



## **COVENANT OF CARE:**

**Diocese and Parish Safe Environment Policy**

**Allegations of Serious Misconduct Protocol**

*May 2025*

Available online at <https://rcdos.ca/our-diocese/safe-environment/safer-church/>

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## 1. PURPOSE

The purpose of the Covenant of Care is to establish the vision for the way we minister in the parishes and the diocese that is designed to create safe and respectful Church communities and healthy ministerial relationships, and to protect people from abuse and the harm that results. The *Covenant of Care* strives to provide proactive protection for:

- children, youth and vulnerable adults;

**Child:** A person less than 16 years of age.

**Youth:** A person who is 16 or 17 years of age.

**Vulnerable Adult:** A person 18 years of age or older who might, because of circumstance, be easily exploited by another.

- those who minister, including clergy, employees and Church volunteers.

The Safer Church/Stronger Communities Safeguarding Action Plan along with the Historical Case Review help to set this vision.

## 2. SCOPE

The scope of the *Covenant of Care and this policy and protocol document* applies to all employees and volunteers, including clergy, religious and lay people.

**Bishop:** The Bishop of the Roman Catholic Diocese of Saskatoon will ensure the *Covenant of Care along with the associated policies and protocols* are implemented and adhered to across the diocese. The Bishop will appoint the Serious Misconduct Investigator (SMI). He will ensure that the name and contact information of the SMI is made public.

**Diocesan Safe Environment Coordinator (DSEC):** The DSEC oversees all training, reporting and investigation procedures for the *Covenant of Care along with the associated policies and protocols I*. When the DSEC is away from the office, the Bishop will designate an alternate to fill the role. The DSEC:

- Provides assistance with implementation, maintenance, reporting and investigations,
- Provides for the long-term, confidential storage of documentation at the Chancery office.
- Oversees training and education efforts at a diocesan level and is available to support training at the parish level.

**Diocesan Safeguarding Committee (DSC):** The Diocesan Safeguarding Committee is appointed by the Bishop and will consist of at least five members. The DSC should include: a chairperson; a vice-chairperson who will act as delegate in the absence of the chairperson; a priest; a lawyer; a person experienced in the treatment of persons who have been the subject of sexual abuse, as well as in the treatment of persons who suffer from disorders related to pedophilia or other similar illnesses; and any other person(s) who in the opinion of the Bishop can act as resource person(s). The DSC will meet quarterly with the Bishop and assess the *Covenant of Care with the associated policies and protocols* and its implementation.

The DSC may be consulted by the Bishop regarding options and/or further actions that may be taken after the completion of an investigation. Such actions recommended might include the temporary or permanent suspension of the priest, religious, employee or volunteer from their duties or positions.

**Media Relations Spokesperson:** The Media Relations Spokesperson is appointed by the Bishop. This person is responsible for all public communication surrounding an investigation.

**Intake Officer (IO) –** The IO is one of several persons named to receive allegations and/or complaints about serious misconduct (including sexual abuse) by any member of the Church: (clergy, religious, employee, volunteer).

**Pastors:** Pastors, and where relevant with the Parish Life Directors, will ensure that the *Covenant of Care* is implemented and adhered to within their assigned parishes. They will also appoint a lay person as Parish Safe Environment Coordinator (PSEC), ideally in consultation with the Parish Pastoral Council, and ensure this person is made known in the parish community.

**Parish Safe Environment Coordinator (PSEC):** The Parish Safe Environment Coordinator receives reports and/or allegations of breaches of the *Covenant of Care* in the event that someone is unable or unwilling to make their report to the Pastor and/or Parish Life Director. The name of the PSEC should be made public. The PSEC may also assist in the implementation and maintenance of the *Covenant of Care* associated policies and protocols.

**Serious Misconduct Investigator (SMI):** The SMI oversees all reporting and investigation procedures for the *Covenant of Care & Allegations of Serious Misconduct Protocol*. When the SMI is away from the office, the Bishop will designate an alternate to fill the role. The SMI:

- Provides assistance with implementation, maintenance, reporting and investigations,
- Ensures the compilation of investigations and findings, and where relevant, prepares a report with findings and recommendations.

**Victim Support Coordinator (VSC):** One of several persons named to provide support and assistance to persons who bring forward allegations of serious misconduct, including sexual abuse.

### 3. CONTEXT

In our society and indeed in the Church itself, experience has shown the need for vigilance and awareness to ensure that all, especially the most vulnerable, may feel and be at peace in a safe environment.

The *Covenant of Care* associated policies and protocols provide authoritative directives for all who minister within and on behalf of the Roman Catholic Diocese of Saskatoon.

The Roman Catholic Diocese of Saskatoon expects that those who minister in the name of the Church or under Church auspices will exhibit a profound respect for all. By first respecting the law of the Gospel, this diocese also respects and abides by the laws of our civil society. Our goal is the prevention of actual abuse, misconduct, compromising and scandalous circumstances, and false accusations.

This policy and protocol shall apply to all persons involved in service to children, youth and vulnerable adults. It will be the responsibility of the pastors, parish life directors and heads of diocesan offices to inform all clergy, employees and volunteers of this policy and protocol. They are to ensure that this policy and protocol is put into effect in their particular parishes and ministries, to help protect children, youth and vulnerable adults in our communities.

### 4. COVENANT OF CARE EXPECTATIONS

The Roman Catholic Diocese of Saskatoon is responsible to provide a safe, respectful and secure environment for ministry. In providing ministry, clergy, employees, and volunteers are placed in situations where they may have access to highly sensitive and confidential information. The specialized nature of Church work in many cases can place providers and recipients of pastoral services in a vulnerable situation. Individuals are dependent upon the honesty and integrity of all clergy, employees, and volunteers associated with the Church. This calls for responsibility and places the burden of adhering to the *Covenant of Care* on each member of the clergy, employees, and volunteers.

1. Employees, clergy, and volunteers assume full responsibility for establishing and maintaining clear, appropriate boundaries in all ministerial situations, especially those involving children, youth and vulnerable adults. Employees, clergy, and volunteers are expected to provide ministry that is free of verbal and physical abuse, grooming, child pornography or exploitative behaviours.
2. All physical contact between employees, volunteers, and clergy with children, youth or vulnerable adults must be appropriate to the ministerial relationship, and free of inappropriate, exploitative, harassing and/or sexual contact.

