



SAFE ENVIRONMENT PROGRAM
Archdiocese Of New York



Revised September 2011

INFORMATION AND REFERENCE
MATERIALS

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BACKGROUND AND GOALS

In 2002, the Bishops of the United States adopted the Charter for the Protection of Children and Young People” in response to the child sexual abuse scandal within the church. The charter states the following specific goals:

- To promote healing and reconciliation with victims and survivors of sexual abuse of minors;
- To guarantee an effective response to allegations of sexual abuse of minors;
- To ensure the accountability of our procedures, and
- To protect the faithful in the future



MISSION OF THE SAFE ENVIRONMENT PROGRAM

The mission of the Archdiocese's "Safe Environment Program" is to insure the safety of children and young people who have been entrusted to our care in our parishes, schools, religious education classes, and other programs.

We pursue this mission in three ways:

- By thoroughly screening and supervising all Church ministers, employees and volunteers who work with children and young people as part of their ministry.
- By providing appropriate training in recognizing and reporting child abuse to appropriate civil and Church authorities.
- By holding all Church ministers, employees and volunteers who work with children and young people to Christ-centered and professional codes of conduct.

This mission plays a part in an important mission of the Church – helping to raise children to have a healthy, mature, normal sexuality, so they can pursue the vocation to which God is calling them in life, whether that is the bond of marriage or the vocation to the celibate life, as well as in loving relationships like chaste friendship and parenthood.

SEXUAL MISCONDUCT POLICY OF THE ARCHDIOCESE

It is the firm commitment of the Archdiocese that sexual misconduct is contrary to our Christian beliefs. It is not acceptable for any employee or volunteer in our programs. We have developed a Policy Relating to Sexual Misconduct, which establishes guidelines to prevent it, and procedures on how to respond to any allegation.

The policy covers such subjects as background and reference checks for employees and volunteers, the civil and canon laws that apply to sexual misconduct, the proper response to any incident, the consequences of any proven or unsubstantiated allegation, and the rights of those who bring complaints as well as those who are accused.

The full policy statement is available on our Archdiocesan website:

www.archny.org/pastoral/safe-environment-program

All Archdiocesan personnel should receive this policy, and they should sign an acknowledgment that they have received it and understand its contents.

This Policy, together with our Christian beliefs about sexuality, are the foundation for establishing a safe environment. Our codes of conduct, and reporting requirements come from this policy and are discussed in this handbook.



THE TRUTH AND BEAUTY OF OUR SEXUALITY

The whole notion of a “safe environment” -- protecting children from negative influences -- makes no sense unless we understand God’s plan for sexuality. One of the great gifts of our Catholic faith is our positive and beautiful view of sexuality. To help you understand this, here’s a quick overview:

We are made for love

We can’t live without love. Every human person, made in the image and likeness of God, has been given a vocation to love. We are all drawn to relationships where we can experience genuine love -- friendships and romantic relationships, but ultimately in the vocation of marriage. We know this from our own hearts, which long for love.

The language of our bodies

To break out of our loneliness, we have to listen to the language of our bodies, and to the meaning God has put there. Essentially, our bodies tell us that God has made us for the gift of ourselves in the communion of persons of marriage. This is called the “nuptial meaning of the body”, and it’s the starting point to living the truth and beauty of our sexuality.

Real sex and real relationships

Our sexuality is designed to bring us into relationships in which we can truly love others, by giving ourselves to them. For most of us, we find this in marriage, when we give ourselves to our spouse fully, fruitfully, and forever. But we also see it in priesthood, religious life, friendship and parenthood. In these relationships, through the gift of ourselves, we find love and happiness and we bring it into the lives of others.

Use and misuse

All too often, unfortunately, we don’t live according to God’s plan. Instead, we buy into the world’s view of sex. We use others for our own pleasure, we manipulate others for our ends, or we deliberately sterilize our sexual acts. When we do this, we’re not giving ourselves fully in life-giving love. That’s surely not where God wants us to be, and we all suffer the consequences -- loneliness, frustration, and feeling used and empty.



