



DIOCESE OF JOLIET

STANDARDS OF BEHAVIOR

FOR THOSE WORKING WITH MINORS AND VULNERABLE ADULTS

(REVISED JULY 15, 2021)

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* (revised July 15, 2021), 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 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

- A **minor** is a person under the age of 18.
- 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.
- **Church personnel** includes clergy, seminarians, diaconal candidates, religious, employees and volunteers.
- **Physical abuse** is non-accidental injury that is intentionally inflicted upon a minor or vulnerable adult.
- **Sexual abuse** is any conduct perpetuated upon a minor or vulnerable adult which is either unlawful and/or contrary to the moral teaching of the Church, which is engaged in by a cleric, seminarian, diaconal candidate, religious, or adult employee/volunteer of the Diocese or a parish. It also includes acquisition, possession, or distribution of pornographic images of minors for the purposes of sexual gratification, by whatever means or the use of whatever technology.
- A **cleric (or clergy)** is a male person who is an ordained deacon, priest, or bishop.
- A **seminarian** is a male student who is studying at a seminary in order to become a priest.
- A **diaconal candidate** is a male student who is studying to be a permanent deacon.
- 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.
- An **employee** is a person who is compensated for services to a diocesan agency, parish, or school.

- A **volunteer** is a person who functions without compensation in any role within a diocesan agency, parish, or school.

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 state of 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, non-medicinal 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 (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.
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
- 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 (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 (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.
7. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of minors and vulnerable adults equally apply to the virtual world as they do to the physical world.

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. Some 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 diocesan and parish employees, as well as to all parents and parishioners whose children attend parochial schools or attend Religious Education programs. The document is posted on the diocesan website under the Office of Child and Youth Protection: www.dioceseofjoliet.org

Members of the clergy, seminarians, diaconal candidates, religious, employees and all volunteers who work with minors and/or vulnerable adults will be required to receive in-service education 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.

CAUTION: Anyone who has reason to believe that a minor is being abused or neglected should make a report to the Illinois Department of Children and Family Services (DCFS). Mandated reporters must report to DCFS. To report non-life threatening and non-emergency incidents of abuse or neglect of a child, a report may be made to DCFS through its Online Reporting System: <https://dcfsonlinereporting.dcf.illinois.gov/>. If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the DCFS hotline at 800-25-ABUSE (800-252-2873) to make your report.

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 diocesan, parish, and school transportation activities. It is important to know that the diocesan auto program provides coverage to diocesan 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 diocesan/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 diocesan/parish staff. 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. Diocesan/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 diocesan 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." 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 diocesan/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.
- i. Drivers of diocesan/parish owned vehicles are required to take Catholic Mutual's Be Smart-Drive Safe defensive driving course. The course can be viewed on-line at <https://cmgconnect.org/> (new users will require registration, click on *Register Here* and follow on-line instructions, returning users will need their username and password.) Training results should be emailed to humanresources@dioceseofjoliet.org.

2. Personal Vehicles used for Diocesan/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 diocesan/parish/school files. Persons with a poor history should not be allowed to drive for diocesan/parish business.
- 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 diocesan/parish/school business.
- j. All employees who drive as part of their position and frequent volunteer drivers are required to take Catholic Mutual's Be Smart-Drive Safe defensive driving course. The course can be viewed on-line at <https://cmgconnect.org/> (new users will require registration, click on *Register Here* and follow on-line instructions, returning users will need their username and password.) Training results should be emailed to humanresources@dioceseofjoliet.org.

3. Rented/Leased Vehicles

- a. The rental or lease of 11-15 passenger vans to transport children or adults is prohibited.
- b. 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

- a. 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 diocesan/parish/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 <https://cmgconnect.org/> (new users will require registration, click on *Register Here* and follow on-line instructions, returning users will need their username and password.)

Other information should be consulted as follows:

School Field Trips - 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 receiving transportation services should sign a copy of the Adult Liability Waiver and a copy should be maintained in parish files.

Related Forms

1. Driver Information Sheet
2. Adult Liability Waiver (for use in Parish Transportation Ministries)

DRIVER INFORMATION SHEET

Name _____ Date of Birth _____
Address _____ Home Phone # _____
_____ Cell Phone # _____
Driver's License # _____ Expiration Date _____

Vehicle That Will Be Used (complete only if using personal vehicle)

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
_____ Year of Vehicle _____
License Plate # _____ Expiration Date _____
Registration Expiration Date _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

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 specific vehicle.

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

Have you had any of the following citations or convictions in the past THREE years:

	Yes	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

THIS FORM MUST BE RETURNED TO THE OFFICE OF HUMAN RESOURCES, ALONG WITH A COPY OF YOUR CURRENT DRIVERS LICENSE AND INSURANCE CARD

PARISH TRANSPORTATION

ADULT LIABILITY WAIVER

RELEASE OF LIABILITY

I, _____, 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