DAYLESFORD ABBEY

Sexual Misconduct Policy

October 2026

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DAYLESFORD ABBEY
SEXUAL MISCONDUCT POLICY
Effective April 2013
Updated October 2026

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1. INTRODUCTION

God gifted humanity with gender and sexuality. Scripture teaches that God made humans male and female and saw that this was good (Genesis 1-2). The Bible also teaches that any good gift from God can become twisted or corrupted and that such disorder causes injury, shame and humiliation (Genesis 3).

In response to God's call, Daylesford Abbey is committed to minister to God's people and to show special tenderness and care for those who are vulnerable, including children and seniors, and those experiencing illness, loss and brokenness. The mission of Daylesford Abbey cannot be effective unless all reasonable steps are taken to provide a safe environment for all.

It is the policy of Daylesford Abbey to cooperate fully with all legal requirements and law enforcement agencies while, at the same time, respecting any applicable civil and ecclesiastical law as to rights and requirements of confidentiality and privacy.

Daylesford Abbey also cooperates fully with the Unites States Conference of Catholic Bishops [USCCB-**Charter for the Protection of Children and Young People**] (see Appendix A).

Daylesford Abbey is accredited by Presidium, Inc. In addition, as a member of The Conference of Major Superiors of Men (CMSM), Daylesford Abbey participates in the Safe Environment Program **Instruments of Hope and Healing** (see Appendix B with Appendix I, *A CMSM Pledge* and Appendix II, *The Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* [The United States Conference of Catholic Bishops]).

Daylesford Abbey, located within the Archdiocese of Philadelphia, utilizes the policies of the Archdiocese of Philadelphia when and where applicable (see Appendix C, Appendix D and Appendix E).

2. STATEMENT OF POLICY

2.1 Prohibition

Sexual misconduct is contrary to Christian principles. It contradicts the duties, engagement or employment of all:

(a) Norbertines
(b) Oblates
(c) Norbertine Associates
(d) Employees of the Abbey
(e) Agents of the Abbey
(f) Volunteers of the Abbey

These individuals, as well as any minors involved in Daylesford Abbey's activities, must not engage in sexual misconduct and must comply with the requirements that follow. Daylesford Abbey has a "zero tolerance" policy with regard to any form of sexual abuse or misconduct.

2.2 Definition of Terms

(a) **Norbertines:** Professed or Novice or Affiliate Members of Daylesford Abbey (Canons Regular of Premontre)

(b) **Oblate:** see Daylesford Abbey Book of Customs Chapter Six, XIII

(c) **Associates:** see Daylesford Abbey Book of Customs Chapter Six, IV

(d) **Employees**: those employed by Daylesford Abbey

(e) **Agents:** those working in an authorized ministry and/or activity of Daylesford Abbey (Spiritual Directors, Stephen Ministers, Family Centered Religious Educators, Pastoral Care Givers)

(f) **Volunteers:** anyone who volunteers "services" for Daylesford Abbey

(g) **Minors:** anyone under the age of 18 years. Also included are adults who would be judged vulnerable because of physical or mental disabilities.

(h) **Sexual Misconduct:** any sexual conduct which arises from the work of Daylesford Abbey that involves a Norbertine, an Associate, an Employee, an Agent or a Volunteer and another person and that constitutes any of the following:

- **(1)** unlawful activity
- **(2)** sexual harassment
- **(3)** activity contrary to the teachings of the Roman Catholic Church as interpreted by the Abbot
- **(4)** youth peer sexual harassment by any minor while involved in a Daylesford Abbey activity

(i) **Sexual Abuse:** manipulation, force or trickery of a child or vulnerable adult into inappropriate touch or sexual contact.

(j) **Sexual Exploitation:** any kind of sexual contact between a pastoral care giver and a client, regardless of whether it was initiated by the care giver or by the client.

(k) **Sexual Harassment:** any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive work environment.

(l) **Youth Peer Sexual Harassment:** any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature between minors which has the purpose or effect of intimidating, embarrassing or humiliating the other person.

(m) **Sexual Contact:** vaginal, anal or oral intercourse or the touching of an erogenous zone of another (including but not limited to

thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person.