3. Volunteers, employees, and clergy who learn of information indicating clear and imminent danger to a child, youth or vulnerable adult must act immediately to protect the safety, health and well-being of the vulnerable parties by disclosing necessary information and communicating such disclosures to their immediate superior and/or other appropriate person(s), including the police, as outlined in the ***Allegation of Serious Misconduct Protocol*** (See appendix G).
4. At least two adults are to be present for all recreational activities, catechetical programs and pastoral care outreach. Situations where a minister is alone with a vulnerable person are particularly sensitive and may be conducive to misconduct or allegations of serious misconduct; every effort must be made to prevent both. When one-to-one meetings are necessary, they must take place in rooms and locations that are open to public view. For example, windows in doors should never be covered, and two adults (in addition to the person receiving communion) will be present when bringing communion to those at home.
5. Employees, volunteers, and clergy shall not engage in corporal punishment of children, youth or vulnerable adults in their care. Discipline problems will be handled in coordination with the immediate supervisor and the parents/care providers.
6. Clergy, employees, and volunteers will not dispense medications without written consent from a parent or legal guardian.
7. Employees, clergy, and volunteers will never be alone with a child, youth or vulnerable adult in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or area that is inappropriate to a ministerial relationship. Overnight trips, special events, and care due to illness, disability or emergency require the utmost attention and planning of leadership. Any off-site or overnight events with children or youth require a **Parental Consent Form** (Appendix E).
8. No diocesan employee, volunteer, or clergy is permitted to be alone in his or her living quarters or motor vehicle with a child, youth or vulnerable adult whose relationship has been established through a ministerial relationship.
9. No volunteer, employee, or clergy is permitted to take personal trips or vacations with a child, youth or vulnerable adult whose relationship has been established through a ministerial relationship.
10. All employees, clergy, and volunteers working with children, youth, and vulnerable persons will sign that they have read and will adhere to this ***Covenant of Care*** and will follow diocesan guidelines concerning requisite screening processes, criminal record checks and ongoing education.

Within ministerial relationships, the Roman Catholic Diocese of Saskatoon will not tolerate physical, verbal or sexual harassment or abuse among its employees, clergy, and volunteers. In a spirit of common mission, all who work together on behalf of Christ's Church must be alert to even the potential for abuse or misconduct and work to prevent and eliminate both. Investigations that confirm allegations of misconduct or abuse will result in disciplinary measures against the perpetrator of abuse or harassment, which may include suspension, dismissal and/or the reporting of the incident to secular authorities.

Violations of the *Covenant of Care* and associated policies are dealt with according to the *Allegations of Serious Misconduct Protocol* of the Roman Catholic Diocese of Saskatoon.

## A. Diocese and Parish Safe Environment Policy

1. The Bishop will appoint a **Diocesan Safe Environment Coordinator (DSEC)**, **who** oversees all training and support of the Covenant of Care policy.
2. All employees and clergy will participate in diocesan training sessions on the *Covenant of Care and associated policies and protocols*. Volunteers will participate in training depending on the level outlined in item 6 of this policy.

Drawing from the experience of victims and the growing field of human, psychological, and social services, the Diocese will work to ensure members of the clergy and employees are well informed on the nature and effects of sexual abuse.

The Roman Catholic Diocese of Saskatoon will provide opportunities for holistic, ongoing formation – spiritual, intellectual, human, and pastoral – recognizing increasingly complex needs, and emphasizing the human dimension. Training and formation related to the Protocol will include sensitizing members of the clergy and employees to the nature of sexual abuse and its effects, and learning how to walk and work with victims.

In compliance with the CCCB document, *Protecting Minors from Sexual Abuse*, the Roman Catholic Diocese of Saskatoon will ensure that training will address matters such as the experience of victims, the impact of abuse on families and communities, detection of abuse, ministry to survivors, and relevant laws (both secular and canon). Efforts will be undertaken in the diocese to foster attitudes and behaviours necessary for inspiring compassion for victims, correcting myths, overcoming stigmas associated with being a victim of sexual abuse, and for long-term safeguarding against sexual abuse.

## EMPLOYEES

3. All employees will submit a *Criminal Occurrence Security Check* (police record check) including Vulnerable Sector Search at the beginning of their employment (at the expense of the employee) and every five years following (at the expense of the employer). These are to be kept in the safeguarding file at that location. When employment ceases, the CRC/VSS records should be moved to a permanent safeguarding file at that location. Upon parish closure, records should be transferred to the new parish serving that area or the diocese office.
4. Having read the *Covenant of Care associated policies and protocols*, all employees will sign a **Covenant of Care Form** (Appendix C). These are to be kept in the safeguarding file at that location. When employment ceases, the Covenant of Care Form should be moved to a permanent safeguarding file at that location. Upon parish closure, records should be transferred to the new parish serving that area or the diocese office.

## PARISH SAFE ENVIRONMENT COORDINATOR

5. The Pastor (and Parish Life Director, if applicable), ideally in conjunction with parish council, will appoint a lay person as Parish Safe Environment Coordinator, and publicize this appointment within the parish. The Parish Safe Environment Coordinator receives reports and/or allegations of breaches of the *Covenant of Care* in the event that someone is unable or unwilling to make their report to the Pastor and/or Parish Life Director. The Parish Safe Environment Coordinator may also assist in the implementation and maintenance of the *Covenant of Care* and associated policies and protocols.

## VOLUNTEERS

6. All volunteer positions will be classified as 'low', 'medium' or 'high' risk positions. The following chart provides parameters to help determine the volunteer position level of risk then requisite documentation and training requirements.



