

Responsibilities of a Local Safe Environment Coordinator

In order for each parish, school or organization to maintain compliance with the Safe Environment program, it is necessary to assign an individual as a main contact point within your organization to coordinate efforts for the program.

Initially, we are working to allow each organization “instant” access to updated information about people who have attended the Protecting God’s Children™ training.

Minimal Job Requirements:

1. Must have attended Protecting God’s Children training.
2. Must have access to a computer with printing capability and access to the Internet.

The responsibilities for this person will include the following:

1. Maintain locally the requirements for the Diocese of Buffalo Safe Environment compliance standards.
2. Educate local staff, volunteers and employees about the requirements for attending mandated Protecting God’s Children™ training.
3. Maintain records for each individual including written applications (volunteer or employee), reference checks, Code of Conduct forms, criminal background checks. Note that some of this information should be considered extremely confidential. It should be maintained in a locked environment with restricted access for those trusted individuals who must access this information in order to conduct their assigned duties.
4. Maintain local training records for Protecting God’s™ Workshops.
5. Maintain local training records for VIRTUS *Online*™ training (bulletins and re-certification).
6. Provide printed copies of training bulletins and re-certification training to those individuals who have indicated that they do not have Internet access. The Diocese of Buffalo has contracted with VIRTUS® to provide two training bulletins per month in 2003 – 2004 and one training bulletin per month thereafter.
7. Look for opportunities to facilitate Internet-based training for local participants.
8. Maintain and update records for those individuals who need to read training bulletins through printed materials. For those individuals who require the materials to be printed locally by the parish, school, or other organization; a representative will need to collect a signed affidavit from the individual (sample enclosed) and record the training in the VIRTUS® system.
9. Maintain and share schedule information on regional Protecting God’s Children workshops.
10. Coordinate with the Diocesan Safe Environment Coordinator to schedule upcoming training workshops.

SAFE ENVIRONMENT

LOCAL COORDINATOR FAXBACK FORM

To: Don Blowey, Safe Environment Coordinator

Phone: (716) 847-5532

Fax: (716) 847-5538

From: Pastors, Administrators, Principals, Religious Ed

Date: _____

Subject: Protecting God's Children – Designation of Local Safe Environment Coordinator

I request that the following individual be granted access to local Safe Environment records for my parish, school, organization. I understand that the named individual will be able to view compliance information for members of my local organization, and will be able to update some training information for my local organization.

Further, I understand that this individual may be considered a main contact for the local Safe Environment efforts.

If a VIRTUS account already exists for this individual, the **User ID** is: _____

Your Organization (if not Diocese of Buffalo): _____

Location (Name of Parish, School or Organization) where you work or volunteer: _____

City where your Parish, School or Organization is located: _____

Group (School, Parish, Catholic Charities, Baker Victory, Religious Ed, Youth Dept, etc.): _____

Salutation (Mr., Ms., Mrs., Bro., Rev., Sr., Dcn., etc.): _____

First Name: _____ **Last Name:** _____

| | | |
|------------------------------------|-----------------------------------|--------------------------------|
| Classification (check one): | _____ Employee – School – Teacher | _____ Volunteer – Religious Ed |
| _____ Clergy – Bishop | _____ Employee – Religious Ed | _____ Volunteer – Diocese |
| _____ Clergy – Deacon | _____ Employee – Other | _____ Volunteer – Parish |
| _____ Clergy – Priest | _____ Independent Contractor | _____ Volunteer – School |
| _____ Employee – Chancery | _____ Parent | _____ Volunteer – Facilitator |
| _____ Employee – Parish | _____ Pastoral Administrator | _____ Volunteer – Other |
| _____ Employee – School – Admin. | _____ Seminarian | |

Title: _____ **e-mail Address:** _____

A/C & Phone: _____ **Fax:** _____

Address & Street (print clearly): _____

City, State & Zip Code: _____

Training Course Name (if not Protecting God's Children for Adults): _____

Training Course Location: _____ **Course Date/Time:** _____

Authorized by:  X _____ **Date:** _____

Your name (PRINTED) _____ **Your Title:** _____