

Archdiocese of Denver
Safe Environment Compliance Requirements
November 28, 2023

TRAINING

- Employees have 90 days from date of hire to attend initial live training if their position does not involve ongoing interaction with minors. All School employees must have training prior to working with children.
- Volunteers must attend the initial live training before volunteering with children.
- Anyone who volunteers with youth only one time, may complete the online training:
 - Protecting God’s Children Online Awareness Session 3.0 (valid one time only)
- Anyone who volunteers with youth more than one time and **ALL** school employees are required to attend live classroom training. Live training titles are:
 - *Protecting God’s Children for Adults* or
 - *Called to Protect for Parents and Children* or
 - *OMAAP Approved Alternate Live Training*
- **All** school employees are also required to do the online [Colorado Mandated Reporter](#) training, once.
- Online refresher training must be taken every 5 years. Acceptable titles include any of the following:
 - *Vulnerable Adults Training Module and Vulnerable Adults Training Module 2.0*
 - *Denver – Colorado Mandated Reporter Training*
 - *Denver – Keeping Your Church Safe*
 - *Denver – Keeping Your School Safe*
 - *Denver – Meet Sam*
 - *Denver – It Happened to Me*
 - *Denver – Preventing Sexual Activity Between Young Children*
 - *Denver- Annual Preschool Teacher Refresher*
 - *Called to Protect for Ministries*
 - *OMAAP Approved Alternate Online Training*
 - *Protecting God’s Children Online Awareness Session 3.0*
 - *The Safe Environment Awareness Program for International Priests*
 - *VIRTUS Children’s Programs Lesson Leader Orientation and Certification Training (catechists only)*
 - *Healthy Relationships for Teens 2.0 Online Module Expansion with safe environment Component(teens)*
 - *Facilitators receive 5-year refresher credit, from the most recent class they facilitated.*
- Hard copies are not required for proof of training if VIRTUS Online training records can be provided.

BACKGROUND CHECKS

- Employee background checks must be approved prior to a final job offer.
- Volunteer checks must be done before contact with children but can be done after the initial live training.
- Colorado Department of Education, current active licensed teachers can use their teacher license as a background check as long as it is not more than 5 years old. They and licensed pre-school teachers are the only exception to the Selection background requirement. Selection.com background checks may be done if the principal/pastor would like.
- We have been using Selection.com for background checks since January 2018. Documentation is stored online with Selection.com and hard copies are not required since that time.
- Entities should have the background checks available in their location’s Selection.com account to verify compliance. .

CODE OF CONDUCT

- Valid Code of Conduct versions are version 1.5, July 1, **2022**, or newer. Any earlier versions signed before June 27, 2022, are no longer compliant.
 - Employees have been signing the Code of Conduct online in Paycom since March 15, 2019.
 - Volunteers have been signing the Code of Conduct online in VIRTUS since August 1, 2020.
- If Code has not been signed online in PayCom or VIRTUS, a hard copy must be kept on file in addition to recording the date in VIRTUS.