<b>RISK</b>	<b>DESCRIPTION</b>	<b>EXAMPLE</b>	<b>RECORD CHECK</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>• Does not require close contact with children, youth or vulnerable adults,</li> <li>• Is supervised directly or indirectly at all times, and</li> <li>• Does not include handling money, food or driving.</li> </ul>	- Some music ministry, readers, snow removal, lawn care...	No check required
<b>Medium</b>	<ul style="list-style-type: none"> <li>• Being alone, unsupervised or having access to confidential information</li> <li>• Being entrusted with control of keys or property</li> <li>• No contact with children, youth or vulnerable adults.</li> </ul>	- Finance council member, caretaker...	<b>Criminal Record Check only</b> (See Appendix A)
<b>High</b>	<ul style="list-style-type: none"> <li>• Working in a setting where there is contact with children, youth, or vulnerable adults (supervised or not).</li> <li>• May include situations where money, food, or transportation could be provided to children, youth and/or vulnerable adults.</li> </ul>	- Includes but is not limited to priestly ministry, employed lay ministry, children's liturgy leadership, bookkeeping, Eucharistic ministry to the sick and shut-ins, youth ministry, and volunteer driving...	<b>Criminal Record with a Vulnerable Sector Search - VSS</b> (See Appendix B - Request letter to the RCMP/Police needs to detail the reason for the VSS portion).

**Acolytes / Altar servers:** these volunteers can span various roles and ages. Minors under 18 years of age cannot get a CRC/VSS record check, and as such, are not required to produce one in order to be a volunteer in this way. Any volunteer involved in supervising, leading, or mentoring acolytes under 18 years of age are to be considered part of the High Risk chart above and must comply with those expectations. Additionally, any acolytes that are over 18 and serve alongside children and youth acolytes (under 18), are to be considered as 'supervisors' and therefore 'high risk.'

**Any supervisors and leaders for any services in the parish or Diocese should not be under the age of 18:** it should be noted that since there are no CRC/VSS records available and it is not recommended practice, minors should not be placed in a supervisory position or be volunteering in a way that allows them to be alone with children or vulnerable adults.

7. Activities that cannot be carried out in accordance with the *Covenant of Care* are not permitted under any circumstances.
8. All volunteers working in **high-risk** positions will:
  - Participate in training on the *Covenant of Care* before they begin ministry with vulnerable persons.
  - Submit a *Criminal Occurrence Security Check* (police record check) *with Vulnerable Sector Search* at the beginning of their volunteer ministry and every five years following. Parishes can send the volunteer for their check with a **Volunteer Letter** (Appendix B). *Criminal Occurrence Security Checks with Vulnerable Sector Search* are to be opened and screened by the Pastor and/or Parish Life Director. The parish and volunteer ministry are to be written on the forms and stored securely in the parish. The Diocesan Safe Environment Coordinator is available for consultation regarding conversations that flow from the checks, if needed.
  - Complete a **Volunteer Screening Form** (Appendix C) and a **Covenant of Care Form** (Appendix D). Note that the Volunteer Screening Form only is required at the beginning of the volunteer's service in that particular parish. The Covenant of Care form is valid for 5 years and should be renewed when training is renewed. These are to be kept in the safeguarding file at that location. When employment/volunteer ceases, these records should be moved to a permanent safeguarding file at that location. Upon parish closure, records should be transferred to the new parish serving that area or the diocese office.
9. A **Volunteer Driver Form** (Appendix E) must be completed and kept on file any time that volunteer drivers are needed in programs supporting vulnerable persons.
10. Any time that a child or youth is participating in an off-site or overnight event or activity, a **Parental Consent Form** (Appendix F) is required.

## DOCUMENT STORAGE AND RETENTION

The documents gathered as part of the Safe Environment Policy expectations are confidential in nature and as such, must be treated with a high degree of confidentiality. The documents should only be handled by those who have been authorized to deal with them (Pastor, Safe Environment Coordinator, Parish Life Director, perhaps the parish secretary) and stored accordingly:

- Documents for active volunteers must be stored in a secure location, in a safeguarding file (separate from personnel files), limiting access.
  - Documents should not leave the premises nor be left unsecured.
- Reviewing documents and approving volunteers or employees is the duty of the pastor. If in question due to the results of a criminal record check for example, the pastor should reach out to the Diocesan Safe Environment Coordinator for support.
- Documentation for inactive volunteers must be kept in perpetuity and should be archived at the parish in a separate, secure location (from the active volunteer documents).
  - Documents that must be kept include: CRC/VSS, Covenant of Care (signed form), training certificate.
- Should a parish be suppressed (closed), then the archived documents are to be passed to the newly assigned parish to the region. The new parish shall add these documents to their archives.
  - Should a problem arise, contact the Diocesan Safe Environment Coordinator.

## 5. CONCLUSION

When Jesus came among us, he came as an infant, vulnerable yet of infinite value. In his teaching, Jesus gives special prominence to children, telling his disciples that whoever welcomes a child in his name welcomes him personally (Mt. 18:5). His direct identification with children, as with those who are hungry or thirsty, sick or imprisoned or without clothing (Mt. 25:31-46), leaves us with an imperative to provide care, protection and nurturing for all who are vulnerable and in need.

The privilege of being called upon in life's most vulnerable moments is one of the greatest gifts of being Church. Together, we are invited to be God's presence of love, mercy and compassionate healing. If we want to welcome God among us, we will do so in significant part by welcoming each and every one of God's people. Jesus saves one of his most serious warnings for those who mislead or harm the "little ones" (Mt. 18:6).

The *Covenant of Care and Allegations of Serious Misconduct Protocol* and reporting requirements not only because of incidents of abuse in our Church, but primarily because the protection and care of those most in need is at the heart of the Gospel we proclaim and in the heart of the God who gives us life. May the legacy of the Roman Catholic Diocese of Saskatoon be transparent faithfulness to the heart of Jesus, that all of God's people might find love, mercy and tender care in the arms of the Church.

## 6. APPENDICES

*(Click on links below to open online)*

[Appendix A – Criminal Occurrence Security Check - Volunteer Letter](#) *(link to fillable PDF)*

[Appendix B – Criminal Occurrence Security Check and Vulnerable Sector Search Volunteer Letter](#) *(link to fillable PDF)*

[Appendix C – Volunteer Screening Form](#)

[Appendix D – Covenant of Care Form](#)

[Appendix E – Volunteer Driving Form](#)

[Appendix F – Parental Consent Form](#)

[Appendix G- Allegations of Serious Misconduct Protocol](#)

APPENDIX A  
**CRIMINAL OCCURRENCE  
SECURITY CHECK Volunteer Letter**

**NOTE:** You will find a [fillable PDF of Appendix A to fill in and save to your desktop at: \(LINK\)](#)

***Roman Catholic Diocese of Saskatoon***

123 Nelson Road  
Saskatoon, SK S7S 1H1  
Website: [rcdos.ca](http://rcdos.ca)

Phone: 306.242-1500  
Fax: 306.244.6010  
Toll free: 877.661.5005



Date:

**To: Royal Canadian Mounted Police/Saskatoon Police Service**

This is to confirm that Request for Criminal Record Check is being considered for a volunteer position with the Roman Catholic Diocese of Saskatoon.

