

# Roman Catholic Diocese of Fresno



## Safe Environment STEP-BY-STEP GUIDE

### PARISH EDITION

For the Audit Period  
July 1, 2023 – June 30, 2028

A Parish Resource to guide the implementation of the  
Charter for the Protection of Children and Young People

***“Promise to Protect – Pledge to Heal”***

Established by the United States Conference of Catholic Bishops

# Safe Environment Resources

There are five Diocesan publications to direct and support the implementation of the Charter for the Protection of Children and Young People, which includes:

1. **Clergy Handbook – Clergy Policy**
2. **Human Resource & Risk Management Binder**
3. **Diocesan Safe Environment Basic Training Handbook**
4. **Safe Environment Step-By-Step Guide Parish & School Editions**
5. **K-12 Catholic Safe Environment Curriculum**

All clergy and members of religious orders must be approved by the Bishop to serve within the Diocese of Fresno. Safe Environment related concerns regarding ordained ministers should be addressed to the attention of the Vicar General at (559) 488-7400.

**Allegations of sexual abuse of a minor by a member of the clergy, religious order, employee or volunteer must be reported immediately to a Law Enforcement Agency and the Diocese of Fresno. See next page for response contact chart.**

**Victim Assistance Services are available by contacting the Victim Assistance Coordinator at (559) 488-7400.**

**IF YOU HAVE A QUESTION OR NEED ASSISTANCE WITH ANYTHING REGARDING FINGERPRINTING OR SAFE ENVIRONMENT POLICIES AND PROCEDURES PLEASE CONTACT:**

Diocese of Fresno  
Safe Environment Office  
1550 N. Fresno Street  
Fresno, CA, 93703-3788  
Lucia Magaña  
(559) 493-2882  
[lmagana@dioceseoffresno.org](mailto:lmagana@dioceseoffresno.org)

Diocese of Fresno  
Human Resource Office  
Fingerprint Technician  
1550 N. Fresno St.  
Fresno CA 93703  
Daniela Charley  
(559) 493-2851  
[dcharley@dioceseoffresno.org](mailto:dcharley@dioceseoffresno.org)

## Parish Safe Environment Manager Responsibilities

## EDUCATION & TRAINING

- Attends all designated Diocesan training and update sessions at <https://fresno.safeenvironment.org> .
- Is knowledgeable with the content of the current Safe Environment Step-by-Step Guide.
- Is knowledgeable with the content of the K-12 Catholic Safe Environment Curriculum
- Is familiar with the content of the Risk Management Binder as it relates to safety issues, involving minors and/or vulnerable adults.

## COMMUNICATION

- Alerts the Pastor when pertinent information is received from the Safe Environment Office
- Serves as a communication hub and disseminates all Safe Environment related information to all who serve in a leadership capacity where minors are present.
- Submits all bulletin announcements, flyers, and other educational materials received from the Safe Environment Office to the appropriate parish staff members for publication.
- Ensures that all public postings are maintained in high traffic areas.
- Receives fingerprint clearance notifications from the Pastor and informs the appropriate parish ministry leaders promptly.
- Seeks guidance from Pastor regarding the appropriate action in the event a fingerprint clearance is denied or revoked.
- Recognizes and respects the confidential nature of personnel/volunteer files.

## SCHEDULING

- Distributes registration information for online training option through <https://fresno.safeenvironment.org> for all **new** employees and volunteers and **renewal** Safe Environment training for all **continuing** employees and volunteers who will serve where minors are present for the 2023- 2028 audit cycle.
- Collaborates with religious education leaders to ensure that the parent training is followed by the K-12 Compass Child Protection Catholic Safe Environment Curriculum to all minors enrolled in religious education programs.

## RECORDKEEPING

- Submits Safe Environment annual report of K-12 Catholic Safe Environment Program attendance (Form F) and the Parish Compliance Evaluation report.
- Maintains the Master List (Compass Child Protection Master List/Audit Report/Form H) of all employees and volunteers which includes dates of fingerprint clearance as applicable, date of SE training and date Code of Conduct was signed.
- Promptly responds to annual data review and collection so that parish Master List and Diocesan Master List are up to date and accurate; **this information is used for the annual compliance audit.**

**SUPPORT & GUIDANCE:** The Safe Environment Office provides resources and guidance to support you while carrying out these responsibilities. Please call (559) 493-2882 (Office), Fax: (559) 488-7461, or Email: [lmagana@dioceseoffresno.org](mailto:lmagana@dioceseoffresno.org) if you need additional assistance.

# ANNUAL COMPLIANCE AUDIT REPORTS

## **REQUIRED ACTION – PART I**

Every year you will update your parish Compass Child Protection Master List/Audit Report/Form H. This list must contain all employees and volunteers. You will specify their particular area of employment/ministry and indicate when the Safe Environment Training was complete and for those that work with minors, when their fingerprints cleared.

- **Write delete next to the names of those who are no longer in service at your parish.**
- **Add any missing dates of training, fingerprint clearance and/or signing of the Code of Conduct.**
- **Add the names of new employees/volunteers who have fingerprint clearance in process, noting the date they signed the Code of Conduct (as required prior to beginning service) and the date of Safe Environment training, if it has been completed.**
- **Add the names of any employees/volunteers who are exempt from fingerprinting, but are required to be trained and/or have a signed Code of Conduct on file.**

Parishes that fail to respond to the annual data collection in a timely manner may be required to participate in an in-depth parish audit to ensure that policies and procedures are known, understood, and followed.

## **REQUIRED ACTION – PART II**

**The following reports needs to be copied and sent to the Safe Environment Office:**

- **Safe Environment Audit Form (Form F) regarding the K-12 Compass Child Protection Catholic Safe Environment Curriculum attendance is due no later than April 12, 2024.**
- **Master List (Compass Child Protection Master List/Audit Report/Form H) containing the names of all employees and all volunteers (those who have contact with minors) and have been active any part of the audit period. All columns must be filled and be current.**
- **Parish Compliance Evaluation is due April 12, 2024.**
- **Attendance sheets for youth training do NOT need to be sent to the Safe Environment Office, but do need to be kept on file at the parish.**

All originals are to be kept in a single file for the audit year and readily available.

