



Glossary of Terms

Abuse - when used is an inclusive term covering both child and adult abuse.

Abuse – Offense: The term “Abuse” includes neglect, non-sexual abuse, and sexual abuse. Oklahoma law mandates all adults must report the “abuse or neglect” of a minor to the Children’s Authority of Trinidad and Tobago (CATT). Canonically, the revision of the new Book VI (M.P. *Pascite gregem Dei* 05./21) classifies a sexual abuse under the category of an offense against the Human Life, Dignity, and Liberty (“HLDL”) of another. For clerics, abuse of one’s authority in order to carry out sins related to the sixth commandment (cf. c. 1326 § 1,2^o) constitutes Abuse. Furthermore, sexual sins with minors (under the age of 18) or those persons deemed equivalent to them (1398 § 1,1^o), grooming or inducing for the purpose of pornographic performances (§ 1,2^o), or acquiring, retaining, exhibiting or distributing child pornography (§ 1,3^o) committed by a cleric, the canonical penalties are outlined in c. 1398. For non-clerics, namely consecrated persons or lay people holding a position in the Church, who committed these offenses would also face a just penalty outlined in 1336 §§ 2-4 (1389 § 2).

Abuse of Power means the abuse of position, function or duty to take advantage of another. This can take many forms and include situations where a person has power over another person by virtue of their relationship (e.g. employer and employee, teacher and student, coach and athlete, parent or guardian and child, clergy/ religious and parishioner) and uses that power to their advantage.

Accessible language means information is provided in multiple formats for individuals with different levels of English literacy and proficiency, modes of communication, languages, and cognitive abilities.

Adult means any person 18 years or older. When used is an inclusive term referring to all adults, including vulnerable adults.

Adult abuse means the improper treatment of an adult that results in the actual and/or likelihood of causing physical or emotional harm. Abuse can come in many forms, such as physical or verbal maltreatment, neglect, injury, assault, violation, rape, unjust practices, crimes, exploitation, or other types of aggression.

There are several categories of abuse of adults, such as:

- + Sexual abuse*
- + Physical abuse*
- + Emotional/psychological abuse* + Neglect*
- + Elder abuse*
- + Financial abuse*
- + Exploitation*

Within the context of the Catholic Church, it is also important to recognize spiritual abuse* as an additional subtype of abuse.

Allegation means a complaint, still to be verified, claiming, or asserting that someone has committed an act of abuse against a child or adult. The term is used interchangeably and in combination with “complaint”.

Background Check Submission - Each new person required to complete the Child & Youth Protection Requirements must provide the necessary personal information for criminal background check. For the sake of the mandatory criminal background check, the VIRTUS online system will ask for two (2) forms of identification from the applicant. If the applicant does not have a social security number, he or she should insert all nines (9) in the spaces provided. The Local Administrator—and ultimately the local pastor, principal, or equivalent leader—is responsible for making reasonable efforts to confirm the background checks are completed.

Bishop means a diocesan bishop or archbishop, the ordinary of an Ordinariate and the prelate of a Personal Prelature of the Latin Church and an eparch of the Eastern Churches.

Boundary Violations - The term boundary violation or misconduct, whether between an adult or child/child, refers to interactions or behaviors that do not meet the characteristics of Abuse but are nevertheless inappropriate. Church Personnel have a duty to report their own misconduct and the misconduct of others. Church Personnel must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of misconduct by Church Personnel, the person who learns of the misconduct should notify his/her supervisor or other appropriate Church authorities. When there is an indication of misconduct between minors, redirection and verbal correction can be made in partnership with the parents of the minors involved.

Canon law means the revised code of canon law promulgated by His Holiness Pope John Paul II in 1983 and the Code of Canons of the Eastern Churches as promulgated in 1990 and any other universal or legislation promulgated by the competent Church authority.

Canonical Offence means canonical crimes¹ of sexual abuse committed by clerics and religious, which are:

- forcing someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts
- performing sexual acts with a minor or a vulnerable adult
- the production, exhibition, possession or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions
- committed by clerics or religious as stated in Art. 1 §1 a) of Vos Estis Lux Mundi.