<b>Request for Criminal Record Check For:</b>	
<b>Volunteer Position</b>	
<b>Name of Parish</b>	

To volunteer across the Roman Catholic Diocese of Saskatoon, volunteers must obtain a clean Criminal Record Check.

We kindly request your cooperation in this matter. If you have any questions or require clarification, please contact me, or speak with the Diocesan Safe Environment Coordinator, whose office can be reached at 306-242-1500.

Sincerely,

Signatory's Name	
Signatory's Role	
Name of Parish	
Signatory's Email	
Parish phone number	

 In all things we are *rooted in Christ*,  
in His desire to bring God's love to all peoples.

APPENDIX B

**CRIMINAL OCCURRENCE**  
**SECURITY CHECK (Vulnerable Sector) Volunteer Letter**

NOTE: You will find a [fillable PDF of Appendix B to fill in and save to your desktop at: \(LINK\)](#)

***Roman Catholic Diocese of Saskatoon***

123 Nelson Road  
Saskatoon, SK S7S 1H1  
Website: [rcdos.ca](http://rcdos.ca)

Phone: 306.242-1500  
Fax: 306.244.6010  
Toll free: 877.661.5005



Date:

**To: Royal Canadian Mounted Police/Saskatoon Police Service**

This is to confirm that Request for Criminal Record Check is being considered for a volunteer position with the Roman Catholic Diocese of Saskatoon. Specifically, this role involves the following: Within the context of Catholic ministry, they will encounter and/or work with a diversity of people, including vulnerable persons.

<b>Request for Criminal Record Check For:</b>	
<b>Volunteer Position</b>	
<b>Name of Parish</b>	
<b>Please provide specific activities or circumstances that involve working with children, teens, the elderly, or other vulnerable persons.</b>	

To volunteer across the Roman Catholic Diocese of Saskatoon, volunteers must obtain a clean Criminal Record Check and Vulnerable Sector Search.

We kindly request your cooperation in this matter. If you have any questions or require clarification, please contact me, or speak with the Diocesan Safe Environment Coordinator, whose office can be reached at 306-242-1500.

Sincerely,

Signatory's Name	
Signatory's Role	
Name of Parish	
Signatory's Email	
Parish phone number	

 In all things we are *rooted in Christ*,  
in His desire to bring God's love to all peoples.

APPENDIX C  
**VOLUNTEER SCREENING FORM**

<b>Full Name of Applicant:</b>			
Contact Information	Street Address	City/Province	Postal Code
	Daytime	Evening	Cell
	Email Address		

<b>Current Parish/Organization:</b>			
Ministry/Program:			
Position Title(s):			
Previous Related Experience	Title		
	Employment/Volunteer Organization	Position	From-To (month/year)
	Title		
	Employment/Volunteer Organization	Position	From-To (month/year)

<b>References</b>		
<p>Please provide the names of three people who can speak to your suitability for this ministry.</p> <p>References should be informed that they might be contacted prior to receiving a phone call.</p>	Name of Reference	
	Relationship	Phone
	Name of Reference	
	Relationship	Phone
	Name of Reference	
	Relationship	Phone

<b>In Case of Emergency</b>			
Contact Information	Full Name		Relationship
	Daytime	Evening	Cell

<b>OFFICE USE ONLY</b>	<input type="checkbox"/> Covenant of Care Form Received	<input type="checkbox"/> Police Record Check Received & Sent to Diocese	<input type="checkbox"/> Reference(s) Called
	<input type="checkbox"/> Screening Discussion Complete	<input type="checkbox"/> Volunteer Driver Application & Authorization Received OR <input type="checkbox"/> Not Applicable	
	<input type="checkbox"/> Approved for Ministry OR <input type="checkbox"/> Not Suitable at This Time:		
	Name of Supervisor	Signature	Date

If assistance is required with volunteer screening, please contact the Diocesan Safe Environment Coordinator at 306.242.1500.





**COVENANT OF CARE FORM**

<b>Full Name:</b>	
Parish/Organization:	
Ministry/Role:	

In signing below, I confirm that:

- I have read the *Covenant of Care* of the Roman Catholic Diocese of Saskatoon and understand what the *Covenant of Care* asks of me and have been given an opportunity to ask any questions that I may have,
- I agree to abide by the *Covenant of Care* in my ministry, both in my actions and in promoting adherence among those with whom I minister, and
- I am aware of the *Allegations of Serious Misconduct Protocol* that outlines the processes of reporting and investigating misconduct and sexual abuse. I agree to abide by this protocol in the event that an allegation is raised about myself, or I become aware of a violation of the *Covenant of Care* in the context of ministry within or on behalf of the Roman Catholic Diocese of Saskatoon.

Further, I understand that an allegation of abuse will result in my immediate suspension from ministry, pending an investigation, and that violations of the *Covenant of Care* may result in being permanently released from ministry or program responsibilities.

\_\_\_\_\_  
Employee or Volunteer Name (Printed)      Signature of Employee or Volunteer      Date(day/month/year)

\_\_\_\_\_  
Name of Supervisor/Volunteer Leader      Signature of Supervisor/Volunteer Leader      Date(day/month/year)

## APPENDIX E VOLUNTEER DRIVING FORM

In addition to the other forms, volunteers who drive vulnerable persons in the context of a ministerial relationship must complete this form. Drivers must be 18 years of age or over and hold a valid Class 5 driver license with Graduated Driver License notice removed.

