

## **Dear Local Safe Environment Coordinator,**

Little did you probably know when you began employment (or perhaps even in volunteer service) with the area faith community, parish, school, or other entity that you are a part of, that you would become what are referred to as the “Local Safe Environment Coordinator” (LSEC, for short!).

I welcome you to this position! I want you to know this position is of great service to the Church. It is of important service as it about the protection of our youth within our Church environments and communities. It can be a thankless job—if we are successful at the meeting the requirements in place, we are more apt to go unnoticed; however, that is a good thing!

To go largely unnoticed indicates we are meeting with success! We are providing the environment and the protections for our children and young people that we so desire to have.

By providing the teaching of policy expectations and reporting expectations, we empower a greater number of adults within our communities to assist in making the environments safer for children and young people. [Essential Day-One Requirement].

By having employees and volunteers that are serving in unsupervised positions with our youth complete background checks, we may meet with greater success at being able to keep individuals with a history of making poor choices from having direct contact with our children. [Essential Day-One Requirement].

By providing initial training in helping every adult and employee of our Church have more of an awareness of behaviors that are “red flags” for sexual misconduct and child abuse, we may be more successful at addressing a concern before it becomes a incident that causes harm. [Essential Day-One Requirement].

By providing ongoing awareness training, we keep individuals continuously alert and watchful of the environments [Ongoing Online VIRTUS Training Requirement].

The LSEC and the DSEC are positions that require the timely adherence to policy stipulations. They are positions that require working with individuals that often do not place the appropriate importance on the completion of requirements that the Bishop expects to be met. They are positions that require continuous monitoring. The LSEC is a position that . . . I am sure with time you may be able to add a few of your own program challenges. Regardless, it is a position that is of utmost importance and a position I do not believe will go away during our time of service to the Church.

Let me take this opportunity to thank you for giving the position the attention it demands. It is, more than likely, just one of your varied duties and responsibilities; however, it must be given the time and attention necessary to be able to allow the pastor, or the responsible leader for your entity, to be able to know the primary location or locations you work with are totally and continually compliant.

Please know, too, that I or one of the diocesan safe environment team members is always available to assist you with any question you may have. As a diocesan team, we are open to your suggestions as we learn the most from all of you who are doing the work at the local levels.

In gratitude for your work,  
Karla Cross, Diocesan Safe Environment Coordinator (DSEC)

**As a Local Safe Environment Coordinator, what do my VIRTUS responsibilities include?**

1. Assisting your Diocesan Safe Environment Coordinator with duties that can be performed at the local (parish, school, etc.) level.
2. Managing the registrations and user information of employees and volunteers that belong to your organization by:
  - a. Instructing individuals to REGISTER (register online before the Protecting God's Children Class) via the VIRTUS online Web site.
  - b. For all attendees who did NOT register online before their session, make sure that they go online and register after the session, or you may need to assist individuals that do not have internet access.
  - c. YOU must continually be aware of the status of individuals assigned to your site(s). Have they met the initial registration requirements, have they completed the most recent assigned online training in a timely manner, has their account changes been sent to the diocese in a proactive manner instead of the diocese emailing you for confirmation in changes in employment or moves out of the parish, etc.
3. Help individuals who are required to complete continue training but do not have access to the Internet.
5. Run Master compliance list for reviewing the user accounts 20 days after any assigned online training. Send periodic notices to the diocesan database manager if an account status has changed: employee to volunteer, active to inactive, etc. If this is done prior to each quarterly online training posting and prior to each annual volunteer online posting it will assist with uncompleted trainings being listed on your location reports.
6. Stay in direct contact with entity personnel responsible for hiring or working with volunteers. Employees and volunteers must meet the Essential Three Day-One requirements and this takes everyone working together. Work with entity supervisors/program coordinators to be informed of individuals having a change in user status. A sample form attached for "Change in Status" may help facilitate this for your organization. You are not required to use it as a LSEC but you may want to give them to program directors, especially principals and religious education directors.
7. Help ensure that your organization is compliant with the USCCB Guidelines.

**PLEASE NOTE:**

If you are new to the position, please give the Diocesan Safe Environment Coordinator a call to discuss the details of your responsibilities. All local Safe Environment Coordinators need to work closely with Facilitators and his or her Diocesan Safe Environment Coordinator to ensure that all attendees have registered online either **before** or **after** the class.

You will only be able to view information for attendees who have registered for a class and listed YOUR Parish or Organization as a primary location, or a particular scope of attendees established by your Coordinator. You will not be able to see information from other Facilitator sessions, unless you are involved with the presentation of the class. The Diocesan Safe Environment Coordinator will be responsible for the final approval of all user registrations. Be sure to monitor the pending status and the “\*” accounts for your location(s). Accounts with an \* have an initial of the needed component(s) that are not in compliance.

The diocese currently gives the local coordinator limited rights; however, the master report and the accurate accounting for the individuals on the report is the most significant responsibility of the coordinator in relationship to the database.

**What resources exist for local Safe Environment Coordinators on the VIRTUS online website?**

1. An Administration Tab that contains all tools and resources for local coordinators.
2. A listing of all registered users that belong to your organization, along with their registration status.
3. A Training Administration feature that allows you to see live training reports and continued training reports for users within your organization.
4. A listing of all sessions, future and past, within your organization.
5. A Registration Manager.
6. A Reporting library that allows you to run detailed reports about users, training, and compliance.
7. A Library of Templates, Documents, and Forms pertaining to the Protecting God’s Children training and implementation.

**How do I view my registered employees and volunteers?**

1. On your Administration Tab, click on “Users” on the left-hand menu.
2. Your employees and volunteers will be listed in alphabetical order by last name. If a particular employee or volunteer is missing, they either have not registered, or they registered with the incorrect organization. (You can only view information for users that belong to your organization.)

**How do I view a comprehensive list of all my attendees who have registered online?**

1. Click on “New Users” as well as “Registered Users” to see pending accounts and click on Approved Users to see activated accounts. Remember, pending accounts and active accounts with an \* have not met the essential three requirements.
2. You will be able to view user information. The user may edit the information by signing on to their account and changing the session selection.