

Blanchette Catholic Center 16555 Weber Rd. Crest Hill, Illinois 60403 www.diojoliet.org

DIOCESE OF JOLIET

STANDARDS OF BEHAVIOR FOR THOSE WORKING WITH MINORS AND VULNERABLE ADULTS (REVISED DECEMBER 20, 2023)

In accordance with the USCCB Charter for the Protection of Children and Young People (Article 6) and Diocese of Joliet's Policy Regarding the Sexual Abuse of Minors and Vulnerable Adults by Church Personnel (revised December 20, 2023), these Standards of Behavior have been developed to foster and maintain an atmosphere of trust and safety for minors and vulnerable adults participating in various programs within the diocese. All Church personnel, be they clergy, seminarians, diaconal candidates, religious, employees or volunteers who staff these programs, are expected to maintain high standards of professional, ministerial, and moral behavior, and are expected to comply with these Standards.

A. Definitions

- Child sexual abuse is any sexual activity with a child. Sexual activity can be touching or nontouching actions and may include fondling, rape, incest, sexual talk, voyeurism (watching), exhibitionism (showing), pornography or internet crimes. This document's definition of child sexual abuse pertains to a victim who is a minor or vulnerable adult and an adult perpetrator.
- Church personnel includes clergy, seminarians, diaconal candidates, religious, employees and volunteers.
- A cleric (or clergy) is a male person who is an ordained deacon, priest, or bishop.
- A diaconal candidate is a male student who is studying to be a permanent deacon.
- An employee is a person who is compensated for services to a diocesan agency, parish, or school (includes Catholic non-diocesan operated schools and/or those operated by a religious community).
- A minor is a person under the age of 18.
- Physical abuse is a non-accidental injury that is intentionally inflicted upon a minor or vulnerable adult.
- A religious is a person who is a member of an institute of consecrated life or a society of apostolic life. A "Religious" is distinguished from a "Diocesan priest," who is incardinated into a diocese.
- A seminarian is a male student who is studying at a seminary in order to become a priest.
- A volunteer is a person who functions without compensation in any role within a diocesan agency, parish, or school (includes Catholic non-diocesan operated schools and/or those operated by a religious community).
- A vulnerable adult is 18 years of age or older who habitually lacks the use of reason (Canon 99) or who, because of mental or physical disability is incapable of protecting himself/herself from sexual abuse.



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B. Standards

The following Standards are intended to assist Church personnel in making decisions about interactions with minors and vulnerable adults in Church sponsored and affiliated programs. They do not supersede state law or Illinois Department of Children and Family Services (DCFS) requirements, nor are these guidelines intended to be all inclusive.

Responsible Professional Conduct

- 1. Ministry to minors and vulnerable adults respects the rights of parents/legal guardians to educate and form their children. Therefore, activities with minors and vulnerable adults are to be conducted with the explicit knowledge and consent of parents or legal guardians.
- 2. Church personnel are never to leave minors or vulnerable adults unattended during a class, session, event, etc.
- 3. Church personnel are responsible for releasing minors and vulnerable adults in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. In the event that Church personnel are uncertain of the propriety of releasing a minor or vulnerable adult, they are to contact the parent or legal guardian of the minor or vulnerable adult.
- 4. Church personnel are prohibited from the use, possession or being under the influence of alcohol, nonmedicinal cannabis, or any illegal substance while working with minors and vulnerable adults. They are also prohibited from furnishing alcohol, non-medicinal cannabis, or illegal substances to minors or vulnerable adults or permitting minors or vulnerable adults to use such in their presence.
- 5. Church personnel may provide transportation in accordance with the Diocese of Joliet Transportation Policy (for reference, please see attached).
- 6. Church personnel are prohibited from using physical discipline for the behavior management of minors or vulnerable adults. This prohibition includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behavior by minors or vulnerable adults.
- 7. Church personnel are prohibited from acquiring, possessing, or distributing child pornography.

Physical Proximity and Modesty

- 1. Church personnel are never to be nude in the presence of minors or vulnerable adults.
- 2. Minors and vulnerable adults are never to be nude in the presence of Church personnel. The appropriate supervision of locker-rooms may be the exception.
- 3. Changing and showering facilities for adults are to be separate from those for minors and vulnerable adults, if and when possible.



