



Archdiocese of Seattle

# SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

## SAFE ENVIRONMENT UPDATE

January 2010

### SAFE ENVIRONMENT RECORD KEEPING

The Safe Environment Database (SETA Net) is a wonderful tool to help you track all three required elements of the Safe Environment Program. If used correctly, it can help you track background checks, abuse prevention policy acknowledgement and completed training that is required for employees and volunteers.

**BACKGROUND CHECKS**—To make sure background check records are linked to your employee or volunteer's record, ***please be sure to include the individual's SETA Net Participant ID when submitting your background check.***

**ABUSE PREVENTION POLICY ACKNOWLEDGEMENT**—To track if an individual has signed-off on the abuse prevention policies, simply enter the date the policy is signed on the participant's profile. You will find a box for this information on the Basic Info page under "Application Info."

### DOES YOUR COMMUNITY HAVE A TRAINER???

Scheduling *Called to Protect* classes can be very easy if you have your own certified trainer available to you. In light of the ongoing need to train employees and volunteers, we encourage you to make sure you have a trainer (or two) in your parish/school community.

After completing the Train-the-trainer class, your trainer will be able to teach any of the *Called to Protect* classes: *Called to Protect for Ministries*, *Called to Protect for Parents & Families* and *Called to Protect for Youth*.

**There is one more *Called to Protect: Train-the-Trainer* class scheduled this year: April 28/May 5, 2010 in Seattle.**

If your parish or school community does not already have a trainer, please send a representative to this class. Call the Safe Environment Program for more information and an application at (206) 274-3188.

### HELP NEEDED: APRIL IS NATIONAL CHILD ABUSE PREVENTION MONTH

Each year the Safe Environment Program sends out packets of information to assist you during Child Abuse Prevention Month. This year's packet will be going out in March and we would like to include suggestions from you to be used in other parishes and schools. Does your parish or school do anything special to acknowledge Child Abuse Prevention Month? Are there any special events or activities planned? What does your parish or school do to increase awareness during this important time of year? Please send your ideas and suggestions to [sep@seattlearch.org](mailto:sep@seattlearch.org). Thanks for your help!

### TRAINING REQUIREMENTS FOR 2009-2010

- All new Church Personnel\* are required to complete *Called to Protect for Ministries* within 90 days of beginning service.
- All returning Church Personnel\*, who have completed *Called to Protect for Ministries*, must complete a safe environment training update in the Armatus program.
  - The Armatus program is an online training system which allows participants to take the class at their convenience, from any computer with internet access.
  - Log-on instructions are attached.
  - **ALL Training must be completed by May 31, 2010.**
- Each parish and school must offer *Called to Protect for Parents & Families* to their community. This may be offered in collaboration with the parish, school or deanery but MUST be made available and advertised to school parents once a year.
- Safe Environment Training in Level I Catholic Schools:
  - Pre-Kindergarten through Grade 3 will complete *Talking About Touching*.
  - Grade 7, Grade 9 and new high school students will complete *Called to Protect for Youth*.
  - Verification of all children/youth training is due on May 31, 2010.

\*Church Personnel includes all clergy, all employees and any volunteer with ongoing unsupervised contact with minors or vulnerable adults.