



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

17 May 2013

REMINDER!!!

TWO WEEKS UNTIL SAFE ENVIRONMENT DEADLINE!!

**PLEASE MAKE SURE ALL REQUIRED TRAINING AND
VERIFICATION IS COMPLETED BY
MAY 31, 2013!!**

VERIFICATION PROCESS

Each archdiocesan Level I school must submit the "VERIFICATION OF SAFE ENVIRONMENT COMPLIANCE" form by May 31st.

This form verifies the school has met all Safe Environment requirements for the 2012-2013 year, listed below.

All employees and any volunteer with ongoing unsupervised access to minors or vulnerable adults have:

- A cleared **Criminal Background Check** within the last three years
- Signed-off on **Safe Environment Abuse Prevention Policies**
- Completed required annual **Safe Environment Training**

In addition:

- All required students have completed Safe Environment training or a signed Opt-Out is on-file.
- All schools must have offered "Called to Protect for Parents & Families" to their community.
 - ~ *Please remember the class does not need to be hosted on-site but the school may advertise the class if it is being held at another location nearby.*

All forms and instructions are available in SETA Net under "Forms/Articles—2013 Spring SEP Verification Packets"

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 31st.*
- *Incomplete forms will not be accepted.*

SCHOOL VERIFICATION AND ATTENDANCE NUMBERS

In addition to the written Verification Form submitted by the Principal, each school must also 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 Safe Environment Program Coordinator's Handbook or find instructions in SETA Net under "Forms/Articles" or in your March Principals' Packet.

Schools will not be considered compliant until both the form AND attendance numbers have been submitted. All Verification is due by May 31, 2013!

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