

Diocese of San Jose
Office for the Protection of Children and Vulnerable Adults

The 2012
Safe Environment
HANDBOOK

Updated: 7-20-2012

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OVERVIEW - (MISSION, PURPOSE, PROGRAMS):

MISSION:

The Office for the Protection of Children and Vulnerable Adults (OPCVA) is committed to fostering healthy relationship by means of educating, training, and screening all adults who have regular access to children, youth and vulnerable adults within The Diocese of San Jose for the purpose of preventing harm.

RESPONSIBILITIES:

1. Prevent Abuse by:

- a.) Increasing the number of individuals who receive Safe Environment Training;
- b.) Increasing Vigilance (of all) to detect early warning signs of potential abuse;
- c.) Ensure that all those who need to have background checks are in compliance.
- d.) Provide potential offenders with a list of intervention resources.

2. Refine and Communicate Policies by:

- a.) Modify and/or Refine current policies so that restrictions and expectations are clear.
- b.) Making policies and Frequently Asked Questions available on web page;

3. Improve Victim Care by:

- a.) Outreach to all current and past victims on a regular basis;
- b.) Providing a list of resources for victims to access;
- c.) Establishing and coordinating monthly support groups and/or retreats for victims.

4. Educating the Public and members of the Diocese of San Jose by:

- a.) Providing live workshop/presentations on important topics;
- b.) Writing articles on important issues;
- c.) Partnering with other agencies on important advocacy efforts;
- d.) Communicating the Diocese's commitment and what it is doing to protect Children and Vulnerable Adults.

SAFE ENVIRONMENT EDUCATION PROGRAMS:

For Children (Students pre-K-12):

- Catholic Safe Environment Curriculum (Live, at Parishes and Schools)

For Parents & Parishioners (Ethical Reporters):

- Shield the Vulnerable (On-line)
- Educational Workshops (Live)

For Volunteers (Ages 12 and Up) – who have contact with children or vulnerable adults (Ethical Reporters):

- Shield the Vulnerable (On-line), or
- Safe Environment Training (Live) **Please Note: 1st time volunteers are allowed to do the training on-line.**
- Educational Workshops (Live).

For Employees – who have contact with children or vulnerable adults (Mandated Reporters):

- Shield the Vulnerable (On-line), or
- Safe Environment Training (Live). **Please Note: 1st time employees are allowed to do the training on-line.**

HOW TO REPORT ABUSE (for Victims):

STEP #1 = Call the Police:

- Emergency = Call 911 OR in San Jose: (408) 277-8911
- Non-Emergency Line = Call 311 OR in San Jose: (408) 277-4102 -(Sexual Assault Unit)

STEP #2 = Report Abuse to Diocese of San Jose:

- Director of the Office for the Protection of Children and Vulnerable Adults: Enrique Flores

Email: protection@dsj.org Office: (408) 983-0113 Hotline: (408) 983-0141

SAFE ENVIRONMENT KEY CONTACTS:

Enrique Flores

Director of Protection esflores@dsj.org
Phone: (408) 983-0113
Hotline: (408) 983-0141

Linda Tully

Chancellor & Office Manager ltully@dsj.org
Phone (408) 983-0144
Fax: (408) 983-0242

Karla Daisy Arango

Victim Assistance Coordinator protection@dsj.org

Katy Meister

Safe Environment Educator: katymeister@inbox.com
(209) 201-7685

For more information, visit us at:

<http://www.dsj.org/ministries/protecting-gods-children>

HOW TO REPORT SUSPECTED ABUSE

(for Mandated & Ethical Reporters):

Please Note: Although **Volunteers (Ethical Reporters)** are not legally mandated to report abuse to the authorities, it is the responsibility of Ethical Reporters to comply with the expectation of The Diocese of San Jose, which requires all volunteers to report any and all suspicion, or awareness of abuse to Civil Authorities (Child Protective Services (CPS), Adult Protective Services (APS), and/or the Police Department in the city where the alleged incident occurred); and a Diocesan Mandated Reporter; and the Office for the Protection of Children and Vulnerable Adults immediately (within 24 hours) and assist with the reporting process.

➔ **STEP #1: Call CPS - Child Protection Services (if offender lives in home)**

- (within 24 hours) CALL C.P.S. Hotline San Jose Area (408) 299-2071
- (within 36 hours) FAX C.P.S. Report to Fax# (408) 975-5852 and MAIL C.P.S. Report to: Santa Clara County Dept of Family & Children's Services. Child Abuse/Neglect Center, 373 W. Julian Street–2nd Floor, SJ, 95110
- If in MORGAN HILL / GILROY area (408) 683-0601. If in PALO ALTO Area (650) 493-1186

Downloadable Child Abuse Report forms located at: <http://www.cacsc.org/report.htm>; and Downloadable Adult/Elder Abuse Report forms located at: <http://www.sccgov.org/sites/ssa/Pages/County-of-Santa-Clara-Social-Services-Agency.aspx>

➔ **or Call the Police (if offender is not a family member residing in child's home) or if situation is an Emergency = Call 911 or in San Jose: (408) 277-8911 or in San Jose: (408) 277-4102 (Sexual Assault Unit)**

➔ **STEP #2: Offer Victims the following Resources**

24-hour Crisis Hotline Phone Numbers:

- Suicide & Crisis Hotline = 1-(855)-278-4204 (A live counselor always answers)
- EMQ Families First = (408) 379-3796 or (408) 379-9085 or (877) 412-7474.
- Community Solutions = (408) 683-4118
- YWCA http://ywca-sv.org/programs/rape_crisis_center.php Silicon Valley = (408) 287-3000 or (650) 493-7273 or 1-(800) 572-2782

Individual, Group, or Family Counseling:

- Michelle Meyers, MFT = (408) 871-1218 (Speaks Spanish) – Clients 18 and older.
- Bill Wilson Center = (408) 243-0222
- Gardner Family Care Corporation = (408) 287-6200
- Alum Rock Counseling Center = (408) 294-0500

➔ **STEP #3:** Email the Office for the Protection of Children and Vulnerable Adults protection@dsj.org

a detailed email describing incident & actions taken (in chronological order)

IDEAL RESPONSE TO ALL ALLEGATIONS:

(for all Mandated and Ethical Reporters)

Volunteers (Ethical):

Employees (Mandated):

OPCVA (Internal Investigation):

<u>Within 24 hours:</u>	<u>Within 24 hours:</u>	<u>Within initial 2 hours:</u>
<p>1.) Although Volunteers (Ethical Reporters) are not legally mandated to report abuse to the authorities, it is the responsibility of Ethical Reporters to comply with the expectation of The Diocese of San Jose, which requires all volunteers to report any and all suspicion, or awareness of abuse to Civil Authorities (Child Protective Services (CPS), Adult Protective Services (APS), and/or the Police Department in the city where the alleged incident occurred); and a Diocesan Mandated Reporter; and the Office for the Protection of Children and Vulnerable Adults immediately (within 24 hours) and assist with the reporting process.</p> <p>2.) Call CPS-Child Protective Services (or APS-Adult Protective Services.)</p>	<p>1.) Gather as much information as possible from the original reporter (volunteer or child or vulnerable adult).</p> <p>2.) Provide list of resources (hotline phone numbers) to alleged victim(s).</p> <p>3.) Call CPS-Child Protective Services (or APS-Adult Protective Services.)</p> <p>4.) Print & fill out Child Abuse Report form. http://www.cacsc.org/report.htm Print & fill out Adult/Elder Abuse Report form. http://www.sccgov.org/sites/ssa/Pages/County-of-Santa-Clara-Social-Services-Agency.aspx</p> <p>5.) If appropriate, call Police Department 9-1-1 or 3-1-1, or sexual assault unit (408) 277-4102</p> <p>6.) Contact the Diocese of San Jose Office for the Protection of Children and Vulnerable Adults to inform & consult with the Director.</p> <p>7.) Inform your Supervisor.</p>	<p>1.) Gather Intake Form Information.</p> <p>2.) Provide list of resources to alleged victim(s).</p> <p>3.) Ask for current location (work/volunteer) of alleged offender.</p> <p>4.) Call CPS-Child Protective Services (or APS-Adult Protective Services.)</p> <p>5.) Call Police Department ,9-1-1 or 3-1-1, or sexual assault unit (408) 277-4102</p> <p>6.) Print & fill out Child Abuse Report form. http://www.cacsc.org/report.htm Print & fill out Adult/Elder Abuse Report form. http://www.sccgov.org/sites/ssa/Pages/County-of-Santa-Clara-Social-Services-Agency.aspx</p> <p>7.) Inform Diocese of San Jose Supervisors (email Intake Form Synopsis)</p> <p>8.) Ask HR department for date alleged offender was fingerprinted</p> <p>9.) Ask the Office Manager for date that alleged offender completed training</p> <p>10.) Check online Megan’s Law Registry</p> <p>11.) Call Parish or School and ask Pastor/Principal for a description of alleged offender’s duties as well as dates and times alleged offender works or volunteers.</p> <p>12.) Inform Parish or School that alleged offender is suspended from ministry until investigation is complete.</p>
<u>Within 36 hours:</u>	<u>Within 36 hours:</u>	<u>Within initial 16 hours:</u>
<p>3.) Furthermore, we recommend you (as the Volunteer/Ethical Reporter) provide a list of resources to the alleged victim(s).</p>	<p>1.) Email the Office for the Protection of Children and Vulnerable Adults at protection@dsj.org a detailed email describing incident and</p>	<p>12.) Initiate contact with all parties involved to receive their accounts and reports in regards to alleged incident(s). (If Police Investigation has been initiated, the Protection of Children and Vulnerable Adults would then pause internal</p>

