

Safe environment compliance requirements 2018-19

To all pastors and administrators: Glory to Jesus Christ!

It is your responsibility to ensure that all parish staff and volunteers are Safe Environment trained, in accordance with the guidelines listed below.

Reminder: The Eparchy of Parma Policy of Sexual Abuse and Code of Conduct, all required forms and the video, "The Call That Counts," can be found online at <https://parma.org>, under the "Safe Environment" page.

SAFE ENVIRONMENT COMPLIANCE REQUIREMENTS

All priests, deacons (no exceptions) and all other persons from your parish who have contact in any way with minor children or vulnerable adults (including cantors, catechists, youth group leaders, Scout leaders, altar server instructors, etc.) must fulfill the following requirements:

A. New persons not previously having contact with minor children or vulnerable adults:

Complete Safe Environment training ("The Call That Counts" video) and complete the online "Acknowledgement of Viewing the Video" form, or provide proof of Virtus training, or the Boy Scouts of America Youth Protection Training, and submit a copy of your completion of training certificate to the chancery office.

Complete the online "Background Investigation Consent" form.

Complete the online "Background Questionnaire" form.

Read the Eparchy of Parma Policy on Sexual Abuse and Code of Conduct, and complete the online "Acknowledgement of Policy Review" form.

B. All priests, deacons and all other persons who presently have contact with minor children or vulnerable adults and who previously completed all requirements listed above:

1. * If it has been five years since you last completed the Safe Environment training, then, once again, view the Safe Environment video and complete the online "Acknowledgement of Viewing the Video" form, or provide proof of Virtus training, or the Boy Scouts of America Youth Protection Training, and submit a copy of your completion of training certificate to the chancery office.

2. * If it has been five years since you last completed the "Background Questionnaire" form, then, once again, complete the online form.

3. Read the Eparchy of Parma Policy on Sexual Abuse and Code of Conduct. This should be done annually.

* The Safe Environment administrator, Nancy Fredrick, will be contacting parishes to inform them of anyone who is not Safe Environment compliant.

C. In addition to A&B above, each Eastern Christian Formation teacher, on an annual basis, shall teach the Safe Environment lesson as outlined within the Catechetical Coordinator's Administrative Handbook or on the Safe Environment page of the eparchy's website, <https://parma.org>. The Eastern Christian Formation coordinator shall complete the online Eastern Christian Formation Class Instruction Annual Report no later than Dec. 15, 2018, indicating catechist, grade level, and number of students at each grade level who participated in the Safe Environment lesson.

D. All chaperones of all overnight events, such as Altar Servers Congress, ByzanTEEN Youth Rally, retreats, etc., and who have not previously completed Safe Environment training, shall read the **Eparchy of Parma Policy on Sexual Abuse and Code of Conduct and submit the online "Acknowledgement of Policy Review" form before each overnight event.**

E. Pastors/administrators shall submit all updated information and required forms to the chancery, to the attention of Deacon William Fredrick, as it becomes available, but in any case, no later than Dec. 15 of each year. Electronic submissions are acceptable and encouraged.

Thank you again for all of your efforts to maintain a safe environment for all of our children and vulnerable adults.