



## APRIL 2017 SEC QUARTERLY FORUM QUESTIONS & ANSWERS

1. ***Can I run a credit check without a volunteer taking Safe & Sacred training?***

Yes. You will need to login to ScreeningOne, search for their background check, click on the file number. Click the down triangle next to New Order, Select Choose Product – Same Applicant. The system will fill in their personal information.



2. ***Is there a ruling – law –that says that children should not go to the restroom alone during class or mass?***

The USCCB does not have any guidelines on this matter; however, you may want to check with your pastor for guidance.

3. ***Who must take Safe Environment Training?***

The Diocesan *Policy and Procedures for the Protection of Children* requires Safe Environment Training Certification, every three years of all clergy, Diocesan staff, and volunteers, who directly serve minors or vulnerable adults; this includes volunteers and staff who work in food pantries, provide meal or maintenance service, ministerial service or after school programs.

4. ***What is the progress of getting an update to “Called to Protect” for middle & high school students?***

When the Safe Environment Director is hired, all of the training programs will be reviewed. The new Director will make recommendations as to training program changes.

5. ***Background check release forms and code of conduct? How long are they good for?***

Background check release forms (Authorization for Release of Information) and the Code of Conduct forms are both valid for 3 years.

6. ***Regarding the children’s training, addressing the audit, do the background & evaluations & code of conduct agreements apply? When a child misses training due to illness what repercussions are there for that child? Are they restricted from anything? (If parents do not opt out nor do the training @ home?)***

There are no repercussions for children or families of those who opt out or do not receive Safe Environment training in one form or another.

That being said, it is hoped that families are set to learn the ABCs of child protection:

- Abuse is never a child's fault

- God loves children forever and wants them to live holy and happy lives
- Abuse that has happened should be reported
- You can recognize abuse when it happens
- There are ways to spot a “grooming” process
- Parents or other trusted adults will talk about this subject
- Boundaries exist
- Children can stand up for themselves
- There are ways to explain inappropriate behavior

7. ***If they come from another parish do we need paper files?***

Currently, we ask that you have paper copies of all necessary documents to support the certification of your volunteers. If the volunteer is from a parish with the Diocese of Fort Worth, you contact the other Parish/School and request that the documents be mailed to you or scanned and emailed.

8. ***How do we get trained trainers?***

Train the trainer sessions are currently being done on a very limited basis.

9. ***When we go face to face will the forms be the same as before?***

We do expect to redo the forms at a future date, but not for the foreseeable future.

10. ***What type of materials should we send to parents who “opted” out? Lesson plans? Are there brochures we could send out?***

The following file is stored in Box.com: **Parent Handout\_Called To Protect\_Young Children.pdf**

11. ***She generated a background check request - now I see her in Screening One but it is in App Pending. What is it not in App Ready status if she shows to have completed the training in Safe and Sacred? How can we fix so I can process the background check?***

You can login to ScreeningOne, search for her **Last Name**, click on the file number to open the file. Click the down triangle next to New Order, Select Choose Same Product – Same Applicant. The system will fill in their personal information. Once her Background check has come back complete, don’t forget to delete the App Pending. You will also need to let me know when the background check is Complete, because I will need to manually add that information into Safe and Sacred.



12. ***If I run a background check- order or manually approve one- does it update the date in safe & sacred?***

If you initiate a background check from ScreeningOne, you will need to let me know when the background check is Complete, because I will need to manually add that information into Safe and Sacred.

13. ***What if someone's background check is due? Do I manually run it or wait until the person takes the training that will prompt a check? How much time between them is acceptable? 1 month? 6 months? 1 year?***

The background check can be done any time before the 3 year expiration deadline. It is not necessary that the training and background checks all be done on the same date, however, it is simpler for the Safe Environment Coordinator to track.

14. ***Teen training: The teen training was given a month before the 13<sup>th</sup> birthday. Is this invalid?***

Just make sure that the parents have signed off on their child's training.

15. ***Can we do these meeting using skype? Rather than having to drive?***

We are looking into the pros and cons of netmeeting options.

