

Care and Safety in Our Parish
Policies and Documents

St. Elizabeth of Hungary Parish
Acton & Boxborough, Massachusetts

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Introduction

The policies presented here are intended to enhance the personal safety of children and youth who participate in parish activities. At the same time, they are meant to protect those who serve our young people from ambiguous or suspicious circumstances and lessen the likelihood that anyone working on behalf of St. Elizabeth of Hungary Parish will be accused of harming a child committed to their care. They set forth what is to be done when a child has been injured accidentally or when abuse or neglect is suspected. If they are successful in enhancing the safety of parish youth and those who serve them, these policies will improve the quality of our parish's life, help everyone to know more fully the Lord's care for them, and enable us to contribute more effectively to the mission of the Church and the parish.

The documents in Part II are intended for the information and use of parents, clergy, staff, volunteers and others who are responsible for the care and safety of young persons in our parish.

These norms and guidelines apply to activities sponsored by St. Elizabeth of Hungary Parish that involve children under the age of 18 and fall within the parish's scope of responsibility. They recognize that some decisions belong to other authorities, and are set forth with the understanding that they may be modified in light of experience or to conform to any requirements that may be imposed by the Archdiocese of Boston or the Commonwealth of Massachusetts.

The policies presented here are based upon materials from many sources, including the Archdiocese of Boston, other parishes of various faith traditions, and youth service organizations. Most of all they reflect the diverse backgrounds, humanity, commitment, and faith of the parishioners of our Child Abuse Prevention team: Linda Blanco, Barbara Dane, John W. Deasy; chairperson, James Flanagan, Cynthia Harrington, Maureen Masciola, J. Michael Murphy, and Father Walter J. Woods. They have earned the gratitude of our entire parish for so generously gracing this project with their training, time, wisdom, and expertise. We and our children are in their debt.

The current necessity of written norms and stricter guidelines does not change the fact that good and generous parishioners, staff, and clergy have served the youth of our parish very well in the past. With God's help, the same will be true far into the future. These guidelines build upon this most encouraging aspect of our parish's life and aim simply to reaffirm and strengthen the efforts of so many in our parish, while adding an extra measure of care and safety for all.

Child Abuse Prevention Team

The Secretary of the Office for Child Advocacy, Implementation, and Oversight of the Archdiocese of Boston requires the establishment of a Child Abuse Prevention (CAP) Team in each parish. CAP teams will provide training to support mandated and non-mandated reporters in their parishes, provide guidance concerning reporting procedures, and act as a liaison to the office for Child Advocacy.

CAP teams will:

- Instruct clergy, archdiocesan personnel, and volunteers in archdiocesan Policies and Procedures, including mandated prevention and education programs, and reporting laws of the Commonwealth of Massachusetts.
- Assist pastors and parish staffs to ensure that such policies and procedures are implemented and advise parishes on strategies to prevent child abuse.
- Coordinate annual VIRTUS—Protecting God’s Children--training for new staff and volunteers. Provide information evenings for parishioners regarding program materials, safe environment concepts, and on-going training.
- Assist any person in reporting suspicions of child abuse or neglect to authorities.
- Receive feedback on the effectiveness of the parish programs and assist in gathering information and data for the report of the Office of Child Advocacy, Implementation, and Oversight for the Archbishop.
- For the year 2005-6, the CAP team members at St. Elizabeth of Hungary are:

Rev. Walter Woods, pastor
Barbara Dane, M.Ed, DRE
Jim Flanagan, Coordinator of Youth Ministry
John W. Deasy, Chairperson
Maureen Masciola, RN
Linda Blanco, LSW
Consultant: Michael Murphy, Ed.D

Part 1: Parish Policies

Initial Screening of Persons For Ministry with Children

Before anyone is initially placed in a position that entails responsibility for children, the parish must obtain satisfactory assurances that he or she is suitable for the position being considered. At a minimum, the candidate for such a position will:

- become known as a person of good character by means of ongoing and active participation in the life of our parish for at least six months. If they deem it reasonable and appropriate, parish clergy and staff may obtain the necessary assurance of good character by consulting with the candidate's previous parish or other institution where the person has served and is known;
- upon request, provide one or more personal or professional references;
- complete and sign a standard form which will include information about past church involvement and work with children and youth;
- acknowledge receipt of the parish's child safety guidelines and promise to abide by them;
- agree to a Massachusetts Criminal Offender Record Information (CORI) check in accordance with the requirements of the Archdiocese of Boston and, where the candidate has resided outside the Commonwealth of Massachusetts for a substantial period of time, a similar check by the authorities of the other jurisdiction(s); and
- understand that the parish reserves the right to consult a sex-offender registry and perform other background checks as it deems necessary or advisable.
- attend archdiocesan approved VIRTUS—Protecting God's Children--training

General Guidelines which apply to *all* activities involving children and youth at St. Elizabeth's, INCLUDING BUT NOT LIMITED TO all Parish Educational, Social, and Ministerial programs, and parish sponsored events such as Boy Scouts.

