

SCHOENSTATT SISTERS OF MARY – USA

**POLICY REGARDING THE PREVENTION OF THE
ABUSE OF MINORS AND VULNERABLE ADULTS**

January 2025



January 14, 2025

Dear Members, Employees, and Volunteers,

Thank you for your dedication to our ministry. Without you we cannot do this work.

The protection of minors and vulnerable adults is a high priority for the Schoenstatt Sisters of Mary. We are committed to protecting the children and vulnerable adults we serve. This policy is intended to educate and create a standard of care for our members, employees, and volunteers who provide ministry at Schoenstatt events and at Schoenstatt retreat centers.

This policy was first published in September 2019. Today's date, January 14, 2025, marks the publication of this updated version. Please familiarize yourself with this updated policy which goes into effect as of January 20, 2025.

Thank you again for your generous service to our community.

United in our MTA,

Sr. M. Emily Kenkel

Sr. M. Emily Kenkel
Provincial Superior

SCHOENSTATT SISTERS OF MARY – USA

POLICY REGARDING THE PREVENTION OF THE ABUSE OF MINORS AND VULNERABLE ADULTS

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SCHOENSTATT SISTERS OF MARY – USA POLICY REGARDING THE PREVENTION OF THE ABUSE OF MINORS AND VULNERABLE ADULTS

INTRODUCTION – HISTORICAL OVERVIEW

In the wake of the numerous sexual abuse cases involving clergy with minors, the United States Conference of Catholic Bishops passed the Charter for the Protection of Children and Young People (hereafter: Charter) in 2002, along with relevant norms.

In 2003–2004, the Schoenstatt Sisters of Mary, began compliance with the Charter through the Diocese of Madison, Wisconsin. This included the members, employees, and volunteers at Schoenstatt–Madison and Schoenstatt–Waukesha.

In 2018, with the changes in the Office of Safe Environment in the Diocese of Madison, we decided to have our own training account, policy, and background check provider. The Director of the Office of Safe Environment in the Diocese of Madison has helped us with advice for formulating our own policy.

From February 21–24, 2019, Pope Francis held a Summit on the Protection of Children with Bishops of the world in Rome. Pope Francis said at the conclusion of this meeting: "The conduct, the way of looking at others, the very heart of Jesus' disciples and servants must always acknowledge the image of God in each human creature, beginning with the most innocent."

On March 7, 2024, Pope Francis spoke to the Pontifical Commission for the Protection of Minors: "In confronting the scandal of abuse and the suffering of victims, we might well grow discouraged since the challenge of restoring the fabric of broken lives and of healing pain is enormous and complex. Yet our commitment must not wane; indeed, I encourage you to move forward, so that the Church will be, always and everywhere, a place where everyone can feel at home and each person is treated as sacred... In our ecclesial ministry of protecting minors, closeness to victims of abuse is no abstract concept, but a very concrete reality, comprised of listening, intervening, preventing and assisting."

Because of Schoenstatt's presence in various dioceses throughout the United States, we have adopted this policy to address relevant questions and concerns involved in providing service to the Church in the different areas where we work. This policy is intended to promote compliance with the spirit of the Charter and the norms.

PART 1 – RESPONSIBILITY

1. This policy is directed to the following persons:

Members, Employees and Volunteers

Anyone who serves as a member, employee, or volunteer for Schoenstatt Sisters of Mary – USA, including (1) at Schoenstatt Retreat Centers and Schoenstatt Movement Houses, (2) for Schoenstatt Girls and Young Women (SGYW) camps, retreats, events or programs, (3) for Ver Sacrum Missionaries, or (4) for Schoenstatt activities involving families, is expected to:

- Complete an approved application form either as a member, employee, or volunteer with two references;
- Read this policy and sign the "Statement of Receipt and Agreement" and abide by the various provisions of this policy;

- Complete the VIRTUS training: **Protecting God's Children®**¹ and abide by the conduct prescribed by it; with ongoing training assigned annually in January; and
- Go through a background check prior to acceptance for, or as a condition to continued, employment or volunteer work involving regular contact with, or access to, minors or vulnerable adults (see Part 1, Section 5, § 2).²

2. Context

The educational wisdom of our founder, Father Joseph Kentenich, makes it clear that a healthy Immaculata spirit is the "mother soil" of Schoenstatt. Love for Mary helps foster the right sense of respect for the dignity of each person, especially minors and vulnerable adults, and a way of doing things which is pure and uplifting on both the natural and supernatural level. As a Marian movement that lives in dialog of love and life with our Blessed Mother, we take special care to foster a genuinely Marian atmosphere.