16. ***When a background check is flagged how do we get resolution to know if it is ok for them to volunteer?***

You will need to contact Nancy Mitchell until the new Associate Director of Safe Environment is hired.

17. ***When you "resend invitation" in screening one for an "app pending" is it strictly for a background check error or can it be for another reason like they didn't complete code of conduct or the training module?***

The "resend invitation" is generated from ScreeningOne and only requests the volunteer to complete the information again for a background check.

18. ***Do adult records need to be kept indefinitely?***

Yes, adult Safe Environment records must be kept indefinitely. They can be moved to electronic media (with a backup copy) after 7 years.

19. ***We talked about people who needed driver's checks yesterday, I just want to clarify...Does everyone who does any driving for the church need a driver's check including volunteers who run errands for the church office?***

Yes – everyone who drives for the Diocese, parish or school.

20. ***Can we get copies of the "Promise to Protect, Pledge to Heal" logo to put on our own websites? (for consistency)***

The following file is stored in Box.com: **Promise to Protect\_Logo.jpg**

21. ***You can come to our parish to do a pre-audit check.***

If you would like us to do an onsite pre-audit check of your parish/school, please send an email to Nancy and she will get back to you with possible dates.

22. ***Class- Face to Face can we already be using the manual book and test? If background check is complete and volunteer can't print certificate? (have them check code of conduct)***

We heard from some of you that you have volunteers that either do not have access to a computer or do not have the skills to take the online training. To assist in these situations, we can accommodate face-to-face training. Please refer to the newsletter for more details on how this process will work.

**23. Is there a class on Screening One? Either a webinar or Face to Face?**

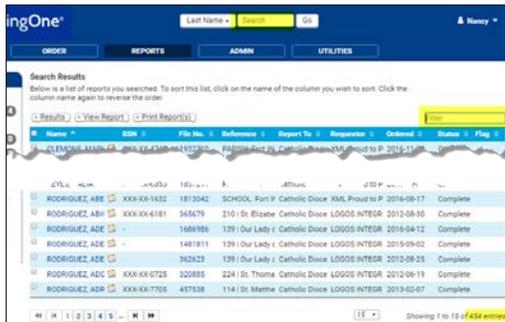
Currently, Nancy is training SECs, via the phone, to use ScreeningOne.

**24. When we go back to face to face, or if we start that now will we be entering the background check information manually into Screen One?**

If you create a profile for the volunteer before the training, the background check can be requested from Safe and Sacred. ScreeningOne is then able to post the background check date and status to Safe and Sacred.

**25. In ScreeningOne, if we cannot find a person's name, do we search unfiltered rather than our parish?**

If you know the person's name, you can search by Last Name and then add the first name to the "filter" box.



**26. Will there ever be training for SECs? Meetings are great but hard for new people?**

We are looking into the possibility of providing webinars.

**27. Where do I go to get a copy of certificate of completion? All I am able to get is the code to the certificate.**

From the Safe Environment Coordinators Room, select the Online Searchable Report or Training Completion Report



**28. Why do we have to get 3 references? (Where is this # required?) Say's on form.**

The Diocese of Fort Worth Safe Environment Policy states: "Individuals seeking to volunteer in the diocese are required to complete and submit a Volunteer Application for Ministry, including the names and contact information of three references, who will be contacted."

**29. Do volunteers remaining in the same ministry when renewing training still need a paper copy of background check & code of conduct?**

The signed Authorization for Release of Information form does not need to be renewed if the person stays with the Diocese. The Code of Conduct form does need to be resigned every three years, even if the individual stays within the same parish.

**30. Attendance records for classes K-5 and Youth 6-12 for kids, who took the training – or classes. Is it necessary to keep those records forever?**

Yes, class rosters for children's safe environment training must be kept indefinitely. They can be moved to electronic media (with a backup copy) after 7 years.

