

Conduct with Minors

Mount de Sales Academy personnel who interact with minors (persons under the age of 18) shall promote open and trustworthy relationships between minors and adults.

- Personnel who work with a minor shall have training appropriate to their level of responsibility. These personnel shall seek and receive approved training regarding appropriate boundaries and conduct with minors.
- Appropriate conduct and interactions between church personnel and a minor can contribute to a minor's development.
- Inappropriate conduct and interactions between personnel and a minor can cause harm to a minor's development and well-being, and shall never occur. Appropriate boundaries must be established and respected. Personnel may not engage in sexual or inappropriate physical contact with a minor. Sexualized touch is never appropriate. Any interaction with a minor that is a "secret" is not appropriate.
- Personnel who work with a minor shall be aware that physical contact can be misconstrued. Personnel shall be aware of a minor's vulnerability as well as their own.
- Personnel shall never physically discipline a minor.
- Personnel shall avoid working alone with a minor. Adequate staffing shall be available to manage emergency situations. Great care shall be taken to ensure that a safe environment is provided at all times, but most especially on those rare occasions when it is necessary to work alone with a minor.
- Personnel shall not drive alone with a minor.
- Personnel shall never provide a minor with alcohol, illegal drugs, tobacco products, pornography or other inappropriate material.
- Personnel shall never send inappropriate electronic communications to a minor. Electronic communications with a minor shall be school related and never be hidden from parents or others.
- Communications and/or information displayed or shared by personnel with a minor through social media must be consistent with the values and teachings of the Church and readily accessible to parents and guardians as well as supervisors.

- It is inappropriate for an adult to share a bed or a tent with a minor when on a trip. Sharing a bedroom, other than a large group dormitory style room, must be avoided. Exceptions can be made for a parent or guardian who requests to room with his or her child.
- Personnel shall not give significant gifts or grant special privileges or opportunities to a specific minor.
- Personnel shall not accept expensive gifts from a minor or a minor's parent or guardian.
- Personnel shall act responsibly in respecting private information received about a child. Information should be shared on a "need to know basis" or with permission. Information provided on permission forms shall be viewed or disclosed by church personnel only on a "need to know basis" or with permission.
- Personnel shall not (a) illegally possess and/or use alcohol or drugs at any time, and (b) use alcohol or tobacco when working with a minor.
- Designated living quarters of priests and religious are exclusively for their use. It is permissible for close family members who are minors, with the consent of their parent or guardian, to have occasional overnight visits. Other minors are permitted to visit overnight only when accompanied by his or her parent or guardian.
- Mount de Sales Academy strictly complies with Maryland laws requiring reporting suspected child abuse to civil authorities. Under Maryland law any person who has reason to believe a child has been subjected to abuse (sexual or physical abuse) must report the suspected abuse to civil authorities, even if the potential victim is now over 18 years old and even in cases where the alleged perpetrator is deceased. If someone associated with the school, including clergy, employees, or volunteers, is suspected of abuse, the suspected abuse must also be reported to the Business Office Human Resource Administrator.
- Personnel who have reason to believe a child has been subjected to misconduct by church personnel or have observed church personnel engage in inappropriate conduct or in an inappropriate interaction with a minor must immediately notify the Business Office Human Resource Administrator.