



## COMPLYING WITH DIOCESAN POLICY

*Please read these documents carefully.*

If you suspect a child is being abused or neglected,  
**YOU MUST REPORT IT.**

Familiarize yourself with the definitions of abuse and  
the indicators of abuse.

Read carefully the “Best Practices for Adults Who  
Work With Minors.” The practice of “two-deep”  
leadership — along with the other practices described  
— are designed to protect minors as well as those  
who minister to them.

A copy of the “Diocesan Report and Inform Policy” is  
provided in English and Spanish. This policy may be  
easily photocopied and displayed throughout the area  
of your ministry or service.

Please note that one accompanying document,  
entitled “Catholic Diocese of Evansville: Best Practices  
for Pastoral Conduct,” is designed to be signed and  
submitted to your parish Youth Protection  
Coordinator. Please provide the requested  
information. This form is also available at the  
diocesan website ([www.evdio.org](http://www.evdio.org)).



## DIOCESAN REPORT AND INFORM POLICY

Children are the most important gifts God has entrusted to us. The Diocese of Evansville is committed to safeguarding minors, who are persons under eighteen (18) years of age.

### Report

Immediately report the suspected abuse or neglect of a minor to the Department of Child Services (DCS) or to a local law enforcement agency.

State of Indiana DCS Hotline: 1-800-800-5556

Local law enforcement: 9-1-1

### Report and inform

If a bishop has (a) performed sexual acts with a minor or a vulnerable person; (b) forced someone to perform or to submit to sexual acts through violence, threat, or abuse of authority; (c) produced, exhibited, possessed, or distributed child pornography, including by electronic means, or recruited or induced a minor or vulnerable person to participate in pornographic exhibitions; or (d) executed actions or omissions intended to interfere with or avoid a civil or Church (canonical) investigation into allegations of sexual abuse committed by a cleric or religious: after reporting to DCS or to a local law enforcement agency, inform the Catholic Bishop Abuse Reporting service, which is a third-party reporting service for gathering and relaying such reports to the appropriate Church authorities.

Make a report online at [www.reportbishopabuse.org](http://www.reportbishopabuse.org) or call 1-800-276-1562

If the sexual abuse of a minor involves a priest, deacon, candidate for ordination, pastoral minister, administrator, staff person, or volunteer: after reporting to DCS or to a local law enforcement agency, inform the diocesan victim assistance coordinator.

Toll-free: 866-200-3004

Local: 812-490-9565

---

### The sexual abuse of a minor also includes:

- A vulnerable person is any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally limits their ability to understand or to want or otherwise resist the offense.
- Child pornography, which is any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes.



## REGLAMENTO DIOCESANO DE INFORMAR Y DENUNCIAR

Los niños y jóvenes son los regalos más importantes que Dios nos ha confiado. La Diócesis de Evansville se compromete a proteger a los menores de edad, que son personas menores de dieciocho (18) años.

### Denuncie

Haga un informe de inmediato de la sospecha de abuso o negligencia de un menor de edad al Departamento de Servicios para Niños (DCS por sus siglas en inglés) o a una agencia local de policía.

Línea directa al DCS del estado de Indiana: 1-800-800-5556

Agencia local de policía: 9-1-1

### Denuncie e informe

Si un obispo ha (a) realizado actos sexuales con un menor de edad o una persona vulnerable; (b) forzado a alguien a realizar o someterse a actos sexuales mediante el uso de violencia, amenazas o abuso de autoridad; (c) producido, mostrado, tenido en su posesión, o distribuido pornografía infantil, incluyendo por medios electrónicos, o atraído o inducido a un menor o persona vulnerable a participar en demostraciones pornográficas; o (d) cometido por sus acciones u omisiones algo para interferir o evitar una investigación civil o eclesial (canónica) sobre alegaciones de abuso sexual cometido por un clérigo o religioso: después de informar a DCS o a una agencia local de policía, haga un informe al servicio de Informes sobre abusos de un obispo católico que es un servicio independiente para reunir y transmitir tales informes a las autoridades eclesiásticas apropiadas.

