

A “Responsible Person” for Ministry to Vulnerable Adults

This guide to the role of “Responsible Person” in the Safeguarding policies is not intended as a substitute for the policies. References to relevant sections in the SGP policies are provided for your convenience.

1. A Responsible Person (RP) is appointed by a program Supervisor to be accountable for compliance with the SGP policies for an event or program. Sections I.E and IV.B.
2. An RP must be trained and screened in SGP and be physically present during the event. (Different individuals may be designated the Responsible Person for different events in the same program.) Section I.E.
3. **If** a Vulnerable Adult requires assistance with medications, those medications (prescription or over the counter) shall be given to the RP, unless otherwise agreed upon, and only the RP or the RP’s adult designee, shall administer the medications. Section IV.F.(c), (d), and (e).
4. Regarding Off-Site Visits, Events, and Programs for Vulnerable Adults, the Responsible Person should contact the program Supervisor for guidance in the event of uncertainty about application of the SGP policies. IV.G.
5. The RP is someone participants or others can go to in order to make a report of suspected abuse or neglect. Be sure to communicate this fact to program participants and their caregivers. Section VII.A.1.
6. If the RP receives a report of suspected abuse or neglect that has taken place in a facility or organization associated with the Diocese, the RP must immediately inform the head of the organization, unless the head is the subject of the complaint, in which case the RP must directly inform the Safeguarding Officer or the Canon to the Ordinary. Of course, the RP is also Mandated Reporter, who is obligated to report any suspected abuse or neglect to the TDFPS. Section VII.A.1, 2.