



Archdiocese of Seattle

## SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

30 April 2013

### 30 DAY COUNTDOWN TO SAFE ENVIRONMENT VERIFICATION!!

***All Safe Environment obligations must be completed and verification of compliance received by May 31, 2013.***

**PLEASE NOTE:**

- Verification forms must be signed by the Principal.  
~ (The form may not be signed by the SEP Coordinator or Business Manager.)
- The **signed original form** must be received by the Safe Environment office on or before May 31<sup>st</sup>.
- Incomplete forms will not be accepted.

**IN ORDER TO BE COMPLIANT, YOUR SCHOOL MUST MEET ALL 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, 2012 and May 31, 2013.
    - 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 *online* refresher course.
- ⊕ **All 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 (recommended).
  - ~ If you advertise a class off-site, it must be reasonably close (neighboring parish or school).
- ⊕ **FOR THE STUDENTS: 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 by May 31<sup>st</sup>. (Instructions attached.)

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

# A few notes....

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## CALLED TO PROTECT FOR PARENTS & FAMILIES

Please remember that each school is required to offer *Called to Protect for Parents & Families* to their community at least once per year.

- It does not need to be hosted on-site but MUST be advertised to the community.
  - We strongly recommend that you collaborate with your parish and/or other parishes/schools in your area (ie: deanery).
    - ~ You can take turns hosting the class but if all locations advertise the class to its community, you have met the requirement.
  - If you advertise a class off-site, it must be reasonably close (neighboring parish or school).
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## SAFE ENVIRONMENT POLICIES

Please make sure the date employees and volunteers signed the *Safe Environment Program Church Personnel Agreement* form is entered 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 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".

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## REMINDER— COMPLIANCE REPORTS!!!

Your Compliance Reports are an excellent tool to monitor the Safe Environment compliance status of your employees and volunteers. (Please see pages 79-80 in the [Safe Environment Program Coordinator's Handbook](#) for instructions and assistance with reports in SETA Net.)

However, please note: The Background Check and Policy Acknowledged sections of the report will only be accurate if the correct information has been provided by the SEP Coordinator at the local level:

- The date the policy was signed at the school must be entered into the profile or it cannot be included into the Compliance report. This is done on the local level (please see above).
  - Background check results will only be included on your Compliance report if the SETA Net ID was provided when the background check was submitted.
    - ~ If the SETA Net ID was not submitted, the system will try to match the profiles but may be unable to do so.
    - ~ After 120 days, the system will create a new profile which will need to be merged with the original profile for accurate records. Profiles must be merged at the local level. See page 73 of the [Coordinator's Handbook](#) for more information.
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## EMPLOYEES IN ADP

Please remember to "term" any employees in ADP if they are no longer employed at your school. Please contact your bookkeeper or payroll administrator for assistance.

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**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](mailto:sep@seattlearch.org)**