

**DIOCESE OF OWENSBORO  
POLICY REQUIREMENTS  
GOVERNING  
DIOCESAN, PARISH, AND SCHOOL  
MINISTRIES INVOLVING MINORS  
AND VULNERABLE INDIVIDUALS**

(For Diocesan Ministries Including Youth Ministry, Faith Formation,  
Catholic Schools, Camps/Retreats, Ministry to the Elderly/Disabled)

**Effective August 2010**

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To Those Who Minister in the Diocese of Owensboro,

By virtue of our baptism, every Christian is called to share in the ministry of Jesus Christ. This represents both wondrous privilege and awesome responsibility; and if every person does not answer this call, the Church and the world are diminished. Embracing our varied callings of service and witness requires all to act in humility, in charity, and in justice. We are called to love and serve as Jesus loves and serves, and as such, aspire to the noblest of standards, most especially in service to children, young people, and the vulnerable.

The Diocese of Owensboro has set forth policy requirements for all who join us in our Gospel ministries. These have been developed over the years to meet the needs of youth ministers and religious educators, Catholic school personnel, and all who may find themselves working with minors and vulnerable adults as part of the Catholic Church. These spell out the philosophy, principles and specific requirements that must govern our actions as ministers, employees, and volunteers in positions of leadership.

Please study these requirements and incorporate them fully into your work to assure that the dignity and value of every person may always be affirmed and safeguarded. These guidelines assure that each of us, and our beloved Catholic Church, may act with the highest regard for all God's children. It is my fervent prayer that these guidelines continue the path of renewing the confidence of all people that the Catholic Church will be a safe and holy place for all to gather and learn and celebrate in God's name.

In Christ's love,

Most Reverend William F. Medley  
Bishop of Owensboro

## **INTRODUCTION**

Those who act in the name of the Church have special influence in the lives of the people to whom they minister. Because of the respect and even reverence with which many people seek help from the Church's ministers, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship.

A primary concern for Church representatives involved in ministry with minors and vulnerable adults must be for the safety of the youth and adults involved. All in ministry should take every appropriate step to protect those in their care from accidental or deliberate harm.

In 2002 the bishops of the United States created the *Charter for the Protection of Children and Young People*, which established Safe Environment requirements for dioceses. Article 12 of the Charter addresses training and standards of conduct, and Article 13 requires that dioceses "evaluate the background...of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies."

If you find reading through these policy requirements overwhelming, remember that planning for the safety of all is in itself an act of caring. These policies are based on common sense and should quickly become second nature.

The following policy requirements, adopted by the Diocese of Owensboro, are intended for all diocesan, deanery-level, and parish activities/programs involving minors and vulnerable adults, including youth ministry, faith formation, Catholic schools, camps/retreats, informal counseling settings, and ministry to the elderly/disabled. They should be followed accurately and responsibly by all adults working with minors and vulnerable adults, for the safety of all.

## **ADULTS IN MINISTRY**

Though we are the Body of Christ, we are also sinners, a wounded people. This reality underlies all the concrete steps we take to create safe environments for all who share in our Church.

The Diocese of Owensboro Statement of Policy and Procedures on Sexual Abuse states:

Sexual misconduct by paid personnel and volunteers of the Diocese of Owensboro is contrary to Christian morals, is a grievous sin, and may be criminal under the laws of the Commonwealth of Kentucky. All personnel of the Diocese must comply with applicable state and local laws regarding incidents of actual or suspected sexual misconduct and with the ... [diocesan sexual abuse] policies. (Art. 1.1; p. 402:15)

The vast majority of people would never think of committing a crime against a child or vulnerable adult. Nevertheless, certain individuals pose a threat in just about any assembly of people but are not easily recognized as risks. Safe Environment training is designed to educate adults about risks and concerns regarding sexual abuse so that all Church settings can be designed and monitored for safety.

When seeking to employ a person, it is required that *all references* be contacted (cf. 402:18 no. 9.6) and documentation must be kept of each person's response as to whether or not an allegation or conviction has occurred against the prospective employee (cf. 402:18 no. 9.6.1). No one will be hired or retained who has had a substantiated claim of sexual abuse of a minor or if such a case is still pending against the person. (cf 402:18 no. 9.6.2 and 9.6.3) **Note: Be sure to follow all diocesan guidelines/policies regarding employment as found in the *Diocesan Policy Manual* (cf. 309:1-49).**

Every employee of (a) the Diocese of Owensboro, (b) its parishes or schools, or (c) any Catholic entity that serves minors in any way, must receive Safe Environment training and complete a criminal background check, **whether that individual is directly working with minors or not.** Employees occupy a visible and important role with real or potential access to information, money, or persons being served. Should an individual's results include offenses of a sexual nature, that individual must not be employed.

Volunteers working with minors must abide by the requirements listed for Supervisory Adults as specified below in the "Requirements for Those Ministering with Minors."

### **LIABILITY: GENERAL INFORMATION**

1. The term "risk management" is often used to describe those efforts to minimize possible injuries to those who are involved in Church/school functions or on Church/school property.
2. The law considers individuals and entities responsible for the safety of those in programs under two legal theories: "tort liability" and "premise liability" (see below for an explanation).
3. The Diocese has retained coverage that will protect individuals acting within the scope of their ministry.
4. This protection is based upon limiting the possibilities of injuries and resulting lawsuits through the precautions of program administrators, as outlined in these policies.
5. There is no protection for any criminal or intentional act.

Tort Liability: Under the principle of "tort liability" participants in Church/school programs are considered "invites," to whom certain duties are owed. If through neglect or improper conduct, those duties are not met, those in supervision will be liable for the consequences. Issues to consider under this legal theory of tort liability are:

- clear communication of activity details with parents or legal guardians

- clear communication of behavioral expectations of participants and the consequences of misbehavior
- safe transportation
- appropriate supervision for all activities
- safety while in attendance
- proper maintenance of all facilities to reduce the possibility of accidental injury
- the possibility of mistreatment or abuse of youth within a Church/school program

**Negligence** is an unintentional act or omission, which results in injury. Legal negligence must include four elements. If any of these elements is missing, legal negligence cannot be found. The four elements of negligence are:

1. **Duty:** The person charged with negligence must have had a responsibility or a duty in the situation. An injury that occurs at a place or time where the person does not have responsibility does not constitute liability.
2. **Violation of duty** means that the person charged with negligence was not engaged in the responsibility or duty. Accidents can happen even with proper supervision but there is no negligence if there is no violation of duty.
3. **Proximate cause** means that the violation of duty was the cause of the injury. Proximate cause is complex because it includes the concept of foreseeability. Proximate cause does not necessitate that the responsible person has foreseen the injury but that a *reasonable* person should have foreseen that some injury was possible.
4. **Injury:** Some injury must happen for finding negligence. Injuries can be physical, emotional or psychological.

Premise liability: Under the principle of “premise liability,” one is considered responsible for the safety of all who come onto the property of which one is in possession or control. If someone is injured while on Church/school premises, due to an unsafe condition of the property, there could be liability. Therefore, it is recommended that anything in need of repair be brought to the attention of the appropriate staff person. Issues to consider under premise liability are:

- proper installation and maintenance of buildings and equipment
- proper maintenance of the grounds, including driveways, parking lots, sidewalks, and steps
- emergency safety equipment such as exit lights, fire safety equipment, fire extinguishers, first aid kits
- emergency safety procedures such as fire and tornado procedures and drills, etc.
- physical layout issues related to Safe Environment policies.

All supervisory personnel, whether volunteer or paid, full-time or part-time, must take the following policies very seriously. Doing so serves the needs of families, parishes, schools, and the Diocese. These policies do not constitute legal advice in any specific situation. One should consult organization counsel for specific advice.

Despite all the proper precautions and the best planning, someone may get injured. Should one become aware of any incident of injury or property damage, that individual should report it as soon as possible to the sponsoring agent. This is done by submitting an Incident Report Form J (in Forms section) to the Diocesan Office of Administration.

To insure weather preparedness, a supervisory adult may want to have an assessment conducted by The Severe Weather Preparedness Office at 270-744-6440.

### **DEALING WITH KNOWN SEX OFFENDERS**

Some individuals have been identified as high Safe-Environment risks because they are known sex offenders. Parishes and schools are required to contact the diocesan Office of Safe Environment for help in designing specific standards of conduct for such an individual.

### **REQUIREMENTS FOR ADULTS MINISTERING WITH MINORS (UNDER 18)**

Minors are to be considered as restricted individuals. That is, they are NOT independent. Legal parent(s)/guardian(s) have the right to know where they are and what they are doing. Those under 18 years old are NOT adults and are not permitted unfettered decisions.

#### **Types of Adult Involvement:**

**Non-Supervisory:** Some adults involved with events for minors and/or vulnerable adults are not placed in positions of authority or supervision. They come as adult participants or as parent observers. Form B (Emergency Medical Release and Health Information for Adults) or its equivalent provides information in case of an emergency. In addition, those individuals should complete and submit the Non-Supervisory Adult/Adult Participant Code of Conduct (Form D-5). See “Adults in Ministry” information above in these policies, and contact the diocesan Office of Safe Environment for help in addressing any issues.

**Supervisory:** Other adults are placed in positions of authority or supervision and so need to abide by all Safe Environment requirements listed below. In this diocese those specifically obligated to comply with Safe Environment are:

- any person employed, full- or part-time, by the diocese, its parishes, its schools, or any Catholic entity that serves minors in any way
- any adult participating in an overnight situation involving minors or vulnerable adults
- anyone placed in a position of authority, trust, or supervision (of a minor or vulnerable adult) at a special event that lasts more than twelve hours (e.g. Vacation Bible School, Youth 2000)
- anyone placed in a position of authority, trust, or supervision (of a minor or vulnerable adult) who serves for more than twelve hours in one year
- special circumstances: The diocese, deanery, school, or parish may decide that, to address the risks for a particular setting or event, even supervisory adults falling below the “twelve hours” need to meet Safe Environment requirements.

When a youth event includes non-supervisory adult involvement, the level of supervision must increase. Supervisory/non-supervisory adults and participants should be identified in some way, e.g. color-coded name tags. Options for these situations include:

- Non-supervisory adults may be specifically assigned to an individual who is Safe-Environment-cleared.
- Additional supervisory adults (not already assigned to other responsibilities) can be added to monitor the setting, e.g. hallways, restrooms, isolated areas.

Supervisory adults from other dioceses who are attending events within the Diocese of Owensboro must provide evidence from their diocese of compliance with their diocesan Safe Environment policies, set forth by the USCCB.

NOTE: For their safety, supervisory adults of age 18 through 20 years old have limitations on their responsibilities. They may not transport, act as chaperones, or be the sole supervisors.

