a priest of the Diocese of Arlington. The Moderator of the Curia shall cause the allegation of suspected child abuse to be reported to civil authorities in each and every instance.

SECTION 8. INVESTIGATION OF INCIDENT REPORTS

Section 8.1 Each actual or suspected incident of child abuse or sexual misconduct reported to the Diocese will be immediately investigated, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator.

Section 8.2 The investigation shall be conducted by the Moderator of the Curia or by the Bishop's designee(s) within the Chancery (for this purpose, "the investigator(s)") with the advice of Diocesan (civil law) General Counsel. Investigation of clerics or members of religious communities (priests or deacons) shall be made in accordance with applicable Canon Law (see canons 1717 and following). In all cases, the investigator(s) should attempt to obtain a response from the alleged perpetrator only if this will not interfere with any criminal investigation or pose any risk of harm to the alleged victim, the family of the alleged victim, and/or the person making the report. In conducting the investigation of all reported incidents of child sexual abuse by a priest or deacon, the Bishop shall be assisted by a Diocesan Review Board, as set forth in Attachment C to this Policy, to include professionals who may approach the situation from the pastoral, educational, legal (canon and civil), medical, psychological, and sociological dimensions (hereinafter "the Diocesan Review Board"). The Diocesan Review Board shall assist the Bishop in examining and assessing allegations of sexual abuse of minors by priests or deacons and in determining fitness for ministry of an alleged offending priest or deacon.

Section 8.3 A conference (either personal and/or telephonic) between the Bishop, the Moderator of the Curia, and such other Diocesan counselors as the Bishop may deem necessary shall be convened as soon as possible after an incident report is received to, *inter alia*, review the incident report and any preliminary report by the investigator(s) and to determine whether the incident report is supported by any credible evidence. Diocesan General Counsel (civil law) shall also be a party to the conference to provide civil legal advice. The inability to notify any of the above-referenced parties after reasonable efforts to do so, or the inability of any of the above-referenced parties to participate in the conference, shall not be cause to unduly delay the conference.

Section 8.4 If an incident report is found to be supported by some credible evidence, the alleged perpetrator will be immediately relieved of responsibilities to and/or within the Diocese and/or any parish, mission or other Catholic institutions which are subject under civil law to the administration, authority or governance of the Diocese, pending the outcome of the internal and any outside investigation. If the alleged perpetrator is a Diocesan employee, said employee shall be placed on administrative leave, and such leave may be with or without pay or benefits as the Bishop may decide. A finding of some credible evidence means that the evidence is sufficient to establish a *prima facie* showing to support an incident report, which the alleged perpetrator may rebut by producing additional evidence.

Section 8.5 If accusations are made of sexual misconduct or child abuse involving personnel of the Diocese, the Bishop (or, in his absence or inability to serve, the Moderator of the Curia) shall direct the Diocesan Victim Assistance Coordinator and Director of Child Protection and Safety to initiate contact with the alleged victim and/or the alleged victim's family for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation or as to the circumstances surrounding the alleged incident. Medical, psychological, and spiritual assistance and, in appropriate instances, economic assistance may be offered in the spirit of Christian justice and charity.

Section 8.6 Appropriate records will be kept by the Chancery of each incident reported and of actions taken, including the investigation and the results thereof. Such records shall be marked confidential and be securely kept at the Chancery under lock, with access thereto limited to the Bishop and the Moderator of the Curia, and (with the approval of the Bishop) Diocesan General Counsel (civil law) and such Chancery officials as may be designated by the Bishop and/or required to implement this Policy and/or applicable canon law.

Section 8.7 Any media contact or inquiries regarding an alleged incident of sexual misconduct or child abuse by personnel of the Diocese must be directed to the Diocesan Director of Communications, or (in the absence of such person) to an appropriate spokesperson for the Diocese designated by the Bishop. The communications policy of the Diocese will reflect a commitment to transparency and openness. Within the confines of respect for the privacy and the reputation of the individual involved, the Diocese will deal as openly as possible with members of the community. The Diocese will not enter into confidentiality agreements except for grave and substantial reasons brought forward by the victim/survivor and noted in the text of an agreement subject to approval by the Bishop.

SECTION 9. ENFORCEMENT AND SANCTIONS

Section 9.1 Anyone of the lay personnel of the Diocese who admits to, does not contest (after reasonable opportunity to do so), or is found guilty of an incident of illegal sexual misconduct or child abuse shall be immediately terminated from employment and/or any position of responsibility with the Diocese or any parish, mission, or other Catholic institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese. The offender remains liable to further actions, whether administrative, legal or penal, as judged appropriate by competent authority.

Section 9.2 Any cleric, diocesan or religious, who admits to, does not contest (after reasonable opportunity to do so), or is found guilty of an incident of child abuse or illegal sexual misconduct shall be required to relinquish diocesan faculties and forbidden to function as a cleric pending the outcome of any civil/criminal actions, if any. The offender remains liable to further canonical actions, whether administrative or judicial, as judged appropriate by the competent ecclesiastical authority. An offending priest or deacon will be offered professional assistance for his own healing and well-being, as well as for the purpose of prevention. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the Diocese will supply canonical counsel to a priest or deacon.

Section 9.3. In recognition of the significant trauma experienced by abuse victims as well as by those falsely accused, the Diocese will strive to minimize any personal or professional adverse consequences of unsupported allegations and to preserve future ministry opportunities of persons falsely accused of child abuse, in accord with canon law. The Diocese will provide necessary mental health services to assist individuals wrongfully accused and will work with such individuals to restore his or her good name and reputation.

Section 9.4 Diocesan personnel who fail to comply with the provisions of this Policy (e.g., failure to complete informational questionnaire, etc.) shall be subject to such appropriate civil disciplinary action(s) by the Diocese as may be deemed necessary and/or appropriate by the Diocese, up to and including their termination from any positions with the Diocese and/or with any parish, mission or other Catholic institutions and organizations which are subject under civil law to the administration, authority or governance of the Diocese. Applicants for any positions with the Diocese who similarly fail to comply with provisions of this Policy (as applicable) may be denied such positions. Any such disciplinary and/or enforcement actions will be implemented through normal procedures of review and decision. In implementing this section, the Diocese will consider, *inter alia*, the potential for harm to persons resulting from an act of sexual misconduct and/or child abuse, and adverse effects on the Diocese and its ability to maintain or foster relationships with the Community of the Faithful.

SECTION 10. MISCELLANEOUS PROVISIONS

Section 10.1 This Policy shall be construed and interpreted so as to be in addition to, and not in lieu of, any other policies of the Diocese and/or any agreement between the Diocese and any persons, except for prior versions of this Policy, which are hereby revoked and which this document expressly supersedes.

Section 10.2 The Bishop shall have the authority to exempt from Section 3 (Distribution of Policy), Section 5 (Education), and Section 6 (Background and Reference Checks) of this Policy any clerics and/or members of religious communities referenced in Section 2.7(a) who, by reason of physical or mental impairment, are deemed to pose minimal foreseeable risks of child abuse and/or illegal sexual misconduct. Any such exemptions shall be made on a case-by-case basis and subject to subsequent review and/or modification by the Bishop.

Section 10.3 Except as may be otherwise expressly provided herein, this Policy may only be modified by written instrument executed by the Bishop. In order to assist the Bishop in implementing the safe environment program required under Section 5.1, above, and in reviewing the efficiency and effectiveness of the Policy, a Diocesan Advisory Board consisting of clergy, religious, and laity from the various ministries within the Diocese, and professionals in the fields of identifying and counseling victims of sexual misconduct and child abuse, will be appointed by the Bishop to periodically evaluate the Policy and to propose revisions, as set forth in Attachment D hereto. The Diocesan Advisory Board will consult with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain a safe environment for children, including by making clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to child abuse. The foregoing shall not apply to any revisions to Attachment A (i.e., the Summary of Reporting Requirements of Virginia State Law) necessitated by subsequent amendments or additions to said state laws, and Attachment A shall be deemed to be modified upon the effective date of any such amendments or additions; provided, however, that the Bishop shall be timely notified of any such amendments or additions to said state laws.