	actions taken (chronological order)	<p>investigation, in order to avoid interfering with Police Investigations.)</p> <p>13.) If an allegation involves multiple victims or clergy, then the Diocese of San Jose Office for the Protection of Children and Vulnerable Adults would involve both the Diocesan Review Board, and the independent investigation firm, Insight Group, Inc. to perform interviews and prepare final recommendations report.</p> <p>14.) The Office for the Protection of Children and Vulnerable Adults would then provide supervisors with an updated (more detailed) report from investigative efforts.</p> <p>15.) Request relevant documents, incident reports, data from appropriate parties involved.</p>
		<p style="text-align: center;"><u>Within 36 hours:</u></p> <p>16.) The Office of Protection would then Fax & mail in Child Protective Services (CPS) or Adult Protective Services (APS) report.</p> <p>17.) Generate and mail letter specifying to Pastor or Principal reiterating instruction to suspend alleged offender from ministry.</p>
		<p style="text-align: center;"><u>Within 2 weeks:</u></p> <p>18.) Conclude remaining interviews of all relevant parties involved.</p> <p>19.) Complete Investigation.</p> <p>20.) Provide supervisors with final report and recommended actions to remedy situation and safe-guard measures for future prevention.</p> <p>21.) File all documents into one folder with final report findings.</p>

OVERVIEW OF INVESTIGATIVE ROLES:

Please Note: If you are unsure about your reporting duties, please contact the Diocesan Office of the Protection of Children and Vulnerable Adults for additional guidance and recommendations; Or, you are always encouraged to call Child Protective Services (CPS) or the Police for additional clarification. In other words, if in doubt, please report.

The Role and Responsibility of:

- **CPS – Child Protective Services** = Investigates Allegations or Suspicion of Abuse within the Family or Child’s Home.
- **Police Department** = Investigates Allegations or Suspicion of Abuse outside of the Child’s Home (but only within the city in which they have jurisdiction), but may become involved if a serious crime has been committed or reported.
- **APS – Adult Protective Services** = Investigates Allegations or Suspicion of Abuse within the Family or by a Direct Care Giver.
- **HR – Human Resources** = Investigates Allegations of Professional Misconduct by an Employee.
- **Insight Group, Inc** = Investigates Allegations or Suspicion of Abuse that involve multiple victims or clergy members.
- **Director of the Office for the Protection of Children and Vulnerable Adults** = Investigates Allegations or Suspicion of Abuse involving Volunteers and Employees.
- **Diocesan Review Board** = Investigates Allegations or Suspicion of Child Abuse involving Clergy, Religious, or Lay persons.

COUNSELING RESOURCES FOR VICTIMS:

(Provide this list of Counseling options to any & all victims and their family)

24-hour Crisis Hotline:

- Suicide & Crisis Hotline = 1-(855)-278-4204 (A live counselor always answers)
- EMQ Families First = (408) 379-3796 or (408) 379-9085 or (877) 412-7474.
- Community Solutions = (408) 683-4118
- YWCA http://ywca-sv.org/programs/rape_crisis_center.php Silicon Valley = (408) 287-3000 or (650) 493-7273
- Next Door Solutions to Domestic Violence = (408) 279-2962

Individual, Group, or Family Counseling:

- Michelle Myers, MFT = (408) 871-1218 (Speaks Spanish) – Clients 18 and older.

Office: 901 Campisi Way, Suite #350, Campbell, CA. 95008 www.mftmichelle.com

- YWCA Silicon Valley = (408) 295-4011 ext. 233
- Bill Wilson Center = (408) 243-0222
- Gardner Family Care Corporation = (408) 287-6200
- Alum Rock Counseling Center = (408) 294-0500
- EMQ Families First = (408) 379-3796
- Community Solutions = (408) 842-7138

Helpful Retreats:

<http://www.stfrancisretreat.com>

<http://vallombrosa.org>

<http://www.elretiro.org/retreats-offered.jsp>

POLICIES & CRITERIA Re: FINGERPRINTING & TRAINING REQUIREMENTS:

Note: Chart to Determine Level of Fingerprint Screening and Training Required for Staff & Volunteers is provided on **(Page: 12)**

QUESTION: ***“Do Supervised or Unsupervised Volunteers need to get fingerprinted and trained?”***

ANSWER: Both. The Diocese of San Jose requires all employees in a school or a parish with a school, and all other employees and volunteers of parishes, schools and diocesan agencies or institutions who have regular, unsupervised contact with children, youth or dependent adults to submit their fingerprints for a criminal record check. However, the fact is that even a supervised volunteer has the opportunity to develop relationships with minors or vulnerable adults and thus might be a risk factor. Thus, ALL volunteers (either supervised or not supervised) who have contact with minors and vulnerable adults must be trained.

QUESTION: ***“Do teenage students who volunteer with children or the vulnerable need to be fingerprinted?”***

ANSWER: Yes. All youth leaders/volunteers (12 years old and older), who are alone at any time with children 11 years old or younger, must be fingerprinted. Please refer youth leaders/volunteers to complete the on-line, “Shield the Vulnerable” Training– for Adults version.

Statement from Office of the Sheriff:

“According to our Latent Print Expert, there is no minimum age requirement for fingerprinting minors & if they will be working or volunteering around younger minors, the State requires them to be fingerprinted.”

Sgt. Jose Cardoza #1758, Reserve Coordinator, County of Santa Clara, Office of the Sheriff, (408) 808-4583

11105.3 of the Penal Code pertains to volunteers working with minors: (this section also applies to volunteers under the age of 18) Our Diocese of San Jose is “...responsible for determining the character and fitness of a person who is: (1) Applying for a license, employment, or as a volunteer within the human services field that involves the care and security of children, the elderly, the handicapped, or the mentally impaired.

FINGERPRINTING (Employees):

Please note that California State Law and Diocesan policy require that **all employees of schools and parishes with schools must be fingerprinted**. Outside of those institutions, employees and volunteers who work in positions that do not require the supervision, disciplinary oversight or regular contact with children, youth or dependent adults are not required to be fingerprinted.

In compliance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops on June 14, 2002, the Diocese of San Jose requires that the following categories of Diocesan employees submit their fingerprints for a criminal record check as a condition of employment:

- ◆ All school employees (as required by the Bates Act effective July 1, 1985)
- ◆ All employees of parishes with schools (regardless of whether the school is on the same site as the parish)

- ◆ All other employees of parishes or diocesan agencies or institutions who have regular, unsupervised contact with children, youth or dependent adults.

FINGERPRINTING (Volunteers):

All volunteers of schools, parishes and diocesan agencies or institutions who have regular, unsupervised contact with children, youth or dependent adults must be fingerprinted. The Diocese of San Jose requires fingerprint clearance for all volunteers who have regular, unsupervised contact with children, youth or dependent adults. The policy guidelines define these volunteers as anyone who meets any of the following conditions:

1. Is delegated by the principal or pastor to have supervisory or disciplinary oversight over a child, children, youth or dependent adults on a regular basis, (e.g., an instructional aide, catechist or youth coordinator.)
2. Supervises children, youth or dependent adults on a regular basis when a school or parish employee is not present, (e.g., a yard duty helper.)
3. Is alone with children, youth or dependent adults on a regular basis without staff member or teacher present or nearby, (e.g., a library helper.)
4. Has the potential to develop, over time, a relationship of trust with a child, youth or dependent adult which could make that child, youth or dependent adult vulnerable to abuse, (e.g., a clinic helper or assistant coach.)

Please Note: The above guidelines are minimal. A principal or pastor may determine, on an individual basis, that a volunteer must be fingerprinted because the position he/she holds could be defined as having regular, unsupervised contact with children, youth or dependent adults.

CHART TO DETERMINE LEVEL OF FINGERPRINT SCREENING & TRAINING REQUIRED:

	Has (On-going, Unsupervised) contact with minors and vulnerable adults.	Has (On-going, Supervised) contact with minors or vulnerable adults.	Has (Rare or Occasional, Supervised) contact with minors and vulnerable adults. (Less than 4 interactions per year.)	Has (Rare or Occasional, Unsupervised) contact with minors and vulnerable adults. (Less than 4 interactions per year.)	Has (On-going, indirect access) to minors and vulnerable adults in a large group/ public setting.
Children 11 years or younger.	X	X	X	X	X
Teens between 12 years old-18 years old (Working with Children 11 years old AND younger.)	Fingerprints & Training (Course: "Recognize & Report Child Abuse")	Training Only (Course: "Recognize & Report Child Abuse")	Training Only (Course: "Recognize & Report Child Abuse")	Training Only (Course: "Recognize & Report Child Abuse")	Training Only (Course: "Recognize & Report Child Abuse")
Clergy (ie: Bishops, Vicars Generals, Vicars, Priests, Pastors, Deacons, Chaplains, Seminarians)	Fingerprints & Training (Both Courses: Elder Abuse and Child Abuse)	Fingerprints & Training (Both Courses: Elder Abuse and Child Abuse)	Fingerprints & Training (Both Courses: Elder Abuse and Child Abuse)	Fingerprints & Training (Both Courses: Elder Abuse and Child Abuse)	Fingerprints & Training (Both Courses: Elder Abuse and Child Abuse)
Employee in Parish with a School.	Fingerprints & Training	Fingerprints & Training	Training Only	Training Only	Training Only
Employee in a School.	Fingerprints & Training	Fingerprints & Training	Training Only	Training Only	Training Only
Volunteer.	Fingerprints & Training	Training Only	Training Only	Training Only	Training Only
Employees (ie: Chancery, Cemetery, Parish) With No School	Fingerprints & Training	Training Only	Training Only	Training Only	Training Only
Parents/Guardians.	Fingerprints & Training	Training Only	X	X	X
Contractor, OR Vendor.	Fingerprints & Training	Training Only	X	X	X