Moreover, our founder taught certain basic safeguards to help maintain this atmosphere. Other safeguards have long been practiced in our work, especially with minors, as an outgrowth of this wisdom and basic common sense. Because of the recent scandals in the Church, the most basic safeguards are described below for the benefit of clarity and communication of our expectations for those who work in our programs.

This policy begins with a declaration of fundamental policy, similar to diocesan policies, and then addresses practical safeguards.

3. Description of Terms

"Schoenstatt Sisters of Mary – USA" is defined to include the following groups operated under the Secular Institute of the Schoenstatt Sisters of Mary, Inc. (Wisconsin corporation), Schoenstatt Sisters of Mary (Texas corporation) or Schoenstatt Sisters of Mary (Minnesota corporation): Schoenstatt Sisters of Mary of the USA province, Schoenstatt Retreat Center – Waukesha, Wisconsin, Movement House – Milwaukee, Wisconsin, Schoenstatt Retreat Center – Rockport (Lamar), Texas, Schoenstatt Retreat Center – Sleepy Eye, Minnesota, Movement House – Staten Island, New York, Movement House – Crete, Nebraska, and Ver Sacrum Missionaries.

"Member(s)" refer(s) to members of the Schoenstatt Sisters of Mary including postulants, novices and incorporated members, but does **not** extend to other Schoenstatt Secular Institutes.

"Employee" denotes any adult (18 years of age and older) who is employed by Schoenstatt Sisters of Mary – USA.

"Volunteer" denotes any adult (18 years of age and older) who volunteers to help the Schoenstatt Sisters of Mary – USA in any capacity.

"Adult" denotes a person 18 years of age or older.

¹ Continued education takes place at least annually for all members, employees, and volunteers.

² Background check is renewed every five years.

"Vulnerable Adult" has the meaning assigned to it under the laws of the jurisdiction where service is provided. If no legal definition of vulnerable adult exists in a given jurisdiction, then the State of Wisconsin definition of this term shall be used. In the State of Wisconsin, a vulnerable adult is defined (www.dhs.wisconsin.gov/aps/definitions, last revised November 13, 2018) as:

- **Adult at Risk**—any adult who has a physical or mental condition that impairs the ability to care for their needs and who has experienced, is experiencing, or is at risk of experiencing abuse, neglect, self–neglect, or financial exploitation. (Wis. Stat. §55.01(1e))
- **Elder Adult at Risk**—any person age 60 or older who has experienced, is experiencing, or is at risk of experiencing abuse, neglect, self–neglect, or financial exploitation. (Wis. Stat. §46.90(br))

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

"Local Movement Coordinator" denotes the Sister (member) or lay persons assigned by the Schoenstatt Sisters of Mary to oversee the work of the Movement in a defined area, i.e. Minnesota, Nebraska, Wisconsin, Illinois, etc.

"SGYW" denotes the Schoenstatt Girls and Young Women.

"SGYW Moderator" denotes the Sister (member) or lay person who is assigned by the Schoenstatt Sisters of Mary to work with the SGYW in a defined area, e.g. Miami or Tampa, Florida.

"Retreat Center/House Director" denotes a Sister (member) or lay person assigned by the Schoenstatt Sisters of Mary to direct the operation of a Schoenstatt Retreat Center or Schoenstatt Movement House belonging to the Schoenstatt Sisters of Mary in the USA province.

"SGYW Moderator Assistant" denotes the adult woman (21 years old or older) who is assigned by the Youth Moderator to coordinate the work of the SGYW in a defined area.

