

Safeguarding Ministry Written Transition Plan for Leadership

Dcn. Steven DeMartino - Director of Safeguarding Initiatives - sdemartino@cmsm.org

Both morally and canonically, the Major Superior is the primary safeguarding minister for his community, even in cases where other safeguarding personnel are utilized. For this reason, new leaders must be well-prepared to navigate abuse-related allegations in a way that will reinforce within the Religious Community their Safeguarding Ministry efforts and help maintain the commitment to sustaining cultures of safety.

CMSM suggests that new Major Superiors follow this best-practice transition plan when assuming responsibility for their community's safeguarding ministry.

- If the incoming leader does not already have education, training, and/or experience in the areas of the impact of child sexual abuse; the understanding and appropriate responses to adult misconduct; the procedures for investigation and determination of allegations of abuse/misconduct; and the pastoral support to promote healing for survivors, he will participate in activities to become knowledgeable in these areas. These activities may include:
 - Specialized training, conferences, or workshops e.g., CMSM's safeguarding resources.
 - Relevant courses or programs e.g., CMSM's annual safeguarding ministry conference.
- Review and become familiar with the Praesidium Accreditation Standards and all policies and procedures related to abuse prevention.
- Meet with the coordinator of safeguarding ministry to review abuse prevention and accreditation efforts.
- Review all allegations of sexual abuse and boundary violations from at least the previous five years.
- Review the personnel files for all Members currently on a Safety Plan. At a minimum, review the Safety Plans and the risk evaluations that have been conducted since the last accreditation.
- Review and become familiar with all existing Wellness Plans for members with credible and established allegations of boundary violations.

- Meet with or establish communication with the Safety Plan Supervisor(s) to introduce himself and become familiar with existing safety plans.
- Meet with and establish communication with the Program Coordinator for Pastoral Care (victim/survivor assistance coordinator) to introduce himself and/or meet with a survivor.
- Meet with the Review Board and establish rapport.
- Learn the status of the Institute/Society/Monastery in the accreditation process as well as the expiration of the current accreditation.
- Meet with the outgoing Major Superior to discuss any open cases and other information pertaining to abuse prevention that is deemed of high priority or importance.
- Complete all items included in the checklist below within 90 days of assuming the role as the Major Superior.

Checklist for Leadership Transition Plan

Activity	Details	Notes
Participation in educational activities regarding allegation response and abuse prevention matters.	Virtus certificate? Y/N:	
	Virtus Bulletins up to date? Y/N:	
	Safe Environment Training Log up to date? Y/N:	
	Other Training? Y/N:	
Review of Praesidium Accreditation Standards and related policies and procedures.	Date:	
Meeting with the coordinator of safeguarding ministry. Name:	Date:	
Review of boundary violations within the last 5 years.	Date: # of boundary violations:	
Review of allegations of sexual abuse within the last 5 years.	Date: # of allegations:	
Review of materials related to members on a safety plan. # of men on a safety plan:	Review of personnel files date:	
	Review of safety plans date:	
	Review of risk evaluations date:	

Review of wellness plans for members with established boundary violations.	Date: # of wellness plans:	
Meeting with the safety plan supervisor(s). Name(s):	Date(s):	
Meeting with the survivor/victim assistance coordinator and/or with a survivor. Name:	Date(s):	
Meeting with review board.	Date:	
Meeting with civil and canonical counsel to learn what reporting is required.	Date:	
Learn Praesidium accreditation status and expiration date.	Date:	
Meet with outgoing major superior.	Date:	