

Society of St. Vincent de Paul  
Madison Diocesan Council  
Safeguarding Policy

Approved 8/7/2023

This document is a response to Resolution 189 passed at the Society's National Assembly on August 28, 2021 in Houston, Texas. It describes the policies which the Madison Diocesan Council will follow to ensure that vulnerable individuals feel safe and empowered when they use the services which our Society provides, and that the human rights of all persons are not violated.

*“The protection of minors and vulnerable persons is an integral part of the Gospel message that the Church and all its members are called to proclaim throughout the world. Christ himself, in fact, has entrusted us with the care and protection of the weakest and defenseless: “whoever receives one child such as this in my name receives me” (Mt. 18:5). Therefore, we all have the duty to welcome openheartedly minors and vulnerable persons and to create a safe environment for them, with their interests as a priority. This requires a continuous and profound conversion, in which personal holiness and moral commitment come together to promote the credibility of the Gospel proclamation and to renew the educational mission of the Church”*

*- Pope Francis*

The policies outlined in this document incorporate the following general principles:

- The welfare of the people we assist is paramount.
- Concerns or allegations of abusive or exploitative behavior are always taken seriously, investigated and acted on promptly and as appropriate
- We support the participation of children, vulnerable persons, and all those we assist by valuing, listening to and respecting them and giving them a say in decisions that affect them.
- All personnel have access to and are familiar with safeguarding policies and procedures and know their responsibilities within those policies and procedures.
- All personnel and people being served, including children and vulnerable persons themselves, have access to information about how to report concerns or allegations of abuse.
- Recruitment practices help to ensure that we will not recruit personnel or other representatives that pose a known risk to the safety or well-being of those we assist, or children or vulnerable people with whom they otherwise come in contact.

- Our practices do not create or allow conditions in which children and vulnerable people are put at risk of abuse or exploitation.
- People in positions of responsibility, whether they be members, volunteers or employees, are responsible for actively promoting safeguarding and ensuring that safeguarding policies and procedures are complied with and are updated on a regular basis and circulated within their jurisdiction.

## DESCRIPTION OF TERMS

“Adult” denotes a person 18 years of age or older.

“Minor,” “child,” or “young person” all denote a person who is under 18 years of age.

“Vulnerable adult” means an adult who meets with Vincentian members, staff, or volunteers to solve a need such as food, clothing, medicine, or other assistance. An adult receiving such assistance will be considered vulnerable due to the implicit power imbalance. An adult shopping or redeeming a voucher at a St. Vincent de Paul thrift store who is judged to have a physical or mental impairment will be considered vulnerable due to that impairment.

“Vulnerable persons” means “minors” and/or “vulnerable adults”.

“Sexual abuse of minors” includes any form of physical or psychological abuse of a sexual nature when perpetrated with respect to a person under 18 years of age, by a person older than 18 years of age. “Sexual abuse of minors” also includes any form of sexual molestation or sexual exploitation of a minor or any other behavior by which an adult uses a minor as an object of sexual gratification, and which thus constitutes an external, objectively grave violation of the sixth commandment. “Sexual abuse of minors” additionally includes the acquisition, possession, and/or distribution of pornographic images of minors by whatever means of using whatever technology. Sexual abuse of “vulnerable adults” follows the same criteria.

“Offender” means an individual who has committed one or more acts of sexual abuse defined by this policy.

“Victim,” “survivor,” or “victim/survivor” means an individual against whom an act of sexual abuse defined by this policy has been committed.

“Supervisor” means the person to whom an individual is directly responsible, e.g., the conference president for members of our Society, the store manager for staff, or the volunteer coordinator for volunteers.

“Prompt” and “promptly” mean within two business days, unless another timeframe is evident from context or required by the nature of the matter.

“Civil” in this policy is used in the sense of “relating to the civil state or the civil state’s laws”, as opposed to “canonical”, which is used in the sense of “relating to the Church or the Church’s laws”. Unless it is otherwise apparent from context, “civil” is not used in the secular legal sense of “relating to the legal action of one citizen against another”, or in distinction to “criminal”.

“Personnel” means employees, volunteers and members.

“Persons” refers to children and adults.

“Close contact” means personal engagement between personnel and those being served as a matter of the service being rendered.