SAFE ENVIRONMENT TRAINING PROCESS:

PROCESS-for Referring VOLUNTEERS & EMPLOYEES to Receive Safe Environment Training:

On-line: <http://www.shieldthevulnerable.org> (Mandatory Course: “Recognize & Report Child/Elder Abuse”)
Live-Training: Contact Linda Tully (408) 983-0144 ltully@dsj.org or Enrique Flores esflores@dsj.org or visit our Trainings Calendar Page. <http://www.dsj.org/ministries/protecting-gods-children>

Please Note: All Volunteers and Employees attending a live-training must complete, sign, and turn-in both: the “Child and Elder Abuse Reporting Acknowledgment” as well as the “Acknowledgment of Policy and Registration” forms. Forms are available at: <http://www.dsj.org/ministries/protecting-gods-children> or by emailing ltully@dsj.org.

Please Note: that All Volunteer and Employees with contact with children and vulnerable adults must be trained within the past 3 years, and renew their required Safe Environment training (either on-line through Shield the Vulnerable or attend a live training) every 3 years or sooner.

PROCESS - for Training ALL STUDENTS in Safe Environment:

At Parish Level:

Curriculum: Catholic Safe Environment Curriculum

Process: Contact Katy Meister katymeister@inbox.com to schedule in class training dates.

At School Level:

Curriculum: Catholic Safe Environment Curriculum

Process: Classroom Teachers cover all of the Catholic Safe Environment Curriculum and document the number of total students, by age, and grade who successfully completed the education training. (Note: Please have an alternate “make up” training date available for absent students). Curriculum available on-line at:

<http://www.dsj.org/intranet/chancery-offices/departments-of-education/curriculum/elementary-curriculum-guidelines>
or by contacting Katy Meister katymeister@inbox.com.

STEP-BY-STEP PROCESS

(re: FINGERPRINTING/BACKGROUND CHECK):

Important Note: Please ask your Parish or School to schedule a Fingerprints/ Livescan Appointment for you at one of the following agencies:

VERIFY GROUP, INC

Please Note: Verify Group is able to bring a portable Livescan machine to your site for groups of 10 or more volunteers/employees only.

Address: 161 Curtner Ave, Bldg 2, Campbell, CA 95008

Cost: \$20

Contact: (408) 761-2156 verifygroup.com

Hours: Mon-Fri 9 am - 5 pm

- OR -

COUNTY OF SANTA CLARA OFFICE OF THE SHERIFF

Reminder: Please ask your Parish or School to schedule a Fingerprints/Livescan Appointment for you.

- **San Jose Office:** 55 W. Younger Avenue, San Jose, CA., Ph: (408) 808-4760
- **West Valley Sheriff's Office:** 1601 S. DeAnza Blvd. Cupertino, CA 95014, Ph: (408) 868-6614
- **San Martin Sheriff's Office:** 12431 Monterey Rd., San Martin, Ca. 95046, Ph: (408) 686-3651
- **Stanford Sheriff's Office:** 711 Serra St. Stanford, Ca. 94305, Ph: (650) 725-2499

Stanford Office Information (Below):

Please see your employer or agency first. - The requesting agency will provide the appropriate forms, billing accounts and will explain the process. Some important things to remember when you appear for fingerprints are:

APPOINTMENTS: Reminder: Please ask your Parish or School to schedule a Fingerprints/Livescan Appointment for you.

- Bring the completed "Request for Live Scan Service - Application Submission" - BCII 8016 form or other approved form. This form should be completely filled out by your employer. Each form requires a separate printing and additional fees.
- **IDENTIFICATION:** Valid photographic ID must be presented.

HELPFUL TIPS & COMPLIANCE INSTRUCTIONS FOR DREs (Director of Religious Education/Faith Formation):

(Provided by: Katy Meister)

Audit Information Sheet

Safe Environment Programs are offered annually at each parish in the Diocese of San Jose, per ARTICLES 12 and 13 of the *Charter*. To be in compliance with the *Charter* refer to this information sheet and use it as a checklist in preparation of the annual audit.

1. Safe Environment Information

- a. Each parish is responsible for offering a Catholic Safe Environment Education Training, provided by the Office for the Protection of Children and Vulnerable Adults, to every family that has a registered child in any Faith Formation class or group (including youth groups and teen groups)
- b. Each parish is provided the approved Safe Environment Lesson Plans, contact information, audit form, scope and sequence, parent opt out form, and parent information letter via soft or hard copy. The parish office is to house this information on site and make it available to all Faith Formation staff and volunteers, as well as any requesting parent or audit personnel. A copy of the audit form is to be sent annually to the Safe Environment Educator prior to June 1st.

2. Safe Environment Trainings

- a. Each grade level and group will be offered a Safe Environment Program annually. Parents have the option to remove their child from the group for the specified training date. Parents **MUST** inform the DRE or Faith Formation Coordinator prior to the training date and complete and return a Parent Option Form to be kept on file at the parish office. These children will be counted as **OPTED OUT** on the annual audit report.
- b. Parents may choose to do the training **AT HOME** and will receive a copy of the grade level lesson plan for their child or children. An opt-out form **IS NOT** filled out if the parent chooses to train at home. The children are counted as **TRAINED** on the annual audit report.
- c. The Office for the Protection of Children and Vulnerable Adults will provide up to 2 trainings at no charge to the parish. DRE and Faith Formation Coordinators have several training options: Train catechists to present the lessons to their groups of children. The Catholic Safe Environment Education training would be scheduled to train the catechists prior to the lessons being taught to the children/youth/teens.

Request the Catholic Safe Environment Education training to the children. 2 trainings will be provided at DSJ expense; additional trainings will be at parish expense. (\$125 per training or 4 trainings for \$500).

To schedule the Catholic Safe Environment Education Trainings please contact our Safe Environment Educator: Katy Meister (katymeister@inbox.com). Trainings are scheduled throughout the year. Please consider school breaks, holidays, Holy Days, and special days when choosing training dates.

3. Train the Trainers

- a. “Train the Trainer” workshops will be hosted intermittently throughout the year. These trainings give an opportunity for each Parish to refer a full-time salaried Diocesan employee to a training on how to present the Catholic Safe Environment Curriculum/Lessons at your parish. These trainings are at no additional cost and do require a reservation. Notification of upcoming trainings can be found on www.dsj.org, *The Valley Catholic*, and via email communications from the Safe Environment Educator.

4. Notifications

- a. Each parish must ensure that parents and parishioners are made aware of any Safe Environment trainings. Post information on your parish web site, send home written or emailed notification of the date and times of the training, place an announcement in the parish bulletin, and request that a live announcement be made for several weeks prior to the training at all Masses and in all languages your parish serves.

- b. Information about The Office for the Protection of Children and Vulnerable Adults must also be published in your parish bulleting AT LEAST four (4) times per year to be in compliance with articles 12 and 13 of the national charter. Information includes: Director name, email, phone, emergency number, and address.

5. The Audit

- a. The Diocese of San Jose is audited annually. ARTICLES 12 and 13 relate directly to safe environment programs offered at each parish. Each parish must complete an audit report form and return it no later than June 1st. The audit report form MUST include the number of parents who were present (if any) during the trainings, the number of children registered in each grade, the number of children who had a parent fill out and OPT-OUT form, and the number of children trained. These numbers MUST add up (registered: opt-out = trained). There MUST be an opt-out form for each child who is reported as opting out.
- b. Directors of Religious Education (DREs) must correctly document the number of total students (by age and grade) who have successfully completed the Safe Environment Training. They also must keep records and copies of all parent opt-out forms.

6. Contact Information

- a. Enrique Flores, Director for the Office of the Protection of Children and Vulnerable Adults: esflores@dsj.org, 408-983-0113
- b. Linda Tully, Chancellor: ltully@dsj.org (408) 983-0144
- c. Katy Meister, Safe Environment Educator: katymeister@inbox.com (209) 201-7685

ANNUAL AUDIT COMPLIANCE CHECK-LIST

(for Parishes & Schools):

Please Note: Auditors will look to see if the following procedures and practices are posted on walls, in newsletters, bulletins, and on your site's website. Moreover, Auditors will interview some Parishes & Schools (via telephone or in person), this September, 2012, to verify the following:

I. Safe Environment POLICIES:

1._____ Please ensure this Safe Environment HANDBOOK is accessible and familiar to all School & Parish Administration, all Leadership Team members, and all Mandated Reporters.

