

Frequently Asked Questions

1. What is the name of the new online safe environment training?

Safe&Sacred

2. Is the training online for both adults and for children?

Only adults complete online training. Minors (18 and under) complete *Safe&Sacred* Children's Program and Responsible Teen Volunteer Training (14 to 18 years of age) is presented in a classroom setting by trained catechists in the course material.

3. Why is safe environment training a requirement to work or volunteer with minors or vulnerable adults?

This is a societal issue. If someone were working or volunteering in any faith setting, school, youth-serving organization, or sports league, they would encounter the same requirements, because society has a duty to protect children. These issues will not simply go away by themselves. They will only go away one 'aware and prepared' person at a time.

4. Who is required to complete the *Safe&Sacred* Training?

As per the *Charter*, in article 12 anyone who has contact with minors (June 2018)

List of who must be SE trained (but are not limited to):

- All employees
- Catechists
- Youth Formation or Sacramental Prep volunteers
- Trainers for Altar Servers
- Adult Altar Servers who serve at Mass with minors
- Mixed Choirs
- Ushers
- Homebound Ministers of Holy Communion
- Nursery/Aftercare volunteers
- Anyone who has contact with vulnerable adults
- Knights of Columbus – if in a supervisory role

5. Is the training different for employees and volunteers?

- Yes, volunteers must complete Protecting Children in the 21st Century only
- Employees must also complete Promoting Human Dignity in the Workplace within 30 days of employment.

6. How long will the course take to complete?

Creating a user profile and the BGC will take between 15-20 minutes
Protecting Children in the 21st Century course should take about an hour if working at a steady pace. It is highly recommended to view all the courses as a 'student,' allowing time to understand the material. There is a 20-question quiz at the end requiring a score of 70% or higher.

Promoting Human Dignity in the Workplace for an Employee is about 1 hour, and the supervisor section piggybacks off the employee course. This will add an additional 30-40 minutes.

7. What is covered in the training?

Protecting Children in the 21st Century covers types of child abuse, signs and effects of child abuse, professional and personal boundaries, human trafficking, and reporting

8. How often is my background check submitted for screening?

Background screenings run on a rotating 3-year cycle. Depending on results of an individual's screening, it is possible a BGC will be conducted on a yearly rotation.

9. What are background checks?

As part of my employment/volunteering I must consent to a criminal background check, arrest records check and abuse registry check in compliance with Article 13 "Dioceses/eparchies are to evaluate the background of all their respective diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include contact with minors."

10. What does the Archdiocese check?

Criminal history as well as abuse registries.

11. What do the background status messages mean in the reports?

If the report status is "Complete" the background check is completed with no alerts. If status is other than complete, it will be noted with restrictions and the Archdiocese will need to investigate the matter.

Additional note: It is important that during the process of setting up a user account that the user continues through the full process and completed the BGC through ISP (Integrated Screening Partners) without stepping away or logging out of the system. If this happens, it is necessary for you to contact tech support or ISP using the email link on the homepage of the *Safe&Sacred* platform to reset your BGC and then you will follow the link on the homepage to enter ISP and complete the steps for a BGC. Remember, BGC can take up to 2 days to process, so be patient and give yourself ample time to complete all the necessary requirements for SE in the archdiocese before the event, activity or employment start date.

12. How long do background checks take to process?

Background check should process with 2 days unless additional information is needed. Remember, the BGC is only part of the SE requirement. A completed BGC is not enough to be compliant with archdiocesan and *Charter* requirements to serve in parishes, schools, or organizations.

13. Why does it ask for my social security number?

Social Security Numbers are needed to verify a person's '*living history*.' It provides additional information to the screening company to determine similarities in common names/spellings and also in some cases, if an offense occurred in a different state

with the same name or similar spelling, having a SS# can determine if an archdiocesan employee or volunteer has lived in the state where the offense took place potentially eliminating the employee or volunteer, or possibly requiring additional information.

FYI: A SS# is not used to determine criminal offenses, nor will authorities be alerted. Providing false information is a crime and could result in fees, fines, charges, and possibly jail.

14. What if I do not have a social security number?

If a person does not have a SS#, the system instructs to put 9's as placeholders. It is important to do this only if you DO NOT have a SS#.

The system is completely safe, and you are entering information directly into the BGC screening company's site. The BGC company will see only your last 4 digits once it is processed and no one in the Safe Environment Office has access to this information.

15. Why are emails required?

Emails are required for the purpose of alerting the users when certification is expiring, BGC must be conducted for 3-year screening and updates to the training, resources, policies, etc. Without an email attached to the account, it is the responsibility of the parish, school, or organization to contact users when it is time for recertification, BGC screening, changes to training, policy, etc. As diligent as local SEF may be, having an email account listed in the user's profile assures information is provided consistently and in a timely manner regarding training and expiration dates.

16. How often do I need to complete safe environment training?

All employees and volunteers will do one SE training a year

- Year 1: BGC and Protecting children (*Charter required course*).
- Year 2: Technology Safety
- Year 3: Bullying in Organizations

In addition to the above, employees will be required to complete yearly:

- Promoting Human Dignity in the Workplace
- If the employee is classified as a supervisor, the extended course for supervisors will be required as well.

17. What if I do not complete my training before my certificate expires?

Certificates expire 1 year to the date of the issues date. The date after expiration status changes from compliant to non-compliant meaning the volunteer may not be involved in ministry until compliancy is obtained.

No one is allowed to serve in ministry who is non-compliant.