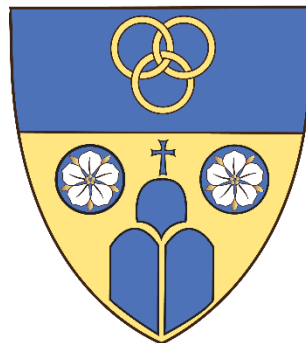


# Policy and Procedures on Sexual Misconduct by Members

1<sup>ST</sup> EDITION  
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## Introduction

*“You are the light of the world. A city set on a hill cannot be hidden”* (Mt 5:14). With these words, our Lord Jesus Christ calls us to give concrete witness to him in our lives, which are interwoven with countless relationships. The Lord calls us to ongoing conversion of heart and effective actions to respect the dignity of each person. In this light, incidences of sexual misconduct offend our Lord, cause physical, psychological and spiritual damage to the victims, and harm the community of the faithful. We know that to be faithful, we need the grace of the Holy Spirit to sustain us, as we are mindful of the words of Jesus: *“Apart from me you can do nothing”* (Jn 15:5). We also need the wise guidance of the Church, which in this area of her life requests that dioceses and religious orders develop clear safeguarding guidelines.<sup>1</sup>

The present Policy is one component of a broader initiative of Westminster Abbey to respond to the Church’s request. Other necessary components are due diligence in screening and formation, and the cultivation of the virtues that make for healthy and safe relationships. Where the Policy sets out boundaries for relationships, it does not intend to undermine the strength and importance of appropriate interactions in them. Rather, clarity in the delineation of relationships assists the Members to demonstrate their love and compassion in a sincere and genuine way. The Policy is directed specifically to the Members of Westminster Abbey and is intended to guide decisions about interactions with individuals in Abbey-sponsored and affiliated programs. These relationships may be fraternal, ministerial, and professional, and may involve either minors or adults. People of all ages deserve to be respected and protected in their relationships with the Members.

Transparency, accountability and commitment to the truth are guiding principles of this Policy. Westminster Abbey views sexual misconduct as morally reprehensible. In this Policy, sexual misconduct includes sexual abuse, sexual exploitation, and sexual harassment. No form of such misconduct will be tolerated. All reports of suspicious or inappropriate behavior with minors or adults and all allegations of abuse will be taken seriously and investigated appropriately. Westminster Abbey will respond to all reports of sexual misconduct in a timely, pastoral, and compassionate manner, while also respecting the rights of the people involved. The Abbey will cooperate with civil authorities and work in collaboration with diocesan or religious order officials if the case or circumstances merit this. Confidentiality and due process in this sensitive area are of utmost importance and will be protected, to the extent possible.

Members must also respect and abide by any Safeguarding and Child Protection Policies implemented by other organizations, ministries, or apostolates in which they serve. Where policies of those organizations, ministries, or apostolates differ from Westminster Abbey’s policies, Members must abide by the strictest policies.

They are expected to familiarize themselves with this Policy on Sexual Misconduct and the accompanying Code of Conduct and to sign a statement indicating that they will comply with its content. This will be done anytime the Policy or Code of Conduct is revised and at least every five years. The Policy will be reviewed for any needed updates and revisions on an annual basis and in consultation with the Review Committee.

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<sup>1</sup> Relevant documents are: the Circular Letter of the Congregation for the Doctrine of the Faith, dated May 3, 2011; the Guidelines Template of the Pontifical Commission for the Protection of Minors, dated December 6, 2016; and *Protecting Minors from Sexual Abuse*, published by the Canadian Conference of Catholic Bishops in 2018.

## **United Nations Convention on the Rights of the Child**

The United Nations Convention on the Rights of the Child recognizes their human rights.

### **Article 3.1**

In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration.

### **Article 19**

States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

## 1. General Definitions

**Adult:** Anyone who is 19 years or older and not in high school.

**Boundary Violation:** Behaviors that are imprudent, inappropriate, or contrary to this Policy and fail to observe and respect verbal, physical, emotional, or social lines, but do not rise to the level of abuse or a crime. A boundary violation is:

- A violation of the professional/ministerial role
- A misuse of authority and power that takes advantage of someone who is in vulnerable life circumstances

**Child Pornography:** The Canadian Criminal Code's definition of child pornography includes: a) a photographic, film, video, or other visual representation, whether or not it was made by electronic or mechanical means, of explicit sexual activity with a person who is, or who is depicted as being under the age of eighteen; b) any written material, visual representation, or audio recording that advocates or counsels sexual activity with a person under the age of eighteen; c) any written material whose dominant characteristic is the description, for a sexual purpose, of sexual activity with a person under the age of eighteen; d) any audio recording that has as its dominant characteristic the description, presentation, or representation, for a sexual purpose, of sexual activity with a person under the age of eighteen years. The Canadian Criminal Code states that anyone found possessing or distributing child pornography is guilty of a criminal offence.

In Canon Law, possession, distribution, downloading and/or intentionally viewing of real or virtual child abuse is an offence.

**Delegate:** the person appointed by the Abbot to coordinate the faithful application of these policies. The Delegate represents the Abbot to the Reporters, victims, the Respondent, and all those involved in the reporting and investigation of sexual abuse. The Delegate has the duty to keep the Abbot and the Abbot's Spokesperson informed of progress, and to oversee the management and preservation of case files.

**Deputy Delegate:** the person appointed by the Abbot to assist the Delegate in the management of this Policy. In the absence or incapacity of the Delegate, the Deputy Delegate has the same role and functions as the Delegate.

**Drug(s):** includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness and includes both legal and illegal forms of such substances, but does not include medications taken in accordance with a physician's or manufacturer's directions.

**Dual Relationships:** A dual relationship occurs when a Member maintains more than one type of relationship with the same person. Members must be sensitive to the potential problems inherent in dual relationships (e.g., pastoral/personal relationships).

**Grooming:** is conduct that is designed to select and prepare potential victims for abuse.

**Mandatory Reporter:** In BC, the Child, Family and Community Service Act requires that anyone who has reason to believe<sup>2</sup> that a child or youth under 19 has been or is likely to be abused or

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<sup>2</sup> "Reason to believe" simply means that, based on what you have seen or information you have received, you believe a child or youth has been or is likely to be at risk. You do not need to be certain. It is the child welfare worker's job to determine

neglected and that the parent is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to the Ministry of Children and Family Development. See section 13 of the aforementioned Act.

**Member:** A professed Monk of Westminster Abbey, a novice, or someone formally accepted as a candidate and living in one of Westminster Abbey's communities.

**Minor:** for the purposes of this Policy, a minor is any person under the age of 19, as defined by the Age of Majority Act of the Province of British Columbia.<sup>3</sup>

**Reporter:** the person who alleges having suffered because of sexual misconduct by a Member or the party making the complaint on their behalf.

**Respondent:** a Member of Westminster Abbey alleged to have committed an act of sexual misconduct.

**Review Committee for Sexual Misconduct:** the group of persons appointed by the Abbot to assist the Delegate or Deputy Delegate in assessing the legitimacy and nature of an allegation of sexual misconduct.

**Semblance of Truth:** not necessarily believed true but objectively or reasonably possible, even if improbable, and without consideration of subjective elements in favour or to the contrary.

**Sexual Abuse** is any contact or activity of a sexual nature that occurs against a person's will or consent. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult or minor, such as inappropriate touching. With respect to minors, sexual abuse also includes exposing oneself, engaging in sexually oriented conversations, and any type of sexual contact inflicted on, shown to or intentionally practiced in the presence of a minor to arouse or gratify sexual desires of any person. Sexual contact includes, but is not limited to, vaginal intercourse, anal intercourse, oral intercourse or the touching of another, including but not limited to the thighs, genitals, buttocks, pubic region or chest.

**Sexual Exploitation:** Taking unfair advantage of a counseling, professional, or pastoral relationship for the development (or attempted development) of a sexual relationship between a Member and any adult with whom he has a professional and/or pastoral relationship, regardless of who initiates the relationship. An exploitative relationship may occur within a wide variety of associations and/or behaviors including, but not limited to, the following:

- Relationship between any Member and any adult who attends a class that the Member teaches or supervises, or who seeks academic advice or guidance from the Member, or who seeks pastoral ministry from the Member, or who is under the influence of Westminster Abbey's personnel's decision-making, or who participates in a pastoral ministry assignment in which the Member serves, or who is enrolled in Westminster Abbey's retreats and/or other programs.

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whether abuse or neglect has occurred or is likely to occur. (*The B.C. Handbook for Action on Child Abuse and Neglect*. June 2017, p. 29)

<sup>3</sup> The Age of Majority Act [RSBA 1996], (<http://www.bclaws.ca/civix/ctocliment/id/colDpletelstatreg/9600701>) defines a "minor" as a person who has not reached the age of majority of 19 years. The substantive norms of the *Motu Proprio Sacramentorum Sanctitatis Tutela* (April 30, 2001), article 4 paragraph 1 define a "minor" as a person "below the age of 18 years". This Policy uses the higher age of 19 years stipulated by local civil law.

- Relationship between a Member and any adult for whom he is authorized to provide counseling, or pastoral care, or spiritual direction or spiritual guidance, or ministration of any sacrament, or life/leadership/peer coaching.
- Relationship between a Member and any adult who receives, in the course of a duly-authorized assignment, sacramental confession, or confidential or privileged information.
- Verbal comments by a Member to any adult, which in this Policy includes, but is not limited to, sexual innuendo, indecent proposals, sharing sexual stories, jokes or fantasies, or making inappropriate comments about someone's appearance.
- Other behaviors that sexualize a professional and/or pastoral relationship between a Member and any adult to whom he provides ministry, such as but not limited to, requesting dates, giving unwanted attention, or gifts, sending and/or posting communications with sexual content (in any form of communication or social media including but not limited to correspondence, email, text messages, instant messages, photographs, attachments, phone conversations, voice mail, etc.).

