

Parish Safe Environment Checklist



- All forms and services mentioned in this check list can be found in, or are described in the Index of Safe Environment Services



All volunteers (age 18 or over) volunteering in child based programs are required to attend a Protecting God's Children for Adults training session and complete a **Certification and Authorization Document**. A volunteer application and reference form are also available for use.



Employees (other than educators and staff working with children in a Catholic School) (age 18 or over) of the parish/school are required to attend a Protecting God's Children for Adults training session and complete a **Certification and Authorization Document**. An employment application and reference form are also available for use.



Educators and staff working daily with children in a Catholic school in the diocese are required to complete a diocese Certification and Fingerprint Applicant Form to complete a Live Scan fingerprint check to comply with the Federal and State requirements.



***Children enrolled in Catholic schools in the Diocese of Springfield in Illinois** are required to attend age appropriate personal safety training sessions conducted during each school year. (*See **Parent** section below)



Children enrolled in Parish School of Religion programs in the parishes** are required to attend age appropriate personal safety training sessions conducted each school year if they do not receive similar instruction in the public schools attended. (If the public schools attended by the PSR students in the parish conduct similar training this will meet the training requirement. See Parish School of Religion explanation and parent sections below*)



Schools schedule and conduct personal safety training as part of their yearly curriculum for students. Three methods are available: (1) Prevention Educator is scheduled by the Principal to present to students from the local *Illinois Coalition Against Sexual Assault Center*; (2) Age appropriate videos are available to schedule on loan from the Office for Human Resources; (3) The Child Lures program is available to schedule on loan from the Office for Human Resources. **Document the training on the Charter for the Protection of Children and Young People Annual Parish Audit Form.**



Parish School of Religion determines if the public school(s) attended by the PRS students offer training on topics similar to those offered in the diocese personal safety training program. If the public school(s) conduct similar training then the PSR program only need document the information on the **Verification of Public School Personal Safety Training Curriculum** and forward this information to the Office for Human Resources. If the public schools do not offer similar training to students, then the PSR Coordinator must schedule and conduct personal safety training as part of their yearly curriculum. Two methods are available: (1) Prevention Educator is scheduled by the PSR coordinator to present to students from the local *Illinois Coalition Against Sexual Assault Center* (See Index); (2) Age appropriate videos are available to schedule on loan from the Office for Human Resources. **Document the training on the Charter for the Protection of Children and Young People Annual Parish Audit Form.**



***Parents** are invited to attend the Protecting God's Children for Adults training sessions regardless of their volunteer status. **Parents** give their approval to have their child attend personal safety training. **The Parent Permission Letter and Permission Slip** is included in the parish or diocesan religious education registration forms, or school enrollment forms. ***Parents that prefer not to have their child participate in the safe environment training** are offered the **Parent Handbook**, and are asked to sign the **Permission Slip** notifying the parish they do not wish to have their child to participate in the training and that the **Parent Handbook** has been offered to them. If the parent(s) refuse to sign such a form or do not respond at all a notation is made and a record maintained by the parish.



The **Victim Assistance brochure** is available in the church book or magazine reference material racks.



Contact information for the Victim Assistance Coordinator and Safe Environment Coordinator for the diocese is printed on the front of church bulletins.



Pastors, sign a confirmation letter that the parish has received the required safe environment training programs and has implemented them.