

Appendix I

Interactions & Behaviors Chart

The lists provided below are not intended to be exhaustive.

If you identify inappropriate behaviors/interactions, you must report them to the program supervisor. If you suspect abuse call law enforcement and Child Protective Services.

<p><i>Appropriate Interactions & Behaviors</i></p> <p>Appropriate affection between diocesan personnel/volunteers and minors constitutes a positive part of Church life, ministry, and healthy child development.</p> <p>Depending on the circumstances, the following forms of interactions and behaviors are customarily (but not always) regarded as appropriate ways to maintain healthy boundaries:</p>	<p><i>Inappropriate Interactions & Behaviors</i></p> <p>Some forms of behavior and physical interactions have been used by adults to initiate inappropriate contact with minors. To maintain the safest possible environment for minors and to respect everyone's dignity, the following are examples of interactions and behaviors that are not appropriate and not to be used :</p>
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Interactions – Physical & Verbal

<p><i>Appropriate Physical Interactions</i></p> <ul style="list-style-type: none"> ● Side hugs Shoulder-to-shoulder hugs ● "Temple" hugs ● "A-Frame" hugs ● Handshakes ● "High-fives" ● Pats on the head or back when culturally appropriate ● Touching hands, shoulders, or arm around shoulders ● Holding hands (with smaller children in escorting situations) ● Holding hands during prayer 	<p><i>Inappropriate Physical Interactions</i></p> <ul style="list-style-type: none"> ● Any form of affection that is unwanted by the minor ● Showing affection in isolated areas ● Physical contact insisted on or requested by the adult ● Inappropriate or lengthy embraces ● Full frontal hugs ● Kisses on the mouth ● Touching knees, legs, buttocks, chest or genital areas ● Wrestling, "rough housing", tackle football or tickling ● Piggyback rides ● Touch, pull, push or strike a minor in anger ● Allowing a minor to cling to an adult's leg ● Any type of massage between adults and minors
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Appropriate Verbal Interactions

- Positive affirmation
- Appropriate jokes
- Encouragement
- Verbal praise

Inappropriate Verbal Interactions

- Name calling
 - Cursing
 - Telling off-color or sexual jokes
 - Racial insults or ethnic slurs
 - Shaming or belittling
 - Compliments that relate to physique or body development
 - Telling secrets, asking minors to keep secrets
 - Using harsh language that may frighten, threaten, intimidate or humiliate a minor
 - Making derogatory remarks about the minor or his/her family
 - Discussing sexual encounters with minor
 - Involving minors in the personal problems or issues of adults
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Behaviors

Appropriate Behavior

- Communicating with minors through **PARISH, SCHOOL and/or ARCHDIOCESAN** communications such as: websites, blogs, group social networking profiles (e.g., Facebook, Twitter, etc.), office phones, or email for the purpose of parish, school and/or diocesan programs.
- **PARISH, SCHOOL and/or ARCHDIOCESAN** communications must be transparent, which includes public availability, parental access, and continuous monitoring by supervisors.
- Consistently abiding by the *Code of Ethics* and the *Policy and Procedures for the Protection of Minors*
- Providing a safe environment where the dignity of every individual is ensured
- Knowing how and where to report inappropriate behavior
- Knowing how and where to report alleged/suspected abuse
- Maintaining a professional relationship when interacting with minors, avoiding emotional attachment and/or vulnerable situations
- Maintaining an awareness of the powerful attraction of minors to adults in positions of authority and trust. If a personal or physical dependency begins to develop on the part of the minor, as often as possible, involve more than one adult in the program with the minor, or refer the minor to another qualified adult.
- Maintaining an awareness that minors who are especially emotionally needy

Inappropriate Behavior

- Communicating with minors through **PERSONAL/PRIVATE** means including but not limited to: websites, blogs, social networking profiles, text messaging, home/cell phones, instant messaging, or e-mail.
- Participating in online gaming with a minor.
- Being alone with a minor(s), without another responsible adult present, in any closed area that is inappropriate while working in the scope of ministry program. Including but not limited to: a vehicle, restaurant, residence, sleeping facility, locker room, rest room, hot-tub or pool.
- Allowing minors to have, or assist minors in gaining, access to alcohol, drugs, pornographic material, or any illegal substance.
- Allowing minors to have, or assist minors in gaining, access to inappropriate media such as: websites, movies, videos, music, audiotapes, DVDs, or CDs, etc.
- Photographing minors while at school or in catechetical programs without the proper parental/guardian consent.
- Singling out a minor with a personal gift.
- Accepting an elaborate gift from a minor or parent.

are more susceptible to 'grooming' by an adult seeking sexual contact with a minor.

- Notifying parents when on-going pastoral care of a minor is necessary.
 - Giving a modest gift to a group of minors
 - Receiving a modest gift from a group of minors
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