



Local Safe Environment Coordinator LoSEC

Pre-Requisites:

- A. The LoSEC must meet and maintain all Safe Environment requirements, including: complete background check, completed Protecting God's Children training and, Monthly training Modules.
- B. Due to the sensitive nature of the information provided, it is of extreme importance that the LoSEC understands that confidentiality and discretion are critical to this position. To insure confidentiality for the person completing an application for service as a volunteer or employee, the following consideration should be paramount in establishing processes and procedures:
 - The personal integrity of the Local Safe Environment Coordinator (LoSEC) having read, understood, and signed the Local Safe Environment Coordinator Delegation of Responsibility and Confidentiality Statement
 - Limited access to applications, reports, and documentation, and
 - The security required to protect and restrict access to the information (i.e. , locked file cabinets with limited access; password protected computer workstations)
- C. The LoSEC should possess computer skills including using the internet, & e-mail.
- D. The LoSEC agrees to participate in diocesan sponsored training and guidance in navigating the necessary databases.

Responsibilities:

1. The LoSEC is responsible for following the Safe Environment requirements for the screening of all applicants for employment or volunteer services prior to, or on an employee's first day of work or, prior to volunteering at an event.
2. The LoSEC is responsible for checking the Diocesan Safe Environment Master List of Employees & Volunteers each month to ensure employees are in compliance and, follow through with reminders with those employees who are more three or more months behind.
3. The LoSEC is responsible for checking the Diocesan Safe Environment Master List of Employees and Volunteers prior to each event to ensure that everyone volunteering is Safe Environment compliant.
4. The LoSEC is responsible for maintaining a manual of current procedures for background checks & Protecting God's Children training.
5. The LoSEC is responsible for ensuring the Children's Safe Environment Training is implemented into the Faith Formation program and / or the school classroom curriculum, maintaining and utilizing current resources as provided by the diocese, and sending the Children's Annual Training Report to the Diocese by the end of every April.
6. The LoSEC is responsible for communication via telephone or e-mail with the Diocesan Safe Environment Coordinator on a regular basis, including any issues, concerns or problems they cannot resolve on their own or with the assistance of their Pastor.



Diocese
Of
Marquette

Local Safe Environment Coordinator (LoSEC)
Delegation of Responsibility:

I, _____, designate: _____
(Name of Pastor / Pastoral Coordinator / School Administrator) (Name of LoSEC)

LoSEC for _____
(Name of Parish and City)

And delegate the following responsibilities: (Please check all that apply)

- _____ Maintain compliance with regard to their personal Safe Environment status.
- _____ Assist volunteer & employee applicants in completing the eApps on-line background check application.
- _____ Distribute the Safe Environment Policy, (rev. 2016) to all new employees and volunteers, place the signed "Accept and Understand" page in the employee file and ensure that a copy of the Policy is posted where it can be read by all.
- _____ Assist applicants register a training account at VIRTUS.ORG and, when necessary, assist them with the Protecting God's Children training on-line module.
- _____ Reference the Safe Environment Master Spreadsheet to ensure employees complete the Safe Environment requirements prior to, or on their first day of employment and follow-up with them when they are out of compliance with the Training Bulletin requirement.
- _____ Reference the Safe Environment Master Spreadsheet prior to and during all events to ensure that active volunteers signed up for an event are Safe Environment compliant prior to being accepted to assist.
- _____ Work with the Faith Formation Director to ensure they have the current Children's Safe Environment resources and have incorporated them into their lesson plans for the current year.
- _____ File the Children's Training Report in April with the Diocesan Safe Environment Coordinator.
- _____ Communicate to the Diocesan Safe Environment Coordinator, any additions or deletions in employee or volunteer rosters and any status changes, in a timely manner.
- _____ Print and submit to the Parish / School bookkeeper, the annual eApps (Austin Computing) invoices for payment.
- _____ Attend training, seminars, audits & reviews at the diocese or in-house that are related to Safe Environment, either in-person or via teleconference.
- _____ Prepare and validate information for the annual Safe Environment Survey

Delegation approved by: _____
(Name of Pastor / Pastoral Coordinator / School Administrator)

CONFIDENTIALITY STATEMENT

LoSEC: I shall maintain the strictest confidentiality regarding employee / volunteer records for which I have access. My signature acknowledges that I understand the Pastor / Pastoral Coordinator / School Administrator has entrusted this position to me in order to uphold the Safe Environment Policies of the Diocese of Marquette.

Signature and Printed Name of LoSEC

Date

A **COPY** of this form is to be kept on file with the Diocesan Safe Environment Coordinator
Diocese of Marquette * S.E.C. * 1004 Harbor Hills Drive * Marquette, MI 49855