**Sexual Harassment:** refers to any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to persistent unwanted sexual attention, or to punish a refusal to comply, or to reward compliance. Sexual harassment must be understood as an exploitation of a power relationship, rather than as an exclusively sexual issue. Sexual harassment may involve a wide range of behaviour from verbal innuendo and subtle suggestions to overt demands and unwanted, inappropriate physical contacts of a sexual nature. It may be an incident or a series of incidents. It is behaviour of a sexual nature that is known or ought reasonably to be known as behaviour that is unwanted or unwelcome. Sexual harassment includes actions which contribute to an environment that is “poisoned” by suggestive pictures or cartoons.

**Sexual Misconduct:** Any sexual conduct that is unlawful including sexual abuse, sexual harassment, or sexual exploitation. This includes any wrongful or illicit sexual or sexualized behaviour or communication, whether actual, threatened or attempted, and whether or not apparent harm arises from that conduct, including grooming and any act deemed a sexual offence according to Canon Law, the Criminal Code of Canada, or the law of the province or territory concerned; such behaviour is inclusive of improper electronic communications, possession of or dealing with pornographic materials depicting persons under the age of 19 and any form of sexual abuse.

**Survivor Assistance Coordinator (SAC)** – A third party professional, designated by the Abbot, responsible for initial and ongoing support to Reporters. The Survivor Assistance Coordinator receives intake reports and makes referrals for counseling and spiritual support to assist victims / survivors. The Survivor Assistance Coordinator does not function as an agent of the Abbey in verifying the truthfulness of the allegation(s).

**Vulnerable person:** the person defined as an adult by civil statutes (19 or older), but who lacks an adult mental or emotional capacity or who, by reasons of advanced age, physical illness, mental disorder or disability, was or might be unable to protect himself or herself from significant harm or exploitation. An adult who habitually lacks the use of reason is considered incapable of personal responsibility and is to be considered equivalent to a minor according to Canon Law (cf. canon 99). Vulnerable adults include those deprived of personal liberty.<sup>4</sup>

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<sup>4</sup> The *Vademecum* defines a vulnerable adult as any person in a state of infirmity, physical, or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally limits their ability to understand or want to otherwise resist



## 2. Standards of Conduct

### 2.1. General Principles

- Members will exhibit the highest ethical standards and personal integrity, which are consistent with the discipline and teachings of the Catholic Church.
- Members will treat others fairly and with respect at all times, regardless of gender, ethnicity, disability, sex, age, or religion.
- Members will not physically, sexually or emotionally abuse or neglect a minor or an adult.
- Members will create and maintain balanced relationships with the people they serve. These relationships shall be characterized by the proper dignity, respect, and integrity.
- Members will maintain transparency in all their interactions with those they serve.
- Members will act professionally in all counseling, advising, or spiritual direction relationships, protecting the well-being of the person being served at all times.
- Members will not date or become romantically involved with those they serve, in accordance with what is proper for religious life. This applies to any type of romantic or intimate, sexual relationship, regardless of whether or not it is presented as a consensual relationship.
- Members will not stare at or comment on the bodies of others.
- Members will not consume illegal drugs under any circumstances. Members will not engage in the illegal or inappropriate use of alcohol, controlled or non-controlled narcotics or other drugs and substances.
- Members will not have sexually oriented materials, including printed or online pornography, under any circumstances.
- Members will not show or expose those they serve to sexually oriented or morally unacceptable materials such as magazines, cards, videos, video games, films, clothing, images, music, etc.
- Members will not conduct any type of ministry in private living quarters and all interactions must take place in spaces visible by others.
- All ministry, including communications via any electronic or telephonic means, should normally take place during appropriate times (6:00am to 9:00pm).
- Members will not overshare personal history or personal information with those they serve.

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the offence. This Policy adopts the language of the *Vademecum*. (Dicastery for the Doctrine of the Faith. *Vademecum: On Certain Points of Procedure in Treating Cases of Sexual Abuse of Minors Committed by Clerics*, Version 2.0. June 5, 2022.)

- Members will be mindful and aware of their own and other's vulnerability, so as not to inadvertently engage in behavior that could be considered inappropriate.
- Members should always be sensitive to each person's personal boundaries or preference for interactions and will respect them, even if the interactions are considered to be appropriate under this Policy.
- Members must not step beyond their competence in ministerial situations and must learn to recognize and acknowledge when it is necessary to refer a person to other professionals.
- Members should communicate to the Abbot and/or Delegate when they have concerns or questions about their own or others' relationships.

### 3. Standards of Conduct for Interactions with Minors

The sexual abuse of minors is contrary to the teachings of the Church and a human rights violation that is punishable by law. Members have a responsibility to protect minors from any kind of harm and all forms of sexual abuse and to respect Westminster Abbey's policies.

The following are guidelines to help direct interactions with minors and are meant to be a non-exhaustive list of appropriate and inappropriate behaviors. If a minor relates in a way that is overly familiar or more affectionate than is appropriate, the Member will redirect the child's actions and not relate in a similar manner in return.

#### 3.1. General Guidelines and Prohibited Behaviors for Interactions with Minors

- Members will not engage in any form of Boundary Violation or Grooming behaviour.
- Members will not use or be under the influence of alcohol while supervising minors nor will they provide minors with or allow them to consume alcohol or illegal substances.
- Members will not possess, distribute, download, and/or intentionally view real or virtual images of child sexual abuse (child pornography).
- Members will not form exclusive, secret or "special" relationships or exhibit favouritism with minors.
- Members will not create over-familiar or special relationships with minors that replace, usurp or undermine the parent-child relationship.
- Members are prohibited from having minors visit in their cells and residence. Members will never share a private sleeping space with a minor, unless the parent of the minor is also present, or another adult is present, and the parent has given written consent.

#### 3.2. Physical Interactions with Minors

Members are encouraged to exercise prudence when engaging in physical contact with minors and should avoid it when in a private context. It is best practice to let the minor initiate the contact, as long as this falls in the appropriate contact category or unless the contact is something akin to a brief greeting or a congratulatory gesture.

##### a. Appropriate Interactions

- Brief side-hugs, including kneeling or bending down for hugs with small children.
- Pats on the shoulder or back.
- Handshakes, high fives, and fist bumps.
- Holding hands during prayer in a group setting or when escorting small children.

- Pats on the head when culturally appropriate. (*For example, this gesture should typically be avoided in some Asian communities*).

b. Inappropriate Interactions

- Lengthy embraces or embraces with excessive physical contact.
- Kissing a minor or coaxing him or her into kissing you.
- Holding minors over four years old on the lap.
- Touching knees or legs of minors.
- Wrestling or cuddling with minors or tickling them.
- Stroking a minor's hair.
- Piggyback rides.
- Any type of massage given by a Member to a minor or by a minor to a Member.
- Any form of unwanted affection.
- Showing affection in isolated areas such as bedrooms, closets, or other private rooms.
- Sleeping in the same bed, sleeping bag, or tents with minors.
- Engaging in sexual contact with minors.
- Members are prohibited from using physical discipline in any way for behavior management of minors. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors.

### **3.3. Verbal Interactions with Minors**

a. Appropriate Interactions include, but are not limited to:

- Verbal praise.
- Positive reinforcement.
- Encouragement.
- Appropriate jokes.

b. Inappropriate Interactions, include, but are not limited to:

- Keeping secrets with minors.
- Swearing in the presence of minors.
- Making derogatory remarks about the minor's family.
- Speaking to minors in a way that is or could be reasonably construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Using sexual jokes, sexually suggestive language or innuendo.

- Engaging in any sexually oriented conversations with minors unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues in class, spiritual direction or human formation. On such occasions, the lessons will convey to youth the Church's teachings on these topics. If youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification.
- Discussing sexual experiences, history, or habits, or in any way involving minors in the personal problems or issues of Members.
- Compliments that relate to physique or body development.

### **3.4. One on One Interactions with Minors**

Most abuse occurs when an adult is alone with a minor. Westminster Abbey aims to eliminate or reduce these situations.

In those situations where one-on-one interactions are approved, Members should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

- To the extent possible, try to have set hours for one-on-one meetings and keep a schedule/calendar of when these occur. It is helpful for others to know that these meetings are taking place and occasionally pass by.
- Always meet in a public place where you are in full view of others. Public places may include outdoor spaces often frequented by others, a room or office with windows that allow visibility into the room and where others are likely to pass by.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If a minor discloses abuse or maltreatment Members are expected to follow the protocols in this Policy.
- Should a Member have an impromptu one-on-one interaction with a minor, he should document it and let a superior know.

### **3.5. External Contact with Minors**

External Contact refers to interactions that happen between Members and minors, but that are not related to any formal, sanctioned activity or program. These types of activities put Members at increased risk because of the lack of supervision by others.

Westminster Abbey strongly recommends that Members do not have external contact with minors. However, if off-site contacts are unavoidable, Westminster Abbey has determined that the following forms of outside contact are appropriate and inappropriate:

- a. Appropriate External Contact

- Taking groups of minors on an outing with prior approval from the parents and a superior.
- Attending sporting activities with groups of minors with prior approval from the parents and a superior.
- Attending functions at a minor’s home, with the knowledge and permission of the parents and a superior.

b. Inappropriate External Contact

- Taking one minor on an outing without the parent’s written permission.
- Visiting one minor in the minor’s home, without a parent present.
- Entertaining minors without prior approval and others present.
- Minors spending the night with Members.