Section 10.4 Any section headings or captions contained in this Policy shall be for convenience of reference only and shall not affect the construction or interpretation of any provision of this Policy.

Section 10.5 In matters of civil law, this Policy shall be governed by and construed according to the laws of the Commonwealth of Virginia unless expressly provided otherwise.

Section 10.6 This Policy does not and shall not be construed or interpreted to create an employment relationship, partnership, joint venture or any other relationship between the Diocese and any parties named herein.

Section 10.7 In the event any one or more of the provisions contained in this Policy are held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Policy shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

Section 10.8 The "Acknowledgement of Receipt" form attached as Attachment E shall be executed by the named addressee/recipient acknowledging he or she has received a copy of the Policy, has read the Policy, and agrees to abide by the Policy, and shall be promptly returned by the named addressee/recipient directly to the Moderator of the Curia.

Section 10.9 This Policy, including Attachments A-E, hereto, shall be posted and maintained by the Diocese for access via computer network at the Diocesan world wide web site (www.arlingtondiocese.org) and related sites as determined by the Bishop in consultation with the Diocesan Advisory Board. This Policy shall also be readily available in printed form.

SUMMARY OF REPORTING REQUIREMENTS
UNDER VIRGINIA STATE LAW,
CODE OF VIRGINIA (1950) AS AMENDED,
AND STATE AND LOCAL AGENCY
CONTACT INFORMATION

Section 63.2-1509. Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any duly accredited Christian Science practitioner;
8. Any mental health professional;
9. Any law-enforcement officer;
10. Any mediator eligible to receive court referrals pursuant to § 8.01-576.8;
11. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
12. Any person associated with or employed by any private organization responsible for the care, custody, or control of children; and
13. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hot line.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232(g)). Provisions of such information, records and reports by a health care provider shall not be prohibited by § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1,000.

Section 63.2-1510. Complaints by others of certain injuries to children.

Any person who suspects that a child is an abused or neglected child may make a complaint concerning such child, except as hereinafter provided, to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred, or to the Department's toll-free child abuse and neglect hot line. If an employee of the local department is suspected of abusing or neglecting a child, the complaint shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment; or, if the judge believes that no local department in a reasonable geographic distance can be impartial in responding to the reported case, the judge shall assign the report to the court service unit of his court for evaluation. The judge may consult with the Department in selecting a local department to respond to the report or complaint. Such a complaint may be oral or in writing and shall disclose all information which is the basis for the suspicion of abuse or neglect of the child.

Section 63.2-1518. Authority to talk to child or sibling.

Any person required to make a report or conduct an investigation or family assessment pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loco parentis, or school personnel.

Section 63.2-1512. Immunity of person making report, etc., from liability.

Any person making a report pursuant to § 63.2-1509, a complaint pursuant to § 63.2-1510, or who takes a child into custody pursuant to § 63.2-1517, or who participates in a judicial proceeding resulting therefrom shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent.

Section 63.2-1606. Protection of aged or incapacitated adults; physicians, nurses, etc., to report abuse, neglect, or exploitation of adults; complaint by other; penalty for failure to report.

A. Matters giving reason to suspect the abuse, neglect or exploitation of adults shall be reported by any person licensed to practice medicine or any of the healing arts, any hospital resident or intern, any person employed in the nursing profession, any person employed by a public or private agency or facility and working with adults, any person providing full-time or part-time care to adults for pay on a regularly scheduled basis, any person employed as a social worker, any mental health professional and any law-enforcement officer, in his professional or official capacity, who has reason to suspect that an adult is an abused, neglected, or exploited adult. The report shall be made immediately to the local department of the county or city wherein the adult resides or wherein the abuse, neglect or exploitation is believed to have occurred. If neither locality is known, then the report shall be made to the local department of the county or city where the abuse, neglect, or exploitation was discovered. If the information is received by a staff member, resident, intern, or nurse in the course of professional services in a hospital or similar institution, such person may, in place of the report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. Any person required to make the report or notification required by this subsection shall do so either orally or in writing and shall disclose all information which is the basis for the suspicion of adult abuse, neglect, or exploitation. Upon request, any person required to make the report shall make available to the adult protective services worker and the local department investigating the reported case of adult abuse, neglect or exploitation, any information, records or reports which document the basis for the

report. All persons required to report suspected adult abuse, neglect or exploitation who maintain a record of a person who is the subject of such a report shall cooperate with the investigating adult protective services worker of a local department and shall make information, records and reports which are relevant to the investigation available to such worker to the extent permitted by federal law.

- B. The report required by subsection A shall be reduced to writing within seventy-two hours by the director of the local department on a form prescribed by the Board.
- C. Any person required to make a report pursuant to subsection A who has reason to suspect that an adult has been sexually abused as that term is defined in Section 18.2-67.10, and any person in charge of a hospital or similar institution, or a department thereof, who receives such information from a staff member, resident, intern or nurse, also shall immediately report the matter, either orally or in writing, to the local law-enforcement agency where the adult resides or the sexual abuse is believed to have occurred, or if neither locality is known, then where the abuse was discovered. The person making the report shall disclose and, upon request, make available to the law-enforcement agency all information forming the basis of the report.
- D. Any financial institution that suspects that an adult customer has been exploited financially may report such suspected exploitation to the local department of the county or city wherein the adult resides or wherein the exploitation is believed to have occurred. Such a complaint may be oral or

in writing. For purposes of this section, a financial institution means any bank, savings institution, credit union, securities firm, or insurance company.

- E. Any person other than those specified in subsection A who suspects that an adult is an abused, neglected or exploited adult may report the matter to the local department of the county or city wherein the adult resides or wherein the abuse, neglect or exploitation is believed to have occurred. Such a complaint may be oral or in writing.
- F. Any person who makes a report or provides records or information pursuant to subsection A, D or E or who testifies in any judicial proceeding arising from such report, records or information shall be immune from any civil or criminal liability on account of such report, records, information or testimony, unless such person acted in bad faith or with a malicious purpose.
- G. All law-enforcement departments and other state and local departments, agencies, authorities and institutions shall cooperate with each adult protective services worker of a local department in the detection and prevention of adult abuse, neglect or exploitation.
- H. Any person who is found guilty of failing to make a required report or notification pursuant to subsection A or C, within twenty-four hours of having the reason to suspect the abuse, shall be fined not more than \$500 for the first failure and not less than \$100 nor more than \$1,000 for any subsequent failures.

State and Local Agency Contact Information

Suspected incidents of sexual abuse of children must be reported to police authorities and to the appropriate protective service agencies:

Where to Report

Virginia Protective Services:

Toll Free - 24 hour

statewide hotline

800 552-7096

Listed below is contact information for local Departments of Social Services in Virginia, and contact numbers for Washington, D.C. and military bases:

Alexandria Department of Social Services

Suzanne Chis, Director

2525 Mt. Vernon Avenue

Alexandria, VA 22301

(703) 838-0700

(703) 836-2355 (FAX)

Arlington County Department of Human Services

Valerie Cuffee, Director

3033 Wilson Blvd., Suite 600A

Arlington, VA 22201

(703) 228-1665

(703) 228-1122 (FAX)

Clarke County Department of Social Services

Angie Jones, Director

311 East Main Street

Berryville, VA 22611

(540) 955-3700

(540) 955-3958 (FAX)

Culpeper County Department of Social Services

Calvin 'Chip' Coleman, Director

219 East Davis Street, Suite 10

Culpeper, VA 22701

(540) 727-0372

(540) 727-7584 (FAX)

Fairfax County Department of Family Services

Dana Paige, Director

12011 Government Center Parkway

Suite 200 B-3

Fairfax, VA 22035

(703) 324-7500

(703) 324-7332 (FAX)

Falls Church (See Fairfax County)

