



CATHOLIC DIOCESE
of SALINA

Office of Safe Environment

SITE SAFETY COORDINATOR GUIDE



Loving and gracious God, we praise and thank you for your abundant gifts. We thank you for the opportunities we have to serve you each day of our lives. We know that everything we are and everything we have comes from you. The precious gifts of the young people trusted in our care fill us with joy, inspiration and challenge. We know that you have given us awesome responsibilities in protecting and caring for them as well as teaching them your ways. Guide us in all that we do and say so that every child and young person can grow in wisdom and love for you. We ask this in the name of Jesus, and in the power of the Holy Spirit.

Amen

Office of Safe Environment Overview

The Salina Diocese Office of Safe Environment is responsible for the overall compliance to the Charter for the Protection Of Children and Young People.

What is the Charter for the Protection of Children and Young People, it is a comprehensive set of procedures originally established by the United States Conference of Catholic Bishops (USCCB) in 2002 to address allegations of child sexual abuse by Catholic clergy. This landmark document was revised in 2005, 2011, and in 2018. A complete copy of the Charter may be accessed at www.usccb.org. The Charter outlines the USCCB's expectations for each diocese including:

- Creating a safe environment for minors and vulnerable adults
- Healing and reconciliation for victims and survivors
- Making prompt and effective responses to allegations
- Cooperation with civil authorities
- Disciplining offenders
- Providing a means of accountability for the future to ensure the problems is effectively dealt with through training and education.

The **Office of Safe Environment** was created to address the expectations of the Charter for the Protection of Children and Young People in the Diocese of Salina. The diocese is committed to maintaining safe environments for children to learn, pray and grow. The Office of Safe Environment along with the Site Safety Coordinators are responsible for implementing and overseeing the full diocesan response to the USCCB's Charter for the Protection of Children and Young People, along with complying with any recommendations from auditors at on-site audits. As a community of faith, we believe that the prevention of child sexual abuse begins with each person. Increased awareness and a willingness to take action are steps for every person to take to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

The purpose of this guide is to assist **Site Safety Coordinators** in understanding, and implementing, the safe environment policies and procedures of our diocese at their parish or school to protect minors and vulnerable adults.

As a Site Safety Coordinators you will be committed to:

- **ACCOMPANYING** diocesan personnel as they engage in the Safe Environment Training protocol
- **MAINTAINING** charter compliance through thorough thorough and record keeping.
- **OBSERVING** and modeling all diocesan policies and procedures, along with staying current with diocesan publications
- **SUPPORTING** priests and principals along with parish and school staff on the implementation and expectations associated with the Charter, the Diocesan Safe Environment Program and its mission, *promise to protect, pledge to heal*
- **ENSURING** diocesan personnel and other community members know that we have enlisted a Victim Assistance Coordinator to support and provide resources to anyone who has been harmed by church personnel, recently or in the past

Along with this commitment, each Site Safety Coordinator will works in partnership with the Office of Safe Environment at the Diocese of Salina, and also serves as an extension to the Office of Child Protection at the USCCB.

Each parish, school, or agency in the Diocese of Salina will have one person designated to coordinate the Safe Environment efforts at their location. This person will be trained by the Diocesan Safe Environment Coordinator upon recruitment.

SITE SAFETY COORDINATOR RESPONSIBILITIES:

Serve as the local contact person for the Parish/ School Safe Environment Program, while respecting the confidential nature of clergy, employee and volunteer information and the sensitivity of matters associated with the position.

Be familiar with:

- Diocese of Salina website <https://salinadiocese.org>
- Safe Environment Office Page, here you will find current events, overview of the program, guidelines for reporting abuse, diocesan review board information and resources for site safety coordinators. <https://salinadiocese.org/offices/>
- Resources for Site Safety Coordinators Page, here you will find the information you will need for the implementation of the Safe Environment Program including the Safe Environment Handbook, forms, bulletin inserts, posters, and flyers etc., to carry out the requirement and compliance at your parish or school. <https://salinadiocese.org/office/safe-environment-office/resources-for-safe-environment-coordinators/>

Acquaint yourself with the guidelines on “how to report abuse”, and ensure pastors, principals, staff and other key leaders know this process - <https://salinadiocese.org/office/safe-environment-office/report-abuse/> Additionally, if the abuse is by church personnel the diocese uses on-line reporting system called Report and Protect, <https://salina.reportandprotect.com/>. All reports from this on-line system are given to the Victim Assistance coordinator who will respond promptly to the matter.

