
Obligation to Report

- 6.0** Any personnel of the Diocese of Wheeling-Charleston who has actual knowledge of or who has reasonable cause to suspect an incident of sexual abuse by any personnel of the Diocese shall comply with all applicable reporting or other requirements of state and local laws, and shall report to the Diocese as stipulated below (unless to do so would violate the priest penitent relationship of the Sacrament of penance):
- 6.1** The Diocese is committed to a prompt response to any individual or family alleging child sexual abuse.
- 6.2** The Bishop appoints a Process Administrator whose primary responsibility it is to ensure that all policy procedures and all steps in the process are followed.
- 6.2.1** In some cases the Process Administrator also has the responsibility to determine whether the safety of children or other significant considerations may require the immediate withdrawal of the accused person from his/her ministerial assignment. In making this determination and recommendation the Process Administrator will consult appropriate supervisors.
- 6.2.2** Pending legal advice and upon the recommendation of the Diocesan Review Board, ongoing pastoral care and assistance for counseling can be offered. It is the responsibility of the Process Administrator to see that this recommendation is acted upon.
- 6.3** Any person who suspects or alleges child sexual abuse on the part of a member of the clergy within the Diocese is requested to contact the Process Administrator or anyone on the Diocesan Staff. The report will immediately be given to the Process Administrator in writing.
- 6.4** Any clergy, religious, seminarian, employee, or volunteer of the Diocese who receives such a complaint or report from any person must immediately contact the Process Administrator or anyone on the Diocesan Staff and follow up with a subsequent written report.
- 6.5** In allegations involving lay employees and volunteers, religious sisters and brothers, and seminarians a report of the incident is made promptly to the immediate supervisor, who in turn immediately reports the allegation to the Process Administrator

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- 6.6** Priests, deacons, religious, seminarians, employees, or volunteers of the Diocese who receive complaints or reports of suspected child sexual abuse do not attempt to investigate the matter themselves.
- 6.7** The Process Administrator notifies the Diocesan Attorney and the Diocesan Director of Communications of a report of child sexual abuse.
- 6.8** To respect the privacy rights of those involved, confidentiality is maintained to the extent possible consistent with civil reporting requirements and the Diocese's policy and procedures.
- 6.9** In the event that the person making the initial disclosure has not reported it to Protective Services the Process Administrator does so in compliance with state law.