2.3 Definition of Boundaries

(a) **Boundaries:** "Something that indicates or fixes a limit or extent" (Webster). Boundaries define limits and mark off dividing lines. With regard to this document, the purpose of a boundary is to provide protection and safety.

(b) **Physical Boundaries:** Each person's physical boundaries are different, influenced by cultural norms. Physical boundaries include the space a person needs to feel comfortable.

(c) **Emotional Boundaries:** Emotional boundaries are a complex constellation of many factors, including one's identity, history, behavior, likes and dislikes.

2.4 Nature of This Policy

The guidelines contained in these pages are intended to address interactions on Abbey premises and in programs authorized by, sponsored by or related to the Abbey. They are not designed or intended to address interactions within families.

2.5 Distribution of Policy, Acknowledgement and Consent

The Abbot or his designee shall distribute this policy to all present and future Norbertines, Associates, Employees, Agents, and Volunteers and shall acquire from each individual *in writing* an acknowledgement that he/she has received and reviewed the policy and agrees to comply with it (see Appendix G).

2.6 Education and Training

(a) All Norbertines, Associates, Employees, Agents and Volunteers must attend the designated Safe Environment Program.

(b) Participation in three hours of safe environment training is required every three years for Norbertines.

(c) Participation in one hour of safe environment training is required every three years for Associates, Employees, Agents and Volunteers.

(d) A record of participation in training is kept on file in the Abbot's Office confirming that Norbertines, Associates, Employees, Agents and Volunteers have completed the required training.

2.7 Background Clearances And Questionnaires

(a) Purpose: To identify behavior that is not consistent with Daylesford Abbey's Sexual Misconduct Policy

(b) Subjects and Processes

1. Norbertines and Affiliate Candidates: Criminal Background Check and PA Child Abuse History Clearance (see Formation Policy Six, XI)
2. Norbertines from another Canonry living at the Abbey for an extended period of time: follow the same requirements as #1 above). A letter of suitability is on file as required by the Archdiocese of Philadelphia.
3. Oblates, Associates, Agents and Volunteers: Criminal Background Check and PA Child Abuse History Clearance
4. Employees: Criminal Background Check and PA Child Abuse History Clearance (see Appendix H)

3. REVIEW BOARD

3.1 Regional Review Board (see Appendix I)

3.2 The Abbey will notify the Review Board within 30 days of when an allegation or report of sexual abuse of a minor is received and when an investigation is complete.

4. SURVIVOR ASSISTANCE COORDINATOR

The Survivor Assistance Coordinator is an individual appointed by or hired by the Major Superior (but cannot be the Major Superior), whose primary role is to accompany survivors throughout Daylesford Abbey's response to reports and allegations of abuse. The Survivor Assistance Coordinator is qualified to work with survivors of abuse, either through their education, training, and/or experience.

4.1 Responsibilities of the Survivor Assistance Coordinator:

(a) Refer to the Daylesford Abbey Sexual Misconduct Policy regarding the investigation of a facially credible allegation of sexual misconduct
(b) Receive allegations
(c) Respond pastorally
(d) Offer to meet in person
(e) Invite the survivor to bring a support person
(f) Meet in an open place
(g) Understand the nature of abuse, the factors that influence the effects of abuse, the types of offenders
(h) Seek to understand the disposition, wants and needs of the survivor
(i) Realize that survivors heal in stages and not all at once
(j) Help to promote psychological, emotional and spiritual healing
(k) Maintain boundaries
(l) Realize the charged nature of church related issues and emotional reactions
(m) Avoid becoming a "punching bag"
(n) Realize that complete satisfaction is rare
(o) Do what he/she says he/she is going to do
(p) Know his/her limitations and use professional support
(q) Ask questions rather than make assumptions
(r) Do not call alleged perpetrator "Father"
(s) Thank the person for telling the story
(t) Communicate with other organizations, as appropriate
(u) When a minor is reporting, a parent is to be present and professional assistance is to be provided as needed
(v) Work with the Abbot and/or his representative to ensure that Daylesford Abbey complies with all legal obligations relating to the reporting of allegations of abuse to law enforcement

