

Parish Safe Environment Checklist



- All forms and services mentioned in this check list can be found in, or are described in the Safe Environment Manual and Forms at www.dio.org click on Safe Environment.



All volunteers (age 18 or over) 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 (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 for are also available for use.



***Children enrolled in Catholic schools in the Diocese of Springfield in Illinois** are required to attend **Virtus® Touching Safety** age appropriate personal safety training sessions or other diocesan approved training programs conducted during each school year.



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)**



School Principals

1. Annually schedule and conduct Virtus® Touching Safety training as part of their yearly curriculum for the students enrolled.
2. Annually obtain parent permission for student attendance of the Virtus® Touching Safety training
3. Ensure that all employees of the school have completed the Protecting God's Children for Adults Training and have completed a live scan electronic fingerprint criminal history search according to the requirements of the Adam Walsh Act.
- 4.. Ensure that all volunteers working in the school or with school programs have completed the Protecting God's Children for Adults Training and completed a county criminal history background check
5. Complete Section 1 of the Annual Safe Environment Audit documenting student attendance of the Virtus® Touching Safety Program and parent permission for students to attend and the compliance of the training and background check requirements for school employees and volunteers.



Director/Coordinator of Religious Education for the Parish School of Religion

1. Determine if the public school(s) attended by the PSR students offer training on topics similar to those offered in the diocese personal safety training program.
2. If the public school(s) conduct similar training, then the PSR program must obtain written confirmation from a school or district official (principal or superintendent) of the types of training programs used by the public schools. The written confirmation of public-school training must be submitted with Section 2 of the Annual Safe Environment Audit.
3. 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. Three methods are available:
 - (a) Virtus Touching Safety Program,
 - (b) Age appropriate videos are available to schedule on loan from the Office for Human Resources.
 - (c) Document the training on the **Personal Safety Training Record**.
 - (d) Obtain Parent permission for student attendance of training.
4. Complete Section 2 of the Annual Safe Environment Audit documenting student attended of the personal safety training or public-school training, and compliance of the training and background check requirements for all PSR teachers, staff and volunteers assisting with PSR religious education or programs connected with the religious education program.



***Parents** are invited to attend the Protecting God's Children for Adults training sessions regardless of their volunteer status.

1. **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.
2. ***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.
3. 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 in the church bulletin at least twice yearly.



Pastors sign a confirmation letter that the parish is following the requirements for safe environment training.



Outside Contractor Code of Conduct – Employees of Companies, Outside Contractors, Venders, Consultants and Any Other Entity Providing Goods or Services to the Diocese of Springfield in Illinois and any of its members.



Safe Environment Audit Reporting – Each parish, parish school or Catholic school in the Diocese and parish school of religion program completes this form every fiscal year beginning July 1 through June 30:

Section 1 – Completed by School Principal

Section 2 – Completed by Director/Coordinator of Religious Education

Section 3 – Completed by Parish Staff

Section 4 – Completed by Pastor, Parochial Administrator, Parish Life Coordinator