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- 4. When officially approved overnight stays are necessary, an adult should never share a bed, sleeping bag or cot with a minor or vulnerable adult. An adult is not to spend the night in the presence of a lone minor or vulnerable adult, unless it is the adult's own child.
- 5. Houses used as residences for priests and religious are exclusively for their use. Minors and vulnerable adults should not be allowed in the private quarters of those residences. With the exception of occasional visits from family members, minors and vulnerable adults are not permitted to be overnight guests in the residences of priests or religious.
- 6. Counseling areas should have transparent windows or open doors. Care should be made to have another adult in the general vicinity during counseling sessions.
- 7. Adults should never meet with minors or vulnerable adults on a one-to-one basis in secluded areas or closed rooms.
- 8. Adults should never be in a vehicle on a one-to-one basis with a minor or vulnerable adult unless it is the adult's own child(ren).

Physical Contact

Appropriate affection between Church personnel and minors and/or vulnerable adults is important for a child's and a vulnerable adult's development. It is a positive part of Church life and ministry and should be given in public but not in isolated or secluded areas.

1. The following forms of affection, whether initiated by a minor, vulnerable adult, or adult, are regarded as examples of appropriate contact:

- Side hugs
- Shoulder to shoulder hugs
- Pats on the upper back
- Handshakes
- "High-fives" and hand slapping
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending to receive hugs from small children
- Holding hands during prayer
- Pats on the head when culturally appropriate
- Reciprocation of appropriate gestures initiated by a minor or vulnerable adult

2. The following forms of affection, whether initiated by a minor, vulnerable adult, or an adult, are regarded as examples of inappropriate contact:

- Lengthy embraces
- Full frontal hugs

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- Kisses
- Holding minors of school age on the lap
- Touching buttocks, chest, or genital area
- Touching the knees or legs of minors or vulnerable adults
- Tickling
- Wrestling and/or roughhousing
- Piggyback rides
- Any type of massage
- Any form of unwanted attention

Communication

- 1. Verbal communication with minors and vulnerable adults is to be appropriate.
- 2. Church personnel are prohibited from engaging in any sexually oriented conversations or the telling of jokes with sexual content. However, it is permissible in an educational setting to discuss issues of human sexuality. These classes will convey the Church's views on the topics. If minors or vulnerable adults have other questions not answered or addressed by individual teachers, they should be referred to their parents or legal guardians. Church personnel are not permitted to discuss their own sexual activities with minors or vulnerable adults.
- 3. Church personnel are prohibited from possessing any sexually oriented or morally inappropriate materials (i.e., magazines, cards, videos, films, clothing, etc.) or accessing similar materials through electronic or other technological means in the presence of minors or vulnerable adults.
- 4. Church personnel are prohibited from using technology to interact with minors or vulnerable adults on issues related to sexuality, including but not limited to sexually related conversations, and viewing and/or distributing sexually motivated materials, and inappropriate expressions of affection.
- 5. Church personnel should remind minors and vulnerable adults that all communication sent digitally (i.e., texting, email, social network sites, posts, notes, etc.) is not confidential and may be reposted to others.
- 6. Church personnel's electronic interactions are reserved for professional and/or ministry related purposes. Church personnel will obtain written permission from parents/guardians before any electronic communication (i.e., text messages, emails, social media, etc.) with a minor/vulnerable adult and copies of those communications should be retained. Church personnel will not collect e-mail addresses and/or cellular phone numbers of minors/vulnerable adults; this information must be provided in writing by the parent or guardian. Any contact with minors/vulnerable adults by church personnel must be copied to the parents/guardians as well.
- 7. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of minors or vulnerable adults equally apply to the virtual world as they do to the physical world.

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Undue Attention

Certain conduct has been used by adults to develop inappropriate relationships with minors and vulnerable adults. Activities include singling out minors or vulnerable adults or showing them unusual attention. Examples of this behavior prohibited for Church personnel are:

- 1. Presenting gifts to a minor or a vulnerable adult that would not ordinarily be given to an entire group of children, excluding awards, etc.
- 2. Allowing a minor or vulnerable adult to drive automobiles of Church personnel even though another adult may be present.
- 3. Singling out a particular child or vulnerable adult for special dinners, events, trips, or outings.

The *Standards of Behavior for Those Working with Minors or Vulnerable Adults* is to be given to all church personnel. The document is posted on the diocesan website under the Office of Child and Youth Protection: www.diojoliet.org

Church personnel will be required to comply with diocesan education requirements that addresses their role in protecting minors and vulnerable adults.

Minors or vulnerable adults who serve as employees or volunteers will be informed that they have a right to a safe working environment and a right to disclose behavior not in accord with these standards.