**31. Please list in newsletter: an exact ideal module of a proper file for an adult Volunteer, teen volunteer. All docs needed to be in compliance.**

An ideal module of a proper file for an Adult Volunteer includes:

1. Completed Volunteer Application Form
2. Signed Code of Conduct and Behavior Standards for Ministers
3. Signed Authorization for Release of Information (may include more than one if MVR or Credit check is required)
4. Three completed Volunteer Reference Checks
5. Certificate of completion of Safe Environment Training

For a Teen Leader Volunteer, the file should include:

1. Completed Ministry Volunteer Application for Youth
2. Completed Youth Volunteer Applicant
3. Two completed Youth Volunteer Applicant Reference Checks
4. Signed Teen Leader Code of Conduct Agreement Form
5. Completed Certificate of Attendance for Teen Leader Ministry Volunteer
6. Completed Teen Leader Safe Environment Training Program Trainer Evaluation

**32. Are priests, Deacons, Principals, all required to have annual driver's check due to hospital visits, home visits, etc.? (do they know that?)**

They are required to have an annual driver's check. As long as the proper signed release documents are on file, the SEC should process the Motor Vehicle searches through ScreeningOne.

**33. How do you correct an incorrect name entered incorrectly? Does the parish record change on the ScreeningOne screen or does Nancy have to change it?**

In ScreeningOne, the SEC can correct inaccurate information when the processing the background check. If the background check was processed with inaccurate information, the background check will need to be rerun (and charges will be incurred twice).

For Safe and Sacred, the information must be changed by the volunteer themselves by logging in and editing their profile; or Nancy can make corrections to the profile.

**34. Does the Director of H.R. automatically check flagged reports or do we need to notify her?**

Yes, all ScreeningOne flags are reviewed. If you need a more immediate answer, please send her an email.

**35. When will there be a manual / handbook with guidance, procedures, compliance rules etc. For all parishes in the diocese?**

We are currently working on a manual for SECs. We hope to have it completed this summer.

**36. *What is the target date for Face to Face SE Program?***

Per Msgr. Hart, you may now conduct Face-to-Face training for volunteers/staff using the Safe and Sacred curriculum and paper quizzes. You will need to score the 3 quizzes, make copies and email or mail them to Nancy. More to follow....

Please note: the volunteers/staff will not receive a training certificate until the scores are recorded in their record.

**37. *Resend "Box" instructional please.***

If you have not received an emailed invitation from "Box.com" or you were not able to access the Safe Environment Office files, please try the link below. If that doesn't work, go to box.com and create a free account. <https://fwdioc.box.com/s/j5kpobzwwqeq4om3r1if7d8er9a1kefo>

Use the email address from the SEC Master List (the email address that we use to communicate with you); you shouldn't need a password.

**38. *Moving from Safe & Sacred? If so when?***

When the new Director of Safe Environment comes onboard, that person will review and make a recommendation for the Safe Environment training program. A new database will be put in place at that time.

**39. *How do we prove the "Parents Resource" doc. has been distributed to all parents?***

It is only necessary to make the materials easily **available** to all parents; that could be on your Parish or School website, at student registration or during a Parish or School Open House.

**40. *Please provide a list of ministries in which they must be safe environment trained. What are not required? (Ex: altar linens wash during the day, no kids present. Cleaning the church done on a weekday, no kids present. Some are gray areas, or are hard to maintain because participants come and go, may have new one at each event.) Ex: landscaping group.***

From the USCCB FAQs (<http://www.usccb.org/issues-and-action/child-and-youth-protection/faqs.cfm>), it states:

"Child sexual abuse is a widespread societal problem, not a Catholic clergy problem. The more people who are trained to recognize the warning signs of an offender, the safer our children are. In the aftermath of the clergy scandal, the *Charter for the Protection of Children and Young People* requires the Church to train both adults and children to prevent child sexual abuse. This is not because the Church thinks all adults are the problem. It is because the solution to preventing child sexual abuse depends on caring adults knowing what to do."

We should encourage all parishioners that are serving in any capacity to take the safe environment training. Remember this is about protecting our youth and vulnerable adults, which requires attentive adults to recognize potential problems and report them. Our safe environment training programs provides these adults with the knowledge and tools to do this.

Clergy, religious, paid staff and all volunteers working with minors and/or vulnerable adults at any parish, Catholic school or diocesan location are required to complete Safe Environment training and a National Criminal Search background check every three years to be considered Safe Environment compliant.

