



Archdiocese of Seattle

## SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

### SAFE ENVIRONMENT UPDATE

Fall 2011

#### SEP COORDINATOR WEB CONFERENCE

Please consider joining us on **Tuesday, 4 October 2011** at 10am for the first ever Safe Environment Coordinator Web Conference!

Intended for all SEP Coordinators in the parishes and schools, new or existing, this web conference will be an opportunity to talk about Safe Environment requirements, annual verification and the SETA Net Database.

Currently, there is only one web conference scheduled and the session can accommodate 40 SEP Coordinators. If more than 40 Coordinators would like to participate, we would be happy to host others. You **MUST** register online in advance, so we can verify you are the Coordinator and send you the log-in instructions for the conference.

#### ***CALLED TO PROTECT FOR PARENTS & FAMILIES***

Please remember that EACH parish and school are required to offer at least one session of *Called to Protect for Parents & Families* each year.

The *Charter for the Protection of Children & Young People* (USCCB, 2003) requires we offer training to the entire community. This training is designed to be available to those in your community who are not required to complete *Called to Protect for Ministries* as a volunteer but would like to be trained about abuse prevention.

We ***strongly recommend*** that you collaborate with other parishes & schools in your area to hold one joint-training for all participating locations. Annual Verification forms will not be accepted without offering *Called to Protect for Parents & Families* during the year.

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### BACKGROUND CHECK UPDATES

It's that time of year again! As you welcome new and returning staff and volunteers, please take a moment to make sure you have a current cleared criminal background check for each of them. Please remember that background check must be renewed every three years. Any background checks run in 2008 or earlier must be renewed before the individual may begin or return to service.

Please also remember to include the SETA Net ID number on every background check that you submit to CICS. All existing volunteers will have a SETA Net ID number attached to their training records. For new staff/volunteers, please ask them to register for the class before filling out their paperwork. This will create an ID for them which can be used to assure their background check results are correctly linked to their Safe Environment Profile.

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### SAFE ENVIRONMENT POLICIES

Please enter the date that your employees and volunteers sign the *Safe Environment Program Church Personnel Agreement* form into their profile in the SETA Net Database. This date may be entered in the "Policy Acknowledgement" field on the participant's "Basic Info" page. (Please see page 71 of the Safe Environment Program Coordinator's Handbook.)

Completing this "Policy Acknowledgement" field in SETA Net for all of your employees & volunteers will ensure that your compliance reports are accurate and help you track your annual Safe Environment compliance. All new employees & required volunteers must sign this form within three days of beginning service.

As we begin our fall programs, please take a moment to make sure all of your Church Personnel have signed the form and it is filed in their personnel or volunteer file.

An electronic copy of the entire policy packet can be found in SETA Net under "Forms/Articles".

### IMPORTANT SEP CALENDAR PLANNING FOR 2011-2012

**Please take a moment at the beginning of the year to evaluate your SEP and make plans to maintain compliance for the year.** Planning in advance will alleviate any last-minute stress in the spring as you try to verify all of your employees and volunteers are in compliance, all student programs are finished and the *Parents & Families* class is offered before the May deadline.

**Each April, the Archdiocese of Seattle recognizes Child Abuse Prevention Month.** As you are calendar-ing for the year, please consider what you can do in your community to increase awareness of child abuse prevention. Look for a resource packet in March.

**Throughout the year, please save any pictures, artwork, poems, evaluations or any other great products of the program.** We hope to be able to use them in April to highlight the great work being done for child abuse prevention in the Archdiocese of Seattle.