



TO: Principals

FROM: Shawna McMahon
Safe Environment Program Coordinator

DATE: 30 August 2010

RE: **Safe Environment Trainers for your School**

Welcome Back!

If you do not have a certified *Called to Protect* trainer available to your school, please find someone in your parish/school community who can attend an upcoming *Called to Protect Train-the-trainer* class.

There are four *Called to Protect Train-the-trainer* classes this year:

- September 15 & 22, 2010 (Wednesdays)
- December 6 & 13, 2010 (Mondays)
- February 8 & 15, 2010 (Tuesdays)
- April 7 & 14, 2010 (Thursdays)

Once certified, your *Called to Protect* trainer will be able to facilitate all *Called to Protect* classes:

- *Called to Protect for Ministries* - Required for employees & specific volunteers.
- *Called to Protect for Parents & Families* – Required to be offered to the parish community one time per year.
- *Called to Protect for Youth* – Required for Grade 7 in Catholic Schools.

As a school, you will also want to keep in mind that you want someone who can effectively teach the *Called to Protect for Youth* program to your 7th Grade. Some schools have elected to have trainer separate from the parish who is comfortable teaching your 7th Grade class.

Please have your potential trainer complete the attached application and have the Pastor, Priest Administrator, Pastoral Coordinator or Principal sign the application. Applications are due one week before the start of the class.

If you have any questions, please contact the Safe Environment Program at (206) 274-3188 or sep@seattlearch.org

Peace & Blessings!
Shawna McMahon



Archdiocese of Seattle

Safe Environment Program

Called to Protect Train-the-Trainer

If your parish or school community does not already have a certified *Called to Protect* Trainer in your community, please identify someone to attend an upcoming *Called to Protect: Train-the-Trainer* session.

No particular educational background is needed to be a *Called to Protect* Trainer. Successful trainers may include clergy, religious, employees or volunteers, but they all share a commitment to protecting children. Teachers, counselors, case workers or health care professionals also make great trainers.

Approved trainers will participate in a two-day Train-the-Trainer certification that will prepare them to lead any of the *Called to Protect* trainings in parishes, schools or other archdiocesan agencies.

Qualities of a Successful Safe Environment Trainer:

- ⊕ Comfortable speaking/presenting in public
- ⊕ Level headed when under stress
- ⊕ Emotionally and psychologically stable
- ⊕ Compassionate towards others
- ⊕ Reasonably objective about sexual abuse
- ⊕ Comfortable discussing sexual issues
- ⊕ Able to maintain confidentiality
- ⊕ Motivated to participate in the program
- ⊕ Current with Safe Environment training
- ⊕ Willing to attend training updates

There are four *Called to Protect: Train-the-Trainer* sessions this year. All sessions are two-day classes (9:30am-4:30pm) and participants must complete both days in their entirety. Cost of training is paid for by the Archdiocese of Seattle. Lunches and all training materials will be provided free of charge.

Cancellations must be made within 24 hours of the training or the participant's parish or school will be charged a \$25.00 cancellation fee.

September 15 & 22, 2010	(Wednesdays)
December 6 & 13, 2010	(Mondays)
February 8 & 15, 2011	(Tuesdays)
April 7 & 14, 2011	(Thursdays)

****All trainers must obtain an endorsement from the Pastor, Priest Administrator, Pastoral Coordinator or Principal who must also sign the application. Clergy who wish to become trainers must obtain prior approval from Archbishop Brunett.****

Any individual interested in becoming a trainer for *Called To Protect* can fill out the enclosed application and return it one week before the start date of the training to:

Archdiocese of Seattle
Safe Environment Program
710 – 9th Avenue
Seattle, WA 98104

You may also fax your application to: (206) 382-4267.

For more information, call (206) 274-3188 or (800) 261-4749 or email sep@seattlearch.org.



Archdiocese of Seattle

Safe Environment Program

2010-11 *Called to Protect* Trainer Application

Please print:

Name		
Address/PO Box		
City	State	Zip
E-mail		Home Phone
Work Phone	Cell Phone	

Which session would you like to attend?

September 15 & 22, 2010 December 6 & 13, 2010
 February 8 & 15, 2011 April 7 & 14, 2011

Parish/School: _____ Parish School

Are you a: Employee (Title) _____ Volunteer Parent/Community Member

Languages you are competent to teach in: English Spanish Vietnamese Korean

Why are you interested in being a Trainer for the Safe Environment Program?

Describe your public speaking/facilitation experience.

What other skills, certifications or experience do you have that would help you to be an effective SEP trainer?

Are you able to handle emotional situations without becoming emotionally involved yourself?
If yes, describe how and/or experience in doing so.

How comfortable are you discussing sexual misconduct and abuse?

****All applicants must receive an endorsement by Pastor, Priest Administrator, Pastoral Coordinator or Principal. Clergy who wish to become trainers must receive prior approval from Archbishop Brunett.***

Applicants Signature

Date

*Endorsement Signature

Date

Please return signed application one week before the start of the class you would like to attend:

Safe Environment Office • Archdiocese of Seattle • 710 – 9th Avenue • Seattle, WA 98104

You may also fax application to (206) 382-4267