"Abuse of minors or vulnerable adults" includes any form of physical, verbal, or sexual abuse of a minor or vulnerable adult.

"Sexual abuse of minors or vulnerable adults" includes any form of sexual molestation or sexual exploitation of a minor or vulnerable adult or any other behavior which uses a minor or vulnerable adult as an object of sexual gratification, and thus constitutes an external, objectively grave violation of the Sixth Commandment.

4. Fundamental Policy Against Abuse of Minors or Vulnerable Adults

It is the policy of Schoenstatt Sisters of Mary – USA that the abuse of minors or vulnerable adults, including sexual abuse, by anyone is not to be tolerated. Such abuse is contrary to basic Christian moral teaching rooted in the Ten Commandments and Christ's commandment to love your neighbor and do no harm to others. All members, employees and volunteers, including all SGYW moderators, SGYW moderator assistants, Retreat Center/House Directors, and Ver Sacrum Missionaries must comply with applicable state and local laws regarding incidents of abuse of a minor or vulnerable adult, and with the applicable procedures of the diocese where an event or activity takes place.

Sexual misconduct involving adults and sexual harassment will also not be tolerated. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether or not a violation of law. Sexual harassment may include explicit or implicit demands to submit to such conduct.

5. Compliance of Schoenstatt Sisters of Mary – USA

The following norms apply in the compliance of the Schoenstatt Sisters of Mary – USA with the Charter and norms, and the policies of the respective local dioceses.

§ 1 The oversight of this policy rests with the Schoenstatt Sisters of Mary – Provincial Board in Waukesha, Wisconsin. It delegates the implementation of this policy:

- 1) in the SGYW programs – to the appointed SGYW moderators,
- 2) in other events and programs – to the local movement coordinator,
- 3) in retreat and movement houses – to the local house superior or retreat center/house director.

§ 2 Awareness training is provided by Virtus online. Selection.com is the background check provider.

§ 3 It is the responsibility of those entrusted with implementing this policy:

- **to know the adults** who participate in programs for minors or vulnerable adults, and to exercise due caution in selecting volunteers;
- to know the causes and signs of abuse;
- to take seriously any reports or allegations, especially those coming from minors or vulnerable adults.

A file on **regular volunteers** (adults age 18 years and older) who work with minors or vulnerable adults more often than once a month, shall be kept, with a written application form signed by each volunteer. This application form shall include the entry of at least two references, including the most recent employer. Such volunteers are subject to a background check and must take part in awareness training. Volunteers, such as parents, who work with youth once a month or less must still be carefully chosen and offered initial awareness training. Those volunteers need not undertake yearly VIRTUS training but must abide by this policy in all other respects.

§ 4 Every activity involving minors or vulnerable adults shall be under the direct responsibility of at least one adult ages 21 years or older and one 18 years or older. These persons shall oversee the good order of the event and the enforcement of this policy and have the permission forms (duly signed by a parent/guardian of each minor participant) available for emergency reference during the event. When transporting minors, drivers should be 21 years of age or older with a valid driver's license and completed background check.

Those under the age of 18 are unable to meet safe environment compliance requirements. Therefore, they may not be in a supervisory role or in charge of minors.

§ 5 During activities involving families, minors or vulnerable adults are deemed to be under the direct supervision and responsibility of their parents or guardians. For all activities under Schoenstatt supervision, a permission form for participation shall be signed by the parent or guardian.

§ 6 Any adult member, moderator, employee, or volunteer who observes another person behaving in a manner which may pose a potential risk to a minor or vulnerable adult, including violations of this Policy, is required to mitigate any immediate risk by intervening as safety and the circumstances reasonably permit. The matter of concern shall be reported to the adult in charge of the event (according to section 5 § 1 above). The adult in charge shall take immediate steps to reduce the potential risk. Reporting of any incident must be done by the adult in charge in accordance with Part 2, section 2 and Appendix 1. Nothing in this Policy shall be construed to limit anyone from making a direct report elsewhere as well, consistent with applicable law.