## Parish Employees – Possible Unsupervised Contact with Minors (Mandated Reporters)

<b>BEFORE BEGINNING WORK</b>	
<b>STEP ONE</b>	<b>APPLICATION FORMS</b> A completed employment application form must be filed in employee's personnel file. Professional and personal references should be verified and contacted.
<b>STEP TWO</b>	<b>FINGERPRINT CLEARANCE BY Department Of Justice (DOJ)</b> <ul style="list-style-type: none"> <li>The employee must be fingerprinted using the diocesan "Live Scan" form.</li> <li>The diocesan Fingerprint Technician will notify the pastor/administrator if the employee is cleared. This notification is placed in the employee's personnel file and recorded on the parish Compass Child Protection Master List/Audit Report.</li> </ul>
<b>STEP THREE</b>	<b>SAFE ENVIRONMENT (SE) "CODE OF CONDUCT"</b> <ul style="list-style-type: none"> <li>The employee must read and accept the SE "Code of Conduct."</li> <li>The signed "Code of Conduct" is placed in employee's personnel file and the date it was signed is recorded on the Parish Compass Child Protection Master List/Audit</li> </ul>
<b>BEGIN WORK AFTER COMPLETING STEPS ONE – THREE</b>	
<b>STEP FOUR</b>	<b>SAFE ENVIRONMENT TRAINING</b> <ul style="list-style-type: none"> <li>"Basic SE Training" of new employees must be completed prior to or within the first 2 weeks of employment.</li> <li>Renewal SE Training of ongoing employees is renewed every five years as scheduled by the Diocese.</li> <li>Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called "Protecting Children in the 21<sup>st</sup> Century." The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.</li> <li>Completion of training must be documented by the Certification of Completion provided by Compass Child Protection.</li> <li>Date of completion is recorded on the Parish Compass Child Protection Master List/Audit Report.</li> </ul>
<b>STEP FIVE</b>	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>All employees must complete SE Renewal Training on the following schedule: the beginning of the 2023-2028 renewal cycle.</li> </ul>

## FOR AUDITING PURPOSES

These employees must appear on your Parish Compass Child Protection Master List/Audit Report and on the Annual Fingerprint Database that you will receive from the Fingerprint Technician every fall season. Any missing information is to be completed by the Parish SE manager and returned to the Fingerprint Office promptly.

## Parish Employees – Supervised by a Safe Environment Compliant Adult When Minors are Present

**This category should be carefully considered. It usually applies to employees who have very limited contact with minors. When they do, they must be under direct, constant supervision. The one providing supervision needs to be clearly informed of the added responsibility.**

<b>BEFORE BEGINNING WORK</b>	
<b>STEP ONE</b>	<b>APPLICATION FORMS</b> A completed employment application form must be filed in employee's personnel file. Professional and personal references should be verified and contacted.
<b>STEP TWO</b>	<b>SAFE ENVIRONMENT (SE) "CODE OF CONDUCT"</b> <ul style="list-style-type: none"> <li>The employee must read and accept the SE "Code of Conduct."</li> <li>The signed "Code of Conduct" is placed in the employee's personnel file and the date it was signed is recorded on the parish Compass Child Protection Master List/Audit Report.</li> </ul>

<b>STEP THREE</b>	<b>SAFE ENVIRONMENT TRAINING</b> <ul style="list-style-type: none"> <li>Basic SE Training must be completed within the first 2 weeks of employment.</li> <li>Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called "Protecting Children in the 21<sup>st</sup> Century." The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.</li> <li>Completion of training must be documented by the Certification of Completion provided by Compass Child Protection.</li> </ul>
<b>STEP FOUR</b>	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>All employees must complete Renewal SE Training at the beginning of every five years audit cycle.</li> </ul>

### FOR AUDITING PURPOSES

These employees must appear on your Parish Compass Child Protection Master List/Audit Report. Under the column for Fingerprint Clearance, you are to note that they are "**Supervised.**" The date of completion of Safe Environment Training and signing the Code of Conduct is included.

## Parish Employees – No Contact with Minors

<b>BEFORE BEGINNING WORK</b>	
<b>STEP ONE</b>	<b>APPLICATION FORMS</b> A completed employment application form must be filed in employee's personnel file. Professional and personal references should be verified and contacted.
<b>STEP TWO</b>	<b>SAFE ENVIRONMENT (SE) "CODE OF CONDUCT"</b> <ul style="list-style-type: none"><li>• The employee must read and accept the SE "Code of Conduct."</li><li>• The signed "Code of Conduct" is placed in employee's personnel file and the date it was signed is recorded on the Parish Form H.</li></ul>
<b>BEGIN WORK AFTER COMPLETING STEPS ONE &amp; TWO</b>	

### FOR AUDITING PURPOSES

These employees must appear on your Parish Form H. Under the column for Fingerprint Clearance, you are to note that they are "**Exempt**" and include the date they signed the Code of Conduct. If employee voluntarily completed the Safe Environment online training, under Fingerprint column notate "Exempt" within your Master List /Audit report.

## Parish Volunteers – Possible Unsupervised Contact with Minors

<b>BEFORE BEGINNING SERVICE</b>	
<b>STEP ONE</b>	<b>APPLICATION FORMS</b> A completed volunteer application form should be filed in volunteer's service file. Professional and personal references should be verified and contacted.
<b>STEP TWO</b>	<b>FINGERPRINT CLEARANCE BY DOJ</b> <ul style="list-style-type: none"> <li>The volunteer must be fingerprinted using the diocesan "Live Scan" form.</li> <li>The diocesan Fingerprint Technician will notify the pastor/administrator if the volunteer is cleared. This notification is placed in the volunteer's service file, and recorded on the Parish Compass Child Protection Master List/Audit Report.</li> </ul>
<b>STEP THREE</b>	<b>SAFE ENVIRONMENT (SE) "CODE OF CONDUCT"</b> <ul style="list-style-type: none"> <li>The volunteer must read, accept and sign the SE "Code of Conduct."</li> <li>The signed "Code of Conduct" is placed in the volunteer's service file.</li> </ul>
<b>STEP FOUR</b>	<b>SAFE ENVIRONMENT TRAINING</b> <ul style="list-style-type: none"> <li>Basic SE Training must be completed before the start of volunteer service.</li> <li>Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called "Protecting Children in the 21<sup>st</sup> Century." The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.</li> <li>Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection.</li> <li>Date of completion is recorded on the Parish Compass Child Protection Master List/Audit Report.</li> </ul>
<b>STEP FIVE</b>	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>All volunteers must complete SE Renewal Training at the beginning of each five years audit cycle.</li> </ul>

### FOR AUDITING PURPOSES

These volunteers must appear on your Compass Child Protection Master List/Audit Report and on the Annual Fingerprint Database that you will receive from the Fingerprint Technician during the fall season. Any missing information is to be completed by the Parish SE manager and returned to the Fingerprint Office promptly.

**NOTE: Volunteers aren't mandated reporters.**



## Parish Volunteers – Supervised by a Safe Environment Compliant Adult When Minors are Present

**This category should be carefully considered. It usually applies to volunteers who help out occasionally, and have very limited contact with minors. When they do, they must be under direct, constant supervision by a SE compliant adult. The one providing supervision needs to be clearly informed of the added responsibility. Please keep this group of people to a minimum.**

<b>BEFORE BEGINNING WORK</b>	
<b>STEP ONE</b>	<b>APPLICATION FORMS</b> A completed volunteer application form should be filed in the volunteer’s service file. Professional and personal references should be verified and contacted.
<b>STEP TWO</b>	<b>SAFE ENVIRONMENT (SE) “CODE OF CONDUCT”</b> <ul style="list-style-type: none"> <li>• The volunteer must read and accept the SE “Code of Conduct.”</li> <li>• The signed “Code of Conduct” is placed in the volunteer’s service file.</li> </ul>
<b>BEGIN WORK AFTER COMPLETING STEPS ONE – TWO</b>	
<b>STEP THREE</b>	<b>SAFE ENVIRONMENT TRAINING</b> <ul style="list-style-type: none"> <li>• “Basic SE Training” must be completed before having contact with minors.</li> <li>• Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called “Protecting Children in the 21<sup>st</sup> Century.” The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.</li> <li>• Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection.</li> <li>• Date of Completion is recorded on the Parish Compass Child Protection Master List/Audit Report.</li> </ul>
<b>STEP FOUR</b>	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>• All volunteers must complete SE Renewal Training at the beginning of each five years audit cycle.</li> </ul>

### FOR AUDITING PURPOSES

These volunteers must appear on your Parish Compass Child Protection Master List/Audit Report. Under the column for Fingerprint Clearance, you are to note that they are “**Supervised.**” The date of completion of Safe Environment Training and signing the Code of Conduct is included.