### **Safe Environment Requirements:**

1. Complete a diocesan-determined Safe Environment training program and provide documentation of successful completion to the appropriate coordinator/supervisor.
  - a. This training must be completed once every five (5) years.
2. Read summary of the Diocesan Sexual Abuse Policy (full policy for laity found on pages 402:14-25 or on diocesan web site) and acknowledge acceptance of that policy, either digitally within the diocesan training venue or by signing the Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures (in Forms section or in sexual abuse policy document, page 402:19).
  - a. This step is handled in conjunction with training; however, ministry locations are encouraged to have forms reviewed annually.
3. Read and acknowledge the Supervisory Adult Code of Conduct Form, either digitally within the diocesan training venue or by signing Form D-4 (in Forms section).
  - a. The purpose of parish-, school-, and diocesan-sponsored activities is to provide opportunities for people from all over the Diocese of Owensboro to grow in their faith, have a good time, form Christian friendships, and have educational and learning experiences. Therefore, the diocese has certain expectations, listed on the Code of Conduct, for those choosing to be involved.
  - b. Acceptance of the Code is usually handled in conjunction with training; however, ministry locations are encouraged to review the Code annually with supervisory adults.
4. Complete Diocesan Background Check Release Forms—See Forms section, or find on diocesan web site, and receive results from diocesan background check
  - a. Clearance letter will be issued by diocesan Office of Safe Environment. Any restrictions or non-clearances will be communicated both to the individual involved and to the pastor/principal/designated supervisor at any indicated place(s) of ministry.
  - b. Background checks cover a period of five (5) years, at which point new forms must be submitted.

### **General Policy Requirements:**

1. **Permission Form signed for any minors participating**—Parent or legal guardians (proof of guardianship) must complete a Permission Form A (in Forms section). This includes permission plus emergency health information.
  - a. Form must be signed and witnessed by any other individual 21 years of age or older.
  - b. An original form must be kept on file at the parish for parish events.
  - c. An original Permission Form A must be taken on all overnight or out of town trips.
2. Activity organizers should communicate clearly to participants and parents/guardians the times involved for activities. This includes earliest allowable arrival time, times for leaving and returning (if applicable) and expected pick-up time. If any participants remain past pick-up time, follow the Adult Codes of Conduct; i.e. “At least two adults should be present when there is only one minor, and at least two minors should be present when there is only one adult.”—(See Form D-4.)
3. **Emergency Medical Release and Health Information Form for Adults**—Form B (in Forms section) is needed for any adults attending youth functions.
  - a. These forms should be kept with youth forms in case the need for medical attention arises during an event.
4. Priority must be given during any Church activities to ensure that all participants fulfill their Sunday or Holy Day obligations.
5. The Sacrament of Reconciliation should be offered in an open setting. (See Adult Codes of Conduct—Forms D-4 and D-5, in Forms section).
6. Verify with participant’s family that all medical form information and emergency contact information is current.

7. Audiovisual, music (including lyrics), and print resources used in programs must be screened by an adult authorized by the program director. This must be done **PRIOR TO USE** to ensure the appropriateness for the participants. In order to use an R-rated movie or movies rated with an even stronger designation, parents/guardians must provide specific, written permission. (Catholic Movie Hotline: 1-800-311-4CCC)
8. **Codes of Conduct for Minors completed**—The purpose of parish-, school-, and diocesan-sponsored activities is to provide opportunities for people from all over the Diocese of Owensboro to grow in their faith, have a good time, form Christian friendships, and have educational and learning experiences. Therefore, the diocese has certain expectations for those choosing to be involved.
  - a. Depending on the age of the minor participating, the appropriate Code of Conduct should be read and signed by participant and parent/guardian:
    - i. K-3 Code of Conduct: Form D-1(in Forms section)
    - ii. Grades 4-6 Code of Conduct: Form D-2 (in Forms section)
    - iii. Middle School and High School Code of Conduct: Form D-3 (in Forms section)
9. Every off-site activity\* **MUST** have at least 2 Safe-Environment-compliant chaperones. If the group includes both males and females, then chaperones should also include both. This is absolutely required for overnight and/or out-of-town activities.
10. Minimum Number of Chaperones (for all off-site situations):
  - a. High-school-level activities: one (1) chaperone per ten (10) minors,
  - b. Middle-school-level activities: one (1) chaperone per seven (7) minors
  - c. Under-middle-school-level activities: one (1) chaperone for every five (5) minors
11. For on-site sessions such as faith formation classes or youth ministry, reasonable numbers of supervisory adults should be available.
12. Supervisory adults should reasonably be available and visible at all times during the events, take part in enforcing the rules, and take control of any situation that the young people are unable to handle.

\* Note for Catholic Schools: Some school-sponsored activities do not require the recommended level of chaperones. In these cases the chaperone number would be determined by the principal. It is recommended that **NO** school activity have less than 2 chaperones, preferably one male and one female.

### **Special Situations:**

#### **Medical Emergencies:**

A minor may become ill or have an accident while participating in a diocesan-, school-, or parish-sponsored event. Responsibilities of the adult acting in a supervisory capacity involve:

1. Assess seriousness. This might include asking the participant, calling a parent/guardian, asking another adult with medical knowledge. If there is any question about seriousness, adult should call 911 or other emergency number.
2. Refer to Form A for participant's basic medical information.
3. In the case of any serious situation, contact parent/guardian as quickly as possible. (Participant's relevant phone numbers should be on Form A.)
  - a. For every incident that involves professional medical attention or for which potential medical attention might be required, complete Incident Report Form—Form F (in Forms section)
  - b. Incident report must be filed with diocese within two (2) weeks.

#### **Crisis Situations:**

In the event of a potentially violent situation, the priorities will be for **SAFETY** and **NOT BETRAYING TRUST** with the attempt to find the balance between the two. An adult must focus on the individual's behavior and **NOT** on his/her personal judgment.

1. Always make sure emergency contact information is current and accurate for any event.
2. Should a crisis situation develop where an individual constitutes **A THREAT TO HIM/HERSELF OR OTHERS**, the appropriate responses might include:

- a. Call parent, legal guardian, emergency contact, host family (for exchange student) provided on registration form. If those cannot be reached or refuse to be involved, call an emergency contact number provided for local crisis line or counselors (See Appendix section.) Communicate the situation and your level of concern; suggest the need for an assessment; and ask about initiating that process.
- b. If the situation escalates beyond your control, call 911 or legal authorities.
3. If there is immediate danger, one or more adults will act as a physical presence while another/others will call 911 to activate appropriate emergency personnel. The police will be summoned for any injury occurring during an incident involving violent or aggressive behavior.
4. If danger is suspected, the youth will be interviewed by a pair of adults who have a rapport with them. Confidentiality between the adults and youth shall be maintained.
5. Search and seizure (page 300:11) will be used as a means of last resort. Legal counsel may be sought prior to any search.

### **Completing an Incident Report:**

1. An Incident Report Form—Form F, (in Forms section) must be completed for every incident that involves professional medical attention or for which potential medical attention might be required. This may include other incidents (i.e. damaging property). (Report anything that needs immediate/potential attention.)
2. Keep these on file at the parish/school and send a copy to the diocesan Office of Administration.
3. An Incident Report should be completed and reported within 24 hours minimum, or two weeks maximum, from the date of the incident.

### **Reporting Suspected Abuse:**

Anyone who obtains information of known or suspected physical or sexual abuse, neglect, exploitation and/or harassment of any participant, shall report said information immediately to the proper authorities (the Department of Social Services listed under State of Kentucky, and/or law enforcement officials). After the report has been made, the adult making a report should inform his or her supervisor/principal.—**Form H: Abuse Report**, (in Forms section). See Appendix section for information about relevant state law.

### **Policy Violations/Adult Conduct Concerns:**

All adults, whether supervising or participating in activities involving minors or vulnerable adults, are required to read and accept a Code of Conduct. The Adult Codes of Conduct define appropriate and inappropriate conduct and remind the individual that:

If I become aware of anyone violating this ... Code of Conduct, **I will take responsibility to report that violation** to the appropriate level of supervisor or to the diocesan Office of Safe Environment so the issue can be addressed and minors can be kept safe.

Whenever policy violations are left unchecked, minors and vulnerable adults are put at greater risk of exploitation because appropriate boundaries are blurred.

Occasionally, an individual observes behavior that crosses the line of appropriate conduct as interpreted by the Code of Conduct and reasonable safety factors. A person observing inappropriate conduct should get help from a supervisor immediately so the problem can be addressed promptly. If the situation is so worrisome or if the intervention does not provide satisfactory assurance that the problem has been adequately addressed, further steps should be taken. **Form I: Confidential Notice of Concern**, (in Forms section) may be completed by (a) an individual who observes troubling conduct, (b) a supervisor with whom a concern has been shared, or (c) a representative at the diocese (e.g. Youth Ministry, Faith Formation, Safe Environment) with whom the observations are shared. The information presented in the form may be used by diocesan personnel (a) to help clarify policy for individuals at a particular location or (b) to determine if a behavior or pattern of behaviors needs further intervention.

**Diocesan Search and Seizure Policy:** To safeguard all involved, adults may feel the need to make a physical inspection of a person or his/her possessions. If an adult asks a student/participant to hand over something, that is not considered a search. If an adult asks a student/participant to take something out of his/her pocket, that is not considered a search. One only needs to have another adult present if a student/participant is searched.

Schools shall include this Search and Seizure policy in the Parent-Student Handbook.

Diocesan Search and Seizure Policy states:

1. No search shall be conducted unless there are reasonable grounds to believe the search will reveal evidence of a violation of the Code of Conduct or the law.
2. Two adults must be present for a search. Searches shall only be conducted by those directly responsible for the person's conduct (e.g. Director/Coordinator of Faith Formation, youth minister, teacher/principal, parish chaperone, etc.) along with another adult witness.
3. When a search is conducted, either the conductor of the search or the adult witness must be the same gender as the subject of the search.
4. **Searches:**
  - a. **do NOT involve touching** of the participant by an adult—Note: NO PAT-DOWN SEARCHES
  - b. **are limited** to a person's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks, etc.)
  - c. may include requiring participant to empty pockets or personal items
  - d. may include requiring participant to pull pants legs up and pull socks down
5. Only legal authorities (i.e. police) have authorization to conduct pat-down searches.
6. No search shall be conducted in the presence of any other participant (except the parent/guardian of the person being searched, if he/she is in attendance).
7. Legal authorities, if appropriate, and parent/guardian will be notified immediately.
8. Items that may be seized are illegal items (e.g. weapons, drugs, etc.) and any other possessions reasonably determined by authorized personnel to be a safety/security threat.
9. Other items may be seized temporarily if they disrupt or interfere with the individual's or others' participation. Such items will be returned to the participant at the end of the activity. (Examples include cell phones and other electronic equipment, keys, etc.)
10. Those who fail to cooperate with search request shall be subject to other disciplinary action.