Ministry with minors and/or vulnerable adults pertains to any ministry, program or organization that serves youth or vulnerable adults in any manner or which functions at a time and place where minors or vulnerable adults are typically present. A listing of such ministries/programs or organizations, includes **but is not limited to:**

- religious education
- youth ministry
- Catholic schools
- homeschooling organizations that use church property or identify as a parish ministry
- parish nursery and mother's day out/pre-school programs
- parish/school sponsored scout groups
- any other activities/programs for youth
- St Vincent de Paul Society Conferences
- homebound/hospital ministry
- Liturgical ministries (i.e. hospitality/ushers, Extraordinary Ministers of Holy Communion, lectors, choir/music ministry, etc.)

Compliance is also required for all persons in any parish or school leadership position.

- Ministry and organization leaders
- Pastoral, Finance, and Stewardship council members and leaders
- School advisory board members, Parent Association members, etc.
- Pastors and principals may choose to include additional ministries and organizations to this listing at the local level.

Compliance is required for the leadership of parish and diocesan organizations that may serve youth, even though their primary function is not necessarily to serve youth. Compliance requirements may be waived if member participation is at locations and times when minors are not present. Such organizations include, **but are not limited to:**

- Ladies/Men's clubs meetings
- Knights of Columbus meetings
- Serra Club/Vocations ministries meetings

**41. *Is there a way we can tell if someone started their training & just didn't finish, or if they just went in to update their account in S&S?***

Nancy can view the individual's record and determine if the course was completed or not. She is able to see exactly where in the training the individual stopped as well as the quiz scores.

**42. *Pre-K called to Protect Program- What is it? Video w/parents or w/parents and students? Teen Volunteer Training – When required? Age 12? 7<sup>th</sup> grade?***

*Called to Protect for Children* is designed to help educate PreK-5<sup>th</sup> grade students about abuse prevention and personal safety. The curriculum is developmentally appropriate and sequential for each age group.

*Called to Protect for Youth* is a comprehensive program specifically designed to teach middle school and high school aged youth how to protect themselves from child molesters. Research shows that child molesters use the same methods time after time, and the more youth know about how molesters operate, the safer they become.

Students unable to attend are not required to "make up" the session, but information should be made available to the parent to share with the student upon request.

**The importance of attending this program should be stressed to the students and parents – this shouldn't be presented as an optional program.**

**43. *Is Face to Face going to be for initial training only, or for every renewal? For adults when does Face to Face start?***

At this time we don't know if the renewal training will be face-to-face. We will know more when the new Director of Safe Environment is hired and has assessed the Diocesan needs and policies.

**44. *Need contact info – keep where? What forms are “green” forms? (How long is a code of conduct form good?) People who have been involved consistently in ministry who are renewing their safe environment training – do they need to complete an application, authorization to release, code of conduct forms & get 3 references?***

Best practice would be that the ministry leader would have current information on his/her volunteers in cases of emergency. It may not be practical, or helpful, to keep this information in the volunteer's file.

The Authorization for Release of Information (background check form) is a “green” form. This simply means that we do not have to get permission from the volunteer to run another background check at any time while they are continuously volunteering or employed. In our current system, through Safe & Sacred, the volunteer will be required to sign a new Authorization for Release of Information and a new Code of Conduct every three years.

You do not need to obtain applications, release forms, code of conduct forms, or get references on volunteers who have been actively volunteering.

**45. *Does an interview form need to be kept? If so, is there a specific form required?***

It is best practices to keep all documents together by volunteer name. There is no specific form for the interview process but here is an outline for processing a volunteer.

- Volunteer contacts local Safe Environment Coordinator (SEC)
- Volunteer:
- Completes the Application Form
- Signs the Code of Conduct
- Completes the Authorization for Release of Information (background check form)
- (optional) Completes the Volunteer Time & Talent Survey
- Local SEC Conducts Reference Checks (based on the volunteer application form)
- Local SEC will send a link to the volunteer with instructions on how to log in to Safe and Sacred and complete the on-line Safe Environment training.
- You will be required to sign the on-line background release form and sign the code of conduct.