A safe environment is one of the most important contributors to personal safety for parish children and those who serve them. The following rules are intended to diminish the likelihood of ambiguous or unsafe situations, enhance the safety of all environments in which ministry to children takes place, and set forth what is to be done in specific cases.

1. Two Adult Rule

At least two adults are to be present in any private room where children are present. Activities that take place in a public area are not subject to the Two Adult Rule. A public area is one in which other people are present or are likely to be present, and the activity at issue is unhidden and clearly visible to anyone who may be in the area (e.g. the church while parishioners can enter at will or the sacristy when at least one door is open). If at any time, there is only one adult in a parish space where children are present, the door of that room is to remain open unless it has a window that permits people outside to see in.

2. Two Child Rule

Adults are never to be alone with a minor child, unless it is their own. Under no circumstances other than emergencies, may any adult be alone in a motor vehicle with someone else's child or transport him or her anywhere without parental permission.

3. Provisions for Particular Circumstances

- a) If honoring the Two Adult or Two Child Rule is foreseen to be impossible, unduly difficult, or likely to lead to the cancellation of an activity or program, the adult leader is to make the circumstances known in a timely way to the appropriate program supervisor or to the pastor. One of them will then decide what is to be done, always keeping the care and safety of the children and those who serve them primarily in view.
- b) When, due to unforeseen circumstances, the Two Adult or Two Child rule is violated, the responsible adult in such a case is to report it to their supervisor or the pastor as soon as they can reasonably do so, but not later than three days after the violation. This is to be done in each and every instance except when the violations are very brief and incidental and the circumstances are and appear to be entirely innocent and free of ambiguity or risk of misinterpretation. When there is any doubt, a report is to be made.

- c) These guidelines do not address the Sacrament of Penance or the circumstances in which it is celebrated. Such matters are governed by Church law and the provisions of the diocesan bishop. In this connection, it is to be noted that the Church seeks to guarantee that the faithful will have generous and safe access to the sacrament and the confessor will be able to carry out the ministry of forgiveness and reconciliation under circumstances that are reasonable, canonically sound, and such as to keep the priest and the sacrament itself in high repute. The confessor has the right and the responsibility to decline to celebrate this sacrament whenever he prudently judges that the time or other circumstances are not reasonable.

4. Adult/child ratios

Since adequate staffing is necessary to provide optimal care and safety, the parish normally recommends, and reserves the right to require two adults for every 6-10 preschoolers, and two adults for every 8-12 children under the age of 18

5. Age Requirements

The person primarily responsible for a particular activity must always be an adult, i.e., at least 18 years of age. Normally all others who share responsibility for that activity will also be adults. In some activities with pre-school, elementary-age children or middle school aged children, however, the parish may judge it reasonable to use persons who are between the ages of 12 and 18 as assistants, always in the presence and under the supervision of an adult.

6. Supervision

Parish supervisory staff and parents may visit classrooms and other sites where ministry to children takes place, whether they are on or off church premises, and whether or not advance notice has been given.

7. Physical Contact with Children

Physical touch is an important element in the communication of love and caring, and has a legitimate place in the human community and the ministry of the Church. However physical contact is not warranted simply because an adult feels a need to touch a child. Rather, adults are to be sensitive and responsive to the legitimate needs and preferences of each child, and assure that any touching is appropriate to the circumstances and the child's age. Appropriate contact would easily occur in the presence of other people, including the child's parents.

Unless acting to protect someone from injury or danger, an adult may not touch a child in any way that reasonable persons would judge to be objectionable or which is disagreeable to the child or does not evidently have the child's consent.

Corporal punishment of any kind and under any circumstances is strictly prohibited.

