

## **AOD CLOSING POINTS to the Protecting God's Children Session**

- **Go through AOD/OMAAP Conclusion Points Regarding Reporting- Handouts**
  - Identify who is a church worker and stress that all are now considered (per our Code of Conduct) Mandated Reporters of child, youth and elder abuse.
  - Review handouts for recognizing and reporting abuse (youth and elder)
  - Point out “Responding to Youth Disclosures” if not discussed before
- **Review 3 elements of Safe Environment Compliance in AOD**
  - Training (Live then 5 year refresher)
  - Background Check -done at parish or school (5 year refresher)
  - Signed Code of Conduct
- **Review additional Archdiocesan Safe Environment Programs**
  - Safe Environment for Youth in RE classes and in all Catholic Schools  
Not the same as adult class – teaching boundaries
  - Each Parish and School should have Local Safe Environment Coordinator to answer questions about compliance and records
  - Give contact for OMAAP and website <https://archden.org/protection/>
- **Review VIRTUS and Certificate Logistics**
  - A VIRTUS account is required to receive credit; proof is a listing of the class in the account instead of a hard copy certificate. Facilitator is not responsible for making this account.
  - Let participants know when the approvals will happen (tonight, tomorrow etc). After that they can log in at [www.virtus.org](http://www.virtus.org) to see the credit/certificate in the “Compliance Summary.”
  - ALL participants must sign in on the attendance sheet.
  - For those who had not pre-registered use Post Registration instructions or QR Code so they make an account before leaving the session.
  - Certificates can be printed an individual from his/her VIRTUS account.
  - 5 year refreshers will be assigned by local admins online through the VIRTUS account
- **Evaluation Form (in workbook)– fill out – place on table on your way out**
- **Closing Prayer**

# Protecting God's Children Conclusion –OMAAP Policy/Procedures

## Archdiocese of Denver

---

In the last 10 minutes of the *Protecting God's Children* training session, the facilitator needs to emphasize 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 be Mandated Reporters of suspected abuse of youth and vulnerable adults\*\*\***

**“Church Workers”** include:

- 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
  - 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**

---

Review the REQUIRED handouts and encourage participants to keep them handy:

### **1) Signs of Abuse and Neglect/Red Flags Handout**

- **Suspected Child Abuse or Neglect**  
**Report suspicion to legal authorities at 1-844-CO-4-KIDS FIRST!**  
If applicable, also forward a copy of the report to the Office of Minor and At-Risk Adult Protection at [Reporting@archden.org](mailto:Reporting@archden.org)
- **Suspected Grooming Behavior**  
**Report to the Archdiocesan Reporting at 720-239-2832 or [Reporting@archden.org](mailto:Reporting@archden.org)**

### **2) Elder Abuse Handout**

- **Suspected Elderly and Vulnerable Adult Abuse/Neglect/Grooming**  
**Report abuse/neglect to County Intake Offices or Grooming behaviors to Archdiocesan Reporting Line at 720-239-2832**  
Point out that the Archdiocesan Code of Conduct also requires **Church Workers** to be reporters of elder and at-risk-adult abuse and neglect.

### **3) Responding to Youth Disclosures Handout**

- **This handout can be used in discussing Step 4 of video or referenced during the conclusion..**

## **Archdiocesan Safe Environment Requirements for Adults**

---

Refer to AOD Polices Handout

### **Step 1: Archdiocesan Safe Environment Training for All Church Workers**

- **Initial Safe Environment Training must be a LIVE Archdiocesan session before any work with minors. Employees not working with minors have 90 days from date of hire.**
- **Safe Environment Training must be renewed every 5 years. Online option through VIRTUS**

### **Step 2: Complete a Criminal Background Screening (Run by parish or school)**

- **Church Workers must complete an Archdiocesan background check before being hired as an employee or volunteering with minors.**
- **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.**
- **Church Workers must have signed version 1.5 (released July 2022) or later.** Previous versions do not count for compliance.

## **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 Protection.
  - 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.
- [Alex.Kwan@ArchDen.org](mailto:Alex.Kwan@ArchDen.org) Safe Environment Coordinator, 303-715-2085
- [Jim.Langley@ArchDen.org](mailto:Jim.Langley@ArchDen.org) Victim Assistance Coordinator, 303-815-4849
- **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](http://www.virtus.org) after being *activated* and attendees will have access to a large variety of articles and continuing education.

## CONCLUSION

---

- **Sign-in sheet**
  - TO RECEIVE CREDIT – EACH PARTICIPANT MUST HAVE A VIRTUS ACCOUNT AND HAVE SIGNED THE ATTENDANCE SHEET
  - Verify everyone has signed the sign-in sheet,
  - Direct any walk in participants to also post-register with QR Code or link BEFORE leaving class
- **Certificates on VIRTUS –**
  - Specify the certificates will be available on each individual's VIRTUS account under the "Compliance Summary" box
  - Archdiocesan entities can also see the training record
  - Advise how soon those will be available (dependent on when the class is processed, but should be within 24-48 hours)
- **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 the Office of Minor and At Risk Adult Protection for more information.**
- **Thank them for their attendance and commitment to protecting children.**
- **If time allows you can play "What Happens After You Call 1-844-CO-4-KIDS" then "CDHS Bus Spot".**
- **Close with a prayer**