Communicate regularly with the Office of Safe Environment as to ensure compliance and accountability at each parish and school.

Inform all employees, volunteers, ministry leaders, and supervisors who are responsible for programs involving minors at your parish or school the Safe Environment Program requirements. In early August, the local designated Safe Environment Coordinator should communicate with all adult leaders and supervisors who are responsible for programs involving minors or vulnerable adults (any parish, school, or diocesan sponsored activities involving minors, including parish school of religion programs, youth ministry, scouts, children’s choir, or other such programs and those who minister to those in hospitals, nursing homes, or the homebound) and request a list of all of their currently active adult volunteers. The leaders, supervisors, and volunteers who regularly engage in these activities with minors or vulnerable adults must be properly screened, trained and have a current Code of Conduct.

Ensure and direct **ADULT** active church personnel to complete diocesan safe environment requirements in the CMGConnect platform salina.cmgconnect.org (Training is called - ***Safe Environment Curriculum - Salina***), which includes training and a background check before beginning ministry, and then every 5 years thereafter. This includes the following personnel:

- All Clergy (priests and deacons)
- Seminarians, Deacon Candidates, and Deacon Aspirants
- Religious (men and women)
- Lay Faithful
 - All paid employees of parishes, schools or other agencies of the diocese
 - All volunteers who minister with minors in their volunteer capacity in the diocese

Please note, unfortunately, we do not accept other types of Safe Environment Training or background checks from other vendors, nor do we accept or transfer Safe Environment Training or Background Checks from other diocese.

Ensure High School Students (under the age 18) actively ministering with younger children complete diocesan safe environment requirements in the CMGConnect Platform salina.cmgconnect.org (Training is called - ***Youth Minors training course for minors between 9th - 12th graders who volunteer with other children***), before beginning ministry. This is a yearly requirement.

Ensure High School Students (under the age 18) actively ministering at Jr. CYO camp, job shadowing or employed by a parish or school, complete diocesan safe environment requirements in the CMGConnect Platform - salina.cmgconnect.org (the training is called -***For Office Use Video - only***) before beginning ministry. This video has sensitive subject matter and it is highly recommended that the high school student preview the training with a parent or guardian.

Please note, minors under the age of 18 are not permitted to have any unsupervised contact with minors or vulnerable adults.

Be familiar with the additional training in the CMGConnect platform - salina.cmgconnect.org (the training is called ***Protecting Vulnerable Adults***) for those working or volunteering with vulnerable adults. As we continue to elevate the Safe Environment program, education and training have been expanded to address vulnerable adults. Adults who are employed or volunteering with vulnerable adults are encouraged to take the training, as it will help increase their knowledge of particular issues, concerns, and boundaries when dealing with this unique population. If there are employees and volunteers who may benefit from that training, you can directly assign it to them, or please contact the Office of Safe Environment for assistance.

Oversee and manage site administration of the compliance tracking database platform - CMG Connect - salina.cmgconnect.org. At the initial training, the Site Safety Coordinator will be provided with log in information as a site administrator, and will oversee training and background checks of their user profiles at their parish or school. Managing compliance is an ongoing process, and monitoring the database weekly is highly recommended. Noteworthy, if the result of a background check is “flagged”, Diocesan Safe Environment Program Coordinator will contact the site safety coordinator, principal or priest to review the matter and then to determine if the individual is suitable to work or volunteer in that capacity. Site Safety Coordinators should utilize CMG Connect for record keeping, but are also responsible for completing the Ministry Inventory Form. (See instructions for ministry inventory form on page 4). Regularly review the CMG Connect data site user list and compare to your own ministry inventory form, verifying current certification and facilitating recertification if necessary, and archiving those no longer ministering. Along with other materials and resources, an administrator guide for Site Safety Coordinators can be found at salina.cmgconnect.org