8. Sunshine Rule

No one may bind or attempt to bind any child to secrecy or seek to persuade him or her to speak in a false or misleading way concerning anything said, done, or omitted in the course of ministerial or other parish-sponsored activity with children or by anyone who serves them on behalf of St. Elizabeth of Hungary Parish. Rather, children are to be encouraged to speak to their parents or other responsible adults about anything they wish, especially when something troubles or concerns them.

9. Unsafe or Threatening Situations

Every adult who serves or ministers to children at St. Elizabeth of Hungary Parish is expected to be alert to the environment in which children under their care are present. Whenever it appears that the circumstances are not safe or may pose a threat to the safety and security of children, the adult in charge is to have the children leave that environment and go at once and in an orderly way to a safe place. He or she is to summon any assistance that may be required (e.g. police, fire department, emergency medical personnel) without delay, and report the matter to the supervisor or pastor as soon as possible. Similarly, whenever a threat to personal safety arises from someone's activity or behavior, those in charge are to cause the unsafe activity or behavior to cease and / or take other action to protect those under their care. In all cases safety is the priority, and any doubt or debate concerning what to do is to be resolved at once by taking the safer course of action.

10. Accidents

Although every effort will be made to provide a safe environment for everyone participating in parish-sponsored programs and activities, it is necessary to be prepared to respond if an accident should occur. Whenever an accident involving bodily injury takes place, the first responsibility of the adult or adults present is to protect the injured child or children from further injury, and to provide whatever assistance they reasonably can. Whenever the injury is serious, or even has the potential to be serious, the adult in charge is to summon an ambulance without delay. Any other adult in attendance who believes an ambulance should be summoned is to call for one. Any doubt or debate concerning what to do is to be resolved at once in favor of the safer course of action.

In all cases where an accident involving bodily injury has occurred, the adult who witnessed it (or, when appropriate, the person in charge of the activity) is to make an oral report to the supervisor or the pastor as soon as possible. He or she is also to fill out a written incident report and return it to the supervisor or pastor promptly, but not later than three days after the accident occurred.

Serious accidents are to be reported immediately to the parent of the injured child or children. Accidents normally regarded as minor or inconsequential will be reported as soon as can conveniently be done.

11. Reporting of Incidents

An “incident” is any action, event, omission, or set of circumstances that is harmful or dangerous in itself or in its potential consequences and requires a protective or remedial response, usually on an urgent basis. The adult leader is to report any incidents to the pastor or, in his absence, to a member of the CAP team, but not later than three days after the incident occurs. Others who witnessed the incident may also be asked to report what they observed. A reporting form is provided below.

12. Confidentiality and the Demands of Safety

Although many conversations in the course of ministry to youth are assumed to be confidential, with one well-defined exception, such confidentiality yields to the higher requirements of safety. In particular, if a young person communicates something that suggests a threat to his or her own life, health, or safety, or that of another, the person who has received such communication must disclose the threat so that protective action can be taken. This duty to warn holds in all cases except for conversations between penitent and confessor. This exception is based upon a legal privilege recognized in Massachusetts law and a centuries-old rule in the Catholic Church (known as the “seal of confession”) that fully protects penitents from betrayal. In practice, the Church strictly prohibits a confessor from disclosing a penitent’s sins to others and severely limits how he may use the knowledge he gains about a penitent within the sacramental forum.

Adults are to be clear and consistent about the content and limits of confidentiality when working with young people. Their confidence can and ought to be protected in all matters that do not entail a threat to someone’s life or well-being. Except for communications made by a penitent within the Sacrament of Penance, all such threats are to be disclosed as needed to protect the safety of the young person or others.

Generations of Faith

Our Generations of Faith (GOF) program is designed to provide intergenerational, whole community catechesis, and faith formation. Our program provides some degree of flexibility regarding placement and supervision of older children, always keeping in mind the maturity, interest, and experience of each child.

1. All children in Grade 4 and younger are to be under the direct supervision of a parent during the entire GOF session.
2. Children in Grades 5 – 8 must register and attend with a parent, although during the breakout sessions, they may be under the supervision of trained parish leaders. Parents may elect to attend these sessions with their children, if desired. In any case, parents must remain on site throughout the entire program. Parents are responsible for the direct care and supervision of these children during the meal, and all opening and/or closing activities.
3. Children in Grades 9 – 10 must register with a parent, sponsor, or older sibling. Although it is strongly encouraged that High School students attend GOF with an adult, this is not required. Unaccompanied students in grades 9 -10 will be under parish supervision during GOF.
4. Students in grades 11 and 12 may register and attend GOF on their own, and will be under the supervision of the parish during GOF.
5. Children may not attend Generations of Faith learning sessions unless there is parental attendance and supervision as stipulated above.