Fauquier County Department of Social Services

Janis Selbo, Director

320 Hospital Drive, Suite 11

P.O. Box 300

Warrenton, VA 20188-0300

(540) 347-2316

(540) 341-2788 (FAX)

Frederick County Department of Social Services

Gwen Monroe, Director

107 N. Kent Street, Third Floor

Winchester, VA 22601

(540) 665-5688

(540) 535-2146 (FAX for Services & Director)

(540) 665-5664 (FAX for Clerical & Eligibility)

Fredericksburg

Janie M. Sewell, Director

608 Jackson Street

P.O. Box 510

Fredericksburg, VA 22404-0510

(540) 372-1032

(540) 372-1157 (FAX)

King George Department of Social Services

David L. Coman, Director

P.O. Box 130

King George, VA 22484-0130

(540) 775-3544

(540) 775-3098 (FAX)

Lancaster Department of Social Services

Edna Davenport, Director

P.O. Box 185

Lancaster, VA 22503

(804) 462-5141

(804) 462-0330 (FAX)

Loudoun County Department of Social Services

Robert Chirles, Director

102 Heritage Way, NE, Suite 200

Leesburg, VA 20176

(703) 777-0353

(703) 771-5214 (FAX)

Madison County Department of Social Services

Nancy Coppedge, Director

101 S. Main Street

P.O. Box 176

Madison, VA 22727-0176

(540) 948-5521

(540) 948-3762 (FAX)

Manassas City Department of Social Services
Jim Oliver, Director
8955 Center Street
Manassas, VA 20110
(703) 361-8277
(703) 361-6933 (FAX)

Manassas Park Department of Social Services
Glenn D. Radcliffe, Director
City Hall
1 Park Center Court
Manassas Park, VA 20111
(703) 335-8898
(703) 335-8899 (FAX)

Northumberland County Department of
Social Services
Sharon C. Fisher, Director
Health and Social Services Building
P.O. Box 399
Heathsville, Virginia 22473-0399
(804) 580-3477
(804) 580-5815 (FAX)

Orange County Department of Social Services
Robert Lingo, Director
146 Madison Road, Suite 201
Orange, VA 22960
(540) 672-1155
(540) 672-9118 (FAX)

Page County Department of Social Services
Pete Creaturo, Director
2 Mechanic Street, Suite A
Post Office Box 747
Luray, VA 22835
(540) 743-6568

Prince William County
Department of Social Services
A. Keith Sykes, Director
7987 Ashton Ave., Suite 200
Manassas, VA 20109
(703) 792-7500
(703) 792-7591 (FAX)

Rappahannock County Department of Social Services
Beverly Leathers, Director
P.O. Box 87
Washington, VA 22747-0087
(540) 675-3313
(540) 675-3315 (FAX)

Richmond County Department of Social Services
Martha Hall, Director
5579 Richmond Road
P.O. Box 35
Warsaw, VA 22572-0035
(804) 333-4088
(804) 333-0156 (FAX)

Shenandoah County Department of Social Services
John Ayers, Director
600 North Main Street
Woodstock, VA 22664
(540) 459-6226
(540) 459-8959 (FAX)

Spotsylvania Department of Social Services
Loraine V. Lemoine, Director
Route #208 Holbert Bldg.
9104 Courthouse Road
P.O. Box 249
Spotsylvania, VA 22553-0249
(540) 582-7070
(540) 582-7068 (FAX)

Stafford County Department of Social Services
William C. Tignor, Director
Stafford County Government Center
1300 Courthouse Road
P.O. Box 7
Stafford, VA 22555-0007
(540) 658-8720
(540) 658-8798 (FAX)

Warren County Department of Social Services
Ronald L. King, Director
912 Warren Avenue
P.O. Box 506
Front Royal, VA 22630-0506
(540) 635-3430
(540) 635-8451 (FAX)

Westmoreland Department of Social Services
Helen B. Wilkins, Director
Peach Grove Lane
P.O. Box 302
Montross, VA 22520-0302
(804) 493-9305
(804) 493-9309 (FAX)

Winchester Department of Social Services
Kathleen McDonald, Director
33 East Boscawen Street
Winchester, VA 22601
(540) 662-3807
(540) 662-3279 (FAX)

Washington, D.C.

Child and Family Services Child Abuse Hotline

24 Hours

400 6th Street, SW

Washington, D.C. 20024

Neglect (202) 671-7233

Physical Abuse (202) 671-7233

Sexual Abuse (202) 671-7233

Child and Family Advocacy Offices (CFAOs)

Andrews AFB FAO (duty hours)

1050 W. Perimeter Road

Andrews AFB, MD 20762

(240) 857-9680 (duty hours)

(240) 857-2333 (after hours)

Bolling AFB CFAO

260 Brookley Avenue

Bolling AFB, MD 20032

Captain Carla Miera (202) 767-0611 (duty hours)

After hours, call Andrews AFB (240) 857-2333

Ft. Belvoir CFAO

Glenn Braden

9501 Farrell Road, Bldg. 815

Ft. Belvoir, VA 22060

(703) 805-0487 (duty hours)

(703) 805-0414 (after hours)

Ft. Myer CFAO

201 Custer Road

Ft. Myer, VA 22211

(703) 696-3512 (will refer to Rader Clinic)

Rader Clinic

401 Carpenter Street, Bldg. 525

Ft. Myer, VA 22211

(703) 696-3456

Quantico Marine Base CFAO

2034 Barnett Avenue,

Quantico, VA 22134

(703) 784-2570

Reports may be oral or in writing and must disclose all information which is the basis for suspicion of child abuse or neglect.

REPORT OF SUSPECTED SEXUAL MISCONDUCT OR
CHILD ABUSE BY DIOCESAN PERSONNEL WHILE PERFORMING
THE WORK OF THE DIOCESE

**TO: Moderator of the Curia
Diocese of Arlington
200 N. Glebe Road #914
Arlington, VA 22203-3728**

Mark envelope "CONFIDENTIAL"

CONFIDENTIAL

(FOR INTERNAL USE ONLY)

NOTE: Please do not delay submitting this report even if you cannot fully answer all questions; additional information can be subsequently provided.

PLEASE PRINT (OR TYPE) AND, IF POSSIBLE, USE BLACK INK. THANK YOU.

Reported by: *Name* _____ *Title* _____
Address _____
City _____ *State* _____ *Zip* _____
Telephone (day) _____ *Telephone (eve.)* _____

Date of report: _____

Person suspected of misconduct:

Name _____ Title _____

Age _____ Sex _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ Telephone (eve.) _____

Suspected victim(s) of misconduct:

Name _____

Age _____ Sex _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ Telephone (eve.) _____

Any other person(s)
involved:

Name _____ Title _____
Age _____ Sex _____
Address _____
City _____ State _____ Zip _____
Telephone (day) _____ Telephone (eve.) _____

Describe incident of suspected misconduct, including date, time, and location:

Identify eyewitnesses to the incident, including names, addresses, and telephone numbers, where available:

Other information which may be helpful to the investigation:

PLEASE DO NOT WRITE BELOW THIS LINE: FOR CDA OFFICE USE ONLY

FOR THE INVESTIGATOR

The foregoing report was investigated by _____
on _____ with the results in attached investigative report.

Guidelines for the Diocesan Review Board

Preamble

The Diocesan Review Board is established in accordance with the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* as approved by the United States Conference of Catholic Bishops in November 2002 and given the *recognitio* by the Apostolic See on December 8, 2002.