Redeemed sex

Fortunately, there’s hope -- we’re not stuck in the trap of use and misuse. Jesus Himself has redeemed us and our sexuality by speaking the truth about marriage, sex and love, and showing us God’s plan for us. When He gave Himself fully and completely to His spouse -- to us -- on the cross, He freed us from our selfishness and showed us that we can also give ourselves to others in love. Thanks to Jesus, and with His help, we can live God’s plan for us.

What must we do?

We have to make sure that our children receive this positive and beautiful vision of our sexuality. This is the responsibility of parents, but all of our Church’s programs must reinforce it, and ensure that our children can grow up in an environment of safety and virtue and trust. To do this, of course, we must embrace the gift ourselves. When we approach it with prayer and an open heart, this teaching is liberating and transforming, and can lead us to truly live God’s plan of life and love.

Where can I learn more about this?

The best way to do this is to learn more about our Church’s teaching, particularly Pope John Paul’s “theology of the body”. Here are some suggestions:

Theology of the Body for Beginners, Christopher West (Ascension Press, 2004).

Good News About Sex and Marriage: Answers to Your Honest Questions about Catholic Teaching, Christopher West (Servant Publications, 2000)

Covenant of Love: Pope John Paul II on Sexuality, Marriage and Family in the Modern World, Richard Hogan, John LeVoir (Ignatius Press, 1992)



CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS

The conduct of those working for Archdiocesan parishes and affiliated agencies and volunteering in our programs must reflect the mission of the Church to teach Christ's truth and extend his love and care to all. In addition, there is a heightened concern that those working with children and young people recognize the importance of legal, professional and responsible conduct.

As an employee or volunteer I recognize the following values:

- To realize that my conduct affects others whom I serve and therefore should help fulfill the Church's mission as outlined immediately above.
- To work collaboratively with my supervisor, colleagues and those whom I supervise to foster an atmosphere of respect in the places where I work or serve.
- To work within the limits of my position, professional competence and, if applicable, licenses, certifications, etc., to abide by the codes of conduct of these positions and professions; to seek appropriate referrals and consultations when issues arise that need the assistance of other professionals; and readily seek the advice of supervisors when appropriate.
- To recognize the great influence I have in working with children and young people and therefore engage in positive behavior and maintain appropriate boundaries in my relationship with children and young people. Certain specific behaviors are to be sought; others are to be avoided. They include the following:
 - Not to engage in any covert or overt sexual behaviors with any child or young person with whom I work; to avoid any sexual innuendo; to avoid sexual comments or jokes or the display of such material;
 - To be attentive to warning signs that might indicate the potential violation of sexual boundaries;
 - To advise my supervisor of any initiation of sexual talk or behavior by those children or young people under my supervision directed toward myself or another adult employee or volunteer;
 - Not to share personal space, such as sleeping quarters, alone with children or young people in unsupervised settings;
 - Not to give gifts to children or young people;
 - To always be with another adult or be in the proximity of another adult when working with children or young people in unsupervised settings;
 - Not to use or be under the influence of alcohol or drugs when working with children or young people;
 - Not to use profanity when working with children or young people.
- To adhere to civil law and Archdiocesan policy about reporting any suspected cases of abuse or neglect of children or young people.
- To advise my supervisor of any violations of this code and in particular any information that should be shared to avoid a child or young person being harmed.
- To participate in training sessions required by the parish or agency to foster a safe environment and to prevent the sexual abuse of children and young people.
- To submit to an appropriate background check according to Archdiocesan policy.

I understand that any action that I take that is in violation of this Code may result in disciplinary action up to and including removal from my position. Such disciplinary action will be taken in accord with established personnel policies of the Archdiocese, and the parish or agency where I work or serve, and any applicable collective bargaining agreements.

REPORTING PROCEDURES



To report the sexual abuse of a minor by any Archdiocesan or parish personnel (i.e., priest, deacon, sister, brother, layman, laywoman, employee or volunteer):

- Advise the person making the complaint (or their parent or guardian) to notify the District Attorney of the appropriate county:

Bronx	718-590-2312
Dutchess	845-486-2300
Manhattan	212-335-9800
Orange	845-291-2050
Putnam	845-225-3641, x.277
Rockland	845-638-5001
Staten Island	718-556-7055
Sullivan	845-794-3344
Ulster	845-340-3280
Westchester	914-995-3408



Immediately notify the Archdiocese (212-371-1011) -- the Safe Environment Program (x.2810) or the Legal Affairs Office (x.2840).

