

1.0 DEFINITIONS

- 1.1 Abuse:** The physical injury or mental injury of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or sexual abuse, whether or not physical injuries are sustained.
- 1.2 Adult:** A person who is 18 years of age and older.
- 1.3 Application:** The Archdiocesan “Application for Employment” or “Application for Volunteer Service.”
- 1.4 Child:** Any individual under 18 years of age.
- 1.5 Child and Youth Protection Policies and Procedures:** The Archdiocese of Baltimore’s Child and Youth Protection Policies and Procedures are in *A Statement of Policy for the Protection of Children and Youth, Procedures for Implementation and Compliance*, and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore*. The most current policies and procedures are located on the Archdiocese of Baltimore’s website.
- 1.6 Church Personnel:** Includes priests and deacons with faculties to function in this Archdiocese; seminarians of the Archdiocese; those enrolled in the Permanent Diaconate Formation Program; men and women religious approved for ministry at a Covered Entity in the Archdiocese; and employees and volunteers who are subject to the control, under civil law, of the Archdiocese of Baltimore. As used in this Statement of Policy, the term Church Personnel does not include employees and volunteers of Catholic Charities which has separate policies regarding child abuse and youth protection.
- 1.7 CJIS Fingerprint-based Criminal History Record Information Check:** The Criminal Justice Information Services (“CJIS”) Central Repository serves as the focal point and central repository for criminal information, including fingerprints. CJIS Fingerprint-based Criminal History Record Information Check is the submission of fingerprints to the state and FBI to obtain information on the existence and content of a criminal record. This check must be processed by the State of Maryland Department of Public Safety and Correctional Services.
- 1.8 Coach:** An individual who instructs, supervises, and/or provides leadership to children and youth participating in an Archdiocesan athletic program. This includes any individual who receives any remuneration, e.g., salary, hourly pay, stipend, tuition assistance, or bonus, in exchange for working with children and youth who are participating in an Archdiocesan athletic program and any individual whose service to an Archdiocesan athletic program is provided without any remuneration or promise of remuneration.

- 1.9 Covered Entity:** Any parish, school, institution, program or ministry subject to the control, under civil law, of the Archdiocese of Baltimore. Catholic Charities, which has separate policies, is not a Covered Entity. An independent school or other Catholic organization that does not have a legal governance connection to the Archdiocese of Baltimore is not a Covered Entity.
- 1.10 Criminal History Screening:** An Internet-based background check completed through a third party vendor.
- 1.11 Driving Record Check:** The screening that is done through a third party vendor which checks for certain available driving record information.
- 1.12 Law Enforcement:** The police, State's Attorney's Office, and/or Attorney General's Office.
- 1.13 Local Educational Agency:** A local, independent school district (e.g., Baltimore County Public Schools, Howard County Public Schools) that provides students in Archdiocese of Baltimore Catholic schools with direct services, such as tutoring, speech and language services or occupational therapy, that the students are entitled to receive under federal law.
- 1.14 Minor:** Any individual under 18 years of age.
- 1.15 Ministry:** Service to the Archdiocese or a Covered Entity in the capacity of Church Personnel.
- 1.16 Misconduct with Minors:** Actions that compromise the safety and well-being of a child or violate appropriate boundaries with a minor. For purposes of this policy, Misconduct with Minors does not include Child Abuse.
- 1.17 Neglect:** The failure to give proper care or attention to a Child, including the leaving of a Child unattended where the child's health or welfare is harmed or a Child is placed in substantial risk of harm, by any parent, school system employee, service provider or other person who has permanent or temporary care or custody or responsibility for supervision of the Child.
- 1.18 Responsible Administrator:** The pastor, pastoral administrator, or pastoral life director of a parish; the Head (President or Principal) of a school; or the Human Resources representative for the Catholic Center.
- 1.19 Screening Coordinator:** A staff member, designated by the Responsible Administrator, to assist 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.

1.20 Sexual Abuse: Any act that involves sexual molestation or exploitation of a Child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a Child, or by any household or family member.

1.21 Substantial Contact: Contact with Minors in which the duration and scope in both time and exposure to Minors is neither rare nor limited and may occur on a routine and/or ongoing basis. This includes all overnight activities with Minors.