

Parish Protocol for Reporting Suspected Cases of Child Abuse
For Non-School Employees and Volunteers (7/29/08)

1) The alleged victim of sexual abuse or another individual bringing the allegation will be interviewed by the pastor and/or the immediate supervisor of the employee or volunteer against whom the allegation of sexual abuse is being made.

As per S.11.a of the Safe Environments for Children Policy of the Diocese of Pittsburgh and of the Pennsylvania Child Protective Services Law (CPSL) a report of the suspected child abuse will be made by phone to:

Department of Public Welfare: ChildLine and Abuse Registry Intake Unit (800-932-0313)

and/or written report to:

Allegheny County Assistance Office Headquarters
611 Pittsburgh State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1215

2) If the allegation is determined to be credible by ChildLine and/or the Department of Public Welfare, the employee or volunteer will be suspended immediately. In the case of an employee, the suspension will be temporary with pay. The parish employee or volunteer will be made aware of their canonical rights by the pastor and/or the immediate supervisor of the employee or volunteer.

3) After the preliminary interviews have been conducted and under the direction of ChildLine and/or the Department of Public Welfare, a decision will be made by the pastor and/or those conducting the interviews whether the employee or volunteer is to continue on suspension, be reinstated, dealt with in another manner, or terminated.

4) Further action may be taken at a later date under the following (but not limited to) circumstances:

- a) a retraction of the allegation
- b) an admission by the employee or volunteer
- c) the institution of or the resolution of either criminal charges or civil action
- d) or the receipt of any other relevant information at any time

5) If at any time it is determined that the allegation is unfounded, then appropriate steps will be taken to affirm the employee or volunteer in their work and repair any damage to their reputation.