**46. *We do not receive the results of the criminal background check. Why is #5 on the audit task form asking for results of background check to be in file of every volunteer?***

For the confidentiality and security of the individuals, the results of the background checks for every volunteer are being stored in ScreeningOne.

**47. *What background checks do we need to notify Nancy of so they are brought over to Safe & Sacred?***

If you manually entered a request for the National Criminal Search including Sex Offender directly into Screening One, you will need to notify Nancy so she can enter the results into Safe and Sacred so the volunteer's training certificate can be completed. This is the only background check information stored in Safe and Sacred. If you run a MVR or Credit Check, you will need to notify Nancy

48. ***We need to contact Nancy with information on driver checks and credit checks because they don't automatically go over into S&S, correct? What exact info does she need?***

Please email the person's full name and date of birth, along with your parish or school name, to Nancy so she can review the MVR or Credit Check and release them as clear or let you know there are restrictions. This information is not stored in Safe and Sacred.

49. ***If someone has "app ready" but does not need a background check at this time if we delete it, will it affect getting their training completion certificate?***

No. If the background check is completed within three years of completion of the Safe Environment training, an email will be sent (to the volunteer, the SEC and the Catholic Diocese) with a link to the certificate.

50. ***Several people (especially Knights) cannot understand why they have to go through Safe & Sacred. Our priest is requiring them to go through the program. Just double checking to see if that is correct.***

From the Knights of Columbus website, [www.kofc.org/safe](http://www.kofc.org/safe), "Knights of Columbus Safe Environment Program requirements are in addition to all safe environment and youth protection requirements established by local dioceses and parishes."

Per K of C, the positions that are required to be trained by the parish are, at a minimum:

- State Deputies
- Faithful navigators
- Grand Knights
- State Squires chairmen
- State youth directors
- Council youth directors
- Columbian Squires chairmen
- Squires chief counselors
- Squire committee counselors
- And the Diocese includes any Knight volunteer

51. ***Email from Jennifer Pelletier states that Msgr. Hart said the practice will no longer continue for schools; from today forward there is no need to reference check. What do you say?***

The USCCB Charter requires three references on all volunteers, if this requirement is being met by the Principal, then no additional reference checks are needed.

52. ***Will "Keeping Children and Youth Safe" be available on the diocese website? (rather than paper copies)***

No, the "Called to Protect" (children's safe environment training program) includes paper materials and corresponding DVDs. This was a program purchased some time ago and we do not have a current agreement with them. Please check with other parishes or schools to "borrow" a set or reach out to Nancy and we will work with you to get the materials you need to train the youth and children of your parish or school. We are in the process of securing a new and approved program like "Called to Protect".

53. ***The DRE has a file for every child and the parent consent form in the file. Should that form be on file with safe environment coordinator?***

Yes, we recommend this as best practice because the records have to be kept permanently. The Diocese also needs a copy for the annual audit.

**54. *Is there a link to the volunteer application and reference check forms, etc.?***

Yes, you can download all of the forms from Box.com. They will also be available on the Diocesan website when the new version is made available.

**55. *Do you print out ScreeningOne results page for “results from a criminal background investigation in the file of every volunteer? #5 under volunteers in audit task form.***

For the confidentiality and security of the individuals, the results of the background checks for every volunteer are being stored in ScreeningOne. You do not need to print background check information from ScreeningOne.

**56. *Is there an age requirement for the two teens; i.e. at least 13?***

Yes, they should be at least 13 years old. However, a 12 year old, who is in 7<sup>th</sup> grade, may be a teen leader with permission from the parent(s) or guardian(s).

**57. *On the audit form, if it says “every” and we have 90% with BC cleared do we answer “yes” or “no”?***

You would answer “No” but make a notation that 90% have been cleared.

**58. *For those volunteers, like our Homebound Ministry, who drive to locations that administer the Blessed Sacrament, are they required to have a driving check? Are those ministers required to have on their person, some kind of I.D. or proof of their driving check? What do they need to have?***

Yes, they are required **to have a driver’s check** and valid driver’s license with them. The signed Authorization for Driving or Credit Check must be in their file (a new signed Authorization for Driving or Credit Check is required every year).