NOTE: School or parish property does not belong to the student/participant. It is recommended that schools and programs include a policy in the parent/student(participant) handbook that states "the school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice."

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### **Complying with Exposure Control Plan:**

The diocesan Exposure Control Plan has been developed for the prevention and control of diseases caused by blood-borne pathogens. It represents measures required for implementation and adherence to OSHA standards. (See Appendix section)

- Employees and volunteers should be aware of this plan and have an understanding of it as it references their ministry.
- This plan will be reviewed and updated annually or as necessary (e.g. when new tasks are assigned, when tasks change, when new employee positions with potential exposure are added, when an exposure incident indicates need for plan revisions).
- A copy of this plan should be in a location known and available to appropriate personnel.

### **REQUIREMENTS FOR MINISTERING WITH MINORS OFF-SITE-(not at church/school site)**

**Activity Information Form/Liability Release Form** required—**Form C and Form C-Schools** (in Forms section) includes Activity Information Form with details of the activity, transportation details, and costs in order to provide parents/guardians with all relevant facts. The Liability Release Form on the back of Form C gives release for specific events.

### **Adult Chaperones/Volunteers/Participants—(including catechists, drivers, youth workers, etc.):**

1. Any adult volunteer under age 21 must have supervision and may not be considered a chaperone.
2. All chaperones must be at least 21 years of age.
3. Parishes should verify that adults understand their responsibilities as listed in the Supervisory Adult Code of Conduct (Form D-4) and Diocesan Sexual Abuse Policy (acknowledgement available in Forms section).
4. NO activity\* should have fewer than 2 chaperones. If the group includes both males and females, then chaperones should also include both. This is absolutely required for overnight and/or out-of-town activities.
5. Minimum Number of Chaperones (for all off-site situations):
  - a. High-school-level activities: one (1) chaperone per ten (10) minors,
  - b. Middle-school-level activities: one (1) chaperone per seven (7) minors
  - c. Under-middle-school-level activities: one (1) chaperone for every five (5) minors
6. Chaperones should reasonably be available and visible throughout the event(s), take part in enforcing the rules, and take control of any situation that the young people are unable to handle.
7. No adult should be alone with a minor (anyone under age 18), as noted in the Adult Codes of Conduct (Form D-4 and Form D-5).
8. Form B (in Forms section) is the Emergency Medical Release and Health Information for Adults Form and is needed for any adults attending youth functions—Form B should be kept with youth forms in case the need for medical attention arises during an event.
9. Drivers transporting minors for events should abide by all transportation policies noted below.

\* Note for Catholic Schools: Some school-sponsored activities do not require the recommended level of chaperones. In these cases the chaperone number would be determined by the principal. It is recommended that NO school activity have less than 2 chaperones, preferably one male and one female.

### **Transportation:**

1. Drivers for youth events must be at least 21 years of age.
2. Commercial vehicles should be used for transportation whenever possible.
3. If it is not possible to use commercial vehicles, then privately owned vehicles may be used as long as the owner is aware that his/her vehicle insurance is primary. Liability coverage limits are recommended to be set at \$300,000 at a minimum. It has been a trend for several years that individuals who drive frequently for organizations larger than themselves carry a minimum coverage of \$500,000.

4. **In addition to meeting Safe Environment requirements, all volunteer drivers must fill out the Volunteer Drivers Form—Form E** (in Forms section).
  - a. This form will be kept on file in the parish/school/institution and updated as needed, at least annually.
  - b. If the volunteer answers “yes” to any of the questions on the form, he/she may be disqualified as a driver. Issuance of citations and/or conviction as a felon are not automatic bars to consideration.
5. Reminder: Driver’s information on Form E may be more current than Safe Environment background check information for that driver.
6. A separate seatbelt must be worn by every individual in a privately owned vehicle.
7. The driver is responsible to ensure that all vehicle safety and traffic laws are observed.
8. All drivers are encouraged to be aware not to place anyone weighing less than 100 pounds near an air bag.
9. When more than one vehicle is used to transport participants, all drivers should have written directions/maps and be briefed on the area. Ideally each vehicle should have compatible emergency communication devices (cell phones, etc.) along with appropriate information such as channel and/or cell phone numbers.
10. No adult should be **ALONE** in a vehicle with a minor (anyone under age 18) unless he/she is parent or guardian of the minor. See Adult Codes of Conduct—Form D-4 and D-5 (in Forms section).
11. All drivers should drive directly to and from designated locations without unnecessary stops. Acceptable stops might include: illness, emergency bathroom breaks, and/or vehicle problems.
12. It is strongly recommended that at least one vehicle be equipped with a **first aid kit** and a **first aid manual**.
13. No firearms are to be carried in any vehicle at any time.

### **Insurance:**

1. **BEFORE** any out-of-town/overnight activity, the Diocesan Office of Administration should receive the following information (For example: use Form C and add the approximate number of participants.) via fax, (270-683-6883) e-mail (josepha.boone@pastoral.org) or mail (600 Locust St., Owensboro, KY, 42301):
  - a. Destination
  - b. Method of transportation
  - c. Approximate number of Adults and Youth
  - d. Departure Date
  - e. Return Date
2. **NOTE:** All privately owned vehicles’ insurance is primary.
3. If a particular location requires a Certificate of Proof of Insurance for Diocesan liability, a minimum of two weeks is required to obtain the Certificate from the Office of Administration.
4. If a parish does not have vehicles, fill out **Form E-1** (in Forms section). **\*\*This form needs to be completed and FAXed or mailed four (4) to seven (7) days prior to the event.**

### **Overnight Accommodations:**

The policies listed below apply to all diocesan-, deanery-, parish-, and school-sponsored events involving minors. Any questions about applying these policies should be directed beforehand to the Office of Safe Environment (270-683-1545)

### **A--General Overnight Accommodations:**

1. As stated earlier, a completed Permission Form A for every participant under age 18 must be taken on all overnight or out-of-town trips for parish or diocesan events. Adults should have a

completed Adult Participant Emergency Medical Release Form B. Form B (in Forms section) should be kept with youth forms in case the need for medical attention arises during an event.

2. A lone adult shall never engage in an overnight trip with a minor or minors. (Exception: A parent/guardian may participate with his/her own child/ren only.)
3. All sleeping areas must be clearly segregated between males and females.
4. All sleeping areas should be segregated between adults and minors.
5. Adults should inform minors of safety rules and security measures prior to the trip and remind them periodically during the trip.
6. During the day, there should be periodic group meetings to be sure everyone is present.

**B—Hotel/Motel Accommodations:**

1. Care is to be taken when booking hotels for groups. If possible, all of the rooms should be on the same floor or location in the hotel. (Adults should request when making reservations.) “Suite” type facilities may allow greater supervision.
2. Adjoining rooms should be requested when possible for better supervision. The group leader must check all rooms before assigning them to groups to avoid males and females having adjoining doors.
3. Adults are never to stay alone overnight in the same room with a minor or minors. (Exception: A parent/guardian may stay in the same room with his/her own child/ren only.)
4. No minor should be allowed to leave the hotel property without authorized adult supervision.
5. Fire procedures should be reviewed at the hotel/motel.
6. Chaperones should set a curfew and make a room check at night.
7. For small groups at least one designated adult should be available throughout the night to handle any concerns. (The front desk should know who that person is and his/her room number.)
8. For larger groups a rotation of adults should supervise the area at all times. At night this would mean having at least two designated adults [male and female for mixed groups], either volunteer or paid, awake and monitoring the area throughout the night.
9. Pay TV and long-distance telephones lines should be turned off at the hotel desk. The use of pay phones should be encouraged for long distance calls.

**C—Other Accommodations:**

1. A rotation of adults should supervise the area at all times. At night this would mean having at least two designated adults [male and female for mixed groups], either volunteer or paid, awake and monitoring the area throughout the night.
2. For tent camping larger tents that accommodate more people should be used whenever possible to allow for better supervision.
3. Adults are never to stay alone overnight in the same tent with a minor or minors. (Exception: A parent/guardian may stay in the same tent with his/her own child/ren only.)

**PROVIDING INFORMAL COUNSELING (to Minors or Adults):**

“Informal counseling,” as described here, refers to listening/direction provided by Church representatives to minors/vulnerable adults under their supervision or to other adults who seek their counsel. It is specifically distinguished from formal counseling provided by certified counselors in a professional setting.

1. Church representatives must not step beyond their competence in counseling situations and shall refer to other professionals when appropriate.
2. In cases where the person being counseled is already in a counseling relationship with a counseling professional, Church representatives should make it clear what role they can provide to the individual. Generally this should be focused on spiritual assistance.
3. Church representatives should carefully consider the possible consequences before counseling someone with whom they have a pre-existing relationship.
4. Church representatives assume the full burden of responsibility for establishing and maintaining **clear, appropriate, professional boundaries** in all counseling-related relationships. They should presume that the potential for exploitation or harm exists for either party.
5. To protect the counselor and counselee, when there are boundary concerns on either side, the counselor should log those concerns, report them to the pastor, and refer the counselee to a more appropriate individual.
6. It would be wise for the Church representative to keep a log of the times and places of counseling.
7. Information obtained of a confidential nature shall be kept confidential, except for compelling professional reasons or as required by law. Before a person makes a disclosure, if feasible, the Church representative should inform the person being counseled about the disclosure and the potential consequences; i.e. confidentiality is limited when there is clear and imminent danger to the client or to others. In such cases, the Church representative will contact the necessary authorities or other professionals, disclosing only the information necessary to protect the parties affected and to prevent harm.
8. Any one-on-one meetings must be held in a public area or in an area that is visible to others (such as in an office with an interior window or an open door) so that another individual can be present outside the room as a witness.
9. Including # 8 above, all provisions listed within the Adult Codes of Conduct (Form D-4 and D-5) apply within any counseling setting, whether the counselee is a minor or an adult.

**REQUIREMENTS FOR ADULTS MINISTERING WITH ELDERLY INDIVIDUALS  
AND/OR VULNERABLE ADULTS**

The term “vulnerable adults” here is defined as it is defined in the “Diocese of Owensboro Statement of Policy and Procedures on Sexual Abuse, part II,” (Art. 3.8; p. 402:16):

Vulnerable persons means all persons under 18 years of age and any person 18 years of age or older when that person, because of impairment of mental or physical function, is unable or unlikely to report abuse or neglect without assistance. (Cf. canons 97 §2, 99)

**General Policies:**

While the Diocese of Owensboro does not require those ministering with the elderly or with vulnerable adults to meet Safe Environment requirements, Church representatives are highly encouraged to abide by Safe Environment policies for the protection of all involved. This would include any group activities. Separate policies regarding ministries to vulnerable adults will apply to other settings.

