



The Safe Environment Policy: The Diocese of Springfield – Cape Girardeau and its Affiliates promote a zero-tolerance policy regarding sexual misconduct and are committed to creating and maintaining a safe environment for all of God's people, one that is free from any form of sexual misconduct, which is antithetical to the teachings of the Catholic Church.

For the purposes of this policy, sexual misconduct means any behavior of a sexual nature that occurs between diocesan personnel and a minor or an adult, which includes: sexual abuse, enticement, exploitation, and any other such behavior, or the appearance of any such behavior, whether in-person, verbal, written, or through the use of technology or other media, that is defined by and contrary to the moral teachings, doctrines, and Canon Law of the Catholic Church; and/or unlawful as described by local, state, and federal laws.

This policy applies to all diocesan personnel, including clergy, seminarians, consecrated religious, diocesan, parish and school employees, and all adult volunteers. Any violation of this policy will be grounds for discipline up to and including termination.

The Diocese of Springfield – Cape Girardeau has established this Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes, and Schools to foster and maintain an atmosphere of trust and safety in its ministry to all minors and adults. Diocesan personnel have a responsibility to provide a safe environment and actively protect minors and adults from all forms of abuse and are expected to uphold and maintain the highest standards of professional, ministerial, and moral behavior.

A. Reporting Violations

Any known or suspected **abuse or neglect of a minor** must first be immediately reported to the **Missouri Child Abuse and Neglect Hotline at 800-392-3738**.

Any known or suspected **abuse or neglect of an adult** must first be immediately reported to the **Missouri Adult Abuse and Neglect Hotline at 800-392-0210**.

In situations of immediate danger, call 911 or local law enforcement.

Known or suspected abuse may also be reported to law enforcement in addition to making a report to the MO Child Abuse and Neglect Hotline or to the MO Adult Abuse and Neglect Hotline.

- **Failure to Report Abuse or Neglect is a Class A Misdemeanor for any person who is required under the law to report.**
- **No supervisor may interfere with or impede the reporting of suspected abuse.**
- **Filing a False Report is a Class A Misdemeanor.**

All diocesan personnel are required to also report violations of *The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes and Schools* to the Director of the Office of Child and Youth Protection at **417-866-0841** childandyouthprotection@dioscg.org or through the **TIPS** online reporting system, which is available on the diocesan website www.dioscg.org.

Violations involving the Bishop should also be reported to the **Catholic Bishop Abuse Reporting Service** at <https://reportbishopabuse.org/> or **800-276-1562**.

B. Ensuring a Safe Environment

The Diocese of Springfield – Cape Girardeau has established a policy to promote a positive, nurturing, and safe environment for all ministries to protect minors and adults, as well as diocesan personnel, from misconduct or misunderstandings. This and related policies and guidelines are to be carefully followed by all diocesan personnel.

Diocesan personnel must take precautions to avoid any activities, or the appearance of such activities that violate, contradict, or are contrary to the moral teachings, doctrines, and Canon Law of the Catholic Church, diocesan policies and guidelines, or are unlawful as defined by civil laws.

C. General Guidelines

Before engaging in diocesan, parish, and/or school-sponsored activities involving minors and/or vulnerable adults, diocesan personnel are required to complete the designated safe environment training, the background screening, and the current Code of Conduct.

Diocesan personnel are expected to remain in compliance with the Safe Environment requirements and maintain an environment that is free from unlawful behaviors, harassment, discrimination, violence, or retaliation in our diocesan, parish, and school-sponsored programs and activities as described in this Code of Conduct and related policies.

The guidelines contained herein are intended to assist diocesan personnel in making decisions about their interactions with minors or adults in diocesan, parish, or school-sponsored and affiliated programs and are not designed or intended to address the interactions within families.

Nothing contained in this policy, in whole or in part, is intended or to be interpreted to supersede civil laws.

Parishes and schools are required to display posters with the Abuse Reporting Procedures in clearly visible locations and entrances.

Every parish is required to include the Reporting Procedures in their bulletin annually. The diocese will periodically include the Reporting Procedures in its newspaper, printed or electronic publications.

I. Program Supervision

Diocesan personnel responsible for supervision of diocesan, parish and school activities must be aware of all programs for minors that are sponsored by a parish, school, or institution. A list of employees, volunteers, sponsors, and coordinators for these programs and activities, including the purpose, the meeting times and locations, is to be maintained at the parish, school or other institution and updated annually.

Programs for minors are to be sponsored by two or more screened, trained, and compliant adults (see sections E, F and G). Leaders are to evaluate these programs and ensure that there is adequate supervision.

Diocesan personnel under 21 years of age must work under the direction of a supervisor 25 or older.

Ministries and other diocesan, parish, and/or school-sponsored programs and activities offered specifically or exclusively to minors within the Church are at the will and service of the parents or legal guardians who have the primary responsibility to care for and educate their children.

Programs and activities for minors are to be conducted with the knowledge and consent of their parent(s) or legal guardian.

Parents and legal guardians are welcome to observe and are encouraged to be a part of any diocesan, parish and school-sponsored programs and activities in which their children are involved.

All adults, including parents or legal guardians, and adult family members who regularly work and/or volunteer, or engage in diocesan, parish, or school-sponsored programs or activities for minors and/or vulnerable adults are required to complete the adult application process (*the Safe Environment Training, Background Screening, and a current Code of Conduct—see sections E, F and G*).