## Employee and Volunteer Transfers from another Parish

<b>BEFORE BEGINNING WORK</b>	
<b>STEP ONE</b>	<b>APPLICATION FORMS</b> A completed employment/volunteer application form <u>for your parish</u> should be completed and filed. Pastor and/or supervisor of previous parish should be contacted for reference.
<b>STEP TWO</b>	<b>FINGERPRINT CLEARANCE BY DOJ</b> <ul style="list-style-type: none"> <li>If clearance is required, and the employee/volunteer is already cleared through the previous parish, he/she does not need to be re-fingerprinted for DOJ Clearance. However, <b>current clearance status must be verified by contacting the Diocesan Fingerprint Technician at (559) 493-2851.</b></li> <li>Once verification is received, it must be recorded on the Compass Child Protection Master List/Audit Report for your parish.</li> </ul>
<b>STEP THREE</b>	<b>SAFE ENVIRONMENT (SE) “CODE OF CONDUCT”</b> <ul style="list-style-type: none"> <li>The employee/volunteer must review and re-sign the SE “Code of Conduct.”</li> <li>The signed “Code of Conduct” is placed in the personnel/service file, and the date it was signed is recorded on the Parish Compass Child Protection Master List/Audit Report or Form H.</li> </ul>
<b>BEGIN WORK AFTER COMPLETING STEPS ONE – THREE</b>	
<b>STEP FOUR</b>	<b>SAFE ENVIRONMENT TRAINING VERIFICATION</b> <ul style="list-style-type: none"> <li>If the employee/volunteer completed Basic SE Training at the previous parish, the date must be verified by contacting the Diocesan Safe Environment Coordinator (559.493.2882).</li> <li>Date of completion is then recorded on your Parish Compass Child Protection Master List/Audit Report.</li> <li>If training was not previously completed, follow procedures as previously directed for new employees/volunteers prior to or within 2 weeks beginning of employment/service.</li> </ul>
<b>STEP FIVE</b>	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>All employees/volunteers must complete Safe Environment Renewal Training at the beginning of each five years audit cycle.</li> </ul>

### FOR AUDITING PURPOSES

These employees/volunteers must appear on your Parish Compass Child Protection Master List/Audit Report or Form H with the dates of SE training and the date of signing the Code of Conduct for your parish. If an individual is involved in multiple sites, please inform the Fingerprint Technician so their name will appear on the Annual Fingerprint database for each location, and DO NOT add them on your annual Audit report.

## Guest Speakers Where Minors are Present

<b>STEP ONE</b>	<b>LETTER OF GOOD STANDING</b> <ul style="list-style-type: none"> <li>Your Guest Speaker should be asked to provide a letter of good standing from the organization of which he/she is affiliated, or from their pastor. The date should be current.</li> <li>If the Guest Speaker is already cleared and trained through our Diocese, verification can be obtained from the Diocesan Safe Environment Manager.</li> </ul>
<b>STEP TWO</b>	<b>SAFE ENVIRONMENT (SE) "CODE OF CONDUCT"</b> <ul style="list-style-type: none"> <li>The Guest Speaker must read and sign the SE "Code of Conduct."</li> <li>The signed "Code of Conduct" should be kept on file at the parish.</li> </ul>
<b>STEP THREE</b>	<b>SUPERVISION</b> <ul style="list-style-type: none"> <li>If the Guest Speaker is not verifiably cleared and trained by Diocese of Fresno, you will need to provide direct, constant supervision for your Guest Speaker during the event by an adult who does meet all SE requirements.</li> <li>Be certain that the Guest Speaker is aware that he/she may not have unsupervised contact with minors who are attending the event.</li> </ul>

These individuals are not reported to the Diocesan Safe Environment Office for Auditing Purposes. However, it is most important that your parish maintain a record of the event and all those who were involved to the degree this is reasonably possible.

## Adult Participants in a Multi-Generational (family-style) Program with Minors

<b>STEP ONE</b>	<b>DIRECT, CONSTANT SUPERVISION IS REQUIRED</b> <ul style="list-style-type: none"> <li>All adult participants in a ministry or organization that meets regularly and is affiliated with your parish must be always supervised if they are not going to be fingerprint cleared and SE trained with a Code of Conduct on file.</li> <li>These adults must be clearly informed that they may not have contact with minors who are not their own children.</li> <li>Do not involve them in any capacity that could be perceived as a volunteer in the ministry. <b><u>If they become more than a participant, SE requirements apply.</u></b></li> </ul>
<b>STEP TWO</b>	<b>PARENT NOTIFICATION</b> <b>Parents must be notified that their child/youth is participating in a ministry/organization that includes adult participants who are not Safe Environment cleared and trained.</b>

# Employee & Volunteer Application Process

## EMPLOYEES

- All potential employees should complete an Employment Application.
- Employers are strongly encouraged to contact all professional and personal references listed.
- Contact pastor of previous parish, if applicable.
- File Employment Applications in a secure location.
- Archive Employment records for a period of 30 years after termination.
- Archive Employees' signed Code of Conduct and Safe Environment training records for a period of 50 years after termination. (Paper or Electronically)

## VOLUNTEERS

- Volunteer applicants who serve on a regular basis (more than twice a month) where minors may be present should complete a Volunteer Application.
- Supervisors are strongly encouraged to contact all professional and personal references listed.
- Contact pastor of previous parish, if applicable.
- File Volunteer Applications in a secure location.
- Archive Volunteers' signed Code of Conduct and Safe Environment training records for a period of 50 years after termination (Paper or Electronically).

## MANDATED REPORTERS

The California Child Abuse and Neglect Reporting Law provides an extensive list of positions that are identified as Mandated Reporters. Within the Diocese of Fresno, the following **paid positions** are Mandated Reporters: Clergy; Parish Life Coordinators; Parish, School, and Retreat Center Administrative Staff; Principals; Teachers; Classroom Aides; Directors and Coordinators of Religious Education; Youth Ministers; Children's and Intergenerational Choir Directors; Coaches, and any other **paid position** that place an adult in regular contact with minors in a supervisory capacity.

## ETHICAL REPORTERS

**Volunteers** often fill some of the positions listed above. By law, they are not Mandated Reporters unless a "regular volunteer" which means a volunteer with the youth service organization who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year, is consider a Mandated Reporter (Source: <https://leginfo.legislature.ca.gov/>) the official site for California legislative information. Other volunteer positions considered Ethical Reports include: Catechists; Catechetical Aides; Coordinators of Altar Servers, and any other volunteer position that place an adult in regular contact with minors in a supervisory capacity. Ethical Reporters should report any suspicion of child endangerment to an available supervisor who is a Mandated Reporter, Child Welfare Services and/or Law Enforcement immediately. An Ethical Reporter cannot report anonymously, the information is kept confidential. In the Diocese of Fresno, training is required for both Mandated and Ethical Reporters.

