

# **SAFE ENVIRONMENT PROGRAM PROTOCOL**

May 1, 2019

## **TRAINING PROTOCOL FOR CLERGY, EMPLOYEES AND VOLUNTEERS** **WHO PROVIDE DIRECT SERVICES TO OR HAVE UNSUPERVISED** **CONTACT WITH CHILDREN**

**As mandated or ethical reporters of child abuse, all clergy, employees and volunteers, before working unsupervised with children, will be required to complete the following:**

- Complete the Live Scan process which includes fingerprinting and background check and receive a clearance from the Safe Environment Training Manager's Office.
  - Per Bishop Myron Cotta, "undocumented" volunteers are not to be sent to be Live Scanned. They must complete the online training course, "Protecting God's Children", but may only work or volunteer alongside someone who has completed all Safe Environment training protocol. They are not able to work with children alone.
- Complete the Virtus online training course "Protecting God's Children" and present a certificate of completion to the parish Safe Environment Coordinator.
  - Included in the online training is a condensed version of the Diocese of Stockton Standards of Conduct for Those Working with Children and Young People, which needs to be reviewed before being able to complete the course
  - All policies, procedures and Codes of Conduct are outlined in detail on the Diocesan website
- All Clergy is required to read and sign the Pastoral Code of Conduct as well as the Diocese of Stockton's Standards of Conduct
- All volunteers should read and sign the Pastoral Code of Conduct as well as the Diocese of Stockton's Standards of Conduct
  - Keep a copy in the safe environment file and the personnel file

## **TRAINING PROTOCOL FOR CHILDREN AND YOUTH WITHIN THE DIOCESE OF STOCKTON**

All children and youth attending parochial schools within the Diocese of Stockton, ages K-8, and 9-12 (high school), and also all children and youth attending religious education classes within the Diocese of Stockton **are required** to receive the Safe Environment safety curriculum every year.

The curriculum currently being used is as follows:

1. K-8 (parochial schools and religious education youth) CIRCLE OF GRACE CURRICULUM  
This training is age appropriate and includes a religious teachings component
  - a. K-8 (parochial schools)
    - i. The children attending one of the Diocesan parochial schools must receive every lesson within the Circle of Grace training manual.
  - b. Religious Education (K-8)
    - i. The children attending religious education classes within the Diocese of Stockton must receive at least 1 or 2 lessons within the Circle of Grace training manual.
2. High School and Religious Ed – grades 8-12
  - a. High School (8-12 grades) and Religious Education teens (8-12 grades)
    - i. The teen youth attending one of the Diocesan high schools or attending religious education classes must receive the Circle of Grace training.