### **Practice for existing personnel**

All current members, volunteers, and employees are expected to receive a copy of this Safeguarding document, read it, and sign the Statement of Receipt and Agreement document (see Appendix B)

Safeguarding practices for current personnel shall require time to implement. Within sixty (60) days of the approval of the Madison Diocesan Council policy, the three District Councils shall each approve their own policies. Each incorporated conference shall have sixty (60) days to approve its own policy following the approval of its District Council policy.

Within ninety (90) days of the pertaining policy approval, the entity shall work with a 3<sup>rd</sup> party vendor to conduct appropriate background checks on all existing personnel who have contact with vulnerable persons, consistent with applicable state and federal law. Within ninety (90) days of policy approval, existing personnel shall complete the required training in safe practice.

### **Engagement of new personnel**

When engaging new members, volunteers or staff, there must be processes in place to help ensure that risks to vulnerable persons are identified and promptly

addressed. In compliance with requirements stipulated by the Diocese of Madison and the State of Wisconsin, as well as county and local officials, these measures shall include, but are not necessarily limited to, the following:

- Statement of Receipt and Agreement confirming personnel have read and understand our Safeguarding policy (see Appendix B)
- background checks for all personnel having close contact with Vulnerable persons;
- reference checks for designated employees;
- candidate interviews for employees; and
- training in safe practices for all personnel.

Background checks for new staff members who have close contact with Vulnerable persons shall be completed prior to those staff members beginning service that includes close contact with Vulnerable persons, and at the conditional offer stage. In addition, training in safe practices shall be completed within 30 days every new staff member's start date. For current staff members moving into a new position that would newly require a background check, that background check shall be completed before the start date in the new position.

These measures shall also be completed prior to volunteers beginning service that includes close contact with vulnerable persons, and prior to new staff members and/or members participating in home visits or other charitable activities in which they may encounter Vulnerable persons.

Those who are regularly utilized as volunteers in a capacity that does not have close contact with/access to Vulnerable persons shall sign the "Statement of Receipt and Agreement and Background Check Consent" at the time they agree to serve as a volunteer (see Appendix B).

When advertising for staff positions within SVDP, job descriptions shall make clear that SVDP upholds safeguarding principles and practices, and that all staff must adhere to them. Job responsibilities should include information explaining what the responsibilities are regarding safeguarding, including the need to update training as relevant. During interviews with new job candidates who may have contact with Vulnerable persons, the following evaluation measures should be followed:

- questions asked during job interviews should be consistent for all candidates;

- gaps in work or life history should be investigated;
- candidates should be asked about their values as well as their skills, including the importance of service to neighbors in need and protection of Vulnerable persons;
- certifications and qualifications should be confirmed; and
- references shall be contacted as appropriate.

### **Who is required to undergo background checks?**

Within the Madison Diocese, the following individuals shall undergo a background check at the appropriate time(s), which may include prior to starting member, employment, or volunteer work and/or at appropriate intervals during that member, employment, or volunteer work:

- Active and Associate members of our Society who engage in charitable activities that bring them in close contact with Vulnerable persons;
- Volunteers who frequently engage in charitable activities that bring them in close contact with Vulnerable persons;
- Staff who as part of their employment have occasion to encounter Vulnerable persons; and
- Interns, contractors, or others who have extended presence at a SVDP program or site at which Vulnerable persons are and/or are likely to be present. If their presence lasts for a shorter time than the time needed to obtain the results of a background check (estimated to be three weeks), they will not be required to undergo a background check. Either prior to or upon their arrival, contractors not requiring a background check shall sign an acknowledgment document that they understand and will comply with the Council's safeguarding policy.

Persons who visit SVDP facilities for reasons of family, friendship, business, duty or other casual presence less than twelve (12) times a year shall be exempt from our safeguarding policy.

For members of our Society, conference presidents will make the determination as to whether a particular associate member needs to undergo a background check. For employees, this determination shall be specified in their job description.

Individuals who seek to find employment which places them in close contact with Vulnerable persons or who wish to become a member of our Society or volunteer in a capacity that places them in close contact with Vulnerable persons shall be given a copy of this Safeguarding Policy and shall be asked to sign a document attesting to their having read and understood it. The third-party vendor will require a signed consent to complete the background check. The Statement of Receipt and Agreement and Background Check Consent is provided in Appendix B.

