



Safe Environment On-site visit 2024-2025 Parish/ School Meeting Agenda

The purpose of this visit is to assist you as you continue to implement and maintain safe environments in your parishes and schools in response to the USCCB's Charter for the Protection of Children and Young People.

- Prayer/Introductions
- Success/Challenges
- Checklist (see attached)
- Diocesan Website/Safe Environment Page
- Resources
- Questions/How can I help?

Please read the following information below:

On the day of the visit, please have access/thoughts on the following information:

- Safe Environment Policy/Program Handbook 2022 (prefer hard copy, where is it kept?)
- Comprehensive list of educators and employees and volunteers (ministering with minors) in your parish/school, with their certification status dates. Please have available your list and a current list printed from CMGConnect
- Policy/Code of Conduct / Acknowledgement Forms you have collected (Appendix E) or where are you in the process?
- Examples/Information of what curriculum was used/will use for Safe Environment Training for Students in Catholic Schools and Religious Education programs. This should include anti-bullying training lesson plan that was given out during summer TEAMS meeting. Please use CURRENT 7-2024 Children's Training Data Report Form to report data.

Do NOT enter information in CMG. Please email form to Diocese before 1-1-25

- Where are Defensive Driving Certificates for drivers who completed the curriculum in CMGConnect, kept?
- Where are your driving checklists kept for those driving minors?
- How do you communicate with employees, educators, and volunteers that they must complete the safe environment training for the Diocese of Salina?
- Are you, DRE and /or secretary familiar with Human Resource Director-Kim Hoelting?
- Do you have questions regarding social media guidelines, especially Facebook?
- Have your adults viewed the boundary training video **and** the bullying video in CMG?

With you, I will review your site CMGConnect database, making sure your Ministry Inventory Form corresponds with the information in the database. And...

- Is everyone listed in compliance and properly identified according to the USCCB definitions? Are users archived who have not ministered during the audit period?
- Have high school students who are ministering with minors done HS training for this year? Are they archived in CMG if they are no longer ministering or have graduated?
- Is anyone expired in the database?
- Is the department field filled out in the CMGconnect database for each of your users?

When possible, I will do a walk-through at your school/parish

- Are the most current VAC posters (7-2024) displayed, where? Framed?
- Is there any other information available on site regarding the importance of providing safe environment for the children in the Diocese of Salina (pamphlets, flyers)?
- Is the Safety Coordinator Flyer posted in your parish or school? Is the local safety coordinator flyer posted?
- Is it available other places? Such as website, parish bulletin, newsletter? How do people know to contact **YOU** to complete Safe Environment Training or if they have any questions regarding the Safe Environment Program.

I am looking forward to our visit! Please let me know if you have any questions.



Wendy Backes, SE Program Coordinator Diocese of Salina