### **3.6. Electronic Communications and Social Media**

The terms “electronic communications” and “social media” or “social network” refer to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to: social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, text and voice chat platforms for gaming, live webcasting, and real-time web communities. Additionally, sending text messages between two or more mobile phones or fixed or portable devices over a phone or wireless network is included within these definitions.

- 3.6.1** Electronic communications for minors under the age of 13 should occur with the parents instead of with the minors.
- 3.6.2** Members should not communicate with minors using electronic media, except as a part of their professional/ministerial responsibilities.
- 3.6.3** Members will not collect any personal contact information from the minor. Members responsible for Abbey computer network monitoring and management will establish a list of acceptable and previously approved platforms, pages, or applications for Members to contact groups of minors.
- 3.6.4** Members must receive written approval of a minor’s parent/guardian at the beginning of the school year indicating the parent/guardian’s consent to the use of electronic communication and social media for ongoing, direct communication between a Member and the minor. This may include ongoing contact with an individual minor for mentoring or spiritual direction. Parents must approve both the purpose and the electronic means for the communication to occur and will be the ones to provide the contact information to the Members. Similarly, parents may request that their child not be contacted through any form of electronic communication or social media.
- 3.6.5** Member’s personal profiles and pages shall be set to private so that minors do not have access to them.

**3.6.6** During any usage of social media or other electronic communications with minors, Members are not to:

- Share personal contact information like personal phone numbers or email addresses.
- Post sexually oriented or morally inappropriate pictures, photos, or comments.
- Post photos of minors or details of ministry/program activities involving minors on any electronic media without the explicit, written permission of a parent or legal guardian. Even when approved, minors in the photo should not be tagged or identified.
- Engage in non-ministerial, one-on-one video chatting.
- Initiate or accept a “friend” request (or similar social media “connection”) using a personal account.
- Communicate with them or post during times outside of 6:00am and 9:00pm.

**3.6.7** Any approved or sponsored sites of Westminster Abbey will be monitored for inappropriate content, which will be removed. The source of the inappropriate content will be investigated.

### **3.7. Gifts**

**3.7.1** Members should only give gifts to groups of minors and only when superiors and parents are made aware of and approve the gift. Any exception to this must be approved by the superiors and parents of the minor.

**3.7.2** Members should not accept gifts without the knowledge of their superior or the minor’s parents.

### **3.8. Transportation of Minors**

**3.8.1** Members are prohibited from transporting minors without written permission of their parent or guardian and approval from the Member’s superior.

**3.8.2** When transporting minors, Members will avoid traveling with only one minor in the vehicle and will respect the “rule of three” (at least two adults must transport a single child, or at least two children must be present if transported by a single adult). Should safety or other considerations make traveling alone with a minor unavoidable, Members will report this immediately to the minor’s parents and the Member’s superior.

**3.8.3** When possible, have the minor sit in the backseat and avoid any unnecessary physical contact.

**3.8.4** Members are prohibited from making any unnecessary stops (e.g. personal errands) and must go directly to their final destination, which has been previously shared with the minor’s parents and the Member’s superior.

**3.8.5** Members will document any unusual occurrences that happen during transport (e.g. a health incident with one of the minors) and report them immediately to the minor's parents and the Member's superior.

### **3.9. Restrooms/Showers/Locker Rooms**

**3.9.1** Members will safeguard the physical modesty and dignity of minors, taking care not to be alone in restrooms or shower/changing facilities with minors.

**3.9.2** If for reasons of safety there is a need to supervise minors in such contexts, such supervision will take place with another adult present.

**3.9.3** Whenever possible, changing and showering facilities or other privacy-related arrangements for adults should be separate from facilities or arrangements for minors. If having separate facilities is not possible, these activities should be scheduled at different times for adults and minors. Members shall always be fully clothed in the presence of minors.

### **3.10. Supervision of Programs Not Related to the Seminary that Involve Minors**

**3.10.1** Westminster Abbey's programs for minors in which Members are involved must be supervised by at least two adults.

**3.10.2** Members in leadership roles shall be aware of all programs for minors that are sponsored by Westminster Abbey. A list of these programs shall be maintained in a central place and include activities, purpose, sponsors or coordinators of the programs, meeting times and locations. Leaders shall examine these programs and consider whether there is adequate supervision.



## **4. Standards of Conduct for Ministerial Interactions with Adults**

### **4.1. General Guidelines**

Members must never engage in sexual contact. Members assume the responsibility for setting and maintaining clear, appropriate boundaries in their professional and/or pastoral relationships. Members will foster a cordial, respectful and professional environment that is free from physical, psychological, written, or verbal intimidation or harassment. If the Member becomes aware that the person being served develops an intimate or romantic interest in him or pursues a relationship outside of the ministry, the Member must immediately notify his superior, with the goal of deciding the appropriate course of action for everyone involved.

**4.1.1** Members will not engage in spiritual direction or pastoral counseling on sexual issues without explicit training and qualifications.

**4.1.2** Members who provide individual pastoral counseling or spiritual direction will keep records of the times and places of the sessions offered.

**4.1.3** Members practicing formal spiritual direction or pastoral counseling are expected to seek consultation/supervision with a spiritual advisor approved by the Abbot.

### **4.2. Duty of Confidentiality**

If the Member is involved in providing pastoral care and this involves counseling, the Member must respect the following:

**4.2.1** If professional counseling services are being provided, information obtained as part of that counseling must be confidential, except as required by law, meaning if there is a clear and imminent danger to the person being served or others. The Member must disclose only the information necessary to protect the parties affected and to prevent harm. Before the Member discloses he should inform the person about the disclosure and the potential consequences, unless this is not at all feasible.

**4.2.2** For any type of counseling, the Member should discuss the nature of confidentiality and its limitations with the person being served. This includes telling the person in the first meeting the circumstances under which confidentiality is considered “waived” (i.e. risk of imminent harm to the person or others, reporting abuse as mandated by law, etc.).

### **4.3. Conflict of Interest**

A conflict of interest might arise when the Member already has a business, professional, or social relationship with a person and the person is seeking some type of counseling or pastoral guidance.

**4.3.1** Members must avoid situations where a real or perceived conflict of interest might arise. The resolution of the situation may protect the person being served.

- 4.3.2** When pastoral counseling or spiritual direction is provided to two or more people who have a relationship with each other, the Member must:
  - 4.3.2.1** Clarify the nature of each relationship;
  - 4.3.2.2** Anticipate any conflict of interest;
  - 4.3.2.3** Take appropriate actions to eliminate the conflict;
  - 4.3.2.4** Obtain written consent from all the parties to continue the services; and
  - 4.3.2.5** Provide documentation of the conversations to a superior.
- 4.3.3** Conflicts of interest may also arise when a Member's independent judgment is impaired by prior dealings, becoming personally involved, or becoming an advocate for one person against another. In these cases, the Member must inform parties that he can no longer serve them and refer them to someone else.

#### **4.4. Supervision of Ministerial Interactions with Adults**

The monitoring and supervision of ministerial interactions with Members is important for safeguarding adults from sexual exploitation or harassment.

- 4.4.1** Members are not permitted to develop new programs and activities that include professional and/or pastoral relationships without prior approval from the Abbot. Requests to develop new activities or programs should be submitted in writing to the Abbot. The Abbot, in consultation with his council, will consider whether the plan for a new activity includes adequate monitoring and supervision.
- 4.4.2** Monitoring and supervision includes, but is not limited to:
  - 4.4.2.1** Documentation, such as, record keeping, calendars, and appointment books.
  - 4.4.2.2** Scheduled annual reviews (with greater frequency at the discretion of the Abbot) of the performance of Members who have professional and/or pastoral relationships, including an assessment of the Member's ability to set and maintain clear personal boundaries. A review of the expectations, roles, and responsibilities can also be included.
  - 4.4.2.3** An up-to-date list of Members who have professional and/or pastoral relationships in Westminster Abbey's personnel office or other place where records are kept.
- 4.4.3** Members must be prudent when conducting meetings, making sure that the location is visible by others.

## 5. Reporting

### 5.1. Reporting Boundary Violation

- 5.1.1 Members must report to the Abbot or Delegate when another Member violates Westminster Abbey's Policy on boundaries or when another Member exhibits warning signs of inappropriate behavior.
- 5.1.2 If the concerns involve the Abbot, then Members must report to the Survivor Assistance Coordinator and/or the Delegate.

### 5.2. Reporting Sexual Misconduct involving Minors

- 5.2.1 In all complaints involving children, the best interests of the child shall always be the primary consideration.<sup>5</sup>
- 5.2.2 If a person has reason to believe that the child is in immediate danger, call 911.
- 5.2.3 Members must report any suspected or known:
  - Sexual Misconduct
  - Sexual Abuse
  - Sexual Exploitation
  - Sexual Harassment
  - Production, possession, distribution, downloading and/or intentionally viewing real or virtual child abuse

of a minor immediately, or if circumstances prevent him from doing so, within 24 hours. The Member must make his report directly to the Delegate.