### **How are Background Checks Conducted?**

Members and volunteers who are willing to provide their Social Security Number shall enter this number online as part of their registration with Virtus.

Employees, their supervisor, or the HR Director shall enter their Social Security Number online as part of their registration with Virtus.

Background checks that indicate no criminal history will be forwarded from Fastrax to Virtus as cleared for Vincentian service. Conference presidents will receive the notification for members, the Volunteer Coordinator will receive the notification for non-member volunteers, and the HR Director will receive the notification for employees. Each will inform their respective people of this approval.

Background checks that indicate a criminal history involving the criminal court system will be flagged by Fastrax for further review.

For members, employees and non-member volunteers, each Council or Conference will determine who will receive the flag notification and make the decision whether that individual may serve in a role involving close contact with vulnerable persons. It is recommended that the flag notification and decision-making authority be determined for each category of personnel independently of the others. For example, the notification and decision for employees may be made by the supervisor and conference president, while the notification and decision for members and/or non-member volunteers may be made by a group of members, possibly the Diocesan Council President, District Council President,

and the District Council Spiritual Advisor. It is additionally recommended that the decision authority must be clear. For example in the first instance, the conference president may have final authority and in the second instance agreement must be by at least 2 of the 3 members. Councils and Conferences may determine their own procedure for flag notifications and decision-making. These are merely examples.

The criteria for deciding that an individual may NOT serve in a role involving close contact, for employees, members, and non-member volunteers shall be any of the following:

- They are listed on the sexual offender registry in any state;
- They have a conviction under WI Sec. 40 of the criminal code for violent offence(s);
- They have a conviction under WI Sec. 48 of the criminal code for sexual offence(s);
- They have a conviction of violent and/or sexual offence(s) in any other state.

Criminal history for offences unrelated to violence or sexual behavior shall not be considered as exclusionary to Vincentian service to vulnerable persons.

The persons reviewing the flag notifications shall note their decision through the Fastrax process. Fastrax will forward the decision to Virtus whether or not the individual may serve in a role involving close contact with vulnerable persons.

If the decision is that they may not serve in such a role, one reviewer shall complete the required notification to that individual through the Fastrax process.

If the decision is that they may serve in such a role, they will designate that decision through the Fastrax process and Fastrax will forward that information through Virtus. Conference presidents will receive the notification for members, the Volunteer Coordinator will receive the notification for non-member volunteers, and the HR Director will receive the notification for employees. Each will inform their respective people of this approval.

Members or volunteers who do not have a Social Security Number or who are not willing to divulge their SSN shall enter an SSN of 99-99-999 when registering with Virtus. They have the option of undergoing a national fingerprint background check. This shall be done at one of several sites operated by a company called Fieldprint, who will collaborate with the Wisconsin Department of Justice Crime Information Bureau, who will provide a fingerprint

card that can be taken to a local law enforcement office, where prints will be taken and forwarded to the FBI. The results of this background check shall be provided to the designated recipient for their role, who will deal with the results as outlined above.

If the background check for a current member or volunteer indicates a history of one or more sexual or violent offenses, the individual shall be suspended from their Vincentian activity.

In the event a background check of a current employee indicates a history of one or more sexual or violent offenses, that employee shall be suspended from any job activities which include contact with Vulnerable persons.

In the event a background check of a prospective employee indicates one or more convictions that have a substantial relationship to his/her expected job, the employer shall not hire the employee into that position but may offer the individual a position for which a background check is not required and/or a position that does not have a substantial relationship to the individual's criminal convictions.

### **Who Pays the Cost of Background Checks and Training?**

The cost of Virtus training for all personnel within the Madison Diocese for the first year will be paid by the Madison District Council. Responsibility for subsequent training costs shall be determined at a later date.

The Madison Diocesan Council has no personnel of its own and shall not pay for background checks or training.

Within the Madison District Council, the first-year costs of background checks for all personnel shall be paid by the Madison District Council. Responsibilities for subsequent costs shall be determined at a later date.

Within the South Central and Baraboo District Councils, costs of background checks for all personnel shall be paid by the individual conference or store.

Any member or volunteer may choose to pay the cost of their own background check and training.

Background checks shall continually updated through Fastrax for current personnel.



