



TO: Principal

FROM: Shawna McMahon
Safe Environment Program Coordinator

DATE: August 7, 2009

RE: 2009-2010 Safe Environment Program Training Requirements

Welcome Back! I hope you had a restful and joyful summer!

Enclosed, please find the 2009-2010 Training Requirements for the Safe Environment Program and instructions for accessing the online training program, *Armatus*. This information may be distributed as needed to your employees and volunteers in order to ensure compliance with the Safe Environment Program.

- Please remember that every school must offer the course *Called to Protect for Parents & Families* to their school community each year. This class does not necessarily need to be hosted on-site at your school but simply needs to be offered (advertised) to the community once a year. You may collaborate with other schools and parishes in your area and hold one or two trainings a year.
- Also, please note that individuals who are required to complete Safe Environment training (all clergy, all employees and required volunteers) are only required to complete ***one class per academic year*** (July 1, 2009 – May 31, 2010).

All training must be completed and verification submitted to the Safe Environment Office by May 31, 2010. However, keep in mind that you may set earlier deadlines for your school community if you would like. This may assist you

If you have any questions, please call the Safe Environment Office at (206) 274-3188.

Thank you for your continued commitment to protection all God's children!



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

2009-2010 TRAINING REQUIREMENTS

All Church Personnel are required to complete annual Safe Environment training as outlined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment.*

⊕ ALL NEW CHURCH PERSONNEL

All new Church Personnel are required to complete *Called to Protect for Ministries* within 90 days of beginning service.

- ~ Once *Called to Protect for Ministries* is completed, no other training is required until after July 1, 2010.

⊕ ALL RETURNING CHURCH PERSONNEL

All returning Church Personnel, who have completed *Called to Protect for Ministries* in a previous year, must complete one 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.
- ~ Training must be completed by May 31, 2010.

⊕ ALL PARISHES & SCHOOLS

Each parish/school must offer *Called to Protect for Parents & Families* to their parish/school community.

- ~ This may be offered in collaboration with other parishes or schools but **MUST** be made available and advertised to parents in the community once a year.
- ~ Class must be offered before May 31, 2010.

⊕ ALL SCHOOLS

Safe Environment Training in 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 is defined as all clergy, all employees and any volunteer with ongoing unsupervised contact with minors & vulnerable adults.*