PLEASE NOTE: Per DCFS, if you suspect that a child has been harmed or is at risk of being harmed by abuse or neglect, report it online at <u>https://childabuse.illinois.gov</u>. In an emergency, call the 24-hour DCFS hotline (or Child Abuse Hotline) at 1-800-25-ABUSE (1-800-252-2873). If you believe a child is in immediate danger of harm, call 911 first.



DIOCESE of JOLIET Transportation Policy

Policy Statement

As it carries out its mission of service, transportation is critical to many of the pastoral and charitable works of the Church. Transportation issues also present significant risk management concerns, and it is important that specific practices are developed and implemented to attempt to limit the risk associated with parish and school transportation activities. It is important to know that the diocesan auto program provides coverage to diocese and parish owned vehicles only. The coverage includes a large, self-insured retention, so risk reduction activities are of great importance to the diocese. Staff and parishioners using their own vehicles should be made aware that their own automobile coverage is primary when they are using their vehicles for parish business. There is coverage that would offer additional liability protection should a claim exceed the limit of their policy. Please review the information contained in this policy with all parish staff for compliance. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions that participate in the group insurance program.

Vehicle and Driver Requirements

1. Diocese/Parish Owned Vehicles*

- a. Drivers must be 21 years of age or older.
- **b.** If minors are transported, it is recommended the driver be 25 years of age or older and should also comply with the Diocese of Joliet Protecting Children policies.
- **c.** Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle. A copy of a valid driver's license should be maintained in the driver's file.
- **d.** A Motor Vehicle Record check is to be obtained for all employees who will drive a diocese or parish owned vehicle as part of their employment at the time they are hired and every five years thereafter.
- e. Each driver must complete a "Driver Information Sheet"- see page 4 for a printable or page 6 for a fillable form. The sheets are to be retained on file for the duration of each individual's service as a driver. Persons with a poor history should not be allowed to drive for diocese/parish business.
- f. The use of 11-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all, but the two front seats are removed.
- **g.** Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pickup or in the cargo area of a vehicle.
- **h.** Use of cell phones and other electronic devices are prohibited while operating a motor vehicle.
- Drivers of diocese/parish owned vehicles are required to take <u>Catholic Mutual's Be</u>
 <u>Smart-Drive Safe defensive driving course</u>. The course can be viewed on-line at <u>https://cmgconnect.org/</u> (new users will require registration, follow on-line instructions, returning users will need their username and password.)

2. Personal Vehicles used for Diocese/Parish Business*

- a. Drivers must be 21 years of age or older.
- **b.** If minors are transported, it is recommended the driver be 25 years of age or older and should also comply with the Diocese of Joliet Protecting Children policies.
- **c.** Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle. A copy of a valid driver's license should be secured.
- d. A Driver Information Sheet must be completed for each driver and kept in parish/school files-see page 4 for a printable or page 6 for a fillable form. Persons with a poor history should not be allowed to drive for parish business. Volunteer drivers should also complete the Adult Waiver & Medical Information Form-see page 5 for a printable form or page 7 for a fillable form.
- e. The use of 11-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- **f.** The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- **g.** The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident. A copy of the current insurance card should be secured.
- h. Use of cell phones and other electronic devices are prohibited while operating a motor vehicle.
- i. While not required, it is recommended that a Motor Vehicle Record check be obtained for any employee or volunteer who will be using their personal vehicle on a regular basis for diocese/parish/school business.
- j. All employees who drive as part of their position and frequent volunteer drivers are required to take <u>Catholic Mutual's Be Smart-Drive Safe</u> defensive driving course. The course can be viewed on-line at <u>https://cmgconnect.org/</u> (new users will require registration, follow on-line instructions, returning users will need their username and password.)

3. Rented/Leased Vehicles

- a. The rental or lease of 11-15 passenger vans to transport children or adults is prohibited.
- When a vehicle is being rented or leased, liability and full coverage physical damage insurance must be purchased from the rental agency. Diocesan auto insurance does not cover rented vehicles.
- **c.** Vehicles should not be driven out of the country without special permission.

4. Chartered Vehicles

 Obtain a Certificate of Auto Liability Coverage from the commercial carrier naming the Diocese and parish location as an additional insured. Minimum liability limits are \$2,000,000 combined single limit.

*The use of the word "parish" here refers to all institutions of the Diocese of Joliet that participate in its group insurance program.