# Fingerprint Clearance

- All employees and volunteers 18 years and older must be fingerprint cleared who serve in an unsupervised capacity (for any length of time!) wherever minors may be present. This includes all Religious Orders and Catholic Organizations ministering with approved affiliation with the Roman Catholic Diocese of Fresno.
- Non-Catholic Organizations (i.e. Girl Scouts, Italian Catholic Federation, Catholic Daughters, Etc.) who meet on Church property should provide a certificate of insurance and verification their adult leaders have been cleared and Safe Environment trained through their organization. The adult leaders should sign the Diocesan Code of Conduct. For assistance with communicating this requirement to non-Catholic Organizations, please contact the Safe Environment Office.
- Employees and volunteers who are required to be fingerprinted should not begin service until clearance is received. In the event of an urgent need where employees and volunteers begin service prior to fingerprint clearance, they MUST be under direct, constant supervision by an adult who meets all Safe Environment requirements and be made aware that he/she is providing supervision.
- “Live Scan” Forms for fingerprinting and Live Scan locations are provided by the Human Resource Office upon request. Call: (559)493-2851
- Fingerprinting provides a background check and subsequent reporting of arrests and convictions.
- Once employees/volunteers are fingerprint cleared, they do not need to be fingerprinted again, unless their Live Scan is withdrawn upon termination, and they later return to active service.
- The Fingerprint Technician in the Human Resource Office must be notified when an employee or volunteer who has been fingerprinted terminates their employment or volunteer service IMMEDIATELY or as soon as possible.
- A Social Security Number is not required for fingerprinting. However, some form of valid personal identification is required.
- Instruct the Employee/Volunteer to return the “Requesting Agency” copy of the Live Scan Request Form and file it in a secure location.
- Pastors/Administrators will receive clearance verification directly and are responsible for notifying the Parish Safe Environment Manager.
- Post-high school adults who continue to attend youth group functions must be fingerprint cleared, safe environment trained and sign a code of conduct. They must be informed that they are to follow the standard of expected behavior as an adult and the parish takes full responsibility for providing direct, constant supervision to assure that boundary violations with minors in the program do not occur.

## **Basic Safe Environment Training**

- Employees who serve where minors may be present must sign the Diocesan Code of Conduct prior to their starting date of employment and complete Basic Safe Environment training before or within 2 weeks of their starting date.
- Employees who will not have any contact with minors within the scope of their employment are not required to complete the full Basic Safe Environment Training. However, they must review and sign the Diocesan Code of Conduct prior to their starting date.
- Volunteers who serve where minors may be present must sign the Diocesan Code of Conduct and complete Basic Safe Environment training before their starting date. Renewal training is required as specified in Step Five.
- Volunteers who are resistant or are experiencing insurmountable difficulties in completing the required training within the specified time should not be asked to serve until the requirement is accomplished. With Pastor's approval, the Safe Environment Office can provide assistance in these matters by reiterating diocesan policy to the individual.
- Safe Environment Training will be done at <https://fresno.safeenvironment.org> . The course is called "Protecting Children in the 21<sup>st</sup> Century." The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.
- Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection. Date of completion is entered on the Compass Child Protection Master List/Audit Report Automatically.

The Diocese of Fresno is currently contracted with Compass Abuse Prevention Services, an online training company. The Diocese will bill each parish a monthly, flat rate for this service. The parish must maintain a record of prompt payment to the Safe Environment Office.

**For SE training to be thorough, the following points need to be addressed:**

- ✓ Receive a copy of the Certificate of Completion from Compass Child Protection which means the individual has completed the course "Protecting Children in the 21<sup>st</sup> Century" and signed an electronic Code of Conduct. The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.
- ✓ The trainee will receive a brief overview of the USCCB Charter for the Protection of Children and Young People in the Compass Child Protection website.
- ✓ The signed Code of Conduct/SE Certificate of Completion must be kept on file at the parish.
- ✓ The date of completion is noted on the Parish Compass Child Protection Master List/Audit Report which also serves as the date the "Code of Conduct" was signed.

## **Safe Environment Education for Parents, Children & Youth**

## GENERAL INFORMATION

- For parishes, the only diocesan approved Safe Environment curriculum to satisfy Article 12 of the USCCB Charter for the Protection of Children and Young People is the K-12 Children's Learning Program through Compass Child Protection program.
- Implementing the Children's Learning Program Catholic Safe Environment Curriculum is mandatory for every parish.
- The Compass Child Protection Program includes an adult educational material for catechists, parents, and a K-12 lesson plans. The "Parent Book" must be sent home with each child or emailed to the parents.
  - A designated presenter will glean from this section to provide an annual topical presentation to parents prior to implementing the Children's training.
  - K-12 Lesson Plans guide catechists through an age appropriate presentation to their students.
  - Every effort must be made to provide a make-up session for students who were absent the day of the classroom presentation. At the minimum, you are encouraged to send home a copy of the child presentation so that the parents may complete the safe environment presentation at home. For those children who do not receive a make-up session or materials are not sent home to the parent to do at home, will be considered as **not trained** on Form F and on the Parish Compliance Evaluation reports submitted to the Diocesan Safe Environment Office.

## SCHEDULING PRESENTATIONS FOR PARENTS & K-12 STUDENTS

- Parent presentation curriculums must be sent home annually. A copy of the "Parent Presentation Curriculum" can be found with the other curriculums in the Compass Child Protection website.
- The K – 12 lessons should be scheduled within a time frame that ensures the attendance report will be submitted on or before the due date, ideally during fall season. Every effort should be made to provide make-up sessions and/or one-to-one tutoring for students who were absent when the lesson was initially presented.

## PUBLICIZING THE PROGRAM

- Parents are not required to sign a permission form for the Children's Learning Program Lesson.
- Parents should be given an opportunity to preview lesson plans if they have a concern. The Safe Environment Office is a resource to assist you with any special concerns that may be expressed by parents. If a parent does NOT want their child to participate in the lesson, they will need to contact the Safe Environment Manager of the parish/school to obtain an "opt-out" form that will be submitted to the parish/school before the lesson date. Parents are responsible to keep their child home on the date the CLP will be taught. Completed opt-out forms must be kept on file at the parish/school.

## PREPARING CATECHISTS TO PRESENT THE LESSON PLANS

- Parishes are responsible for having DREs and catechists receive training on how to present the K-12 lesson plans.
- Training is offered by the Compass Child Protection website. The training course is called "Children's Learning Program" Once this course is completed, the individual will have access to the children's curriculum. **The DRE is responsible for making sure each catechist has the appropriate grade level curriculum they need. In case of not having a DRE the Safe Environment Manager is responsible for this.**
- Each catechist should thoroughly read through the lesson plan several times before giving the lesson.