5. PASTORAL RESPONSE

5.1 Considerations

(a) It is typically better to use a different person for pastoral response than the person used for investigations.
(b) It is important to take time to put oneself in the place of the individual and try to understand how he or she has felt and continues to feel.
(c) It is essential to spend time listening to a survivor's story of abuse.
(d) It is important to realize that these situations are complicated, painful and not likely to be resolved quickly. Responding to the needs of survivors of sexual abuse is often a long-term process.
(e) Survivors of sexual abuse are often suspicious and untrusting.
(f) Many survivors of sexual abuse show a range of strong emotions over a period of time.
(g) Most survivors want validation that the incidents occurred.
(h) It is not uncommon for survivors to want support, yet not always accept it.
(i) It is not productive or helpful, in a pastoral response, to defend, justify, excuse or argue.
(j) Patience and compassion are essential to the healing process.

6. PATTERNS OF BEHAVIOR WITH MINORS

6.1 Boundary Violations

(a) Physical Boundary Violations—touching in ways most adults would not touch a minor. Some examples are:

(1) Roughhousing or wrestling
(2) Tickling
(3) Touching or hugging inappropriately
(4) Putting legs around a minor
(5) Holding or hugging when a minor resists
(6) Encouraging minors to jump on an adult

(b) Emotional Boundary Violations—treating the relationship with a minor as if it were a romantic or an intimate adult relationship. Some examples are:

(1) Spending too much time with a minor
(2) Telephoning, texting and/or e-mailing too much
(3) Getting involved in too many of the minor's activities
(4) Acting in a possessive manner

(c) Behavioral Boundary Violations—involving a minor in activities that his or her parents would not allow the minor to do. Some examples are:

(1) Allowing a minor to do things against the wishes of parents
(2) Allowing a minor to look at pornography
(3) Supplying alcohol, tobacco or controlled substances to a minor
(4) Asking a minor to keep secrets from his or her parents
(5) Ridiculing the beliefs of a minor's parents

6.2 Spotting the Warning Signs of Offenders

(a) Warning Signs that Point to Preferential Offenders:

(1) Spending more time with minors than with peers
(2) Giving gifts to minors, especially without permission
(3) Showing favoritism to particular minors
(4) Treating minors like equals or adults
(5) Keeping secrets with minors
(6) Ignoring policies about interacting with minors
(7) Telling "off-color" jokes to minors

(b) Warning Signs that Can Set the Stage for Situational Offenders:

(1) Excessive use of alcohol
(2) Use of drugs
(3) Anxiety or depression
(4) Loneliness
(5) Rejection or disappointment
(6) Personal loss
(7) Dependence on a relationship with a minor
(8) Feeling unappreciated or not rewarded for hard work

7. MINISTRY WITH A MINOR

7.1 Introduction

(a) The Abbey leadership must be aware of and authorize all programs for minors. A list of these programs shall be maintained and include the activities, purpose, coordinators of the programs, meeting times and locations.
(b) Adequate adult supervision is essential for all programs for minors.
(c) Programs for minors must be supervised by at least two adults.

7.2 Unacceptable Behaviors that Put an Adult in a High-Risk Situation with a Minor:

(a) Being alone with a minor ("two deep" rule), except in counseling situations (see 7.6) and the Sacrament of Reconciliation
(b) Being in isolated areas such as bedrooms, closets, restricted areas or private rooms
(c) Sharing overnight accommodations where there is no other adult present
(d) Sharing changing, bathing, and showering facilities/arrangements with one or more minors
(e) Wearing provocative or revealing attire
(f) Being nude in front of a minor
(g) Staring while a minor is dressing
(h) Commenting on a minor's body
(i) Taking pictures of a minor while showering or dressing
(j) Showing favoritism
(k) Giving money or gifts to a minor without parental permission/knowledge
(l) Receiving money or gifts from a minor without parental permission/knowledge
(m) Giving special or secret gifts
(n) Speaking to a minor in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating
(o) Swearing in the presence of a minor
(p) Keeping "secrets" about a relationship with a minor
(q) Showing affection when no one else is around
(r) Failing to adhere to uniform or accepted standards of showing affection
(s) Serving alcohol at adult gatherings in the presence of one or more minors, unless a parent is present
(t) Allowing a minor to visit inappropriate internet sites
(u) Misusing social media to interact with minors (see Appendix G)
Transporting a minor or minors without parental permission
(v) Using, possessing, or being under the influence of alcohol or any illegal drugs while in the presence of and/or supervising a minor
(w) Engaging in inappropriate physical contact
(x) Discussing sexual activities with minors unless it is a specific job requirement and one is trained to discuss these matters
(y) Giving sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, clothing, etc.) to a minor
(z) Using physical discipline in any way: spanking, slapping, pinching, hitting, etc

