

# St. Pius X Safe Environment Program---Fact Sheet

*Mission Statement: As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional, and physical well-being of minors and vulnerable adults. As they participate in activities within or sponsored by our Diocese, it is our responsibility and commitment to provide an environment which is safe and nurturing.*

*Purpose: The Safe Environment Program has been adopted to:*

- *Provide a safe and secure environment for the minors and vulnerable adults in our faith community.*
- *Reduce the possibility of false accusations against clergy, employees and volunteers.*
- *Provide a structure for evaluating a person's suitability to work with minors or vulnerable adults.*
- *Provide a system to respond to the victim and his/her family as well as the accused.*

## **WHO MUST BE SCREENED?**

- All clergy and staff of the Parish and School
- All volunteers (School parents, Extraordinary Ministers, Ushers, School Advisory Council members, Finance Council members, all Ministry Board Members, etc.)

**SCHOOL PARENTS:** If you have decided to work out your recess/cafeteria requirement OR if you plan on accompanying your child on field trips throughout the year, **YOU MUST BE SCREENED AND CLEARED THROUGH THE SAFE ENVIRONMENT PROGRAM—NO EXCEPTIONS.** We reserve the right to not credit your Family Service hours if your screening clearance is not maintained.

## **REQUIREMENTS FOR SCREENING & CLEARANCE:**

**INITIAL & ANNUAL TRAINING:** Documented attendance at the initial Safe Environment Program training session (Family of Faith); offered every 6-8 weeks here at St. Pius and various other times throughout the Diocese. Please watch church bulletin, website and school newsletters for specific dates and times. We will schedule additional sessions in August to accommodate new parents and to prepare for school opening. The Diocesan-wide schedule is available at our website: <http://dallas.setanet.org>, click Classes. Online training is available as well, but only for those who have been previously screened and require their annual update—see our website for specific instructions. **ONLY** the training portion of the program is required to be updated every year—**not your paperwork.**

**COMPLETION OF REQUIRED FORMS:** All are available in English and Spanish on the church website. *Rest assured that all forms and information are kept filed under lock and key to ensure your privacy.*

1. **On-Line Screening form** (includes permission/release for background check). An on-line screening form is available via the website and is automatically added to the diocesan Safe Environment database. Visit <http://dallas.setanet.org> to complete a screening form or view your training record.

2. **Three (3) References (included in on-line screening form)**— completed by a personal reference who has known you for at least 3 years — must be **Non-FAMILY members/relatives.**
3. **Interview**—documented interview form completed and provided to the Director of Safe Environment/or parish designate; depending on school or ministry involvement.
4. **Acknowledgment form**—affirms you have read the SEP booklet and that you agree to abide by those instructions and guidelines. The booklet may be accessed via the website.
5. **Social Media Policy form** – affirms you have read the Social Media Policy and that you agree to abide by those instructions and guidelines. The policy may be accessed via the website.
6. **Background check clearance**—will be conducted and documented by Diocesan approved vendor—currently Accutrak, every two years.

**NOTICE: If you have been screened and cleared at another parish in the Diocese of Dallas, please have that Safety Officer add the St Pius X ‘location name’ to your database record.**

**Picture ID Badges: ALL “cleared” volunteers must wear them when you are on campus or representing St. Pius as a chaperone. This enables the children and other adults to see at a glance that you have been properly trained and screened. You will not be allowed to serve your volunteer hours or chaperone without it.**

#### **Supervision Guidelines:**

- Parents should not drop students off at school until official supervision begins at 7:30 a.m. Students **MUST** be picked up by 3:20 p.m. If you need before/after school care for your child, please make arrangements with the School Office at (972) 279-2339.
- An adequate number of **CLEARED** adults (minimum of 2) will be present at parish - sponsored events involving children/youth. If you notice that proper supervision is not in place, (especially for extracurricular events held on campus—athletic practices, scouts, etc.) we ask that you stay with your child until the requirement is met.
- All parish/school events involving minors have specific starting and ending times— please do not put **YOUR CHILD** at risk by ignoring the guidelines. Many teachers/volunteers have taken the responsibility to supervise your child—we must not take advantage of their generosity.

**REPORTING CHILD ABUSE: A person having cause to believe that a minor’s or vulnerable adult’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must immediately make a report to:**

Texas Dept. of Family & Protective Services –Hotline: 1-800-252-5400

By Secure website: [www.txabusehotline.org](http://www.txabusehotline.org)

QUESTIONS OR CONCERNS REGARDING THE SAFE ENVIRONMENT PROGRAM HERE AT ST. PIUS X SHOULD BE DIRECTED TO:

**Ginger Farrell**

972-279-6155

[gfarrell@spxdallas.org](mailto:gfarrell@spxdallas.org)