# Ongoing Parish Programs & Activities Not On Parish Property

A recent survey conducted by the Safe Environment and Risk Management Departments identified a significant number of parishes that are allowing parish programs and activities, **including the presence of minors** to take place on property that is not owned by the Diocese of Fresno. This includes, but is not limited to private residences and outdoor areas.

Since it is not possible to create a one-size-fits-all policy to direct these off-site events, there are some basic Safe Environment and Risk Management procedures that must be applied out of concern for the safety of all, especially minors.

## SAFE ENVIRONMENT REQUIREMENTS:

- All adult leadership must meet all Safe Environment requirements. This must be documented on the Parish Compass Child Protection Master List/Audit Report.
- Intergenerational groups that include adults who are participants only must remain under the direct constant supervision of a sufficient number of adults who meet all Safe Environment requirements.
- In a private residence or other locations that have private areas, only public areas may be used for gathering space. Bedrooms or other secluded areas may not be used for break-out sessions, etc.
- There must be at least two Safe Environment cleared adults present at every gathering; otherwise the event must be canceled.
- Periodically, unscheduled visits must be made by an adult designated by the pastor/administrator who meets all Safe Environment requirements who is not directly involved with the group, and is able to identify safety features, risk factors, and report them to the pastor or designated supervisor.

## RISK MANAGEMENT POINTS OF INTEREST:

Due to the diversity of facilities in use, direct consultation with the Risk Management Department is highly encouraged and in some cases may be mandatory. The following are some of the Risk Management related issues that are cause for concern:

- Buildings and surrounding grounds should be inspected to assure a safe place for children to meet.
- Children should be supervised at all times.
- Bathrooms and other private areas in the home should be monitored by adult leaders and volunteers.
- Each location should have emergency plans for earthquake, fire, weather, etc.
- Each program/ministry should be actively supervised by diocesan/parish leadership with periodic inspections, visits and reviews.
- Permission slips including medical emergency release and all contact information for family members needs to be on file for every child attending -- even once!

**Vicar General**  
**559-488-7409**

- Be aware of children that are walking to the program. Be extra careful of evening and after-dark sessions for the safety of the children walking. Encourage any child(ren) walking, to walk in groups.

**Bishop**  
**559-488-7410**

There should be a written "~~Arrival and Dismissal Policy~~" for each location that should be communicated to the parents. Specific instructions should take place to make sure a number of vehicles have enough room for a safe drop-off and pick-up of the children. Remember, if this is a residential area added traffic can be dangerous without a properly thought out entry and exit plan. The use of safety traffic cones is recommended to signal drivers that children are present and to drive slowly. The use of safety yellow tape to cordon off unsafe yard areas or to create a safe walking path for children and adults is also recommended. This can be swiftly put into place and taken down to keep your property areas safe and prevent unnecessary property damage.

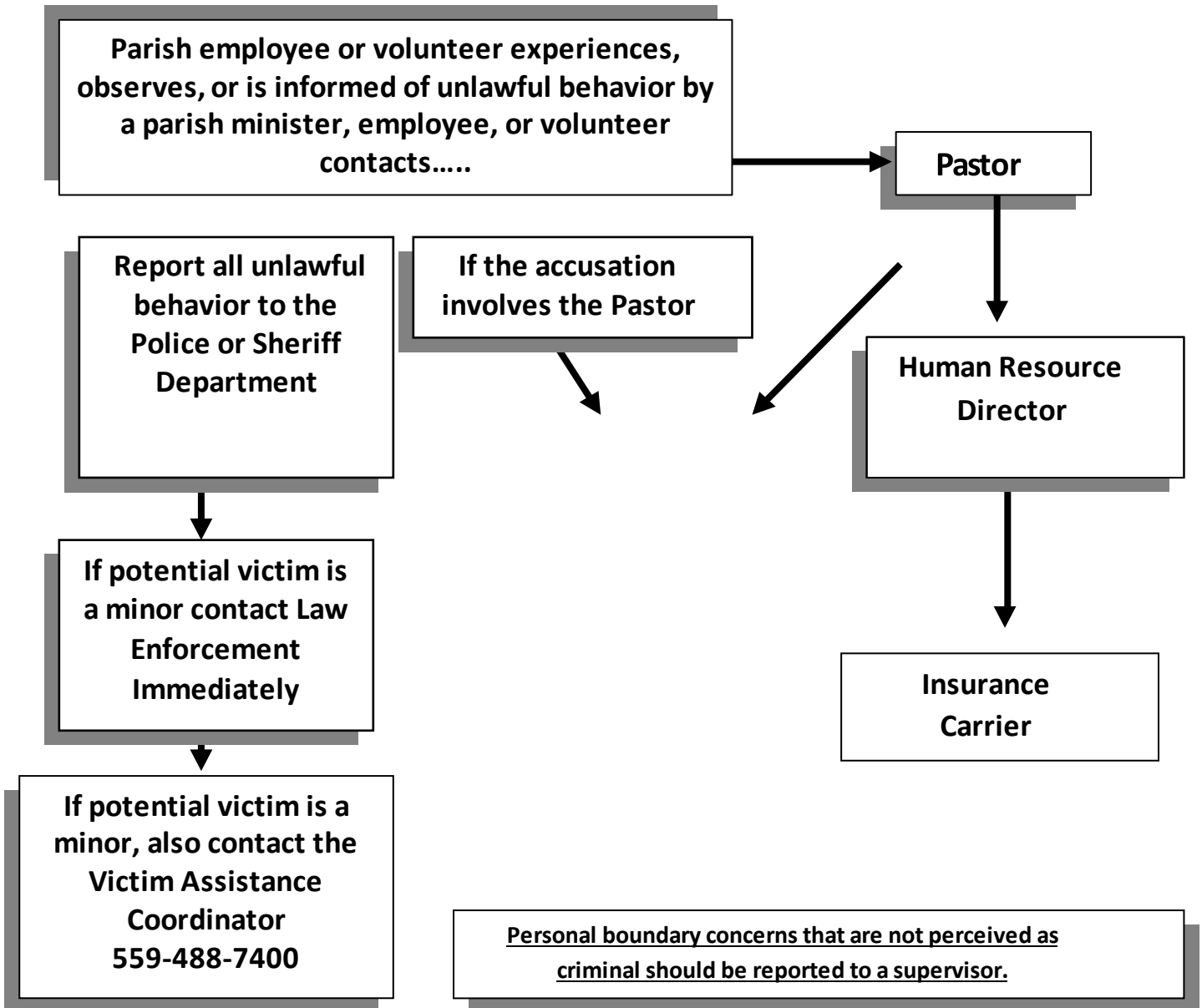
**Chancellor**  
**559-488-7400**

- Please call the Diocesan Risk Management Office at (559) 488-7473 with any questions or comments.

## RESPONDING TO AN ALLEGATION OF UNLAWFUL HARASSMENT

## AT A PARISH

(Harassment includes unlawful discrimination, sexual harassment, or child abuse.)