- 5.2.4 The Member who has first-hand knowledge of the known or suspected sexual misconduct involving a minor must be the person to make the initial contact with the Delegate. This task cannot be delegated or passed on to others.
- 5.2.5 Upon receiving the report of an allegation:
  - 5.2.5.1 The Delegate, in company of the Survivor Assistance Coordinator, will contact the parent(s) or legal guardian, provided that the parent(s) or legal guardian is not the subject of the allegation.
  - 5.2.5.2 The Delegate will report all allegations involving minors to the Ministry of Children and Family Development.<sup>6</sup>
  - 5.2.5.3 The Delegate will be responsible for documenting the allegations and ensuring that every allegation, with its accompanying documentation, is sent in a timely manner to the Abbot for evaluation. The documentation

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<sup>5</sup> Cf. Protecting Minors, Appendix 3, n. 66.

<sup>6</sup> B.C. Handbook for Action on Child Abuse and Neglect.

will indicate whether the Reporter is requesting assistance with counseling, advocacy, spiritual support, or other services.

**5.2.5.4** Reports will be well documented from their reception, through their investigation, to their resolution.

**5.2.5.5** The Delegate will fully comply with the reporting obligations imposed by civil and canon law, cooperate with the law enforcement, and not interfere with their investigation.

**5.2.5.6** These procedures are to be followed, whether the Respondent is still living or not, and whether he is a current or former Member of Westminster Abbey.

### **5.3. Reporting Sexual Misconduct involving Minors when Victim is now an Adult**

**5.3.1** Members must report known or suspected sexual misconduct involving a minor who has now become an adult to the Delegate. This should be communicated by the Member to the adult survivor. This must be done regardless of whether the Respondent is still living or not, and whether the Respondent is a current or former Member of Westminster Abbey.

**5.3.2** An adult survivor who was sexually abused as a minor by a Member will be encouraged to contact the Survivor Assistance Coordinator at 443-462-7787 and/or the Third-Party Confidential Reporting Line at 604-363-7338 or 1-800-968-3146. The Survivor Assistance Coordinator operates at arm's length and staff, versed in trauma-informed practice, will include neither clerics nor employees of Westminster Abbey. It is not the task of the Survivor Assistance Coordinator or the Third-Party Confidential Reporting Line to evaluate allegations and decide which should be investigated.

**5.3.3** The Delegate will advise the adult survivor of their duty to contact the Ministry of Children and Family Development if they are in a position to know that the Respondent could be abusing other children or youth. If the adult has reason to believe this is happening, the adult survivor has a legal duty to report this belief to the Ministry of Children and Family Development.

**5.3.4** The Delegate will contact the Ministry of Children and Family Development if he is in a position to know that the Respondent could be abusing other children or youth. If the Delegate has reason to believe this is happening, he has a legal duty to report this belief to the Ministry of Children and Family Development.

**5.3.5** Cases of anonymous reports deemed to have a semblance of truth will be investigated to the extent possible based on known information.

## **5.4. Reporting Sexual Misconduct involving Adults**

- 5.4.1** Members are required to report any suspected or known sexual abuse, sexual exploitation or sexual harassment of adults directly to the Survivor Assistance Coordinator at 443-462-7787 or the Third-Party Confidential Reporting Line at 604-363-7338 or 1-800-968-3146.
- 5.4.2** The alleged victim may report an incident of sexual misconduct to the Survivor Assistance Coordinator at 443-462-7787 or the Third-Party Confidential Reporting Line at 604-363-7338 or 1-800-968-3146.
- 5.4.3** The Survivor Assistance Coordinator will advise the Reporter of their right to seek canonical, civil and criminal counsel before any further conversation into the matter.
- 5.4.4** An alleged victim of sexual misconduct may forgo filing an internal complaint with Westminster Abbey but may instead file the complaint directly with the RCMP, as well as pursuing any other remedies permitted by law.

## **5.5. Self-Reporting by Members**

Any Member who becomes aware of an actual or potential allegation of sexual misconduct against himself must notify the Abbot, the Delegate, and/or the Survivor Assistance Coordinator and provide any contact information he may have for the victim, investigating body or any other known intermediary. This notice does not constitute an admission of misconduct. The right to dispute or defend against the allegation is preserved unless expressly waived by him.

## 6. Responding

### 6.1. General Principles

All reports of suspicious or inappropriate behavior with minors or adults and all allegations of abuse will be taken seriously. Westminster Abbey will respond in a timely, pastoral, and compassionate manner, while also respecting the rights of the people involved. Westminster Abbey will also cooperate with authorities and work in collaboration with diocesan officials if the case or circumstances merit this.

The following provisions set out to establish procedures to be followed in the event of sexual misconduct by a Member of Westminster Abbey.

### 6.2. Responding to Boundary Violations with Minors and Adults

Vigilance regarding the maintenance of proper boundaries must include a system of accountability based on the standards of conduct. It is essential that, in our communities and the places where we work and minister, a transparent and effective system of monitoring and reporting is in place.

- 6.2.1 Westminster Abbey shall immediately intervene in situations where there is potential risk of harm to an identifiable person.
- 6.2.2 Each Member is responsible for identifying warning signs and responding to those signs by interrupting them.
- 6.2.3 Members are encouraged, if they feel comfortable, to discuss concerns with the Member engaging in inappropriate behavior(s), after having reported the behavior(s) to the Abbot.
- 6.2.4 The Abbot is responsible for coordinating appropriate assistance for Members who have violated the boundaries as established in these policies.
- 6.2.5 The Delegate will speak to the Member who has been reported and will inform the parents of the minor if the situation involves a minor.
- 6.2.6 The Delegate will review the file of the Member to determine if similar complaints have been reported.
- 6.2.7 If more information is needed, the Delegate will interview and/or survey others who may have pertinent information.
- 6.2.8 The Abbot will determine the appropriate response based on the report and factors such as:
  - Context of the red flag/inappropriate behavior or policy violation
  - Severity of the behavior
  - History of red flag/inappropriate behaviors or policy violations
  - Trainability of the Member

- 6.2.9** If the Member exhibits a pattern of boundary violations or the boundary violation is considered to be egregious, the Review Committee must also be notified and consulted.
- 6.2.10** In these cases, an intervention plan must be developed which outlines how the boundary violations will be interrupted, and the Delegate will verify that the intervention plan has been implemented.
- 6.2.11** If the Member is in formation and is unable to maintain appropriate boundaries despite guidelines, instruction and warnings, he will not be permitted to continue in formation.
- 6.2.12** If the concerns involve the Abbot, then the Abbot President of the Swiss American Congregation will be responsible for making sure this protocol and steps are followed.
- 6.2.13** The Delegate will document all reports and subsequent interventions, remedial actions taken, plans for continued observation, and conditions, if any, placed on the Member. These may include suspension from particular types of work or work with particular groups of people, increased supervision, and additional training, coaching and/or counseling.
- 6.2.14** Such documentation shall be included in the centralized files maintained by Westminster Abbey and in the Member's file in perpetuity. Access to these materials will be available on a need-to-know basis or as required by civil law. Access to these materials will be restricted as required by canon law.

### **6.3. Responding to Reports and Allegations of Sexual Misconduct**

Systematic procedures for responding to an allegation of sexual misconduct, including an anonymous allegation, can protect everyone's rights, ensure that the organization responds legally and effectively, and minimize disruption. Reports and allegations of sexual misconduct may come from a variety of sources, including the alleged victim or their family member or friend, diocesan offices, Members of Westminster Abbey, a colleague in the workplace or from the Respondent. In every case, Westminster Abbey commits itself to dealing pastorally with, and protecting the rights of all those involved.

- 6.3.1** Westminster Abbey takes every report or allegation of sexual misconduct seriously, including those that are made anonymously, and is committed to investigating them to the extent possible.
- 6.3.2** In cases of potential sexual misconduct where the civil authorities decide to investigate, Westminster Abbey will cooperate fully with them and not take any steps that may interfere with their investigation.
- 6.3.3** Westminster Abbey will conduct an internal review or investigation, but only if the civil authorities do not proceed with an investigation, if they consent to Westminster Abbey conducting a simultaneous internal review, or once their investigation is over.

- 6.3.4** Westminster Abbey has designated a Survivor Assistance Coordinator to accompany individuals and survivors that have reported sexual misconduct by a Member throughout the process.

## **6.4. Response to Reporters**

- 6.4.1** When a person comes forward with an allegation of sexual misconduct, the Delegate or Survivor Assistance Coordinator will provide oral and written information explaining the procedure Westminster Abbey follows in responding to allegations and the law as it relates to confidentiality and the limits thereof (see 6.4.13).
- 6.4.2** The Delegate or Survivor Assistance Coordinator will advise the Reporter of their right to seek canonical, civil and criminal counsel before any further conversation into the matter.
- 6.4.3** The Survivor Assistance Coordinator will establish contact and respond to an initial report as soon as possible, and no later than by the end of the following business day. The Survivor Assistance Coordinator will also offer an in-person meeting with any individual who reports an allegation of sexual misconduct if he or she desires. If the Reporter is a minor, then the parents must be included in the meeting. The goal of this meeting is to listen and provide support to the person and gather information about the circumstances of the abuse.
- 6.4.4** In situations where the Reporter has legal representation, representatives of Westminster Abbey will extend an offer to meet with the individual through their legal counsel. If this is not possible, Westminster Abbey will document the reason(s).
- 6.4.5** It is understood that some individuals who have alleged being the victim of sexual misconduct may choose not to meet with any representative of Westminster Abbey. This decision should be documented. The Survivor Assistance Coordinator will respect the wishes of the Reporter, should they not wish to make a report.
- 6.4.6** The Survivor Assistance Coordinator will offer to provide support for the immediate and ongoing needs of Reporters, victims and their families, including but not limited to psychological and spiritual support. The Survivor Assistance Coordinator does not provide this support him or herself, but rather refers the victim and family to the appropriate professionals.
- 6.4.7** Help offered out of pastoral concern for the complainant is intended to be without prejudgment of the allegation and without prejudice to any future civil actions. This should be communicated by the Delegate to the relevant parties.
- 6.4.8** The Survivor Assistance Coordinator will offer the services of qualified persons to give spiritual and psychological assistance to the Reporter and his or her family. If the Reporter requests spiritual accompaniment, the Survivor Assistance Coordinator will seek to connect the Reporter with one of a select group of trauma-informed individuals that are not Members of Westminster Abbey.



