

Safe Environment Reminders For Faith Formation Programs

The Safe Environment Program of the Diocese of Green Bay is in keeping with the USCCB *Charter for the Protection of Children and Young People*. The *Charter* requires that all adults who are employed or volunteer in programs that serve children:

- Complete an online application, provide references, and submit a criminal background check prior to being with children
- Complete a **VIRTUS *Protecting God's Children*** awareness session prior to being with children
- Read and sign the Diocesan Code of Pastoral Conduct for Volunteers (also available in Spanish); a signed copy must be kept at the Parish
- If you allow any adults to contact minors via social media you will need those adults to read and sign the Safe Environment Social Communications Policy. Parents of affected children will also need to read the policy and sign off granting permission. Signed forms must be kept at the Parish.
- Adults who want to volunteer but may not have a Social Security Number and so cannot complete the online criminal Background Check may still help out through complying with the Supervised Volunteer Program
- If you use Volunteers who are under 18 please ensure that you are following the appropriate requirements and guidelines
- The children in your program must receive Safe Environment Awareness training so they can better protect themselves; there are age appropriate lesson plans available for K-12.
- Your Location Safe Environment Coordinator (LoSEC) is a valuable resource to help keep your program compliant with these requirements.
 - Make sure your parish LoSEC has a current list of all your volunteers so they can verify that your volunteers are compliant; Volunteers include all those that help out regularly and any adult who may help out for a specific situation such as chaperoning a field trip or special event
 - Update your LoSEC to any personnel changes throughout the year. Your LoSEC is responsible for completing a survey about your program for the annual USCCB Audit of compliance with the *Charter*
 - Coordinate record retention with your LoSEC for policy signatures, parental permissions, Supervised Volunteer documentation, OPT OUT Forms and attendance during the annual SE Awareness lessons for the children

Please contact Deacon Dan Wagnitz (920) 272-8174 or Deb Knaus (920) 272-8198 with any questions you have concerning any of these requirements.