II. Safe Environment PROCEDURES:

2._____ Please post AND become familiar with the "Ideal Protocol Response to Allegations of Abuse." (SE Handbook, Page: 6-7)

3._____ Please post and become familiar with the process for referring volunteers and employees to comply with fingerprinting and training requirements. (SE Handbook, Page: 10-14, & 34-37)

4._____ Please post and become familiar with the process of how Catholic Safe Environment Curriculum is administered to all Parish students and K-12 Catholic School students. (SE Handbook, Page: 13)

III. Safe Environment PRACTICES:

5._____ Please post and become familiar with the efforts to provide Education to Parents (namely: Top 10 Safety Tips for Parents). (SE Handbook, Pages: 13, & 38-40)

6._____ Please post and become familiar with Outreach Efforts to Victims, such as: Referring Victims to our "Protecting God's Children & Vulnerable" webpage / link on our Diocese of San Jose (Public View / Internet) and posting continuously on bulletin and Parish / School website the instructions on: "How to Report Abuse." (SE Handbook, Page: 4, 15-16, & 41)

7._____ Please post and become familiar with the education & training of Volunteers, namely: Referring them to our “Protecting God’s Children & Vulnerable” webpage/link on our Diocese of San Jose (Public View / Internet), “How to Report Suspected Abuse”, and continuously communicate the Adult and Youth Leaders’ Code of Conduct. **(SE Handbook, Page: 5-7, 9, 17, 22-30, & 41)**

8._____ Please post and become familiar with the List of Educational Workshops provided by the Office for the Protection of Children and Vulnerable Adults (OPCVA). **(SE Handbook, Page: 39)**

9._____ Please evaluate how your site (Parish / School) posts Safe Environment policies / procedures / and practices in a clear and accessible manner. (walls___, newsletters___, bulletins___, websites___). **(SE Handbook, Page: 15-16)**

10._____ Please evaluate how well your site (Parish / School: clergy___, leadership team___, employees___, volunteers___), understands the Safe Environment policies / procedures / and practices. As well as please refer them to our “Protecting God’s Children & Vulnerable” webpage/link on our Diocese of San Jose (Intranet). **(SE Handbook, Pages: 4-7, 10-14, 22-37, & 41)**

11._____ Please evaluate how well these policies / procedures / and practices are being implemented at your site (Parish/School). **(SE Handbook, Page: 15-19)**

IV. Additional DOCUMENTATION:

12._____ (Parishes) Please update (on a monthly basis) your ParishSOFT Safe Environment Program (SEP) page or School-1 data system to include all active volunteers whom have contact with children and/or vulnerable adults, (including: ministry role, date trained, fingerprinted, and cleared). Also, please include in your report: a.) The total number of “Opt-Outs” (declines); b.) The actual Opt-out forms as documentation of the signed parental declination; c.) Documentation that the safe environment training materials have been offered to parents; d.) Maintaining records of parents who refused to sign the opt-out form. **(SE Handbook, Page: 15-16, & 20-21)**

13._____ Please Maintain and submit the total # of students trained (using the “Catholic Safe Environment Curriculum) by each school / parish, gender, age. (Submit reports to Katy Meister or Enrique Flores by or before June 30th annually). Please contact Katy Meister for all forms. **(SE Handbook, Page: 15-16)**

14._____ Please prepare and maintain Copies of Published Materials (Parish bulletins ___ , Valley Catholic ____, postings ____, websites ____, local newspaper ____, videos ____) **(SE Handbook, Page: 15-16)**

SUMMARY OF ROLE & RESPONSIBILITIES

TO ENSURE SAFE ENVIRONMENT

(for Parishes & Schools):

Please note: that All Volunteer and Employees with contact with children and vulnerable adults must be trained within the past 3 years, and renew their required Safe Environment training (either on-line through Shield the Vulnerable or attend a live training) every 3 years or sooner.

Safe Environment Training:

#1.) Please refer and ensure all Volunteers and Employees (who have “Contact with Children and Vulnerable Adults”) receive Safe Environment Training (via: on-line Shield the Vulnerable or live-training through the Office for the Protection of Children & Vulnerable Adults).

Fingerprints / Live-scan Background Checks:

#2.) Please refer and ensure all Volunteers and Employees (who have “Contact with Children and Vulnerable Adults”) complete their fingerprinting/live-scan background check (via: Verify Group or The Sheriff’s Office).

Education Training for all Students:

#3.) Please follow the standard process specified in this S.E. Handbook to ensure All Students receive Safe Environment Training (using the “Catholic Safe Environment Curriculum” at the Parish level, and School level). Also, please include in your report: a.) The total number of “Opt-Outs” (declines); b.) The actual Opt-out forms as documentation of the signed parental declination; c.) Documentation that the safe environment training materials have been offered to parents; d.) Maintaining records of parents who refused to sign the opt-out form.

Updated Volunteer List:

#4.) Parishes, please maintain a current list of active volunteers whom have “Contact with Children and Vulnerable Adults” in the ParishSOFT (Safe Environment Program-SEP page). Schools, please maintain this information using the “School-1” data system (including: ministry role, date trained, fingerprinted, and cleared).

Protecting God’s Children & Vulnerable Webpage:

#5.) Please refer and encourage all Parishioners, Victims, and Parents to visit the “Protecting God’s Children & Vulnerable” webpage to become aware of pertinent information, (via: bulletins, website links, postings, announcements, etc).

Safe Environment Handbook:

#6.) Please make any necessary copies of the 2012 Safe Environment Handbook and distribute them accordingly to all your Leadership Team members, so that the S.E. Handbook is readily accessible to all of your site’s mandated reporters and ethical reporters in order to utilize for future reference.

Audit-Compliance Documents:

#7.) Please remain mindful of the Annual Safe Environment Compliance Audit Documents and Data Reports (**SE Handbook, Pages: 15-19**), due by or before June 30th each year.

ParishSOFT

(USER-GUIDE & TECHNICAL ASSISTANCE):

Please note:

The full-length user-guide is available via email upon request. However, You may download a copy of the most recent user guide from the Support section of the website: www.parishsoft.com. The Diocesan ParishSOFT intranet site can be found at <http://www.dsj.org/intranet/chancery-offices/stewardship-and-development/parishsoft>

Key Contacts for Assistance:

- Evan Linick (ParishSOFT Application Support) elinick@dsj.org Phone: (408) 983-0294
- Linda Tully (Office Manager / Chancellor) ltully@dsj.org Phone: (408) 983-0144

ParishSOFT Userguide Overview:

This document is not intended as complete formal documentation for all the features and functionality available in the ParishSOFT Safe Environment Program Manager. Rather, it is a practical field guide that will allow administrators to monitor compliance of Safe Environment requirements.

Prerequisite

- The existing ParishSOFT Family Directory is necessary to accomplish this and assign volunteer positions. You must be an existing ParishSOFT application user and have the Parish Administrator privileges to accomplish the tasks described in this document. In addition to this you will also need to be assigned a separate role of Organization user by the [Office for the Protection of Children and Vulnerable Adults \(OPCVA\)](#). (408) 983-0149

STEP 1 - Adding a new Volunteer to your Parish



1. Verify that the family of this new volunteer is already in your parish by doing a search for them in the Family Directory Rolodex. *NOTE: If you cannot find them, they will need to be added to your parish first.*
2. Then you will need to add a volunteer 'position' to the member of the family. This is done through the Family Directory by clicking on "Staff" and selecting "Manage Staff List"
3. Click "Add User". Type in the last name of the volunteer and click the "Search" button. Click on the specific user in the list and then "Accept".
4. Now you will need to assign a 'Position' to the volunteer. You may need to use the scroll bar to see the "Volunteer" positions available at the bottom.

The vulnerable community is defined as:

- Children (All persons under 18 years of age)
- Dependent Adults (All persons over 18 who have physical or mental limitations that restricts his/her ability to carry out normal activities or protect his/her rights.)

Contact is defined as:

- ➡ Has regular, unsupervised contact with children or dependent adults.
- ➡ Note: Parish and School employees are NOT tracked in the ParishSOFT SEP program. If you must enter them into ParishSOFT to access a ParishSOFT module, you should choose the "Employee-Parish/School". There is also a position of Volunteer (NO contact w/vulnerable) for those volunteers that need login access to ParishSOFT, but DO NOT have any contact with the vulnerable.

- ➡ Now Click on the new Volunteer position text, (not the check box). Use the "Order"  button to move the new volunteer position to the top (primary) of the list. After the Unknown position is 2nd in the list, then uncheck the  Unknown check box. When you do you will see a warning. Click "Yes". Then hit "Update" button on the bottom of the screen and you will return to this screen, where you can add more volunteers, or hit the "Close" button. Note that the newly added volunteer will continue to show up on this screen as 'Unknown' until you close the screen and open it again.

STEP 2 - Accessing & Navigating the Safe Environment System: Safe Environment Program Manager

- Launch **Internet** Browser. Enter the following URL: <https://aimsync.parishsoft.net/sanjose/bkgrdck> and consider bookmarking it for future reference.
- You will get a server password prompt that will look similar to the screen below. Enter the following information to access the Diocese of San Jose secure site:
- **Username:** SanJoseUser **Password:** _____
- You will be brought to the main Safe Environment Program Manager Login screen, like the one below, and asked to enter in your username and password. This is the same username and password that you use for all the other ParishSOFT modules. However since it's not in a 'drop-down' list you will need to manually type it in.

ADULT & YOUTH LEADERS' CODE OF CONDUCT

Please Note: Although **Volunteers (Ethical Reporters)** are not legally mandated to report abuse to the authorities, it is the responsibility of Ethical Reporters to comply with the expectation of The Diocese of San Jose, which requires all volunteers to report any and all suspicion, or awareness of abuse to Civil Authorities (Child Protective Services (CPS), Adult Protective Services (APS), and/or the Police Department in the city where the alleged incident occurred); and a Diocesan Mandated Reporter; and the Office for the Protection of Children and Vulnerable Adults immediately (within 24 hours) and assist with the reporting process.