Policies for Off Site Events and Activities

St. Elizabeth of Hungary parish is blessed to be able to provide service, social, and spiritual opportunities for our children and youth that sometimes take them away from the Acton and Boxboro communities. The parish recognizes the extra challenges that off site supervision demands and requires that the following procedures be implemented for all off site events

1. All off-site activities that involve children must be explicitly approved by the pastor or his delegate before they are advertised. The leader for each event must supply a completed checklist stating that the requirements for the trip have been satisfied. The parish reserves the right to cancel any activity or event involving children at any time if, in its sole judgment, adequate supervision, leadership, care, and safety are absent or in doubt
2. If approval is given, details are to be provided to parents of the children concerned in a timely manner. In order for a child to participate, his or her parent or guardian must: (a) consent to the child's participation; (b) relieve the parish and its superiors and agents of all liability in connection with the activity; and (c) supply medical and other information that may be needed while the child is participating. The parish reserves the right to set down additional requirements whenever it judges that the care and safety of persons require them.
3. Parental consent and medical information forms must be in the leader's possession at all times during the trip.
4. All drivers transporting children must have a valid driver's license and carry legally required auto insurance. Seatbelts must be used by everyone in the vehicle.
5. Before advertising an off-site activity intended for children, the parish will determine the minimum number of adult supervisors or leaders that the activity will need, including where appropriate a minimum number of males and females. The activity will be considered provisionally-scheduled and subject to cancellation until the parish has received firm commitments from a sufficient number of qualified adults to assure that the activity will be constantly and adequately supervised.
6. Overnight events must meet all requirements that apply to off-site activities. In addition, the event itself is to be considered provisionally-scheduled and subject to cancellation until all arrangements for transportation, lodging, and supervision must have been adequately worked out and deemed to provide a satisfactory degree of safety, supervision, and programmatic effectiveness.
7. Before arranging for any parish-sponsored event in another jurisdiction, the person responsible for the event is to become familiar with that jurisdiction's statutory requirements for the protection of children, including any provisions for mandatory

reporting of suspected abuse or neglect. Pertinent requirements are to be made known in a timely way to all adult supervisors and chaperones.

Reporting Suspected Abuse or Neglect of a Child

1. Requirements of Massachusetts Law

Massachusetts law requires certain persons (“mandated reporters”) to make an official report whenever, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 has suffered abuse or neglect. The statute at issue, MGL, Chapter 119, Section 51A is given in Part II, as is a recent amendment (Chapter 107 of the Acts of 2002) which added clergy and other church workers to the ranks of mandated reporters.

The amendment also provides that clergy need not report information learned exclusively from a sacramental confession or a similarly confidential communication in faith communities that do not practice sacramental confession. Note that Catholic law strictly prohibits the confessor from *revealing* sins disclosed in sacramental penance or even *using* information derived from that forum in any way that would be disagreeable to the penitent.

Besides clergy, Massachusetts law stipulates that any person “employed by a church or religious body to supervise, educate, coach, train, or counsel a child on a regular basis” is a mandated reporter of suspected child abuse or neglect. All church volunteers and employees working with children clearly fall within the guidelines defining mandated reporters. Physicians, nurses, teachers, day care workers and foster parents are also mandated reporters. Specifically, religious education catechists, the coordinator of youth servers, youth ministers, and all others who regularly train or supervise children under the auspices of St. Elizabeth of Hungary Parish are now mandated reporters.

2. Definitions

According to Massachusetts law and Department of Social Services regulations (110CMR, section 400):

Abuse includes:

- The non-accidental commission of any act by a caregiver which causes or creates a substantial risk of harm to a child’s well-being and
- The commission of a sex offense against a child as defined by the criminal laws of the Commonwealth.

Neglect includes:

- necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision or other essential care; and
- Physical dependence of a child upon an addictive drug at birth.

3. Meeting the Law's Requirements

The law gives most parish-based mandated reporters a choice in how they will fulfill their statutory duty. They may make the report themselves by filing at once an oral report to the Department of Social Services (DSS) and then following up with a written report within 48 hours. Alternatively, they may make a full and timely report to the person in charge of the institution, which in the case of a parish is normally the pastor. In that case the person in charge becomes responsible for the legally-required communication with DSS.