1. Safe Environment Requirements:

- a. Complete a diocesan-determined Safe Environment training program and provide documentation of successful completion to the appropriate coordinator/supervisor.
- b. This training must be completed once every five (5) years.
- c. Read summary of the Diocesan Sexual Abuse Policy (full policy for laity found on pages 402:14-25 or on diocesan web site) and acknowledge acceptance of that policy, either digitally within the diocesan training venue or by signing the Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures (in Forms section or in sexual abuse policy document, page 402:19).
  - i. This step is handled in conjunction with training; however, ministry locations are encouraged to have forms reviewed annually.
- d. Read and acknowledge the Supervisory Adult Code of Conduct Form, either digitally within the diocesan training venue or by signing Form D-4 (in Forms section).
  - i. The purpose of parish-, school-, and diocesan-sponsored activities is to provide opportunities for people from all over the Diocese of Owensboro to grow in their faith, have a good time, form Christian friendships, and have educational and learning experiences. Therefore, the diocese has certain expectations, listed on the Code of Conduct, for those choosing to be involved.
  - ii. Acceptance of the Code is usually handled in conjunction with training; however, ministry locations are encouraged to review the Code annually with supervisory adults.
- e. Complete Diocesan Background Check Release Forms—See Forms section, or find on diocesan web site, and receive results from diocesan background check
  - i. Clearance letter will be issued by diocesan Office of Safe Environment. Any restrictions or non-clearances will be communicated both to the individual involved and to the pastor/ principal/ designated supervisor at any indicated place(s) of ministry.
  - ii. Background checks cover a period of five (5) years, at which point new forms must be submitted.

2. Activity organizers should communicate clearly to participants (and guardians, if applicable) the times involved for activities. This includes earliest allowable arrival time, times for leaving and returning (if applicable) and expected pick-up time. If any participants remain past pick-up time, at least two supervisory adults should be present when there is only one participant, and at least two participants should be present when there is only one supervisor.

3. **Emergency Medical Release and Health Information for Adults Form—Form B** (in Forms section) is required and will provide necessary information if an adult participant or supervisor has an emergency while involved with an event.

4. Priority must be given during any Church activities to ensure that all participants fulfill their Sunday or Holy Day obligations.
5. The Sacrament of Reconciliation should be offered in an open setting. (See Supervisory Adult Code of Conduct—Form D-4.)
6. Verify with participant (or guardian, if applicable) that all medical form information and emergency contact information is current.
7. Audiovisual, music (including lyrics), and print resources used in programs must be screened by an adult authorized by the program director. This must be done PRIOR TO USE to ensure the appropriateness for the participants.
8. For events involving vulnerable adults, supervisory adults should accept the Supervisory Adult Code of Conduct (Form D-4), and participants should read and sign a Code of Conduct appropriate to their understanding. (Forms D-1, D-2, D-3, or D-5)

**\*\* FORMS: \*\***

- FORM A: PERMISSION FORM and LIABILITY RELEASE and EMERGENCY MEDICAL RELEASE AND HEALTH INFORMATION FOR MINORS FORM—pages 300:2-3**  
Form covers activities for one year. Form needs to be kept on file for five (5) years. One suggestion would be to have two (2) original forms signed at the beginning of a school year. Then individuals could initial and date existing forms to verify that information is current each year.
- FORM B: EMERGENCY MEDICAL RELEASE AND HEALTH INFORMATION FOR ADULTS FORM—page 300:4** (Medical release and health information)—Form covers activities for one year. Form needs to be kept on file for five (5) years. Again, individuals could choose to use the same form and initial and date it to verify that information is current each year.
- FORM C: ACTIVITY INFORMATION FORM/LIABILITY RELEASE—pages 300:5 and 300:6.** Form should be kept one extra year.
- FORM C-Schools:** Separate Schools version for School Activities of One School Day or Less also found here on **page 300:7.**
- FORM D-1: GRADES K-3 CODE OF CONDUCT—page 300:8;** references Search and Seizure Policies (300:11 or 200:9). Forms should be kept for the current year.
- FORM D-2: GRADES 4-6 CODE OF CONDUCT—page 300:9;** references Search and Seizure Policies (300:11 or 200:9). Forms should be kept for the current year.
- FORM D-3: MIDDLE AND HIGH SCHOOL YOUTH CODE OF CONDUCT—page 300:10;** references Search and Seizure Policies (300:11 or 200:9). Forms should be kept for the current year.
- FORM D-4: SUPERVISORY ADULT CODE OF CONDUCT—page 300:12 and 300:13.** Signed form should be submitted to diocesan Office of Safe Environment. The most recent forms should be kept. Annual review is encouraged.
- FORM D-5: NON-SUPERVISORY ADULT/ADULT PARTICIPANT CODE OF CONDUCT—page 300:14;** references Search and Seizure Policies (300:11 or 200:9). Forms should be completed/kept for current year.
- FORM E: VOLUNTEER DRIVERS FORM—pages 300:15 and 300:16.** Form should be kept five (5) years.
- FORM E-1: LIABILITY COVERAGE FOR LEASED OR HIRED VEHICLES—page 300:17**
- FORM F: INCIDENT REPORT FORM—pages 300:18 and 300:19**
- FORM G: \*\*\*\*\*DO NOT USE\*\*\*\*\*ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF SEXUAL ABUSE POLICY AND PROCEDURES—page 300:20.** Superseded by [Acknowledgement of Receipt of Diocese of Owensboro Revised Sexual Abuse Policy and Procedures](#) , page 402:19 of Sexual Abuse Policy. Submit to diocesan Office of Safe Environment. Annual content review of sexual abuse policy encouraged.
- FORM H: ABUSE REPORT—pages 300:21 and 300:22**
- FORM I: CONFIDENTIAL NOTICE OF CONCERN—page 300:23**

**BACKGROUND CHECK REQUEST FORMS:**

- FORM J: AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF AN INVESTIGATIVE (CRIMINAL BACKGROUND) REPORT—page 300:24**  
Submit to Office of Safe Environment, CPC, 600 Locust St., Owensboro, KY, 42301.
- FORM K: CABINET FOR HEALTH AND FAMILY SERVICES...CENTRAL REGISTRY CHECK—pages 300:25-26**  
Submit to Office of Safe Environment, CPC, 600 Locust St., Owensboro, KY, 42301.
- FORM L: MILITARY PERSONNEL BACKGROUND CHECK RELEASE: FT. CAMPBELL—page 300:27**

\*\*Forms related to the Diocese of Owensboro's sexual abuse policy can be found in that document (pages 402:12-13 and pages 402:19-25).

**Revised September 2014**

ROMAN CATHOLIC DIOCESE OF OWENSBORO, 600 Locust St., Owensboro, KY 42301

Name/Address of Institution (Parish, School, etc.) Sponsoring Activity \_\_\_\_\_

**EMERGENCY MEDICAL RELEASE AND HEALTH INFORMATION FOR MINORS**

Minor Participant's Name \_\_\_\_\_ Male/Female (circle) Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Father's \_\_\_\_\_ or Legal Guardian's \_\_\_\_\_ Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Mother's \_\_\_\_\_ or Legal Guardian's \_\_\_\_\_ Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

In an emergency, please notify (Name/Phone #): \_\_\_\_\_

Name of Individual In Case Parent/Guardian Cannot Be Reached: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Is anyone designated as the primary or sole custodial parent by court order or decree? NAME \_\_\_\_\_

Name anyone who is restrained from picking up the child. \_\_\_\_\_

**HEALTH HISTORY:**

Child's Physician: \_\_\_\_\_

Any pre-existing or present medical conditions, disabilities, physical handicaps, or major illnesses: \_\_\_\_\_

Name of any **prescription medications** and concise directions, including dosage and frequency of dosage: \_\_\_\_\_

If my child is in pain and if deemed advisable by a supervisory adult, I grant permission for the following non-prescription medication to be given: Acetaminophen \_\_\_\_\_ Yes \_\_\_\_\_ No

Ibuprofen \_\_\_\_\_ Yes \_\_\_\_\_ No

Any allergies (food, latex, animals, etc?) Yes/No \_\_\_\_\_ Allergic to any medications? Yes/No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_ Contact lenses? Yes/No \_\_\_\_\_

Any swimming restrictions: \_\_\_\_\_ Yes \_\_\_\_\_ No What? \_\_\_\_\_

Any activity restrictions? \_\_\_\_\_ Yes \_\_\_\_\_ No What \_\_\_\_\_

(OVER)

Revised October 2012

**EMERGENCY MEDICAL RELEASE AND HEALTH INFORMATION FOR MINORS (cont'd.)**

**Consent for Emergency Care**

I/We, the undersigned parent(s)/guardian of \_\_\_\_\_ do hereby request and give permission for the provision of necessary medical treatment for the above-named child. I/we understand that supervisory personnel will immediately seek to reach the above-named child's contact(s) in case of a medical emergency. If any injury/incident does occur during this event that requires transportation to a hospital or doctor, I/we give permission for a representative of the parish/school/etc. to secure necessary medical attention. I/we further authorize any duly qualified physician, dentist, or hospital to render such aid or treatment that may be necessary and understand that I/we assume responsibility for the cost of any such treatment. I/we authorize the release of pertinent medical information to supervisory personnel.

**\* Please understand that, depending upon the seriousness of the situation, your child may be transported to the nearest hospital.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness to Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health Insurance Company (that covers above-named child): \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

**PERMISSION FORM & LIABILITY RELEASE**

**PURPOSE:** This Permission Form/Liability Release is intended to cover all diocesan-, deanery-, parish-, and Catholic school-sponsored activities for anyone under the age of eighteen (18). Catholic schools and/or programs have the right to require parent/guardian to give permission for students/participants eighteen (18) years of age or older.

I/We, the parent(s) and/or legal guardian(s) of \_\_\_\_\_ (child's name), hereby request permission for this child to participate in any and all of the activities of the Roman Catholic Diocese of Owensboro and \_\_\_\_\_ (name of organization) I/We release from responsibility any person transporting my/our child to or from activities. I/We understand the possibility of unforeseen hazards and know the inherent possibility of risk. Taking into account the subject's age, I/we believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect his/her own safety and has the maturity and judgment not to put himself/herself or others in dangerous situations.

--I hereby consent to the use of a photograph of my child for the purpose of publication. \_\_\_\_ Yes \_\_\_\_ No

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Adult witness to Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

(Signature of DRE, CRE, Teacher/School Personnel, Youth Representative, etc.)