Haga un informe en línea en <https://reportbishopabuse.org/?lang=es>  
o llame al 1-800-276-1562

Si un sacerdote, diácono, candidato a la ordenación, ministro pastoral, administrador, miembro del personal o voluntario fue involucrado en el abuso sexual de un menor de edad: después de informar a DCS o a una agencia local de policía, haga un informe al Coordinador diocesano de asistencia para las víctimas.

Llamada gratuita: 866-200-3004

Local: 812-490-9565

---

### El abuso sexual de un menor de edad también incluye:

- Una persona vulnerable es cualquier persona en estado de enfermedad, de deficiencia física o psicológica, o de privación de la libertad personal que, de hecho, limite incluso ocasionalmente su capacidad de entender o de querer o, en cualquier caso, de resistir a la ofensa.
- Material pornográfico infantil, que es cualquier representación de un menor, independientemente de los medios utilizados, involucrado en actividades sexuales explícitas, reales o simuladas, y cualquier representación de órganos sexuales de menores con fines predominantemente sexuales.



## Framework for Youth Protection

### THE VISION

Youth are recognized and valued as gifts from God

### THE PLAN

- Education is provided to protect children
- All staff members and volunteers that have regular contact with minors participate in training and submit to background checks
- Best practices commitment to be signed
- Resources are provided

### FRAMEWORK COMPONENTS

- Documents and Policies
- Best Practices
- Curriculum and Resources
- Hiring Practices
- Definitions
- Forms

### DIOCESAN POLICY

- Report to Public Authorities
- Inform the Catholic Bishop Abuse Reporting service for reports involving a bishop
- Inform the Victim Assistance Coordinator for reports involving other diocesan personnel

### YOUTH PROTECTION COORDINATORS

- Appointed for every parish/high school
- Implement program at local level
- Report annually to Diocesan office

### BEST PRACTICES FOR ADULTS WHO WORK WITH MINORS

- Two-deep leadership
- No one-on-one contact
- Respect of privacy
- Separate accommodations
- Proper preparations
- No secret organizations
- Appropriate attire
- Constructive discipline
- Hazing is prohibited
- No expensive gifts or special privileges

### CHILD ABUSE REPORTING LAWS

- Any person who suspects abuse or neglect must report.
- Failure to report may be a Class B misdemeanor, as well as moral and/or civil liability.
- Names of reporters are confidential.
- Immunity for reporters from civil or criminal liability when reporting in good faith.



## Framework for Youth Protection

### What is Child Abuse?

The physical or mental injury, sexual abuse, exploitation, negligent treatment or maltreatment of a child under the age of 18 (except in the case of sexual abuse, where age is specified by the child protection law of the State) by a person who is responsible for the child's welfare

### 4 Types of Child Abuse

- Physical
- Neglect
- Sexual
- Emotional

#### PHYSICAL ABUSE

- Striking with a hand, fist or instrument
- Throwing
- Shaking
- Burning
- Suffocating
- Drowning

#### RECOGNIZING PHYSICAL ABUSE

##### *Physical Indicators*

- Bruises and/or abrasions in suspicious areas
- Burns

#### WHAT IS NEGLECT

- Chronic failure to meet basic needs
  - Food, clothing, shelter
  - Medical care
  - Education
  - Supervision

#### RECOGNIZING NEGLECT

##### *Physical Indicators*

- Fatigue
- Hunger
- Poor school attendance
- Lack of adequate grooming and/or clothing
- Unattended health needs

##### *Behavioral Indicators*

- Habit disorders
- Poor relationships
- Behavioral extremes
- Sleep problems
- Withdrawal
- Anxiety

#### SEXUAL ABUSE

- Utilization of a child for sexual gratification by an adult or older child in a position of power, or permitting another person to do so.