To report a violation of the Code of Conduct, the Sexual Misconduct Policy, or anything else that you believe poses a risk to a child:

- **Immediately** tell your supervisor.
- Make sure that your supervisor has notified the Archdiocese (212-371-1011) -- the Safe Environment Program (x.2810), the Office of Legal Affairs (x.2840), or the Chancellor (x.2900).
- If you can't confirm that your supervisor has notified the Archdiocese, do so yourself.

If you reasonably suspect child abuse or neglect in place away from the Archdiocesan program where you serve:

- **Immediately** tell your supervisor. Make sure they call the N.Y.S. Child Abuse Hotline (1-800-342-3720).
- If you can't confirm that your supervisor has called the Hotline, do so yourself.

REPORTING ISN'T EASY, BUT IT IS CRUCIAL



PARENT FACT SHEET

Keeping Your Children Safe

CHILDREN ARE GIFTS FROM GOD

OUR LORD HAS A SPECIAL PLACE IN HIS HEART FOR ALL CHILDREN. IN THE GOSPELS, HE ILLUSTRATED THE CAPACITY OF ADULTS TO SHOW "THE LITTLE ONES" A PATH TO HIM. PART OF THAT CAPACITY INCLUDES THE RESPONSIBILITY TO KEEP ALL CHILDREN SAFE. AS THE PRIMARY EDUCATORS OF YOUR CHILDREN, HERE ARE SOME SUGGESTIONS FOR YOU TO ENSURE THEIR SAFETY.



Communicating With Children

Always keep communication open between you and your children. Encourage them to speak about their day in school and afterward. Always listen respectfully and try not to react with emotion if you hear something, which shocks or surprises you. Be ready to discuss, advise, and correct them in a calm and loving way. Praise your child whenever possible. and, if it is necessary to be disapproving, choose your words carefully and be as kind as possible when speaking. Young children want to please their parents and can be emotionally hurt by critical comments. Always let the child know you love him or her; it is the behavior you may not like. The more open a parent can be, the more interested in the child's behavior, the easier it will be for the child to speak to the parent if serious problems occur. Be a good listener.

Recognizing The Dignity Of Every Child

All of us are children of God and, as such, must be treated with dignity and respect. Teach your child about this dignity and that no one should touch him or her in a disrespectful way. Children should know the difference between appropriate and inappropriate touches. We teach primary grade children that the parts of our bodies, which are covered by a bathing suit, are private. It is advisable to use proper names for the parts of the body when you have the discussion with your child. Tell the child that no one is ever to touch those private parts of their bodies unless they're at the doctor for a check-up (and you are there with them) or when they might ask you for some assistance. Teach your children that they are very precious to God and, if anyone tries to touch them in a private place, they are to say "NO" in a very loud voice and that they should tell you immediately. Assure your children that if someone touches them, they are NOT at fault - the adult who touched them is.



All parents are welcome to attend Safe Environment awareness sessions about child abuse and child sexual abuse.

Workshops are free of charge and range from 1-3 hours long. Contact your local parish or the Safe Environment Office for details (212-371-1000).

Information is also available on the Archdiocesan web site:

www.archnyc.org

Tricks, Lures, & Warning Signs

Abusers and sexual predators use various methods to entice children and ensure their cooperation/participation. Here are some you can warn your children about.

Bad News Trick:

The predator tells a child that something has happened (sickness or death of a parent, fire...), and that they have come to pick up the child and bring him/her home.

Bribes And Treats:

Offers of something special that the child may want, and then asking for sexual favors in return.

Trust Grooming:

The predator gives assistance to a child when needed or may offer to help the family of the child by offering rides or babysitting. This puts the predator in a position of trust for future abuse.

Drugs and Alcohol:

Drugs and/or alcohol can be given to a child to make them more compliant.

“Accidental” Touching:

Wrestling, tickling, accidental or deliberate contact with genitalia as part of the rules to a game.

Keeping Secrets:

The predator leads the child to believe that there is some secret that is just between them and shouldn't be told to parents.

Pornography:

Showing “dirty” pictures to children to raise curiosity about sex. (Speaking profanely and telling sexual jokes can also be used to gain a child's interest in sex.)