Child/ren means individuals under 18 years of age.

Child abuse - There are different legal definitions of child abuse across the world. Definition provided by the WHO and sourced from the Australian Institute of Family Studies:

All forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. Child abuse and neglect are commonly divided into five subtypes:

- physical abuse
- emotional/psychological abuse
- neglect
- sexual abuse
- exposure to family violence

Within the context of the Catholic Church, it is also important to recognize spiritual abuse* as an additional subtype of abuse.

Child & Youth Protection Requirements

The Child & Youth Protection Requirements are threefold: (1) the background check submission (2) adherence to policies, procedures, reporting procedures and ethical standards, and (3) the child & youth protection education. The requirements are facilitated through the VIRTUS online platform. New Employees and Covered Volunteers will need to create their own online VIRTUS account in coordination with their Local Administrator.

Children's Authority of Trinidad and Tobago (CATT) - The Children's Authority of Trinidad and Tobago (also referred to as the Authority) is a specialized agency with the responsibility for the care and protection of children, especially those who are at risk or have been victims of abuse or neglect. The Authority advocates for the rights of children and encourages and supports them to enjoy their childhood. The organization's overarching objective is to utilize child-friendly and progressive solutions to address children's issues and rehabilitate them so that their full potential is realized.

Church Authority means:

- a diocesan bishop or archbishop, an ordinary of an Ordinariate and the prelate of a Personal Prelature of the Latin Church and an eparch of an eparchy of an Eastern Church
- the competent authority, howsoever titled, exercising the ministry of governance for religious institutes in accordance with their Constitutions
- for Ministerial Public Juridic Persons the competent authority in accordance with the statutes, or
- the senior ecclesiastical authority of any other ministry within the Church Body in accordance with its rules.

Church Body means a diocese, religious institute, ministerial PJP (including their agencies) or association recognized as Catholic in accord with canon law.

Church Protocols means official procedures or system of rules which govern the affairs of the Catholic Church, for example, *Vos Estis LuxMundi*.

Church Personnel refers to any priest, religious, deacon, administrator, Employee, or Covered Volunteer, as defined in the Policies, working on behalf of the Archdiocese or applying to work for the Archdiocese.

Civil Standard - A civil standard (of proof) refers to the duty of the person responsible for proving the case. There are different standards of proof in different circumstances:

+ the most common standard of proof relates to civil proceedings, which is the balance of probabilities (incorporating the principles from *Briginshaw v Briginshaw*) – which means it is more probable than not that what the person says happened is true (in criminal cases, the standard is proof beyond reasonable doubt).

Clergy includes bishops, priests and deacons.

Clergy and Religious from other countries mean any cleric or member of a religious institute who is specifically recruited or welcomed from overseas by a Church Authority or Church Body.

Cleric includes bishops, priests and deacons.

Clericalist/ism means an attitude toward clergy/religious characterized by an excessive deference and an assumption of their moral superiority. Pope Francis has said that it occurs when “clerics feel they are superior, [and when] they are far from the people.” It can be “fostered by priests themselves or by lay persons”.

Cognitive impairment means when a person has trouble remembering, learning new things, concentrating, or making decisions that affect their everyday life, because of their condition. Some causes of long-term or permanent cognitive impairment include dementia, stroke, or brain injury. For further information see:

Complainant means any person who makes a complaint that may include any allegation, suspicion, concern, or report of a breach of the Church Body's Code of Conduct. A complaint may also include disclosures made to an institution that may be about, or relate to, abuse in the Church Body's context.

Conflicts of interest means situations (perceived or actual) where a conflict arises between a person's official duties and their private interests, which could influence the performance of those official duties. Such conflict generally involves opposing principles or incompatible wishes or needs and may occur when personnel function in multiple roles.

Consecrated Life/Institute of Consecrated Life is an association of faithful in the Catholic Church erected by canon law whose members profess the evangelical counsels of chastity, poverty, and obedience by vows or other sacred bonds (as defined in the Code of Canon Law under canons 573–730).