**IF THERE ARE ANY CHANGES IN THE INFORMATION ON THIS FORM, IT IS YOUR RESPONSIBILITY TO NOTIFY THE APPROPRIATE LEADER AND GET THE FORM UPDATED. (e.g. insurance policy changes, changes in medical condition or medicines, court orders, etc.)**

Revised October 2012

ROMAN CATHOLIC DIOCESE OF OWENSBORO, 600 Locust St., Owensboro, KY 42301

Name/Address of Institution Sponsoring Activity \_\_\_\_\_

**EMERGENCY MEDICAL RELEASE AND HEALTH INFORMATION FOR ADULTS**

**HEALTH HISTORY:**

FULL NAME (Please print) \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Any pre-existing or present medical conditions, disabilities, physical handicaps, or major illnesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and dosage of any medications that must be taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any allergies (food, latex, animals, etc?) Yes/No \_\_\_\_\_ Allergic to any medications? Yes/No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_ Contact lenses? Yes/No \_\_\_\_\_

Any swimming restrictions: \_\_\_\_ Yes \_\_\_\_ No What? \_\_\_\_\_  
\_\_\_\_\_

Any activity restrictions? \_\_\_\_ Yes \_\_\_\_ No What \_\_\_\_\_  
\_\_\_\_\_

In case of medical or surgical emergency, I hereby request and give my permission to the Catholic Diocese of Owensboro for hospitalization and/or provision of necessary medical treatment. I understand that I am responsible for the cost of any medical treatment (including surgery) received. I hereby release the directors and staff of this event from all responsibility for sickness or accidents which occur during the event.

Name of Health Insurance Company: \_\_\_\_\_  
Insurance Policy #: \_\_\_\_\_ Insurance Certificate #: \_\_\_\_\_

**\* Please understand that, depending upon the seriousness of the situation, you may be transported to the nearest hospital.**

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

Name someone who may be contacted in case of emergency.

Next of Kin/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

**IF THERE ARE ANY CHANGES IN THE INFORMATION ON THIS FORM, IT IS YOUR RESPONSIBILITY TO NOTIFY THE APPROPRIATE LEADER AND GET THE FORM UPDATED. (e.g. insurance policy changes, changes in medical condition or medicines, etc.)**

DIOCESE OF OWENSBORO
ACTIVITY INFORMATION FORM

Parish/School/Institution \_\_\_\_\_ Date \_\_\_\_\_

Dear Parent or Legal Guardian:

Your child is eligible to participate in a parish/school/diocesan-sponsored youth activity requiring transportation. This activity will take place under the guidance and supervision of employees and/or volunteers from \_\_\_\_\_ parish/school/diocese. A brief description of the activity follows:

Destination \_\_\_\_\_

Educational Objective \_\_\_\_\_

Planned Activities \_\_\_\_\_

Designated Supervisor of the Event \_\_\_\_\_

Date, Time, and Location of Departure \_\_\_\_\_

Participants may not be dropped off before \_\_\_\_\_

Anticipated Time and Location of Return \_\_\_\_\_

\*\*Participants may not be left unattended upon return so be on time please!\*\*

Method of Transportation \_\_\_\_\_

(If personal vehicles are used, volunteer drivers will complete Form E.)

Accommodations (if applicable) \_\_\_\_\_

Total Cost \_\_\_\_\_ Other Details: \_\_\_\_\_

Cut here-----Cut here-----Cut here-----Cut here

Please return this bottom portion to the designated supervisor of the event: \_\_\_\_\_

Name and Date of Activity \_\_\_\_\_

Name of Participant \_\_\_\_\_

Parent/Guardian Phone (Home) \_\_\_\_\_ Phone (Work/Cell) \_\_\_\_\_

▶ In an emergency someone other than parent/guardian ◀

Emergency Contact Available during Event (Other than Parent/Guardian):

Name: \_\_\_\_\_ Phone (Home) \_\_\_\_\_

Phone (Work) \_\_\_\_\_ Phone (Other) \_\_\_\_\_

X \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*In signing this, parent/guardian is agreeing to pick up participant on time.

**PARENT/GUARDIAN COPY**  
**LIABILITY RELEASE**

I/We, the parent(s) and/or legal guardian(s) of \_\_\_\_\_ (child's name), hereby request permission for this child to participate in any and all of the activities of the Roman Catholic Diocese of Owensboro and \_\_\_\_\_ (name of organization) I/We release from responsibility any person transporting my/our child to or from activities. I/We understand the possibility of unforeseen hazards and know the inherent possibility of risk. Taking into account the subject's age, I/we believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect his/her own safety and has the maturity and judgment not to put himself/herself or others in dangerous situations.

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Adult witness to Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of DRE, CRE, Teacher/School Personnel, Youth Representative, etc.)

**PARISH/SCHOOL/DIOCESAN COPY**  
**LIABILITY RELEASE**

I/We, the parent(s) and/or legal guardian(s) of \_\_\_\_\_ (child's name), hereby request permission for this child to participate in any and all of the activities of the Roman Catholic Diocese of Owensboro and \_\_\_\_\_ (name of organization) I/We release from responsibility any person transporting my/our child to or from activities. I/We understand the possibility of unforeseen hazards and know the inherent possibility of risk. Taking into account the subject's age, I/we believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect his/her own safety and has the maturity and judgment not to put himself/herself or others in dangerous situations.

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Adult witness to Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of DRE, CRE, Teacher/School Personnel, Youth Representative, etc.)

**Revised October 2012**

**Diocese of Owensboro Catholic Schools**

**20\_\_-20\_\_ Permission Form: Trips for School Activities of One School Day or Less**

Dear Parent or Legal Guardian:

Your son(s)/daughter(s) is/are invited to participate in school-sponsored activities throughout the year that will require transportation to a location away from school grounds. These activities will always be under the guidance and supervision of school employees. If a bus is required there will always be a certified driver. Each time that a trip is planned, **you will receive written notification at least three school days before the planned trip** informing you of the following: Destination, Planned Activities, Supervisor of the Event, Date and Time for departure and return to school, and Cost (if any).

We are requesting that parents/guardians sign this permission form **to allow their son(s)/daughter(s) to participate in all trips for school-related activities of one school day or less during the 20\_\_-20\_\_ school year.** However, if you prefer to extend written permission for each individual trip, please indicate that preference.

Liability Release I/We, the parent(s) and/or legal guardian(s) of the below named son(s)/daughter(s), hereby request permission for my son(s)/daughter(s) to participate in any and all of the activities of the **Diocese of Owensboro Catholic Schools**. I/We release from responsibility any person transporting my/our son(s)/daughter(s) to or from the activities. I/We understand the possibility of unforeseen hazards and know the inherent possibility of risk. I/We believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect his/her own safety and has the maturity and judgment not to put himself/herself or others in dangerous situations.

Please check the appropriate box:

I give permission for my son(s)/daughter(s) to participate in ALL trips for school-related activities of one school day or less during the school year listed above.

I request notification at least three school days in advance of each trip for a school-related activity to provide permission for participation by my son(s)/daughter(s) and I understand that my son(s)/daughter(s) will not be permitted to participate unless the school receives my written permission.

X \_\_\_\_\_  
Parent/Guardian Signature

Date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

Grade and/or Homeroom: \_\_\_\_\_

**Revised October 2012**

**GRADES K – 3  
CODE OF CONDUCT  
FOR PARISH-, SCHOOL-, & DIOCESAN-SPONSORED ACTIVITIES WITH YOUTH**

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth, and adults who participate. To ensure a safe and enjoyable time for everyone, the following policies are in effect for all parish, school, and diocesan-sponsored activities with youth. It is the responsibility of the parent/guardian to explain this Code of Conduct to their child.

I will be kind and say nice things to others.

I will keep my hands to myself except when helping others.

I will take turns and include others in games.

I will tell an adult in charge when someone is being hurt or there is an emergency.

I will respect other people’s property and private space.

I will be a good listener and not interrupt.

I will obey school/parish rules and respect the adults who watch over me.

The Diocese has in place Search & Seizure Policies (available upon request—policy p. 200:9).

**YOUTH PARTICIPANT/STUDENT:** \_\_\_\_\_

Print Name

I understand that any action inconsistent with this Code of Conduct  
may result in appropriate disciplinary action.

X \_\_\_\_\_  
Signature of Participant/Student \_\_\_\_\_  
Date

X \_\_\_\_\_  
Signature of Parent/Legal Guardian \_\_\_\_\_  
Date

Note: 1) It is highly suggested that parents/guardians talk with the child about the dangers of accepting unknown substances from others as it may be drugs or harmful substances.

2)The Diocesan Policy states, “at least two supervising adults should be present when there is only one minor, and at least two participants should be present when there is only one supervisory adult.” Please explain this to the child. It is the responsibility of the parent/guardian to see that children arrive and are picked up at designated times to avoid violation of the above mentioned policy.

**Revised August 2010**

--For school events if the teacher, staff contact, or an adult supervisor is in attendance, that person should keep this form. If youth are not accompanied by school representative, then forms should be forwarded to appropriate school office PRIOR to event.

**GRADES 4 - 6  
CODE OF CONDUCT  
FOR PARISH-, SCHOOL-, & DIOCESAN-SPONSORED ACTIVITIES WITH YOUTH**

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth, and adults who participate. To ensure a safe and enjoyable time for everyone, the following policies are in effect for all parish, school, and diocesan-sponsored activities with youth. It is the responsibility of the parent/guardian to explain this Code of Conduct to their child.

I will treat everyone kindly and not harm them in any way either by words or actions.

I will take only what is given to me and not take anything which belongs to others without permission.

I will not be selfish. I promise to treat other boys and girls as if they were my brothers or sisters or best friends.

I will speak truthfully, kindly and gently and not tell lies or say hurtful things to anybody or about anybody.

I will take care of my body and not use alcohol or drugs. I will not possess, use or threaten use of any object to injure another person. (e.g. knives, guns, weapons) The Diocese has in place Search & Seizure Policies (available upon request-policy 200:9).

I will follow the instructions of my adult supervisors to the best of my ability.

I will follow established rules of my school/parish and take responsibility for my own actions.

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

**YOUTH PARTICIPANT/STUDENT:** \_\_\_\_\_  
Print Name

I understand that any action inconsistent with this Code of Conduct may result in appropriate disciplinary action.

X \_\_\_\_\_  
Signature of Participant/Student Date

X \_\_\_\_\_  
Signature of Parent/Guardian Date

The Diocesan Policy states, "at least two supervising adults should be present when there is only one minor, and at least two participants should be present when there is only one supervisory adult." Please explain this to the child. It is the responsibility of the parent/guardian to see that children arrive and are picked up at designated times to avoid violation of the above mentioned policy.

