

## Safe Environment Coordinators

The pastor of each parish and the principal of each school shall appoint a Safe Environment Coordinator to assist the parish and the school in matters associated with the *Promise to Protect, Pledge to Heal* Policy for the Protection of Children and Young People including, but not limited to, scheduling training sessions on sexual abuse and sexual harassment matters, coordinating the distribution of materials for parents on child sexual abuse, and assisting in the background screening process.<sup>1</sup>

### I. General Responsibilities:

- Participate in training provided by the Safe Environment Office
- Assist with the intake process for new employees and volunteers
- Provide employees and volunteers with training information, including refresher training every four years
- Assist in the processing of employee and volunteer background checks, including renewals every four years
- Track the safe environment compliance of employees and volunteers
- Update the online Safe Environment Database on a regular basis
- Maintain orderly files
- Assist the pastor or principal by ensuring that employees and volunteers obtain copies of policies and other safe environment materials
- Available to assist pastor or principal in responding to inquiries and concerns.
- Acts as a liaison between the parish or school and Safe Environment Office of the Diocese.

### II. Qualifications:

- Should be a lay person or religious.
- Should be organized
- Must possess good computer skills
- Must be willing and able to keep confidential personal information shared by employees and volunteers (subject to any applicable reporting requirements).
- Should be able to commit the time to assist the pastor and parish staff by making regular updates to the Safe Environment Database and distributing information to volunteers and/or employees regarding background screening and training requirements.
- Should be committed to ensuring that policies/programs are completed.
- Pastors and principals should consider appointing someone with whom the pastor or principal already has a good working relationship.