



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

24 May 2010

FINAL REMINDER!!!

ONE WEEK UNTIL SAFE ENVIRONMENT DEADLINE!!

**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 all Safe Environment requirements have been satisfied in their parish and school:

- All employees and any volunteer with ongoing unsupervised access to minors and vulnerable adults have a cleared Criminal Background Check, have signed the abuse prevention policies and have completed their annual Safe Environment Training
- All parishes/schools 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 parish/school may advertise the class at another location. As long as it is offered to the community via bulletin or newsletter, the requirement has been filled.*

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



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A NOTE ABOUT SUBSTITUTES

Per the *Policy for the Prevention of and Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment*:

- All new Church Personnel are required to complete *Called to Protect for Ministries* within 90 days of beginning service.
- Church Personnel is defined as:
 - All clergy, all paid employees and any volunteer with ongoing unsupervised contact with minors & vulnerable adults who serve in parishes, schools (Category I) and agencies of the Corporation of the Catholic Archbishop of Seattle.

Compliance is evaluated based on the Hire Date in ADP (the payroll system).

- If a substitute only works a few days, you may “Term” (terminate) them in ADP when they are finished.
 - Whoever handles the payroll for the school knows how to do this.
- **If the Hire Date and Termination Date are less than 90 days, they do not need to complete training.**

When you hire a substitute, you will want to verify their Safe Environment Compliance as you process other hiring paperwork.

- Do they have a current background check?
- Have they signed the policies?
- Have they completed training?

Schools have permission in SETA Net to verify attendance of any substitute (provided the substitute indicated “Catholic Schools Department” as their location of service).