Any one of the following citations or convictions in the last three years eliminates a driver:

- Driving under the influence of alcohol or drugs
- Hit and run
- Failure to report an accident
- Negligent homicide arising out of the use of a motor vehicle
- Operating a vehicle during a period of suspension or revocation
- Using a motor vehicle in the commission of committing a felony
- Operating a vehicle without the owner’s authority
- Permitting an unlicensed driver to drive
- Reckless driving
- Speed contest

Any combination of three accidents (regardless of fault) or moving violations in the last three years eliminates a driver.

All violations, whether committed in a personal or commercial vehicle, must be considered.

**59. *I want to speed the On Board process as much as I can. Can ScreeningOne send an email to the Safe Environment Coordinator to let them know a background check is waiting to be processed?***

Unfortunately, ScreeningOne won’t automatically send an email to let you know there is a background check request waiting for approval.

We recommend that you log in to ScreeningOne at least once a week, to approve any background checks for your parish/school. At the same time delete any unnecessary App Pending and App Ready records (i.e. duplicate requests and requests within the 3 years period).

60. ***Going forward we are trying to get signed copies of the Code of Conduct Acknowledgement Form and the actual form is not available online. Is there any way this can be added to the site so we don't have to mail out to volunteers?***

The Code of Conduct Agreement and Form are now in Box.com in the following folder:  
    \Safe Environment\Safe & Sacred

61. ***If a school volunteer wants to begin volunteering at the parish, do we need to have them fill out all of the paperwork for the parish too?***

The school can scan the necessary documents and email them to the Parish for their records?

62. ***Crossroads, the pro-life group will be here on July 1 and 2. They will give a talk about their walk across America and accept donations after mass as they stand outside. Do these people have to do Safe Environment since they will be speaking here for a couple of days?***

All outside speakers and musicians must be approved by the Diocesan Office of Evangelization and Catechesis. The information and forms on how to do this are on Box.com. We also have an article about it in this quarter's newsletter.

Below is the statement on the Diocesan website. This policy extends to:

- All Church-sponsored trainings & events regardless of where the programs or activities are held
- Catholic school events and activities outside of a regular classroom setting
- Religious education classes and programs
- Youth ministry programs and events
- Liturgy of the Word for children
- Rite of Christian Initiation adapted for children
- Babysitting, nursery and child care programs
- Choirs for children and youth
- Altar server training
- Vacation Bible School
- Scouting

63. ***I am scheduled to accompany my son's class at Saint Elizabeth Ann Seton in Keller on a field trip next week, but I am unsure as to if I am approved to go, and or current on my safe environment training needed to be a chaperone. I have emailed the Safe environment contact Corey Hall at Saint Elizabeth Ann Seton a few times, and have not received an answer.***

When you successfully complete the online Safe Environment training course - Serving Vulnerable Populations and receive a certificate, you also meet the training requirement to chaperone.

Volunteers can always log into Safe and Sacred at any time and download their certificate. If you will be driving, you must check with your local SEC to confirm that your MVR was run within the last year and that you are clear to drive.

64. ***What should we do if we come across someone who completed a live class or the Keeping Children Safe class and was never entered into the system?***

Let us know who it is and we can add them to the Safe and Sacred database.

65. *The template letter indicates that the training has been done “between during July 1, 2016 and June 30, 2017,” but your instructions indicate trainings “which have taken place between July 1, 2016 and April 28, 2017.” So should the template letter be changed accordingly? (I would guess so, since it would be inaccurate to have it dated before the ending of the training dates.)*

*So should I change the audit letter of compliance to indicate “July 1, 2016 through April 28, 2017,” or leave it “between during July 1, 2016 and June 30, 2017?”*

Please leave it as July 1 thru June 30.

The actual training dates are July 1 – June 30, however, most locations have already completed all the children and youth training by the end of April which is why we are requesting the audits now. If you have not finished your training, then let us know that and submit the audit to us as soon as possible after completion of the training.