#### RECOGNIZING SEXUAL ABUSE

##### *Physical Indicators*

- Sexually transmitted disease
- Recurrent urinary tract infections
- Difficulty walking and sitting

##### *Behavioral Indicators*

- Premature knowledge of explicit sex acts
- Aggressive, overt sexual behavior
- Sleep disorders
- Self-destructive behaviors
- Behavioral extremes

#### EMOTIONAL ABUSE

- Mental/Emotional harm inflicted by a constant pattern of verbal harassment, threats, and systematic destruction of a child's self-esteem

#### RECOGNIZING MENTAL/EMOTIONAL ABUSE

##### *Physical Indicators*

- Eating disorders
- Elimination problems
- Speech disorders

##### *Behavioral Indicators*

- Habit disorders
- Poor relationships
- Behavioral extremes
- Sleep problems
- Withdrawal
- Anxiety

#### CHARACTERISTICS OF EMOTIONALLY ABUSIVE PARENTS

- Belittling/criticizing
- Little or no interest in child
- Threatening child or child's possessions
- Cutting child off from normal social expression
- Teaching deviant patterns of behavior



## Best Practices for Adults Who Work With Minors

*For Bishops, Priests, Deacons, Candidates for Ordination,  
Pastoral Ministers, Administrators, Staff, and Volunteers*

As children are the most important gifts God has entrusted to us, the Diocese of Evansville is committed to safeguarding minors, which are persons under eighteen (18) years of age.

### Two-deep leadership

Two “approved” adult leaders or one approved leader and a parent or legal guardian of a participant, both of whom must be twenty-one (21) years of age or older, are required for all parish/school sponsored youth activities. The parish/school is responsible for ensuring that sufficient leadership is provided for all activities.

“Approved” means that the Pastor/Priest Delegate knows the person and approves him or her, the person has had youth protection training, and the person has submitted to a criminal history background check.

Two-deep leadership includes, but is not limited to, transporting minors in approved transportation vehicles for non-Catholic School youth activities, such as church mission trips. This does not apply to situations where the driver is the parent or legal guardian of all the minors in the transportation vehicle.

### No one-on-one contact

One-on-one contact between adults and minors is not permitted. In the rare situations that require personal conferences, the meeting is to be conducted with the knowledge and in view of other adults and minors.

- Note: Professional Mental Health Counselors, who are required to follow the Ethical Code of their professional discipline, State licensing requirements, and State legislation regulating professional conduct, may conduct one-on-one private counseling sessions. The term “Professional Mental Health Counselor,” as used herein, means a person with a master’s degree in a recognized mental health discipline, who is licensed, or supervised by a licensed professional, and is employed by Catholic Charities, Diocese of Evansville or is officially approved by the Catholic Schools Office, Diocese of Evansville to provide services on school premises.

No one-on-one contact also applies to digital communication, such as text messages and emails. Adults may not have one-on-one private social media communications or engage in one-on-one in other digital activities with minors. Furthermore, in accordance with the Diocese of Evansville Social Media Policy:

- Before posting pictures of a minor or communicating with a minor electronically (which would include online social media platforms like Facebook as well as email and text messaging), the adult must gain written permission from the minor’s parent or legal guardian. Catholic schools gain this permission by including language in the Parent/Student Handbook which is signed by all parties.
- Parents/legal guardians must have access to everything provided to their children.

Parish/school officials shall also have access to digital communications shared with minors.



## Best Practices for Adults Who Work With Minors (continued)

### Respect of privacy

Adult leaders must respect the privacy of minors and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

### Separate accommodations

When staying overnight, no minor is permitted to sleep in the room of an adult other than his or her own parent or legal guardian. Unless rooming with their own parent or legal guardian, male and female minors shall room separately.

### Proper preparation for high adventure activities

Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, competent supervision, and safety measures.

### No secret organizations

The Diocese of Evansville does not recognize any secret organizations as part of its program. All aspects of the youth program are open to observation by pastors, parents, legal guardians, and leaders. Even in cases of closed membership (i.e., TEC) parents, legal guardians, and pastors MUST be admitted at any time to observe the program.

### Appropriate attire

Proper clothing for activities is required. Modest dress is always required. Guidelines for appropriate attire for a given activity should be written and stated before all youth functions.

### Constructive discipline

Discipline used in youth ministry, educational, and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.

### Hazing is prohibited

Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that diocesan policies are followed.

