

**Institute of Christ the King Sovereign Priest  
Code of Conduct Report Form - Massachusetts**

Massachusetts asks ALL individuals who have reasonable cause to believe a child is suffering physical or emotional injury as a result of abuse or neglect to report such suspicions, and if the reporter is NOT a Mandatory Reporter, the report may be made anonymously. Reports can be made via the at the MA Dept of Children & Families Hotline:

**1-800-792-5200**

Mandatory Reporters under Massachusetts Law are REQUIRED to report suspicions of child abuse and neglect at the Hotline above, and then to follow up with a written report **within 48 hours**, using this Form 51A, here: <https://www.mass.gov/doc/report-of-children-alleged-to-be-suffering-from-serious-physical-or-emotional-injury-by-abuse-0/download>. This Form 51A is provided in this packet. Mandatory Reporters may also contact local law enforcement about the suspected abuse.

Mandatory reporters include priests, clergy members, ordained or licensed ministers, leaders of any church or religious body, and people performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, minister, or leader of a church or religious body. For more information on *who* is a Mandatory Reporter and *what* is considered child abuse and neglect, see <https://www.mass.gov/how-to/report-child-abuse-or-neglect>.

Furthermore, notify the Office of Healing and Prevention of the Diocese of Worcester when a potential perpetrator of child abuse or neglect is or was in the employ of the Diocese of Worcester or one of its volunteers. Call 508-929-4363 to notify the Diocese.

In addition, the Institute's Code of Conduct requires *all* members, staff and volunteers to report *all* behaviors that raise concerns or violate its Code of Conduct (*even if* the behavior or suspected behavior does not rise to the level of "suspected child abuse or neglect" under Massachusetts law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Massachusetts law). This internal report should be made to the local superior or, if the superior himself is the subject of concern, to the Institute's provincial superior in Chicago.

**TO THE EXTENT ALLOWED BY LAW, all reporting will be kept in strict confidence, so as to protect the rights of the one who reports the concern, the potential victim, and the potential accused.**

If a Mandatory Reporter submitted Form 51A, attach a copy of that form to this form. If the incident was *not reported, or not required to be reported* to Massachusetts civil authorities, complete the form on the back of this page.

Submit this form to the superior at your apostolate or, if necessary, to the Institute's Provincial Superior in Chicago:

Canon Pierre Dumain, Rector  
St. Paul's Oratory  
Warren, MA  
(413) 436-8034

Canon Matthew Talarico  
Provincial Superior, USA  
Chicago, IL  
(773) 363-7409

(This is a two-sided form. See reverse side.)

**Institute of Christ the King Sovereign Priest  
Code of Conduct Internal Report Form**

*This form is to be used for incidents that are NOT required to be reported to civil authorities but that are nonetheless a violation, or a perceived violation, of the Institute's Code of Conduct.*

**Did you call the State Hotline and make a Report? \_\_\_ Yes \_\_\_ No. Did you submit Form 51A to the State? \_\_\_ Yes \_\_\_ No. If "Yes," please attach Form 51A instead of this form.**

This form should be used to report concerns about any potential violation of the Institute's Code of Conduct, including:

- Sexual Misconduct
- Respect for Personal Living Spaces
- Use of Social Media
- Photograph and Video Use
- Gifts and Loans
- Drug and Alcohol Abuse

**Name:** \_\_\_\_\_

**Role with the Institute:** \_\_\_\_\_

**Name of Institute Apostolate:** \_\_\_\_\_

Describe the behavior that concerns you, including the circumstances, names, date and place of alleged incident(s) *(use additional pages as necessary)*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
Member/Staff/Volunteer

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Superior

Date: \_\_\_\_\_