66. *Today, we told the SECs that they could send a link directly out of Screening One to re-do their form if they are stuck in App Pending. If they do that, will they get the automated email that says, “as part of your consideration for employment...”? If so, when we type up the Q&A responses, we need to let them know this. I think it would be better for them to delete it in App Pending and send the volunteer back to S&S to re-do the form there.*

The best practice is to send them back to Safe and Sacred, but some people continue to have trouble getting the form to go through to Screening One. In those cases, send the link directly and explain the letter they will get.

67. *Can’t login to Box.com!*

Try the link below. If that doesn’t work, go to box.com and create a free account. <https://fwdioc.box.com/s/j5kpobzwwqeq4om3r1if7d8er9a1kefo>

Use the email address from the SEC Master List (the email address that we use to communicate with you); you shouldn’t need a pw.

68. *Why can’t I see the volunteer’s name on the Safe and Sacred database report, if the volunteer has created an account online?*

Because of the way that the Safe and Sacred program was written, you are not able to see the volunteer **UNTIL** they log into Safe and Sacred or it could be because they selected the wrong location. Email Nancy to change the location, if needed.

69. *What is the Safe Environment training for Special Need Volunteers?*

There are no exemptions to the need for training. Online training does not accommodate developmental delays or illiteracy so you would need to address each situation with consideration for the individual’s comprehension ability. If you encounter this please contact me and we will talk through it so there is no violation of American Disabilities Act or HIPAA.

70. *If we carpool to an event, training/workshop, Diocesan event, etc. as a staff person, do we need to fill out the **Employee driver info sheet**? Like when we go to the staff retreat or Diocesan/Deanery meetings, etc.*

The driver for carpools should definitely meet this criterion as the risk is significantly higher with more people in the vehicle. Even if an employee is driving without other people in the car with them, they must have an annual MVR check as a requirement of our risk management.

71. *The lady that helps organize the Spanish communities Safe Environment just brought to my attention that most of the Safe and Sacred website that is supposedly in Spanish is actually in*

**English. Some things are translated in Spanish, but not the whole page. All of the drop down options are in English and the legal parts of the page are in English.**

I appreciate that you want to make the site much more user friendly for your Spanish speakers; unfortunately the company that supports the Safe and Sacred software doesn't currently have plans to enhance the onscreen Spanish translation.

The "Preferred Language" set in each person's profile in Safe and Sacred dictates the training program language and to a lesser extent other words on the screen.

Webpage display language is largely dependent upon the language in the browser settings, so that may be an option.

Serving Vulnerable Populations course in Spanish:



**72. What is required for a Credit Check?**

The Release Form for Credit Check must be filled out completely to do the credit check (including Social Security number).

**73. Who is required to have a Credit Check?**

Anyone who handles money (no matter the amount) must have a credit check completed every three years.

I have attached a copy of the Administrative Handbook (don't mind the highlights). Page 174 covers cash received in the office and page 176 gives an example of a cash receipts list. These should be useful tools in explaining to others why you are changing the current process.

**74. How long is a Motor Vehicle and Credit Check good for?**

3 years for the Credit Check and 1 year for the Motor Vehicle check.

**75. What is required in order to do a Credit Check?**

There should be a signed Authorization Release Form for Driving & Credit-Check allowing the Diocese to run a credit check. This form must be filled out completely (including their social security number).

**76. Does the system automatically send my email a copy of every certificate that is issued for one of our parishioners that has our parish correctly marked within their S&S account?**

No, you have to log into Safe and Sacred to view your volunteers and view/print their certificate.

**77. What is the policy regarding photographing children?**

Response per: Marlon De La Torre, MA, MEd., Department Director of Evangelization and Catechesis  
Every parish is required to have some form of a media policy i.e. photography policy involving students in their registration form for parish religious education.

If the situation arises where a parish does not have a specific policy and or guideline written in their religious education packet then the DRE under the direction of the Pastor would need to write a letter

to all parents explaining the intent of taking their child's picture. The letter should provide the parent the opportunity to opt out if they are not comfortable having their child in any form of social media.