Mandated reporters in St. Elizabeth of Hungary Parish (which embraces all the territory of the towns of Acton and Boxborough) report suspected abuse or neglect to the Framingham Area Office of the DSS, 63 Fountain Street, Framingham, MA 01702; tel. 508-424-0100. Reporters may also contact DSS via its toll-free number: 800-792-5200. CAP team members are available to assistance and consulting, if needed.

4. Parish Compliance

St. Elizabeth of Hungary Parish supports the Massachusetts mandated reporter law, and stands ready to assist all who are bound by it to understand and fulfill their legal and moral responsibilities toward children. The parish also supports the right of non-mandated persons to report suspected neglect or abuse of a minor as provided by law.

All who work with children under the auspices of St. Elizabeth Parish are required to know and meet their responsibilities under Massachusetts law. Any such persons who have reasonable cause to believe that a child may be suffering physical or emotional injury resulting from neglect or abuse is expected to report his or her observations to the Pastor. This in no way is intended to restrict that person's discretion to make a report directly to the Department of Social Services.

Continuing Oversight

The CAP team will meet annually to ensure that the policies outlined in this document are implemented and revised as necessary to ensure the highest possible standards for the care and safety of the children in our parish. The team will make a written report to the pastor once a year, reviewing parish policies for child safety in the light of current realities, describing any positive and negative incidents that affected child safety in the parish during the previous year and recommending any steps that might be necessary or helpful to maintain or improve child safety in the future.

Part II: Documents

The Massachusetts Mandatory Reporting Law

GENERAL LAWS OF MASSACHUSETTS: Chap. 119: Protection and Care of Children, and Proceedings Against Them.

Section 51A. Injured children, reports.

Section 51A. Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, office for children licensor, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and

extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

- In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by section twenty B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

Law Making Certain Religious Officials To Be Mandated reporters

Chapter 107 of the Acts of 2002

AN ACT REQUIRING CERTAIN RELIGIOUS OFFICIALS TO REPORT ABUSE OF CHILDREN.

Whereas , The deferred operation of this act would tend to defeat its purpose, which is forthwith to mandate the reporting of abuse by certain religious officials and to protect the victims of child abuse, therefore, it is hereby declared to be an emergency law, necessary for the immediate preservation of the public safety and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. [Section 51A of chapter 119](#) of the General Laws, as appearing in the 2000 Official Edition, is hereby amended by striking out, in lines 13 and 14, the words "office for children licenser" and inserting in place thereof the following words:- licenser of the office of child care services or any successor agency.

SECTION 2. Said section 51A of said chapter 119, as so appearing, is hereby further amended by inserting after the word "worker", in line 17, the following words:- , priest, rabbi, clergy member, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, person performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, rabbi, clergy, ordained or licensed minister, leader of any church or religious body, or accredited Christian Science practitioner, or person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis.

SECTION 3. Said section 51A of said chapter 119, as so appearing, is hereby further amended by striking out, in line 86, the words "section twenty B" and inserting in place thereof the following words:- sections 20A and 20B.

SECTION 4. Said section 51A of said chapter 119, as so appearing, is hereby further amended by adding the following paragraph:-

Notwithstanding [section 20A of chapter 233](#), a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner shall report all cases of abuse under this section, but need not report

information solely gained in a confession or similarly confidential communication in other religious faiths. Nothing in the general laws shall modify or limit the duty of a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner to report a reasonable cause that a child is being injured as set forth in this section when the priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner is acting in some other capacity that would otherwise make him a reporter.

SECTION 5. Any individual mentioned in section 51A of chapter 119 of the General Laws, as amended by section 2 of this act, who was not previously subject to said section 51A and who on the effective date of this act has reasonable cause to believe that a child under the age of 18 years is or was being injured as set forth in section 51A, except if this belief is based solely on information exempt from reporting under section 4 of this act, shall make the reports required by said section 51A to the department of social services within 30 days after the effective date of this act. If on the effective date of this act, the alleged victim is no longer under the age of 18 years, the individual required by this section to report shall instead make a report to the office of the district attorney for the district where the alleged abuse occurred within 30 days after the effective date of this act and shall notify the alleged victim in writing of this report.

Reports required by this section shall be subject to the penalties provided in said section 51A.

Checklist for Off Site Events and Activities

This form is to be submitted to the pastor or his appointed designee a reasonable time prior to any scheduled event which will occur off the parish property.