## **Risk Management**

In spite of our best efforts to prevent people with histories of sexual predation from joining the ranks of our membership, volunteers and staff, it is still possible that dangerous individuals may enter the premises of a SVDP facility. Because of this risk, the following procedures must be in place to deal with situations that might arise.

Services should be provided in open areas with high visibility. When it is not possible to provide such open areas, video monitoring should be in place. If this is not economically feasible, in-person monitoring shall be regularly performed.

If an incident of sexual abuse occurs on the premises of a SVDP facility, all employees, volunteers or members in the vicinity shall stop whatever activity they are engaged in, and confront the abuser to demand that he/she stop. The supervisor shall **immediately** report the incident to the appropriate civil authorities, including county Child Protective Services office if a minor was involved. Contact information for the Child Protective Services office of each of the 11 counties in our Diocese is provided in Appendix A. In addition, for any incident (whether or not involving a Vulnerable person), the supervisor shall complete the Form for Reporting an Incident of Sexual Abuse, which is provided in Appendix C.

Posters shall be prominently displayed in all SVDP premises describing our safeguarding policies and including contact information for reporting incidents of sexual predation or boundary violations. An example of such a poster is provided in Appendix D.

Whenever possible, no fewer than two Vincentian members shall be present during any in-person meeting with those we serve. A single Vincentian member should not be alone with a Vulnerable person in the course of any Vincentian work without at least one other adult being present.

If an incident of physical or sexual abuse occurs during a home visit or other form of ministry outside of the premises of a SVDP property, the members involved shall immediately report the incident to the county Child Protective Services office (if a child was involved). Contact information for the Child Protective Services office of each of the 11 counties in our Diocese is provided in Appendix A. In addition, for any incident (whether or not involving a Vulnerable person), one of the Vincentians shall complete the Form for Reporting an Incident of Sexual Abuse, which is provided in Appendix C. If a family member contacts a representative of our Society to report an incident of

sexual abuse committed by a Vincentian during a home visit or other form of ministry outside of the premises of a SVDP facility, the representative shall immediately notify the Diocesan Council President, who will follow the actions outlined in Response to Reports of Abuse below. If one of the pair of Vincentians involved in a home visit witnesses their partner engaging in physical or sexual abuse of a family member, he/she shall immediately obtain and fill out the Form for Reporting an Incident of Sexual Abuse.

If for some reason a one-on-one discussion must take place with a Vulnerable person, the interaction should be conducted in as open and observable a way as possible. In any circumstance where one-on-one contact with a Vulnerable person is part of the role or is otherwise anticipated, it is important to consider and mitigate any safeguarding risks and to ensure that leadership is timely notified of such contact to ensure they are aware of it and the actions being taken to safeguard the Vulnerable persons involved.

For circumstances in which an employee is providing case management or other direct services as part of their professional work, the employee shall prefer and offer the option for the Vulnerable person being served to have their case manager from another agency be present during these meetings. If the meeting must be held one-on-one, the employee shall verify another staff member is on the premises, notify the staff member that a meeting is occurring and be open to a check-in at any time during the meeting by that staff member.

## **Conduct with Youth**

Members, staff, and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

A. Members, staff, and volunteers must be aware of their own and others' vulnerability when working alone with youth. Use of a team approach to managing youth activities is recommended.

B. Physical contact with youth can be misconstrued and should occur: (a) only when completely nonsexual and otherwise appropriate; and (b) **never** in private.

C. Members, staff, and volunteers shall refrain from: (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times; and (b) the use of alcohol when working with youth. In a setting in which alcohol is served and youth may be present, (e.g., a group dinner at a regional or national meeting), adults may judiciously choose an alcoholic beverage.

D. Members shall not allow individual young people to stay overnight in the member's private accommodations or residence.

E. Staff and volunteers shall not share private, overnight accommodation with individual young people including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

- In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the member, staff, or volunteer shall take extraordinary care to protect all parties from impropriety and the risk of harm, as well as the appearance of impropriety and risk of harm.
- Use of a team approach to managing emergency situations is recommended.

## **Harassment**

Personnel shall not engage in physical, psychological, written, or verbal harassment of other personnel or neighbors in need and shall not tolerate such harassment by others.

