



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

**SAFE ENVIRONMENT COORDINATOR
RESPONSIBILITIES**

Each Local (parish/school/organization) Safe Environment Coordinator (SEC), previously referred to as Director of Safe Environment (DSE), is appointed by and accountable to the pastor, the principal, or administrator of their community AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment.

Once appointed, in writing, via the SEC Appointment Form, the SEC is provided with access as a site administrator to the compliance tracking database platform entitled CMG Connect; therefore, basic computer proficiency is required. As site administrator, the local SEC is expected to monitor SE compliance of all location (parish/school/organization) employees and educators (where applicable), and any volunteers working with or around minors or vulnerable adults and ensure minors, ages Pre-K to Grade 12, are taught the Circle of Grace curriculum **annually**.

After initial completion of the adult SE certification curriculum, recertification is required every three (3) years for adults. Youth minors recertify annually (*Youth Minors (<18) are not required to complete a background check.)

All volunteers (adults and youth minors) not in contact with children are required to complete a Volunteer Application one time and this is to be kept at the parish/school for auditing purposes.

Responsibilities for the SEC include the following:

1. Read and understand the *Safe Environment Handbook and Program Manual* and refer to it frequently to help ensure proper implementation as well as compliance and understanding throughout the parish/school.
 - a. <https://www.dioslc.org/offices/safe-environment/documents>
2. Read and understand the diocesan policy on how to report abuse and ensure the pastor/principal/administrator, staff and other key leaders know and understand this policy.
 - a. <https://www.dioslc.org/offices/safe-environment/reporting-abuse>
3. Regularly monitor adherence to the Diocesan Safe Environment Program.
4. The parish/school administrator, SEC, key staff, and ministry/department heads should always be in communication regarding staff and volunteer changes and additions so that you can ensure Safe Environment compliance.
5. SEC's should utilize CMG Connect, but also keep a spreadsheet of all employees and volunteers that are and have been active throughout the fiscal year. Everyone who was/is actively working at the parish/school, or volunteering with or around children (youth minors) or vulnerable adults during the fiscal year should be Safe Environment certified. Even if their account was archived because they left mid-year, they still must be included in your audit numbers for the fiscal year. The USCCB auditors want the data to be a snapshot of all employees and volunteers that were active during the fiscal year.
6. The *SE Parish/School Audit Report* is due at the end of every fiscal year, and **no later than July**

15th for the fiscal year July 1-June 30.

7. SEC's ensure all volunteers who are not in contact with minors complete the Volunteer Application (Adult and Youth Minor) and ensure any adult volunteers who are not qualified to work with minors based on their criminal background history disclosure are not allowed to volunteer. Volunteer applications only need to be completed once and is kept at the parish/school for auditing purposes.
8. SEC's ensure all vendors and outside organizations who conduct business or who provide services on the premises of a parish, school or institution of the Diocese **who come into contact or interact in any way with minors or vulnerable adults** must either:
 - a. be accompanied by a Safe Environment Certified Employee or Volunteer **at all times** while on the premises, OR
 - b. complete and agree to the terms of the *Vendor/Outside Organization Safe Environment Compliance Form*.
9. SECs manage and maintain all Parish/School Large Group Gathering Forms at the parish/school and ensure compliance with all parish/school activities and events.
10. Review and complete the *Parish/School Audit Questionnaire & Audit Checklist for Parishes and Schools* for compliance with the Charter with the pastor/principal/administrator, key staff, DRE and other ministry heads at least annually.
11. Learn and use the CMG Connect database training platform to confirm and monitor compliance.

Access the CMG Connect database training platform at: <https://saltlakecity.cmgconnect.org/>.

 - a. Review and be familiar with the CMG Connect site administrator user's manual and other resources (Resources section of CMG Connect).
 - b. Regularly review the end-user site list, and compare it to your own tracking spreadsheet, verifying current certification status and facilitating recertification as needed.
 - c. When hosting activities or events at your parish/school - search the CMG Connect database (search full diocese) for certification status prior to an event for individuals whose primary location is not your parish/school and add those end users to your site's secondary list.
 - d. Manage primary user profiles and assist end users with CMG Connect profile account creation and access to existing profile accounts.
 - e. Archive accounts for individuals that are no longer employed or active volunteers at your parish/school. Although these individuals are archived, they should still be counted on the *SE Parish/School Audit Report* because they were active during the fiscal year.
12. Navigate and become familiar with the contents available on the Diocesan Safe Environment

website (i.e., reporting abuse, resources, policies, documents, and forms).

13. Direct all individuals needing to become safe environment certified to the training platform at: <https://saltlakecity.cmgconnect.org/> or to the diocesan safe environment website at: <https://www.dioslc.org/offices/office-of-safe-environment>.
14. Inform all employees (staff), ministry heads and other leadership in the parish/school of Safe Environment Compliance Requirements.
15. Communicate with the Diocesan Office of Safe Environment if compliance is not being met.
 - a. Do not allow individuals to work at the parish/school, or volunteer with minors or vulnerable adults if they are not Safe Environment Certified.
16. Work with the Director of Religious Education (DRE), Pastor, Principal or Theology Teacher/Dept. Head and Youth Ministry Director to ensure all minors, ages Pre-K through Grade 12, are annually taught the diocesan-approved children's safe environment curriculum entitled Circle of Grace.
17. Coordinate with the DRE, Pastor, Principal or Theology Teacher/Dept. Head to track the number of children trained and submit the Children's Training Report to the Office of Safe Environment **no later than May 31st** of each year for annual auditing purposes and reporting.
18. The Office of Safe Environment is required by the USCCB Charter for the Protection of Children and Young People to provide important information via bulletin/newsletter announcements to the community as it pertains to the safety and wellbeing of children and young people. These announcements are not optional and must be included in the bulletin/newsletter. The SEC is provided with sample bulletin announcements in English and Spanish by the Office of Safe Environment and needs to ensure that they are provided to the person(s) in charge of the parish/school bulletin/newsletter and that they are published in the bulletin/newsletter at least once a month.
19. If you have a website, you need to create a page for Safe Environment. If you need assistance with graphics, or content, please contact the Safe Environment Office.
20. The SEC is responsible for ensuring posters and brochures are posted throughout the parish/school in both English and Spanish. If you need new posters or brochures, contact the Safe Environment Office.
21. The SEC is responsible for completing the SE Annual Audit Report for Parishes/Schools and submitting the signed report **each year by July 15th** to reflect the fiscal year. (July 1- June 30)
Note: the data you provide should reflect ALL parish/school employees and Catholic school educators that were actively employed during the fiscal year, even if they are no longer employed.
It should also include ALL volunteers that were **in contact** (with or around) children during the fiscal year, even if they are no longer active at this time. You may have archived accounts because they left during the fiscal year, however because they were active during the fiscal year, they need to be included in the audit.

Please don't rely on CMG Connect only. CMG Connect will include individuals who may have taken only other training(s) not related to children (Ministry to the Sick, Money Handler, Defensive Driver). **The audit report should only include those volunteers that were in contact with children as required by the *Charter*.**

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