

.Parish Safe Environment Checklist

Diocese of Marquette – 2016

TRAINING OF VOLUNTEERS/EMPLOYEES

1. Ensure all employees/volunteers have received the Safe Environment Policy
 Have each employee/volunteer sign the appropriate form. Maintain copies on site.

The above are available at:

www.dioceseofmarquette.org

On the dark blue menu bar place your cursor over *Administration (DO NOT CLICK)*

Place your cursor over *Policy Manuals*

Click on *Safe Environment Policies*

2. Ensure that all volunteers/employees have completed a *Background Check Application*.

The Diocese of Marquette requires volunteers who work with children or who have an opportunity to observe someone working with children, and all employees to complete a background check.

To complete a background check, go to
www.dioceseofmarquette.org
click *Protecting Children* on the header bar and then
select *Criminal Background Check Application*.

Follow the link for: **First time users**
Enter your primary ministry site and the access code:

baraga1857

Complete the remainder of the page to set up your account.
Click Submit Registration.
You will go back to the log-in page. Enter your user ID and password.
Click Login.

Follow the prompts, as there are multiple forms to complete.

3. Ensure that each volunteer/employee completes *Protecting God's Children* Awareness training
 - a. Live sessions are offered at locations around the diocese throughout the year. The schedule can be found at:

www.dioceseofmarquette.org

On the dark blue menu bar place your cursor over *Protecting Children (DO NOT CLICK)*
CLICK ON *Awareness sessions schedule*.

- b. Training can also be taken by completing an on-line module. To do this contact Marti Tomasi at mtomasi@dioceseofmarquette.org

TRAINING OF CHILDREN AND YOUTH

1. Secure the necessary resources for training children.
 - a. The training of children and youth is integrated into the faith formation program. The scheduling of sessions is at the discretion of the parish coordinator but must be completed prior to submitting the report form each year.

The above materials are available at:

www.dioceseofmarquette.org

On the dark blue menu bar place your cursor over *Protecting Children (DO NOT CLICK)*
Find the link for *Children's Safe Environment*.

2. Complete and submit the *Parish Faith Formation Children's Safe Environment Report Form* by April 30th. Maintain a copy on site. Form can be found at:

www.dioceseofmarquette.org

On the dark blue menu bar place your cursor over *Protecting Children (DO NOT CLICK)*
CLICK ON *Children's Safe Environment*.
CLICK ON *Parish Report Form*.

TRAINING OF THE ENTIRE COMMUNITY

1. Ensure that a copy of the *Charter for the Protection of Children and Young People* is available to the parish community.