

12.0 COMPLIANCE WITH ARCHDIOCESAN CHILD AND YOUTH PROTECTION POLICIES AND PROCEDURES

It is the expectation of the Archdiocese of Baltimore that all Church Personnel comply with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures and contribute to a safe and healthy environment for those served by the Church.

12.1 The Responsible Administrator is responsible for ensuring that all employees and all volunteers who have Substantial Contact with Children are in compliance with the requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures and that all required documentation is maintained. Each Covered Entity is required to designate at least one Screening Coordinator.

12.1.1 The Screening Coordinator assists in ensuring the Covered Entity is in full compliance with the requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures for the employees and volunteers of the Covered Entity. The Screening Coordinator maintains compliance records for the covered entity so only those who are compliant may work or volunteer with children. The Screening Coordinator must maintain appropriate confidentiality regarding sensitive information and make sound judgments regarding an individual's eligibility for service in accordance with these policies and in consultation with the Office of Child and Youth Protection.

12.1.2 The Responsible Administrator will notify the Office of Child and Youth Protection when the designated Screening Coordinator is no longer serving in that role and will designate a new Screening Coordinator.

12.2 Failure to follow and document all requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures may result in disciplinary action, up to and including termination. For example, disciplinary action may be taken against those responsible for screening and training including the Responsible Administrator and Screening Coordinator or against employees or volunteers who fail to report or who act inappropriately.

12.3 On-site visits of Covered Entities will be conducted periodically to verify that the Covered Entities are in compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

12.4 The Office of Child and Youth Protection will provide training to appropriate Covered Entity personnel on the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.

12.5 Questions regarding the interpretation or application of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures are encouraged and should be directed to the Office of Child and Youth Protection.