- § 7 **For groups renting Schoenstatt Retreat Centers:** Each contract between the Schoenstatt Retreat Center and the organization that will utilize the retreat center shall provide that the organization shall assume responsibility for the actions of participants while they are on the property of the retreat center.
- § 8 If at any time allegations are raised against a member, the matter falls under the **internal** jurisdiction of the local and provincial superiors, **who according to their policy, may decide to involve law enforcement.** The response to the victim, diocese, or other affected parties is the responsibility of the local and provincial superiors, in keeping with the Schoenstatt Sisters of Mary – USA “Policy for Handling Complaints.” Outside agencies may have jurisdiction as well, and at all times any required reports will be made consistent with applicable laws.

PART 2 – ACCOUNTABILITY

1. Specific safeguards in contact with minors and vulnerable adults.

- § 1 **Written permission.** Permission from a parent or guardian in writing is required for any minor to participate in any Schoenstatt weekend, camp or day event where parents/guardians are not present. The permission form includes emergency contact numbers and permission to seek emergency health care in the event the parents or guardian cannot be reached. The form should include permission for audio, photo, and video recordings of minors.

Except in the course of the Sacrament of Penance, a minor or vulnerable adult may receive regularly scheduled, individual instruction or counseling from a cleric or any other adult only with the written consent of the participant’s parent or guardian.

- § 2 **Two–deep leadership.** At least two adults must be present for any organized Schoenstatt events for minors or vulnerable adults. Group meetings require at least two adults to be present, except that only one adult needs to be present in a monitored classroom setting (i.e., during the school’s normal operating hours where the meeting is part of a supervised calendar of events and other adults are in the building with ready access to the classroom). Whenever possible, one of the adults that is present should be a parent of one of the participants. During meetings held at private homes, one of the adults can be a parent or another adult member of the host family, but this adult must remain at home during the meeting for two–deep leadership to be maintained.

This policy is to be followed strictly for all events, including overnight events like weekends and camps, to promote sufficient adult supervision to monitor the safety and well–being of all the minors and vulnerable adults.

- § 3 **Safe environment.** With the exception of the Sacrament of Penance, all Schoenstatt meetings and activities for minors or vulnerable adults are to occur in areas which allow other passing adults to easily monitor what is going on. One-on-one situations between adults and minors/vulnerable adults must occur only in publicly accessible, open areas, preferably in view of other adults and youth.
- § 4 **Avoidance of physical contact.** Physical contact with minors and vulnerable adults should be avoided and only done as required in an organized activity or for health or safety. Any such physical contact should be public, appropriate and nonsexual.

- § 5 **Appropriate attire and respect of privacy.** Minors and adults are expected to wear appropriate and modest attire. Moreover, in situations such as changing clothes and taking showers, adult leaders must respect the privacy of minors and vulnerable adults and intrude only to the extent that health, safety, and urgent discipline problems require it. Adults must protect their own privacy in similar situations.
- § 6 **No secret organizations.** The Schoenstatt Sisters of Mary – USA does not recognize any secret organizations as part of its programs. All aspects of its programs are open to observation by parents and leaders.
- § 7 **Constructive discipline.** Discipline should be constructive and reflect Schoenstatt's pedagogy and profound respect for each human person. No minor may be disciplined corporally or corrected with abusive or other inappropriate language.
- § 8 **Junior leaders training and supervision.** Junior Leaders are young women between the ages of 14 and 17 who, under the supervision of the competent adults, assist in the leading of small groups. Adult leaders must monitor the youth groups in an open area where all groups meet such as in a lunchroom, activity room, gym, etc. Adult leaders are to guide the leadership techniques used by minors acting as junior leaders to ensure that Schoenstatt policies are followed. Two areas of assistance by young women ages 14-17 years of age:
- Assist with SGYW groups (Group Leaders)
 - Assist with SGYW events/camp (Leaders/Helpers/Counselors)
- § 9 **Privacy of accommodations of the members.** Members, resident employees and resident volunteers are not to invite minors or vulnerable adults into their bedrooms, closed offices or any other space that is not within open view of others.

