

To: Parishes, Schools, and other institutions
Re: **All Steps for Facilitating a Safe Environment Training Program**
From: Molly Thompson, Safe Environment Coordinator (April 2007)

Enclosed is a DVD of the English-language version of the Diocese of Owensboro's Safe Environment training program. With it you should find all forms and materials associated with it. This will allow you to facilitate Safe Environment training sessions at your parish or school site.

Individuals may NOT take the training materials home to view. They must come to the parish or school to view them—preferably in a group setting—but always onsite where you can verify they have viewed the tapes and that they are able to handle the information presented. (Occasionally, a person's life experience will include related trauma, and the facilitator always needs to be sensitive to that and help refer that person to local resource options.)

BEFORE THE SESSION:

Advertise your adult training session through announcements on diocesan web site (call Molly Thompson (270) 683-1545, x 353 or molly.thompson@pastoral.org) and through bulletins or announcements at church and at local Catholic schools.

Make sure you have adequate **copies** of the documents enclosed:

- 2 background check forms for each attendee to fill out and turn in:
 - ✓ “*Authorization and Release for the Procurement of an Investigative(Criminal Background) Report*”
 - ✓ “*Cabinet for Health and Family Services...Central Registry Check*” (DPP-156, revised 12/05) (two-sided sheet)
- Opening Prayer--1 copy for facilitator; perhaps more if others help lead the prayer time
- “Facilitator’s Introduction”—1 copy for the person facilitating the session
- “Sign-In Sheets” for attendees—enough copies for all attendees to sign in and list their Catholic places of ministry.
- Certificate of Completion—1 for each attendee to keep. If possible, copies can be made (once certificates are filled out) for the place of ministry to keep.
- ✓ “Adult Code of Conduct” (rev. 4/2007)—2 copies for each attendee (one to keep, one to turn in)
- ✓ Summary of the “Statement of Policy and Procedures on Sexual Abuse” for the Diocese of Owensboro (revised 5/2005)—1 copy for each attendee to review and keep (two-sided sheet)
- ✓ *Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures* (revised in 5/2005)—1 copy for each attendee to sign and turn in
- ✓ “Prayer for Healing”—handouts have 3 to a page; make enough copies for each attendee to use as the closing prayer and then keep
- the flier “Child Sexual Abuse: How Can They Keep Such a Horrible Secret?”—1 copy for each attendee to review and keep (two-sided sheet)

Have enough working black or blue **pens** for the use of those attending.

AT THE SESSION:

- A. As participants arrive, they immediately sign the sign-in sheet, even if only one person attends. (Make sure all information is legible and complete.)—This will be the Office of Safe Environment’s documentation of class attendance.
- B. Give participants the items check-marked on prior page, allowing them to begin filling out background check request forms:
 - “*Authorization and Release for the Procurement of an Investigative(Criminal Background) Report*”
 - “*Cabinet for Health and Family Services...Central Registry Check*” (DPP-156, revised 12/05)

**** Notes about Background Check Form Submittals:**

- a) Individuals do not submit payment; the diocese is covering the cost at this time.
- b) Forms need to be filled out completely, with full names rather than initials, and with prior physical addresses back through the past 7 years. If a person uses a PO box, physical address should be listed as well.
- c) Both forms have a place for a signature and also for an adult witness’ signature. The witness can be anyone 21 or older who watches them sign. Individuals need both these lines completed.
- d) The Cabinet WILL complete the Central Registry Check without the driver’s license copy or the copy of Social Security card or birth certificate. Individuals do not need to submit that additional documentation. (Employees should give a copy of necessary documents to their place of employment though.)