A. Members, staff, and volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

B. Harassment encompasses a broad range of physical, written, or verbal behavior, including, without limitation, the following:

- Physical or mental abuse.
- Racial insults or jokes.
- Derogatory ethnic slurs.
- Sexual advances or inappropriate touching.
- Sexual comments, sexual gestures or sexual jokes.
- Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation.
- Display of offensive materials.

C. Employees shall additionally be required to follow the comprehensive Harassment policies as outlined in their Employee Handbook.

D. Harassment can be a single serious incident or a persistent pattern of behavior whose purpose or effect is to create a hostile, offensive, or intimidating work environment.

E. Allegations of harassment must be taken seriously and should be reported immediately to the Madison Diocesan Council President, preferably in writing.

## **Response to Reports of Abuse**

When there is an allegation of sexual abuse of a minor, the persons involved must have recourse, and the situation shall be evaluated and addressed in a manner that is just, compassionate, and understanding. To that end, the Madison Diocesan Council has developed the following response to allegations of sexual abuse of a minor or vulnerable adult.

**INVESTIGATION.** The incident is to be investigated in a timely manner by the Supervisor, HR Director where available, or Diocesan Council President or his/her designee.

Assuming the complaint is credible, the following actions shall be taken immediately:

1. Provide effective and compassionate care to the alleged victim and the alleged victim's family.
2. Inform the accused individual of the investigation and give them the opportunity to respond. If the individual is paid staff, he or she shall be assigned to work that does not involve contact with the public. Regular salary and benefits shall be provided. If the individual is a member or volunteer, they will be asked to refrain from Vincentian activity until the investigation has been completed.
3. The fact and details of an investigation should be kept as confidential as possible. The accused shall be promptly notified of the results of the investigation.
4. Whenever possible, the investigation shall include interviews with the alleged victim, the alleged victim's parent(s) or guardian for minors or vulnerable adults who have a guardian, the person making the initial report, the accused person, potential direct witnesses of the alleged incident(s), and any other person who may have knowledge of the situation.
5. The Diocesan Council shall cooperate with investigations by civil authorities in accord with applicable law. It is recognized that an investigation by civil authorities may delay the investigation anticipated above. In that situation a final determination may need to be delayed pending resolution of the investigation by civil authorities or even a civil criminal trial.

6. Once the investigation has concluded, the Supervisor or Diocesan Council President shall judge either that the accusations appear to be unfounded, and the case should be considered closed (pending the outcome of any civil investigation) or that there is credible evidence that abuse has been perpetrated by the accused. This decision shall be communicated in a decree to the person bringing the complaint, the alleged victim, the accused, and the office of the Bishop. The Supervisor or President shall determine whether punishment up to and including termination shall be needed.

7. Regardless of whether the investigation ultimately results in a finding that inappropriate conduct occurred, the investigator(s) shall prepare a written report of the investigation and the investigatory conclusions and place that report in a confidential file in keeping with the section on records below.

### **Record Retention**

The Background Check Consent signed by members, volunteers or employees shall be retained for five years, when they will be replaced by the forms signed prior to a follow-up background check. Once a background check has been completed, all records of the social security number or fingerprint of a member, volunteer or staff person shall be destroyed. All reports that result from the background check shall be retained in a secure manner. Digital records shall be preferred, to be maintained by a secure cloud-based third-party provider with appropriate access granted for those who need access to those records. Paper copies of records may be allowed but must be maintained in a secure manner, not in the possession of any individual or any location where access to the records may be gained by an individual who should not have that access. An appropriate location to house paper records may be a safe deposit box at a bank.

The Statement of Receipt and Agreement and Background Check Consent signed by members, volunteers or paid staff shall be retained with the digital or paper record.

Reports of Incidents of Sexual Abuse shall be retained in the same manner and location as the background check and Statement of Receipt and Agreement for the individual who was investigated. If the investigation results in an exoneration of the accused, the report shall be clearly marked as such and signed by the investigator of the incident.

The original copy of written reports of all stages of the investigation above shall be retained in the same manner and location as the other reports above. All other copies of such reports as well as the personal notes of those involved shall

be destroyed. The originals may be destroyed upon the death of the one accused, retaining only a summary of the reports.

The Diocesan Council President shall have access to all records. The HR Director or Supervisor shall have access to employee records. Conference Presidents or their designee shall have access to records of members of their particular conference. The CEO/Executive Director, where the position exists, shall have access to volunteer records. In the absence of a CEO/Executive Director, the District Council President shall have access to volunteer records.

