



Archdiocese of Milwaukee
Safe Environment Office
Safeguarding All of God's Family
Instructions for Parish/School
On-Site Safe Environment Coordinator

The *On-Site Safe Environment Coordinator* is a staff person or volunteer appointed by and accountable to the pastor, administrator or parish director or school principal to do the following:

1. Serve as archdiocesan contact person for all the tasks associated with *Safeguarding All of God's Family*.
2. Oversee planning and implementation of *Safeguarding All of God's Family* in your parish/school.
3. Serve as site administrator for your parish/school's CMG Connect site.
4. Assist the pastor, administrator or parish director in developing a list of staff and volunteers required to participate in the *Safeguarding All of God's Family* program.
5. Require all paid staff and volunteers who work with children to attend a Safe Environment Education Session.
6. Ensure that criminal background checks are conducted prior to beginning employment or volunteering with minors on all staff and volunteers who work with children and youth. These criminal background checks must be conducted every five (5) years subsequently in order to continue employment or volunteering with minors. (See information on *Criminal Background Check Guidelines*.)
7. Confirm that all staff and volunteers read and sign the "Mandatory Reporting Responsibilities" and the "Code of Ethical Standards for Church Leaders." (As of 2016, this requirement is completed through the Initial Live Training and 5 Year Renewal Background Check/Code of Conduct curriculums on CMG Connect.
8. Distribute any important information, newsletters, updates, resources, or additional training information to your parish/school's employees, volunteers, families, or parents.
9. A Compliance Documentation Form will be sent and must be completed yearly; signed by the pastor, administrator or parish director (school principal in case of stand alone school).
10. To set up a Safe Environment Education Session at your parish/school:
 - a. Contact the Safe Environment Office (414-769-3449) or nickolais@archmil.org to schedule a Safe Environment Education Session. She will schedule a facilitator (if needed) for you and post your parish/school information on CMG Connect and the archdiocesan website.
 - b. Ensure that all employees and volunteers properly register on-line through CMG Connect for the SEE Session.



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- c. A sign-in sheet should be printed from CMG Connect prior to the awareness session. Recruit others to assist in monitoring the sign-in process (if needed) to ensure that participants sign in personally; using their full name (those who do not sign in will not receive “credit” for attending). Return the sign in sheets to the archdiocese Safe Environment Office.
 - d. Have a check for \$75.00 for *each* facilitator used in the Safe Environment Education Session and pay the facilitator(s) at the time of the session.
 - e. Provide a screen, projector, and laptop for the Awareness Session and adequate room set up. If more than 50 people are registered, it may be necessary to use a LCD projector so all can view the videos.
 - f. Arrange for light refreshments for participants of the SEE Sessions.
11. As an administrative aide to the pastor, administrator or parish director, monitor the progress of the following:
- Someone is to be assigned to work on the educational components for children and youth.
 - The pastor is aware that there should be one homily during the year referring to safe environment issues.