

Safe Environment Program

REFRESHER

ARCHDIOCESE OF NEW YORK

Updated Version -- 2022



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The Method Behind The Policies

The policies of our Safe Environment Program are designed to raise specific barriers to those who would pose a threat to our children, staff, clergy or volunteers.

As such, we would like to take just a few moments to review and explain our:

- Archdiocesan Code of Conduct
- The Sexual Misconduct Policy
- And our reporting procedures.



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Archdiocesan Policies

The Archdiocese has a Sexual Misconduct Policy that applies to all personnel and institutions. It addresses specific examples and consequences for inappropriate behaviors, and the procedures for reporting and handling complaints.

The Safe Environment Office also has policies to cover many situations that arise in our programs, and procedures for training, background checks, and other matters.

These policies are available at the Safe Environment Office website, which will be linked at the end of this training.



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Why A Code Of Conduct?

The Archdiocese of New York has a Code of Conduct that has guidelines and specific appropriate and inappropriate behaviors.

Any employee or volunteer of the Archdiocese agrees to abide by the Code of Conduct.

The full Code and all policies can be found at the Safe Environment Office website, which will be linked at the end of this training.



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Why A Code Of Conduct?

ADNY Code of Conduct behavior examples:

- To be attentive to warning signs that might indicate the potential violation of sexual boundaries;
- To always be with another adult or be in the proximity of another adult when working with children;
- Not to engage in any sexual behaviors with any child and to avoid sexual comments or jokes or the display of any such material;
- To report any suspected cases of abuse or neglect of children or violations of this code;
- Never to share any kind of sexual or indecent materials (e.g., pornography) with a minor.

Be aware that any violation of the Code of Conduct or Safe Environment Policies may result in disciplinary action up to and including removal from one's position.

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About Our Electronic Communications Policy

- The use of a private email account to communicate with a minor is never permitted.
- Adults are permitted to have email communications with a group of minors, but only through an official email account of an Archdiocesan institution.
- Only matters relating to an official activity are communicated, and a proper professional relationship must be maintained at all times.
- The use of a private cell phone or text messaging a minor is never permitted, except if it is necessary for safety or during an official trip.

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Let's Discuss Social Media

Adults who use social media (e.g., Instagram, TikTok, Snapchat, Facebook) may not "friend" or "follow" any minor who is active in their institution or program.

Private messaging apps (Messenger, WhatsApp, TikTok) are not to be used for church/school functions.

Adults must serve as examples of Christian conduct and should not post inappropriate or indecent material on social media.



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Reporting Abuse Concerns

If Archdiocesan personnel receive a report of alleged child sexual abuse, regardless of where or when it occurred or who the perpetrator is, they shall immediately:

- Advise the person (or their parent or guardian) to report the incident to the appropriate District Attorney's Office or other law enforcement agency;
- If the child is in imminent danger, call 911;
- Report the incident to the New York State Child Abuse Hotline, regardless of whether the person is a mandated reporter; and
- Notify the Office of Legal Affairs or the Safe Environment Office.
- If the report alleges child sexual abuse by a member of the clergy, they shall also refer the person directly to the Archdiocesan Victim's Assistance Coordinator.

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Where To Find All The Specifics

All Archdiocesan Safe Environment policies can be found online. Go to our homepage, www.archny.org, and click the link in the upper right entitled "Child Protection"

If you ever have questions or concerns, please feel free to contact us directly via phone (212-371-1000 ext. 2810) or email (safe@archny.org)



The Archdiocese of New York website can be found at:

<https://archny.org/>

Once there, click the "CHILD PROTECTION" link at the top right. Every time we mentioned that you would find it online, that's where it is!

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It Cannot Be Done Without You!

Thank you...and thank you again...

For all your work...

For your ministry...

For your dedication...

And for all that you do for our children.

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