## ROMAN CATHOLIC DIOCESE OF FRESNO

## **RESPONSE PROCEDURES WHEN AN ALLEGATION OF SEXUAL ABUSE OF A MINOR OR VULNERABLE ADULT BY A MEMBER OF THE CLERGY, EMPLOYEE OR VOLUNTEER IS RECEIVED**

### **1) If the Allegation Creates a Reasonable Suspicion**

Any allegation of sexual misconduct involving a minor or vulnerable adult, which creates a reasonable suspicion of its veracity, will be reported to the law enforcement agency that has jurisdiction where the alleged abuse occurred in compliance with the California Child Abuse and Neglect Report Act (1997). The Diocese will fully cooperate with the investigation conducted by law enforcement that will be followed by a diocesan investigation.

### **2) Preliminary Administrative Actions**

Unless law enforcement requests that the accused not be contacted, the priest, deacon or employee will be placed on paid administrative leave pending the outcome of both the investigations being conducted by law enforcement and the Diocese. A volunteer will be directed to discontinue all volunteer activity pending the outcome of both the investigations being conducted by law enforcement and the Diocese.

### **3) Notification of Faith Communities**

The faith community where the priest or deacon is currently assigned will be notified of the allegation. Anyone with relevant information will be asked to come forward. The announcement will include a reminder that an allegation in itself does not carry with it a presumption of guilt; and, being placed on paid administration leave at the beginning of an investigation is precautionary only, not punitive. Depending on the particular circumstances, notification may be extended to other faith communities where the accused cleric was assigned.

### **4) Pastoral Outreach to the Alleged Victim, Family and Community**

The Diocese will immediately reach out to any known alleged victim or appropriate family members in the case of minors, and offer pastoral assistance and appropriate services. This outreach will include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the Diocese.

### **5) Support for the Accused**

All appropriate steps shall be taken to protect the reputation of the cleric during the investigation. The Diocese will also be aware of the needs of the accused cleric in order to see that he receives the personal support he needs during a very difficult time. The Diocese will urge the cleric to contact a criminal attorney and canonical counsel. The cost of legal assistance will be borne by the cleric. The cleric may be asked to have a medical and psychological evaluation, which again does not imply guilt, so long as this does not interfere with the investigation by civil authorities, but is for the good of the cleric as well as for the good of God's people, even if he may be accused unjustly.

### **6) Additional Actions**

If the investigations by law enforcement and/or the Diocese leads to a belief that there may be probable cause for an allegation against a member of the clergy, the Congregation of the Doctrine of the Faith shall be notified.

### **7) If Guilt is Determined Regarding Current or Recent Sexual Abuse of a Minor**

Diocesan policy provides that for even a single act of sexual abuse of a minor – past or present – the offending cleric will be permanently removed from ministry not excluding dismissal from the clerical state, if the case so warrants. An offending cleric will be offered professional assistance for his own healing and well-being, as well as for the purpose of prevention.

### **8) If an Allegation is Made Against a Cleric Belonging to a Religious Community**

When an allegation is made against a cleric belonging to a religious community, the Bishop or Vicar General will notify the religious community of the allegation immediately. The religious community will be asked to handle the complaint according to its policy and procedures. However, the Diocese of Fresno does not delegate its responsibility to report allegations brought to its attention, and will work with the religious community to assure the safety of God's people. If the allegation involves a minor, it will be reported to the law enforcement agency that has jurisdiction where the alleged abuse occurred in compliance with the California Child Abuse and Neglect Report Act (1997).

### **9) If the Allegation is Unsupported but it is Determined Preventative Measures could have Avoided the Accusation**

If the complaint is judged to be unsupported but it is determined that reasonable precautions could have been taken to avoid any appearance of inappropriate behavior and prevent an allegation of misconduct, the Bishop may provide instruction and counseling for the cleric. The Diocese reserves the right to take all prudent measures to follow up on the matter and to monitor the behavior of the person in question, so that there is no cause for further complaints.

**10) When an Allegation has Proved to be Unfounded** If the allegation has proved to be unfounded, every step possible will be taken to restore the good name of the cleric.



# Parish Compliance Evaluation

Diocese of Fresno, Office of Safe Environment

**Please complete and return to the Safe Environment Office**

**By April 30, 2026**

PARISH NAME: \_\_\_\_\_ CITY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SAFE ENVIRONMENT MANAGER: \_\_\_\_\_

Audit checklist for Parishes	Number		Comments
<b>Employees:</b>			All employees must be on the Master List (do not include priests/deacons)
Total Number of employees (do not include clergy)			
Number of employees who have contact with minors			
Number of employees who <b><u>do not</u></b> have contact with minors			
<b>Fingerprint clearance, Safe Environment training and a current Code of Conduct is required of all employees who have contact with minors. *Employees who do not have contact with minors must renew their Code of Conduct in 2023.</b>			
The following documents are on file in a secure location for each employee (if applicable):	Yes, #	No, #	Please identify the number for each column
• Completed Safe Environment Training during this cycle (2018-2023) for all employees <b><u>who have</u></b> contact with minors)			
• Signed Code of Conduct for <b><u>all</u></b> employees (dated after January 1, 2023)			
• Fingerprint clearance letter on file for all employees <b><u>who have</u></b> contact with minors.			
<b>Volunteers: Parish</b>	<b>Number</b>		
<b>Number of volunteers <u>who have contact with minors.</u></b>	# _____		<b>All volunteers who have contact with minors must be on your Compass Child Protection Master List/Audit Report.</b>
The following documents are on file in a secure location for each volunteer who has contact with minors:	Yes, #	No, #	Comments
• Fingerprint clearance letter			
• Signed code of Conduct ( <b><u>dated after January 1, 2023</u></b> )			
• Completed Basic/Renewal Safe Environment Training ( <b><u>after January 1, 2023</u></b> )			
<b>Number of volunteers who <u>do not</u> have unsupervised contact with minors, but have been fingerprinted and/or received Safe Environment Trained at the pastor's discretion.</b>	<b>Number</b> # _____		<b>Comments:</b> List areas of ministry that the pastor required volunteers to be fingerprinted and/or Safe Environment trained on the Form H though volunteer has no unsupervised contact with minors: (e.g. EM at Mass, Ushers, Lectors, etc)
• Received Safe Environment Training (after January 1, 2023)	Yes	No	

• Fingerprint clearance letter (if done)	Yes	No	
• Signed Code of Conduct (dated after January 1, 2023)	Yes	No	
<b>Religious Education</b>	Yes	No	<b>Comments</b>
1. Has the parish offered Safe Environment Education sessions to all children/youth during the 2024-2025 school year? <b>Date(s) of Presentation:</b>	Yes	No	
2. Have you submitted the Attendance Report (Form F) to the Safe Environment Office for all children and youth? <b>Report is due April 30, 2026</b>	Yes	No	
3. Have you kept on file the attendance records for the date the training sessions were presented?	Yes	No	
4. Did all children who were absent the day of the presentation, receive make-up instruction on another day?	Yes	No	
<b>Parents</b>	Yes	No	<b>Comments</b>
5. Did you send home Parent Safe Environment presentation curriculums?			
6. Did you record the attendance on Form F?			
7. Are parents offered the opportunity to review the children/youth safe environment material prior to the training of minors?			
8. Did some parents opt out of the Safe Environment session for their children?			
9. Did you give these parents the session materials to review at home?			
10. Did you keep notification of the parents who opted out?			
11. Did you submit your updated and most current Compass Child Protection Report/Master List (Form H) of all employees and volunteers to the Safe Environment Office by April 25, 2025?	Yes	No	
12. Did you <u><b>promptly</b></u> return the Fingerprint Annual Update with corrections and updated information to the attention of Daniela Charley?	Yes	No	

