

VIRTUS PGC Conclusion –OMAAP Policy/Procedures

Archdiocese of Denver

In the last 10 minutes of the *Protecting God's Children* (PGC) training session, the facilitator needs to share the following AOD, Office of Minor and At-Risk Adult Protection (OMAAP) Policy and Procedures:

*****All Church Workers are bound by the Code of Conduct to me Mandated Reporters of suspected abuse of youth and vulnerable adults*****

“Church Workers”

are defined as consisting of the following individuals:

- all secular priests, religious priests, deacons, deacons in formation, retired priests and retired deacons who are performing ministry within the territory of the Archdiocese of Denver who have been granted faculties by the Archbishop;
- all Archdiocese of Denver seminarians;
- all paid employees of the Archdiocesan Ecclesiastical Organizations;
- all volunteers of the Archdiocesan Ecclesiastical Organizations whose duties include contact with Minors (note: for Archdiocese of Denver Catholic Schools, the Office of Catholic Schools may determine when a volunteer's duties include contact with Minors);
- all consecrated lay individuals performing ministry within the Archdiocese with the permission of the Archbishop;
 - all others who have read and have agreed to be bound by this Code.

(page 5 of the Archdiocese of Denver Code of Conduct)

Reporting Suspicions of Abuse and Grooming - Review Handouts

1) Signs of Abuse and Neglect/Red Flags Handout and 2) Elder Abuse Handout

- Review the **REQUIRED** handouts together and encourage participants to keep them handy

- **Suspected Child Abuse or Neglect**

Report suspicion to legal authorities at 1-844-CO-4-KIDS FIRST!

Then forward a copy of the report to the Office of Minor and At-Risk Adult Protection through the Archdiocesan Reporting Line at 720-239-2832 or Reporting@archden.org

This would be a great place to show the Colorado “What Happens After You Call 1-844-CO-4-KIDS” public service announcement video from your USB. If it doesn't fit well here for you, it can be shown at the end of your presentation.

- **Suspected Grooming Behavior**

Report to the Archdiocesan Reporting Line at 720-239-2832 or Reporting@archden.org

- **Suspected Elderly and Vulnerable Adult Abuse/Neglect/Grooming**

Report abuse/neglect to County Offices or Grooming behaviors to Archdiocesan Reporting Line at 720-239-2832

Point out that the Archdiocese Code of Conduct also requires **Church Workers** to be reporters of elder and at-risk-adult abuse and neglect.

Archdiocesan Safe Environment Requirements for Adults

Refer to AOD Polices Handout

Step 1: Archdiocesan Safe Environment Training

- **All Church Workers are required to attend a live safe environment training session.**
 - We have provided comprehensive abuse, neglect and awareness education and training since 2002, training over 70,000 adults in the archdiocese.
- **Church Workers Safe Environment Training must be renewed every 5 years.**
 - Online refresher training is available through VIRTUS.
- ***Only refresher training is available online. Everyone’s initial training must be live.***
 - People can attend a live training again for refresher training credit.
- **Note:** After attendees complete this training, they will receive an email notification that their VIRTUS account has become activated and attendance recorded. If they are required to receive ongoing training, these will come to the email address that was listed when they created their registration for this session.

Step 2: Complete a Criminal Background Screening

- **Church Workers background check must be completed before being hired as an employee or volunteering. (except Colorado licensed schoolteachers for their school. This is the **ONLY** exception)**
- **Church Workers background screening rechecks occur every 5 years.**

Step 3: Acknowledge the Archdiocesan of Denver Code of Conduct

- The Archdiocese has several policies that **Church Workers** are required to be familiar with. Understanding these expectations for appropriate behavior protects all our members, especially the most vulnerable amongst us.
- The Code of Conduct is available on the Archdiocesan website and during the initial self-registration with VIRTUS.

Additional Archdiocese Safe Environment Efforts

In addition to the requirements outlined above, the Archdiocese has extended the safety net of protection throughout the Archdiocese in the following ways:

- **Training for youth:** We also empower our children to understand safety by providing annual safe environment curriculum to 20,000-25,000 minors in Catholic Schools and Religious Education programs every year through VIRTUS' *Empowering God's Children—Teaching Safety* Program.
 - Child and youth curriculum outline can be found at: <https://archden.org/protection/child-youth-lesson-plans-overviews/>
- **Local Safe Environment Coordinators:** Each parish/school location has its own safe environment coordinator who serves as an extension of the Archdiocesan Office of Minor and At-Risk Adult Protect.
 - They are the contact persons for:
 - VIRTUS scheduling
 - Compliance
 - VIRTUS Online registration, maintenance and refresher training
 - Contact your parish office for their location specific coordinator.
- **Archdiocesan Office of Minor and At-Risk Adult Protection:** This office is staffed by professionals who coordinate the proactive efforts of protection as well as the response when someone is harmed. The Victim Assistance Coordinator can help accompany anyone who may need assistance and can provide referral resources to aid in healing.
- Christi.Sullivan@ArchDen.org Director, 303-715-3241
- Jim.Langley@ArchDen.org Victim Assistance Coordinator, 303-815-4849
- Alex.Kwan@ArchDen.org Safe Environment Coordinator, 303-715-2085
- **Archdiocesan Website:** Find more child safety resources at <https://archden.org/protection/>
- **VIRTUS Website:** There are many things that a facilitator may not have had the ability to delve into during this session – such as, sexting, computer safety, cell phones, etc. To find information on various child protection subjects: simply log onto the VIRTUS website at www.virtus.org after being *activated* and attendees will have access to a large variety of articles and continuing education.

CONCLUSION

- **Sign-in sheet**
 - Verify everyone has signed the sign-in sheet, they cannot receive credit for attending if the sign-in sheet has not been signed by them. (Send copy of sheet in to OMAAP every time)
 - Reiterate: if individual's name was not printed on the sign-in sheet, then they need to speak with you after class to receive instructions on how to "post-register" in VIRTUS Online.
- **Questions?**
 - Inform individuals that you'll be available for any additional questions after the class.
- **Evaluations**
 - Ask attendees to complete evaluations at the end of the session and leave them on a table for collection.
- **Please encourage attendees to invite other parents/neighbors/community members to attend these sessions – they are not only for those involved in the Church.**
- **Invite anyone who might be interested in becoming a facilitator to contact Christi Sullivan in the Office of Minor and At Risk Adult Protection for more information.**
- **Thank them for their attendance and commitment to protecting children.**
- **If not previously done, play "What Happens After You Call 1-844-CO-4-KIDS" then "CDHS Bus Spot" now.**
- **Close with a prayer**