7.3 Inappropriate Displays of Affection in Ministry with a Minor:

(a) Full frontal hugs or "bear hugs"
(b) Inappropriate or lengthy embraces
(c) Touching buttocks, chests, knees, legs, thighs or genitals
(d) Placing hands in the pockets of a minor
(e) Laying down, cuddling or sleeping beside a minor
(f) Giving piggyback rides
(g) Massaging
(h) Patting a minor on the thigh, knee or leg
(i) Tickling or wrestling
(j) Touching or hugging from behind
(k) Engaging in games involving inappropriate touching
(l) Kissing on the mouth
(m) Making compliments that relate to physique or body development
(n) All forms of unwanted affection

7.4 Appropriate Displays of Affection with a Minor When and Where Culturally Acceptable:

(a) Side to shoulder or shoulder to shoulder hugs; arms around shoulders
(b) Pats on the head, shoulder or back
(c) Handshakes, "high-fives" and hand slapping
(d) Verbal praise
(e) Touching hands, face, shoulders and arms
(f) Holding hands during prayer or when a minor is upset
(g) Sitting beside small children
(h) Kneeling or bending down for hugs with a small child
(i) Holding or picking up children 3 years old or younger

7.5 Additional Guidelines for Conduct with Minors

(a) Parent(s) or legal guardian(s) must always be explicitly informed of a child's location and the purpose of an interaction with an adult.
(b) Minors are allowed in public areas; minors are not to be invited or allowed (without their parents) in private areas.
(c) Vacation, "free" or leisure time is not to be spent alone with minors.
(d) An adult is always to be responsible for the supervision of a minor on the premises; the minor is never to be left alone.
(e) All discipline problems are to be handled in coordination with the parent(s) or legal guardian(s) of the child.
(f) Any activities asked of a minor must conform to applicable labor laws.
(g) Minors are required to have working papers as a condition of employment, and should not be paid "off the clock."

7.6 Counseling Minors

(a) The counseling of minors must always take place in public/professional areas and never in private living areas or other non-public areas.
(b) The door to the counseling room is to have a window or the door is to be left open.
(c) Another adult is to be in close proximity.
(d) Unless the subject matter precludes it, the minor's parent(s) or legal guardian(s) is to be present or aware of the session.
(e) If counseling entails more than two sessions, an evaluation of the matter is to be made with the child's parent(s) or guardian(s).
(f) Counseling sessions are to take place during regular "business" hours when other personnel are working and/or present in the public/professional areas of the building.

8. CHILD PORNOGRAPHY

8.1 Pennsylvania Law

Intentionally viewing child pornography over the internet is a criminal act (18 PA C.S.A. § 6312).

(a) Intentional viewing is the "deliberate, purposeful, voluntary viewing of material depicting a child under 18 years of age engaging in a prohibited sexual act or in the simulation of such act."

(b) *"Accidental or inadvertent viewing of such material"* is not a violation of the statute.

(c) More information:

1. *The National Center for Missing and Exploited Children* (see Appendix I)
2. *Canonical Information about Child Pornography* (see Appendix J)

8.2 Willful Misconduct

Intentionally viewing child pornography over the internet, whether or not in the work environment, is not only criminal but will be deemed willful misconduct for which termination of employment is warranted.