All records related to this safeguarding policy shall be retained for a minimum of seven (7) years after the individual leaves his or her position as an employee, member or volunteer with the Society of St. Vincent de Paul within the Diocese of Madison, Wisconsin.

## **Training**

All personnel will be encouraged to participate in Safeguarding training. We affirm our duty to be knowledgeable in the subject matter in order to protect vulnerable persons. Persons for whom a background check is required shall also be required to complete Safeguarding training. District Councils or conferences may include in their policies that training may be required for people for whom a background check is not. The Diocesan Council of Madison has chosen Virtus as the vendor which shall provide this Safeguarding training, the same vendor used by the Diocese of Madison.

Within two weeks of being hired or joining the work of our Society, personnel shall enroll in the following online training courses offered by Virtus:

- Protecting All God's Children for Adults
- Vulnerable Adult Training.

Members who intend to participate in home visits shall need to complete a third training session produced by the Madison Diocesan Council which will cover Safeguarding aspects of the home visit. This training shall be completed before the member participates in home visits.

Members, volunteers, or staff who complete these training programs are expected to enroll in refresher courses every three years. Virtus is continually adding refresher courses, so it is not expected that anyone would need to view

the same training course twice. Some current courses that could be used as refresher courses include:

- Child Sexual Abuse Awareness
- Anti-Harassment Training
- Keeping the Promise Alive

Conference Spiritual Advisors (or a Conference President designee in the absence of a conference Spiritual Advisor) shall keep a record of the names and dates of training courses that conference members complete. District Council and conference policies shall describe who shall retain the record of names and dates for training courses for staff and volunteers.

### **Media, Audio, and Visual Recordings**

If any audio or visual recordings involve interviewing a neighbor in need, always ensure that the individual is at no risk of being endangered or adversely affected. This includes ensuring their privacy and not disclosing identifying information about a Vulnerable person. Such recordings should carefully avoid revealing their full names, home address, or identifying their home, host community, or general location. Display of street signs, advertising boards or any other background information that would indicate where the person may live shall be avoided. Conference and Councils may not publish any story or image that might put a Vulnerable person or their family at risk, even when identities are changed, obscured, or not used. Use only a neighbor in need's first name or pseudonym and provide a general location such as a city or county to avoid identifying them.

Still photographs and videos shall never be demeaning or disrespectful of the dignity of the persons portrayed. The rights, safety and well-being of the persons being portrayed shall always be protected. The gratuitous portrayal of extreme suffering shall be avoided. Editing shall maintain the integrity of the photographic and video images' content and context. No changes shall be made that distort the context of the image, or that make a situation look worse than reality.

People shall always be adequately clothed. They shall never be portrayed in poses that could be regarded as suggestive, erotic, or obscene.

### **Policy Review**

The President of the Madison Diocesan Council shall appoint an Oversight Committee consisting of representatives of staff, Vincentian members, volunteers and adult family members of those whom we serve. It shall be the responsibility of this Oversight Committee to review this safeguarding policy every three years beginning in October 2026, and to provide a written report suggesting changes to the procedures it outlines to take into account lessons learned, changes in legislation and new developing threats to vulnerable people who come to our facilities for assistance. In addition, the Oversight Committee shall endeavor to have this policy reviewed by legal counsel.



## Appendix A.

The table below provides phone numbers for the office of Child Protective Services in each county in our Diocese, both during normal business hours and after hours.

County	Office Hours	After Hours
Columbia	608-742-9227	608-742-4166
Dane	608-261-5437	605-255-6067
Grant	608-723-2136	608-723-2157
Green	608-328-9393	608-328-9393
Green Lake	920-294-4070	920-294-4000
Iowa	608-930-9801	608-935-3314
Jefferson	920-674-3105	920-674-3105
Lafayette	608-776-4800	608-776-4848
Marquette	608-297-3124	608-297-2115
Rock	608-757-5401	608-757-5200
Sauk	608-355-4200	800-533-5692

**Appendix B.**

**Statement of Receipt and Agreement and Background Check Consent**

\_\_\_\_\_ I agree with the statement below:

**By signing this statement, I acknowledge that I have received the document entitled Madison Diocesan Council Safeguarding Policy. I acknowledge that I have read and I understand this policy.**

