

Safe Environment Policy

A decision has been reached regarding the Safe Environment (formerly VIRTUS) requirements.

Any volunteer who has multiple contacts with youth with respect to St. Leonard Congregation programs and/or activities is required to complete the Safe Environment Education adult component of the Charter for the Protection of Children and Young People, Article Twelve. This requirement should be fulfilled prior to the start of the individual's volunteer role.

It is also required that volunteers submit to a background check - both state and national - and provide completed paperwork that includes:

- Volunteer Profile
- Volunteer's Code of Conduct
- Criminal Check Contingency form (only releasing for a background check)
- Signed Acknowledgement indicating *The Code of Ethical Standards for Church Leaders* and the *Mandatory Reporting Responsibilities* documents have been read

In order to assist in the implementation of this, coordinators of our athletics programs are required to submit a complete list of coaches **before the beginning of practices** for the sport. Assistant coaches are understandably determined once teams are divided, etc. A reasonable amount of time (two weeks) from the beginning of practice will be given to provide the list of assistants. If a coach procures "parent helpers" in lieu of (or in addition to) an assistant coach, these parent helpers are held to the attendance requirement. If additional help is procured during the season, the coach is responsible for forwarding that information to the sport coordinator who will then forward that information to the parish.

If a volunteer is involved with the Boy Scouts of America and can provide evidence that they have completed the BSA Youth Protection Program, the requirement is waived, though the individual must still register with the Archdiocese and complete the parish paperwork. If an individual feels they cannot attend a session for personal reasons, a *prompt* written waiver request submitted in writing to the Archbishop can be made - waivers of this type are granted only in extreme cases. Evidence of this waiver request must be sent to St. Leonard Congregation to keep on file as well as notification if the waiver is granted. Paperwork/ background checks requirements will still apply to the individual.

If anyone has questions regarding this email, or needs to register with the BSA Youth Protection Program waiver, please feel free to contact me at: 262-679-0880, ext. 52 or email me at: jachimiecl@archmil.org. If you have questions on the *Safeguarding All God's Family* program implemented through the Archdiocese of Milwaukee, please contact Patti Loehrer, the Safe Environment Coordinator at: 414-769-3449.

All of the above measures are in place to help ensure the compliance of our parish with the Charter requirements and to give adults the tools to become advocates for child safety - not only within the walls of our parish but within our greater communities.

Your cooperation in this matter is greatly appreciated.

Blessings,

Lisa M. Jachimiec

Director of Religious Education / Safeguarding Coordinator

(updated 5/18/2012)