



DIOCESE OF
FORT WAYNE-SOUTH BEND

(For Insertion in Employee Manual)

NOTIFICATION TO SUPERVISOR FOLLOWING ARREST OR DCS SUBSTANTIATION OF CHILD ABUSE OR NEGLECT

Employees

All employees of the Diocese of Fort Wayne-South Bend are obligated to notify their supervisor if, during the period of their employment, the employee is arrested for any crime or identified as the subject of a substantiation of child abuse or neglect by the Department of Child Services. Notification should be made within twenty-four (24) hours of the arrest/receipt of knowledge of the substantiation or as soon thereafter as possible. The employee must provide the supervisor with enough detail of the relevant factors to enable the supervisor to decide as to whether the employee can remain on the job.

The employee's supervisor must alert the diocesan Safe Environment Coordinator of the arrest.

For purposes of this policy, "supervisor" means:

- for grade school employees and volunteers, the school's principal;
- for non-school employees and volunteers in a parish, the parish's pastor, DRE, or Youth Ministry leader, as applicable;
- for all high school employees and volunteers, the school's principal;
- for Diocesan agency or department employees, the agency or department administrator; and
- for any others, the Vicar General.