<b>Full Name of Driver:</b>			Email Address
Contact Information	Street Address	City/Province	Postal Code
	Daytime	Evening	Cell
Driver's License Information	License No.	Province of Issue	Expiry Date: Day/Month/Year

<b>Vehicle</b>	Make	Model	License Plate No.	Seating Capacity incl. Driver
<b>Vehicle Insurance</b>	Company		Policy No.	Expiry Date
<b>Name of Owner:</b>	(If different from Driver)		Email Address	
Contact Information	Street Address	City/Province	Postal Code	
	Daytime	Evening	Cell	
Signature of Owner (If Other than Volunteer Driver)				

### Insurance Information

- The Diocese requires that the vehicle owner maintain, at all times, valid automobile Third Party Liability Insurance of a minimum of \$2,000,000 in respect of liability for injury or death of any passengers in the vehicle the volunteer is operating. In addition, the vehicle owner will have a standard Endorsement Form 44 which provides additional coverage in the event the third party does not have insurance or is under insured.
- In the case of an insurance claim (i.e. third-party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the Diocese.
- Additional automobile liability insurance protection is provided under the Diocese's comprehensive general liability insurance policy for authorized drivers transporting parishioners, clients and Diocese/parish employees on approved activity. This insurance is **only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.**
- Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the diocese/parish.

### Commitments

By submitting this application to become a volunteer driver:

- I undertake to ensure that the vehicle used to transport passengers is in safe operating condition.
- I agree to:
  - Operate the automobile referred to herein in safe manner.
  - Abide by all applicable laws at all times while I am transporting passengers in the line of my volunteer duties.
  - Limit the number of passengers to the number of useable seatbelts (or required child seats).
  - Require proper use of occupant restraint systems (seatbelts, head restraints, airbags, seat position).
  - Comply with the directions of the director, pastor or leader of the diocesan office, parish, camp or organization.
  - Have another adult accompany me when driving a child, youth or other vulnerable person.
- I undertake to report to the director, pastor or leader all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force.
- I undertake to maintain, at all times, appropriate personal liability and indemnity insurance.
- I am in good physical condition and mental state to make good driving decisions.
- I am not currently taking any medications that would affect my judgment and, if prescribed any medications that may affect my judgement or my ability to drive safely I will not drive until I am no longer taking the medications.

I certify that all the information on this application is truthful and completely accurate. I agree to notify the diocesan office, parish, camp or organization within 14 days of any changes in any of the above information. I understand that false statements on this application will constitute grounds for immediate dismissal from my volunteer driver position.

By signing, I agree to abide by safety procedures as established by the Diocese/Parish and abide by all laws.

---

Signature of Volunteer Driver

---

Date (Day/Month/Year)

APPENDIX F  
**PARENTAL CONSENT FORM**  
 (Page 1 of 2)

Any off-site or overnight events with children or youth require a parental consent form. This form is to be accompanied by written communication outlining the details of the event, including the planned activities, duration, location, method of transportation, sleeping arrangements, participants, supervision, and contact information for the leader(s) at all times during the event.

Filled out, this form is confidential, and will be used only by event leaders.

<b>Full Name of Child/Youth:</b>			
Contact Information	Street Address	City/Province	Postal Code
	Phone Number(s)		Date of Birth
Medical Information (Please append additional pages if needed.)	Health #	Family Doctor	Phone
	Allergies		
	Illnesses		
	Medications		
	Dietary Restrictions		
<b>Full Name(s) of Parent(s)/Guardian(s):</b>			
Contact Information Parent/Guardian 1 (if different from above)	Street Address	City/Province	Postal Code
	Email	Home Phone	Cell/Work
Contact Information Parent/Guardian 2 (if different from above)	Street Address	City/Province	Postal Code
	Email	Home Phone	Cell/Work
<b>In the event that I/we are unavailable, I/we designate the following alternate contact(s) to speak for me/us:</b>			
<b>Full Name(s):</b>			
Contact Information	Street Address	City/Province	Postal Code
	Email	Home Phone	Cell/Work
Relationship to Child:			

The Roman Catholic Diocese of Saskatoon requires all employees and volunteers to abide by the enclosed *Covenant of Care*. We acknowledge and affirm that the parents are the primary educators of their children and encourage parents to educate their children according to their age and maturity about the *Covenant of Care* that their leaders will be following. **(Please complete page 2...)**

<b>Parish/Organization</b>	
<b>Event/Activity</b>	

I/we grant permission for \_\_\_\_\_(name) to participate in the above event/activity and take responsibility for arranging for transportation to and from the event/activity.

In signing below, I/we hereby acknowledge that sufficient information has been provided by the event coordinators with respect to the planned activities, duration, location, method of transportation, sleeping arrangements, participants and supervision. I understand that I am welcome to attend or drop in at any time during the event/activity.

I/we understand that parents/guardians of all children and youth are responsible for transportation to and from events, unless shared transportation details have been provided. Youth with licenses will drive themselves/others only with my/our approval. No employee or volunteer working within or on behalf of the Roman Catholic Diocese of Saskatoon will ever ask or give consent for a youth with a driver's license to drive another child or youth.

I/we have provided the following medications and give consent for them to be dispensed at the request/need of my/our child: \_\_\_\_\_

In the event that I/we are unavailable, I/we do hereby give consent for all emergency medical care (including surgery, if deemed necessary and recommended by at least two attending physicians) prescribed by a duly licensed physician for my child in the event of injury or illness during the above-named event/activity. This emergency medical care may be given under whatever conditions are deemed necessary, so as to preserve and protect life, limb, health and well-being of my child.

I/we assume all risks and hazards incidental to or attendant with my child's participation in the above-named event/activity, and in each phase of it.

_____	_____	
Name of Parent/Guardian (Printed)	Signature of Parent/Guardian	Date (day/month/year)

If a second signature is required by a joint-custody or other legal agreement, please fill out below:

_____	_____	_____
Name of Parent/Guardian (Printed)	Signature of Parent/Guardian	Date (day/month/year)





***ALLEGATIONS OF SERIOUS MISCONDUCT PROTOCOL***  
***(including SEXUAL ABUSE)***

**May 2025**

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## 1. PURPOSE

The purpose of the *Allegations of Serious Misconduct Protocol* is to ensure that allegations of sexual abuse and other misconduct are handled responsibly, transparently, immediately and with all due care and attention.

## 2. SCOPE

The scope of the *Covenant of Care* applies to all employees and volunteers, including clergy, religious and lay people.

**Bishop:** The Bishop of the Roman Catholic Diocese of Saskatoon will ensure the *Covenant of Care & Allegations of Serious Misconduct Protocol* are implemented and adhered to across the diocese. The Bishop will appoint the Serious Misconduct Investigator (SMI). He will ensure that the name and contact information of the SMI is made public.

