

Safe Environment Parish/School Requirements

Parish/School Safe Environment Coordinator (SEC) – 1 required at every parish and school

- ❖ The SEC is responsible for regular monitoring of Safe Environment compliance of all employees and volunteers with minors as well as ongoing maintenance of VIRTUS records.
- ❖ The SEC must complete the required administrative training on Safe Environment compliance and the VIRTUS system with the Office of Minor and At-Risk Adult Protection (OMAAP).
- ❖ The SEC will work with employees and volunteers in initiating needed refreshers of training and background checks and helping church workers with accessing their own VIRTUS accounts.
- ❖ The SEC will assist the Pastor in submitting the *Parish* Employee and Volunteer Certification Form (Form B) that is due to OMAAP on February 28th every year. Form B numbers should match compliance records in VIRTUS.
- ❖ School employee and volunteer training reports are due to the Office of Catholic Schools at a date set by OCS at the end of the school year.
- ❖ All Safe Environment records must be maintained in the VIRTUS Online system for transparency and for completion and verification of Form B and OCS reports.

Adult Safe Environment Requirements -Training, Background Check, and Code of Conduct

- ❖ All clergy, all religious, all employees and all volunteers working with children must have 1) live Safe Environment Training (SET), 2) background check and 3) read and signed the AOD Code of Conduct.
- ❖ Safe Environment training and background checks must be renewed every 5 years. A new Code of Conduct signature is required only if the Code has been revised.
- ❖ New employees and volunteers need to register through VIRTUS for a SET class at www.ArchDen.org/Protection.
- ❖ Background checks are initiated through the parish/school using Selection.com and recorded in VIRTUS.
- ❖ The Code is signed on VIRTUS, Paylocity or hard copy.
- ❖ Disqualifying offenses are found in the AOD Code of Conduct.
- ❖ All Clergy training, background checks and Code of Conduct signatures are managed at the Chancery, not at the parish level.

Child and Youth Training

- ❖ All youth in Archdiocesan educational programs (school and religious education) must be provided the Archdiocesan approved Child and Youth safety training *VIRTUS Empowering God's Children™* each year. This includes parent-led catechetical programs at a parish.
- ❖ Find more information at ArchDen.org⇒Resources⇒Child Protection⇒VIRTUS Child & Youth Lesson Plans.
- ❖ The Director of Religious Education and school Principal should contact OMAAP for access to the downloadable curriculum and parent letters on VIRTUS Online.
- ❖ The Parish Youth Safe Environment Certification (Form A) is due to OMAAP by February 28th every year.
- ❖ Archdiocesan schools use the *VIRTUS Empowering God's Children™* program twice a year and submit certification reports to the Office of Catholic Schools (Contact OCS for due date).

Office of Minor and At-Risk Adult Protection
Alex.Kwan@archden.org
303.715.2085