



SAFE ENVIRONMENT UPDATE

January 2012

SEP COORDINATOR WEB CONFERENCE

In October, we held our first-ever web conference for SEP Coordinators. The conference was a huge success, filled to capacity and we received many requests to host another session. If you are a new SEP Coordinator, or were not able to join us for the first session, please join us on **Tuesday, 28 February at 10am** for our next Safe Environment Coordinator Web Conference.

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

Unfortunately, the session can only accommodate 40 SEP Coordinators. Please register **online on SETA Net**, to reserve your space. Only the SEP Coordinators who register in advance will receive the log-in instructions for the conference.

SAFE ENVIRONMENT POLICIES

Please enter the date employees and volunteers sign the *Safe Environment Program Church Personnel Agreement* form into their SETA Net profile.

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.

Enter the date in the "Policy Acknowledgement" field on the participant's "Basic Info" page. (See page 71 of the [Safe Environment Program Coordinator's Handbook](#).) An electronic copy of the entire policy packet can be found in SETA Net under "Forms/Articles".

All signed *Safe Environment Church Personnel Agreement* forms must be kept in the personnel/volunteer file.

DOES YOUR PARISH OR SCHOOL HAVE A CALLED TO PROTECT TRAINER??

If your community does not have a certified *Called to Protect* trainer, please identify one or two candidates who can attend a *Called to Protect Train-the-Trainer* session. There are only two more sessions scheduled this year with the next class on **February 14th & 21th**. Applications are attached and are due one week before the date the class begins. Please contact the Safe Environment Program at sep@seattlearch.org or (206) 274-3188 for information.

SAFE ENVIRONMENT FORECAST

Now that we have entered the new year, complete with record breaking snowstorms and windstorms, it would be a good time to take your *SEP temperature* and figure out what the forecast is for Safe Environment compliance in your parish, school or organization.

How many of your employees and required volunteers have completed their annual Safe Environment training? Set an earlier deadline for your community; it will be much easier for you in the spring to verify compliance. Please remember all training must be completed by May 31st.

Do all of your employees and required volunteers have an updated background check? Please remember that background checks must be renewed every three years. Please also remember to submit all background checks with the SETA Net ID number so all background check results will be connected to the participant's SETA Net profile. (See page 21 of the [Safe](#)

[Environment Program Coordinator's Handbook](#).)

Has your parish and/or school hosted the Called to Protect for Parents and Families which is required each year? Remember, you don't have to host this class every year but simply offer it to your community. As long as you have advertised the class in your bulletin or Parent Newsletter/Packet, you have fulfilled your requirement. So, collaborate with your deanery; take turns hosting this training with other parishes and schools in your area! (In order to qualify for spring verification, the class must be offered to your community but it may be hosted at a neighboring parish or school.)

Taking a look at the status of your parish, school or organization now, 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. Gear up now to avoid any storms ahead!



SAFE ENVIRONMENT UPDATE

January 2012, continued

CHILD ABUSE PREVENTION MONTH IS COMING

Each year the Safe Environment Program sends out packets of information to assist you during Child Abuse Prevention Month in April.

Please take a look at your programming in the month of April to see what you can do to highlight the importance of child abuse prevention and Safe Environment. Some schools have special art activities; some parishes choose to hold their annual *Called to Protect for Parents & Families* in the month of April.

This year's packet will be going out in early 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.

SETA NET MONTHLY COMPLIANCE REPORTS

Did you know you can sign-up to receive monthly Compliance Report via email from SETA Net? This report is a handy tool to monitor compliance for your employees and volunteers.

It will let you who know who has completed their annual training to-date; who has a current background check* and, if the date has been entered into SETA Net, it will even tell you who has signed-off on the SEP Policies. (*See "Forecast", previous page.)

If there are people on your list who are no longer serving in your community, you may go into their profile and mark them "Inactive." This will take them off your reports.

See page 69 of the [Safe Environment Program Coordinator's Handbook](#) for instructions to subscribe or unsubscribe to this feature.

IT TAKES A VILLAGE...

One of the wonderful aspects about the Safe Environment Program is the accessibility of classes. If one of your volunteers cannot attend a class that is being held at your parish/school, they may attend another class at a location and time that is convenient for them.

However, please remember that each parish and school should host sufficient Safe Environment classes to meet the needs of their community. Parishes & schools should not rely on other locations to make sure their personnel receive training. If we work together, we will make it easier for more people to attend the class, which means more children are being protected. In the end, that is what it is all about, right?! Thank you for your collaboration in these efforts!

INDEPENDENT ORGANIZATIONS ~ BOY SCOUTS

As you know, there are organizations that minister within the Archdiocese of Seattle which are independent and not part of the Corporation of the Catholic Archbishop of Seattle.

In terms of Safe Environment, Independent Collaborators in Ministry must fulfill the requirements outlined by the *Charter for the Protection of Children and Young People* (USCCB, 2005) but they do so independently of the Archdiocese of Seattle. Parishes do not run their background checks, provide training or have them sign the Safe Environment Policies. (See page 11 of the [Safe Environment Program Coordinators Handbook](#) for more information.)

However, some groups are less obvious whether they are a parish program or an independent organization. For example, Boy Scouts have some troops that are parish troops and some that are independent, which can be confusing. We hope this may clarify their Safe Environment status.

Parish Chartered Troops — If a boy scout troop is "chartered" by the parish, then it is considered an official parish program. As with all other parish programs, all Safe Environment policies of the Archdiocese of Seattle must be followed and the parish is responsible to ensure Safe Environment compliance.

Non-Parish Chartered Troops — However, some troops are not chartered by the parish. They are completely independent and simply use a room in the parish to meet. These troops will not participate in the archdiocesan Safe Environment Program. However, they must have a signed "Facility Use Agreement" which also states that they have met the obligations of the *Charter* (background checks, abuse prevention training and abuse prevention policies) in accordance with the policies of Boy Scouts of America.

A "Facility Use Agreement" is available from the Office of Property & Construction.