



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

24 MAY 2012

ONE WEEK TO SAFE ENVIRONMENT DEADLINE!!

This is your friendly Safe Environment reminder that all Safe Environment obligations must be met and verification of compliance received by

May 31, 2012.

PLEASE NOTE:

- Verification forms must be signed by the Pastor, Priest Administrator, Pastoral Coordinator or Principal. (The form may not be signed by the PAA or the SEP Coordinator.)
- The **signed original form** must be received by the Safe Environment office on or before May 31st.
- Incomplete forms will not be accepted.

In order to be considered compliant, your parish/school must meet all the Safe Environment requirements:

- ⊕ **All clergy, all employees and all volunteers with ongoing unsupervised contact with minors or vulnerable adults must have:**
 - ~ A cleared criminal background check within the last three years.
 - ~ Have signed the *Safe Environment Program Church Personnel Agreement Form*, which is stored in their personnel/volunteer file.
 - ~ Completed their annual safe environment training between July 1, 2011 and May 31, 2012.
 - ~ If they are a new employee or volunteer, they must have completed *Called to Protect for Ministries*.
 - ~ If they are a continuing or returning employee or volunteer, they must have completed their annual *Armatus* refresher course.
- ⊕ **All parishes and schools must offer *Called to Protect for Parents and Families to their communities*.**
 - ~ It does not need to be hosted on-site but MUST be advertised to the community.
 - ~ This may be held in collaboration with other parishes and schools (it is recommended) and take turns hosting it.
 - ~ If you advertise a class that is off-site, it must be reasonably close (ie – neighboring parish or school)
- ⊕ **ALSO IN THE SCHOOLS: All required safe environment curricula has been completed with the students.**
 - ~ *Talking About Touching* - All students in Pre-K through Grade 3.
 - ~ *Called to Protect for Youth* – All students in Grades 7, 9 and any new high school students.
 - ~ An opt-out form has been signed and is on-file at the school for any parent who declines training for their child.
 - ~ Safe Environment attendance numbers are entered into SETA Net.

Please note Archdiocesan Schools have two verifications to submit:

1. Signed Verification Form,
2. Student attendance numbers must be entered into SETA Net for **both** *Called to Protect for Youth* and *Talking about Touching* by May 31st. If you are missing either of these numbers, you will not be marked as having completed verification.

All forms available in SETA Net under "Forms/Articles". Please call the Safe Environment Program at (206) 274-3188 with any questions.