

PARISH/SCHOOL ON SITE AUDITS

We have completed the 3-year cycle of on-site visits to parishes and schools in the Diocese of Salina, along with group training sessions this past Spring. It will be time to start the process over again. I am not sure what this will look like at this time, but will keep you informed. I am anticipating on-site audits starting late 2020 (schools, if possible) and continuing into early 2021.

BILLING

At this time there are no changes with the billing system. I think we are in a good place and everyone seems to understand the system. *Please stay current with this billing system, as they do charge a finance charge for late payments.* Also, as a reminder Selection.com does charge *additional fees* for certain counties. Please see the Exceptional Court Fee list on our website, or call our office if you have questions. 785-827-8746.

If you as the Safety Coordinator of your parish/school are **not** in charge of paying the bills for your parish/school, please be sure to inform the person who is in charge of paying the bills of the procedure, and be sure Selection.com has the correct contact person and email address of that individual.

VICTIM ASSISTANCE COORDINATOR POSTER

A new orange poster has been designed with our Victim Assistance Coordinator's (Maria Cheney) new contact information. This poster was included in the Pastor's /Principal's Safe Environment Program packets that was mailed out the first part of July. If your parish/school does not have the current orange poster or needs more of them, please contact the Safe Environment Office and I will send you one or more per your request. You are also welcome to make your own copies. Maria Cheney is the first person of contact and is available to help anyone who has questions, needs a safe person to talk to, or needs assistance on how to report. Please be sure this updated poster is displayed in a prominent place in your parish or school.

ABUSE OF MINORS BULLETIN ANNOUNCEMENT

In July 2020, the Lay Review Board approved a new bulletin announcement that includes the current information regarding the two new third party reporting procedures that have implemented in the Diocese of Salina. This updated bulletin announcement is to be inserted into your parish bulletin/school newsletter quarterly, and a copy is to be sent to the Diocese for filing. The instructions are enclosed with this mailing. Please be faithful with this request as we continue to *Promise to Protect Pledge to Heal*. As a reminder, Catholic Schools are now required to honor this request.

“Let us work together, then, so that we will always have the right, the courage and the joy to be able to look into the eyes of the children of our world.” – Pope Francis



Dear Safety Coordinators:

As we prepare for another year, *however that may look*, I want to thank you for patience and flexibility as we continue to navigate through these challenging times. For many, the end of the school year was cut short, either in the Catholic Schools or Religious Education programs and as I am writing this the individual school districts are deciding when school should start back up. As we are unsure of what this may mean for you and the students, we do know that we will continue to work together to develop and carry out the Safe Environment Program and its components as best we can in the circumstances we are given.

We are now in our 3rd year of using this newsletter format in an effort to provide each of the Safety Coordinators the forms and information they will need for the coming year all in one place. Important information is addressed in this newsletter along with other forms that will assist you as we continue our mission: Promise to Protect, Pledge to Heal.

Please carefully read each section of this newsletter as well as reading through the revised and updated Safe Environment Program-enclosed, if you requested a hard copy. The changes and revisions of the program as well as this newsletter and its contents are clearly laid out for you to carry out your role as Safety Coordinator of your parish/school.

Please continue to monitor your CMGConnect data base weekly. With many unknowns right now, keeping up with what we do know will be of great advantage if we are faced with more changes in the near future.

As a reminder all NEW employees, teachers or volunteers must complete the CMGConnect training/background check *before* ministering with children. If one of your volunteers, employees, or educators has an expired certification status date, they too are required to update *before* ministering with minors. The role of the Safety Coordinator can be time consuming and it can be tedious work, but the role is vital to your parish or school as well as the Diocese of Salina and the USCCB Office of Child and Youth Protection. Thank you for your dedication and commitment.

Finally, this past Spring we were able to conduct our safe environment training meetings, some in person, others through the ZOOM platform. From the surveys we collected from our live meetings, most expressed that the meetings were very helpful, especially learning the new and improved features of the CMGConnect data base. For us, it is was so nice to "personally" touch base with everyone and offer guidance and provide encouragement and support!

Soon it will time to start the on-site audits again- what will they look like? I am not sure at this point, but I will keep you informed. I am anticipating to possibly get started late 2020 and continue into early 2021.

Thank you again for your flexibility, cooperation, and understanding as we continue to navigate through this ever-changing world.

Wendy

Wendy Backes
Safe Environment Program Coordinator
Safe Environment Office
Diocese of Salina
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*“We need to see each child as a gift to be welcomed, cherished and protected.”
~Pope Francis*



OVERVIEW OF FORMS

Enclosed in this newsletter are a number of forms, some need to be sent back to the Diocese, others are for you to keep. I am not returning any forms from last year for you to edit, as I have updated/revised the forms. For **schools** please continue in the same manner listing **all** educators, staff, employees coaches and paras, lunch ladies etc. For **parishes** please use the form to include a more comprehensive list of **all** catechists, youth ministers, volunteers and employees. Recently, as I peruse through parish bulletins, where it names many employees, and volunteers in your parishes, there are individuals not trained and without background checks (i.e. maintenance, music ministry, altar server trainers etc.) and not in the CMG Connect data base. As the safety coordinator, I ask that you are *training* and *tracking* **ALL** employees and volunteers that minister with minors the best you can. You may need to meet with the parish secretary, DRE, or your pastor to make sure everyone is listed on your forms and in the CMGConnect data base. This will be a more work on your part, but ensures what we are called to do, promise to protect, pledge to heal.