The applicable provisions are set forth in Norms 4, 5 and 6 in the official document. The provisions are as follows:

1. To assist the Bishop, the Diocese of Arlington will have a Review Board that will function as a confidential consultative body to the Bishop in discharging his responsibilities. The functions of this Review Board may include:
 - a. Advising the Bishop in his assessment of allegations of sexual abuse of minors by priests or deacons of the Diocese of Arlington and in his determination of suitability for ministry, and
 - b. Offering advice on all aspects of the cases, whether retrospectively or prospectively.
2. The Diocesan Review Board will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the Review Board members will be lay persons who are not in the employ of the Diocese, but at least one member should be a priest who is an experienced and respected pastor of the Diocese, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed. It is desirable that the Promoter of Justice participate in the meetings of the Diocesan Review Board.
3. When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation in harmony with canon law will be initiated and conducted promptly and objectively (canon 1717). All appropriate steps shall be taken to protect the reputation of the accused during the investigation. The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of the results of the investigation. When there is sufficient evidence that sexual abuse of a minor has occurred, the Bishop shall apply the precautionary measures mentioned in canon 1722—i.e., remove the accused from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process. In addition, the Congregation for the Doctrine of the Faith shall be notified.

Guidelines

1. The Bishop will convene the Diocesan Review Board after an allegation of sexual abuse of a minor by a priest or deacon of the Diocese of Arlington has been received and the Bishop has completed a preliminary investigation in accordance with canon 1717. The Bishop will convene the Diocesan Review Board to examine the allegation.
2. The Review Board will receive from the Bishop or his delegate a complete written record of the allegations made against a priest or deacon; a detailed description of the interviews of alleged victims and the response of the priest or deacon in question to the allegations made; and will review any information pertinent to the allegation from the priest's or deacon's personnel file. The priest or deacon and his advocate will be informed of the material that will be presented to the Review Board. The priest or deacon and/or the alleged victim(s) may choose to make a presentation in person or in writing to the Review Board.
3. The Review Board will be required to assess the credibility of the allegations and whether the allegations conform to the definition of sexual abuse of a minor as outlined in the policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse adopted by the Diocese of Arlington.

4. The Diocesan Review Board may be asked to comment on the suitability of a priest or deacon for future ministry.
5. The Diocesan Review Board is authorized to further investigate allegations and interview alleged victims or witnesses as it deems necessary and appropriate in each particular case.
6. The Moderator of the Curia of the Diocese of Arlington will present the recommendations of the Diocesan Review Board to the Bishop.
7. The deliberation of the Diocesan Review Board will be strictly confidential, and no detailed minutes will be taken or maintained. Summary notes indicating the purpose of the meeting, the individuals in attendance, the decisions made and the next steps will be recorded and retained in the office of the Moderator of the Curia. All documents given to the Diocesan Review Board will be collected at the conclusion of each meeting and returned to the Moderator of the Curia.

Steps to be Followed in an Investigation

1. When an allegation of sexual abuse of a minor by a priest or deacon is received, an expeditious determination will be made as to whether the allegation made is credible. The Diocesan legal counsel will be immediately informed and in turn will notify the civil authorities.
2. Civil authorities will be offered first contact with the accused except when such procedure would put the alleged victim and/or others at risk of harm. The Diocese will, after consultation with civil authorities, confront the priest or deacon unless such authorities deem otherwise. The alleged perpetrator (priest or deacon) will be advised to obtain a civil attorney and a canonical advocate to represent him.
3. The Diocese will provide the person against whom an allegation has been made an explanation of the overall investigative process and specific procedures for dealing with allegations of child abuse.
4. The Diocese will initiate an investigation in accordance with canon 1717 of the *Code of Canon Law* (1983).
5. The alleged perpetrator will be relieved of his assignment and required to leave the parish and be encouraged to obtain the appropriate psychological evaluation at a facility acceptable to the Diocese of Arlington.
6. The Diocesan Review Board will be convened in accordance with the Guidelines.
7. If an act of child abuse by a priest or a deacon is admitted or is established at the conclusion of this process, the Bishop will take the appropriate canonical action.

Guidelines For The Diocesan Advisory Board

The Diocese of Arlington established a Diocesan Advisory Board¹ to demonstrate its commitment to the safety of all children and to respond to the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* that were approved by the U.S. Conference of Catholic Bishops at its November 2002 General Meeting.

The Diocesan Advisory Board, comprised of eight members who serve for five year terms, reports directly to the Bishop in carrying out its broad mandate to:

- a. Review Diocesan policies and procedures at least every year and recommend ways in which they can be strengthened, improved or modified.
- b. Oversee the implementation of the policies throughout the Diocese and its ministries.
- c. Assist in developing appropriate mechanisms to ensure compliance with the policies.
- d. Assess the effectiveness of victim assistance efforts by the Diocese and make recommendations for improvement.
- e. Review and advise on standards of conduct for those in positions of trust and on education, training and outreach programs for clergy, staff, educators and others, as well as safe environment programs for children.

Both the Moderator of the Curia and the Diocesan Review Board shall meet with the Diocesan Advisory Board at least annually to report on and summarize their activities and findings of the previous year and recommendations for the future.

The Diocesan Advisory Board shall present a public report of the status of the Diocesan child protection activities in the Diocesan Newspaper and share the information with the parishes.

¹ The Diocesan Advisory Board and the Diocesan Review Board of the Diocese of Arlington, collectively, are responsive to Norm 4 of the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. The former board will review diocesan/eparchial policies for dealing with sexual abuse of minors; the latter board will advise the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry and offer advice on all aspects of these cases, whether retrospectively or prospectively. In addition to their consultative functions regarding sexual abuse cases and policy, each Board may advise the Bishop on matters of non-sexual abuse and/or neglect.

ACKNOWLEDGEMENT OF RECEIPT

To protect the privacy of all volunteers and employees, we ask everyone to mail this receipt —with the 6-page questionnaire—to:

**Diocesan Victim Assistance Coordinator
and Director of Child Protection and
Safety
Diocese of Arlington
200 N. Glebe Road #914
Arlington, VA 22203-3728**

Do not give it to your supervisor or a representative of your parish or school.

PLEASE PRINT (OR TYPE) AND, IF POSSIBLE, USE BLACK INK. THANK YOU.

I hereby acknowledge that I received a copy of the Catholic Diocese of Arlington Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse and that I have read the Policy and agree to conduct myself in accordance with said Policy.

Please check one or both, if appropriate:

- () I am a volunteer working with children or seeking to be a volunteer working with children.
- () I am an employee or seeking employment.

Please indicate the PARISH, SCHOOL, or DIOCESAN ORGANIZATION for which you are:

a Volunteer/Seeking to Volunteer: _____

an Employee/Seeking Employment: _____

Last Name, First Name, MI: _____

Social Security No.: _____ - _____ - _____

Signature

Date

If you are a Catholic priest or deacon, please indicate the following:

	Month	Day	Year	Country of birth (origin)
Date of birth	_____	_____	_____	_____
Ordination	_____	_____	_____	_____

If you are a member of a religious order, initials of the order: _____

Religious name if appropriate _____

QUESTIONNAIRE

To protect the privacy of all volunteers and employees, we ask everyone to mail this questionnaire with the 1-page Acknowledgement of Receipt of the policy to:

Director of Child Protection and Safety
Diocese of Arlington
200 North Glebe Road, Suite 914
Arlington, VA 22203-3728

Do not give it to your supervisor or a representative of your parish or school.

PLEASE PRINT (OR TYPE) AND, IF POSSIBLE, USE BLACK INK. THANK YOU.

Answer all questions as **completely and accurately** as possible. Attach a separate sheet whenever necessary. Your answers shall be treated with the greatest respect and confidence and shall not be solely determinative of any action taken by the Catholic Diocese of Arlington. Your cooperation in filling out this questionnaire is greatly appreciated.

Who gave you this form to complete? What church or school or diocesan office?

I. GENERAL INFORMATION *Please circle one*

Miss Mrs. Ms. Mr. Dr. Fr. Msgr. Deacon Sr. Bro.

1. Name _____

_____ Last
_____ First and MI or middle name
2. Social Security No. _____
 If none, write "NO SSN" _____
3. Telephone Numbers () _____ () _____

Home
Work
4. Please list any other names, including maiden names, names by previous marriages, "nicknames," aliases, etc. by which you have ever been known; and if applicable, the periods of time during which you were known to anyone by such other names, aliases, etc.

Name	From (year)	To (year)
_____	_____	_____
_____	_____	_____
_____	_____	_____
5. Current address _____

Number
Street
Apt. No.

