

A Concise Summary of the Role of the Local Safe Environment Coordinator

New Employees and Volunteers: The LSEC's Role Before the Essential Three Are Met

1. Make sure all prospective employees and prospective volunteers that will be working with minors register at the VIRTUS link available through the diocesan Web site: www.dnu.org/safeenvironment. Individuals are to register even if there is not a session that is available for them to attend. They may return to register for a session at a later time.
2. Make sure the new employees and volunteers (*Provided with online registration)
 - a. Are informed of the background check policy for the Diocese of New Ulm (Policy 13.3).
 - b. Are given a copy of The Fair Credit Rights Act Summary of Rights.*
 - c. Are given the Consumer Rights Disclosure and Consent Form to complete.*
 - d. Are given New Ulm Diocesan Policy 13, with the two referenced appendixes that are a part of the policy as well as Forms A, B, and C.* (Form B is to be turned in to you)
 - e. Are given the appropriate Code of Conduct: Employee or Volunteer.*
 - f. Are given the MN BCA Consent form, if it is required for the position/location.* (To be turned in to you where applicable)
3. Make sure the employee and the volunteer complete
 - a. The required background checks(s).*
 - b. The completed Forms A* & B of Policy 13
 - c. Know to register and attend a VIRTUS session within the designated time—typically prior to employment/serving but sometimes up to a 60 day grace period is allowed.
4. Mail any required BCA background check release forms to the diocese – Attn. Sherry Kalow.
5. Monitor the New User and the Preregistered Users for your location(s).
6. Follow up with users that have registered but have not completed components until the pending account is accepted for approval by the diocesan safe environment team member.

NO employee or volunteer may begin working with minors prior to appropriate background check clearance and policy/code of conduct receipt acknowledgement documented in the VIRTUS database user account.

The LSEC's Role After the Essential Three Are Met

So, now the individual is accepted and a part of the Master list. Now what? There is no need to monitor the live training, or the forms, or the background check as these are completed prior to activating the account. So what does the LSEC do?

1. Continue to monitor the Master list to assure individuals are on the report that should be on the report (check for drivers before field trips, parents before room parties, and catechists before they supervise a class, VBS volunteers, and youth trip chaperones, etc.). Keep the individual's status accurate: active/inactive. Keep the individual's role/position updated. Follow up with programs regarding the accuracy of existing employee, catechist, and Catholic school related individual account updates. Changes are to be emailed to skalow@dnu.org. The diocese does not intent to send out master lists to you; as a LSEC, you have the availability and are expected to print the lists yourself.
2. Assist in the fall with Catechist roster volunteer compliance notations.
3. Continue to monitor the Master list for ongoing online training compliance. Review the list 15 days after each training module/bulletin is posted. Training is to be completed within 30 days. If you export the information to an Excel document you are able to complete a variety of data sorts to easily determine who needs a reminder. Get the training you need if you are not familiar with how to complete this task. The diocese safe environment team intends to assist you with the ongoing online training compliance reminders. We are able to send out group emails with a customized note; we will notify you of individuals that are not responsive to the second or third notices from the diocese.
4. Follow up with program directors (DRE's, youth ministers, and principals, etc.) regarding the completion of children training in the month of October or the first week of November. Assist with the documenting of the children's training on the VIRTUS site as well as the required paper work and mailing in of the opt out forms received.

If you have any questions regarding the VIRTUS database or an individual user account, call Sherry Kalow. If you have children's training questions or need to schedule a live training session, call Jeovana Michels.

Thank you for giving of your time and making it a commitment to keep our children safe! Thank you for assisting to create a faith environment!