**Additional Comments/Notes/Suggestions: (please use back of page)**

Name of Person who completed this evaluation: \_\_\_\_\_

Pastor/Principal/Pastoral Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



**Diocese of Fresno ~~~ Safe Environment Audit Form F**  
**Due on or Before April 30, 2026**

PARISH: \_\_\_\_\_ LOCATION: \_\_\_\_\_ SUBMITTED ON: \_\_\_\_\_  
PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_ COPY ON FILE AT PARISH \_\_\_\_\_ YES

**Mail To: Safe Environment Office, 1550 N. Fresno St, Fresno, CA 93703-3788 or email to: [Imagana@dioceseoffresno.org](mailto:Imagana@dioceseoffresno.org)**

<u>Catholic Safe Environment Curriculum</u> <u>Training</u>	TOTAL ENROLLMENT	# ATTENDED	# ABSENT	# Opt-Out
Lower Elementary (K-2 <sup>nd</sup> grades)				
Upper Elementary (3 <sup>rd</sup> – 5 <sup>th</sup> grades)				
Middle School (6 <sup>th</sup> – 8 <sup>th</sup> grades)				
High School (9 <sup>th</sup> – 12 <sup>th</sup> grades)				
<b>TOTAL COLUMNS</b>	<b>Total Enrolled:</b>	<b>Total Attended:</b>	<b>Total Absent:</b>	<b>Total Opt-Out:</b>

**Total # of Parents who attended the Parent Training Session: \_\_\_\_\_ (This # is obtained by the Parent Sign in Attendance Sheet, Form E)**  
**Please give every parent a copy of the Parent Safe Environment Curriculum.**

Note: Every effort to provide make-up sessions for children/youth who are absent for the SE training should be made. This must be done by a make-up class with the Religious Education teacher.

Comments:

Form F



# DIOCESE OF FRESNO SAFE ENVIRONMENT SCHOOL/PARISH RECORD



## Audit Form H (Complete and return to SE Office by April 30, 2026)

Use this Form or a Microsoft database (i.e. Excel or Access) to maintain your Safe Environment Records.

PARISH/SCHOOL : \_\_\_\_\_ LOCATION: \_\_\_\_\_ SE MANAGER: \_\_\_\_\_

**\*\*\*\*\*This Form is only for people who did not complete Safe Environment Training online and were "ACTIVE" this audit period. The Compass Child Protection generated Master List MUST be submitted whether or not you need to use this form.**

Name	Employee or Volunteer	Area of Ministry Please be Specific	Date Fingerprints Cleared	Date of most recent Code of Conduct	Has Contact with Minors? Yes/No

Form H



## ***VOLUNTEER SERVICES***

***1550 N. Fresno Street  
Fresno, California 93703  
559-488-7400***

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### **MISSION STATEMENT**

*As God's beloved people we are called in and through the Spirit  
to live in unity and love and to proclaim the Good News of Jesus,  
especially amongst the poor and marginal of our society.*

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**NOTE: Volunteers who serve where minors may be present are required to meet all applicable Safe Environment requirements up to and including: Background Check/Fingerprinting, Safe Environment Training and signing of the Diocese of Fresno Code of Conduct.**

☐ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Are you over 18? ☒ Y ☐ N  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Home Parish: \_\_\_\_\_ City: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Availability: Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐ Preferred Time: \_\_\_\_\_

Do you have any particular knowledge, skills and/or abilities you would like to share as a volunteer?

\_\_\_\_\_

I am interested in volunteering my services as: \_\_\_\_\_

I am interested in volunteering at the following location(s): \_\_\_\_\_

---

**I am volunteering my time and services without any present or future expectation of payment/compensation of any kind. I acknowledge that my selection as a volunteer is not a job offer and does not constitute an employment relationship. As such, I am under no obligation as to time, duties or resources other than what I freely choose to provide to the Diocese of Fresno, any church, school, or entity owned/operated by the Diocese of Fresno.**

**I understand and agree that the completion and submittal of this Request to Volunteer Services does not guarantee that I have been selected or will be selected to serve as a volunteer with the Diocese Fresno.**

\_\_\_\_\_  
**Volunteer (Print Name)**

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Recipient (Print Name and Position Title)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# Diocese of Fresno

## K – 12 “Catholic Safe Environment” Presentations

Use this form or a comparable means of recording class attendance; keep this record on file at your parish to substantiate what you reported on the KP presentation Summary Sheet (Form F).

You **DO NOT** need to mail this form in with Form F. It is to be filed at your School and available for review upon

Grade Level _____  Print Students Names Here	Date Lesson Presented  Circle Attendance	If Absent, Date of Makeup  (Write the date the student received make up lessons)	Parent – Child/Youth Dialogue Guide Sent Home  Check off if done	Name of Catechist:  <small>Please note if any known cause prevented a child from being trained this year. (i.e. Migrant family, chronic absenteeism due to family issues, chronic illnesses, etc.)</small>
	Present    Absent			
	Present    Absent			
	Present    Absent			
	Present    Absent			
	Present    Absent			
	Present    Absent			
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	Present    Absent			
	Present    Absent			
	Present    Absent			

Form G



# DIOCESE OF FRESNO CODE OF CONDUCT



## SAFE ENVIRONMENT PROGRAM

*The Charter for the Protection of Children and Young People*, adopted by the United States Conference of Catholic Bishops requires:

- All clergy, employees and volunteers, who work/interact with children, shall consent to a background evaluation which shall be conducted by the Diocesan Department of Human Resources. Failure on the part of an employee or volunteer to submit to a background evaluation or failure to pass the background evaluation shall result in the immediate dismissal/termination of the employee or volunteer.
- Participation in the safe environment training at <https://fresno.safeenvironment.org>
- Acceptance of the Diocese of Fresno *Code of Conduct*.

Parishes and schools shall maintain a record of compliance of all three mandatory elements. These records shall be maintained in a confidential location. For assistance regarding the confidential and safe keeping of these records, please consult the Diocesan Department of Human Resources.

## CODE OF CONDUCT

The Diocese of Fresno developed the following Code of Conduct for all clergy, employees, and volunteers who have contact with minors in the Diocese of Fresno and requires each person to acknowledge receipt of the document, understand the document, and comply with the document by signing and dating this Code of Conduct.

For the purpose of this document, the term **child, youth or minor** is defined as a person under the age of 18. A **vulnerable adult** is defined as an adult who experiences physical, emotional, intellectual, or psychological impairment.

### Professional Ethical Obligations

#### 1. Ministerial Role

- a) Will work collaboratively with all those engaged in ministry.
- b) Will faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Are competent and receive ongoing education and training commensurate with their role(s) and responsibilities.

#### 2. Inclusion

- a) Will recognize the dignity of each person.
- b) Will serve all people without regard to gender, creed, national origin, age, marital status, socio-economic status, or political beliefs.
- c) Will ensure that all persons with disabilities are considered for reasonable accommodations.

