



Archdiocese of Seattle

## SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

**All Church Personnel\* are required to complete annual Safe Environment training as outlined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment.**

**PLEASE NOTE:** All training requirements must be fulfilled by May 31, 2011. However, since Verification of parish & school compliance must also be received on or before May 31, 2011 in the Safe Environment Office, you may want to set an earlier local deadline for your employees and volunteers in order to meet the Verification deadline.

### 2010-2011 TRAINING REQUIREMENTS

#### ⊕ ALL NEW CHURCH PERSONNEL\*

All new Church Personnel are required to complete *Called to Protect for Ministries* **within 90 days of beginning service.**

~ Once *Called to Protect for Ministries* is completed, no other training is required until after July 1, 2011.

#### ⊕ ALL RETURNING CHURCH PERSONNEL\*

All returning Church Personnel, who have completed *Called to Protect for Ministries* in a previous year, must complete one safe environment training update in the *Armatus* program.

~ The *Armatus* program is an online training system which allows participants to take the class at their convenience, from any computer with internet access.

~ Training must be completed by May 31, 2011.

#### ⊕ ALL PARISHES & SCHOOLS

Each parish and school **must** offer *Called to Protect for Parents & Families* to their community.

~ This may be offered in collaboration with other parishes or schools but **MUST** be made available and advertised to parents in the community once a year.

~ This class must be held separately from *Called to Protect for Ministries* and must be offered before May 31, 2011.

#### ⊕ ALL SCHOOLS

Safe Environment Training in Catholic Schools:

~ Pre-Kindergarten through Grade 3 will complete *Talking About Touching*.

~ Grade 7, Grade 9 and new high school students will complete *Called to Protect for Youth*.

~ Verification of all children & youth training is due on May 31, 2011.

\* Church Personnel is defined as all clergy, all employees and any volunteer with ongoing unsupervised contact with minors & vulnerable adults.