- 6.4.9** The Survivor Assistance Coordinator will help the victim navigate the process and keep him/her informed (and the parents if the victim is a minor) of any progress.
- 6.4.10** The Survivor Assistance Coordinator will document every action he/she takes to assist in the healing of an individual who has approached Westminster Abbey to report sexual misconduct by a current, former, or deceased Member.
- 6.4.11** The Abbot, or his Delegate, shall offer to the Reporter, and those directly adversely affected, a proper, sincere and meaningful apology at the earliest advisable opportunity after any determination of serious misconduct or other significant wrongdoing, in keeping with the spirit of this section and provisions of the Apology Act of British Columbia.
- 6.4.12** If the allegation is found to be false and made in bad faith, the support to the victim and his/her family may be terminated.
- 6.4.13** The Abbey will not enter into confidentiality agreements in settlement.
- 6.4.14** The Abbey cannot guarantee confidentiality if its records are subpoenaed or seized by civil authorities.

## **6.5. Response to the Respondent (the Accused Member)**

- 6.5.1** Westminster Abbey is expected to be familiar with and respect each Member's rights under civil and canon law, throughout the complete process.
- 6.5.2** The Respondent is presumed to be innocent until proven guilty. The fact that either formal or informal procedures have been initiated does not create an inference of guilt. The application of this Policy will be such that the good name of the Respondent is protected, to the extent possible.
- 6.5.3** The Delegate will inform the Respondent of his right to seek canonical, civil and criminal counsel before any further conversation into the matter. Westminster Abbey recognizes that the Member may need assistance to engage such counsel.
- 6.5.4** The Member will also be informed of any legal obligations of reporting the situation to the civil and criminal authorities.
- 6.5.5** The Delegate will also explain to the Member the importance of not contacting the alleged victim and the victim's family.
- 6.5.6** During investigations by civil or criminal authorities or by the Abbey, the Member who is the subject of the investigation will have no unsupervised access to minors during the pendency of the process if it is an allegation of sexual abuse of a minor. If the allegation involves an adult, the Member's access to certain groups of people (e.g. young adult men, women, etc.) may be restricted. In either case, this means that the Member may be temporarily removed from ministry and any responsibilities and duties that may put others at risk until the investigation and process is completed. The Member will be informed that this removal is precautionary and not penal.

- 6.5.7** The Abbot may impose additional restrictions, including changing the Member's living situation, limiting his movements and interactions with certain persons or groups of people, and anything else that he deems appropriate to protect the freedom of witnesses and safeguard the course of justice.
- 6.5.8** The Abbot will also provide for measures to support the Member throughout the process, such as designating a support person, pastoral care, spiritual direction, and access to mental health professionals.
- 6.5.9** When he has received the completed investigation report, the Abbot will present the results of the investigation to the Member for response.
- 6.5.10** The Delegate will maintain contact with the Respondent throughout the entire process.
- 6.5.11** If the Respondent has died or is otherwise incapacitated at the time of the complaint, or at any relevant time thereafter, the Delegate shall apprise his executor or personal representative, if there be one, of the complaint and continue the process. If there be no one willing or available to protect the reputation or rightful interest of the Respondent or his estate, the Abbot, in consultation with the Abbey's solicitor, may appoint a suitable person for the limited purpose of ensuring a full and fair exposition of the facts and issues of the complaint and its resolution within the scope of this Policy.
- 6.5.12** In cases where the Abbot is the subject of the allegation, then the Abbot President will be the person/entity that will make decisions regarding the Abbot and the case.

## **6.6. Initial Investigation into Allegations of Sexual Misconduct to Determine Semblance of Truth**

- 6.6.1** When an allegation of sexual misconduct involving a Minor is first received, the Delegate will verify that the Ministry of Children and Family Development have been notified as required by the law. If this has not been done, the Delegate will make sure a report to the Ministry of Children and Family Development is completed.
- 6.6.2** The Delegate, together with the Survivor Assistance Coordinator, will inform the minor's parents of the allegation received if the victim is still a minor. The Delegate will inform and advise the parent(s) or legal guardian of:
- The services available to them, including the support of the Survivor Assistance Coordinator.
  - Their right to contact the police and other civil authorities at any time;
  - Their right —should they request it—to be kept informed of the progress of their case and of its outcome.
- 6.6.3** The Delegate shall attempt to gather sufficient information to complete a written preliminary report. The report should include the following information:
- Name of the alleged survivor;

- Contact information of the alleged survivor;
  - Name and age of the Respondent;
  - Approximate dates of alleged abuse; nature, type, and location of alleged abuse; who made the report; any additional relevant details.
- 6.6.4** The Abbot or his delegate will notify the Review Committee as soon as possible, but within 15 days of receiving the report or allegation of abuse. The Review Committee will provide consultation as stipulated in its written procedures.
- 6.6.5** The Abbot will also consult with legal counsel, his council, and any other people or entities he considers appropriate.
- 6.6.6** If a “semblance of truth” has been established in the initial investigation the Abbot will designate a trained, third-party individual through a decree to conduct a preliminary canonical investigation and gather facts in the case. For purposes of this procedure, a third-party investigator is defined as someone who is not a Member or staff of Westminster Abbey.
- 6.6.7** If at the conclusion of an initial investigation, there is a “semblance of truth” to the allegations of sexual misconduct against a Member, the Abbot must ensure that the Member against whom the allegations are made has no access to potentially affected individuals and groups during the investigation.
- 6.6.8** The Abbot presents the findings to the Review Committee and seeks their advice.
- 6.6.9** The Abbot determines the probability of whether or not a reserved delict has been committed as alleged and issues a decree closing the preliminary investigation.
- 6.6.10** If a “semblance of truth” has been established in the initial investigation, the Delegate will also report the allegation of sexual misconduct to the legacy insurer or the insurer of the day.

## **6.7. Preliminary Canonical Investigation to Allegations of Sexual Misconduct**

- 6.7.1** It is important to note that investigations requested by the Abbot are separate and apart from any conduct by civil authorities, although information gathered from other investigations will be taken into consideration. Because the standards of proof for risk management and canonical purposes are different from those in a penal or civil process, Westminster Abbey will proceed with its own process and review even if all criminal charges against the Respondent are stayed or he is found not guilty in a criminal or civil action.
- 6.7.2** If necessary, the restrictions of Canon 1722 may be applied at any point during the preliminary canonical investigation.
- 6.7.3** Westminster Abbey will strive to maintain the rights of all concerned in the process of an investigation of sexual abuse or any report of sexual misconduct.
- 6.7.4** Westminster Abbey will collaborate with the independent investigator to determine the scope of the internal investigation.

- 6.7.5** Westminster Abbey will provide all information requested by the independent investigator, so long as it does not violate any privacy laws. This can include Reporter statements, witness statements, correspondence, the Member's file, other related documentation regarding additional concerns and similar behaviors, training records, disciplinary records, video footage, etc.
- 6.7.6** When conducting the preliminary canonical investigation, the independent investigator will respect the following guidelines:
- 6.7.6.1** The independent investigator, although contracted by the Abbey, will advise any parties that he/she does not represent Westminster Abbey and that conversations with the investigator are not subject to any attorney/client privilege.
  - 6.7.6.2** The investigator will advise the parties that, although pastoral care is available, the investigator will not be the one to provide that care.
  - 6.7.6.3** The investigator will advise the parties that Westminster Abbey does not enter into confidentiality agreements regarding sexual misconduct.
  - 6.7.6.4** The investigator, who shall obtain statements from the parties and any witnesses, will keep the Abbot informed regarding the status of the investigation.
  - 6.7.6.5** The investigator will produce a written report and submit it to the Abbot.
  - 6.7.6.6** The investigation report will be stored in the personnel file of the current, former, or deceased Member who is the subject of the investigation. It is a work product and the property of Westminster Abbey.
- 6.7.7** The Reporter, family members, and witnesses can expect confidentiality, except as disclosure is demanded by law.
- 6.7.8** Where an investigation is not possible or necessary, Westminster Abbey will document the reasons why.
- 6.7.9** If an allegation of sexual misconduct cannot be investigated or established, the Review Committee must be consulted regarding the disposition of the case.
- 6.7.10** If sexual abuse of a minor has been established through an investigation, the Ministry of Children and Family Development shall be contacted in accordance with this Policy, and a follow-up report will be submitted. If further investigation indicates the allegation is not established, the Ministry of Children and Family Development will be contacted to provide the additional information.