Help Me Tricks:

Requesting help from a child, i.e. asking for directions, finding a lost pet, carrying heavy packages.

Internet lures:

A predator will try to get personal information from the child. The predator may act as though he or she is the same age as the child in order to establish a friendship. He or she often will send the child sexual material and will try to set up a meeting with the child.

Abuse of Power or Authority:

A predator may be in a position of authority such as a coach, police officer, priest, or teacher and use this position to get children to be obedient to his or her request.

Special Attention/Favoritism:

The predator gives special attention or favor to a child to gain trust for future sexual abuse.



Internet Safety

Parents must take a full responsibility for their children's on-line computer use. Sexual predators often use the internet to sexually exploit children and teens. School age children should be strictly monitored whenever they use the computer. Here are some common sense rules to set for your children.

- * Never give personal, identifying information to anyone on-line.
- * Never respond to messages that are suggestive, obscene, or make you feel uncomfortable.
- * Not everything you read on-line is true. An offer that is "too good to be true" probably is.
- * Make the use of the computer a family activity. The computer should not be in a child's bedroom but in the family room or living room.
- * Use a filter to deny access to certain types of material.
- * Be suspicious if your child spends late-night time on the computer or if he or she changes the screen quickly when you come near.

Behavior Changes

If a child is experiencing emotional difficulties, his or her behavior often changes. The talkative child may become moody and reclusive; the quiet child may react with anger in fits of temper or voiced resentment. The vigilant parent must be sensitive to these changes in ordinary behavior. This is the time when communication is very important and a kind and caring approach is necessary. Make sure your children know your love for them and your interest in their concerns. Sometimes children will speak to a grandparent, aunt, or uncle if they are reluctant to speak to parents. Remember, if you suspect that something is wrong, it probably is. Bring in your family support system to help you in this situation.

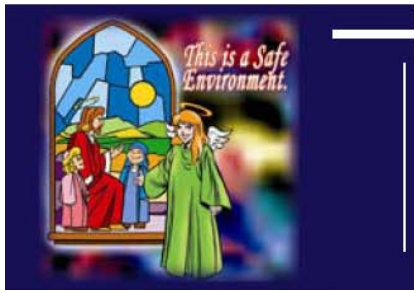


The Company Your Child Keeps

Always know where your children are and who is supervising them. Be aware if an adult chaperone is paying attention to your child to the exclusion of others. Be concerned about the adults with whom your child communicates via e-mail or phone, if the adult seems to monopolize his or her time. Be prudent about excursions and outings which you allow your child to attend, try to serve as chaperone yourself as often as possible. Let your children know that their friends are welcome in your home.

All education programs present age-appropriate and doctrinally sound material to their students. Contact the Department of Education for details.

The Mission of the Department of Education is to bear witness to Jesus Christ through the education, religious formation and spiritual development of the people of God particularly through parishes, schools and institutes of higher learning. Please contact them if you have questions about your child at: Dept. of Education, Archdiocese of New York, 1011 First Ave., New York, NY 10022-4134, 212-371-1000



Emotional and Professional Boundaries



Emotional and Professional Boundaries



Within the realm of human interactions, the concept of setting boundaries is nothing new. But typically, the first thought people tend to think when the topic comes up tends to involve physical boundaries. And while topics such as “Personal Space” and “Appropriate Touch” are certainly relevant to safe environments, they can be so obvious that they might overshadow other, equally important boundaries.

Behavioral disciplines recognize that emotional boundaries in relationships have significant impacts on personal development in both youth and adults. In fact, these emotional boundaries are so common compared to physical boundaries that they can be discussed using terms that we do not relate to boundaries at all. For example, where exactly does the difference lie between friends or lovers, parents or siblings, colleagues or supervisors, children or adults? We have distinct comfort zones for each of our relationships, and if that relationship changes, so does the emotional boundary. Often it is not even a conscious decision. Two people working on a similar project can progress from sharing a common interest to legitimate friendship very quickly for example.

But when it comes to our emotional boundaries around children, we as responsible adults have to exercise a little extra caution as we relate to minors. The seemingly obvious reason for this is that we are morally charged with guiding their development. And like any other responsible position, the options for relationships have to be limited.

