

# Safe Environment Coordination Checklist - Parish

## Understanding Role of Safe Environment Coordinator

- ☐ What are requirements?
- ☐ Clear and comprehensive understanding of which ministries and individuals are to be tracked.
- ☐ Clear delineation of roles and responsibilities across any supporting staff/consultants –
  - i.e. Who monitors who?
  - Who manages VIRTUS for which roles or requirements ?
  - Take into account MSCs, Mission Parishes

## List Management

- ☐ Compile comprehensive list of all ministries subject to Safe Environment compliance
- ☐ Request list of volunteers from each ministry listed - set deadline; set regular schedule to update this list
- ☐ Obtain list of employees from Paylocity
- ☐ Ensure that VIRTUS list of users for location corresponds with the employee and volunteer lists

## **Compliance**

- ☐ Use Compliance Report to confirm compliance of all church workers at location (i.e – want all green)
- ☐ For non-compliance make plan for contacting church worker and updating compliance ASAP. No one should be working with youth while not compliant.
  - Training – Live and 5 year refresher
  - Background Check – Initial and 5 year refresher
  - Code of Conduct – signed since July 1, 2022.
- ☐ Deadline set for completion; non-compliance should result in break in responsibilities

## **Ongoing**

- ☐ Ensure that any requests initiated are completed by deadline (before working with children or for employees with no contact with minors, 90 days from hire.
- ☐ Ensure have a regular (monthly?) schedule for reviewing compliance and initiating refreshers in a timely manner. Ideally volunteers and employees are contacted 30-60 days before expiration.
- ☐ Ensure that all ministries aware of protocol for any new volunteers – contacting SE coordinator and getting go ahead before working with children.