Diocesan personnel are responsible for releasing minors in their care only to the parents or legal guardians or other persons designated by parents or legal guardians at the close of services or activities. In the event that diocesan personnel are uncertain of the propriety of releasing a minor, they are to locate or contact their supervisor before releasing the child.

J. Undue Attention and Inappropriate Interactions

As part of Church life and ministry, when diocesan personnel interact with minors or adults, they are expected to be respectful of others and to boundaries, to prioritize safety, act appropriately, consistently follow the policies, and create and maintain a safe environment.

Certain behaviors and interactions between diocesan personnel and minors and/or vulnerable adults are viewed as ***not appropriate*** nor acceptable.

Examples of behaviors and interactions that are prohibited include, but are not limited to:

- Giving excessive attention or treating a minor or vulnerable adult in a different manner than others.
- Engaging in activities with a minor or vulnerable adult where no other adults are present or nearby.
- Singling out a minor person for special privileges, events, outings, or overnight trips.
- Being isolated or alone with a minor or vulnerable adult for any period of time in areas of a building or any other locations where no other adults are present or nearby, such as a private residence, staff-only and private rooms, hotel, dorm or bedrooms, closets, bathrooms, or vehicle.

- Sleeping alone in a room with or sharing a bed with an unrelated minor or vulnerable adult.
- Comments or remarks or other forms of attention, or expressed affection about physical appearance, attractiveness, and/or attire when discomfort is expressed, verbally or non-verbally.
- Having repeated, unofficial, or private contact or personally intimate conversations with a minor or vulnerable adult, whether in person, by telephone, through text-messaging, email, social media, apps, or any other means.
- Acquiring, possessing, soliciting, or requesting, producing, exhibiting, publishing, posting, or distributing photographs, audio-video recordings, or electronic media of a minor or vulnerable adult without the knowledge and consent of their parent(s) or legal guardian.
- Giving extravagant gifts to or receiving gifts from a minor/vulnerable adult without the knowledge and consent of their parent(s) or legal guardian, and the Pastor, Principal, or Program Supervisor.

K. Physical Contact

Unacceptable, inappropriate or any unwanted physical contact with a minor or vulnerable adult is prohibited.

Examples of physical contact ***not to be used*** include, but not limited to:

- Any sexual contact or misconduct, as defined.
- Physical affection such as kisses on the face, ears, lips, or other body part; lengthy hugs or embraces.
- Tickling, rough-housing, wrestling, piggyback or horseback rides.
- Holding a minor over five years old on the lap.
- Touching, patting, rubbing, grabbing, pinching, or massaging of the body, knees, legs, buttocks, chest, breasts, genital areas, or the clothing surrounding these areas (except when assisting with necessary hygiene and toileting).

BACKGROUND QUESTIONNAIRE	
1) Have you ever sexually or physically abused a minor or an adult? ☐ Yes ☐ No	
2) Has any allegation, civil or criminal complaint ever been made against you relating to physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ Yes ☐ No	
3) Have you ever been convicted of physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ Yes ☐ No	
4) Have you ever terminated your employment or had your employment terminated for reasons relating to allegations or civil or criminal complaints against you for physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ Yes ☐ No	
5) Have you ever received any treatment, medical or psychological, for reasons involving the physical or sexual abuse, sexual misconduct, exploitation, harassment, crimes of violence, domestic violence, or endangering the welfare of a minor or an adult? ☐ Yes ☐ No	
6) I attest that the responses contained in this Background Questionnaire are accurate and true. I understand falsified statements may be grounds for dismissal or termination. ☐ Yes ☐ No	

ACKNOWLEDGEMENT AND UNDERSTANDING

I understand that any known or suspected abuse or neglect of a minor must first be immediately reported to the **MO Child Abuse and Neglect Hotline at 800-392-3738**.

I understand that any known or suspected abuse or neglect of an adult must first be immediately reported to the **MO Adult Abuse and Neglect Hotline at 800-392-0210**.

In situations of **immediate danger**, call **911** or local law enforcement.

Known or suspected abuse or neglect may also be reported to law enforcement in addition to making a report to the MO CAN or the MO AAN Hotlines.

- Failure to Report Abuse or Neglect is a Class A Misdemeanor for a person who is required under the law to report.
- No supervisor may interfere with or impede the reporting of suspected abuse.
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I understand that my participation in and completion of any required and/or ongoing training and education may be a condition of employment or volunteering.

I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result. I also authorize periodic rechecks and updates on my background screening.

I understand that diocesan personnel are required to cooperate with any investigation(s) conducted by civil authorities and/or by the diocese regarding suspected abuse, misconduct, or other violations.

I further understand that any action inconsistent with or in violation of the Safe Environment Policy and this Code of Conduct or any failure to take action mandated by law and/or this Code of Conduct may result in disciplinary actions up to and including dismissal or termination.

By signing this document, I verify that I have read, understand, and agree to faithfully follow the policies and guidelines in the *Diocese of Springfield – Cape Girardeau Code of Conduct for Clergy, Employees, and Adult Volunteers of the Diocese, Parishes, and Schools* as a condition of my employment or volunteer work.

Name of parish, school, or diocesan activity: _____

Location: _____

Role: _____

Phone number: _____

Preferred Email: _____

Print Name: _____

Signature: _____

Today's Date: _____

This Code of Conduct should be submitted to the local parish/school Safe Environment Coordinator and a copy should be retained for future reference.

This Code of Conduct **expires Dec. 31, 2025**.