Specific Transportation Uses

In addition to the above information, individuals involved in arranging transportation for parish and school transportation activities are required to view Catholic Mutual's transportation risk management video **Church Transportation – Is It Necessary and Ministry-Based?** The course can be viewed on-line at <u>https://cmgconnect.org/</u> (new users will require registration, follow on-line instructions, returning users will need their username and password.)

Other information should be consulted as follows:

<u>School Field Trips</u> – Schools planning field trips should consult the Diocese of Joliet Schools Office - Handbook of Schools Policies for additional specific policies and procedures to follow for these trips. Persons involved with these trips should also comply with the Diocese of Joliet Protecting Children policies. If at all possible, the use of chartered or contracted transportation carriers should be used for these trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

Religious Education and Youth Ministry Trips – In addition to the above information, parish religious education departments and youth ministers planning trips should consult the Faith Formation in Diocese of Joliet handbook for additional specific policies and procedures to follow for these trips. Persons involved with these trips should also comply with the Diocese of Joliet Protecting Children policies. If at all possible, the use of chartered or contracted transportation carriers should be used for these trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

Parish Transportation Ministries – Many parishes have considered or have implemented programs where parish volunteers provide transportation to parishioners to church services, for doctor appointments, shopping, and other needs. These activities greatly increase the risk exposure of the parish. The best method to handle these situations is for parishioners to make these arrangements on their own without parish involvement; however, for parishes that have formally created these programs, specific risk management procedures need to be followed. In addition to the requirements contained above in section 2, Personal Vehicles for Parish Business, individuals providing and receiving transportation services should *sign a copy of the* **Adult Liability Waiver & Medical Information Form**-see page 5 for a printable or page 7 for a fillable form-and a copy should be maintained in parish files.

Related Forms

- 1. Driver Information Sheet
- 2. Adult Liability Waiver & Medical Information Form



Name	Driver's License #
Address	DL Expiration Date
City State	IF MORE THAN ONE VEHICLE IS TO BE USED, THE AFOREMENTIONED INFORMATION MUST BE PROVIDED FOR EACH VEHICLE.
Date of Birth Cell #	Model of Vehicle
EMAIL	Make of Vehicle
Vehicle That Will Be Used (complete only if using personal vehicle)	Year of Vehicle
Owner of Vehicle	License Plate #
Address of Owner	Expiration Date (Illinois Plates)
City State	Registration/Expiration Date (Non-Illinois Plates)
	Ar Dioceean Personnel and TOTHE BUSINESS MANAGED For Parish Persons

THISFORMMUSTBERETURNED TO THE OFFICE OF HUMAN RESOURCES for Diocesan Personnel, and TO THE BUSINESS MANAGER For Parish Persons, ALONG WITH A COPY OF YOUR CURRENT DRIVERS LICENSE & INSURANCE CARD

Insurance Information (complete only if using personal vehicle*)

* When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that vehicle.

Specific Vehicle Listed on Policy	
Insurance Company	Policy #
Date or Policy Expiration	Liability Limits of Policy*

(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000 / \$300,000)

Please be aware when using a personal vehicle, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Driving History

lave you had any of the following citations or convictions in the past THREE years:		NO
Driving under the influence of alcohol or drugs		
Hit and Run		
Failure to report an accident		
Negligent homicide arising out of the use of a motor vehicle		
Using a motor vehicle for the commission of a felony		
Permitting an unlicensed person to drive		
Reckless driving		
Are you currently taking any medication that may affect your driving?		

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and, if driving a personal vehicle, have current vehicle registration and the required insurance coverage in effect on the vehicle. I agree that I will refrain from using a cell phone or any other electronic device while driving.

Driver's Signature	Date
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Participant Name	FIRST	LAST		
Address				
City			State	Zip
Email			Cell Phone	

GENERAL PERMISSIONS

___, agree

on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend Parish:

And the Diocese of Joliet, its officers, directors, agents, employees, or representatives from any and all liability for illness or death arising from or in connection with my participation in the trip.

VIDEOS, PHOTOS, and VIRTUAL PLATFORMS

Videos and or/photos may be taken during this event. This authorization form constitutes permission to use my image in video and/or photos which may be used for future promotional efforts including the parish and/or Diocese of Joliet website. *If you wish to opt out of this permission initial here: Participant's Initial*

CODE OF BEHAVIOR

I acknowledge that I am representing our diocese/parish during this event, and I will represent us well. I will adhere to all Diocesan Guidelines and display responsible, mature, and respectful behavior in my words, actions, and usages.