You will notice that I have eliminated some forms this year, as you will be able to find them in the Safe Environment Program, I didn't feel it was necessary to duplicate them.

The Safe Environment forms are due back to the **Safe Environment Office** at the Chancery before October 1. I realize that this may not be realistic for some, (especially if there are changes in the calendar), but if you could be faithful in my request, I would be grateful. Please contact me if you have any questions.

**Forms can be mailed to: Wendy Backes PO Box 980 Salina, KS 67402-0980
or scanned and emailed to wendy.backes@salinadiocese.org**

As CMG continues to add new features (some we are not aware of until we click around) I want to review with you the process after a user completes a **required** curriculum in the data base. This is not a new process, but one that needs to be clarified. As *site coordinator*, you will get this email from webmaster (see below) when the *user* completes a **required** curriculum.

From: <webmaster@cmgconnect.org>
Date: Fri, Jul 12, 2020 at 10:24 AM
Subject: Bob Jones has completed a curriculum
To: <bettybarnessacredheart@gmail.com>
Bob Jones has completed A. Safe Environment Curriculum- Salina on 7/12/20

This email does **NOT** mean the user has been certified in the data base. You as site coordinator will need to continue to monitor that in the CMGConnect data base yourself, (at least weekly, more often when needed). It normally takes a couple of days after the end user has finished the curriculum for that individual to show up certified under your site in the CMGConnect data base.

The **END USER** will receive an email from webmaster letting them know they have been certified in the CMGConnect based on their background check (see below).

CMGCONNECT INFO

From: webmaster@cmgconnet.org
To: wendy.backes@salinadiocese.org
Wendy Backes,
You have met all the Safe Environment requirements for the Diocese of Salina and have been certified/approved. Please refer to the Diocese of Salina for additional information related to expiration. Thank you for your service to the Church.
Your certification status was updated on 07/17/2020 and will expire on 7/17/2025

As a reminder, middle school students volunteering with other minors need to update their training yearly using the paper consent form (form can found at <https://salinadiocese.org/safe-environment>). High school students volunteering with minors will need to do the 5-minute training in CMG. Before starting this process for high school students please contact the Safe Environment Office as I will need to give you specific directions for your school if you want to do group training. If you have high school students who have graduated and are not ministering in your parish/school, please archive them in the CMGConnect data base.

The instructions for end-users who need to renew can be found at <https://salinadiocese.org/safe-environment>. As site coordinator, you will need to give them their (username and password). You can find their username in CMG, and their password is the word safe. This *specific* username and password will only work for end-users who have never logged into the system. If you need further assistance with this, please let me know.

COMPREHENSIVE CERTIFICATION STATUS FORMS

Please list the name of **ALL** educators, staff, religious education teachers, helpers, youth ministers, employees, maintenance, etc. Again this a comprehensive list you may have to enlist the help of others in your parish/school **THEN** get their certification status dates from the CMGConnect Database. This form must be returned to the Diocese before October 1, 2020. When filling out the form, please do not indicate "in process" or "don't know" or leave it blank in the "certification status box". Per Diocesan policy, every teacher, volunteer and employee must be certified before ministering with minors. All *new* teachers/employees and volunteers must be recorded on this form and must have a certification status date before ministering with minors.

SAFE ENVIRONMENT TRAINING FOR STUDENTS

The process and curriculum suggestions can be found in the Safe Environment Program. The form you print from CMGConnect must be turned into the Diocese *before* January 1, 2021. Please be **specific and detailed** as to what curriculum you used for training your students in religious education classes or catholic schools this year. This information will be a great value as files are prepared for the auditors.

FLYER

Enclosed in this mailing is the updated 8.5 x 11 flyer. Please fill out the bottom portion of the flyer (**The Safety Coordinator of Your Parish/School is:**) with your name and contact information (email, telephone number, etc...however you want people to contact you). After filling out the bottom portion with your contact information, please make a few copies and hang them in prominent places around your school, put in Parish Bulletin and/or school newsletter, or put on school website, and /or bulletin board.

ROLE OF SAFETY COORDINATOR

The role of a Safety Coordinator at a parish or school isn't always that glamorous, and with the pandemic we are currently under, we may be faced with more and different challenges. Children have been at home for the last 5 months, and home may have not been a safe place. Please be cognizant of this, along with many other situations that may arise during this difficult time. Both children and adults may want to talk about something that happened to them or something they witnessed etc. If you have any questions, or need advice, please contact the VAC for the Diocese of Salina-Maria Cheney 866-752-8855 #1067, or the Safe Environment Office.

METHOD

I am convinced that it is **how** you present the request of Safe Environment Training to volunteers, employees and educators as to how they are going to respond and the outcome that you will get. Please see the enclosed handouts for some suggestions. Is there a way we can mainstream this method and improve this undertaking so when we ask someone to complete the training/background check, they do it, without having to be reminded over, and over and over. Less work for everyone?

Then I will give you shepherds after my own heart, who will lead you with knowledge and understanding."

~ Jeremiah 3:15