## **6.8. Decision-Making**

- 6.8.1** The Abbot or his Delegate will communicate and consult with the Review Committee as soon as possible after receiving the full investigation report.
- 6.8.2** Upon the conclusion of the investigation and after consulting the Review Committee, the Abbot will exercise his judgment in making a decision about the

allegation. If the Respondent has admitted to the report or allegation, or in those cases where the allegation has been established (including in cases of images of child sexual abuse), the Abbot's response will include:

- 6.8.2.1** Placing the Member under supervision, the details of which will be delineated in a mandatory Safety Plan (if sexual abuse of a minor is involved) or an Intervention Plan (if other types of cases). This plan will integrate the results of a risk assessment of the Member.
- 6.8.2.2** Prohibiting the Member from returning to any type of public facing ministry or work if it is a situation of sexual abuse of a minor, although this may also apply to other types of egregious cases.
- 6.8.2.3** Providing for the pastoral care and treatment of the Member, such as psychological and medical assessments and intervention, as well as fraternal support in whatever penalties are imposed upon him by the legal system or Westminster Abbey.
- 6.8.2.4** Placing restrictions on community life and personal activities.
- 6.8.2.5** Imposing limitations on work assignments and ministry.
- 6.8.2.6** Publication of the Member's name, depending on the type of case.
- 6.8.3** If a Member has been publicly recognized by a plaque, award, scholarship or other public honor and is later found to be a sexual offender, then the truth of their "mixed legacy" shall be made publicly known, or the plaque, award, or scholarship shall be removed, or both.
- 6.8.4** The Abbey will not allow any Monk to be publicly praised in communication media under the Abbey's control.
- 6.8.5** The Member will not be transferred to another institute without the Abbot declaring the nature of the allegations to the recipient institute.
- 6.8.6** In all instances, the final disposition of the matter rests with the Abbot, always recognizing the Member's right to appeal to the Abbot President and/or the applicable Canonical entity.
- 6.8.7** It is the Abbot's responsibility to communicate his decision to the person who made the complaint, to the Member involved, and to other parties, including the Abbot President, as necessary and appropriate.
- 6.8.8** If a Respondent is found not guilty of all criminal charges, and if no culpability for behaviour constituting sexual misconduct is determined in a civil action, the Abbot, with the help of the Review Committee and the Abbot's Delegate, will carefully review the matter of the Member's future.

The aforementioned review will determine:

- whether there exists sufficient credible evidence of sexual misconduct by the Respondent, or some other reason that he should not be allowed to return to ministry;

- on the available evidence, if any limitations or conditions on a return to ministry may be in the best interest of the Respondent or other parties concerned or may be otherwise appropriate; and
- how best to assist the Respondent in any return to ministry including the restoration of his reputation if falsely accused.

- 6.8.9** If at any time during the course of implementing these procedures, civil or criminal proceedings are initiated against the Respondent, these procedures may be suspended immediately, to be resumed, if deemed necessary, only after the completion of the civil or criminal proceedings.
- 6.8.10** If the Respondent is a cleric, the Abbot will notify the Dicastery for the Doctrine of the Faith of all reportable findings of fact, any determination regarding culpability, and any other helpful information as soon as possible.
- 6.8.11** The Abbot will send all cases involving minors (as defined in this Policy according to local civil law) and vulnerable adults (according to the most generous interpretation of civil law) to the Dicastery for the Doctrine of the Faith. It is the responsibility of the DDF to determine whether the Vulnerable Adult is equivalent to a Minor, and if it wishes to handle the case or not.
- 6.8.12** If the Respondent is not a cleric, then the Abbot will notify the relevant canonical entity. The determination of which cases should be sent to the DDF or any other canonical entity is determined by Canon Law.

## **6.9. Communication with Others**

- 6.9.1** Westminster Abbey is committed to demonstrating transparency in its response to allegations of sexual misconduct and acknowledges its importance in restoring trust in Westminster Abbey.
- 6.9.2** The Abbot shall keep the Monastic community informed in a timely manner of developments during the investigation, while observing the obligations of due process and confidentiality.
- 6.9.3** The Abbot, through his Delegate and the Abbey spokesperson, shall keep the Diocese, the faith community, the public, and other potentially affected individuals informed in a timely manner of developments during the investigation, while observing the obligations of due process and confidentiality.
- 6.9.4** Westminster Abbey acknowledges the importance of all necessary persons being informed of sufficient facts of a case to prevent similar or further risk or harm, even when the allegation is not made public. Due respect, however, should be given to confidentiality that stems from the involvement of the civil authorities or the request of the Reporter.
- 6.9.5** Depending on the case and circumstances, it may also be necessary and prudent to communicate with other Members of Westminster Abbey, the faith community, the public, and other potentially affected stakeholders at different points throughout the process, but particularly when an allegation is established or a

Member has admitted to the sexual abuse of a minor.

- 6.9.6** In all internal and external communications, Westminster Abbey will seek to be proactive, timely, transparent, accurate, consistent, and unified. It will also seek to be responsible with the information it shares and make sure it does not compromise any ongoing investigations.
- 6.9.7** Westminster Abbey has a designated spokesperson for Westminster Abbey to respond to inquiries from the faith community, the media, and other external stakeholders. As a proactive measure and in anticipation of external inquiries a short statement will be prepared. The Review Committee may also be consulted with respect to any statements or communications.
- 6.9.8** When making decisions regarding any communication, the Abbey will seek to balance the following often-competing interests:
  - 6.9.8.1** Concern for public safety.
  - 6.9.8.2** The possibility of additional Reporters and witnesses who might come forward with information if they knew of the ongoing investigation.
  - 6.9.8.3** The right of the Respondent to be presumed innocent until proven guilty.
  - 6.9.8.4** The possibility of damage to the Respondent's name should he be found innocent of the accusations.
  - 6.9.8.5** Interests and privacy of the Reporter.

## **6.10. Care for Others**

The Abbey recognizes that an allegation of sexual misconduct impacts the whole faith community directly or indirectly. For this reason, the Abbey will minister to the different members of its faith community, including employees, volunteers, laypeople, Members, etc., seeking to help them navigate such hurtful experiences. This ministry can include public and collective efforts such as workshops and study days, and private efforts such as spiritual direction. For those more directly impacted and affected, the Abbey may provide opportunities for counseling and personal healing.

## **6.11. Retaliation**

Members are expected to act promptly and prevent retaliation against those who make a good faith complaint of sexual misconduct, participate in an investigation, or oppose illegal or prohibited sexual misconduct.

The Abbey will not tolerate retaliation against anyone who, in good faith and with a genuine belief, states that he/she has been the victim of sexual misconduct. With respect to sexual and other forms of harassment, retaliation is also a serious violation according to Canon Law. Members who are found to have retaliated against a person who has made an honest complaint, participated honestly in an investigation, and/or opposed acts of sexual misconduct will face disciplinary actions.

## **6.12. Documentation**

Upon receipt of an originating complaint the Delegate shall immediately open a case file with a unique file number. A complete written record of the allegation(s) of sexual misconduct and of all steps taken from the moment the allegation was first received until the matter is finalized is to be maintained permanently in it. Records should not be altered or destroyed, even subsequent to the death of the Respondent.

Documentation of allegations, reports, responses, and investigations are confidential and shall remain with the office of the Abbot following election of a new Abbot; access to these materials will be prohibited as required by canon law and will be available only as required by civil law.

## **6.13. Additional Provisions**

The Abbot, the Delegate, a Deputy Delegate, or any other priest involved in a case pursuant to this Policy and procedure shall not hear the sacramental Confession of the victim or the Respondent.



## 7. Screening and Selection

### 7.1. Candidates and New Members

- 7.1.1** The following screening requirements are particularly designed to evaluate the candidate's potential risk for abuse. Candidates will be specifically screened for a history of abuse and boundary violations.
- 7.1.2** For each new candidate, Westminster Abbey requires a completed application and the following documentation of:
- A completed Police Record Check report and Vulnerable Sector search. If the candidate has resided outside of the region or Canada prior to arriving, then a background check from the prior places and country is needed. If this is not possible due to a country's limitations, the reason why is documented.
  - A minimum of three documented personal references (including at least one from a family member) and at least one professional reference, for a total of four references.
  - Face-to-face interviews with more than one representative of Westminster Abbey.
  - A psychological evaluation conducted by a licensed psychologist.
  - A psycho-sexual history conducted by either a licensed psychologist or a licensed mental health professional with skills in conducting psycho-sexual histories and in assessing psycho-sexual health in preparation for a life of celibate chastity.
  - A review of publicly accessible content on all social media, personal blog sites, and web sites associated with accounts controlled by the candidate.
- 7.1.3** All the above requirements must be completed before the candidate begins his studies for ordained ministry or has any type of public-facing work or ministry.
- 7.1.4** A candidate will also be subject to regular evaluations of maturity and commitment to celibacy, including a formal assessment of his progress and development in these areas at the completion of each year of formation.
- 7.1.5** A candidate who has an established allegation of sexually abusing a minor in his past, or who has acquired, downloaded, and/or intentionally viewed images of child pornography, will not be permitted to continue at Westminster Abbey.
- 7.1.6** Vocation directors and formation directors must be able, by education, training, or experience, to identify candidates who may be a risk to sexual misconduct and/or boundary violations.

### 7.2. Ongoing Screening

- 7.2.1** Police Record checks and Vulnerable Sector searches should be repeated every 5 years.
- 7.2.2** If a Member will have the responsibility of transporting others, he will be asked to submit a Driver's Abstract.

## 8. Training and Education

### 8.1. Training for all Members

- 8.1.1 All Members of Westminster Abbey will complete mandated training each year in topics that support safeguarding and the prevention of abuse.
- 8.1.2 Training may be provided by the organizations where Members lend their support or service, so long as Westminster Abbey considers the training to be adequate. Members must document their educational program completion and provide proof of completion to the Delegate.
- 8.1.3 The Abbot may excuse a Member from mandated training due to physical or medical difficulties.