Apart from being a member of an institute, consecrated life may also be lived individually; the Catholic Church recognizes, as forms of individual consecrated life that are not members of institutes, namely that of hermits and consecrated virgins.

Covered Volunteer - The default presumption is that all adult volunteers are deemed to be Covered Volunteers unless clearly shown otherwise. The term *Covered Volunteer* includes any nonemployee:

- A. Who comes into contact with children in the performance of his or her ministry
- B. Who is entrusted with the care and supervision of children including, but not limited to, any childcare workers
- C. Who is a leader or helper of any youth organizations associated with the Diocese or any parish, and/or who is granted permission to use Church grounds, such as scouts, campfire groups, athletic groups, and choirs
- D. Who *may have* contact or access to children, including, but not limited to, volunteers for an event where minors are present; parents who volunteer to drive and chaperone field trips; or volunteers for an activity that occurs when minors are present in the area, or
- E. Who is at least eighteen (18) years of age, if permissible by parochial policy or the equivalent of any participating entity, to volunteer to work with other minors, such as those involved in childcare (minors serving as Covered Volunteers may receive VIRTUS training and require an acknowledgement of Code of Ethics *only* with parents' written permission—see § 5.2(A) below for background check and supervision requirements).

Cultural safety means an environment that is safe for people of all ethnicities and cultural identities: where there is no assault, challenge, or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge, and experience, of learning, living and working together with dignity and truly listening.

Dicastery means a department of the Roman Curia.

Dignity or Right to Risk refers to enabling individuals the right (or dignity) to take reasonable risks. It recognizes that restricting this right can stifle the individual's growth, self-esteem and the overall quality of life.

Diminished capacity means if an adult needs to make a decision and is unable to carry out any part of this process (as listed below), they have impaired decision-making capacity. There are three elements to making a decision:

- + understanding the nature and effect of the decision
- + freely and voluntarily deciding, and
- + communicating the decision in some way.

Diocese means a diocese, archdiocese, ordinariate or personal prelature of the Latin Church and an eparchy of an Eastern Church.

Director of Child & Youth Protection - A diocesan position at the Chancery charged with coordinating diocesan compliance with the *Charter* and assisting all the Local Administrators throughout the Diocese in their mission to establish safe environments by enforcing the diocesan child and youth protection requirements. The Director of Child & Youth Protection is charged with reviewing and clearing all Employees and Covered Volunteers under these Policies in accordance with diocesan disqualifying offenses list. The Director of Child & Youth Protection is charged with promptly informing the Chancellor of all child and youth protection issues.

Disability (persons with) means those who have physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. (Article 2, United Nations Convention on the Rights of Persons with Disabilities.)

Disqualifying Offenses - For the safety and well-being of the minors and vulnerable adults in our care, the Diocese adheres to the following:

- a. No person convicted of any sex crime may serve as an Employee or Covered Volunteer in any capacity.
- b. No person convicted of a violent crime and registered with the official Trinidad and Tobago Police Service (TTPS) who have committed a violent crime may serve as an Employee or Covered Volunteer in any capacity.

Diversity means a range of people who have various racial, ethnic, socioeconomic, and cultural backgrounds and various lifestyles, experiences, and interests.

Diverse sexuality refers to all the diversities of sex characteristics, sexual orientations, and gender identities, without the need to specify each of the identities, behaviours, or characteristics that form this plurality.

Elder abuse means a single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person.

Emotional abuse (adults) is a common form of abuse that occurs in close relationships. Emotional abuse is defined as abuse that occurs when a person is subjected to behaviours or actions aimed at preventing or controlling their behaviour, with the intent to cause them emotional harm or fear, through manipulation, isolation, or intimidation.

Emotional abuse (children) refers to a parent or caregiver's inappropriate verbal or symbolic acts towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability. Such acts of commission or omission are likely to damage a child's self-esteem or social competence.

Employee - Any person who is employed, whether at-will or by contract, in ministry in the Diocese, whether part-time or full-time, who is given payment for services rendered. Minors serving as Employees shall comply with these policies in the same manner as a minor serving as a Covered Volunteer would (See § 4.2(E) below).