2. Reporting of specific cases of abuse

- § 1 **To civil authorities.** Allegations of abuse of a minor or vulnerable adult must be reported to the appropriate civil authorities. Reporting requirements vary from state to state. It is the responsibility of the local movement coordinator to know and have available the requirements that apply to reporting in the state in question and to follow such reporting requirements. (Appendix 1)
- § 2 **To Schoenstatt.** In addition to any report that may be required by applicable law, any suspicion of abuse of a minor or vulnerable adult that involves the actions of a member, employee or volunteer helping the operation of a Schoenstatt retreat center or movement house should be reported at once to the house superior or retreat center/house director . In all instances of abuse of a minor or vulnerable adult, a report consistent with Appendix 2 must be sent to the Provincial Superior as soon as possible.
- Any suspicion of abuse of a minor or vulnerable adult that involves the actions of another person at a SGYW program should be reported at once to the SGYW moderator or local coordinator with oversight for the activity, or to the adult in charge of the Schoenstatt events for minors or vulnerable adults (according to Part 1, section 5 § 1 above).
- § 3 **To the local diocese.** The appropriate superior shall communicate to the appointed delegate or assistance coordinator of the local bishop, in confidence, any case of abuses, as well as the civil authority to whom it has already been communicated.

PART 3 – CODE OF CONDUCT OF THE SCHOENSTATT SISTERS OF MARY – USA FOR MEMBERS, EMPLOYEES AND VOLUNTEERS WHO WORK WITH MINORS AND VULNERABLE ADULTS

By virtue of our Baptism, we share in the mission of the Church. Through Schoenstatt we continue the work of Jesus Christ, following the example of Mary – to proclaim the good news of God's love and forgiveness, offering true praise and thanksgiving to the Father, and reaching out to all people, especially to the poor, the sick, and the needy.

Our call to discipleship is a grace and a responsibility. We are mindful of this when we assume positions of trust as members, as employees, or as volunteers at Schoenstatt. Our brothers and sisters, young and old, invite us into their lives, open their hearts, share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Because of this trust, our behavior, both public and private, has the potential to inspire them to faith and hope, and motivate them toward greater generosity and participation. If we violate the trust we hold, it may scandalize them, weaken or destroy their faith, or increase their sense of isolation.

It is essential, therefore, that those who undertake service or ministry in Schoenstatt be constantly mindful of the trust they have been given. We must faithfully discharge the responsibilities that accompany our work that requires God's grace, and the intercession of our Mother Thrice Admirable, Queen, and Victress of Schoenstatt as well as our own prayerful reflection and principled behavior.

While the following code of conduct is not exhaustive, it provides an ethical framework for all who serve and minister through Schoenstatt.

I promise to strictly follow applicable law and the rules and guidelines in this Code of Conduct of the Schoenstatt Sisters of Mary – USA as a condition for my providing services for minors and vulnerable adults in my ministry with the Schoenstatt Sisters of Mary – USA.

I will:

- Respect the teachings and precepts of the Catholic Church and work to promote the gospel of Jesus Christ following the example of Mary.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Assume the responsibility for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Avoid situations where I am alone with minors or vulnerable adults at Schoenstatt activities.
- Avoid gratuitous and/or inappropriate physical contact with a minor or vulnerable adult.
- Ensure that there are an adequate number of adults present at events.
- Ensure that no minors or vulnerable adults are left unattended after programs or activities conclude.
- Use positive reinforcement rather than excessive criticism, competition, or comparison when working with minors or vulnerable adults.
- Report suspected abuse to the SGYW moderator, local movement moderator, or superior/retreat center director, **and** the civil authorities.
- Cooperate fully in any investigation of abuse of minors or vulnerable adults.

