



Holy Family Church

South Pasadena, California

Safeguarding for the Protection of Children, Young people, Vulnerable and Adults Policies and Procedures

(Rev. September 17, 2008)

INTRODUCTION

In Dallas, 2002, at their Annual Meeting, the U.S. Conference of Catholic Bishops drafted a landmark document in response to the crisis of sexual abuse of children in the Church. This document, setting forth their agreed upon responsibilities in combating the problem, was entitled the "*Charter for the Protection of Children and Young People*". The charter specifically created the *Office of Child and Youth Protection* and assigned to it three central tasks:

- **To assist each diocese in implementing "Safe Environment" programs designed to ensure necessary safety and security for all children as they participate in church and religious activities**
- **To develop an appropriate compliance audit mechanism to assist the Bishops in adhering to the responsibilities set forth in the Charter**
- **To prepare a public, annual report describing the compliance of each diocese to the *Charter's* provisions**

LOS ANGELES RESPONSE

In 2002, Cardinal Roger Mahony responded to the U.S. Conference of Catholic Bishops by establishing the *Office of Safeguard the Children* and the adoption of rigorous archdiocesan policies, including the mandatory formation of Safeguard the Children Parish Committees as a foundational measure in ensuring the safe environment of our parishes and schools throughout the Archdiocese.

In 2003, Msgr. Connolly began the *Safeguarding the Children Parish Committee* in response to the U.S. Conference of Catholic Bishops and the Archdiocese of Los Angeles. Each Safeguard the Children Parish Committee plays a crucial role in assuring that the safeguarding initiatives found in the U.S. Catholic Conference of Bishop Charter for the Protection of Children and Young People has been made a priority in every parish and school in the Archdiocese of Los Angeles and that the Archdiocesan safe environment programs, policies and procedures are being implemented throughout the parish/school and its community. Since that time Holy Family has worked to teach, train, evaluate, listen and heal.

OUR MISSION

The **Mission** of Holy Family's *Safeguarding the Children Parish Committee* is to create a safe environment for children, youth, vulnerable adults in compliance with Archdiocesan Mandates

In accord with the *Safeguarding the Children Parish Committee* Mission Statement, Holy Family has set four goals which echo the goals of the U.S. Conference of Catholic Bishops *Charter for the Protection of Children and Young People* (rev. June, 2005.)

- Goal 1: Protect the Faithful In The Future
- Goal 2: Guarantee an Effective Response to Allegations of Sexual Abuse of Minors
- Goal 3: Ensure an Accountability of Our Procedures
- Goal 4: Promote Healing and Reconciliation with Victims/Survivors of Sexual Abuse

Goal 1: To Protect the Faithful In The Future
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Policy

Compliance with the Archdiocesan Safe Environment Programs is a high priority for Holy Family and the implementation procedures are mandated throughout the parish community

I. Administration

- A. Holy Family Church will maintain a *Safeguarding the Children Parish Committee*. Membership on the *Committee* will:
 - 1. Follow the *Description for Safeguarding the Children Parish Committee* created by the Archdiocese of Los Angeles, (rev. 08/20/07). Appendix A
- B. The Pastor will ensure that all visiting or non-permanent clergy are clergy in good standing.
- C. The *Committee* will coordinate the compliance of the three-fold Archdiocesan guidelines for interactions with children and teens. The *Committee* will oversee the of implementation within each ministry.
 - 1. The Committee will communicate to each ministry the Safe Environment Policies and Procedures.
 - 2. Each ministry will develop a plan for implementation based on each ministry's needs to ensure the protection of children, and vulnerable adults. Each ministry's plan will be submitted for review and concurrence to the Safeguard the Children Parish Committee.
 - 3. The Committee will provide guidance and support, as needed, to assist ministries in developing their plan.
 - 4. If changes or updates are requested, the Committee will review for concurrence.
- D. The three-fold Archdiocesan guidelines for interactions with children, youth, and vulnerable adults
 - 1. Step one: Guidelines
 - a. All adults (staff, faculty, volunteers in paid or non paid positions) who serve with or around children, youth and/or vulnerable and adults must sign the ***Archdiocese of Los Angeles, Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events***. (rev. 4/24/06) Appendix B
 - b. The signed guideline document is kept within the Associate Administrator's Office (Parish Offices)