- Adult Code of Conduct (2 copies each)
- Summary of the “Statement of Policy and Procedures on Sexual Abuse” for the Diocese of Owensboro (revised 5/2005)—1 copy each
- *Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures* (revised in 5/2005)—1 copy each
- the flier “Child Sexual Abuse: How Can They Keep Such a Horrible Secret?”—1 copy each

SESSION PROCEEDS:

- 1) All attending share in the **opening prayer**, led by the facilitator. ** This time of prayer is, of course, essential to the session, allowing all to recognize our efforts in God’s work.**
- 2) Facilitator reads the **Facilitator’s Introduction** to attendees.
- 3) Facilitator runs the **DVD** of the program.
- 4) While attendees are watching the program, facilitator uses sign-in sheets to **fill out the names on Certificates of Completion** (and to make copies, if desired).
- 5) When the DVD topic turns to the **Adult Code of Conduct**, facilitator ensures that all attendees have their copies out and can follow along.
- 6) Facilitator **lets DVD finish**.
- 7) At the end of the DVD, facilitator **calls attention to the changes in the Adult Code of Conduct** as follows:

“As you can see on your copy of the Adult Code of Conduct, some changes have occurred since the time of the original video. Please read along as I point them out. “

**** Supervising adults may not provide any alcoholic beverage, tobacco, or illegal drugs to a minor, or provide anything prohibited by law to a person in their care. Medications of any kind may be administered to a minor only with written parental/guardian permission.**

**** If a person becomes aware of anyone violating this Code of Conduct, he/she is responsible for reporting that violation to the appropriate level of supervisor or to the diocesan Office of Safe Environment so the issue can be addressed and minors can be kept safe.**

- 8) After the topic of the Code of Conduct has been addressed, attendees **sign one copy of the Adult Code of Conduct** to turn in and keep their other copy.
- 9) **ADDITIONAL REQUIREMENT:** When the DVD ends, facilitator has all attendees pull out the **Summary** of the “Statement of Policy and Procedures on Sexual Abuse” for the Diocese of Owensboro (revised 5/2005). **Facilitator may either read this ALOUD or have attendees take turns reading ALOUD this document.** (The uncondensed version of the diocesan sexual abuse policy can be found on the diocesan web site: www.owensborodio.org)
- 10) Attendees **sign the Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures** (revised in 5/2005) to turn in.
- 11) Facilitator **hands out the flier** “Child Sexual Abuse: How Can They Keep Such a Horrible Secret” and tells attendees this information may help them handle issues that may arise.
- 12) Facilitator handles any **questions**. If answer is unknown, feel free to contact the diocesan Office of Safe Environment.
- 13) Facilitator gives all attendees a copy of the **Prayer for Healing**. Group prays this together to end session.

AT END OF SESSION (BEFORE ATTENDEES LEAVE):

From each person in attendance, facilitator should **collect** the following:

- 1) “*Authorization and Release for the Procurement of an Investigative(Criminal Background) Report*”—(See Notes about Background Check Forms on prior page.)
- 2) “*Cabinet for Health and Family Services... Central Registry Check*” (DPP-156, revised 12/05)—(See Notes about Background Check Forms on prior page.)
- 3) **Signed** Adult Code of Conduct
- 4) **Signed Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures** (revised in 5/2005)

After collecting the forms listed above, facilitator **gives each attendee his/her Certificate of Completion**.

AFTER SESSION:

Facilitator sends the following to the diocesan Office of Safe Environment (600 Locust St., Owensboro, KY 42301):

- **Sign-in sheets** from the program (Make a copy for the site that hosted the program.)—These serve as the attendance documentation for the Safe Environment database so they need to be sent in.
- **Set of 2 completed background check forms from each attendee** (i.e. “*Authorization and Release for the Procurement of an Investigative(Criminal Background) Report*” and “*Cabinet for Health and Family Services... Central Registry Check*” (DPP-156, revised 12/05)
- **Signed Acknowledgement of Receipt of Summary of Sexual Abuse Policy and Procedures** (revised in 5/2005)

Facilitator sends turned-in Adult Code of Conduct and Certificate of Completion copy (if possible) to participants’ place of ministry. If place of ministry is not known, facilitator may send these forms in with other information to the Office of Safe Environment.

Facilitator collects all unused forms. Facilitator also ensures that the complete set of original materials is kept intact.