I will not:

- Smoke or use tobacco products in the presence of minors.
- Use, possess, or be under the influence of alcohol at any time while volunteering or working.
- Use, possess, or be under the influence of illegal drugs at any time.
- Provide alcohol, tobacco products, marijuana, or controlled substances to a minor or vulnerable adult.
- Acquire, possess, or distribute pornography, especially pornographic images of minors or vulnerable adults, by whatever means or using whatever technology. This includes taking or possessing photos of minors or vulnerable adults while they are unclothed or dressing.
- Record or draw minors or vulnerable adults while they are unclothed or dressing.
- Take any pictures of minors or vulnerable adults without the written consent of the parents/guardian.
- Use any discipline that frightens or humiliates minors or vulnerable adults.
- Strike, spank, shake, or slap minors or vulnerable adults.
- Use any form of physical discipline, including physical force as retaliation or correction for inappropriate behavior, except as may be needed to restrain them from inflicting harm on themselves or others.
- Touch minors or vulnerable adults in a sexual or other inappropriate manner.
- Use profanity in the presence of anyone, especially minors and vulnerable adults, or speak to them in a manner that is derogatory, demeaning, humiliating, or threatening.
- Engage in conversation, discussion, personal interaction, or entertainment that I would have reservations about doing in the presence of parents/guardians or a responsible adult, regardless of who initiates the conversation, discussion, or interaction. Schoenstatt-approved curriculum for youth meetings may address issues of human sexuality, especially for teenagers who may have questions related to the dignity of the human person. These occasions are an opportunity to present the Church's teaching in a positive way, especially in the light of Mary as the Immaculata. Questions that go beyond the scope of the lesson plan should be referred to parents or guardians.
- Engage in any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity toward or with a minor or vulnerable adult to establish a romantic or sexual relationship with the minor or vulnerable adult.
- Provide transportation for minors or vulnerable adults without a second adult present in the vehicle and without written permission of a parent/guardian. Anyone is to be transported directly to their destination, with no unauthorized stops, by drivers who are validly licensed and insured.
- Go on overnight trips alone with a minor or vulnerable adult who is not a member of my immediate family.
- Provide overnight accommodations in a personal residence for minors or vulnerable adults during the set time of the Schoenstatt program.
- Release minors or vulnerable adults at the close of activities to anyone other than parents, legal guardians, or other persons designated by parents or legal guardians in writing.

I will participate in and complete the initial and ongoing VIRTUS training online or in person and abide by the conduct prescribed by it. I will read and sign this full Policy of the Schoenstatt Sisters of Mary – USA and re-commit to it annually as part of the yearly training. The Statement of Receipt and Agreement shall be completed as part of the training package.

I give permission for a background check, authorized through Selection.com. I understand that as a member, employee or volunteer working with minors or vulnerable adults, I am subject to a thorough background check, including criminal history.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a member, employee or volunteer with minors or vulnerable adults. I further understand that I am expected to cooperate fully and truthfully in any investigation or inquiry regarding the treatment or conduct affecting minors or vulnerable adults.

Signature/Date recorded on individual's VIRTUS account.

Appendix 1

Child Abuse Reporting Requirements

Priority in Reporting Abuse of Minors or Vulnerable Adults

Stopping and preventing immediate harm is the top priority in the context of reporting abuse of minors or vulnerable adults. All reporting actions in any location should be dictated by this guiding principle. Call 911 or otherwise connect with local law enforcement immediately if needed to stop or prevent harm from occurring.

National Child Abuse Hotline Contacts

National Child Abuse Hotline: Childhelp®

Website: www.childhelp.org/hotline/

Phone: 800-4-A-CHILD (800-422-4453) available 24/7

People They Help: Child abuse victims, parents, concerned individuals

Child Sexual Abuse: Darkness to Light

Website: www.d2l.org

Phone: 800-656-4673 available 24/7

People They Help: Children and adults needing local information or resources about sexual abuse

Child Welfare Information Gateway

Website: www.childwelfare.gov/pubs/reslist/tollfree/

Phone: 1-800-394-3366

People They Help: Children and adults in need of tollfree crisis hotline numbers

Reporting child abuse in Wisconsin

According to Wisconsin law, certain professionals, such as doctors, social workers, and school teachers, are *required* to report child abuse if they have reasonable cause to suspect a child has been abused or if they have reasonable cause to believe a child is in imminent danger of being abused. Members of the clergy, including priests, sisters, and other members of religious communities who have reasonable cause to suspect that a child has been abused or is in imminent danger of abuse, are also *required* to report. However, members of the clergy are not required to report information learned solely through confidential communications made in private, such as in the Sacrament of Penance, if the clergy member is authorized to hear *or* is accustomed to hearing such confidential communications. Other persons who suspect that a child has been abused or believe that such abuse is imminent *may* also make such a report. See Wis. Stat. § 48.981.