### 8.2. Initial Abuse Prevention Training

All Members of Westminster Abbey will complete training that includes the following topics when they enter Westminster Abbey and before having any type of public-facing work:

- 8.2.1 Westminster Abbey's policies related to preventing and responding to sexual misconduct.
- 8.2.2 How to maintain appropriate boundaries with those you serve.
- 8.2.3 Definitions of abuse.
- 8.2.4 Facts about sexual abuse.
- 8.2.5 How abuse happens in organizations and how to identify abusive behavior.
- 8.2.6 How to prevent false allegations.
- 8.2.7 Recognizing, responding to, and reporting boundary violations or other inappropriate behaviors with minors and vulnerable adults.
- 8.2.8 How to make a report to the civil authorities of known or suspected sexual abuse of a child who is currently a minor in the jurisdictions where the Member is assigned.
- 8.2.9 Sexual Harassment
- 8.2.10 Child pornography, including its nature as a criminal offense and as a grave delict considered under the Motu Proprio *Sacramentorum Sanctitatis Tutela (SST)*.
- 8.2.11 Information regarding abuse of vulnerable persons, including its nature as an offense under the Motu proprio, *Vos estis lux mundi*.
- 8.2.12 Information on the requirements and procedures for reporting boundary violations, misconduct, harassment, and abuse to the proper criminal, civil, and ecclesiastical authorities.

### **8.3. Ongoing Abuse Prevention Training (and other relevant topics)**

- 8.3.1** Fostering compassion for victims, correcting myths, and overcoming the stigma associated with being a victim of sexual abuse.
- 8.3.2** Impact of sexual abuse on victims, families, and communities.
- 8.3.3** Ministering to survivors/victims.
- 8.3.4** Changes in relevant criminal, civil and canon laws, local guidelines, etc.
- 8.3.5** Conflict resolution.
- 8.3.6** Minor to minor sexual abuse.
- 8.3.7** Appropriate use of electronic communications and social media.
- 8.3.8** Internet pornography and cybersex.
- 8.3.9** Development of chaste and celibate relationships.
- 8.3.10** Appropriate use of electronic communications and social media.
- 8.3.11** Developing a healthy community life and interpersonal relationships.
- 8.3.12** Role of clergy and religious in society and the spiritual underpinnings necessary for a healthy ministry.
- 8.3.13** Proper place of clerical and religious status and authority within the Church, and about its abuses.
- 8.3.14** Other types of training that provide Members with additional knowledge and skills that enhance their ability to protect those in their care.

### **8.4. Training for Members in Initial Stages of Formation**

**8.4.1** Westminster Abbey is committed to supporting Members in formation and providing them with the needed tools. To this end, Westminster Abbey has developed a formation plan with the following goals in mind, for each stage of our formation process:

- Ensuring Members in formation are educated on how to develop a mature, integrated sexuality as a foundation for celibate chastity.
- Ensuring Members in formation are encouraged to identify and address challenges to maintaining celibate chastity and healthy intimate relationships.
- Ensuring Members are educated on appropriate boundaries, including cultural competencies and behavioral norms relevant to ministries in which they serve.
- Some of the topics will include developing psychosexual maturity, interpersonal boundaries, leadership and service in ministry, with a specific focus on how these skills bear on the ministries of spiritual and pastoral counseling, and on the abuse of status and authority.

## 9. Support and Accountability Measures for Members

- 9.1 Westminster Abbey will provide the necessary resources for Members to achieve an overall level of well-being in every aspect (professional, emotional, physical, spiritual, etc.) and Members will seek the necessary help and take the necessary steps to be well.
- 9.2 The Abbey will also establish systems to develop healthy Members and monastic and seminary communities, filled with wholesome friendships, time for prayer and fraternal sharing, and other resources.
- 9.3 The Abbot will meet annually with each Member to discuss his overall well-being and keep a written record of the date of the occurrence.
- 9.4 The Abbot and leadership will strive to create a community where Members are fraternally vigilant and attentive to their brothers' needs and challenges with things such as isolation, burnout, substance abuse, depression, pornography use, etc. Any signs of this nature will be approached with the adequate fraternal and professional support.
- 9.5 The Abbot or his Delegate will also conduct an annual performance review of each Member, to help him in his personal development and his ministry by identifying strengths and areas of improvement. This review must include some discussion of maintenance of interpersonal boundaries, appropriate leadership style, and the use/abuse of status and authority.
- 9.6 Westminster Abbey will annually communicate with any organization in which a Member is employed. The communication will include the names of the Abbot and the Delegate and their contact information.
- 9.7 In situations where a Member is living outside the typical systems of support and accountability (i.e. living alone, with family or other people who are not Members of Westminster Abbey), Westminster Abbey will develop an individualized system of support and accountability for those Members to ensure their well-being.
- 9.8 Members must be aware and vigilant of warning signs that indicate potential problems with their own spiritual, physical, mental and/or emotional health.
- 9.9 Members must seek help when they notice behavioral or emotional warning signs in their own professional or personal lives.

**Approved: 25 August 2024**



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**Rt. Rev. Alban Riley, O.S.B.  
Abbot of Westminster Abbey  
Chancellor of Seminary of Christ the King**

The following policy is hereby SUPERSEDED:  
Seminary of Christ the King Policy on Sexual Misconduct, issued September 20, 2018

## Appendix I: Definitions of Other Forms of Abuse

**Abuse within ministerial relationships:** abuse of power, betrayal of trust, or exploitation of the imbalance of power inherent in a ministerial relationship between a representative of the Church entity and the person with whom a ministerial relationship exists.

- Because of the imbalance of power that exists between the person offering ministry and the person being served, the apparent consent of the Reporter is insufficient to exculpate the person offering ministry from abuse of power, breach of trust, or exploitation. Abuse in ministerial relationships would include abuses which transpire between one Church representative and another for whom there is an imbalance of power (for example, between an ecclesiastical superior and subject, between a formator and a candidate for ministry, and so forth).
- Spiritual abuse is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a “divine” position, isolation as a means of punishment, and superiority and elitism.<sup>7</sup> Spiritual abuse in the Catholic context is the misuse of spiritual authority that controls the victim to the point that the abuser, taking the place of God, obstructs or nullifies the victim’s spiritual freedom.<sup>8</sup>

**Bullying** is aggressive behavior that is intended to harm, repeated over time, and involves an imbalance of power or strength. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. Bullying can take on various forms, including:

- **Cyberbullying** is the intentional and overt act of aggression toward another person by way of any technological tool, such as social media, email, instant messages, text messages, digital pictures or images, website postings (including blogs). Cyberbullying can involve:
  - Sending mean, vulgar, or threatening messages or images.
  - Posting sensitive, private information about another person.
  - Pretending to be someone else in order to make that person look bad.
  - Intentionally excluding someone from an online group.
  - Hazing.

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<sup>7</sup> Oakley, L., Kinmond, K., & Humphreys, J. (2018). Spiritual Abuse in Christian Faith Settings: Definition, Policy and Practice Guidance. *The Journal of Adult Protection*, 20(3/4), 144-154.

<sup>8</sup> Fernández, S. (2022). Victims are Not Guilty! Spiritual Abuse and Ecclesiastical Responsibility. *Religions* (Basel, Switzerland), 13(5), 427. <https://doi.org/10.3390/rel13050427>

- **Hazing** is an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- **Nonverbal or Relational Bullying** is when one person manipulates a relationship or desired relationship with the intent to harm another person. This may include social exclusion, friendship manipulation, or gossip. This type of bullying may also include intimidating another person by using gestures.
- **Physical Bullying** is when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another with the intent to harm.
- **Sexualized Bullying** is a form of bullying which involves behaviors that are sexual in nature. Examples of Sexualized Bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.
- **Verbal Bullying** is when someone uses their words with the intent to harm another, such as by belittling or calling another hurtful names.

**Emotional Abuse** is mental or emotional injury to a person that results in an observable and material impairment in the person's growth, development or psychological functioning, such as degrading, threatening, cursing, shaming, humiliating, or treating a person with cruelty.

**Economic Exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a person's belongings or money.

**Harassment:** Harassment is an offensive use of power where the purpose or the effect is to create a hostile, offensive, or intimidating work or professional environment.

Harassment may be severe and/or pervasive.

- Severe conduct is sufficient to alter a workplace or professional environment even though it may occur only once.
- Pervasive conduct is a persistent pattern of offensive conduct.

Harassment encompasses a broad range of physical, written or verbal behavior that includes, but is not limited to, the following:

- Racial insults or discriminatory practices.
- Derogatory ethnic slurs.
- Disparaging remarks and treatment because of a disability.
- Unwelcome sexual advances or touching.
- Sexual comments, sexual innuendos, or sexual jokes; examples are:
  - jokes that include sexual language, innuendo, references, scenarios, etc.;
  - comments about body, sexuality, etc., even if they are about someone not present;

- e-mail or social media that includes sexual jokes or other references of a sexual nature about any person,
- gossip or speculation about a person's sexuality, sexual practices, sexual health, pregnancy, virility, etc.
- Graphic commentaries, leering, or obscene gestures (for example, vulgar gestures, gestures simulating sexual acts, "shooting the finger," kissing the air toward someone or licking the lips in a sexually suggestive or provocative manner).
- Offensive communication with respect to a person's sexual orientation.
- Display of offensive materials including sexually suggestive objects and/or pictures (for example, cartoons, calendars or photographs that include nudity, sex acts, provocative poses, innuendo, sexual language, etc.; computer wallpaper, screensavers, or other electronic displays of a sexual nature).
- Requests for sexual favours used as a condition of employment or ongoing counseling/pastoral services, or to affect other personnel decisions, such as promotion or compensation.