**Diocesan Safeguarding Committee (DSC):** The Diocesan Safeguarding Committee is appointed by the Bishop and will consist of at least five members. The DSC should include: a chairperson; a vice-chairperson who will act as delegate in the absence of the chairperson; a priest; a lawyer; a person experienced in the treatment of persons who have been the subject of sexual abuse, as well as in the treatment of persons who suffer from disorders related to pedophilia or other similar illnesses; and any other person(s) who in the opinion of the Bishop can act as resource person(s). The DSC will meet annually with the Bishop and assess the *Covenant of Care & Allegations of Serious Misconduct Protocol* and its implementation

The DSC may be consulted by the Bishop regarding options and/or further actions that may be taken after the completion of an investigation. Such actions recommended might include the temporary or permanent suspension of the priest, religious, employee or volunteer from their duties or positions.

**Diocesan Safe Environment Coordinator (DSEC):** The DSEC oversees all training, reporting and investigation procedures for the *Covenant of Care along with the associated policies and protocols I*. When the DSEC is away from the office, the Bishop will designate an alternate to fill the role. The DSEC:

- Provides assistance with implementation, maintenance, reporting and investigations,
- Provides for the long-term, confidential storage of documentation at the Chancery office.
- Oversees training and education efforts at a diocesan level and is available to support training at the parish level.

**Intake Officer (IO)** – The IO is one of several persons named to receive allegations and/or complaints about serious misconduct (including sexual abuse) by any member of the Church (clergy, religious, employee, volunteer).

**Media Relations Spokesperson:** The Media Relations Spokesperson is appointed by the Bishop. This person is responsible for all public communication surrounding an investigation.

**Parish Safe Environment Coordinator (PSEC):** The Parish Safe Environment Coordinator receives reports and/or allegations of breaches of the *Covenant of Care* in the event that someone is unable or unwilling to make their report to the Pastor and/or Parish Life Director. The name of the PSEC should be made public. The PSEC may also assist in the implementation and maintenance of the *Covenant of Care* associated policies and protocols.

**Pastors:** Pastors, and where relevant with the Parish Life Directors, will ensure that the *Covenant of Care* is implemented and adhered to within their assigned parishes. They will also appoint a lay person as Parish Safe Environment Coordinator (PSEC), ideally in consultation with the Parish Pastoral Council, and ensure this person is made known in the parish community.

**Pornographic Activity** means the possession, creation or distribution of any photograph, film, video, or other medium (visual or written) that identifies any person depicted or engaged in sexual activity. Pornographic activity will not be tolerated in the workplace. Sharing, sending and/or displaying of pornography to others in the workplace will amount to serious misconduct.

**Serious Misconduct Investigator (SMI):** The SMI oversees all reporting and investigation procedures for the *Covenant of Care & Allegations of Serious Misconduct Protocol*. When the SMI is away from the office, the Bishop will designate an alternate to fill the role. The SMI:

- Provides assistance with implementation, maintenance, reporting and investigations,
- Ensures the compilation of investigations and findings, and where relevant, prepares a report with findings and recommendations.

**Victim Support Coordinator (VSC):** One of several persons named to provide support and assistance to persons who bring forward allegations of serious misconduct, including sexual abuse.

### **3. SEXUAL ABUSE and SERIOUS MISCONDUCT PROTOCOL**

#### **A. Definitions**

**Allegation** means a claim that abuse or serious misconduct may have occurred.

**Child** (children) means a person who is actually or apparently under 18 years of age.<sup>1</sup>

**Employee** means any person who is paid to provide ministry within and/or on behalf of the Roman Catholic Diocese of Saskatoon. Employees include priests, deacons, religious, and lay people.

**Exploitation of a Ministerial Relationship** means any abuse of power, betrayal of trust or exploitation of the power imbalance that is inherent in a relationship between an employee or volunteer of the Roman Catholic Diocese of Saskatoon and a person with whom she or he has a ministerial relationship. Due to the imbalance of power between the person offering ministry and the person to whom the ministry is offered, the apparent consent of a possible victim does not in itself determine whether or not there has been an abuse of power, a breach of trust or an act of exploitation.

**Grooming** means deliberate actions taken with the aim of befriending and establishing an emotional connection in order to lower an individual's inhibitions in preparation for sexual abuse or exploitation of the individual.<sup>2</sup> Any behaviour designed to establish a special bond of trust and affectionate understanding between a person in a position of power and the person who is the object of his/her attention. Children and vulnerable adults may be particularly susceptible to grooming. Grooming can include a wide variety of behaviours, such as spending large amounts of time with a particular person, affording special privileges or providing gifts, trips and other expressions of special attention. The behaviours can also lead the person to feel indebted to the groomer for all these kindnesses. Once this bond of trust and indebtedness is established, the stage may be set for sexual advances.

The pattern of a groomer is made up of observable behaviours. These behaviours need to be challenged and may also need to be reported. Grooming, whether unintentional or not, is by its very nature manipulative behaviour. As well as signaling possible future sexual activity or other abusive behaviour, grooming is in itself inappropriate. Everyone should be alert to signs of grooming, including Church personnel and those who care for the vulnerable.

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<sup>1</sup> *The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act, Saskatchewan, definitions*

<sup>2</sup> *Saskatchewan Child Abuse Protocol, 2017*

**Ministerial Relationship** means a relationship between an employee or volunteer (clergy, religious or lay) and another person that is founded in the ministry provided on behalf of the Church. Examples of ministry include, but are not limited to, youth ministry, religious education, counselling, spiritual guidance, the celebration of the sacraments, and pastoral care in prisons, hospitals, nursing homes and private residences.

**Physical Abuse** means all actions resulting in non-accidental physical injury or harm. This may include non-accidental injury, cruel or excessive corporal punishment (which may or may not cause physical injury), threats of physical harm, dangerous behaviour towards a child or vulnerable adult or in immediate proximity to the child/vulnerable adult (e.g., throwing objects, use of weapons).

**Serious Misconduct** means any breach of the *Covenant of Care*, including sexual abuse and exploitation and sexual harassment; it also includes exploitation of the ministerial relationship, grooming, physical abuse, verbal abuse and pornographic activity.

