



DIOCESE OF
TRENTON

Safe Environment & Standards of Conduct Policy

In accordance with Article 12 of the Charter for the Protection of Children and Young People

“Dioceses/eparchies are to maintain “safe environment” programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.”

This Policy mandates that all priests, deacons, seminarians, religious, employees, volunteers and third party vendors who during the course of their work or volunteer activity at any Diocesan entity, have direct, consistent and regular contact with minors¹ must attend a VIRTUS, Protecting God’s Children for Adults Awareness session **WITHIN 90 DAYS OF ONSET OF VOLUNTEERISM OR EMPLOYMENT**. This applies even to those who have one isolated contact with minors if that contact involves an overnight activity.

Each diocesan entity has the authority to expand the criteria for who must attend an Awareness session for their individual location.

All elementary, secondary and religious education programs are required to implement the VIRTUS, Teaching Touching Safety Program or utilize the RCL Family Life Series for all students. Each year, lessons are taught appropriate to the child’s grade level. Parents are to be notified prior to the training and they may speak with the principal or catechetical leader if they have concerns.

CODES OF CONDUCT

All employees and volunteers are required to receive, read and sign a code of conduct, which they will be held too uphold during the course of their employment or volunteerism.

- The signed code of conduct will remain in effect for the duration of their ministry.
- If the volunteer/employee should leave their ministry or position, a new code of conduct must be signed upon their return.

¹ Please refer to the Policy of Background checks for examples of who required



Diocese of Trenton Worker/Tradesman Policy for Child Protection

Worker/Tradesman are defined as any type of laborer in a construction project including but not limited to: Contractors, Electricians, Plumbers, Drywall Installers, locksmiths, etc.

All contracted workers will notify the principal or his/her designee of their arrival on the campus and subsequently will notify the appointed designee of their leaving.

If available, they will be asked to present verification that they have passed a criminal background check. This can either be a letter from a law enforcement agency or a testament from their supervisors on company letterhead.

In of itself, a criminal history background check is not the only means to ensure the safety of the children entrusted to our care. The principal, administrator and all staff will be extra vigilant of any and all workers on site when the children are present. Any suspicious behavior will be reported immediately to the principal or his/her designee.

STAFF:

- All tradesmen/workers should sign in with the front office upon their arrival and should notify the front office when they are leaving for the day.
- All Staff should be vigilant in keeping an eye on those workers that may be in the building during school hours.
- Staff should remind students that if they are approached by a tradesman no matter what the circumstance, the student should direct the worker to their teacher or another staff member.
- **No child should not be allowed in the area in which the tradesman is working.**
- All staff should have displayed on their person their School or Diocesan issued ID card.

PARENTS & STUDENTS:

- Parents should be notified that workers are present in the building during school hours. This should include, if known, how long this work will be taking place.
- Parents should be aware that all precautions are being taken to ensure the safety of their children during these times of rebuilding.
- Parents should remind their children of the safety rules:
 - If approached by a worker, they should tell their teacher or another staff member
 - They should not be in areas where the tradesman are working
 - They should not be in staff only areas
 - They should always tell their teacher where they are going if they need to leave the classroom.