9. OBLIGATION TO REPORT

9.1 Internal Reporting

Norbertines, Norbertine Associates, Employees of the Abbey, Agents of the Abbey and Abbey Volunteers who know or reasonably suspect an incident of sexual misconduct, and any such individual who believes that he or she is a survivor of sexual harassment, shall immediately report this to the Abbot. In any circumstance in which the Abbot is the alleged perpetrator or the Abbot is unavailable, a report shall be made to the Prior.

9.2 External Reporting of Child Sexual Abuse

(a) Pennsylvania law identifies certain individuals, including teachers, mental health professionals, medical providers, clergy and others as "mandatory reporters" of child abuse. Mandatory reporters who have "reasonable cause to suspect" that a child is the survivor of child abuse must comply with the Pennsylvania law by making a prompt report. The law does not define "reasonable cause to suspect," but Daylesford Abbey strongly urges that a prompt report be made if there is any good-faith reason to suspect that child abuse has occurred. Any questions regarding the obligation to report or the manner of reporting should be discussed with the Abbot and/or Daylesford Abbey's legal counsel. The report is to be made to **CHILDLINE** --(800) 932-0313-- within forty-eight hours after the mandatory reporter suspects or learns of the child abuse. The Pennsylvania Department of Public Welfare, which runs CHILDLINE, may also require the reporter to file a written report (Form CY-47), which is available on the Department's website. The form also is available in the Abbot's office. (see Appendix K)

(b) Whether or not there is a statutory duty to report, the Abbot or his designee shall report every known or suspected incident of sexual abuse of a child to the appropriate law enforcement agency. However, where the survivor is an adult by the time the report of child sexual abuse is made, the Abbot or his designee need not notify the appropriate law enforcement agency if the adult survivor requests that a report not be made and that request is confirmed in writing. In that event, the abbot or his designee shall encourage the adult survivor to permit a report to law enforcement, and make clear to the adult survivor the Abbey's strong preference in favor of reporting. (see Appendix L)

(c) If the survivor is a minor at the time of the report, the appropriate law enforcement agency shall be notified regardless of any request by the survivor or the survivor's family that such a report not be made. All such reports shall be both verbal and written. Daylesford Abbey shall maintain copies of written reports for fifty years.

9.3 Seal of Confession

The Seal of Confession supersedes the requirement for internal and external reporting. The Seal is never to be violated.

9.4 Investigation of Incident Reports

Whenever a facially credible allegation of sexual misconduct is received, the individual receiving the report shall immediately consult with Daylesford Abbey's legal counsel. An investigation team shall be formed whose members will generally include at least one outside professional. They will have concern for the alleged survivor, his/her family, the person reporting, the alleged offender and other affected individuals.

(a) Upon receipt of a facially credible allegation that the alleged offender may represent a risk to the alleged survivor or others, the Abbot or his designee will promptly place the individual on administrative leave, with or without pay, pending the outcome of the investigation. Administrative leave is not punishment and should not be construed as implying guilt of the person placed on leave.

(b) The Abbot or his designee and the investigator shall take steps to preserve the confidentiality of documents created by the investigation team.

(c) Records will be stored in a locked cabinet in a secure environment with access available only to the Abbot and Prior. Records are made available on a need-to-know basis and a written record is kept of all those who have had access to the file or any part of it.

(d) When an accusation is made of sexual misconduct, the investigator should promptly contact the alleged survivor to schedule an interview. The investigator should interview others, including the alleged offender to determine the facts.

(e) When a credible allegation of sexual misconduct is received, the Abbot will designate a person to serve as a liaison and assistance coordinator for the alleged survivor. He will also ensure that someone else provides personal and emotional support for the alleged offender.

(f) Any investigation conducted or discipline imposed shall be in accordance with Canon Law.

(g) Daylesford Abbey suspends its own investigation until criminal investigations are concluded.*

(h) Daylesford Abbey ensures that the member to whom the allegations are made has no unsupervised access to minors during the pendency of a full investigation.*

***Added May 2021**

9.5 Responding to Incidents and Allegations of Sexual Abuse (Survivor)

(a) The Abbot or his designee will coordinate pastoral assistance to the alleged survivor.