### No expensive gifts or special privileges

Adults shall not give or accept expensive gifts, or special privileges, to/from minors or their parents/legal guardians without the prior written approval from the Pastor/Priest Delegate.

NOTE: Other Diocese of Evansville departments, such as the Catholic Schools Office, the Office of Catechesis, and the Office of Youth and Young Adult Ministry may have additional code of conduct requirements for their respective ministries.





## Best Practices for Pastoral Conduct

*For Bishops, Priests, Deacons, Candidates for Ordination,  
Pastoral Ministers, Administrators, Staff, and Volunteers*

As children are the most important gifts God has entrusted to us, the Diocese of Evansville is committed to safeguarding minors, which are persons under eighteen (18) years of age.

**As a condition of their providing services to the minors of our diocese, bishops, priests, deacons, candidates for ordination, pastoral ministers, administrators, staff, and volunteers that work with minors in any capacity shall:**

- Treat everyone with respect, patience, integrity, courtesy, and consideration.
- Immediately report the suspected abuse or neglect of a minor to the Department of Child Services (Indiana DCS Hotline: 1-800-800-5556) or to a local law enforcement agency; then inform the appropriate supervisor.
- Immediately report the suspected sexual abuse of a minor by diocesan personnel to the Department of Child Services or to a local law enforcement agency.
  - If a bishop has (a) performed sexual acts with a minor or a vulnerable person; (b) forced someone to perform or to submit to sexual acts through violence, threat, or abuse of authority; (c) produced, exhibited, possessed, or distributed child pornography, including by electronic means, or recruited or induced a minor or vulnerable person to participate in pornographic exhibitions; or (d) executed actions or omissions intended to interfere with or avoid a civil or Church (canonical) investigation into allegations of sexual abuse committed by a cleric or religious: after reporting to DCS or to a local law enforcement agency, inform the Catholic Bishop Abuse Reporting service ([www.reportbishopabuse.org](http://www.reportbishopabuse.org) or 1-800-276-1562), which is a third-party reporting service for gathering and relaying such reports to the appropriate Church authorities.
  - If the sexual abuse of a minor involves a priest, deacon, candidate for ordination, pastoral minister, administrator, staff person, or volunteer: after reporting to DCS or to a local law enforcement agency, inform the diocesan victim assistance coordinator (toll-free: 866-200-3004; local: 812-490-9565).
- Cooperate fully in any investigation of abuse of minors.
- Participate fully in the required training sessions for adults working with minors.
- Be subject to a thorough criminal history background check.
- Refrain from smoking or using tobacco, or smoking electronic cigarettes or similar devices (“vaping”), at any time while serving minors in parish, school, or diocesan sponsored functions.
- Refrain from using, possessing, or being under the influence of alcohol or illegal drugs at any time while serving minors in parish, school, or diocesan functions.
- Be informed that the diocese’s policies and procedures regarding allegations of sexual abuse of minors is on the diocesan website ([www.evdio.org](http://www.evdio.org)).

The sexual abuse of a minor also includes:

- A vulnerable person is any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally limits their ability to understand or to want or otherwise resist the offense.
- Child pornography, which is any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes.

***Failure to report suspected child abuse or neglect to the Department of Child Services or to a local law enforcement agency is a Class B Misdemeanor. The only exception to this requirement involves information learned within the Sacrament of Reconciliation.***

Any action inconsistent with Safe Environment Program policies and procedures may result in the termination of a person’s giving services to minors.





## Best Practices for Pastoral Conduct (continued)

Parish / School / Agency: \_\_\_\_\_

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

I have received a copy of the **Best Practices for Pastoral Conduct** form. I have read and understand this Best Practices for Pastoral Conduct form, and agree to abide by it. I understand that any action inconsistent with Safe Environment Program Policies and procedures may result in the termination of my giving services to minors.

\_\_\_\_\_  
Printed First Name

\_\_\_\_\_  
Printed Middle Name

\_\_\_\_\_  
Printed Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

Please return this completed form to the parish / school / agency site where you are an employee or volunteer.