Reports of abuse should be made immediately either to the appropriate county agency, the sheriff, or the local police department, based on where the abuse took place. Reports of child abuse and neglect may be made by telephone or in-person. Upon receiving a report of child abuse or neglect, a caseworker or law enforcement officer shall investigate the allegations and take such action as is necessary to ensure the safety of the child. Any person making a report may request an immediate investigation by the sheriff or police department if the person has reason to suspect that the health or safety of a child is in immediate danger. Reporting of such matters shall also be made to the Schoenstatt Sisters of Mary – USA using the Form in Appendix 2 of this document.

Immunity Employers must not discipline, discriminate against, discharge or threaten to discharge anyone who makes a good faith report of actual or threatened child abuse. *Deleted 11*

Contacts for Select Wisconsin Counties

Dane County

Department of Human Services
Day: 608-261-5437
Night: 608-255-6067
1202 Northport Dr/4th Floor
Madison, WI 53704

Milwaukee County

Bureau of Milwaukee Child Welfare
www.dcf.wisconsin.gov
414-220-7233
635 N 26th Street
Milwaukee, WI 53233

Waukesha County

Department of Health and Human Services
Work Day: 262-548-7212
After Hours: 866-211-3380
514 Riverview Avenue
Waukesha, WI 53188

Other Counties in Wisconsin

Find on the internet at www.preventchildabusewi.org

Reporting child abuse in Minnesota

Report neglect or abuse of any child or vulnerable adult. Minnesota's policy is to provide safe environments and protective services for vulnerable adults and children. If you suspect someone is being abused, report the abuse immediately to the local police. Please find specific contact information to report to the agency in the county where abuse has taken place at <https://mn.gov/dhs/report-abuse/>. Reporting of such matters shall also be made to the Schoenstatt Sisters of Mary – USA using the Form in Appendix 2 of this document.

In addition, reports of abuse of a vulnerable adult shall be made to the Minnesota Adult Abuse Reporting Center at 844-880-1574.

Reporting child abuse in Nebraska

Everyone has a responsibility to report suspected abuse or neglect. State law (in Nebraska) requires any person who suspects that a child has been abused or neglected to report their concerns to the Child Abuse and Neglect Hotline at 800-652-1999. Your contact with the hotline is confidential and will not be shared with the family. You may be contacted by a Child and Family Services Specialist during the investigation; however, you may request to remain anonymous. For more information please reach out to DHHS at <https://dhhs.ne.gov/Pages/Children-and-Family-Services.aspx> Reporting of such matters shall also be made to the Schoenstatt Sisters of Mary – USA using the Form in Appendix 2 of this document.

Reporting child abuse in New York

Report neglect or abuse of any child or vulnerable adult. If you believe a child (or vulnerable adult) is in immediate danger of being harmed, call the police at 911 or your local police department. Reports of suspected child abuse or maltreatment should be made immediately to the New York Statewide Central Register of Child Abuse and Maltreatment, commonly known as the Child Abuse Hotline. You may reach the Child Abuse Hotline at 800-342-3720 or online at: <https://ocfs.ny.gov/programs/cps>. Oral reports must be followed with a report in writing within 48 hours. Reporting of such matters shall also be made to the Schoenstatt Sisters of Mary – USA using the Form in Appendix 2 of this document.