We routinely do this in adult relationships as well, so applying the same guidelines to children is not a

stretch by any means. The most common example would include the countless “non-fraternization” clauses in many professional work environments. And whether someone is being paid to fulfill their obligations with children or is volunteering their time to work with the kids, the same professional boundaries exist.

Now...in no way is this article meant to insinuate that our relationships with children must maintain a coldly professional demeanor. All of us can appreciate professionals we have interacted with who had the ability to make us feel at ease, or at least comfortable within the scope of the relationship. We are of course talking about doctors with good bedside manners, clerks who are pleasantly helpful, pastors who are genuinely pastoral, and so on.

Mannerisms such as these can certainly lend themselves to our relationships with children. But just as in those examples, the professional boundary must remain.

In our programs in New York, we often use the adage that there is a BIG difference between being friendly and being friends. This helps to illustrate why it is so important to maintain a professional emotional boundary. Children, even teenagers, have not reached a level of maturity that provides the skills and knowledge needed to set appropriate boundaries every time. That is one of the reasons adult guidance is so critical to their successful development. If an adult does not observe the proper boundaries, this can be confusing to the child, and misleading to those who are observing the situation. It can also unwittingly lead the adult and minor to develop an inappropriate relationship, and to conduct that is harmful to the minor.

We as adults have to remember that there is a big difference between being "friendly" and being "friends" with children.

So whatever the relationship is with the child, be it parent/child, teacher/student, pastor/parishioner, coach/athlete, counselor/client, whatever, helpful is fine. Friendly is fine. "Friends" is not fine. Keep the boundaries professional and appropriate to the relationship.

And as if the children's development and welfare were not enough reason to maintain appropriate

boundaries, one other very significant rationale exists: Most of the time, a breach of boundaries is innocent and is not a sign of any present danger to minors.

However, the most dangerous predators are very attentive to the behaviors of their colleagues so as not to stand out too far. When someone innocently goes beyond the limits of boundaries and/or decorum around children, and this behavior is not corrected, it provides opportunities for predators to mimic those behaviors for their own illicit purposes. When appropriate boundaries are diligently maintained, the inappropriate actions of predators stand out more clearly – in fact, a breach of boundaries may be the first or only warning sign of abuse that may be seen. Because of this, failure to maintain proper boundaries is a very significant matter that must be addressed and corrected by supervisors. In other words, maintaining professional boundaries is not only beneficial for the appropriate development of children and adults; it is also an effective safe environment practice.

With that in mind, the Archdiocese of New York has put out guidelines regarding professional boundaries between adults and juveniles. For your convenience, they are listed below and are available on the Archdiocesan website under the Safe Environment tab. Please take some time to review them. And as always, thank you for your dedication, commitment, and ministry to the children in our care.



Proper Professional Boundaries

Professionalism requires that adults maintain clear boundaries in their relationship with the minors they are serving.

Adults bear the responsibility to ensure that: their relationship with minors is clearly professional in nature; proper boundaries are maintained at all times; minors are made aware of these boundaries; and any minor who intrudes upon these boundaries is counseled as to proper behavior.

Excessive familiarity or intimacy between adults and minors is not permitted.

Adults should not relate to minors as if they were peers or friends.

Adults are never to take on a role of a "surrogate parent" or "confidant" to a minor with whom they are working.

Adults must take special care to observe boundaries when they are dealing with minors who are especially vulnerable.

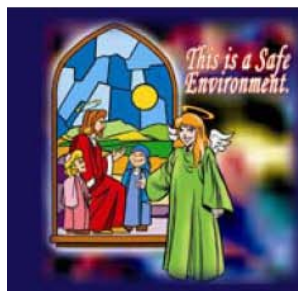
Adults may not give undue attention or favorable treatment to a minor or group of minors, such that there is the appearance that there is a "special" relationship with the adult, or that a minor is a "favorite" of the adult.

Adults must always be with another adult or be in the proximity of another adult when working with minors in unsupervised settings.

Adults may not be alone with minors in private locations.

Adults may not engage in purely social relations with minors in non-school or private settings, except in special circumstances (e.g.,





Digital Communication and Social Networking



Of Billboards and Phone Calls

Many of the folks who receive this newsletter will be interested to know that a brand new policy has been set in place here in the Archdiocese of New York regarding the use of electronic communications, web pages, social networking sites, and other internet communication tools. In the interests of following up the official dissemination of that information, we thought it worth the time to give a quick overview here as well.

