



Archdiocese of Seattle SAFE ENVIRONMENT PROGRAM

WINTER UPDATE 2013

ANNUAL TRAINING REMINDER

Please remember that all employees and volunteers with ongoing unsupervised access to minors and vulnerable adults must complete an annual training through the Safe Environment Program.

If they have completed *Called to Protect for Ministries* in a previous year, they may take their refresher course any time after July 1st and must complete the course before May 31st (or earlier if you have set an earlier deadline locally).

Please note: the annual training does not have an expiration date but your participants may take the class anytime during the year, regardless of the date they took their class the year before. Log-on instructions can be found in SETA Net under "Forms/Articles".

SEP COORDINATOR WEB CONFERENCE

If you are a new SEP Coordinator, or have not yet attended an SEP Coordinator Web Conference, please join us on **Tuesday, 26 February at 10am**.

Intended for all SEP Coordinators in archdiocesan parishes, schools and 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 via SETA Net "Schedule of Classes"**, 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. **Your monthly compliance reports will NOT be accurate unless the information has been entered.**

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](#).)

All new employees & required volunteers must sign this the *Safe Environment Church Personnel Agreement* form within three days of beginning service. All signed forms must be kept in the personnel/volunteer file. An electronic copy of the entire policy packet can be found in SETA Net under "Forms/Articles".

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

If you do 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 two sessions remaining; the next will take place **February 14th & 21th**.

Applications can be found on SETA Net and are due one week before the date the class begins. Please contact the Safe Environment Program at (206) 274-3188 or sep@seattlearch.org for more information.

SAFE ENVIRONMENT COMPLIANCE CHECK-IN

As we begin the new year, it is a great time to check-in about 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 and verification submitted 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 31st deadline.