Behavioral Guidelines Regarding Ministry With Minors

This Policy has been developed to help create a safe, appropriate environment for minors in their relationship with adults involved in Church ministry. Any and all involvement with minors (under the age of 18) is to be approached from the premise that minors are restricted individuals. They are NOT independent. Hence all activities may only occur with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities.

- Each parish and school should have clear and consistent behavioral guidelines of behavior standards for both adults and young people during all activities. These guidelines should be written and publicized in the promotional materials of all activities and programs. Guidelines should be orally reviewed with the participants at the beginning of every program or activity. New participants should also be briefed as they enter into the program.
- Alcohol should never be served at any youth event where young people under the age of 21 are present. This includes all on-site and off-site youth ministry activities.
- All participants are expected to build community within the entire group. There should be no exclusive coupling during an activity (no kissing, touching, or other intimate or inappropriate sexual activity). Anyone found in violation of these guidelines is subject to immediate dismissal from the activity and may be prohibited from attending future activities.

Adult Leadership

All adult leaders should be persons of maturity and understanding of adolescents. Adult leaders are expected to demonstrate a consistent behavior which respects his/her own dignity as well as the dignity of the youth. In dealing with minors, it is essential that the adult:

- Never touches any youth inappropriately;
- Refrains from any sexual, sexist, racist, inappropriate comments obscene language, alcohol, and gestures;
- Avoid situations which place them in a position to be alone with a minor. The only exception is the Sacrament of Reconciliation.

Adult/Youth Ratio

It is important to consider the adult to youth ratio for youth events.

- Adult to High School youth ratio must be a minimum of 1 adult to every 10 High School aged teenager (1:10). Adult to Junior High youth ratio must be a minimum of 1 adult to every 7 Junior High aged teen (1:7).

This general guideline should be understood as a minimum standard. Some events will require a higher ratio of adults per youth.

- There should always be at least two adults (over the age of 21, one of whom should be of the same gender as the young people) available for on-site and off-site activities. The second adult insures that there is at least one adult present in case of emergency.
- The lead adult, adult-in-charge, or supervisor of the activity should be at least 25 years of age. Supervisors between the ages of 21 and 25 are in charge only with the pastor's explicit permission. Young adults 19 years and older may act as additional leaders if they have demonstrated the appropriate maturity and objectivity. They are not considered as part of the one to ten/seven ratio.

Pastoral Care

You may find yourself in the role of counselor for youth. Your role is limited to compassionate listening and spiritual counsel.

- Because of mandated reporting laws for the State of California, you are required to report any suspicion of abuse, including reports of domestic violence, to a mandated reporter. Teachers, teacher aides, principals, Directors of Religious Education, members of the health professions, police, firefighters and Clergy members in the State of California are mandated reporters. Child Protective Services (CPS) 408-299-2071 and/or the police department need to be contacted immediately (within 24 hours) if you have a suspicion of abuse. Please document all incidents.
- If you are meeting with a young person in a "one-on-one" situation, please do so in a place where you are not too isolated and where you are visible to others. Leave the door of the room ajar, unless there is a clear window. Make sure you inform another adult that you will be meeting with the minor (under 18) and that an adult sees and knows when the young person arrives and leaves.

Please Note: The adult is responsible for recognizing any personal or physical attraction to or from a minor (transference, counter-transference). In such a situation, the minor should be immediately referred to another qualified adult. The adult is responsible to maintain clear and healthy boundaries.

Chaperones

- Chaperones should be at least 25 years old. Chaperones from age 21-24 can be used if there are an adequate amount of older chaperones (25 years or older). Adults ages 18-20 should not be put in a supervisory role with young people. However, these individuals should work with older chaperones (25 years or older) to be trained as leaders. A minimum of 2 chaperones should attend any parish or school sponsored event. Moreover, both male and female chaperones should supervise co-ed events and field trips.
- Generally, for on-site events, one chaperone should be provided for every 10 high school participants (1:10) and every 8 middle school participants. (1:8)
- Generally, for off-site events, such as overnight retreats and day trips, one chaperone should be provided for every 7 high school participants (1:7) and every 5 middle school participants.(1:5)

Please Note: No chaperone should be alone with a young person at any time (other than a parent with his or her own child). All interactions between chaperons and a youth should be in an area that can be observed by other chaperones.

- If the pre-determined number of qualified chaperons do not show up, the event should be cancelled.
- No alcoholic beverages may be consumed by any chaperone during an off-site event.
- Adult chaperone participants should fill out and submit a “Waiver and Release” form for any off-site event.

Conduct With Youth

Clergy, religious, staff and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors. Clergy, religious, staff and volunteers must be aware of their own and others’ vulnerability when working alone with youth. Use a team approach to manage youth activities.

- Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- Clergy, religious, staff and volunteers should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with youth.
- Staff and volunteers should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
- In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm, and inform supervisors and parents/legal guardians immediately of the plan. Use a team approach to managing emergency situations.

Sexual Conduct

Clergy, staff and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community. Clergy and religious who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times. Clergy, religious, staff and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff,

or parishioners. Staff and volunteers must behave in a professional manner at all times.

- No clergy, religious, staff, or volunteer may exploit another person for sexual purposes.

Please report any suspicion or reports of sexual activity between minors (and adults) of the following age:

According to: <http://www.cacsc.org/council/reportminors.html>

Ages	12	13	14	15	16	17	18	19 or older
11 or younger	Report	Report	Report	Report	Report	Report	Report	Report
12	Report	Report	Report	Report	Report	Report	Report	Report
13	Report	Report	Report	Report	Report	Report	Report	Report
14	Report	Report	x	x	x	x	Report	Report
15	Report	Report	x	x	x	x	Report	Report
16	Report	Report	x	x	x	x	Report	Report
17	Report	Report	x	x	x	x	Report	Report
18	Report	Report	Report	Report	Report	Report	x	x
19 or older	Report	Report	Report	Report	Report	Report	x	x

Harassment

Clergy, religious, staff and volunteers must not engage in physical, psychological, written or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other clergy, religious, staff or volunteers. Clergy, religious, staff and volunteers shall provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.

Harassment encompasses a broad range of physical, written or verbal behavior, including, but not limited to, the following:

- Physical or mental abuse;
- Racial insults;
- Derogatory ethnic slurs;
- Unwelcome sexual advances or touching;
- Sexual comments or sexual jokes;
- Display of offensive materials;
- Requests for sexual favors used as: A condition of employment, or to affect other personnel decisions, such as promotion or compensation.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment. Allegations of harassment are taken seriously and reported immediately to the pastor of the parish, the diocesan Personnel Office or the Office for the Protection of Children and Vulnerable Adults. Policy procedures will be followed to protect the rights of all involved.

Code of Ethics for Youth Ministry Leaders

The National Federation for Catholic Youth Ministry has developed the following code of ethics for youth ministry leaders. The National Federation for Catholic Youth Ministry recommends that youth ministry leaders adopt this code by signing, dating, and placing it in their personnel file. This code of ethics is intended for youth ministry leaders regardless of employment status within the church. While this code may be used in conjunction with existing diocesan policies, protocols or codes, it is not intended to supersede them. (Partial List).

Professional Ethical Obligations:

1. Accountability & Confidentiality

- a. Youth ministry leaders, upon suspecting or learning of abuse of a minor, must notify the civil authorities, as well as church leadership responsible for this topic, in accordance with civil and ecclesial law.
- b. Youth ministry leaders adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or to a third party.

2. Conduct

- a. Youth ministry leaders know that they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- b. Youth ministry leaders maintain appropriate professional boundaries (e.g., physical, sexual, spiritual, relational, and emotional). Romantic, dating, or sexual relationships between a youth ministry leader and any youth is inappropriate and unethical.

3. Referrals and Intervention

- a. Youth ministry leaders know the signs of neglect and physical, sexual, and psychological abuse. Youth ministry leaders know their limitations with respect to paraprofessional counseling and make appropriate referrals.
- b. Youth ministry leaders ensure that all persons have access to the resources, services, and opportunities they require with particular regard for persons with special needs or disabilities.

4. Parish/Diocesan Policies

- a. Youth ministry leaders know of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safe Environment, risk management, safety, transportation, parental permission, and medical emergency policies.

Spanish - Code of Conduct / Código de Conducta⁴

Conducta con los Jóvenes

El clero, los religiosos, el personal, y los voluntarios que trabajen con jóvenes deben de mantener una relación abierta y de confianza entre los jóvenes y los adultos que los supervisen. El clero, los religiosos, el personal, y los voluntarios deben de reconocer su propia vulnerabilidad y la de los demás al trabajar a solas con personas jóvenes. Utilice dinámicas en equipo al manejar actividades juveniles.

