

To: Safe Environment Staff
From: The Office of Safe Environment

(3 email pages)

I want to take this opportunity to thank many of the parishes for the tremendous job they are doing in keeping track of our safe environment data. I know it can be a tedious task and our office appreciates your dedication and patience in collecting this information in order to keep our precious children safe.

With our 2009 Audit coming up at the end of June, our office will be contacting every parish coordinator in the Diocese and discussing and adjusting their Compliance Details Report. Many of the parishes are in compliance and little, if anything, needs to be done. However, there are still parishes that need to be more aggressive in collecting required information from their volunteers and employees.

When you have a potential volunteer, that person can not volunteer until they complete the required paper work for that volunteer position. If the volunteer is required to have a background check completed, that person can not volunteer until the background check has come back to our office cleared. John Miller will generally contact your parish with the results within a week of the check being processed. Most volunteer positions also require the volunteer to read and sign the "Statement of Receipt and Agreement" form from the "A Safe Environment for All" policy handbook before volunteering. Also, many volunteer positions require the Virtus training for adults. Potential volunteers who meet all other requirements (background check & SRA form) for a particular volunteer position can start volunteering as long as they complete the Virtus training within six weeks of becoming a volunteer.

The Compliance Details Report is now being processed from our office in a more efficient and complete manner. Any volunteer who is not in compliance with their volunteer position will be placed on the database as "inactive". This means that the person cannot be active in the parish as a volunteer until they meet the Diocesan requirements for that volunteer position and they will not appear on your next Compliance Details Report. The only question marks that will remain on the report are those volunteers who have been given six weeks to complete the Virtus training.

The Compliance Details Report will now only show parish members who are eligible to volunteer. If a person is not on the report, that means they can not volunteer until they meet the requirements for the volunteer position. When a person becomes inactive, the information you sent us on the potential volunteer is saved within our database. Once the inactive person becomes in compliance with their volunteer position, we will make them active again in our database as potential volunteer. When our office contacts the coordinator, we will offer to send a copy of the old report so you can see the people who will be placed in our database as inactive. After the audit at the end of June, our office will send each parish an updated Compliance Details Report. Our office will explain this in more detail and will answer your questions when we contact you in the next few weeks.

Due to printing and postal expenses the Diocese will no longer be providing parishes with hard copies of the "A Safe Environment for All" policy handbook. The Policy handbook and other forms can be downloaded at www.madisondiocese.org. (Please review on page three the instructions on how to access our policy handbook on line). If you have difficulty locating the policy handbook or forms on our webpage, please call our office at 821-3133 and Cheri Neddersen will be happy to assist you. All other safe environment booklets can be ordered by the parish by contacting the address located on the back of the booklets.

The Safe Environment Audits will no longer request the Parent Statistics Form (copy of form on the second page) from parishes starting with the 2010 audit. Our office still recommends parishes to send out information on topics that can help educate parents on keeping their children safe. Remember it's still a requirement for parishes to offer parents of the parish and school the opportunity to have the Virtus training "Protecting God's Children for Parents".

Please remember to visit our safe environment webpage for all the latest information and updates. If you have any questions or need guidance with our Safe Environment program email us at ose@straphael.org or call us at (608) 821-3133.

May you continue to serve Christ's children with the same love he had for the smallest and weakest members of the Church. Know that Cheri and I keep you in our daily prayers.

Sincerely,

Cheryl R. Splinter Director of the Office of Safe Environment

***Form not needed after 2009 Audit**

**Parent Statistics Form
July 2008 – June 2009**

(Form must be filled out by each individual parish even if the parish is linked. Auditors will not accept forms with combined information. Forms with combined information will be sent back to the parish to be corrected).

Parish _____ City _____

Total number of Parents trained 2008-2009 _____

Please check whichever applies

___ Protecting God's Children **for Parents** workshops (not the one for volunteers)

___ Take home parent packets of materials

___ Newsletter

___ Parish bulletin

___ Speaker

Name _____ Date _____

___ Other (explain)

***Send a copy of the information you send to parents (bulletin, newsletter etc.)
to the Safe Environment Office, so we can document for the audit.**

Name of Parish Safe Environment Coordinator _____

Date _____

Return form to: Office of Safe Environment

Attn: Valerie Bennett
Diocese of Madison
PO Box 44983
Madison, WI 53744-4983
Fax: 821-3013

Basic instructions on how to access the policy handbook on line:

Go to:

<http://www.madisondiocese.org/DiocesefofMadison/SafeEnvironment/PolicySexualMisconductBRHarassmentAbuse/tabid/286/Default.aspx>

Click on each of the following and view the contents (Separated in chapters for easier download):

- [Decree of Promulgation](#)
- [General Introduction](#)
- [Chapter I — Abuse of Minors](#)
- [Chapter II — Sexual Misconduct Involving Adults](#)
- [Chapter III — Sexual Harassment](#)

Detailed instructions on how to access the policy handbook on line:

Go to the Diocese of Madison website by typing in www.madisondiocese.org in the browser. On the right side of the page there is a black box labeled “Office of Safe Environment”.

Click on the box to open the safe environment home page.

(If you can’t see the black box, place your cursor over the “Diocese of Madison” menu tab, a new menu box will appear. Then click on “safe Environment”)

On the left hand side of this page there is a menu, click on the “Policy: Sexual Misconduct, Harassment & Abuse” menu item.

On the middle of this page you will see menu items for the book. (Separated in chapters)

- [Decree of Promulgation](#)
- [General Introduction](#)
- [Chapter I — Abuse of Minors](#)
- [Chapter II — Sexual Misconduct Involving Adults](#)
- [Chapter III — Sexual Harassment](#)

Click on each chapter to open a new page where you can read each one.