**Revised August 2010**

--For school events if the teacher, staff contact, or an adult supervisor is in attendance, that person should keep this form. If youth are not accompanied by school representative, then forms should be forwarded to appropriate school office PRIOR to event.

## MIDDLE- & HIGH-SCHOOL YOUTH CODE OF CONDUCT FOR PARISH-, SCHOOL-, & DIOCESAN-SPONSORED ACTIVITIES WITH YOUTH

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth, and adults who participate. To ensure a safe and enjoyable time for everyone, the following policies are in effect for all parish, school, and diocesan-sponsored activities with youth.

- I will treat everyone with respect, courtesy, dignity, patience, loyalty and integrity. I will behave in a way that respects the rights of all.
- If I am being hurt or if I become aware that anyone is being hurt verbally/physically, I will notify a supervising adult.
- I will be cooperative and do those things that promote a good reputation for my school/parish and me.
- I will treat property with care. If I break something, I will tell my supervising adult.
- I will avoid posing any health risk to others (i.e. fevers or other contagious situations).
- I understand the use of cell phones and other electronic equipment is highly discouraged, unless a supervising adult grants permission.
- I will not possess/use/purchase tobacco, alcohol, illegal drugs, weapons, inappropriate videos, inappropriate reading materials, or other objects.
- I understand in extreme cases of misconduct, my parents/legal guardian and legal authorities will be notified, regardless of the time. In these cases parents/ legal guardians will be financially and/or physically responsible for participant’s transportation home from school/event. I understand I am subject to search and seizure policies (available upon request—policy p. 200:9).
- If I become aware of any violation of this Code of Conduct by anyone, it is my responsibility to notify my supervising adult as soon as possible.

**YOUTH PARTICIPANT/STUDENT:** \_\_\_\_\_  
Print Name

I understand that any action inconsistent with this Code of Conduct may result in appropriate disciplinary action.

X \_\_\_\_\_  
Signature of Participant/Student Date

X \_\_\_\_\_  
Signature of Parent/Guardian Date

The Diocesan Policy states, “at least two supervising adults should be present when there is only one minor, and at least two participants should be present when there is only one supervisory adult.” Please explain this to the child. It is the responsibility of the parent/guardian to see that youth arrive and are picked up at designated times to avoid violation of the above mentioned policy. This also applies to teens who drive themselves.

--For school events if the teacher, staff contact, or an adult supervisor is in attendance, that person should keep this form. If youth are not accompanied by school representative, then forms should be forwarded to appropriate school office PRIOR to event.

**Revised August 2010**

**Diocesan Search and Seizure Policy:** To safeguard all involved, adults may feel the need to make a physical inspection of a person or his/her possessions. If an adult asks a student/participant to hand over something, that is not considered a search. If an adult asks a student/participant to take something out of his/her pocket, that is not considered a search. One only needs to have another adult present if a student/participant is searched.

Schools shall include this Search and Seizure policy in the Parent-Student Handbook.

Diocesan Search and Seizure Policy states:

11. No search shall be conducted unless there are reasonable grounds to believe the search will reveal evidence of a violation of the Code of Conduct or the law.
12. Two adults must be present for a search. Searches shall only be conducted by those directly responsible for the person's conduct (e.g. Director/Coordinator of Faith Formation, youth minister, teacher/principal, parish chaperone, etc.) along with another adult witness.
13. When a search is conducted, either the conductor of the search or the adult witness must be the same gender as the subject of the search.
14. **Searches:**
  - a. **do NOT involve touching** of the participant by an adult—Note: NO PAT-DOWN SEARCHES
  - b. **are limited** to a person's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks, etc.)
  - c. may include requiring participant to empty pockets or personal items
  - d. may include requiring participant to pull pants legs up and pull socks down
15. Only legal authorities (i.e. police) have authorization to conduct pat-down searches.
16. No search shall be conducted in the presence of any other participant (except the parent/guardian of the person being searched, if he/she is in attendance).
17. Legal authorities, if appropriate, and parent/guardian will be notified immediately.
18. Items that may be seized are illegal items (e.g. weapons, drugs, etc.) and any other possessions reasonably determined by authorized personnel to be a safety/security threat.
19. Other items may be seized temporarily if they disrupt or interfere with the individual's or others' participation. Such items will be returned to the participant at the end of the activity. (Examples include cell phones and other electronic equipment, keys, etc.)
20. Those who fail to cooperate with search request shall be subject to other disciplinary action.

NOTE: School or parish property does not belong to the student/participant. It is recommended that schools and programs include a policy in the parent/student(participant) handbook that states "the school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice."

**Revised August 2010**

# Supervisory Adult Code of Conduct

Form D-4 (p. 1 of 2)

The Catholic Diocese of Owensboro is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the diocese. All the faithful cooperate in taking every reasonable action to ensure the safety of anyone under their care. The following policies are in effect whenever adults are acting as employees and/or volunteers of diocesan institutions (“Church representatives”).

<b><u>I WILL:</u></b>	<b><u>I WILL NOT:</u></b>
<ul style="list-style-type: none"><li>➤ <b>I will treat everyone with respect, courtesy, and consideration</b>, performing my work in a manner consistent with the mission of the Catholic Church and the Diocese of Owensboro.</li><li>➤ <b>I will remember that any minors or vulnerable adults are entrusted into my care; I am not their peer or buddy.</b> Recognizing that Church representatives must always be aware of their own vulnerability, as well as the vulnerability of any minor or vulnerable adult with whom they may be working, I will always use a team approach to activities.</li><li>➤ <b>I will avoid situations where I am alone with a minor or vulnerable adult.</b> I understand that at least two supervising adults should be present when there is only one minor or vulnerable adult, and at least two participants should be present when there is only one supervisory adult.</li><li>➤ <b>I will ensure that any one-on-one meetings with a minor or vulnerable adult are held in a public area or in a visible area</b> such as in an office with an interior window or an open door so that another person can be present outside the room as a witness.</li><li>➤ <b>I will use positive reinforcement</b> rather than criticism and condemnation when working with minors or vulnerable adults.</li><li>➤ <b>I will provide only accepted overnight accommodations for minors or vulnerable adults</b> (as noted in policy requirements).</li><li>➤ <b>I will maintain appropriate physical and emotional boundaries</b> with the individuals with whom I work. I understand that any touch must be age-appropriate and based on the need of the minor or vulnerable adult, not the supervisory adult.</li><li>➤ <b>I will always report any suspected abuse according to Kentucky law.</b> I understand that the failure to report suspected abuse to civil authorities is punishable by law.</li></ul>	<ul style="list-style-type: none"><li>➤ <b>I will not maintain inappropriate relationships/friendships with a minor or vulnerable adult. I will not have exclusive relationships with a minor or vulnerable adult.</b> If I become aware of a minor/vulnerable adult desiring such a relationship, I will ask for assistance from the supervisor or pastor and exercise extra caution.</li><li>➤ <b>I will not use, possess, or be under the influence of, any alcoholic beverage or any illegal drugs</b> when working with minors or vulnerable adults. In addition <b>I will not inappropriately use any legal drug or mood-altering substance</b> in this setting.</li><li>➤ <b>I will not have a weapon in my possession</b> while acting as a Church representative. (Exception: Active law enforcement officers who are required by law to carry a weapon.—Those individuals must guarantee that weapon is secured at all times from access by any other person.)</li><li>➤ <b>I will not provide, or allow</b> any minor to use, any alcoholic beverage, tobacco, or illegal drugs. <b>Neither will I provide anything prohibited by law to anyone in my care.</b> Medications of any kind may be administered to minors only with written parental/guardian permission.</li><li>➤ <b>I will not have any sexually explicit or morally inappropriate materials</b> on Church property or in the presence of minors or vulnerable adults. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed material. I will not engage with minors or vulnerable adults in <b>topics of conversation</b> or discussion, vocabulary or any other form of personal interaction or entertainment that could not reasonably be used in the presence of parents or a responsible adult. I will not engage in sexually oriented conversations with anyone except in the context of sharing the Church’s teaching on human sexuality.</li><li>➤ <b>I will not accept expensive gifts</b> from minors or their parent/guardian without prior written approval from the pastor or administrator. <b>Neither will I give expensive gifts</b> to minors without prior written approval from the parent/guardian and the pastor or administrator. Small gifts or privileges are not to be given to minors without the presumed knowledge and permission of a parent/guardian.</li></ul>

<p><b><u>I WILL (continued):</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>I will cooperate fully in any investigation of abuse.</b></li> <li>➤ <b>I will be available and visible</b> during the entire event(s), take part in enforcing the rules, and take control of any situation those in my care are unable to handle.</li> <li>➤ <b>I promise to help enforce</b> the Codes of Conduct for Children and Youth (D 1-3) and Adult Participants (D-5) and to set a good example. I will notify the appropriate supervisor of violations of the codes when necessary.</li> <li>➤ <b>I will treat property with care.</b> If someone from the group breaks something, I will tell the principal/ priest/ program director. Each school/parish will take full responsibility for any damage done by their members at a program site.</li> <li>➤ <b>I will keep cell phones/pagers off or in silent/vibrate mode</b> to keep from disrupting or distracting from activities, especially liturgy and prayer.</li> <li>➤ <b>I will behave in a way that respects the rights of all.</b> I will be cooperative, and do those things that promote a good reputation for the program, school, parish, and/or diocese.</li> <li>➤ If I become aware of anyone violating this Supervisory Adult Code of Conduct, <b>I will take responsibility to report that violation</b> to the appropriate level of supervisor or to the diocesan Office of Safe Environment so the issue can be addressed and minors can be kept safe.</li> </ul>	<p><b><u>I WILL NOT (continued):</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>I will never speak to minors or vulnerable adults in a way that is or could be construed by an observer as derogatory, demeaning, or humiliating.</b></li> <li>➤ <b>I will never touch anyone in my care in a sexual or other inappropriate manner.</b></li> <li>➤ <b>I will not use physical discipline for the behavior management of minors or vulnerable adults.</b> No form of physical discipline is acceptable, including physical force as retaliation or correction for inappropriate behavior, except as may be needed to restrain them from inflicting harm on themselves or others.</li> <li>➤ <b>I will avoid posing any health risk to others</b> (e.g. fevers or other contagious situations).</li> <li>➤ <b>I will not, as a Church representative, provide shared or private overnight accommodations</b> for individual minors with the exception of blood relatives. This includes, but is not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.</li> </ul>
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As a(n) employee/volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors and/or vulnerable adults of our diocese. I understand that any illegal behavior may involve legal authorities. I understand that any serious violation of this Code of Conduct may result in my termination of employment, removal as a volunteer, and/or dismissal from a program, and/or financial and physical responsibility for transportation home (in the case of an off-site event).

