



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

19 April 2010

REMINDER!!!

SAFE ENVIRONMENT DEADLINE IS APPROACHING!!

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

MAY 31, 2010!!

VERIFICATION PROCESS FOR PARISHES AND SCHOOLS

Each parish and school must submit a verification form testifying that that all Safe Environment requirements have been satisfied in their parish and school. This includes all three Safe Environment components:

- Background Checks
- Safe Environment Abuse Prevention Policies
- Safe Environment Training

The forms must be signed by the pastor, priest administrator, pastoral coordinator or principal at each parish/school and the original must be signed and returned to the Safe Environment office by May 31, 2010. If you have any questions about the form or would like to request a new form, please call the Safe Environment Office at (206) 274-3188.

REMINDER— COMPLIANCE REPORTS!!!

Did you know that you can pull a Compliance Report in the SETA Net Database which 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.

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 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, 2010!

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