

Reporting Boundary Violations:

A boundary violation is when someone behaves in a manner that is contradictory to the Diocese of Worcester Policy and Procedures for the Protection of Minors and Code of Ethics. The Diocese of Worcester requires each boundary violation to be documented and reported to the program supervisor. This is important so the behavior can be identified and modified to ensure that everyone behaves in an appropriate manner when it comes to personal boundaries.

Reporting Abuse:

When diocesan personnel or a volunteer has reasonable belief that sexual, physical, emotional abuse or neglect has occurred, they are mandated to make a report to civil authorities.

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. If a child discloses **sexual abuse** - do not ask questions. Leave the questioning to a trained interviewer.
4. If a child discloses **physical or emotional abuse** - you can ask what happened, who did it, where did it happen, when did it happen?
5. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
6. When the minor is stable and secure with another adult, **immediately report** the allegations by phone or in person, to law enforcement and Child Protective Services (CPS). Non-emergency reports can be made to CPS online by going to <http://www.mass.gov/eohhs/gov/departments/dcf/>. If you believe a child may be the victim of abuse or neglect, contact the Child-at-Risk Hotline at 1-800-792-5200.
7. If the report was made over the phone to law enforcement and CPS, complete the Minor Abuse Reporting Form, and keep for your records. If a report was made online to CPS, print out a copy of the report for your records.
8. If the accused is a clergy member, consecrated life, employee, or volunteer of the Church, after reporting to law enforcement and CPS, immediately contact
Victims Service Coordinator Phone: 508-929-4363
(a 24-hour confidential voicemail is available)
E-mail: jaudette@worcesterdiocese.org
9. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.