 City, state, ZIP code _____
6. Have you resided at this address for the past five years? *Please circle one:* Yes No
7. If no, please list all your addresses for the past five years
 - a. Number & street _____
 City, state, ZIP code _____
 From (month & year) _____ To (month & year) _____
 - b. Number & street _____
 City, state, ZIP code _____
 From (month & year) _____ To (month & year) _____

c. Number & street _____
City, state, ZIP code _____
From (month & year) _____ To (month & year) _____

II. **RESIDENCY INFORMATION**

Have you **EVER** resided in any other states or territories within the United States other than those listed in section I above? Please circle one: Yes No

If yes, please list those states or territories: _____

III. **EMPLOYMENT HISTORY** Please follow these instructions. Starting with your current employment, list in reverse order your employment history for the past five (5) years.

- Please note **ANY** extended periods of non-employment (more than six months).
- If you were a homemaker, print "homemaker" and the period of time.
- If you were a student, print "student" and the name, city, and state of the school, and the period of time.
- If you were unemployed, print "unemployed" and the period of time.
- If you were not employed within the last five years, please include your last and next to last employer.
- If you have been employed with only one organization/entity within the last five years, please include your last and next to last employer.

1. Employed by _____ Tel. () _____
Address _____
Number Street Suite
City, state, ZIP code _____
Your position _____
Dates Employed From (month & year) _____ To (month & year) _____
Supervisor's name & title _____
Description of job/responsibilities _____
Reason(s) for leaving _____

2. Employed by _____ Tel. () _____
Address _____
Number Street Suite
City, state, ZIP code _____
Your position _____
Dates Employed From (month & year) _____ To (month & year) _____
Supervisor's name & title _____
Description of job/responsibilities _____

Reason(s) for leaving _____

- Reason(s) for leaving _____

- Reason(s) for leaving _____

- Reason(s) for leaving _____

- IV. Has a civil complaint (including internal complaints given to management or supervisors at places of employment) or a criminal complaint ever been filed against you which alleged **sexual misconduct or child abuse** by you or your participation in or facilitation of such activities?

Please circle one: Yes No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

- V. Do you presently serve, or have you ever served, as a volunteer for any organization, entity, or group in which you had **significant contact with children or other vulnerable populations** (e.g., elderly, mentally or emotionally handicapped, etc.)?

Please circle one: Yes No

If yes, please provide the name, address, and telephone number of the organization; period of volunteer service; supervisor's name; and briefly describe your activities and/or duties.

- VI. 1. Have you ever terminated any employment or volunteer service for reasons relating to allegations of **sexual misconduct or child abuse** by you?

Please circle one: Yes No

2. Have you ever chosen not to renew or continue any employment or volunteer service for reasons relating to allegations of **sexual misconduct or child abuse** by you?

Please circle one: Yes No

3. Have you ever had your employment or volunteer service terminated for reasons relating to allegations of **sexual misconduct or child abuse** by you?

Please circle one: Yes No

4. Have you ever been subject to any disciplinary action for reasons relating to allegations **sexual misconduct or child abuse** by you?

Please circle one: Yes No

If your answer to any of the foregoing questions is yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). In addition, please identify your employer and supervisor at the time of any such occurrence(s) or allegation(s) by name, address, and telephone number.

VII. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Please circle one: Yes No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

VIII. Please provide three local personal references..

- Do not list employers or more than one immediate family member
- If you have only recently moved to this area, your references need not be local.
- If you do not know someone's address, please call the person and ask for it or provide another reference whose address and telephone number you do know.

1. Name

Street Address

Number

Street

Apt. No.

City, state, ZIP code

Telephones

()

Home

()

Work

2. Name

Street Address

Number

Street

Apt. No.

City, state, ZIP code

Telephones

()

Home

()

Work

3. Name

Street Address

Number

Street

Apt. No.

City, state, ZIP code

Telephones


()

Home


()

Work


IX. **CATHOLIC ORGANIZATION** Please complete all sections that apply to you.

 Are you a volunteer, or going to be one, working with children in a Catholic organization in Virginia?
Please circle one: Yes No

- For what parish or diocesan organization? _____
Is this the (please circle): School Day-Care Center Parish Other: _____
- What best describes what you do for the Church? (please circle):
CCD/Religious Education Coach Day-Care Parish Nursery Scouts Youth
Children's Liturgy Other: _____

 Are you seeking employment in a Catholic organization in Virginia?
Please circle one: Yes No

- For what parish or diocesan organization? _____
Is this the (please circle): School Day-Care Center Parish Other: _____

 Are you currently an employee of a Catholic organization in Virginia?
Please circle one: Yes No

- For what parish or diocesan organization? _____
Is this the (please circle): School Day-Care Center Parish Other: _____

X. **CERTIFICATION** The information I have provided on this questionnaire is accurate to the best of my knowledge and may be verified by the Catholic Diocese of Arlington. I agree *upon request* to execute any releases and/or other documents necessary to permit the release of records of prior employment, judicial records, law enforcement records and any information pertinent to matters addressed in this questionnaire to the Catholic Diocese of Arlington.

Signature

Date

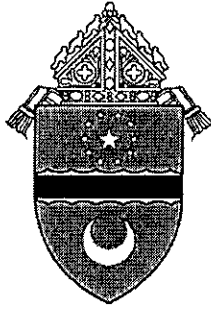
Printed Name

PLEASE DO NOT WRITE BELOW THIS LINE: FOR CDA OFFICE USE ONLY

Ack _____ Appl _____ IRD _____

Ques AQA _____

Par Code _____



Catholic Diocese of Arlington
Employee/Volunteer Criminal Background Check Authorization

Please complete this form and return it to your employment/volunteer supervisor. A completed criminal background history check is required for employment/volunteer service within all parishes, schools and other organizations associated with the Catholic Diocese of Arlington.

The following information is to be completed by the prospective employee/volunteer.
Please print neatly. Write 'N/A' if not applicable – do not leave any blanks.
INCOMPLETE FORMS WILL BE RETURNED.

First Name _____	Middle Initial _____	Last Name _____
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male		/ /
Maiden Name/Aliases _____	Date of birth (MM/DD/YYYY) _____	
Social Security Number: _____ (if none, write "No SSN")		
Employment/Volunteer Location: _____ <input type="checkbox"/> Parish <input type="checkbox"/> School <input type="checkbox"/> Other		
Is this for a daycare or other childcare facility? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment/Volunteer Status: <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer		
Employee Job Title: _____		
Volunteer Ministry: <input type="checkbox"/> Priest Volunteer <input type="checkbox"/> Religious Education <input type="checkbox"/> Youth Ministry		
<input type="checkbox"/> Scouts <input type="checkbox"/> Coach (<u>volunteer</u> only) <input type="checkbox"/> Other: _____		
Current Address _____ Apt.# _____		
City _____ State: _____ Zip: _____		
How many years have you lived in Virginia? _____		
List all prior states of residence: _____		

I hereby give my permission for the Diocese of Arlington to obtain information relating to my criminal history record. I understand that as long as I remain an employee or volunteer, the Criminal History Records check may be repeated at any time. I understand that I will have an opportunity to review the Criminal History and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors hereby release and forever discharge the Diocese of Arlington and each of its officers, employees, and agents from and against any and all causes of action, charges, liabilities, claims including court costs, expenses and attorneys fees, resulting from the investigation of my background in connection to my employment/volunteer assignment with the Diocese of Arlington.

Applicant's Signature

Date

Search Fee \$10.00

INSTRUCTIONS

Purpose

The Virginia Child Abuse and Neglect Central Registry is mandated by the Virginia Child Protective Law and contains the names of individuals identified as an abuser or neglector in founded child abuse and/or neglect investigations conducted in the state of Virginia. The findings are made by Child Protective Services staff in local departments of social services and are maintained by the Virginia Department of Social Services. Legal mandates for the Virginia Department of Social Services to provide a Central Registry and a mechanism for conducting searches of the registry are found in § 63.2-1515 of the Code Virginia.