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby consent to the use of a photograph of me for the purpose of publication. \_\_\_\_ Yes \_\_\_\_ No

**Non-Supervisory Adult / Adult Participant Code of Conduct**

The Catholic Diocese of Owensboro is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the diocese. All the faithful are responsible for taking every reasonable action to ensure everyone’s safety. The following guidelines are in effect for Adult Participants of events in the diocese.

**I WILL:**

- **I will treat everyone with respect, courtesy, and consideration**, in a manner consistent with the mission of the Catholic Church and the Diocese of Owensboro.
- **I will avoid situations where I am alone with a minor or vulnerable adult.** I understand that at least two adults should be present when there is only one minor or vulnerable adult, and at least two participants should be present when there is only one supervisory adult.
- **I will ensure that any one-on-one meetings with a minor or vulnerable adult are held in a public area or in a visible area** such as in an office with an interior window or an open door so that another person can be present outside the room as a witness.
- **I will maintain appropriate physical and emotional boundaries** with everyone present.
- **I will keep cell phones/pagers off or in silent/vibrate mode** to keep from disrupting or distracting from activities, especially liturgy and prayer.
- **I will treat property with care.** If I break something or see something broken, I will tell a supervisory adult.
- **I will avoid posing any health risk to others** (i.e. fevers or other contagious situations).
- **I understand that the diocesan Search and Seizure policy is in effect.**
- **I will behave in a way that respects the rights of all.** If I am being hurt or if I become aware of another person being hurt verbally/physically, I will notify a supervisory adult.
- If I become aware of anyone violating this Code of Conduct, **I will take responsibility to report that violation** to the appropriate level of supervisor so the issue can be addressed and all can be kept safe.

**I WILL NOT:**

- **I will not use, possess, or be under the influence of, any alcoholic beverage or any illegal drugs** while attending this event. In addition **I will not inappropriately use any legal drug or mood-altering substance** in this setting.
- **I will not have a weapon in my possession.** (Exception: Active law enforcement officers who are required by law to carry a weapon.—those individuals must guarantee that weapon is secured at all times from access by any other person.)
- **I will not have any sexually explicit or morally inappropriate materials** on Church property or at any Church event. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed material. I will not engage with minors in **topics of conversation** or discussion, vocabulary or any other form of personal interaction or entertainment that could not reasonably be used in the presence of parents or a responsible adult. I will not engage in sexually oriented conversations with anyone except in the context of sharing the Church’s teaching on human sexuality.
- **I will not speak to others in a way that is or could be construed by an observer as derogatory, demeaning, or humiliating.**

**I promise to strictly follow the rules in this Code of Conduct as a condition of my attendance** at this event. I understand that any illegal behavior may involve legal authorities. I understand that any serious violation of this Code of Conduct may result in my dismissal from the event, and/or financial and physical responsibility for transportation home (in the case of an off-site event).

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I hereby consent to the use of a photograph of me for the purpose of publication.** \_\_\_\_ Yes \_\_\_\_ No

**VOLUNTEER DRIVERS FORM FOR THE DIOCESE OF OWENSBORO**

Today's Date: \_\_\_\_\_

Parish/School/Institution: \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address of Driver: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Driver's License Expiration Date: \_\_\_\_/\_\_\_\_ State Issued \_\_\_\_\_

Year, Make, and Model of Vehicle: \_\_\_\_\_

Individual's Insurance Co. Name: \_\_\_\_\_ Effective Date of Insurance \_\_\_\_/\_\_\_\_

Agent's Name: \_\_\_\_\_ Phone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Event Date(s) Covered by This Form: \_\_\_\_\_

Destination of This Trip: \_\_\_\_\_

To provide for the safety of our young people, other members of the parish/institution, and those we serve, we cannot use your services as a volunteer driver if you do not have a current, valid driver's license and insurance on your vehicle. Please take a minute to answer the following statements. Have you ever received a citation for or been convicted of:

	YES	NO	DATE
A. Driving under the influence of alcohol or drugs?.....	_____	_____	_____
B. Hit and run?.....	_____	_____	_____
C. Failure to report an accident?.....	_____	_____	_____
D. Negligent homicide arising out of the use of a motor vehicle?.....	_____	_____	_____
E. Using a motor vehicle for the commission of a felony?.....	_____	_____	_____
F. Permitting an unlicensed person to drive?.....	_____	_____	_____
G. Reckless driving?.....	_____	_____	_____
H. Drag racing/speed contest?.....	_____	_____	_____
I. Moving violations?.....	_____	_____	_____
J. Have you ever been convicted of a felony of any kind?.....	_____	_____	_____
K. Operating a vehicle during a period of license suspension, revocation, or forfeiture? ..	_____	_____	_____
L. Using a motor vehicle without the owner's authority?.....	_____	_____	_____

If you answered yes to any of the questions listed above, it may disqualify you as a volunteer driver. Issuance of citations and/or conviction as a felon **is not an automatic bar** to consideration. If you desire, please give pertinent details on the back or arrange to speak to the appropriate Church/school representative. All information will be dealt with in a respectful manner.

**It is expected that all volunteer drivers will abide by the Kentucky seat belt law. A separate seatbelt must be worn by every individual in a privately owned vehicle. All volunteer drivers agree to abide by all safety and traffic laws. All drivers should be aware not to place anyone weighing less than 100 pounds near a vehicle's air bag. All drivers should drive directly to and from designated locations without unnecessary stops except for emergencies.**

All privately owned vehicle's insurance is primary.

Volunteer Driver Signature \_\_\_\_\_ Church/School Representative \_\_\_\_\_

Please give pertinent details (for any items to which you answered "yes") on the reverse side of this page.

**(OVER)**

**Revised August 2010**



**LIABILITY COVERAGE FOR LEASED OR HIRED VEHICLES**

If a parish/school/institution plans to sponsor a trip that requires the leasing or hiring of a vehicle to transport individuals, the following steps are needed:

1. Make copy of this form (Form E-1).
2. Fill out and fax a copy **at least 48 hours in advance to each** of the following:

Member Services  
 Catholic Mutual Group  
 10843 Old Mill Rd.  
 Omaha, NE 68154

**FAX Number: 402-551-2943**

Sr. Joseph Angela Boone  
 Catholic Pastoral Center  
 600 Locust Street  
 Owensboro, KY 42301-2130

**FAX Number: 270-683-6883**

3. Form needs to be completed and faxed or mailed 4 to 7 days prior to the event. This will give Catholic Mutual sufficient time to run a MVR if needed.
4. This will extend insurance to the hired and non-owned coverage to the locations sending in the information.

\*\* It is important that the Diocese of Owensboro have a record of all hired or leased vehicles.

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**DIOCESE OF OWENSBORO**  
**AUTO LIABILITY RENTAL COVERAGE INFORMATION SHEET**  
**TERM 6/01/\_\_\_\_ TO 5/31/\_\_\_\_**

**Parish/School/Institution Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Driver Information:**

Name on License: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

State: \_\_\_\_\_

**Dates of Rental:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**This form is used for situations where parishes/schools/institutions do not have vehicles covered on the Diocesan Master Auto Coverage and need liability for a rental vehicle.**

**INCIDENT REPORT FORM: DIOCESE OF OWENSBORO**

Parish Event       School Event       Deanery Event       Diocesan Event

Date of the Incident \_\_\_\_\_ Time of the Incident \_\_\_\_\_

Name of the Victim \_\_\_\_\_ Age \_\_\_\_\_

Address of the Victim \_\_\_\_\_

Parent/Guardian of Victim \_\_\_\_\_

Phone Number (Day) \_\_\_\_\_ Phone Number (Evening) \_\_\_\_\_

Location of the Incident (Name of facility/ where in that facility) \_\_\_\_\_

Person(s) Who Witnessed the Incident:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Describe how the incident happened. \_\_\_\_\_

What were the apparent injuries? \_\_\_\_\_

How and by whom were the injuries treated at the scene? \_\_\_\_\_

What additional medical assistance was sought? \_\_\_\_\_

What (if any) hospital or medical facility was used? \_\_\_\_\_

Was a parent/guardian contacted?    Yes \_\_\_\_\_    No \_\_\_\_\_    Details: \_\_\_\_\_

**(OVER)**

**Revised August 2010**

**INCIDENT REPORT FORM :DIOCESE OF OWENSBORO** (Continued)

\_\_\_\_\_ Parent/Guardian consented to medical treatment.

**or** \_\_\_\_\_ Parent/Guardian declined medical treatment.

Why? \_\_\_\_\_

Who contacted the parent/guardian? \_\_\_\_\_

What happened after the hospital/medical facility treatment (if applicable)? \_\_\_\_\_

Present Condition of the Victim \_\_\_\_\_

Name of Person Submitting Incident Report \_\_\_\_\_

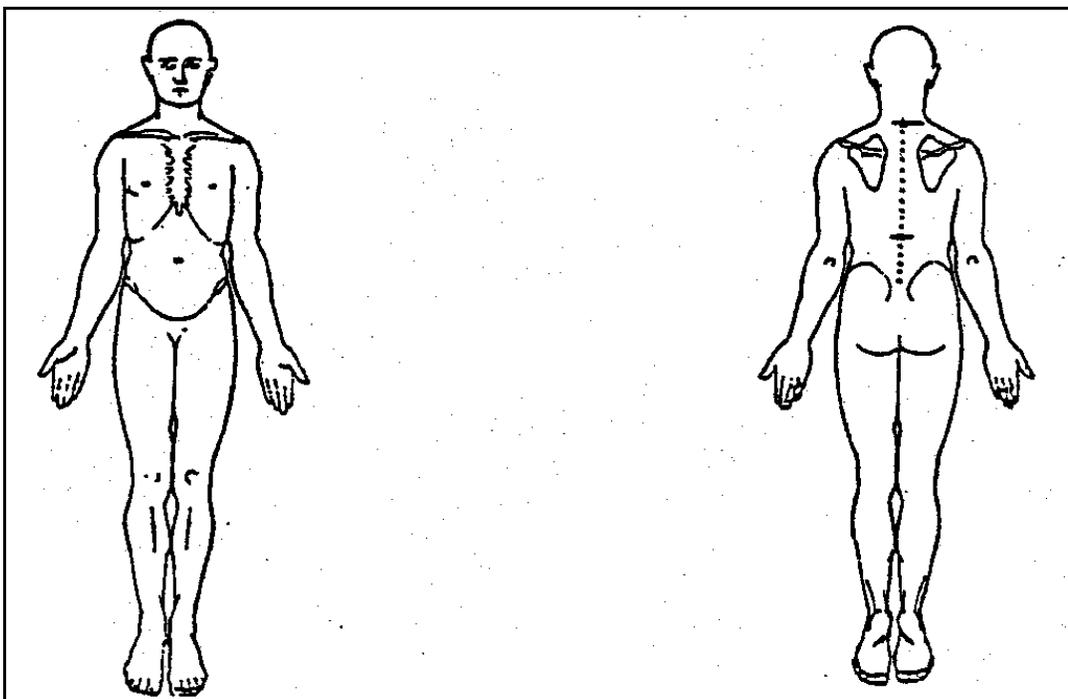
Title of Person Submitting Incident Report \_\_\_\_\_

Date Report Completed \_\_\_\_\_

Mail or FAX a copy of this report (24 hours minimum to two weeks maximum) to:

Chancellor/Administration  
600 Locust Street  
Owensboro, KY 42301  
270-683-1545  
FAX: 270-683-6883

**Indicate on chart below the area(s) of injury.**



**DIOCESE OF OWENSBORO**  
**ACKNOWLEDGMENT OF RECEIPT OF**  
**SUMMARY OF SEXUAL ABUSE POLICY AND PROCEDURES**

**DO NOT USE.**

Click in the box below to access updated form.