Reporting child abuse in Texas

State law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency. You may reach DFPS at 800-252-5400 or online at: https://www.dfps.texas.gov/contact_us/report_abuse.asp or at the state agency that operates, licenses, certifies or registers the facility in which the alleged abuse or neglect occurred. A report may be made to the Texas Juvenile Justice Department instead of the entities listed above, if the report is based on information provided by a child while under the supervision of the Texas Juvenile Justice Department concerning the child's alleged abuse of another child. Subject to certain exceptions, a report must be made to the Texas Department of Family and Protective Services if the alleged or suspected abuse or neglect

involves a person responsible for the care, custody, or welfare of the child. Reporting of such matters shall also be made to the Schoenstatt Sisters of Mary – USA using the Form in Appendix 2 of this document.

Child Abuse Reporting Requirements – Ver Sacrum Missionaries serving in other states

The Ver Sacrum Missionaries receive training for their ministry from the SGYW Moderator in Waukesha, Wisconsin. Besides this, the Youth Moderator Assistant for the areas that the Ver Sacrum Missionaries do ministry, contact the local Diocese for compliance regarding training, background check, and reporting requirements.

Contacting Schoenstatt Sisters of Mary – USA

- 1) If you suspect child abuse involving a member, employee, or volunteer at a program for SGYW or children, please report the matter *at once* to the adult in charge of the event or to the SGYW moderator or movement moderator with oversight for the activity.
- 2)
For situations involving the Schoenstatt Girls and Young Women, contact:
Schoenstatt Girls and Young Women, Waukesha, WI
262-522-4274 or 262-888-0082
For situations involving general movement events contact:
Schoenstatt Movement Coordinator, Waukesha, WI
262-522-4274 or 262-888-0082
- 3) If the suspicions of abuse involve the actions of a member, employee or volunteer at a Schoenstatt Retreat Center or movement house, this should be reported at once to the house superior or retreat center/house director.

Contacting the Local Diocese

If an abuse case requires contact with a local diocese, this will be done by the applicable Schoenstatt superior or house director. In cases of abuse by clergy, direct contacts are as follows:

- Archdiocese of **Milwaukee** contact Director of the Sexual Abuse Prevention and Response Services office at 414-769-3447
- Diocese of **Madison** contact the Vicar General or his delegate at 608-821-3011 or the Sexual Abuse Assistant Coordinator at 608-821-3133.

For Schoenstatt Retreat Centers not located in Wisconsin:

- Diocese of **New Ulm**, Minnesota contact: **Safe Environment Coordinator** at 507-233-5329.
- Diocese of **Lincoln**, Nebraska contact: **Safe Environment Coordinator** at 402-314-2899.
- Archdiocese of **New York** contact: **The Director of the Archdiocese Safe Environment Office** at 646-794-2807.
- Diocese of **Corpus Christi**, Texas contact: Director of Safe Environment and Children and Family Resources at 361-693-6686.

Appendix 2

Schoenstatt Sisters of Mary – USA

Report of Sexual Abuse by Members, Employees or Volunteers

This report will be shared with the major and local superior/or house director of the Schoenstatt Retreat Center or Movement House where abuse is reported to have occurred.

Today's Date: _____

Name of person making this report: _____

Name of abused victim: _____

Name of sexual abuser: _____

Dates of occurrence: _____

Age of victim at time of abuse: _____

Place(s) sexual abuse occurred: _____

Status of abuser at time of occurrence: _____

(Priest, sister, employee, youth leader, volunteer, etc.)

I would be willing to provide details

____ in writing

____ telephone interview

____ in-person interview

Person sexually abused knows of this report: ____ Yes ____ No

Others who may have information regarding the matter set forth in this report: _____

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

Contact information for Victims Assistance Coordinator for Schoenstatt Sisters of Mary – USA:

Name	Sister M. Frances Pizarro
Phone	262-522-4276
E-Mail	VictimsAssistance@schsrsmmary.org

Please return this form to:

Schoenstatt Sisters of Mary – USA
Attn: Provincial Superior
W284 N404 Cherry Lane
Waukesha, WI 53188

Schoenstatt Sisters of Mary – USA supports the rights of individuals to report abuse directly to the proper public authority.

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