Read all instructions before completing the form: (Incomplete forms will be returned)

1. Answer all questions completely and accurately by printing clearly in black ink or typing your answers. Failure to complete or print clearly may delay or deny your request. Given the nature of the form and the actions to be taken when received, the **Office of Background Investigations shall not accept forms that have been altered in any fashion.** Forms that contain strike outs, correction tape or white-out will be returned.
2. If a middle name is an initial, indicate "initial only" otherwise, enter a full middle name given at birth.
3. For "other names used" list all previous names; nick names, all previous married names, legal name changes, changes due to adoption, etc. Circle appropriate title description on the form.
4. If the answer to any question is none, write "N/A".
5. Sign the Central Registry Release of Information Form in the presence of an official Notary Public. Each request form must be notarized. Only original signatures will be accepted. No copies of the form will be accepted.
6. ~~A \$10.00 fee is charged for each search. Payment must accompany search forms. Only money orders, company/business checks, or cashier checks will be accepted. (If multiple requests are mailed together, payment may be combined on in one money order, company/business check, or cashier's check. (ex. 4 requests at \$10.00 each will total \$40.00). A \$50 fee will be charged for all returned checks.)~~
~~All money orders, company/business checks, or cashier checks should be made payable to:
Virginia Department of Social Services.~~
Personal checks and cash will not be accepted.
7. For agencies and facilities that require several searches per year, an agency code will be assigned to expedite processing of the search requests.
8. If additional space is needed to complete the form (ie. providing information on addresses, spouses, and children) attach an 8x11 sheet sheet of paper along with your form to be mailed.
9. Search results are not transferable and are not considered official beyond the requesting agency or individual.
10. ~~Mail your completed form and additional sheets (if used) to:~~

**Virginia Department of Social Services
Office of Background Investigations – Search Unit
801 East Main Street, 6th Floor
Richmond, VA 23219-2901**

Virginia Department of Social Services/Child Protective Services

Request for Release of Information Form

Common Errors & How to Avoid Them

The following information is to assist OPCYP Parish Liaisons avoid common errors that will cause the disqualification of VDSS/CPS paperwork. The form exists in a fillable PDF document format on available on the Diocesan website.

Best Practices

- Many errors may be prevented or mitigated by completing the form on a computer and printing the document with the data pre-entered.

Required Practices

- Ensure all hand-written data is legible and distinct.
- Include dates of residence for prior addresses and an address history of 15 years. Permanent addresses may be used, if applicable, in periods of frequent moving, e.g. college residences or military service.
- Print the form **only on 8.5"x11" (letter)** pieces of paper. Do not shrink or enlarge the data of the PDF. If additional paper is attached, it should also be letter paper.
- If some information is unknown, **provide as much as is known** and mark "Unknown" for the remainder. Common examples of things that may not be fully known: previous addresses, particularly zip codes, full date of birth for a previous spouse or estranged child, etc.

Prohibited Practices:

- **Absolutely no white out** may be used on any portion of the document, even portions which do not have user-added data.
- **Absolutely no strike-outs may be used to correct a form.** Complete a new form.
- **Do not write outside of the form-defined boxes.** If additional space is required for some fields, e.g. more than four children, attach an additional sheet of paper. Ensure all information fields requested are added if additional pages are used e.g. middle names, dates of birth.
- **Do not write on or around, mark, mar or otherwise tamper** with the **barcode** at the bottom of the form.
- **Do not leave empty spaces ensuring all fields are filled.** If a field or line is not applicable, mark "N/A". If a person has no middle name, "NMN" may be entered. If a person has only an initial as a legal name, or birth middle name, the initial should be listed and marked further as "Initial only".
- **Do not use a middle name that was not given at birth. Ensure that the** requested middle name of individuals is given as it appeared on their birth certificate ***at the time of birth.***

Important Notes:

The form must be **signed in front of a notary public**. For best results, use a notary public in the Commonwealth of Virginia. The notary section must be complete—this is the notary's responsibility, but failure to have a complete notarial act will result in rejection. ***Do not sign the form before appearing before the notary.***

Virginia Department of Social Services/Child Protective Services

Request for Release of Information Form

Common Errors & How to Avoid Them

A complete notary in Virginia consists of (c.f. Virginia Notary Handbook):

1. Notarial statement
2. The date of the notarial act
3. The location of the notarial act in the city or county where notarization occurs
4. The expiration date of the notary's commission
5. Notary's signature
6. Notary's registration number
7. Photographically reproducible notary seal/stamp

If you have any further questions, please direct them to OPCYP via phone: (703) 841-3847 or email: opcyp@arlingtondiocese.org. Additionally, the monthly OPCYP Parish Liaison trainings are a great way to refresh your knowledge and hone your paperwork processing skills, Please contact Ms. Karla Canizalez for more information at k.canzalez@arlingtondiocese.org.

Purpose of Search, Check one:					
<input type="checkbox"/> Adam Walsh Law	<input type="checkbox"/> Adoptive Parent	<input type="checkbox"/> Babysitter/Family Day Care			
<input type="checkbox"/> CASA	<input type="checkbox"/> Children's Residential Facility	<input type="checkbox"/> Custody Evaluation	<input type="checkbox"/> Day Care Center	<input type="checkbox"/> Foster Parent	
<input type="checkbox"/> Institutional Employee	<input type="checkbox"/> Other Employment	<input type="checkbox"/> School Personnel	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other	

MAIL SEARCH RESULTS TO: Agency, Individual or Authorized Agent Requesting Search

Name			Payment/FIPS Code (Use only if assigned by OBI-CRU)		
Address			U00131		
City	State	Zip			
Contact Name	Tel.#	Ext	Mandatory if agency code has been assigned		
Contact E-Mail					

PART I: DETAILS OF INDIVIDUAL WHOSE NAME MUST BE SEARCHED

Last Name	First Name	Full Middle Name – (given at birth) - No initials (if middle name is an initial, indicate "Initial Only")			
Maiden Name (last name before marriage)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY)		Race	
Driver's License Number or ID #	Social Security Number	Other names used; nicknames, legal names (refer to instruction page)			
Current Address (Include Street # and Apt #)		City	State	Zip	

Applicant's Prior Addresses

Include Street # and Apt #	City	State	Zip	Start Date (MM/YY)	End Date (MM/YY)

Marital Status Single Married Divorced Widowed Partner

If married, list current spouse. If previously married, list all previous spouses. If you have never been married, write 'N/A'.

Last Name	First Name	Full Middle Name (given at birth)	Maiden Name	Race	Sex	Date of Birth (MM/DD/YYYY)
					<input type="checkbox"/> Male <input type="checkbox"/> Female	
					<input type="checkbox"/> Male <input type="checkbox"/> Female	
					<input type="checkbox"/> Male <input type="checkbox"/> Female	

List all of your children. If you have none, write '**N/A**'. Include all adult children, step and foster children not living with you.

Last Name	First Name	Full Middle Name (given at birth)	Relationship	Sex	Date of Birth (MM/DD/YYYY)
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	



Search Fee \$10.00

PART II: CERTIFICATION AND CONSENT FOR RELEASE OF INFORMATION

I hereby certify that the information contained on this form is true, correct and complete to the best of my knowledge. Pursuant to Section 2.2-3806 of the *Code of Virginia*, I authorize the release of personal information regarding me which has been maintained by either the Virginia Department of Social Services or any local department of social services which is related to any disposition of founded child abuse/neglect in which I am identified as responsible for such abuse/neglect. I have provided proof of my identity to the Notary Public prior to signing this in his/her presence.