**Further, by signing this statement, I agree to abide by all the provisions contained in the document. I understand that this agreement is required for me to serve as an active member of the Society of St. Vincent de Paul within the Madison Diocese, and/or to be employed in or volunteer for any position which puts me in close contact with Vulnerable persons.**

**I understand that, in order to be considered for a role that may put me in close contact with Vulnerable persons, the Society of St. Vincent de Paul shall complete a Criminal Background Check. As part of the Criminal Background Check the Society may obtain a consumer report that includes, but is not limited to, criminal and civil history, and reference checks, to gain knowledge bearing on my character, general reputation, personal characteristics and trustworthiness.**

**By my signature below I hereby authorize and consent to the State of Wisconsin's procurement of such a report. This report will be retained as a confidential file as described in the policy. Wisconsin's Fair Employment Law, s. 111.31-111.395, Wis. Stats., prohibits discrimination because of a criminal record or pending charge: however, it is not discrimination to decline to hire or engage as a volunteer or member a person based on the person's arrest or conviction record if the arrest or conviction is substantially related to the circumstances of the particular job. Failure of any applicant to consent to a background check will make that person ineligible for service that involves close contact with Vulnerable persons. This includes relevant adult fines and/or convictions regardless of how many years have elapsed.**

**I understand that my failure to comply with the policy may result in disciplinary action against me, up to and including termination of my employment/relationship with the Society of St. Vincent de Paul.**

**Print Full Name (First, Middle and Last):**

\_\_\_\_\_ (e.g., John David Smith)

**Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ (mm/dd/yyyy)

**APPENDIX C**

**Madison Diocesan Council Form for Reporting an Incident of Sexual Abuse**

**Today's date:** \_\_\_\_\_

**Name of person making this report:** \_\_\_\_\_

**Name of alleged abuse victim:** \_\_\_\_\_

**Name of alleged sexual abuser:** \_\_\_\_\_

**Dates of occurrence:** \_\_\_\_\_

**Age of alleged victim at time of abuse:** \_\_\_\_\_

**Place(s) alleged sexual abuse occurred:**  
\_\_\_\_\_

**Status of alleged abuser at time of occurrence:**  
\_\_\_\_\_

**(Staff person, volunteer, SVDP Member, etc.)**

**I would be willing to provide details**

\_\_\_\_\_ **in writing**

\_\_\_\_\_ **telephone interview**

\_\_\_\_\_ **in-person interview**

**Person allegedly sexually abused knows of this report:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Others who may corroborate this report:**

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**How may we contact you (phone, mail, e-mail)**

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**Please return this form to:  
Madison Diocesan Council  
Society of St. Vincent de Paul  
Attn: Mike Meehan, President  
P.O. Box 259686  
Madison, WI 53725-9686**

**The SVDP Madison Diocesan Council supports the rights of individuals to report abuse directly to the proper public authority.**

## Appendix D

**This facility of the Society of St. Vincent de Paul operates under the following principles:**

- **The welfare of the people we assist is paramount.**
- **Concerns or allegations of abusive or exploitative behavior are always taken seriously, timely investigated and acted on as appropriate.**
- **We support the participation of children, vulnerable persons, and all those we assist by valuing, listening to and respecting them and giving them a say in decisions that affect them.**
- **All personnel have access to and are familiar with safeguarding policies and procedures and know their responsibilities within those policies and procedures.**
- **All personnel and people being served, including children and vulnerable persons themselves, have access to information about how to report concerns or allegations of abuse.**
- **Recruitment practices help to ensure that we will not recruit personnel or other representatives if they pose a known risk to the safety or well-being of those we assist, or children or vulnerable people with whom they come in contact.**
- **Our practices do not create or allow conditions in which children and vulnerable people are put at risk of abuse or exploitation.**
- **People in positions of responsibility, whether they be members, volunteers or employees, are responsible for actively promoting safeguarding and ensuring that safeguarding policies and procedures are complied with and are updated on a regular basis and circulated within their jurisdiction.**

**If you believe that you have been abused or exploited, please contact the President of the Madison Diocesan Council:**

**Mike Meehan**

**[diocesanpresident@svdpmadison.org](mailto:diocesanpresident@svdpmadison.org)**

**608-233-5771**