EXPECTATIONS

- 1. All participants are expected to arrive on time.
- 2. All participants are expected to demonstrate respect and common courtesy at all times. Inappropriate language/behavior/conduct will not be tolerated.
- 3. Socializing should always be done in public areas.
- 4. Dress should reflect the values of modesty and respect, and inscriptions and images on clothing should reflect Christian values.
- 5. The possession or consumption of any alcoholic beverages is prohibited.
- 6. The possession of any illegal substances is prohibited and subject to legal action.
- 7. Smoking, vaping, e-cigarettes, smokeless tobacco, and cannabis in any form are prohibited.
- 8. Weapons and/or drug paraphernalia are prohibited.

INFRACTION OF THESE RULES CAN MEAN IMMEDIATE DISMISSAL WITH NO REFUND.

I understand and agree to the Code of Behavior. I also understand and agree that at the time of an infraction requiring my dismissal I will be responsible for any and all costs related to dismissal from said events and activities and any all costs assessed by local authorities.

Participant's Initial

MEDICAL PERMISSION FORM

I grant permission for the administration of First Aid by the people in charge of the event and those transporting to and from the event as their judgement deems advisable and to make the necessary referrals to qualified physicians for the treatment of illness or accidents of a more serious nature. In the event that I should require medical treatment and I am not able to communicate my desires to attending physicians or other medical personnel, I give permission for the necessary emergency treatment to be administered. I hereby give permission to the physicians selected by the adult staff to hospitalize, secure proper treatment for and to order injections, anesthesia or surgery if deemed necessary. I also understand that I will be responsible for any costs incurred.

MEDICAL INFORMATION

ALLERGIC TO MEDICATIONS: YES NO
ALLERGIC TO OTHER:
INSURANCE INFORMATION
Policy in the name of:
Insurance Company:
Policy Number:
Insurance Phone:
Authorized Physician:
Physician Phone:
EMERGENCY CONTACT
In the event of an emergency please contact:
Name:
Phone:Relation
Name:
Phone:Relation

Participant Signature		Date
Participant Name	(Please Print)	



Rev 10/2021

Name	Driver's License #
Address	DL Expiration Date
City State	IF MORE THAN ONE VEHICLE IS TO BE USED, THE AFOREMENTIONED INFORMATION MUST BE PROVIDED FOR EACH VEHICLE.
Date of Birth Cell #	Model of Vehicle
EMAIL	Make of Vehicle
Vehicle That Will Be Used (complete only if using personal vehicle)	Year of Vehicle
Owner of Vehicle	License Plate #
Address of Owner	Expiration Date (Illinois Plates)
City State	Registration/Expiration Date (Non-Illinois Plates)

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Please be aware when using a personal vehicle, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Driving History

Have you had any of the following citations or convictions in the past THREE years:		NO
Driving under the influence of alcohol or drugs	YES	NO
Hit and Run	YES	NO
Failure to report an accident	YES	NO
Negligent homicide arising out of the use of a motor vehicle	YES	NO
Using a motor vehicle for the commission of a felony	YES	NO
Permitting an unlicensed person to drive	YES	NO
Reckless driving	YES	NO
Are you currently taking any medication that may affect your driving?	YES	NO

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Driver's	Signature
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Participant Name	FIRST	LAST		
Address				
City			State	Zip
Email			Cell Phone	

GENERAL PERMISSIONS

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Participant's Initial

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MEDICAL INFORMATION

ALLERGIC TO MEDICATIONS: If YES, please describe:		NO	
ALLERGIC TO OTHER:			
OTHER CONDITIONS:			
INSURANCE		MATION	
Policy in the name of:			
Insurance Company:			
Policy Number:		I.D.#	
Insurance Phone:			
Authorized Physician:			_
Physician Phone:			
EMERGEN		NTACT	
In the event of an emergency plea	ase contac	t:	
Name:			
Phone:		Relation	
Name:			
Phone:		Relation	

Participant Name	(Please Print)	
Participant Signature		Date

PARISH TRANSPORTATION

ADULT LIABILITY WAIVER

RELEASE OF LIABILITY

,, agree on behalf of myself, my heirs, assigns, Full Name
executors, and personal representatives, to hold harmless and defend
, Diocese of Joliet, its officers, Parish directors, agents, employees, or representatives associated with parish
transportation programs from any and all liability claims, loss or damages arising
from or in connection with my participation in parish transportation programs.

Signature

Date

Print Name