Superseded by

“Acknowledgement of Receipt of Diocese of Owensboro  
Revised Sexual Abuse Policy and Procedures”

**ABUSE REPORT FORM: DIOCESE OF OWENSBORO**  
**CONFIDENTIAL: Suspected Abuse/Neglect/Exploitation/or Harassment Reporting Form**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall **immediately** cause an oral or written report to be made to (A) a local law enforcement agency or (B) the Department of Kentucky State Police; (C) the cabinet or its designated representative; or (D) the Commonwealth's attorney or the county attorney; by telephone or otherwise.

School personnel or other persons listed in KRS 620.030(2) **do not** have the authority to conduct internal investigations in lieu of the official investigations.

Type Report: \_\_\_ Minor \_\_\_ Adults Incident Date(s): \_\_\_\_\_

County of Report \_\_\_\_\_ Report Date: \_\_\_\_\_

1. Information about Person(s) Being Abused:

	<u>Name(s)</u> -Please print.	<u>Age</u>	<u>Sex</u>	<u>Nature of Report</u> (See Categories below.)
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____

Categories: **(Please assign as many numbers as apply to the Nature of Report above)**

- |                    |                      |
|--------------------|----------------------|
| 1. Physical Injury | 5. Self-Neglect      |
| 2. Sexual Abuse    | 6. Caretaker Neglect |
| 3. Mental Injury   | 7. Exploitation      |
| 4. Neglect         | 8. Harassment        |

Address \_\_\_\_\_  
Street/Rural Route City/Zip County Telephone Number

Parent(s)/Guardian(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Other Household Members \_\_\_\_\_

2. Describe nature/extent/causes of abuse/neglect/exploitation or harassment. List witnesses and/or collateral contacts, previous incidents or reports. Describe behavior of alleged perpetrator (dangerous?).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(OVER)**

**Revised August 2010**

**ABUSE REPORT FORM: DIOCESE OF OWENSBORO** (Continued)

**CONFIDENTIAL: Suspected Abuse/Neglect/Exploitation/or Harassment Reporting Form-cont'd.**

3. Alleged Perpetrator (if different from parent(s)/guardian above):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street/Rural Route City/Zip County Telephone Number

4. Does this person have contact with minors as a \_\_\_\_\_ volunteer or \_\_\_\_\_ paid employee of the parish/school/diocese? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give name of parish or school, etc. \_\_\_\_\_

5. Action Taken, Including Those Required by Kentucky Law—KRS 620.030 (check all that apply):

\_\_\_\_\_ Called Kentucky Abuse Hotline (1-800-752-6200)

\_\_\_\_\_ Reported to Local Police

\_\_\_\_\_ Reported to local Human Services

\_\_\_\_\_ Reported to Pastor/Principal/Parish Administrator—List name \_\_\_\_\_

\_\_\_\_\_ Other - Explain \_\_\_\_\_

6. Please include any other information that you feel is pertinent to this report not already mentioned above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Person filing report (report will be held in confidence, **subject to KRS 620.030, Duty to report dependency, neglect or abuse**):

Name \_\_\_\_\_ Date \_\_\_\_\_

Mail to: Office of the Bishop  
600 Locust Street  
Owensboro, KY 42301

**CONFIDENTIAL NOTICE OF CONCERN**

All adults, whether supervising or participating in activities involving minors or vulnerable adults, are required to read and sign a Code of Conduct for the safety of all.

Occasionally, an individual observes **behavior that crosses the line of appropriate conduct as interpreted by the Code of Conduct and/or reasonable safety factors.** Whenever possible, a person observing inappropriate conduct should get help from a supervisor immediately so the problem can be addressed promptly. If the situation is so worrisome or if the intervention does not provide satisfactory assurance that the problem has been adequately addressed, further steps should be taken. **Ignoring a problem leaves individuals at risk.** We always recommend that an individual seek appropriate intervention at the most direct level and continue up the supervisory channels if necessary to guarantee a safe resolution.

This form may be filled out by any of the following:

- an individual who observes a worrisome behavior that possibly impacts the safety of a minor or vulnerable adult
- a supervisor with whom a concern has been shared
- a representative at the diocese (e.g. Youth Ministry, Faith Formation, Safe Environment) who has been contacted by someone with a concern

The information in this form may be used by diocesan personnel to help clarify policy for individuals at a particular location or to determine if a behavior or pattern of behaviors needs further intervention.

\*\*\*\*\*

Date of occurrence: \_\_\_\_\_ Time of occurrence: \_\_\_\_\_

**Type of Concern(s):**

\_\_\_\_\_ Known or suspected abuse—**MUST BE REPORTED TO LEGAL AUTHORITIES IMMEDIATELY,** and then Form H should be completed and submitted.

- Has this been reported to KAH at 1-800-752-6200 and/or police? \_\_\_ yes \_\_\_ no
- If yes, Report #: \_\_\_\_\_ Date of report/ Time: \_\_\_\_\_

- \_\_\_\_\_ Harassment
- \_\_\_\_\_ Exploitation
- \_\_\_\_\_ Adult Code of Conduct violation or policy violation involving a minor or vulnerable adult
- \_\_\_\_\_ Youth Code of Conduct violation (causing safety concerns) that is deliberately ignored by supervisory adult
- \_\_\_\_\_ Illegal behavior that involves minor, vulnerable adult, young adult under age 21, or others (e.g. providing alcohol to anyone under 21)
- \_\_\_\_\_ Other behavior that negatively impacts minor/vulnerable adult while not at Church-/school-sponsored event

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Please keep a confidential copy on file and send form to the: Office of Safe Environment, CPC  
600 Locust Street  
Owensboro, KY 42301

Questions? Contact Office of Safe Environment by email or phone (270-683-1545). Thank you.



**COMMONWEALTH OF KENTUCKY**  
**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Protection and Permanency**

**CENTRAL REGISTRY CHECK**

**FOR THE FOLLOWING TYPES OF EMPLOYMENT, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATIONS REQUIRE A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT. KENTUCKY ADMINISTRATIVE REGULATIONS MAY BE FOUND ON THE INTERNET AT <http://www.lrc.ky.gov/kar/titles.htm>. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:**

**Day Care Related Categories**

- Day Care Employee or Volunteer (Required by 922 KAR 2:090)
- Applicant for Day Care Center Licensure (Required by 922 KAR 2:090)
- Registered Child Care Provider Applicant (Required by 922 KAR 2:180)

**Other Categories**

- Foster/Adoption/Independent Living Agency Employee (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee (Required by 922 KAR 1:300)  
(Institution/Group Home/Emergency/Wilderness)
- IMPACT-PLUS Subcontractor (Required by 907 KAR 3:030)
- Supports for Community Living (SCL) Employee (Required by 907 KAR 1:145)

**Other** (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

**XX Catholic Diocese of Owensboro employee/volunteer ministering with minors--**

**PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):**

**NAME:** \_\_\_\_\_  
(first) (full middle name) (maiden/nickname) (last)

**Sex:** \_\_\_\_\_ **Race:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Date of Initial Hire:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_  
City State Zip Code

**Previous Address:** \_\_\_\_\_  
City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.



**CENTRAL REGISTRY CHECK**

FORM K (2 of 2)

A check or money order made payable to the "Kentucky State Treasurer" in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will **NOT** be processed without payment. Mail check or money order to:

**The Cabinet for Health and Family Services  
Department for Community Based Services  
Records Management Section  
275 East Main St., 3E-G  
Frankfort, Kentucky 40621**

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and provide the results of the check to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

\_\_\_\_\_  
Signature of the Individual Submitting to the Child Abuse or Neglect Check Date

\_\_\_\_\_  
Witness Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization to Disclose Protected Health Information form, authorizing the Cabinet to disclose additional information regarding a substantiated finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

**NAME OF EMPLOYER/AGENCY:** Diocese of Owensboro (Office of Safe Environment)

**ADDRESS:** 600 Locust Street **CITY:** Owensboro

**STATE:** Kentucky **ZIP:** 42301 **PHONE:** (270) 683-1545

**RESULTS OF CHILD ABUSE OR NEGLECT CHECK [FOR OFFICIAL USE ONLY]**

- No reportable incident found in accordance with 922 KAR 1:470.
- Substantiated child abuse found on the registry Date of substantiated finding: \_\_\_\_\_
- Substantiated child neglect found on the registry Date of substantiated finding: \_\_\_\_\_

**CHECK CONDUCTED ON** \_\_\_\_\_ **BY** \_\_\_\_\_

DPP-156  
(R. 02/08)  
922 KAR 1:470



**MILITARY PERSONNEL  
BACKGROUND CHECK RELEASE FORM—  
FORT CAMPBELL**

(Please FAX request to Ft. Campbell's Physical Security Department: 270-798-1223.)

**FULL NAME** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**SOCIAL SECURITY NUMBER** \_\_\_\_\_

I am requesting the release of my background information to the Catholic Diocese of Owensboro because I wish to deal with youth as a:

Volunteer in a school/parish/diocesan event \_\_\_\_\_

Employee in a school/parish/diocesan event \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Please send the information to:      Office of Safe Environment  
   Catholic Pastoral Center  
   600 Locust St.  
   Owensboro, KY      42301  
   FAX: (270) 683-6883

Questions? Please call the Diocese of Owensboro's Office of Safe Environment at (270) 683-1545.

**Revised August 2010**

