

Safe Environment Checklist

- Receive 12 hours of training from OVASE
- Notify pastor/principal and DRE about what needs to be done
- Train all staff/volunteers that work with children
 - Training should be 2-3hrs.
 - Mail us a report (short reporting form) on the number of staff/volunteers that attended training
 - Keep a copy for your records
 - Mail us a copy of the staff/volunteer sign in sheet
 - Keep a copy for your records
 - Training should be offered twice a year to reach all new staff
 - Staff/volunteers must receive this training once every 3 years
- Train parents
 - All parents must receive the letter from the Archbishop
 - Offer at least 4 trainings per year (2 in the spring/2 in the fall)
 - Training should be 1-1.5 hrs
 - Keep sign in sheets for your records
 - Mail us a report (short reporting form) on the number of parents attending the training
- Teacher/catechists train children
 - Training should be offered twice a year, at a minimum
 - Once as a whole, then once as a refresher
 - Children must receive a Code of Conduct
 - Children keep this document
 - Children do not need to have a sign in sheet
 - Keep a roster for the class in your records
 - Mail us a report (short reporting form) on the number of children trained