**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/safe](http://www.dnu.org/safe) environment . 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)
	1. Are informed of the background check policy for the Diocese of New Ulm (Policy 13.3).
	2. Acknowledge the online New Ulm Diocesan Policy 13, with 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)
	3. Acknowledge the online Code of Conduct: Employee or Volunteer
	4. Are given the MN BCA Consent form, if it is required for the position/location.\* (To be turned in to you where applicable)
	5. Know to register and attend a VIRTUS session within the designated time—typically prior to employment/volunteer service but sometimes up to a 60-day grace period is allowed.
3. Mail any required BCA background check release forms to the diocese – Attn. Sherry Kalow.
4. Monitor the New User and the Preregistered Users for your location(s).
5. Monitor the active accounts with an \*.
6. Follow up with users that have registered but have not completed components until the diocesan safe environment team member accepts the pending account for approval.

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? So what does the LSEC do?

1. Continue to monitor the Master Compliance 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 by emailing changes to the diocesan database manager (Sherry Kalow). Follow up with programs regarding the accuracy of existing employee, catechist, and Catholic school related individual account updates. Changes should be emailed to skalow@dnu.org. As a LSEC, you have the availability and you are expected to print the master lists as needed for review.
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 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. This does not negate your responsibility to contact them, too.
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 required paper forms 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!

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