Bearing in mind the sheer volume of information rocketing around the ether online, perhaps a little scaling down is in order. Or as I often have said in lectures, as we discuss these topics, every time I mention "email/instant messaging/texting", substitute the words "phone call." And every time I mention "social networking/web page/blog" substitute the word "billboard." Because, digitally speaking, that's what they are! One is a personal, one-on-one type of communication. The other is openly viewable by anyone who happens to digitally drive by.



Some guidelines that apply to any relationship with minors apply just as strongly to online relationships. For example:

1. We as adults have to remember that there is a big difference between being "friendly" and being "friends" with children. Minors are not peers of an adult working with them in a church program or institution. Excessive familiarity or a purely social relationship between adults and minors are simply inappropriate.
2. Speaking of inappropriate, there should never be a "special" relationship between an adult and a young person. So don't play favorites. In fact, it is probably for the best that you don't even appear to be playing favorites.
3. And do not fall into the trap of assuming the role of a "surrogate parent" or "confidant" to a minor with whom you are working.

Now...regarding electronic communications:

Have you ever clicked "send" and immediately regretted it? Sometimes you spotted a typo at the last second; sometimes you responded in haste; sometimes you forgot to attach a file; who knows? It happens all the time. Imagine what can result if mistakes are made communicating between an adult and a minor! Here is a relatively simple rule of thumb about communicating with our kids online: If you are not willing to personally make a phone call to the child's home about it, do not

click "send". Why? Because you are initiating a personal, private conversation with a minor. You're just not using your mouth to do it.

*Some guidelines
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These are some of the guidelines covered in the new policy that relate specifically to personal digital communications:

- Let's start with the obvious. Do NOT transmit or display any indecent material to minors.
- There shall be no private direct electronic communication

between an adult and a minor, except as provided below.

- Make every effort to send all electronic communication to minors through their parents or guardians, or through an email account of an Archdiocesan institution that is monitored by a supervisor (e.g., an official school email account).
- Using a private email account to communicate with a minor, and text messaging a minor, are never permitted.
- It is OK to send "group" emails to minors with whom you are working in an Archdiocesan institution or program (e.g., to notify a club about scheduling matters or to send reminders of events). But keep the message on the topic of the activity, and send a copy to the parents and guardians as well, if possible.

- If electronic communication is necessary for the orderly operation of an activity sponsored by your organization (e.g., to notify participants of changes of schedule, weather cancellations, etc.), contact a parent or guardian first, and then subsequent communication should be from parent to parent, or from minor to minor (e.g., through a telephone tree). If that's not feasible because of the circumstances, follow the policy outlined below for emergency communications on a trip.
- Adult chaperones for a trip sponsored by or connected with a Church organization can have direct electronic communication with a minor to the extent that it is necessary for safety or maintaining order (e.g., a telephone call to a minor who has become separated from the group). Again, keep the focus matters relating to the activity. And once the activity is concluded, communications should be concluded as well.
- If a minor initiates a private electronic communication with an adult, adults would do well to advise the minor that, private direct communications are not permitted between an adult and a minor, and that it would be more proper to establish contact with the minor's parent or guardian instead. If a parent or guardian is not available, the adult shall advise the minor that further communication must be with the minor's parent or guardian, and conclude the communication.
- And now for one of the scarier ones. If a minor initiates an electronic communication to report a violation of any civil law relating to child abuse or neglect, then it is time to IMMEDIATELY follow the reporting procedures of the Archdiocese. Do not, I repeat, DO NOT sit on this type of communication. This also goes for any violation of local diocesan sexual misconduct policies, also known as codes of conduct.



Moving on to social networking sites and personal web pages...

Ever heard the phrase "What happens in Vegas stays in Vegas?" Well...the internet hasn't. In fact, it seems to operate on a completely opposite train of thought along the lines of "What happens online is permanently available for everybody for free!" Every day, people are casually uploading silly stories with even sillier (or worse) pictures to their numerous social networking sites thinking it might be good for a laugh. In actuality, some find it even better for clicking "Save As" or "Copy-Paste". Adults have mortified themselves on these sites time and again just communicating with other adults. So it is not difficult to conclude that, given the easy, informal, and at times anonymous nature of these sites, maintaining the proper relationship between adults and minors can be a sticky web indeed.