(b) The Abbot or his designee will gather sufficient information to complete a preliminary report. The information is to include the following:

(1) Name of the alleged survivor
(2) Age
(3) Address and phone number
(4) Name of the alleged perpetrator
(5) Dates of alleged abuse
(6) Nature, type and location of alleged abuse
(7) Any additional relevant details

(c) The Abbot or his designee will offer to meet in person with the alleged survivor if he/she so desires, always maintaining a compassionate and pastoral manner regardless of the demeanor of the alleged survivor.

(d) The Abbot or his designee will attempt to assist with the needs of individuals who have experienced abuse, along with their families.

9.6 Responding to Incidents and Allegations of Sexual Abuse (Accused)

(a) The Abbot will notify the accused of the allegation and its details. He will ensure that the accused receives the assistance needed while the allegation is being investigated. This may take the form of assigning a support person for the accused.

(b) The Abbot will inform the accused of the right to seek canonical and civil counsel, and he will assist in engaging such counsel.

(c) During the investigation, the accused will be placed on administrative leave from any Abbey responsibilities and duties; if the accused is a Norbertine, he will be temporarily removed from ministry.

(d) The Abbot will consult with the Review Board during the process of the investigation.

(e) The Abbot will maintain contact with the accused throughout the process of investigation.

(f) The Abbot will present the results of the completed investigation to the accused for a response.

(g) If the allegation is found to be unsubstantiated, the Abbot will reinstate the accused and will work towards the restoration of his name and reputation, as well as provide reasonable support during this time.

9.7 Additional Reporting Procedures for Responding to Allegations of Abuse

(a) In addition to reporting to the civil authorities, reports of suspected or known abuse of a minor perpetrated by a Norbertine, Norbertine Associate, Employee, Agent or Volunteer are to be made known directly to the Abbot. Reports of suspected or known abuse may also be made to any member of the Review Board and/or the Prior.

(b) An anonymous letter of concern may be sent to any of the above. Anonymous concerns will be investigated to the extent that is feasible, based on known information.

(c) Allegations of sexual abuse will be reported to civil authorities regardless of whether the accused is living or dead.

(d) Allegations of sexual abuse will be reported to civil authorities regardless of whether the alleged survivor's identity is known.

(e) The Abbey will cooperate fully with investigations by civil authorities.

(f) Files of allegations will be created at the time the allegation is received.

9.8 Reporting Procedures for Responding to Unacceptable Behavior

(a) There is a responsibility not only to report any case of abuse but also to report any incident of unacceptable behavior.

(b) If any Norbertine, Norbertine Associate, Employee, Agent or Volunteer detects another Norbertine, Norbertine Associate, Employee, Agent or Volunteer engage in unacceptable behavior, this is to be reported to the Abbot or the Prior. The Abbot or Prior will consult with legal counsel or the Review Board as appropriate.

10. VOLUNTARY DISCLOSURE

(a) Should a Norbertine voluntarily disclose to the Abbot an inappropriate attraction to minors, the Abbot is to provide assistance including evaluation and treatment.

(b) Should a Norbertine voluntarily disclose to another Norbertine an inappropriate attraction to minors, the Norbertine receiving the information is to report this disclosure to the Abbot who is to provide assistance, including evaluation and treatment.

11. FOR NORBERTINES WHO HAVE ABUSED A MINOR

11.1 Consequences of Admitted, Credible or Substantiated Allegations

(a) In cases where an allegation of sexual abuse of a minor is admitted, substantiated, or deemed credible, the Norbertine cannot return to public ministry.

(b) There may be restrictions on community life and/or on personal activities.

(c) Psychological and medical assessment and intervention may be required.

(d) The Diocesan Bishop and the Bishop of the place where the abuse took place are to be advised of the nature of the allegation and the consequences for the accused.

(e) Employer where the abuse took place is to be advised of the nature of the allegation and the consequences for the accused.

(f) The Abbot will inform the Abbot General of the nature of the allegation and the consequences for the accused.

(g) The Abbot will communicate with the person who made the complaint, the Faith Community, the public and to any other parties as necessary and appropriate.

(h) The Norbertine retains a right of appeal.

