



ARCHDIOCESE OF DENVER

Safe Environment Program
Pastor Checklist
December 22, 2016

Adult Training

- ❑ All clergy, all religious, all employees and volunteers working with children must have live Safe Environment Training (SET), a background check and read and sign the current Code of Conduct. Current SET classes are listed at www.ArchDen.org⇒Offices⇒Child & Youth Protection.
- ❑ For emergency, one-time event, volunteer training contact Christi Sullivan for instructions.
- ❑ All adults who have previously taken SET, will need to do an online refresher every 5 years, as well as have a new background check and Code of Conduct signature.
- ❑ Clergy and Religious SET, refresher completion, background checks and Code of Conduct signatures are managed at the Chancery, not at the parish level.
- ❑ If you are ever in need of safe environment training at your parish, please contact your parish facilitator or Christi Sullivan.
- ❑ The Employee and Volunteer Certification form is due to the Office of Child and Youth Protection February 28th.

Online Database Manager

- ❑ Designate a staff person or volunteer to be your parish's safe environment online database administrator. The program used is Armatus and can be found at PraesidiumInc.com. This is where adult safe environment training records are maintained for the Archdiocese.
- ❑ Verify that your administrator has completed the required administrative training with Christi Sullivan.
- ❑ After an adult has taken the live training, the adult is to take his/her certificate to the database administrator at their **home** parish for input into the PraesidiumInc.com database.
- ❑ This is where Logins and Passwords can be found for people needing the online refresher.
- ❑ The online database is a wonderful tool for ongoing and annual audit of safe environment training and can be used to track background checks and Code of Conduct signature dates. Excel spreadsheets are easily generated for audit and review.

Child and Youth Training

- ❑ Read program details at ArchDen.org⇒Offices⇒Child & Youth Protection⇒Child and Youth Lesson Plans and Overviews.
- ❑ Review both the *Formation in Christian Chastity* and *Called to Protect*[™] programs.
- ❑ Decide which of the two religious education programs to use during religious education.
- ❑ Include opt-out and information letter to parents of religious education students during registration in the fall, indicating the date(s) safe environment training will be offered.
- ❑ The Parish Safe Environment Certification form is due to the Office of Child and Youth Protection February 28th.
- ❑ Archdiocese schools use the *Called to Protect*[™] programs and those child and youth training verification reports are due January 31st to the office of Catholic Schools. School employee and volunteer training reports are due to Catholic Schools June 30th.