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain.

Exposure to family violence is generally considered to be a form of psychologically abusive behaviour, where a child is present (hearing or seeing) while a parent or sibling is subjected to physical abuse, sexual abuse, or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member's violent behaviour.

Financial abuse involves illegal or improper use or mismanagement of a person's money, property or resources. Stealing, fraud, forgery, embezzlement, forced changes to a will, inappropriate removal of a resident's decision-making powers and misuse of power of attorney are all forms of financial abuse or exploitation.

Formation/programme means a program preparing individuals for ordination or profession of vows and a lifelong journey to the invitation of Christ to proclaim and live the Gospel message, within the life of the Church.

Good Standing - A person in good standing is regarded as having complied with all their safeguarding obligations, and is not subject to any form of allegation, disciplinary process, sanction or suspension.

Grooming (child) refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a ‘special’ friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is ‘normal’ and positive.

Grooming (adult) is the predatory act of maneuvering another individual into a position that makes them more isolated, dependent, likely to trust, and more vulnerable to abusive behaviour.

Guardian refers to the person(s) who has the legal authority to care for the personal and property interests of another person.

Independent Contractor - Independent contractors who work with children (e.g., non-employee tutors, coaches, etc.) shall be treated as Employees under these Policies. The CYP Requirements and adherence to these Policies shall be a mandatory contractual obligation of the independent contractor in order to serve the parish, school, or Catholic entity. All independent contractors (e.g., guest speakers, repairmen, vendors, lawn care, etc.) need not be treated as Employees but must be actively supervised while on Church property. Church entities may develop policies and procedures to govern the supervision of said independent contractors, e.g., check-in policies, boundaries, and assigned supervisors.

Institutional abuse means abuse or poor care within an institution or specific care setting. Possible causes of institutional abuse include:

- + a “closed” culture within the Church Body where transparency is discouraged,
- + lack of flexibility and choice for people using the service,
- + failure to properly check the background and interview staff,
- + inadequate training,
- + lack of safeguarding policies and procedures,
- + lack of support of staff by management,
- + poor supervision, and
- + poor standards of care.

Lay/lay person means members of the Catholic Church and Church personnel other than bishops, priests, deacons and religious.

Leaders mean personnel who are responsible for important governance decisions within a Church Body and/or who lead and coordinate Church improvement initiatives.

Local Administrator - A local staff member or volunteer who collaborates with the Office of Child and Youth Protection and is responsible for using administrative access within VIRTUS to determine who has or has not completed the child & youth protection requirements (including background checks). The Local Administrator assists the Pastor, Principal, or other equivalent leader in establishing local policies and procedures that ensure that only those who have completed the requirements are eligible for employment or to volunteer. Pastors and Principals may not be the sole or primary Local Administrator in VIRTUS for their location.

Mentor means an experienced and trusted advisor or a person who gives a younger or less experienced person help and advice over a period.

Ministry means any activity within, or conducted by a Church Body, that is authorized by formal appointment and designed to carry out the apostolic and charitable works of the Catholic Church.

Minors, Children, Child - All persons under eighteen (18) years of age (can. 97 §1; SST art. 6 § 1). In addition, as applicable, young adults who are of legal age but remain within the care of our parishes or schools under ministries oriented toward minors (e.g., members of youth groups and students at Catholic schools) are included under the terms *minors*, *children*, and *child*. In addition, “a person who habitually has the imperfect use of reason or with one to whom the law recognizes equal protection is to be considered equivalent to a minor” (can. 1398 § 1).

Neglect (adult) is the failure of a carer to provide the necessities of life to a person for whom they are caring.

Neglect (child) refers to a failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a child. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention.

Offender means a person who has admitted abuse or whose responsibility for abuse has been determined by a court of law (criminal or civil), statutory or Church procedure.