**Neglect** is the failure to provide for a person's basic needs or the failure to protect a person from harm.

**Physical abuse** is non-accidental injury, which is intentionally inflicted upon a person. Some examples include, but are not limited to, hitting, spanking, shaking, slapping or using unnecessary restraints.

## Appendix II: Duty to Report

### Under what conditions is there a duty to report?

Part 3, Section 13 of the Child, Family and Community Services Act 1996 (amended 2002) clarifies when protection is needed:

#### #13.

- (1) A child needs protection in the following circumstances:
  - a) if the child has been, or is likely to be, physically harmed by the child's parent;
  - b) if the child has been, or is likely to be, sexually abused or exploited by the child's parent;
  - c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child's parent is unwilling or unable to protect the child;
  - d) if the child has been, or is likely to be, physically harmed because of neglect by the child's parent;
  - e) if the child is emotionally harmed by the parent's conduct;
  - f) if the child is deprived of necessary health care;
  - g) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
  - h) if the child's parent is unable or unwilling to care for the child and has not made adequate provision for the child's care;
  - i) if the child is or has been absent from home in circumstances that endanger the child's safety or well-being;
  - j) if the child's parent is dead and adequate provision has not been made for the child's care;
  - k) if the child has been abandoned and adequate provision has not been made for the child's care;
  - l) if the child is in the care of a director or another person by agreement and the child's parent is unwilling or unable to resume care when the agreement is no longer in force.
- (1.1) For the purpose of subsection (1) (b) and (c) and section 14 (1) (a) but without limiting the meaning of 'sexually abused' or 'sexually exploited', a child has been or is likely to be sexually abused or sexually exploited if the child has been, or is likely to be,
  - a) encouraged or helped to engage in prostitution, or
  - b) coerced or inveigled into engaging in prostitution.
- (1.2) For the purpose of subsection (1) (a) and (c) but without limiting the circumstances that may increase the likelihood of physical harm to a child, the likelihood of physical harm to a child increases when the child is living in a situation where there is domestic violence by or towards



a person with whom the child resides.

- (2) For the purpose of subsection (1) (e), a child is emotionally harmed if the child demonstrates severe
  - c) anxiety,
  - d) depression,
  - e) withdrawal, or
  - f) self-destructive or aggressive behaviour.
- (3) For certainty, a child does not need protection in the circumstances described in subsection (1) (d) or (h) solely on the basis of socioeconomic conditions, including the following:
  - a) poverty;
  - b) the lack of adequate housing or infrastructure;
  - c) the state of health of a parent of the child.

Part 3, Section 14 of the Child, Family and Community Services Act 1996 (amended 2002) clarifies the duty to report need for protection:

**#14.**

- (1) Subsection (1) applies even if the information on which the belief is based
  - (1.1) A person who has reason to believe that an Indigenous child needs protection under section 13 and who reports the matter to an Indigenous authority is not required to report the matter to a director, or a person designated by a director, under subsection (1) of this section if the Indigenous authority confirms to the person that the Indigenous authority will assess the information in the report.
- (2) Subsection (1) applies even if the information on which the belief is based
  - a) is privileged, except as a result of a solicitor-client relationship, or
  - b) is confidential and its disclosure is prohibited under another Act.
- (3) A person who contravenes subsection (1) commits an offence.
- (4) A person who knowingly reports to a director, or a person designated by a director, false information that a child needs protection commits an offence.
- (5) No action for damages may be brought against a person for reporting information under this section unless the person knowingly reported false information.
- (6) A person who commits an offence under this section is liable to a fine of up to \$10,000 or to imprisonment for up to 6 months, or to both.
- (7) The limitation period governing the commencement of a proceeding under the *Offence Act* does not apply to a proceeding relating to an offence under this section.

## **Appendix III: Contact Resources**

### **Call 911**

If a person has reason to believe that the child is in immediate danger, call 911.

### **Child Protection Services**

Anyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent or guardian, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Services Act is legally responsible under Section 14 of the Act to report promptly to a child welfare worker. Phone 1-800-663-9122 at any time of the day or night.

### **Helpline for Children**

If you are a child or youth and would like to talk to someone, call the Helpline for Children at 310-1234.

You do not need an area code. You can call at any time of the day or night and you do not have to give your name.

### **Report Abuse by a Member of Westminster Abbey**

#### **Survivor Assistance Coordinator**

Kristin Austin, LCSW-C, CCTP

443-462-7787; email [kaustinlcswc@gmail.com](mailto:kaustinlcswc@gmail.com)

#### **Third-Party Confidential Reporting Line**

604-363-7338

1-800-968-3146

## Code of Conduct

All Members must carefully consider each statement in this Code of Conduct and sign their name to demonstrate their commitment to observing this Code in their life and ministry. These policies are intended to assist Members in making decisions about their interactions with both minors and adults. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your superior. No form of abuse will be tolerated and all reports of suspicious or inappropriate behavior with minors or adults and all allegations of abuse will be acted upon and investigated appropriately. Westminster Abbey will fully cooperate with authorities if allegations of abuse are made that require investigation.

1. I will exhibit the highest ethical standards and personal integrity, which are consistent with the discipline and teachings of the Catholic Church and Westminster Abbey.
2. I will treat others fairly and with respect at all times, regardless of gender, ethnicity, disability, sex, age, or religion.
3. I will foster a professional, respectful environment that is free from physical, psychological, written, or verbal intimidation or harassment.
4. I will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, I will take steps needed to eliminate such behavior.
5. I will act professionally in all counseling, advising, or spiritual direction relationships, protecting the well-being of the person being served at all times.
6. I will not physically, sexually, or emotionally abuse or neglect a minor or an adult, nor will I exploit or harass anyone.
7. I will not date or become romantically involved with those I serve or any other person, in accordance with what is proper of religious life.
8. I understand that the illegal or inappropriate use of alcohol, controlled or non-controlled narcotics or other drugs and substances is prohibited under any circumstances.
9. I will not possess, distribute, or intentionally view pornography, under any circumstances.
10. I understand that Westminster Abbey will not tolerate sexual misconduct in any form and I agree to comply in spirit and in action with Westminster Abbey's Policy.
11. I will complete any and all safe environment training programs chosen by Westminster Abbey.
12. I will report any suspected or known sexual abuse, sexual exploitation or sexual harassment of a minor to the Delegate.
13. I will report any suspected or known sexual abuse, sexual exploitation or sexual harassment of adults directly to the Survivor Assistance Coordinator or the Third-Party Confidential Reporting Line.
14. I will cooperate fully in any investigation of abuse.

15. I will only engage in one-on-one interactions with minors and vulnerable adults that are approved.
16. I will ensure that any supervision of minors and vulnerable adults is in compliance with Westminster Abbey's Policy on Sexual Misconduct by Members.
17. I will ensure that all physical contact is appropriate.
18. Examples of **appropriate touch** include, but are not limited to:
  - a. affirming someone with a pat on the hand, shoulder, or back
  - b. placing a hand gently on someone's hand or forearm
  - c. shaking another person's hand in greeting
  - d. holding hands in a prayer or song
  - e. short hugs
  - f. "high fives"
19. Examples of **inappropriate touch** include, but are not limited to:
  - a. kissing someone on the lips, or in any way suggestively, or coaxing him or her into kissing you or an inappropriate third party
  - b. lengthy hugs or forceful frontal hugs
  - c. cuddling
  - d. tickling
  - e. piggy-back rides
  - f. lap-sitting
  - b. wrestling
  - c. stroking another person's hair
  - d. touching the breast, buttocks or genital area.
20. I will become familiar with Westminster Abbey's Policy on Sexual Misconduct by Members and act accordingly.
21. I will notify the Abbot or Delegate immediately if any complaint is received of any misconduct by me.
22. As someone in a position of trust and authority, I will not:
  - a. Touch anyone in a sexual or inappropriate manner.
  - b. Tell sexually suggestive jokes nor engage in sexually orientated conversations unless it is a part of a legitimate lesson in an approved program, in accordance with the Church's teaching.
  - c. Be under the influence of alcohol or other intoxicants at any time while ministering.
  - d. Use, possess, or be under the influence of illegal drugs at any time.

- e. Strike, spank, shake, or slap or otherwise assault someone.
  - f. Use any discipline that frightens or humiliates anyone.
  - g. Humiliate, ridicule, threaten, or degrade anyone.
  - h. Make demeaning comments relating to anyone’s physique or body development.
23. Moreover, in regard to minors or vulnerable adults, as someone in a position of trust and authority, I will not:
- a. Be alone with them, except in counseling or for seminary formational purposes.
  - b. Interact with them in the residential or other non-public parts of the monastic property.
  - c. Take overnight trips alone with or sleep in the same bed with them.
  - d. Shower with or in the immediate presence of them.
  - e. Purchase or provide access to alcohol, drugs, tobacco products, inappropriate videos, media, or reading material to them.
  - f. Buy gifts for, or accept expensive gifts from, them.
  - g. Give money to them, except in the case of an unforeseen emergency for immediate necessities or services, or for a purpose approved by the Abbot, a parent, guardian or other competent authority.
  - h. Ask them to keep secrets from their parents or guardians.
  - i. Make derogatory remarks about their family.
  - j. Involve them in personal problems or issues of adults.
24. This code is not intended to apply to the appropriate actions of the seminary formator or staff person in regard to members of his immediate family.
25. When uncertainty exists about whether any situation does or does not violate this Policy, the matter is to be referred to the Abbot or his Delegate.

**I have read, understand, and commit myself to living and ministering according to this Code. I understand that failing to comply with these policies may result in various consequences.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

Date: \_\_\_\_\_

YYYY                  MM                  DD