



SAFE ENVIRONMENT FOR CHILDREN PROGRAM

At Catholic parishes and schools across the country, employees, volunteers, educators, parents, and children are participating in special training programs.

The training is mandated by the 2002 Charter for the Protection of Children and Young People issued by the United States Catholic Bishops. The Charter reaffirms the Catholic Bishops' deep commitment to creating a safe environment for all God's children.

ABOUT THE TRAINING

In response to the Safe Environment initiative, Shield the Vulnerable created "Recognize, Report & Prevent Child Abuse," an individualized, interactive online course. No special hardware, software, or training necessary. Just a PC or Mac and Internet access. **The course takes 1 – 1.5 hours** and you can pause and return anytime to the same place and finish the course. Just remember your Login-ID & Password.

To begin the online training, you must register. This is important so that you are assigned the correct version of the course and the Certificate can prove you completed the training. The information is held in confidence and only used for the Diocese to comply with the annual audit required by the Charter.

HOW TO TAKE THE ONLINE COURSE

- 1 Go To: shieldthevulnerable.org
- 2 Click "Signup/Login" button on Home page
- 3 Click "Sign Up-First Time" button on Menu page
- 4 Select your diocese from list of dioceses
- 5 Click "next" button & confirm selection if correct
- 6 Complete the 4-step Registration:

▶ **Step 1 - Personal/Login Tab:** fill in the requested information and create your own login. Only one person can be named on the registration. Your email is necessary to receive the Monthly Monitor and your Login if you forget it. If you do not have an email, enter "no@email.com."

▶ **Step 2 - Diocesan Affiliation Tab:**

- ▶ Select who you are (check ALL that apply): employee, volunteer, or parent.
- ▶ Select location type: parish, school . . .
- ▶ Select where located: city . . .
- ▶ Select name: St. John's parish, school . . .
- ▶ Select your primary Job/Position/Activity
- ▶ Click "Submit" button when done

▶ **Step 3 - Occupation Tab:** whatever your diocesan affiliation (employee, volunteer . . .), you **MUST** identify what you do for a living. This is important because it determines which reporter version you take:

Mandatory Reporter (required by law to report): select your occupation if listed.

Ethical Reporter (permitted, but not required to report): your occupation is NOT listed.

After selecting reporter type, click the "Summary" button at the bottom of page.

▶ **Step 4 - Summary Tab:** review your registration and if correct and you "Accept" the license, click "Confirm Registration."

7 Click "Start" button on My Course page. Here's what you'll learn:

- What are the different types of abuse & neglect
- How to recognize the signs of abuse & neglect
- How to protect a child who is a victim of abuse
- When & how to make a report under state law
- What are the Diocesan standards of conduct

8 Acknowledge Diocesan Policies and print your Certificate of Completion

For Help: Please call your Diocesan Safe Environment office or Shield the Vulnerable at 800-652-9546.

**DIOCESE OF SACRAMENTO
GUIDELINES FOR ADULTS WORKING WITH CHILDREN/YOUTH**

Our children/youth are an important gift that God has entrusted to us. As an adult working with children/youth as part of the ministry of the Diocese of Sacramento, I promise to strictly follow these rules and guidelines as a condition of my providing services to the children and youth of our diocese.

As an adult working with children/youth, **I will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth with whom I come into contact in my position within the Diocese.
- Refrain from giving expensive gifts to children and/or youth with whom I come into contact in my position within the Diocese.
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse and neglect) to the pastor, administrator, or appropriate supervisor. If I am a mandated reporter, under California law, I will also report to Child Protective Services.
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

As an adult working with children/youth, **I will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while working/volunteering, and will not make alcohol available to anyone under the age of 21.
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth.
- Pose any serious health risk to children and/or youth (i.e. contagious illnesses).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that unreasonably frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as an adult working with children and/or youth as part of the ministry of the Diocese of Sacramento, I must be background checked/fingerprinted and receive clearance from the Diocesan Safe Environment office, prior to beginning any work with children. I understand that any action inconsistent with these Guidelines or failure to take action mandated by these Guidelines may result in my removal from working with children and/or youth in the Diocese of Sacramento.