**78. If you suspect abuse, what is the process to report the abuse:**

How To Make A Report:

If you suspect abuse of child, or elder or vulnerable adult, or abuse has been disclosed to you,

1. Call CPS; get a case number or copy of report.
2. **Call the Police; get a case number or copy of report.**
3. Report the alleged abuse to your supervisor, Priest or Principal (who will report to diocese) with copy of CPS report made or written report by you.
4. In case of alleged abuse by clergy or Church personnel, contact a diocesan authority.

The reporting to your supervisor referenced to in #3 allows the parish and Diocese to document and address any continued risks to the victim or other potential victims in our schools or ministry programs and is reported to the USCCB during our audits.

**79. Could I get some clarification on the volunteer application, interview and reference check for Nolan? Are we doing these for all adult volunteers or do we just need to do them for ones that are handling money (and, therefore, include a credit check)?**

All adult volunteers are required to go through the Safe Environment training program which includes the application, reference checks, background check, etc. (Reference checks may be done during the interview process for new parents of the school.) All teen leader volunteers must go through the Teen Leader safe environment training. Volunteers, who handle money, must also have a completed credit check done every three years. Volunteers or employees, who drive as part of their duties, must have annual driving checks completed.

**80. A couple of our volunteers have not been able to complete the training because I do not have the Volunteer Application and training logon instructions in Spanish.**

Here is a screen shot of how to change the language before you login:

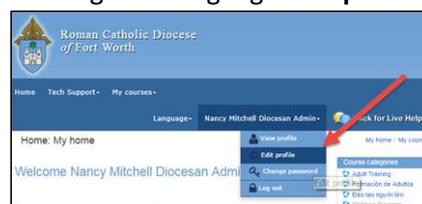
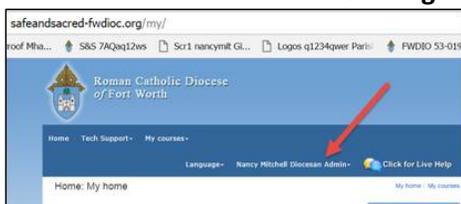


Once the volunteer logs in, they can set the preferred language by:

Click on their name or

Select **Edit profile**

Scroll down to **Preferred Language** and change the language to **Español**.



**81. *I have a person that put their name is as Ramiro Ramiro...should I go in and run their background under their correct name which is Ramiro Ramirez? I wasn't quite sure about that question at the meeting.***

Yes. Hopefully when you approve the background check, you will catch the error in a person's name and can make the correction. If however, the background check has gone through, please rerun the background check under the correct name.

**82. *She completed the training but I don't see anything in ScreeningOne for her. So what do I do; have her request the background check through Safe and Sacred? The box in the bottom corner?***

Yes, please ask her to login to Safe and Sacred, scroll down the right side of the screen to the box that says Background Application and then click where it says "Click Here". She will need to resign the online Release of Information forms.

**83. *Teen Training: what I understood today was that if we use the guidelines and teachings sent in the BOX, we can try to hold our own classes for our youth in order to certify them for volunteer positions. Rather, I would like to ask the both of you to do the training for us sometime in May, so that we may see how it's supposed to go and then are inspired to do our own in the future. We will have about 25 youth that will need to take the training course for VBS. Please let me know if this is a possibility.***

If you would like us to come to your parish or school to train the adult leaders who will train the teenagers, we would be glad to do that. The adult leaders of the parish/school are responsible for training the teens.

**84. *I have an Assistant who will be helping me with all of the file and record keeping. Is it possible for her to get her own log in as an Administrator or Coordinator for St. Ann's; for both ScreeningOne and for Safe and Sacred? Or should she just use my log in?***

No, don't give anyone your login. Just send an email to Nancy. She will set the person up with SEC security rights.

**85. *You mentioned a record that could be printed by parish showing all volunteers and their data specific to them such as expiration date, etc. How do I process that record in Screening One? Or Safe and Sacred? This will be extremely important in helping us jumpstart our record keeping and also to create that spreadsheet you were speaking of with expiration dates of DMV, Credit Check and Criminal background expiration dates.***

Please ask Nancy to run the report for you.