"What does it mean to speak of child protection when pornography and violence can be viewed in so many homes through media widely available today?"

Pope Benedict Speaking to the U.S. Bishops; 16 April 2008

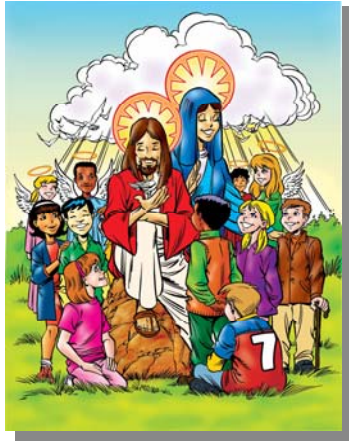
It is appropriate for Church institutions and programs to maintain social networking sites, but only under the following circumstances and with certain restrictions that protect both the adults and the minors:

1. Access to the site is strictly restricted to those adults and minors who are actively involved in the program;
2. Access to the site is subject to the invitation and approval of the program's ADULT moderator; admittedly, there can be a lot of truth pertaining to the abilities gap between our generation and the ones coming up behind us when it comes to computer skills, but make sure your teens are helping with the site, not running it.
3. Private direct communications ("chat" or private messages) may not take place between adults and minors;
4. In fact, it is for the best if, the fullest extent possible, ADULT moderators use the social networking site's privacy settings to block private direct communications;
5. The ADULT moderator of the program oversees the content of the site. Think of this as being the final content editor.
6. And finally, make sure, make VERY sure, that no personal information or photographs of minors are posted without the written permission of the minor's parent or guardian.

So remember the law of the internet, what goes up on the net, probably stays there forever. No matter how many times it's deleted. And don't forget that it is very easy to get carried away with the casual give and take of email, instant messaging, texting and the like. But don't so much think before you speak as think before you send. Professional courtesy and caution will go a LONG way to avoiding misunderstandings and

Contacting Safe Environment

We at the Safe Environment Office would like to thank you for coming and for your dedication to our children. Safe Environments must be founded on the principles of virtue and vigilance. The virtues of the Christian life, particularly purity and chastity, must be fostered in our institutions and programs, and in the hearts of all our personnel. We must also be prudent in screening and overseeing all our personnel and programs. By living these virtues, our children will be safe in our institutions.



Safe Environment Office Locations and Contact Information:

The staff of the Safe Environment Office is always willing to answer any questions you may have. Feel free to contact us via any of the methods below.

Web Site:

www.archny.org/pastoral/safe-environment-program

E-Mail Address:

safe@archny.org

New York Office:

Terence Cardinal Cooke Catholic Center
1011 First Ave.
New York, NY 10022
212-371-1000 extension 2810
Fax 212-421-1801

Poughkeepsie Office:

Poughkeepsie Catholic Center
218 Church St.
Poughkeepsie, NY 12601
845-452-1171 extension 4218
Fax 845-473-9497

(Note: The Poughkeepsie Office deals primarily with Training program issues..)

Prayer for the Work of this Program

We dedicate the work of this program to the protection of Saint Joseph, the guardian of the redeemer of mankind. As we have placed the workings of our Safe Environment program under his patronage, please join us in offering this prayer.

St. Joseph, God entrusted His greatest treasures, Mary and Jesus, to your protection.

We now place our programs under your patronage.



We ask you to pray for us, that we may create a safe environment for the children who have been entrusted to us.

Please obtain for us the grace to lead these children to lives of virtue and love, and to guide them to the vocations that God has intended for them.

Help us to be good role models and protectors for them, as you were for your family.

We ask this in the name of your beloved spouse Mary, and your son, our Lord Jesus Christ.



Archdiocese
Of
New York

In New York:
Safe Environment Program
1011 First Ave.
New York, NY 10022
212-371-1000 extension 2810
Fax 212-421-1801



In Poughkeepsie:
Safe Environment Program
Poughkeepsie Catholic Center
218 Church St.
Poughkeepsie, NY 12601
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Web Site:
www.archny.org/pastoral/safe-environment-program

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