- El contacto físico con los jóvenes puede ser mal interpretado y por lo tanto debe de ocurrir (a) solamente cuando sea de una forma no-sexual y apropiada, y (b) nunca en privado.
- El clero, los religiosos, el personal, y los voluntarios deberán de evitar (a) la posesión y/o el uso ilegal de drogas y/o alcohol en todo momento, y (b) el consumo del alcohol cuando sé este trabajando con jóvenes.
- Los empleados y voluntarios no deberán de proporcionar ningún tipo de alojamiento compartido, privado, o para pasar la noche con una persona joven que incluya, pero no se limite a, alojamiento en cualquier propiedad de la Iglesia, residencias privadas, cuartos de hotel, o cualquier otro lugar en el cual no exista otra forma de supervisión adulta.
- En raras situaciones de emergencia, cuando el alojamiento sea necesario para el bienestar y salud del joven, el clero, los empleados, o los voluntarios deberán de ejercer extrema precaución en proteger a todas las personas involucradas de que el hecho parezca indecente y presente riesgo de daño alguno.
- Utilice dinámicas en equipo para manejar situaciones de emergencia.

Conducta Sexual

El clero y los religiosos dedicados a una vida de celibato son llamados a ser ejemplo de castidad en todas sus relaciones y en todo momento. El clero, los religiosos, los empleados, y los voluntarios que proporcionan asesoría pastoral o espiritual deben de evitar el desarrollo de relaciones íntimas con menores, otros empleados, o feligreses. Los empleados y voluntarios deben de comportarse de una manera profesional en todo momento.

- Ningún clérigo, religioso, empleado, o voluntario debe de explotar a ninguna persona para propósitos sexuales. Las acusaciones de conducta sexual inapropiada son tomadas con seriedad y deben de reportarse a la Oficina de Protección de Niños y Adultos Vulnerables de la Diócesis de San José y a las autoridades civiles pertinentes. Los procedimientos de estos estatutos serán seguidos para proteger los derechos de todas las personas involucradas.
- El clero, los religiosos, los empleados, y los voluntarios deben de estudiar y conocer el contenido de los reglamentos sobre el abuso infantil, los requerimientos del estado de California para reportar dichos abusos, y el proceso de como cumplir con estos mandatos.

El Acoso

El clero, los religiosos, los empleados, y los voluntarios no deberán de involucrarse en ningún tipo de acoso físico o psicológico, ya sea por escrito o verbal, con empleados, voluntarios, o feligreses. De igual manera, no deberán de tolerar dicho acoso por cualquier otro clérigo, religioso, empleado, o voluntario.

El clero, los religiosos, los empleados, y los voluntarios deben de proporcionar un ambiente profesional de trabajo que esté libre de cualquier tipo de acoso o intimidación física o psicológica, ya sea por escrito o verbal. El acoso abarca un amplio rango de comportamiento físico, escrito, o verbal e incluye, pero no se limita, a lo siguiente:

- Abuso físico o mental;
- Insultos raciales;
- Insultos étnicos degradantes;
- Avances sexuales no deseados o tocar el cuerpo de otra persona de manera indebida;
- Comentarios o chistes relacionados con el sexo;
- Pedir favores sexuales a cambio de o Ofertas de empleo o Para influir en decisiones laborales tales como promociones o aumentos de salario;
- Exhibir materiales ofensivos.
- El acoso puede consistir de un solo incidente grave o una serie constant de acontecimientos que resulten en un ambiente de trabajo hostil, ofensivo, o intimidatorio. Las acusaciones de acoso son tomadas con seriedad y reportadas inmediatamente al párroco, la Oficina de Personal de la Diócesis, o a la Oficina de Protección de Niños y Adultos Vulnerables. Los procedimientos de estos estatutos serán para asegurar y proteger a todas las personas involucradas.

PASTORAL GUIDELINES FOR USE OF TECHNOLOGY:

Boundaries

Those who minister and work in pastoral settings should be ever vigilant regarding healthy boundaries with anyone, but especially minors and vulnerable adults. Minors and vulnerable adults are not the peers of an adult serving within a ministry capacity. It is inappropriate for pastoral ministers to include them within their own social circle, on-line or otherwise.

- Ministers should not be accessible to the minors and vulnerable adults they serve on a constant on-call or regular social basis.

Discretion & Ownership

Those who minister and work in pastoral settings must take great care to be consistent in representing the worth of their character on-line. Clear communication and respect for boundaries is needed at any level of contact with minors and vulnerable adults. E-mails, text messages, blog postings or comments, YouTube videos are all public forums from which a permanent record can be obtained.

As a representative of the Church, those who minister to minors and vulnerable adults should be diligent in avoiding situations, which might be the source of scandal for themselves or others. Any technological tools that we use as part of our ministry in the Diocese of San Jose, like websites, blogs, social network sites, and the like is the property of the Diocese of San Jose.

Photograph and Video Consent

From time to time, we take pictures and video of youth ministry events and gatherings. We would like to be able to use these photographs and videos for flyers, parish and diocesan publications, and the ministry website. To do this, we need both the students' and the parents' consent.

- We will not use the last names of any minor whose photos or videos are posted. If there are concerns about pictures or videos posted on the website, please contact the youth ministry coordinator or webmaster, and they will promptly be removed.

Email, Instant Messaging, and Video Chatting

Always avoid any communication that might be construed as having inappropriate sexual or romantic overtones. Do not reply to any such e-mail from a minor or vulnerable adult; make a copy of such inappropriate communication and notify your supervisor. Remember that there is no such thing as a private e-mail. All e-mails and IM's can be logged, archived, and forwarded to other parties. Your communication can quickly become a public matter.

- At no time is one-on-one video chatting appropriate with minors or vulnerable adults.

Good judgment should always be used with text based communication tools. Parental/guardian consent needs to be obtained when communicating by email or instant messaging with minors and vulnerable adults.

- Maintain a separate e-mail account for your professional communication and only use this account when communicating with youth or vulnerable adults.
- Email, Instant Messaging, and Video Chatting communication should only be used with the matters that deal with one's professional relationship. Communicate only about matters that address the business at hand of your ministry.
- Care should be taken to maintain professionalism and appropriate boundaries in all communication.

Phone Calls and Text Messaging

The same standards that apply to email and instant messaging must be maintained when communication occurs in phone calls or via text messages. Appropriate and healthy boundaries when using texting or speaking with a youth or vulnerable adult is always required of pastoral ministers in the church. Frequent and ongoing communication with a selected individual suggests an inappropriate relationship.

- Personal blogs should not be advertised to minors or vulnerable adults.

Reporting Cyber Crimes Against Children

Internet Crimes Against Children (ICAC)

The ICAC Task Force Program was created to help State and local law enforcement agencies enhance their investigative response to offenders who use the Internet, online communication systems, or other computer technology to sexually exploit children.

- Reports may be made 24-hours per day, 7 days per week online at www.cybertipline.com or by calling 1-800-843-5678.
- San Jose Police Department. Jurisdiction: San Jose, CA area Contact: Sgt. Randy Schriefer (408)277-4102 Randall.Schriefer@sanjoseca.gov

FAQ - FREQUENTLY ASKED QUESTIONS

(in Alphabetical Order)

AUDIT COMPLIANCE:

QUESTION: “*What does ‘being audit-compliant mean?’*”

- ANSWER: For your site (Parish and/or School) to be considered “audit-compliant”, your site must successfully meet and complete all the items found on page: 17 and 18 within this 2012 Safe Environment Handbook.

CONFIDENTIALITY OF CHILDREN:

QUESTION: “*Can we post the names or photographs of children on our website or flyers if we have parental consent?’*”

- ANSWER: Yes, but never use the last name of the child.

DEFINING TERMS:

QUESTION: “*What does ‘On-going, unsupervised contact’ mean?’*”

- ANSWER: This definition varies from diocese to diocese across the nation, however the current policy of The Diocese of San Jose defines ‘On-going, unsupervised contact’ to mean.....

The policy guidelines define these volunteers as anyone who meets any of the following conditions:

1. Is delegated by the principal or pastor to have supervisory or disciplinary oversight over a child, children, youth or dependent adults on a regular basis. (e.g. an instructional aide, catechist or youth coordinator.)
2. Supervises children, youth or dependent adults on a regular basis when a school or parish employee is not present. (e.g. a yard duty helper.)
3. Is alone with children, youth or dependent adults on a regular basis without staff member or teacher present or nearby. (e.g. a library helper.)
4. Has the potential to develop, over time, a relationship of trust with a child, youth or dependent adult which could make that child, youth or dependent adult vulnerable to abuse. (e.g. a clinic helper or assistant coach.)

Note: The above guidelines are minimal. A principal or pastor may determine, on an individual basis, that a volunteer must be fingerprinted because the position he/she holds could be defined as having ongoing, unsupervised contact with children, youth or dependent adults.

QUESTION: “*What is the definition of a ‘Vulnerable Adult’?*”

- ANSWER: Vulnerable Person – any person 18 years of age or older is considered “vulnerable” if that person is dependent on others for their self-care and habitually lacks the use of reason, due to diminished capabilities because of advanced age, impairment of mental or physical function or emotional status is

unable or unlikely to report abuse or neglect without resistance. All persons under 18 years of age are vulnerable persons.

FUNDING & FEES:

QUESTION: *“What is the funding sources for the Office for the Protection of Children & Vulnerable Adults?”*

- ANSWER: Assessment and ADA (Annual Diocesan Appeal)

QUESTION: *“Do Parishes get charged to perform an investigation of a volunteer or employee?”*

- ANSWER: Yes; We do bill parishes for the cost of the investigative agency: “Insight Group”; however, please never hesitate to report suspicion of abuse because of budgetary concerns.

