



Safe Environment Program Requirements Fall 2010

Archdiocese of Seattle
October 4, 2010



Safe Environment Program (SEP) Requirements

- All schools operating under the canonical approbation of the Archbishop must follow the norms of the *Charter for the Protection for Children & Young People* (“the Charter” or in the media know as the “Dallas Charter”).
- All archdiocesan schools follow the requirements of the Safe Environment Program (SEP).
 - Including background checks, sign-off on SEP policies and SEP Training.



SEP Training Requirements

- All Church personnel in archdiocesan schools must complete annual Safe Environment training.
- Church personnel is defined as:
 - All clergy
 - All employees (including substitutes)
 - Any volunteer with ongoing unsupervised contact with minors or vulnerable adults.



SEP Training Requirements

- All new Church personnel (employees and volunteers) at archdiocesan schools are required to complete *Called to Protect for Ministries* within 90 days of beginning service.

Please note: This policy includes substitutes.

- Substitutes must complete their SEP training within 90 days of the first time they substitute in any classroom within the Archdiocese of Seattle.



Ninety-Day Markers for Subs

- Ninety days refers to the time elapsed from the substitute teacher's first entry in the classroom.
- It does not matter whether the substitute has served a half day, one day, or many days. The first day of substitute service begins the 90-day stop watch.
- Those who fail to complete this service requirement are ineligible for employment as substitutes either through our online AppliTrack or the independent pool of substitutes collected by the principal.
- Failure to comply by one school puts the entire Archdiocese out of compliance with the norms of the Charter.
- Even if the school is not owned by the Archbishop, the Archdiocese can be placed out of compliance on the basis of any school error, regardless of whether it is a Level One school or a Level Two school.



SEP Training Requirements

- All returning Church personnel at archdiocesan schools who have completed *Called to Protect for Ministries* in a previous year must complete one safe environment training update in the *Armatus* program.
 - Training must be completed by **May 31, 2011**.



Requirements for Level One and Level Two schools

- **Level One Schools:** All employees (including substitutes) are required to complete our Archdiocesan SEP training within 90 days of their first day of service. We strongly recommend that you require SEP training before employees can even start at your school.
- **Level Two Schools:** These schools must annually submit verification of Safe Environment compliance. This report must include their local Safe Environment policies which define explicit requirements for background checks, training, the procedures to respond to allegations and the reporting of suspected abuse, as outlined in the Charter. Failure to do this will result in the removal of the canonical status of the school as “Catholic” according to CIC 806.



Categories of Schools

- **Level One:** Schools owned by the Archdiocese or headed by the Archbishop as sole corporate member include: Bishop Blanchet, O'Dea, Kennedy Catholic, Seton Catholic, John Paul the Second, and all parish-based Catholic grade schools
- **Level Two:** Schools owned by religious communities or lay boards include: Seattle Prep, Bellarmine, Forest Ridge, Holy Names Academy, Archbishop Murphy, Eastside Catholic, Villa Academy (Seattle), Holy Family (Lacey), Pacific Crest Academy(Camas)