Ensure that the following items are **submitted** to the Safe Environment Office:

- **MINISTRY INVENTORY FORM - Due October by October 1st of each year**

Site Safety Coordinators should utilize CMG Connect for record keeping, but are also responsible for completing the Ministry Inventory Form. This Ministry Inventory Form is to be maintained for each parish and school and a copy emailed to the Safe Environment Office for verification by **October 1st**. Please carefully read and follow the instructions on the top of page 1 of the Ministry Inventory Form. This form is a visual snapshot of each parish and school is used for to verify that those recorded in the CMGConnect database is in accord with who is actually ministering at your parish or school. This form is to be maintained and kept current at all times.

- **CHILDREN’S TRAINING DATA REPORT FORM - Due before January 1st of each year**

Collaborate with the Director of Religious Education, Pastor, Principal, Youth Ministry Director or Guidance Counselor to ensure , that annually, all students in Catholic Schools and Parish Religious Education classes in grades K through 12, are taught diocesan-approved, age appropriate safe environment curriculum. This curriculum is provided by the Office of Safe Environment. After these lessons are taught, please complete the Children’s Training Data Report Form for annual audit purposes and reporting, due on or before **January 1st of each year**.

- **“SAFE ENVIRONMENT REPORTING GUIDELINES “ BULLETIN ANNOUNCEMENT**

Quarterly, in the months of July, October, January, and April please insert in your parish bulletin, school newsletter or website the “Safe Environment Reporting Guidelines” announcement. Then, email a copy to the Safe Environment Office for filing. The announcement is available in English, Spanish, and Vietnamese and in either a horizontal or vertical format for your convenience.

Ensure current “How to Report Abuse ” posters, Safety Coordinator Contact Information Flyer and “Safe Environment Program” brochures are displayed in high traffic areas at your school or parish.

Ensure the “Code of Conduct” has been received or reviewed by all active church personnel at the parish or school, and is kept on file at each parish or school. This is a yearly requirement.

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Verify with parish or school secretary that invoices for background checks have been submitted for payment to Selection.com. Please note the invoice process is all done though email, any discrepancies in billing need to be directed to the Diocesan Safe Environment Program Coordinator.

Be familiar with driving training curriculums in the CMGConnect training platform and diocesan process as it related to local and diocesan events. ?

Be familiar with field trip protocols and diocean process as it relates to local and diocesan events?

Consider the following: The Diocese of Salina has a long-standing commitment to the protection of children and vulnerable adults who serve and are served in our parishes, schools, and agencies. Please collaborate with the Human Resource Department to ensure vendors, contractors, subcontractors, service providers, and or all other parties ("Organization") are in accord with the Safe Environment standards set forth for these such individuals.

Keep current with all diocesan publications, including the Register Newspaper, Faith Magazine, Shepherd Newsletter, and the Diocese of Salina News Bulletin

Participate in a late summer, mandatory TEAMS meeting. This meeting is an opportunity to collaborate with other site safety coordinators and will be a overview of of what is required of all site safety coordinators for the upcoming academic year, including information on obtaining updated forms, posters, brochures and other pertinent information.

Participate in mandatory on-site visit from the Diocesan Safe Environment Program Coordinator. These visits are held on a 3 - year basis and are usually organized by deaneries and appointments are made with consideration of your personal schedule. Agenda and checklists are provided.

Consider participating in April is Child Abuse Prevention month. As we continue to elevate the Safe Environment Program, please use this opportunity to highlight the importance of Child Abuse Prevention. Contact the Office of Safe Environment for further information and ideas.

*Gentle Mother of all Good Counsel,
Hear our prayers for those who are vulnerable and need your protection.
Guide their steps to persons and places that hold safe the love you have for your Son, Jesus.
We ask for your guidance and counsel to make good decisions as we seek to protect all of God's Children.
Never let us forget the important mission we have begun to protect all those
whose voices are silent and unheard.
Dearest Mother, you know that Our voices are small,
but God's power working through us and with your intercession is all we need.
Amen.*