#### 3. Accountability

- a) Priests are accountable to the Bishop of the Diocese of Fresno or the person he designates; all others are accountable to the pastor, principal, or other duly appointed representative under the authority of the Bishop of the Diocese of Fresno.
- b) Will exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.

- c) Are responsible for supporting each other. This support must include a proper response to inappropriate behaviors concerning children, youth, or vulnerable adults.

#### ***4. Confidentiality***

- a) Will respect confidentiality when appropriate except in a Mandated Reporting situation such as disclosures of abuse, threats of suicide, or in response to acts of violence to self, others, or property.
- b) Will adhere to civil law concerning the reporting of neglect or abuse, or whenever physical harm could come to children, youth, or vulnerable adults.
- c) Will support the rights and roles of parents, guardians, and caretakers while ministering to the needs and concerns of children, youth, or vulnerable adults.

#### ***5. Conduct***

- a) Shall sustain respectful relationships with all those they serve, avoiding sexual harassment and other forms of unlawful discrimination/harassment, and other abuses of authority or power.
- b) Will maintain appropriate professional boundaries with colleagues. Romantic or sexual relationships between an adult and a child, or a youth, or a vulnerable adult are inappropriate and unethical regardless of who initiates the contact.
- c) Must model healthy and positive behaviors with all children, youth, or vulnerable adults.
- d) Procuring, providing, or using alcohol and/or controlled substances for, or with children, youth, or vulnerable adults is prohibited.

#### ***6. Referrals and Intervention***

- a) Should be aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Should be aware of their limitations and make appropriate counseling referrals.
- c) Should adhere to civil and ecclesial law, policy, and procedure for reporting child, youth, or vulnerable adult abuse, suspected abuse, or neglect.

#### ***7. Parish/School /Diocesan Policies and Guidelines***

- a) Should be aware of and comply with all applicable parish/school, organizational and/or diocesan policies and guidelines with special attention to competency, sexual misconduct, safety, transportation, and parental permission.

#### **Behavior Standards**

1. Any verbal or nonverbal sexual behavior with any child, youth, or vulnerable adult is inappropriate and forbidden.
2. All reasonable suspicions of child sexual abuse must be reported as required by state law and diocesan policy. This includes contacting law enforcement. If the suspected abuser involves clergy, employee or a volunteer within the Diocese of Fresno, a report must also be made to the Vicar General at (559) 488-7400 and the Victim Assistance Coordinator at (559) 488-7400.
3. All observed violations of this Code of Conduct must be reported and documented.
4. Dating any child, youth, or vulnerable adult is forbidden.
5. Discretion must be used in dealing with all, especially regarding physical contact. Any overt display of affection should be made in a public setting in front of others and should respect the wishes of the other person.
6. If a child, youth, or vulnerable adult makes sexual gestures or overtures to you, it should be reported to your supervisor so that discussion of this behavior can be held with the child, youth, or vulnerable adult.

7. The “Buddy System” should be used whenever possible, especially when children, youth, or vulnerable adults are involved. Two adults or one adult and one teen are required in all religious education programs, classes and activities. This includes all activities for children and all youth ministry events and activities. Please note, that an adult must always be certain that all interaction/planning meetings with a teen assistant/helper must take place in public or in the presence of another adult or teen. Teens helpers must always be supervised by an adult that meets all Safe Environment requirements.
8. One-to-one communication with a child, youth, or vulnerable adult should occur in a public setting.
9. Driving alone with a child, youth, or vulnerable adult should be avoided at all times. Under unique circumstances a driver may provide transportation with parental consent and with communication with their immediate supervisor.
10. Two adults should be present until all children/youth have left the premises.
11. Never swear or use foul or abusive language in the presence of those you serve in ministry.
12. Never speak graphically about sexual activities, including your own, and do not allow others to do so.
13. Never show pornographic materials to those you serve in ministry.
14. Never use your role to degrade, ridicule, or threaten another person.
15. Never give children, youth, or vulnerable adults tobacco, alcohol, or unauthorized drugs.
16. Never allow children, youth, or vulnerable adults to become sexual with one another during ministry activities.
17. Never invite or host children, youth, or vulnerable adults in your home unless another adult is present.
18. Never spank, shake, slap or physically punish children, youth or vulnerable adults.
19. Never use, or be under the influence of alcohol at any time while ministering to children, youth, or vulnerable adults.
20. Never use, possess, or be under the influence of illegal drugs at any time.
21. Never wrestle with or tickle a child, youth, or vulnerable adult.
22. All behavior standards also apply to electronic media, including internet access, social/media networks such as E-mail, chat rooms, and phone conversations.
23. Communication via electronic communication devices (cell phone, internet, or social network sites) to a child, youth or vulnerable adult should be “one- to- many” rather than “one-to- one.” When a volunteer responds to a personal message, copy your message to your immediate supervisor. Private social networks accounts may not be utilized to connect with children, youth or vulnerable adults within the boundaries of your service.

#### **Unacceptable behaviors:**

- Meeting alone with a child, youth or vulnerable adult in isolated places, or meeting in homes without adults present.
- Showing favoritism.
- Physical contact that can be misinterpreted.
- Commenting on others’ bodies.
- Sexually provocative or revealing attire.
- Being nude in front of children, youth, or vulnerable adults.
- Sleeping in bed with children, youth, or vulnerable adults.

#### **Warning signs in relationships between adults and children, youth, or vulnerable adults:**

- Spending extra time grooming yourself when you know you’re going to see a certain person.
- Finding ways or reasons to be alone with a certain person.
- Keeping aspects of your relationship with a person secret from others (such as how

- often you talk on the phone or see each other alone).
- Giving and receiving special gifts from a certain person.
  - Sharing personal information or seeking help with personal problems from a certain child, youth, or vulnerable adult.

**Inappropriate displays of Affection in Ministry:**

- Any form of unwanted affection.
- Touching bottoms, chests, or genital areas.
- Massages.
- Tickling or wrestling.
- Games involving inappropriate touching.
- Compliments that relate to physique or body development.
- Showing affection in isolated areas such as bedrooms, closets, restricted areas, bathrooms and other private rooms.
- Kisses on the mouth
- Lying down or sleeping beside others.
- Patting others on the thigh, knee or leg.
- Touching or hugging from behind.

Remember your responsibilities include reporting any concerns about others serving in your ministry to your supervisor, pastor or principal.

**(Retain this Code of Conduct for Future Reference.)**

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**SUBMIT THIS PAGE TO YOUR PARISH, SCHOOL OR ORGANIZATION.**



# **DIOCESE OF FRESNO CODE OF CONDUCT**



## **Signature Page**

**Any Violation of this Code by a member of the clergy, employee or volunteer involving a minor or vulnerable adult shall result in disciplinary action, up to and including dismissal.**

**I have read and I understand the Diocese of Fresno's Code of Conduct for clergy, employees and volunteers) and I commit to uphold this code in my area of service.**

**Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_**

**Parish or School Name: \_\_\_\_\_ Location: \_\_\_\_\_**

**Date: \_\_\_\_\_**