(i) If at any time during the course of implementing these procedures, civil or criminal proceedings are initiated against the accused, these procedures may be suspended or altered according to the judgment of the Abbot. These procedures can be resumed after the completion of the civil or criminal proceedings.

11.2 Action Where Sexual Misconduct is Determined

Any Norbertine, Norbertine Associate, Employee, Agent or Volunteer who admits to, does not contest, or is found guilty of sexual misconduct shall be immediately disciplined or terminated from employment or any position of responsibility within Daylesford Abbey.

11.3 Media Contact

Any media contact regarding an incident of sexual abuse and/or sexual misconduct must be directed to the Abbot or his designee.

12. BOUNDARY VIOLATIONS AND SIGNS OF PROBLEMATIC BEHAVIOR IN GENERAL

12.1 Boundary Violations

(a) Stepping inside a person's "comfort zone," no matter one's intention, is "crossing the line" and thus a physical boundary violation.

(b) Making comments or remarks about anything that has to do with "who a person is" can be an emotional boundary violation. Intentions do not matter; what matters is the effect the words have on the person.

(c) Comments and remarks starting with "You" are potentially trespassing on someone's emotional boundaries. Even compliments can offend, e.g. one can say to a co-worker, "You should wear your hair that way more often; it really becomes you." This can be perceived as invasive, overly personal and even a reduction of personhood to body parts.

(d) Defining people, telling them what they should do or not do, and bringing attention to obvious facts about their person, are all potential boundary violations.

(e) Factors that increase vulnerability for a sexual boundary violation:

(1) Private office
(2) Close relationship
(3) Intimate access
(4) Stimulating conversation
(5) Viewing another as a sex object
(6) Eagerness to please
(7) Illusion of one's invulnerability
(8) Desire to avoid criticism
(9) Poor training in counseling methods
(10) Poor understanding of the nature of professional boundaries
(11) Lack of opportunity for consultation with knowledgeable peers regarding ethical and moral dilemmas
(12) Lack of education in human sexuality and interpersonal communications
(13) Stress because of emotional, spiritual and physical demands

12.2 Signs of Problematic Behavior

(a) Telling all
(b) Talking at an intimate level at the first meeting
(c) Infatuation
(d) Preoccupation with a person
(e) Acting on sexual impulse
(f) Going against personal values or rights, to please others
(g) Not noticing when someone else displays inappropriate boundaries
(h) Accepting unwanted favors
(i) Touching a person without asking

Table of Contents

Appendices*

Sexual Misconduct Policy Daylesford Abbey – Updated October 2026

Appendix A Charter for the Protection of Children and Young People

Appendix B Instruments of Hope and Healing - Safeguarding Children and Young People -
2020 Standards for Accreditation

2024 Standards for Accreditation

Appendix I Improving Pastoral Care and Accountability in Response to the Tragedy of Sexual Abuse - CMSM August 10, 2002

Appendix II Essential Norms

Appendix C Archdiocese of Philadelphia's Policies for the Protection of Children and Young People (Revised and effective: November 1, 2012)

Included are the following:

Appendix A Support and Assistance for Outpatient Counseling Services

Appendix B Procedures for Obtaining Criminal Background Checks

Appendix C Cleric's Certification of Receipt of Policies

Appendix D Extern Priest or Religious Cleric Application Form

Appendix E Sample Statement of Suitability for Ministry of a Religious Priest

Appendix F Child Abuse Reporting Form Regarding Child Abuse or Neglect

Appendix G Standards of Ministerial Behavior and Boundaries

Appendix D Addendum to the Standards of Ministerial Behavior & Boundaries: Information and Communication Technology

Appendix E Archdiocese of Philadelphia Consent form: for Electronic Communication with Minors

Appendix F Archdiocese of Philadelphia Consent form: Posting Pictures/Videos of Minors

Appendix G Norms and Policies of Internet Presence & Use of Social Media and Other Forms of Electronic Communications

Appendix H Acknowledgment Form

Appendix I Review Board

Appendix J The National Center for Missing and Exploited Children

Appendix K Canonical Information About Child Pornography

Appendix L Daylesford Abbey Child Abuse Reporting Form

Appendix M Prohibition to Release Form Information

Appendices available upon request