**Sexual Abuse and Exploitation** means when a child or vulnerable adult has been or is likely to be exposed to harmful interaction for a sexual purpose by a parent, caretaker, any person in a position of trust and/or any other person. It can include both physical and/or non-physical contact. Examples include engaging a child or vulnerable adult in sexual acts, obscene acts, taking pictures of a sexual nature, pornography, voyeurism, exhibitionism and threatening sexual assault, as well as the utilization of grooming techniques;<sup>3</sup> includes possession of pornographic materials depicting children.

**Sexual Harassment** means any conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. Sexual harassment may include: any implied or express threat of reprisal for refusing to comply with a sexually oriented request, unwelcome remarks, lewd jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation; displaying or sending pornographic or sexually explicit or offensive pictures or materials via text, hardcopy, video or other multimedia platforms; unwelcome physical contact/touching; unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; refusing to work with or have contact with an individual because of their sex, gender or sexual orientation.

**Verbal Abuse** means the use of language to manipulate, control, ridicule, insult, humiliate, belittle, vilify, or show disrespect or disdain to another. It may or may not use expletives. It may also be in written form, which includes electronic media. Such abuse includes but may not be limited to: bullying, ridiculing, trivializing, harassing, accusing, blaming, denying, insulting, taunting, putting down, discounting, threatening, name-calling, yelling or raging.

<sup>3</sup> *Saskatchewan Child Abuse Protocol, 2017*

**Volunteer** means any person providing ministry within and/or on behalf of the Roman Catholic Diocese of Saskatoon who are not receiving monetary compensation for their ministry. Volunteers can include priests, deacons, religious and/or lay people.

**Vulnerable Adult** means an adult (18 years of age or older) who lacks an adult mental capacity or who, by reason of advanced age, physical illness, mental disorder, or disability is or might be unable to protect himself or herself from significant harm or exploitation.<sup>4</sup>

A vulnerable adult is at a disadvantage to fully protect himself or herself. An adult may be vulnerable, for example, as a result of by being mentally or physically challenged, being emotionally susceptible or socially isolated, being in a situation of social or material need, having difficulty understanding language or culture, or be fearful or blindly trusting of authority figures. It is noted that though refugees and immigrants might not have been considered vulnerable in their home countries, some may fall under this term as they transition into our community. A state of vulnerability may be permanent, such as a person with a disability, or temporary, as in the case of a person who is grieving.

## **B. Reporting and Handling Serious Misconduct**

Serious misconduct, as defined by this policy, includes a variety of potentially problematic behaviours and violations. The protocol for reporting and investigating misconduct is designed to both evaluate the nature of the breach and ensure an appropriate response for all involved.

The Roman Catholic Diocese of Saskatoon strives to prevent serious misconduct and abuse through education, and through clearly identifying and eliminating misconduct. Wherever possible, misconduct that is not serious is to be addressed at the local level. Assistance and support is available at any time from the Diocese, and is required in the case of allegations of serious misconduct.

Serious misconduct must be reported immediately to the IO, as per section 3D of this protocol. The aim of an investigation of serious misconduct, overseen by the SMI, is to stop potentially harmful or abusive behaviours before harm or abuse occurs. When an allegation of serious misconduct is reported, the IO will:

1. Contact the person making the report to gather details of the alleged misconduct.
2. Communicate to the person who has made the report as to what action will be taken.
3. Follow up on allegation of serious misconduct according to the protocol below.
  - a. The employee or volunteer is to be made aware of the allegation of serious misconduct. They are to have a discussion with their immediate supervisor and/or the pastor about the circumstances of the alleged serious misconduct. If the serious misconduct involves a priest, then the discussion will be with the Vicar General.

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<sup>4</sup> *Protecting Minors from Sexual Abuse*, Canadian Conference of Catholic Bishops, p. 84.

- b. Provided that the serious misconduct does not pose present or future risk to a child or vulnerable adult, warranting suspension of employment or volunteer ministry, the incident is to be recorded in written form, including a preventative action plan, and filed with the employee or volunteer's completed **Covenant of Care Form** (Appendix C).
- c. If the serious misconduct and/or the harm it caused jeopardizes the employee or volunteer's suitability for ministry, ministry may be terminated. The Diocesan Human Resources Manager must be called upon in such circumstances.
- d. Misconduct on the part of an employee or volunteer is a violation of the individual's agreement to abide by the *Covenant of Care*, regardless of whether or not harm is perceived or actual.
- e. Allegations of illegal activity on the part of an employee or volunteer in the context of a ministerial relationship must be reported to the IO. If misconduct is not serious, it may also be reported to the Diocesan Human Resources Manager. Reporting and investigation will follow the protocol outlined in sections 3D and 3E of this protocol where further discipline may result, up to and including termination.

In every category of misconduct, repeat serious misconduct is considered an adequate reason for questioning an employee or volunteer's suitability for ministry. In some cases, it will be necessary to suspend or modify the services or duties of the accused until such time as there is assurance of compliance with the *Covenant of Care*. In cases where there is not a willingness to comply with the expectations outlined within the *Covenant of Care*, the individual(s) will be asked to resign from their position, or their employment/volunteer ministry will be terminated.

### **C. Responding Pastorally to Allegations of Abuse**

Given the devastating, long-term, painful effects of sexual abuse, it is necessary to respond to complaints of abuse or misconduct with great pastoral sensitivity, expressed through a spirit of charity, welcome, and readiness to respond with appropriate care, as outlined in the document *Protecting Minors from Sexual Abuse* (Canadian Conference of Catholic Bishops, 2018).

Those receiving allegations of sexual abuse will ensure that victims coming forward are received in a non-judgmental pastoral encounter that conveys respect, compassion and solicitude. The Diocese and its representatives will accompany the person coming forward on the journey toward healing, helping where possible to identify and address any spiritual and/or mental health needs, and connecting the alleged victim(s) to appropriate community resources.

## **D. Reporting Sexual Abuse**

The reporting requirements outlined in this section are intended to deal with sexual abuse and sexual misconduct within the Diocese. These reporting requirements apply to the actions of all clergy, religious, employees and volunteers within the Diocese. Reporting should be done by any person in the Diocese who has reasonable evidence or disclosure that sexual abuse or sexual misconduct has occurred. An employee or volunteer receiving an allegation of sexual abuse is expected to report it to the IO.

