

**INSTITUTE OF CHRIST THE KING SOVEREIGN PRIEST
CODE OF CONDUCT REPORT FORM - MISSOURI**

Missouri law asks ALL individuals to report suspicions of child abuse and neglect IMMEDIATELY, at the Hotline, which operates 24 hours per day, 365 days per year:

1-800-392-3738

and, in the case of emergency: 9-1-1

Mandatory Reporters under Missouri Law are REQUIRED to report suspicions of child abuse and neglect at the Hotline above, or the report can be made online (if a non-emergency), using this site. <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>. For information on *who* is a Mandatory Reporter and *what* is considered suspicions of child abuse and neglect, see <https://dss.mo.gov/cd/keeping-kids-safe/can.htm>. Also, the Missouri Task force on Prevention of Sexual Abuse of Children has developed a free, optional online training for mandated reporters, here: <https://protectmokids.com>.

The Archdiocese of St. Louis requires that any Mandated Reporter who makes a report to the state of Missouri also inform the Diocesan General Counsel of that report, which shall be kept confidential. Please contact the General Counsel at tombuckley@archstl.org or (314) 792-7076.

The Diocese of Kansas City-St. Joseph requires that any Mandated Reporter who has reasonable cause to suspect child abuse or neglect of a minor also make a report to the Diocesan Ombudsman at (816) 812-2500, if the report involves a Diocesan employee, cleric, or volunteer.

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 Missouri law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Missouri 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.

Submit this form to the superior at your apostolate or, if necessary, to the Institute's Provincial Superior in Chicago: Canon Matthew Talarico, Provincial Superior (USA), (773) 3637409.

Rev. Canon Benjamin Coggeshall
Rector
St. Francis de Sales Oratory
St. Louis, MO
(314) 771-3100

Canon Michael Stein
Rector
Old St. Patrick Oratory
Kansas City, MO
(816) 931-5612

(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 call the Diocese and make a Report? ___ Yes ___ No.

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: _____