



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

11 May 2011

REMINDER!!!

TWO WEEKS UNTIL SAFE ENVIRONMENT DEADLINE!!

**PLEASE MAKE SURE ALL REQUIRED TRAINING AND
VERIFICATION IS COMPLETED BY**

MAY 31, 2011!!

VERIFICATION PROCESS FOR SCHOOLS

Each Level I (archdiocesan) school must submit the "VERIFICATION OF SAFE ENVIRONMENT COMPLIANCE" form by May 31st. **The forms must be signed by the principal and the original must be returned to the Safe Environment office by May 31, 2011.** Incomplete forms will not be accepted.

This form verifies the school has met all Safe Environment requirements for 2010-2011:

- All employees and any volunteer with ongoing unsupervised access to minors or vulnerable adults have:
 - ◊ A cleared **Criminal Background Check** within the last three years
 - ◊ Signed-off on **Safe Environment Abuse Prevention Policies**
 - ◊ Completed required annual **Safe Environment Training**
- The required curriculum has been completed with the required students.
 - ◊ *Talking About Touching* and *Called to Protect for Youth*
- All schools have offered "*Called to Protect for Parents & Families*" to their community.
 - ◊ Please remember the class does not need to be hosted on-site but the school may work with the parish or other schools nearby and advertise it to their families.

Each Level II (independent) school must submit the original "**SAFE ENVIRONMENT REPORTING FORM**" by May 31st.

- The form must be completed *in its entirety* and signed by the principal.
- A copy of the school's abuse prevention policies must be attached.

REMINDER— COMPLIANCE REPORTS!!!

Compliance Reports, which can be pulled from the SETA Net Database, will show you who is "**Currently Compliant**" with their Safe Environment training and who has a "**Renewal Needed**"?? This is an excellent way to track which employees and volunteers have satisfied their Safe Environment requirements. Please see pages 79-80 in the Safe Environment Program Coordinator's Handbook for instructions and assistance with reports in SETA Net.

If you are using the "Policy Acknowledgment" field in SETA Net, you may also use this report to ensure that all Church Personnel have signed-off on the Safe Environment Abuse Prevention Policies. That field is located in the participant's profile under "Basic Info." See page 71 of the Coordinator's Handbook for more information. It is strongly recommended that you begin using this field so that you may be able to prove all appropriate personnel have signed-off on the policies.

NOTE: The Background Check portion of the report will assist you in determining compliance for Church Personnel who have completed a background checks (or renewed background check) since July 1, 2009. See page 72 of the Coordinator's Handbook for more information.

SCHOOL ATTENDANCE NUMBERS

In addition to the written Verification Form submitted by the Principal, each school must also submit student attendance numbers for all students who participated in *Talking About Touching* and *Called to Protect for Youth*. Please see page 64 of the Coordinator's Handbook or your March Principals' Meeting Packet for instructions. All numbers must be submitted in the SETA Net Database by May 31, 2011!

If you have any questions, or would like assistance with the SETA Net Database, please call the Safe Environment Program at (206) 274-3188 or email us at: sep@seattlearch.org