Signature of person whose name is being searched
(Sign in presence of Notary)

Parent or Guardian signature required for minor
children under the age of 18

PART III: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL

City/County of _____

Commonwealth/State of _____

Acknowledged before me this _____ day of _____, year _____

Notary Public Signature

Notary Number

My Commission Expires: _____

Notary Seal

PART IV: CENTRAL REGISTRY FINDINGS – COMPLETED BY CENTRAL REGISTRY STAFF ONLY

1. We are unable to determine at this time if the individual for whom a search has been requested is listed in the Central Registry. Please answer the following questions and return to the Central Registry Unit in order for us to make a determination:

Worker: _____ Date: _____

2. _____ Based on information provided by the Local Department of Social Services, we have determined that _____ is listed in the Child Abuse/Neglect Central Registry with a founded disposition of child abuse/neglect. For more detailed information, contact the

_____ Dept. of Social Services in reference to referral _____ phone# _____

_____ Dept. of Social Services in reference to referral _____ phone# _____

3. _____ As of this date, based on the information provided, the individual whose name was being searched is **NOT** identified in the Central Registry of Child Abuse/Neglect.

Signature of worker completing search: _____ Date: _____

OBI Staff Only



Code of Conduct for Personnel and Volunteers in the Diocese of Arlington

GUIDELINES FOR A SAFE ENVIRONMENT FOR ADULT INTERACTIONS WITH CHILDREN AND YOUNG PEOPLE

The Catholic Diocese of Arlington is committed to providing a safe environment for children within all diocesan activities and ministries. Children are a most precious gift and all the faithful cooperate in taking every reasonable action to ensure their safety. An important tool in creating safe environments for children is a uniform Code of Conduct. The purpose of this Code of Conduct is to make clear to clergy, employees and volunteers that certain behaviors are unacceptable and to ensure proper monitoring of all youth.

These guidelines apply to all diocesan, parish and Catholic school activities in the Diocese of Arlington where youth are present.

All adults performing work, ministry or volunteer service within the Church in Arlington are expected to follow these guidelines. Violations of these guidelines are a serious matter and will be investigated and resolved in accordance with diocesan policy.

Those who work with children are serving as stewards of God's precious gift of young life. Keeping this principle in mind will reinforce the need to respect boundaries and to provide an example of a holy life.

DEFINITIONS

A. Adult Volunteer

1. Adult volunteers are defined as those 18 or older who are no longer in high school.
 - 1a. Students who are in high school and have not reached their 19th birthday are to be treated as minors when participating in parish or diocesan activities.
 - 1b. Adult volunteers may not volunteer in their parish's youth ministry program until they reach 21 years of age if they were a participant in its youth activities as a minor.
2. Adult volunteers are not counselors. Their response to situations and conversations by minors may have potential legal implications and they should, therefore, know their boundaries. The role of an adult volunteer is limited to compassionate listening
3. For the purpose of this document, all instances denoting requirements and/or guidelines for "adult volunteer(s)" are also binding for all clergy and diocesan personnel.

B. Chaperone/Supervisor

1. A Chaperone/Supervisor is defined as an adult volunteer that has oversight or supervisory authority over youth. These individuals share in the responsibility and authority of the

parish or diocesan staff person designated to have oversight of a particular youth event or activity and its leaders.

- 1a. All Chaperones/Supervisors must be at least 21 years of age.
- 1b. When determining the appropriate ratio of Chaperones/Supervisors to minors for activities, a husband and wife that have direct supervision over the same group of individuals only count as one Chaperone/Supervisor.

C. Child

1. For the purposes of this Code, “children,” “child,” “minor,” “youth,” or “young person” is defined to mean any person less than 18 years of age.

D. Social Media

1. Social Media is defined as any form of electronic communication through which a user creates, utilizes, accesses, retrieves, and/or visits online communities or systems to share information, ideas, personal messages, and other content.
2. For the purposes of this Code, Social Media is to encompass, but is not limited to, all of the following: email, texting, chat rooms, instant messaging, social networks, video messaging, on-line message boards, gaming systems, landline and mobile telephones, on-line voice communications, etc.

- 2a. In accordance with diocesan policy, as stated in 8.1 and 8.2 of the *Information Security Policy, version 12*,

“8.1 All information and messages that are created, sent, received or stored using diocesan communication assets are the sole property of the Diocese, and no user has any ownership interest or expectation of privacy in such communications. The Diocese retains the right, in its sole discretion, to review all information or communications sent, received, stored, or posted using Diocesan communication assets. The Diocese also retains the right to track Internet site, chat room and newsgroup visits, as well as file downloads, for compliance with diocesan policies and for other business reasons. The Diocese has the right to conduct such review without prior notice to the employee. The user consents to allow IS and CDA Management access to, and review of, all materials created, stored, sent or received, by the user through any CDA network or Internet connection. Employees may not intercept or disclose, or assist in intercepting or disclosing, electronic communications.”

and,

“8.2 CDA retains the right to monitor the content of electronic communications. The content of electronic communications and the usage of electronic communications

systems will be monitored to support operational, maintenance, auditing, security, investigative activities and for other business reasons. IS staff will not review the content of an individual user's communications out of personal curiosity or at the request of individuals who have not gone through the proper approval process.

A report of misconduct is to be sent to the Chancellor or the Moderator of the Curia to have email messages or Internet activity reviewed or monitored. The Chancellor or Moderator of the Curia will authorize or deny monitoring. If authorized, the Chancellor or Moderator of the Curia will contact the IS Director to initiate the review/monitoring. The results will be returned to the Chancellor or the Moderator of the Curia."

FACILITIES

E. Guidelines for Rectories

1. Only clergy, seminarians, members of religious institutes or their directly-related family members may be overnight guests in rectories.
2. Only clergy, seminarians, members of religious institutes or their directly-related family members may be admitted to personal living spaces within rectories (e.g. priests' personal rooms or suites).
3. When visiting clergy, seminarians and/or members of religious institutes stay over-night at the rectory, the Office of the Bishop's Delegate for Clergy is to be notified when it is an extended stay (i.e. more than one week).
4. Exception: On rare occasions, permission may be granted to allow overnight accommodations to adult male friends, which may include their spouse. In these cases, formal written permission is to be sought, in advance, through the Office of the Bishop's Delegate for Clergy.

F. Guidelines for All Other Locations

1. Planned, ongoing meetings with a child may not take place without the knowledge of a parent or guardian.
 - 1a. If one-on-one pastoral care of a minor should be necessary, the adult must not meet with the child in isolated environments. The adult will schedule meetings at appropriate times, and use public locations, that create an environment of transparency and accountability. The adult will also limit both the length and the number of sessions and make appropriate referrals when necessary.
2. Unrelated young persons are not to be in any adult's home without the presence of other responsible adults.

3. An adult volunteer should avoid being alone with a child(ren) in a locker room, restroom, dressing facility or other closed room or isolated area that is inappropriate to a ministry relationship.
4. Normally, youth should not have keys to church facilities. If they need keys because of employment, they should be carefully interviewed and monitored by an adult supervisor.
5. Facilities must be monitored during all organization activities.
6. During all activities, adults are to be available in the building(s) or location and in the presence of the minors where the activity takes place.

GENERAL GUIDELINES

G. Behavior of All Adults

1. Any involvement with minors is to be approached from the premise that minors are restricted individuals. They are NOT independent. Hence, all activities involving minors may only occur with the explicit knowledge and consent of a diocesan representative and the child(ren)'s parents and guardians. They are subject to specific civil laws in the Commonwealth of Virginia, which may prohibit certain activities.
2. All adults are to abide by the local chain of command and by all custody, safety and emergency protocol and safe-environment procedures established by the sponsoring location, which are supplemental to the Diocesan Policy and Code of Conduct.
3. The possession, sale or use of illegal drugs and/or paraphernalia is strictly prohibited.
 - 3a. A child may never be offered an alcoholic beverage, tobacco, drugs or anything else that is prohibited by law.
 - 3b. A child may not consume or partake of an alcoholic beverage, tobacco, drugs or anything else that is prohibited by law in the presence of an adult on church/school property or at any affiliated event.
4. Adult volunteers may not give significant gifts or grant special privileges or opportunities to a specific child. Even small gifts are not to be given to children without the permission or knowledge of a parent or guardian.
5. Adults may not engage in inappropriate conversations or use inappropriate humor, vocabulary, recordings, films, printed materials or games with minors, particularly if the content is of a sexual nature or is otherwise age-inappropriate.
 - 5a. Showing sexually explicit or pornographic material to a child is illegal.
6. Physical contact with another person should be age-appropriate, show respect and kindness, be public, and be non-sexual in nature.