These reporting requirements reflect and outline employee and volunteer responsibilities and legal obligations of individuals under the laws of the Province of Saskatchewan. Clergy and religious members of the Church will be subject to Canon Law in addition to the laws of the Province of Saskatchewan.

The reporting processes exist to allow for due investigation of any and all allegations of abuse or serious misconduct. The requirements are to be followed to protect victims from further abuse and the accused from the damage of false accusation.

### **1. Reporting Sexual Abuse of a Child**

- a. Duty to report: every person who has reasonable grounds to believe that a child has been or is likely to be subjected to sexual abuse shall report the information to a child protection officer or peace officer.<sup>5</sup>
- b. In addition to following the legal duty to report, employees or volunteers who are aware of sexual abuse of a child by a priest, deacon, religious, employee or volunteer of the Church must also report the allegation of abuse to the IO.

### **2. Reporting Sexual Abuse of Vulnerable Adult**

- c. Legally, adults over 18 years of age must make their own report of sexual abuse to police or social authorities.
- d. Pastorally, the Diocese of Saskatoon desires to know about and respond to any alleged sexual abuse of an employee or volunteer ministering on behalf of the diocese.
- e. If an employee or volunteer receives a disclosure of the sexual abuse of a vulnerable adult, he or she will report it to the IO and must communicate this requirement to the complainant as early in the disclosure as possible.
- f. If an employee or volunteer is suspicious or becomes aware of the sexual abuse of a vulnerable adult, he or she will report it promptly to the IO.

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<sup>5</sup> *The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act, Saskatchewan, s. 4(1)*

## **E. Investigations of Serious Misconduct, including Sexual Abuse**

The diocese will follow all obligations to report as outlined in *The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act* of the Province of Saskatchewan. Diocesan investigations do not begin or continue if or when a legal investigation is underway. Relevant ecclesiastical process will proceed, upon completion of the civil investigation.

When an allegation of serious misconduct is reported to the IO, and provided there is no legal investigation, a diocesan investigation will begin promptly. At least two people (in addition to the victim, accused or others) are to be in the room at all times during investigation interviews. The following steps will be followed:

1. Contact will be made by the VSC in order to offer support and assistance to any person indicating that they may be a victim.
2. The SMI will conduct a preliminary investigation within two to three business days and prepare a written report of the allegation. If the situation involves the breaking of civic laws, the SMI will call on the diocesan lawyer and inform the victim of any rights to report to secular authorities, such as the police and/or social services. During the preliminary investigation, the SMI will assist the alleged victim to:
  - a. Provide for a support group for the victim and/or family, and offer such support if it is appropriate and desired.
  - b. Seek support through an appropriate professional social agency, and/or
  - c. Find any required professionals, including police, psychiatrists, psychologists or lawyers.
3. The SMI will ensure that there will be no contact between the alleged victim and the accused during the course of the investigation.
4. Generally the investigator will meet with the person or persons making the allegation, with the accused person and with any other person as may seem appropriate.
5. The SMI will submit the report to the Bishop, who will then share the report with the Chair of the Diocese Safeguarding Committee (DSC), the Diocesan Safe Environment Coordinator (DSEC). and the College of Consultors .
6. Upon receiving and hearing the opinion of the three different persons/ groups, the Bishop renders his decision.
7. If there is need for further information, the SMI will make the necessary contact and carry out through a further interview(s).
8. The SMI, in consultation with the Bishop, will be responsible to report allegations or claims to the insurance company at the appropriate time.
9. Anyone in the investigation process outlined above who for any reason – including conflict of interest – feels unable to objectively participate in the investigation process, will advise the SMI immediately and not take part in any investigation or recommendations.



10. The written record of the full investigation shall be stored permanently within the diocesan secure files.
11. The Diocese of Saskatoon will not limit its commitment to care for the safety and protection of children and vulnerable adults to its own diocesan parameters. Canon law and other ecclesiastical norms mandate restrictions and penalties placed on a cleric guilty of sexual abuse of a child or vulnerable adult. Restrictions and penalties are imposed by the local Bishop or other Church authorities to ensure that a guilty cleric or lay employee is not able to continue abusive behaviour in another Church jurisdiction.
12. Upon conclusion of all investigations, civil and ecclesiastical, the Bishop will meet with the DSC to discuss conclusion and results, so the DSC may be able to advise regarding policy, prevention, and ongoing education.

## **F. Additional Information**

In the case of serious misconduct investigations – including sexual abuse allegations – a written record will be kept of all steps taken from the moment the allegation is first received. The record may be required to prove that the rights of the accused person were fully respected in the event they have recourse to the Holy See against the action of the Bishop or of other persons involved. Care is to be taken to protect the confidentiality of such documentation. All parts of the investigation will be done in consultation with the diocesan lawyer in preparation and contemplation of litigation.

1. At no time will the Bishop, his delegate or any priest involved in an investigation hear the sacramental confession of an accused person.
2. Only the Media Relations Spokesperson will make any public statements during and after reporting and investigations.
3. The Bishop, the SMI or the DSC may at any time make use of such consultants as may be considered necessary, including medical doctors, psychologists, mental health professionals, social workers, canonists, and the diocesan lawyer.
4. Employees and volunteers carrying out any aspect of this protocol will cooperate with legal authorities and investigations, mindful of the inviolability of the sacramental seal (see *Canons 983-984*).

## **G. Sharing Allegations of Serious Misconduct or Abuse**

### **1. Informing Partners**

- a. Allegations of serious misconduct and/or abuse (including and not limited to sexual, physical, financial, emotional abuse) will be shared by the Diocesan Safe Environment Coordinator with partner institutions such as schools, hospitals, prisons, care homes or any other venue where the individual against whom the allegations are aimed is engaged in active volunteer or remunerated ministry.
- b. The information will be shared only with the institution's most senior person who shall be expected to disclose this information exclusively on a need-to-know basis.
- c. Once the investigation is completed, the Diocesan Safe Environment Coordinator will communicate a brief summary of the conclusion to the partner institutions via the same senior person.

## **H. References**

*Protecting Minors from Sexual Abuse, Canadian Conference of Catholic Bishops*

[Saskatchewan Child Abuse Protocol, 2017](#)

[\*The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act, Saskatchewan\*](#)

## **I. Revision History**

April 13, 2020  
June 20, 2019  
December 1, 2016  
October 31, 2012