_____ **Trip Leader Name** _____

- Home Parish _____
- Cell Phone number _____
- Home Phone Number _____
- Email address _____

_____ **Trip Destination** _____

- Address _____
- Telephone _____
- Length of activity _____

_____ Purpose of Trip _____

_____ Date and time of departure _____

_____ Date and time of return _____

_____ Transportation _____

_____ Cost of trip (pp) _____

_____ Permission Slip attached _____

_____ Number of students expected _____

_____ Number of Chaperones (1 per 10 HS students/ 1 per 7 JH students) _____

Names:		Cell Phone #:	

Submitted by: _____ Date: _____

Approved: _____ Date: _____

St. Elizabeth of Hungary Parish
Acton, Massachusetts
Parent/Guardian Release and Consent Form

Date of Event _____
Name of Event _____

We cannot allow anyone to participate in this event without the release form.

Name of Youth: _____ Youth's E-mail _____

Address _____ Phone # _____

In case of an emergency, please notify _____ phone: _____

Are there any limitations to the activities in which your child can participate
Yes _____ No _____ If yes, please explain _____

I, _____, give permission for my son/daughter _____ to participate on the (name of event _____) I

give permission for my daughter/son to be transported in privately owned and/or public vehicles/public transportation to and from St. Elizabeth of Hungary Parish to from the event. I understand that the group may stop off on the way to something to eat.

In case of medical emergency, I understand that every effort will be made to contact the parent(s) or guardian(s) of my child. In the event that I cannot be reached, I give permission for my son/daughter to be evaluated, diagnosed, treated and/or medicated by licensed medical personal. In addition, I give permission for the release of any medical records which I provided St. Elizabeth of Hungary Parish to medical personnel in case of illness.

I hereby release the Roman Catholic Archbishop of Boston, a Corporation Sole, its agents, servants and employees and all priests incardinated to the Roman Catholic Archdiocese of Boston, in addition to St. Elizabeth of Hungary Parish staff and/or volunteers that work with youth ministry, from any and all liabilities for personal property incident to this event and any aforementioned medical care and treatment which is provided.

I have read the foregoing and understand the same.

Parent/Guardian Signature _____ Date _____

Incident Report Form

Please fill out this report as soon as possible after an incident has occurred, and promptly return it to your supervisor or the pastor. Be as accurate, specific, and complete as you can. N.B. An "incident" is any action, event, omission, or set of circumstances that is harmful or dangerous in itself or in its potential consequences and requires a protective or remedial response, usually on an urgent basis.

Person completing this form:

Name _____

Address _____

Town _____

Telephone _____

Position of responsibility (if any) _____

Which of the following best describes your participation or involvement on the occasion of the incident? Check as many as pertain.

- I was directly involved in the incident
- I witnessed the incident
- I was on the scene immediately before or immediately after the incident took place
- I witnessed part of the incident or its aftermath
- I did not witness the incident itself, but can describe its circumstances
- _____

Date and time of the incident _____

Specific location of the incident _____

Describe any action taken to address the incident (use another sheet if necessary)

Was an ambulance summoned or medical help sought? _____

Are you personally related to or acquainted with anyone directly involved in this incident? If so, please specify.

Please indicate who else was present and may have seen what took place. Use an additional sheet if necessary.

Please describe below, as specifically and accurately as possible, what happened as you witnessed it. Especially important are any observations about the cause, relevant circumstances, and aftermath or follow-up of the incident and any personal injury or property damage that may have occurred.

Signature of person submitting report

Volunteer Record

This form must be completed by all new volunteers who work with children or youth.

Name: _____

Address: _____

Home Telephone: _____

Cell: _____

Work Telephone: _____

Email Address: _____

Please describe your previous work with children and or youth. If you have worked or volunteered in another parish, please include that information and use as one of the references.

References:

1. **Name:** _____

Address: _____

Phone: _____

Relationship: _____

2. **Name:** _____

Address: _____

Phone: _____

Relationship: _____

**Promise to Abide by Parish
Care and Safety Guidelines**

I have received and read a copy of the St. Elizabeth of Hungary Parish's Care and Safety Policies and Documents. I promise to abide by their requirements whenever I am acting on behalf of St. Elizabeth of Hungary Parish or share a responsibility for children who participate in parish-sponsored programs or activities for children.

Signed: _____

Name (Printed) _____

Date: _____

Cori Form : _____

Virtus Training : _____