ACKNOWLEDGMENT

This Safe Environment Manual has been prepared as a standard that must be followed by you when working with the children and young people in the Diocese of Monterey. The information contained in this manual establishes standards for working with children and young people only and should not be construed in any way as a contract of employment or continued employment. The Diocese reserves the right to make changes in the content or application or this manual and to implement those changes with or without notice.

I acknowledge and understand that everyone is encouraged by the Diocese of Monterey to report suspected child abuse. I may have a reporting requirement as a "child care custodian"(paid: *catechist, administrator, teacher, youth minister, instructional aide,)* or a member of the "clergy" (as those terms are defined in the Diocese of Monterey's *Policy Against Sexual Misconduct*) and in Section 11166 of the California Penal Code requires (except in the case of a "penitential communication" involving clergy, as such terms are defined in the *Policy Against Sexual Misconduct*).

I must report if I have knowledge of, or observe, a child in my professional capacity or within the scope of my employment or ministerial duties whom I know or reasonably suspect has been the victim of child abuse, I must report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

I have initialed below that I have received copies of the following documents or have reviewed them on line and I understand it is my responsibility to become familiar with and adhere to the policies and procedures contained in them:

_____ The Safe Environment Program for the Diocese of Monterey, 2003

_____ The *Diocesan Policy Against Sexual Misconduct, 2003*

_____ _____

(Date) **(Signature)**

_____ _____

(Location: Parish/School) **(Please Print Name)**

NOTE TO SITE SUPERVISOR

If the person signing the Acknowledgment form is a paid employee, then send signed Original to Diocesan Safe Environment Director and retain a copy at your site.
If the person is a regular volunteer, then the form does not need to be sent to the Diocesan Safe Environment Office, and the site should retain original.

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