- 6a. Wrestling, tickling, and other acts of “horse-play” with a child must always be avoided.
- 6b. Physical contact when alone with a child should be avoided. Hugging can be an expression of love and respect. However, hugging should always be done in the presence of others and never while alone in a room or behind closed doors.
- 6c. If a child initiates physical contact, an appropriate, limited response is proper. In all cases it must be respectful and non-sexual.
- 7. If an adult becomes aware of an inappropriate emotional or personal bond, or a physical attraction between that adult and a young person, the adult should maintain clear professional boundaries between himself/herself and the young person, in addition to consulting with a supervisor.
- 8. Under no circumstance may an adult engage in the physical discipline of a child/youth.
- 9. If any youth reports feeling uncomfortable with the actions or apparent intentions of an adult volunteer at an activity, this information should be reported to a supervisor immediately.
 - 9a. The adult volunteer is to immediately report any disclosed form of abuse of a minor to Child Protective Services (CPS).
 - 9b. Once a report has been made to CPS, the adult volunteer is then to report the incident to diocesan authorities.
- 10. If any adult finds the behavior of any fellow adult or child to be concerning or suspicious, that adult should immediately report the information to a supervisor, or if there is a suspicion of child abuse, to the proper legal authorities.
- 11. Adult volunteers shall refrain from drinking alcoholic beverages for four hours in advance of a youth event.
- 12. Adult volunteers shall refrain from using tobacco or consuming alcohol in the presence of children at any event or activity.
- 13. Items designed as weapons or that have the appearance of weapons are strictly prohibited.
 - 13a. Some recreational activities or events utilize tools that have the appearance of weapons, or may be used as such. Within the context of a particular event, these tools are permitted as long as the youth are appropriately monitored. These tools may include: paintball guns, squirt guns, *Nerf* guns, camping tools (i.e., pocket knife, axe, saw, etc.), etc.

SPECIFIC GUIDELINES

H. Guidelines for Chaperones/Supervisors of Children at Group Activities

1. Chaperones/Supervisors are responsible for reviewing the Diocese of Arlington Code of Conduct and all related guidelines with the children assigned to them.
2. Two or more adult volunteers must be present for events involving children.
 - 2a. In the event that a sufficient number of Chaperones/Supervisors are not available, the event must be cancelled.
 - 2b. The required minimum ratio for Chaperones/Supervisors to children for a day trip:
 - Preschool 1:4
 - Grades K – 5 1:6
 - Grades 6 – 8 1:8
 - Grades 9 – 12 1:10
 - 2c. The required minimum ratio for Chaperones/Supervisors to children for events lasting more than 12 hours is 1:7
3. If there is only one adult volunteer driver to transport youth, at least two youth must always be present.
4. Clothing must always be in keeping with modesty and Christian values.

I. Off-site Events and Activities

1. Parental permission must be obtained, including a signed medical treatment form, before taking children to any activities off of the parish/school property or event location, even when students are delivered directly to the location.
 - 1a. Adults may not administer medication of any kind without authorized, written parental permission.
 - 1b. A copy of the parental permission and medical form for each young person is to be “in-hand” by a Chaperone/Supervisor for all off-site events. An additional copy is to remain at the parish along with a list of all participants at the event.
 - 1c. A good faith effort should be made to provide the appropriate care or assistance to any ill or injured young person in a life-threatening emergency situation (§8.01-225 (A)(1), Code of the Commonwealth of Virginia).
2. Young people will be assigned to a specific Chaperone/Supervisor who will monitor and supervise their behavior throughout the event or trip.
 - 2a. Both adults and youth are expected to attend activities with the entire group.

- 2b. Adults participating in an event may not go anywhere during the event where the youth may not also go with them.
- 3. When sponsored programs occur off-campus, Chaperones/Supervisors will be provided information to review with all youth participants to help familiarize them with the program schedule and facility layout where event activities will take place.
 - 3a. All adults should ensure that the young people understand important safety information.
 - 3b. A specific location must be designated where minors will be able to locate their chaperone or supervisor or where the group will meet at an agreed-upon time.
- 4. Adults should not be alone with a child in a sleeping facility, restroom, dressing facility or other closed room or isolated area that is inappropriate to a ministry relationship.
- 5. During overnight events, special care must be taken to ensure the safety of young people:
 - 5a. If any adult volunteer must enter a sleeping area with young people, a second adult volunteer must be present.
 - 5b. Any interaction with the youth may not be held within the sleeping quarters.
 - 5c. Under no circumstances shall an unrelated adult share a bed with a child. If an adult must stay in a hotel or other sleeping room with children, the adult must sleep in his or her own bed, using a rollaway, cot or other bedding materials if necessary.
 - 5d. During overnight activities, Chaperones/Supervisors are responsible for establishing and enforcing a curfew.
 - 5e. Chaperones/Supervisors must check rooms on a regular basis after curfew to ensure that young people are located within and remain in their rooms.
 - 5f. A Chaperone must be available and on-watch in a designated location throughout the night. This adult is also responsible for monitoring sleeping arrangements in which adults are also present with minors throughout the night.

J. Photography

- 1. Photographs of single or specific children may not be taken without the knowledge and permission of a parent or guardian.
 - 1a. Parental permission granted for the photographs or videos of minors must be done so in writing prior to the event and renewed each year.

- 1b. Adults may never take photographs of children while they are unclothed or dressing.
2. Parental permission must be granted for the publishing of a minor's name and done so in writing prior to publication.
3. Copies of photographs must be readily available to parents and guardians immediately upon request.

SOCIAL MEDIA, COMMUNICATION AND TECHNOLOGY

K. General Guidelines for Social Media

1. All ministry social networks and communication should be open and transparent.
2. All clergy must always self-identify themselves as clergy with the appropriate title in their username and/or profile.
3. Clergy social media accounts are always to be presumed to be ministry accounts and thus to be open and transparent.
4. Personal social media accounts may not be used for ministry communication with minors.
5. Each ministry that communicates with minors should establish a dedicated account that is used exclusively for ministerial purposes and that may be accessed, monitored and used by more than one unrelated adult volunteer.
6. Use of social media communication for private one-on-one contact with minors is not permitted. In the rare event that these activities occur, the communication must be kept on-file and at the organization location in an easily accessible format.
7. Written permission from their parent(s) or the legal guardian is necessary prior to any electronic communication with a minor that cannot be openly seen by the parents and unrelated adults.
8. All text-based communications sent to or received from young people must be copied to their parent(s) or the legal guardian or an additional adult volunteer. These communications must be kept on-file and at the organization location in an easily accessible format.
9. Communication with minors via electronic means is to be restricted to the hours that are appropriate for a phone call to the residence, except in the event of an emergency or to communicate time-sensitive information.
10. The "tagging" of a minor in a picture or video is prohibited.

- 10a. If an electronic photograph or video is posted on any ministry site, all names related to minors must be removed.
11. Further advancements in technology may require periodic updates and addendums to this section of the Code of Conduct. The universal principles provided for above are to be applied prudently and judiciously in the event an update has not occurred.



Code of Conduct Receipt for Personnel and Volunteers in the Diocese of Arlington

The following is the official receipt denoting that the individual whose signature appears below has read and understands the guidelines contained in the attached document. This sheet will be kept on file at the Office of Child Protection and Safety indefinitely.

Please complete and return to your parish/school location.

I have read and understand the guidelines contained in the Code of Conduct for the Diocese of Arlington. I intend to follow these guidelines and to monitor and protect children and young people in my service to the Church.

Full Legal Name (Please Print)

Signature

Date

Position/Ministry

Parish/School/Organization

Email or Phone Number