SAFE ENVIRONMENT TRAINING

As a parish we follow the requirements of the Safe Environment Program of the Archdiocese of Seattle. The following are procedures to help us accomplish this on a local level.

1. All Church personnel* who work with youth or vulnerable adults, sign a background check authorization, receive a copy of Archdiocesan Policies and have a completed background check done **BEFORE** beginning their ministry. These checks are renewed every three years.
2. Each volunteer will receive the following when they sign for a background check:
   a. The Policy for Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment.
   b. Code of Professional conduct for Church Personnel & sign off sheet
   c. Pamphlet on Reporting Suspected Abuse or Neglect of Minors or Vulnerable Adults
   d. Background Check Program questions and Answers for volunteers.
3. Each volunteer minister will attend training as required by the Archdiocese. Trainings are scheduled on a regular basis throughout the Diocese. Staff will give a list of those in their programs who have attended these trainings to the administrative assistant so their attendance can be recorded on the database.
4. The initial *Called to Protect for Ministries* done in person at St. Andrew or another parish in the Archdiocese. To register for training, please contact the Archdiocese of Seattle at 1-800-261-4749 or sep@seattlearch.org or visit the website at www.seattlearchdiocese.org
5. Training and background checks must be completed before starting your volunteer work.

ON LINE RENEWAL FOR SAFE ENVIRONMENT

All Church personnel* who have completed *Called to Protect for Ministries*, must complete a safe environment training update in the **Armatus** program. This program is an *online training system* which allows participants to take the class at their convenience, from any computer with Internet access. This online renewal is done once year and must be completed before May 15.

To access the site please follow these directions:

1. Go to www.seattle.setanet.org
2. Click on "My Obligations"
3. Enter your name & address (if this is blocked, use the last four digits of your phone number, if that doesn't work, put a period in the space and hit enter)
4. Click "submit'
5. Verify that your contact information is correct
6. Click "Update Information & continue"
7. Choose one of the two classes, click on that title
8. Record the log in user name and password
9. Click on "Click here to open Praesidium Logon Window'
10. You will be directed to the Armatus webpage
11. Log in using the name and password from #8
12. Complete the course

*Church Personnel is defined as all clergy, employees and any volunteer with ongoing unsupervised contact with minor and vulnerable adults. This includes, but is not limited to: all home bound ministries (Eucharistic ministers & food bank volunteers who deliver to seniors) faith formation volunteers for all age groups, and those who train altar servers.