QUESTION: *“Who pays for Fingerprints fee? And who pays for the Shield the Vulnerable On-line training courses?”*

- ANSWER: Volunteers need to cover the upfront cost of fingerprints; however, some parishes and schools may offer to reimburse costs. Parishes should prepare in their budgets to reimburse, since each Parish benefits from its own volunteer pool. The Office for the Protection of Children and Vulnerable Adults covers the cost of each “on-line training seat” as well as any live-trainings for volunteers whom have on-going, unsupervised access/contact to children and vulnerable adults.

MANDATED REPORTERS:

QUESTION: *“What is the key difference between an Ethical Reporter and a Mandated Reporter?”*

- ANSWER: In short, a “Mandated Reporter” are paid employees (who have regular contact or access to minors and vulnerable adults), and thus are legally obligated to report any suspicion of abuse or awareness of possible abuse.
- ANSWER: Although **Volunteers (Ethical Reporters)** are not legally mandated to report abuse to the authorities, it is the responsibility of Ethical Reporters to comply with the expectation of The Diocese of San Jose, which requires all volunteers to report any and all suspicion, or awareness of abuse to Civil Authorities (Child Protective Services (CPS), Adult Protective Services (APS), and/or the Police Department in the city where the alleged incident occurred); and a Diocesan Mandated Reporter; and the Office for the Protection of Children and Vulnerable Adults immediately (within 24 hours) and assist with the reporting process.

QUESTION: *“Am I a ‘Mandated Reporter’?”*

ANSWER: According to Section 11165.7 of the Penal Code a mandated reporter is defined as any of the following:

1. A teacher.
2. An instructional aide.
3. A teacher's aide or teacher's assistant employed by any public or private school.
4. A classified employee of any public school.

5. An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
6. An administrator of a public or private day camp.
7. An administrator or employee of a public or private youth center, youth recreation program or youth organization.
8. An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
9. Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
10. A licensee, an administrator or an employee of a licensed community care or child day care facility.
11. A Head Start teacher.
12. A licensing worker or licensing evaluator employed by a licensing agency as defined in **Section 11165.11**.
13. A public assistance worker.
14. An employee of a child care institution, including, but not limited to, foster parent group home personnel and personnel of residential care facilities.
15. A social worker, probation officer or parole officer.
16. An employee of a school district police or security department.
17. Any person who is an administrator or presenter of, or a counselor in a child abuse prevention program in any public or private school.
18. A district attorney investigator, inspector, or family support officer unless the investigator, inspector or officer is working with an attorney appointed pursuant to **Section 317 of the Welfare and Institutions Code** to represent a minor.
19. A peace officer as defined in **Chapter 4.5** (commencing with **Section 830**) of **Title 3 of Part 2**, who is not otherwise described in this section.
20. A firefighter, except for voluntary firefighters.
21. A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker or any other person who is currently licensed under **Division 2** (commencing with **Section 5000**) of the **Business and Professions Code**.
22. Any emergency medical technician I or II, paramedic or other person certified pursuant to **Division 2.5** (commencing with **Section 1797**) of the **Health and Safety Code**.
23. A psychological assistant registered pursuant to **Section 2913** of the **Business and Professions Code**.
24. A marriage, family and child therapist trainee, as defined in subdivision (cc) of **Section 4980.03** of the **Business and Professions Code**.
25. An unlicensed marriage, family and child therapist intern registered under **Section 4980.44** of the **Business and Professions Code**.
26. A state or county public health employee who treats a minor for venereal disease or any other condition.
27. A coroner.
28. A medical examiner, or any other person who performs autopsies.
29. A commercial film and photographic print processor, as specified in subdivision (e) of **Section 11166**. As used in this article, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides or prints or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
30. A child visitation monitor. As used in this article, "child visitation monitor" means any person who, for financial compensation acts as monitor of a visit between a child and any other person when the monitoring

of that visit has been ordered by a court of law.

31. An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:

a. "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.

b. "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to **Section 14502** or **14503** of the **Corporations Code**.

32. A clergy member, as specified in subdivision © of **Section 11166**. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple or recognized denomination or organization.

- Any employee of any police department, county sheriff's department, county probation department or county welfare department.
 - a. Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.
 - b. Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.
 - c. Training in the duties imposed by this article shall include training in child abuse identification and training in child abuse reporting. As part of that training, school districts shall provide to all employees being trained a written copy of the reporting requirement and a written disclosure of the employees' confidentiality rights.
 - d. School districts that do not train the employees specified in subdivision (33.a) in the duties of child care custodians under the child abuse reporting laws shall report to the State Department of Education the reason why this training is not provided.
 - e. The absence of training shall not excuse a mandated reporter from the duties imposed by this article.

QUESTION: *“What is my duty as a ‘Mandated Reporter’?”*

- ANSWER: The primary duty of a Mandated Reporter is to report any suspicion of abuse (sexual, physical, emotional, psychological, and/or neglect). Mandated Reporters are also expected to contact law enforcement when death threats to a specific and identifiable target have been communicated, (also known as a: “Terasoft Treat”); and Mandated Reporters are expected to contact crisis intervention specialists if someone makes a threat of suicide against their own lives. Please note: The duty of a Mandated Reporter is not to investigate nor verify the validity of any allegation or suspicion of abuse.

TRAINING & SECURITY CLEARANCE:

QUESTION: *“What if I have a volunteer who is willing to be trained, but disagrees with getting fingerprinted?”*

- ANSWER: Please assist the volunteer in understanding that both training and fingerprints are required if their position requires it and if their role requires having “on-going, unsupervised contact” with children and vulnerable adults. Please refer to page # 12 in this Safe Environment Handbook for additional assistance.

QUESTION: *“What options do parents have who chose to ‘Opt-out’ their children from attending Safe Environment/Catholic Safe Environment Curriculum?”*

- **ANSWER:** Parents can keep their children home that day as an informal opt-out or parents can sign an ‘Opt-out’ form, but will be offered some ‘take home material’. And if parents refuse those too, they need to fill out a form verifying that ‘take home material’ was offered but denied. However, please note that no volunteer can ‘Opt-out’ of Safe Environment Training.

QUESTION: *“How often do students and volunteers and employees need to be trained?”*

- **ANSWER:** In regards to frequency of training: Our goal is for students to be trained each year; employees and volunteers (whom have ongoing contact with children and vulnerable adults) need to be trained once every 3 years.

QUESTION: *“Can multiple Parishes combine volunteers and/or employees to be trained together?”*

- **ANSWER:** Yes. Please call the Office of Protection to schedule a live “Safe Environment” Training.

QUESTION: *“I’ve been fingerprinted through another agency; do I have to be fingerprinted again?”*

- **ANSWER:** Yes; because results may not be shared, we do not have access to your fingerprint result information from another agency.

QUESTION: *“Will I have to pay to have this done?”*

- **ANSWER:** 1) Employees and volunteers fingerprinted under the Education Code pay a \$20.00 “rolling” fee upon arrival at the Santa Clara County Sheriff’s Office. 2) Employees and volunteers fingerprinted under the Penal Code pay a \$10.00 “rolling” fee. The parish or school may or may not elect to reimburse you for these fees.

QUESTION: *“Can I schedule my own fingerprint appointments?”*

- **ANSWER:** No, the Diocesan Personnel Office is the agent that has permission to set up fingerprint appointments for employees and volunteers. The Personnel Office has trained special representatives in the parishes and schools to set up fingerprint appointments. However, only the Personnel Office has permission to review the results.

QUESTION: *“How long does it take to get results of the fingerprint check?”*

ANSWER: The Diocesan Personnel Office receives results from the Department of Justice, usually between 24 and 72 hours after the fingerprints were submitted. However, if there is a delay for any reason, results can take approximately 30 days or longer to arrive.

QUESTION: “Which Sheriff’s Office can I go to have my fingerprints done?”

- **ANSWER:** When an employee schedules his/her appointment through the Diocesan Personnel Office or the designated parish or school representative, he/she has the option of choosing one of the Santa Clara County Sheriff’s Offices listed below (with whom the Diocese has a billing arrangement) at which they can have their fingerprints done. The Personnel Office or the designated parish or school representative sets up a fingerprinting appointment date and time for the employee or volunteer to go to the Sheriff’s Office. The employee or volunteer receives a form indicating the fingerprinting appointment date and time, and Live-Scan Forms, which the employee or volunteer must take with them to the Sheriff’s Office. The Sheriff’s Office does the actual fingerprinting and sends the prints to the Department of Justice for a criminal check.

San Jose Sheriff’s Office	55 W. Younger Ave.	San Jose, Ca. 95110	(408) 808-4760
West Valley Sheriff’s Office	1601 S. DeAnza Blvd.	Cupertino, CA 95014	(408) 868-6614
San Martin Sheriff’s Office	12431 Monterey Rd	San Martin, Ca. 95046	(408) 686-3651
Stanford Sheriff’s Office	711 Serra St.	Stanford, Ca. 94305	(650) 725-2499

QUESTION: “Where do the results go?”

- **ANSWER:** The Department of Justice furnishes a clearance or criminal record summary to the Diocesan Personnel Office. This information is strictly confidential and only the Director or Associate of Personnel has access to the clearance or criminal record summary. A criminal record summary provides a record of arrests resulting in conviction and arrests where results are pending. The Director or Associate of Personnel notifies the pastor or principal of the individual’s clearance or lack of clearance to work/serve, and then the summary is destroyed. Information regarding a criminal record may not be shared with anyone other than the pastor or principal

QUESTION: “Can I get a copy of my fingerprint results?”

- **ANSWER:** Yes, an employee may obtain a copy of his/her fingerprint results by contacting the Department of Justice.

