

4.0 TRAINING AND EDUCATION

The Archdiocese of Baltimore is committed to education on how to prevent, recognize, and report Abuse and Misconduct with Minors. By educating adults and children, risks to children are greatly reduced because there is a better understanding and awareness of the issue of Abuse.

- 4.1 All Church Personnel in Covered Entities must read the Archdiocese of Baltimore's *Statement of Policy for the Protection of Children & Youth* and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore*.
 - 4.1.1 All priests and deacons with faculties to function in this Archdiocese, seminarians of the Archdiocese, seminarians studying in the Archdiocese and those enrolled in the Permanent Diaconate Formation Program, men and women religious working in the Archdiocese, and employees must complete the Review Acknowledgment form. By signing the form, the individual indicates that he/she has read the policies and acknowledges his/her responsibility to comply with the *Statement of Policy for the Protection of Children & Youth* and *Code of Conduct*. Documentation is maintained by the appropriate Archdiocesan office or the Responsible Administrator or his/her designee.
 - 4.1.2 By signing the Application for Volunteer Service, the volunteer applicant indicates that he/she has read the policies and acknowledges his/her responsibility to comply with the *Statement of Policy for the Protection of Children & Youth* and *Code of Conduct*.
- 4.2 All priests and deacons with faculties to function in this Archdiocese, seminarians of the Archdiocese, seminarians studying in the Archdiocese and those enrolled in the Permanent Diaconate Formation Program, men and women religious working in the Archdiocese, and employees must complete the Internet-based Archdiocesan safe environment training for Adults regarding preventing, recognizing, and reporting Abuse and the Misconduct with Minors. This training must be completed before they begin service. Training documentation must be reviewed and maintained by the appropriate Archdiocesan office or the Responsible Administrator or his/her designee.
 - 4.2.1 This training must be renewed every five (5) years.
- 4.3 All volunteer applicants who will have Substantial Contact with Minors must complete the Internet-based Archdiocesan safe environment training for Adults regarding preventing, recognizing, and reporting Abuse and Misconduct with Minors. Training must be completed before the applicant is permitted to volunteer. Training documentation must be reviewed and maintained by the Responsible Administrator or his/her designee.

- 4.3.1** This training must be completed every five (5) years.
- 4.3.2** Volunteers who are under 18 years of age must receive age appropriate Archdiocesan safe environment training regarding preventing, recognizing, and reporting Abuse and the Misconduct with Minors.
- 4.3.3** Education or training offered by other organizations (e.g., Boy Scouts of America, public schools) may not be substituted for the Internet-based Archdiocesan safe environment training for Adults.
- 4.4** Non-archdiocesan educational providers, including any Local Educational Agency, and designated independent contractors and vendors who have substantial contact with Minors at a Covered Entity must complete the Internet-based Archdiocesan safe environment training for Adults regarding preventing, recognizing, and reporting Abuse and the Misconduct with Minors. This training must be completed before providing any service. Training documentation must be reviewed and maintained by the Responsible Administrator or his/her designee.
 - 4.4.1** This training must be renewed every five (5) years.
- 4.5** Responsible Administrators must provide an annual review of the Archdiocesan *Statement of Policy for the Protection of Children & Youth*, and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore* with their employees.
- 4.6** Due to the sensitive nature of the subject matter, some victims of child sexual abuse may not feel comfortable completing safe environment training. Church Personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection.
- 4.7** The Office of Child and Youth Protection will provide ongoing opportunities for additional training and education to Church Personnel on preventing, recognizing, and reporting Child Abuse and the Misconduct with Minors.
- 4.8** Family Life Catechesis, which includes safe environment education, is required for children in Archdiocesan schools and parish religious education programs (grades K-12). Resources are made available to parents as well.
 - 4.8.1** The Department of Evangelization will assist Covered Entities in reviewing materials pertinent to safe environment and Abuse prevention education for children.