Pastoral care means when one person has responsibility for the wellbeing of another or for a faith community. It includes the provision of spiritual advice and support, education, counselling, medical care, and assistance in times of need. All work involving the supervision or education of children and young people is a work of pastoral care.

Pastoral Response Team - A diocesan team of professionals that may be mobilized to meet the pastoral needs of a community affected by the allegation of an abuse of a minor.

Personnel (Church personnel) means a cleric, religious or other person who is employed by the Church Body or engaged on a contract, subcontract, voluntary or unpaid basis.

Physical abuse is a non-accidental physically aggressive act which results in physical pain or injury, and which may include physical coercion and physical restraint.

Physical abuse may be intentional or may be the inadvertent result of physical punishment.

Priests in these guidelines refers to both bishops and priests

Professional/pastoral supervision means a professional activity in which personnel are engaged in reflection and learning, under the guidance of a supervisor.

Supervision assists personnel in their accountabilities for professional standards, defined competencies for their role and understanding and implementation of the Church Body's policy and procedures. For clerics and religious, professional supervision assists in the maintenance of boundaries of the pastoral relationship and enhances the quality of their ministry.

Protective behaviours programme is a type of abuse prevention program and means an age-appropriate structured education program to equip children and young people with the skills and knowledge to enhance their personal safety.

Reflective practice is a professional development technique that involves the thoughtful consideration of one's own experiences in applying knowledge to practice. It is expected to be a continuous process, whereby an individual explores an experience to identify what happened and what their role in this experience was, including behaviour, thinking, and related emotions. Reflective practice enables potential changes in approaches to similar future events to be identified, with the aim of improved performance.

Religious institute means a Church Body within the Catholic Church whose members commit themselves through religious vows to lead a life of poverty, chastity and obedience.

Societies of apostolic life resemble religious institutes in that their members also live a life in common. They do not take religious vows but live out the apostolic purpose of the group.

Religious means a member of an institute of consecrated life or a society of apostolic life.

Respondent means a person against whom a complaint is made.

Review means an internal self-assessment of a Church Body's implementation of the UGF. A review can also be an assessment that forms part of the process of continuous improvement which occurs when following up recommendations made during an audit.

Risk Profile means an assessment against key safeguarding risk factors.

Safeguarding Committee means a committee established to advise and support the Church Authority on all matters relating to safeguarding, including the development and implementation of a Safeguarding Implementation Plan and coordinating annual self-audits at a local level. Committee members need relevant and varied professional expertise in relation to safeguarding, child protection, Church Body's culture and structure, policy development, etc. and include lay women and men.

Safeguarding Culture means embedding safeguarding into everything the Church Body does. In promoting this culture, young people and adults at risk will understand they will be listened to and supported.

Safeguarding Commitment Statement means a Commitment Statement describing a Church Body's commitment to keeping children and adults safe from harm. It informs the Church Body's safeguarding culture.

Safeguarding Unit Co-Ordinator means an individual who champions safeguarding and co-ordinates the implementation of the local church's safeguarding protocols within a Church Body.

Safeguarding Implementation Plan means a documented plan which articulates actions to be taken across the Church Body to ensure safeguarding practices are in place. It includes actions, strategies, responsibilities, delegations, and accountabilities, and tracks review and progress. It is overseen by the Safeguarding Committee.

Safeguarding policies and procedures mean any policies and procedures of the Church Body that address elements of safeguarding children and adults. For example, but not limited to:

- + recruitment,
- + risk management,
- + complaint handling, and
- + acceptable use of online applications.

Seminarian is a student in a theological formation and education centre preparing for ordination as a priest.

Seminary means a centre for the formation and education of students preparing for ordination.

Sexual abuse (adult) - Sexual abuse is a form of sexual assault. Sexual abuse includes rape, indecent assault, sexual harassment, and sexual interference. Sexual activity with an adult who is incapacitated by a mental or physical condition (such as dementia) that impairs his or her ability to grant informed consent, is defined as sexual assault/ abuse. Sexual assault/abuse includes whereby force, threats or abuse of authority an individual commits a canonical offence or forces someone to perform or submit to sexual acts. Sexual assault is a crime.

