



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

WINTER UPDATE 2014

"WHAT IS THE PROBLEM WITH THE MONTHLY COMPLIANCE REPORTS?!?"

We continue to receive calls from Coordinators wondering why a some of their Safe Environment data does not show up on the monthly compliance report they automatically receive from SETA Net each month.

This is mainly due to two issues that are solved at the local level:

All my volunteers & employees have signed the Safe Environment policies but the Policy Acknowledged column says it is "Missing"....

Please enter the date employees and volunteers sign the *Safe Environment Program Church Personnel Agreement* form into their SETA Net profile.

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 for instructions.)

Some of the participant's Background Check column says "None on Record" but I have the results right here.

Please remember to provide the correct SETA Net Participant ID # when you submit a background check through CICS.

They system will use the SETA Net Participant ID # to match the CICS background check results with the correct participant profile in SETA Net. If the ID number is not provided, there is no guarantee the system will be able to match the background check with the participant.

If these two pieces of information are not entered into SETA Net at the local level (by the SEP Coordinator or other designated person), there is no way for the system to fill the data into the monthly compliance report accurately.

SEP COORDINATOR WEB CONFERENCE

If you are a new or existing SEP Coordinator, who has not yet attended an SEP Coordinator Web Conference, please join us on **Tuesday, 4 February at 10am.**

Intended for all SEP Coordinators in archdiocesan parishes, schools and programs, 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.

CHILD ABUSE PREVENTION MONTH—APRIL

Nationally, April is Child Abuse Prevention Month. Please look at your calendars to see what you can do in your community to highlight the importance of child abuse prevention. Resource packets will be sent out in February.

Free Pinwheels for Prevention are available from the Washington State Dept of Early Learning & Prevent Child Abuse America. The blue pinwheel has become the national sign for child abuse prevention.

Order your pinwheels at: <http://www.del.wa.gov/development/strengthening/>.

LOOKING AHEAD...

January is a great time to check-in about Safe Environment compliance in your parish, school or organization.

The annual deadline for Safe Environment compliance and verification is May 31st. Taking a look now will ensure here are no last-minute surprises when you are trying to verify your compliance in the Spring.

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.

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 the results will be connected to the participant's SETA Net profile.

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. So, collaborate with your deanery; take turns hosting this training with other parishes and schools in your area!

NEW IN SETA NET....

Two new features suggested by SEP Coordinators!

DOCUMENT UPLOADER FOR SEP POLICY SIGN-OFF

- ⊕ When a participant signs the *Safe Environment Program Church Personnel Agreement Form* (the Safe Environment policies), you can now scan them and upload them directly into the participant's profile.
 - ~ Policy must first be scanned and saved to your computer.
 - ~ Then in the participant's profile, under click "Upload scanned copy of SEP Policy Sign-Off" to upload file.
- ⊕ If the policy has been scanned & uploaded by a different location, you can print it for your own records.
- ⊕ This alleviates the need for participants to sign the policy at every location they work/volunteer.

SETA NET REPORTS: SORTING BY TITLE/MINISTRY

- ⊕ When you pull a report of your participants in SETA Net, you can now select to include the field "Participant Location Title/Ministry".
- ⊕ If you have entered any information in the "Title/Ministry" field on the location page of the participant's profile, this will be included on the report.
- ⊕ Then you can sort your list by what ministry they participate in. For example:
 - ~ Faith Formation
 - ~ Youth Ministry
 - ~ Child Care
 - ~ Communion to Homebound

SEX OFFENDER PROTOCOLS

Please remember the Archdiocese of Seattle has guidelines in place to assist you in the event a known sex offender wishes to participate in your faith community.

Whether the individual comes forward and discloses their history or his/her status comes to your attention in some other way, the *Sex Offender Mass Attendance Agreement Form* must be completed in its entirety before the individual can be present on parish property.

Please find the most recent "Sex Offender Packet", including *Directions for Parish Implementation*, *Sex Offender Guidelines*, *Sex Offender Mass Attendance Agreement Form* and the *Sex Offender Supervision Guardian Agreement Form*, in the "SEP Coordinator Resources Folder" in SETA Net under Forms/Articles.

*Joy does not simply happen to us.
We have to choose it and keep
choosing it every day!*

- Henri Nouwen

INDEPENDENT ORGANIZATIONS

Independent Collaborators in Ministry are organizations that minister within the Archdiocese of Seattle but are not part of the Corporation of the Catholic Archbishop of Seattle. (For example: Knights of Columbus, most St. Vincent de Paul conferences and some of the Boy Scout troops.)

INDEPENDENT COLLABORATORS IN MINISTRY

- Are responsible to provide their own safe environment for their employees and volunteers.
 - ~ They will provide their own training and background checks.
 - ~ Follow their own abuse-prevention policies which include information about background checks, policies and training and reporting suspected abuse,
 - ~ They are responsible for all costs associated with fulfilling safe environment requirements
 - ~ They are responsible for all record-keeping associated with safe environment.
- If they are engaging in their ministry on parish or school property, please make sure you have a *Facility Use Agreement* on-file which includes a verification that they are meeting the safe environment requirements.
 - ~ This can be found on the Archdiocese of Seattle website under "Property & Construction".