QUESTION: “Can I be fired from my job or asked not to volunteer because of Fingerprint /Background Check Results?”

- **ANSWER:** Candidates are not discriminated against solely on a prior record. Several factors are considered. Depending upon the type of offense, age at the time of the offense, and the candidate’s honesty on the employment or volunteer application, the Director or Associate for Personnel makes a determination and advises the pastor or principal regarding the hiring of a candidate or volunteer or the termination of a current employee or volunteer. However, under no circumstances is a person with a conviction record of sexual misconduct with a minor considered for employment or as a volunteer in any program serving children, youth or dependent adults.

QUESTION: “*How often do I need to be fingerprinted?*”

- ANSWER: The data verifying that you have been fingerprinted is kept on file in the Diocesan Personnel Office for employees or, in the case of volunteers, in the Chancellor’s Office. When an employee or volunteer fingerprinted under the Education Code leaves employment or service with the Diocese, the Diocese submits a “No Longer Interested” form to the Department of Justice stating it is no longer interested in receiving subsequent notification service on the person previously fingerprinted for employment, licensing, or certification. The Diocese does not receive subsequent notification service on employees or volunteers fingerprinted under the Penal Code. However, in either case, an individual who leaves and subsequently returns at a later time must have fingerprints redone.

QUESTION: “*What if I want to volunteer, but I am undocumented and am afraid to get fingerprinted?*”

- ANSWER: Our Diocese of San Jose policy mandates that all volunteers and employees whom have **ongoing, unsupervised contact with minors and/or vulnerable adults** must be fingerprinted and trained.
- ANSWER: Moreover, the *Charter* mandates in ARTICLE 13: *Dioceses/eparchies are to evaluate the background of all incardinated and non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. United States Conference of Catholic Bishops, Program of Priestly Formation [Fifth Edition], 2006, no. 39).*

PARISH & SCHOOL OUTREACH ANNOUNCEMENTS

(Re: Safe Environment for Parents & Victims):

TOP 10 SAFETY TIPS FOR PARENTS:

LOVING ACTION STEPS:

1. **Do** ask your son or daughter daily: “*What was the best part (high point) and worst part (low point) of your day today?*”
2. **Do** ask your son or daughter: “*Did you eat according to the Food Pyramid today?*”
3. **Do** ask your son or daughter: “*Do you know the difference between a good/right touch & a bad/wrong touch?*”
4. **Do** ask your son or daughter: “*Which (3) safe adults would you tell if somebody was harming you or pressuring you to do something risky?*”
5. **Do** pay attention to non-verbal hints your son or daughter might be trying to communicate, because “Behavior IS Language”. So, ask your children often: “*How are you feeling?*”
6. **Do** pay attention to how you as a parent communicate. As a parent, you are your child’s first and most important teacher in life. So, HOW you communicate is often more impactful than WHAT you communicate verbally.
7. **Do** pay attention on how you treat others in your home. Witnessing Domestic Violence is a form of emotional and psychological abuse with long-term negative impacts.
8. **Do** talk to your children and other family members about a plan and meeting places in case of emergencies.
9. **Do** talk to your children about a “Safety Word” in case somebody (stranger or family) tells them: “Your mommy or daddy asked me to give you a ride home.”
10. **Do** teach your children to look for potential injury hazards at home or during play.

TOP 10 LEADING CAUSES OF DEATH OF CHILDREN AND YOUNG ADULTS:

1. Accidental Death - (Drowning, Car Accidents, Playing with Weapons, Ingesting Poison, Fire, Unintentional Injuries from Falling or other Physical Activities)
2. Diabetes and Heart Disease - (Due to Junk Food and Chronic Overweight Issues)
3. Kidnapping
4. Suicide
5. Tobacco Smoke, Drug Overdose and Alcohol Poisoning
6. Other Health related illnesses - (Pneumonia, etc)
7. Child Abuse and Neglect by an Adult
8. Gang Violence

9. HIV - (Sexually Transmitted Diseases)
10. Dating Violence and Domestic Violence

10 Recomendaciones para aumentar la Seguridad de sus hijos/hijas:

Pasos de Accion Motivado por el Amor:

1. **Por favor** preguntele a su hijo o hija cada dia: “*?Cual era la mejor experiencia y peor experiencia de tu dia?*”
2. **Por favor** preguntele a su hijo o hija: “*?Que comida saludable comiste hoy?*”
3. **Por favor** preguntele a su hijo o hija: “*?Sabes la diferencia entre los contactos fisicos buenos y malos?*”
4. **Por favor** preguntele a su hijo o hija: “*?Quien son tres adultos quien sientes que puedes confiar y quien pueden protejerte de personas que te hacen dano o tratan de presionarte hacer algo que lleva riesgo?*”
5. **Por favor** presten atencion a todos tipos de comunicacion que su hijo o hija puede usar para comunicar con usted. Porque el comportamiento es lenguaje tambien. Entonces, **por favor** preguntele a su hijo o hija: “*?Como te sientes emocionalmente?*”
6. **Por favor** presten atencion a la manera que usted comunica con otros, porque usted es el primer y mas importante maestro o maestra de su hijo o hija. Entonces COMO usted se comunica con otros impactara a su hijo o hija mas que su intencion.
7. **Por favor** presten atencion a la manera que se comporta usted con los miembros de su familia en el hogar, porque siendo testigo de la violencia domestica es en verdad una forma de abuso emocional y muy traumatico a un nino o nina, con impactos profundos en el future.
8. **Por favor** hablen con los miembros de su familia sobre un plan en caso de una emergencia.
9. **Por favor** hablen con sus hijos y hijas sobre una clave que se puede usar en caso que alguien le diga a su hijo o hija: “*Tu mama y papa me dijeron que te levante de la escuela o que me habras la puerta.*”
10. **Por favor** ensenele a su hijo o hija que se fijen a los alrededores por riesgos de peligro en la casa o cuando anden jugando, para prevenir un accidente o trompiezo.

Las 10 Causas de Muerte mas Comunes de los Ninos y Jovenes:

1. Muerte por Accidentes - (Hogandose, Accidentes de Auto, Jugando con Armas, Tomando Venenos, Lumbre, o otras heridas causado por las callidas.)
2. El Diabetis o Enfermedades del Corazon - (Causado por el sobre peso y comida grasosa)
3. Secuestros de Ninos
4. Suicidio
5. Fumando tabaco, Sobredosis de droga o licor.
6. Otras Enfermedades (como la neumonía, pulmonía)
7. Abuso y Negligencia de ninos o ninas a las manos de un adulto.
8. Violencia de Pandilla

- 9. El Virus de la SIDA.
- 10. Violencia Domestica y Violencia de Novios.

EDUCATIONAL WORKSHOPS OFFERED ANNUALLY

Please Note: These workshops will be scheduled over the course of the school year, throughout the Diocese of San Jose. These workshops are primarily for the education of parents and youth leaders:

1. Protecting Our Children Against Predators
2. Internet Hazards (Analyzing Movie: “Trust”)
3. Pornography Addiction, Denial, and Long-Term Recovery
4. Bullying and Suicide Prevention

OPCVA WEBPAGE CONTENT & RESOURCES

Internet (Public View)	Intranet (Employees)
“Protecting God’s Children & Vulnerable” (on front home page.)	“Protecting God’s Children & Vulnerable” (on front home page.)
Mission and Purpose of the OPCVA	Mission and Purpose of the OPCVA
	Our Safe Environment Programs Overview
Support For Victims	
How to Report Abuse	For Mandated Reporters
Victims’ (Marsy) Rights	Safe Environment Handbook
Counseling Resources for Victims	Steps for Reporting and Types of Mandated Reporters
Letter from the Bishop to Victims	Criteria for Fingerprints & Training Requirement.
Investigation Roles Overview	Our Ideal Protocol Response to Allegations
	Child Abuse Reporting (CPS) Form
How We Respond to Allegations	Adult Abuse Reporting (APS) Form
Our Ideal Protocol Response to Allegations	
	On-line Shield the Vulnerable Instructions
For Volunteers (Ethical Reporters)	Fingerprints instructions
Indicators of Abuse + Steps to Reporting	Calendar of upcoming live-trainings
Fingerprints instructions	Frequently Asked Questions
On-line Shield the Vulnerable Instructions	
Calendar of upcoming live-trainings	Audit Compliance
Code of Conduct for Youth Leaders	Audit Compliance Check-list (at a glance)
Code of Conduct for Adult Leaders	2011-2012 Additional Actions + Responses Welcomed (for Audit Reporting Purposes.)
	ParishSOFT Userguide + Assistance (Evan Linick / Linda Tully)
For Parents	Additional Information
Top 10 Safety Tips for Parents	Investigation Roles Overview
Calendar of Educational Workshop dates/place	Catholic Safe Environment Curriculum and Lesson Plans (+ Family Life Outline)
	USCCB Charter Mandate (Articles)
Additional Information	Weblink to: USCCB (National) Office for Protecting Children and Youth.
Resources for Potential Abusers	Review Board and Consultants (Names +Title)
Our Safe Environment Programs Overview	Powerpoint Presentation (Safe Environment)
Review Board and Consultants (Names +Title)	
Weblink to: USCCB (National) Office for Protecting Children and Youth.	Additional Policies
<i>USCCB Charter Mandate (Articles)</i>	Official Response from Communication Department after a Safe Environment incident has occurred.
	Background Evaluation Policy for Accepting Clergy