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Sexual Misconduct - Including, but not limited to:

A. Abuse – Offense: The term “Abuse” includes neglect, non-sexual abuse, and sexual abuse. Trinidad and Tobago law mandates all adults must report the “abuse or neglect” of a minor to the Children’s Authority of Trinidad and Tobago (CATT). Canonically, the revision of the new Book VI (M.P. *Pascite gregem Dei* 05/21) classifies a sexual abuse under the category of an offense against the Human Life, Dignity, and Liberty (“HLDL”) of another. For clerics, abuse of one’s authority to carry out sins related to the sixth commandment (cf. c. 1326 § 1,2^o) constitutes Abuse. Furthermore, sexual sins with minors (under the age of 18) or those persons deemed equivalent to them (1398 § 1,1^o), grooming or inducing for the purpose of pornographic performances (§ 1, 2^o), or acquiring, retaining, exhibiting, or distributing child pornography (§ 1,3^o) committed by a cleric, the canonical penalties are outlined in c. 1398. For non-clerics, namely consecrated persons or lay people holding a position in the Church, who committed these offenses would also face a just penalty outlined in 1336 § 2-4 (1389 § 2).

B. Sexual Harassment refers to the unwelcome sexual advances, requests for sexual favors, and other communication (oral or written, including, but not limited to, electronic mail and social media) or physical behavior of a sexual nature. There are three categories. One type occurs when submitting to this type of behavior or conduct is implicitly or explicitly made a term of employment. Another type is when submitting or refusing to submit to this conduct is used as a basis for any decision affecting an individual's employment. The third type is behavior or conduct that creates a hostile environment.

Spiritual abuse means abuse of a person that invokes a person’s religious beliefs and faith to perpetrate harm. Spiritual abuse can occur as a secondary experience of abuse when abuse is perpetrated by someone in a position of spiritual authority and trust within the Church and can negatively impact a person’s spirituality.

Substantiated complaint means under the civil standard of proof an allegation of abuse for which the investigator finds that sufficient evidence exists to believe that the alleged conduct has more likely than not occurred.

Third parties mean any individual, group or legal Church Body outside the Church Body who contract services and facilities to or from the Church Body.

Transient Risk means short-term risk, experienced by people at different stages in their life: e.g. when someone is vulnerable due to:

- + grief,
- + bereavement,
- + relationship breakdown + homelessness,
- + unemployment, and
- + financial hardship.

Trauma-informed and victim-centred support is a strengths-based framework which is founded on five core principles:

- + safety,
- + trustworthiness,
- + choice,
- + collaboration, and
- + empowerment.

Trauma-informed services do no harm: they do not re-traumatize or blame victims for their efforts to manage their traumatic reactions, and they embrace a message of hope and optimism that recovery is possible.

In trauma-informed services, trauma survivors are seen as unique individuals who have managed their responses to the experiences as best that they could.

Victims Assistance Coordinator - A diocesan position that primarily assists in the coordination of counseling and professional assessment of alleged victims of sexual abuse.

Vulnerable Adult means any person aged 18 years and over who is at increased risk of experiencing abuse, such as people:

- + who are elderly
- + with a disability
- + who suffer from mental illness
- + who have diminished capacity
- + who have cognitive impairment
- + who have suffered previous abuse
- + who are experiencing transient risks
- + who in receiving a ministry are subject to a power imbalance
- + who identify as First Nations and/or Indigenous
- + who are from a culturally and linguistically diverse background
- + who are of diverse sexuality
- + who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse.

Zero Tolerance means a commitment to the prevention, reporting, and addressing of all forms of abuse, misconduct, and neglect within the Church. This stance is deeply rooted in the teachings of the Catholic Church, reflecting the inherent dignity and value of every individual, as created in the image of God.

'Zero Tolerance' mandates proactive measures for protection, swift and transparent responses to allegations, the permanent removal from ministry of anyone convicted of sexual abuse and a pastoral approach to care for victims, guided by mercy, justice, and the pursuit of truth, to ensure the safety and sanctity of all members of the Church community.