- c. One must sign this guideline before serving with or around children
- d. A copy of the Guidelines is given to the adult
 - 1) All minors (staff, faculty, volunteers serving in paid or non paid positions) who serve with or around children, youth and/or vulnerable adults must sign and have their parent/guardian sign the ***Archdiocese of Los Angeles Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth***. (revised 1/12/06). Appendix
 - 2) One must sign this Guideline before serving with or around children.
 - 3) The signed Guideline documents are kept within the Associate Administrator's office (Parish Offices).
 - 4) A copy of the Guidelines is given to the youth.
- 2. Step two: VIRTUS Awareness training
 - a. All adults (staff, faculty, and volunteers in paid or non paid positions) who serve with or around children, youth and/or vulnerable adults must attend the ***VIRTUS: Protecting God's Children*** training.
 - 1) One must sign up through www.virtus.org.
 - 2) One must complete this training before serving with or around children.
 - 3) A copy of the certificate of training completion is kept within the Associate Administrator's office (Parish Offices).
- 3. Step three: Fingerprinting LiveScan
 - a. Holy Family Parish follows the mandates of the Archdiocesan fingerprinting policy.
 - b. Holy Family Ministries evaluate the need for distinctive fingerprinting requirements above and beyond the compliancy and will become a part of the parish policy. Discuss with leadership of the ministry to discover the need for ***LiveScan***.
 - c. The Archdiocese provides LiveScan fingerprinting at no cost to staff, faculty, or volunteers. Independent LiveScan locations have been identified (Appendix D). If one is using an independent contractor, one must obtain a special form from Holy Family's Associate Administrator's Office (Parish Offices). An independent contractor fee will ensue.

II. Education

- A. The Committee will be responsive to the needs of Holy Family Parish in ensuring a safe environment.
The *Safeguarding the Children Parish Committee* will review policies and procedures for all ministries that have interactions with children, youth, vulnerable adults. Such policies include but are not limited to: Drop off and pick up procedures, and transportation policies.

III. Education

- A. "Good Touch/Bad Touch" or the VIRTUS "Teaching Touching Safety" Children's Program will be presented to the children and youth in all Religious Education-Formation Processes.

IV. Communication

- A. The *Safeguarding the Children Parish Committee* will provide ongoing communication for the safety of children, youth, vulnerable adults; by weekly bulletin announcements and information under the heading "Safeguard the Children" with contact information.
- B. During Child Abuse Prevention Month (April), additional information will be available.
- C. Informational resources will be readily available in all Education Formation Offices, the Parish Center and the Welcoming Center Kiosk.
1. *Working Together to Prevent Sexual Abuse* pamphlet
 2. *The Archdiocesan Policy and Procedures for Reporting Allegations of Sexual Abuse of Minors* (updated June, 2006)
 3. Child Abuse Hot Line numbers
 4. Archdiocesan Victims Assistance Ministry Office contact numbers
- D. The Holy Family Church will comply with the Archdiocesan rules and policies concerning persons who are registered sex offenders (Megan's Law) and the more rigid "Zero Tolerance Policy" (rev. 08/20/07). Appendix E
1. www.MegansLaw.ca.gov.
 2. <http://la-archdiocese.com/protecting/policies/megans.html>
- E. The Safeguarding the Children Archdiocesan policy will be posted in Holy Family School, Religious Education, Youth Ministry and Parish offices.
- F. Child abuse reporting policies and forms will be posted in Holy Family School, Religious Education, Youth Ministry and Parish offices.

Goal 2: Guarantee an Effective Response to Allegations of Sexual Abuse of Minors

Policy

1. Holy Family Church will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse or other suspected abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question. Victims are to be advised of their right to make a report to public authorities and to be supported in this right.

Goal 3: Ensure an Accountability of Our Procedures

Policy

1. The *Safeguarding the Children Parish Committee* will remain current on all new guidelines from the U.S. Conference of Bishop, Office of Child and Youth Protection and the Archdiocesan Office of Safeguarding the Children

2. Holy Family Church and the *Safeguarding the Children Parish Committee* will cooperate with all auditing procedures as prescribed by the Archdiocesan Office of Safeguarding the Children

**Goal 4: Promote Healing and Reconciliation with Victims/
Survivors of Sexual Abuse of Minors**

Policy

1. Holy Family Church will publicize the existence of the Archdiocesan commitment to provide personal and psychological counseling to anyone affected by abuse by clergy and other church personnel.

Signed: _____
Msgr. Clement Connolly

Date: _____