

## 2025 / 2026 Safe Environment Team (SET) Tasks

**Preparation** is our focus for this year –Let us be prepared help adults lead children and teens Here is the list of duties that a safe environment team completes each month. - Each month, before the 15<sup>th</sup> of the month, look at your **Compliance Status Report** in the COMPASS system. (or ask the person who is in charge to review the Compliance Status Report with you). In August and September, check weekly! Assess what you see.

- **Check to see if any background checks have expired, thus decreasing your compliance percentage?**
    - If yes, alert the people who need to renew their background screening.
  - **Is your compliance percentage low?**
    - **Contact** non-compliant people and personally ask them take 30 minutes to complete the Renewal Training online?
    - **Mark people “Inactive”** if they are non-compliant for 60 days,
      - Once you mark them inactive, the person should not supervise children and teens.
    - **Check to see who is non-compliant because you need to complete the references** If the references say "choose" or "pending" - you would need to designate that person as "competent" or designate them as "employee" or "contract/vendor" if that is their role.
  - **Mark “Inactive” those who you know have left, moved away or resigned**
    - Once you mark them inactive, the person should not supervising children and teens.
  - **You will receive monthly social media reminders** designed to be sent electronically to parents and personnel. Use these to communicate with *every family with a child in faith formation or in a Catholic School*. This is a bilingual resource can help assert the need to foster conversations about safe environments. There will also be resources in the Monthly Safe Environment Update Newsletter
- These are monthly leadership duties of a safe environment coordinator.** (I urge you to do these tasks weekly in August and September)

### July 2025

- July 14/15 - Emails alerting all those who need Safe Environment Training Renewal will be sent. Your compliance percentage will be very low! This should resolve by September 15<sup>th</sup>! An email from **Tech support noreply@dioceseofraleigh.safeenvironment.org** will give instruction to all those who need Safe Environment Training renewal (via email). Encourage your people to look in all email folders for this email! This is a 30 minute renewal that can be done 24/7 via computer or smart phone!

### August/September 2025

- **Reminders** will be sent each Wednesday to encourage online training renewal. Remind all your educators and leaders to complete renewal before the Sept. 15<sup>th</sup> deadline!
- Train minors using the **Introductory Training Guideline** as the instructional year begins and introduce your students to the trusted adults that supervise activities with children/youth (Level C). Guidelines for talking to the kids and a Tally Form are at the bottom of the “For Trainers” section of the OCYP website. (login required - <https://dioceseofraleigh.org/user/login>)
- Alert students and Level C Adult Supervisors to safety issues that are specific to your parish and/or school.
- Help those who have no email or do not like technology to complete the *annual safe environment training* renewal by September 15<sup>th</sup> 2025!
- **All new staff and leadership volunteers are required to attend Initial Safe Environment Training** at a parish (in person) or via the monthly webinars in English and Spanish. Send copies of in-person sign in sheets and post- tests to OCYP. Training is required BEFORE working in ministry to children and youth.
- Include and maintain list of Spanish language training as is appropriate for your parish.
- Check the Diocesan Calendar for the training dates for August –December 2025.  
<http://dioceseofraleigh.org/offices/child-and-youth-protection/calendar>
- Post upcoming in person safe environment training dates on the diocesan web calendar at [Submit a Safe Environment Training \(dioceseofraleigh.org\)](#)
- Notify neighboring parishes if members from their church have attended initial safe environment training session at your parish, school or agency.

## **2025 / 2026 Safe Environment Team (SET) Tasks**

- Record safe environment trainings in your volunteer files. Sign and date reference checks for both Level C and Level B volunteers. For Level C personnel, enter completed references into COMPASS (the safe environment training and criminal background check system used in our diocese).
- Please Contact [SET.support@raldioc.org](mailto:SET.support@raldioc.org) to schedule any needed TRAIN THE TRAINER sessions you're your parish/school or host a session for your entire deanery!
- If you have questions, there will be online office hours (most Tuesdays at 1:00) so you can drop in with any questions, suggestions or concerns. Please join my meeting from your computer, tablet or smartphone.
- <https://meet.goto.com/983491429>

### **October 2025**

- **REVIEW NON-COMPLIANT applicants** in COMPASS to be certain which personnel need initial safe environment training or need references completed. Use the **Compliance Status Report**
- Review the Diocesan Website for materials for use as the instructional year progresses. [Resources for Families, Schools and Parishes | Diocese of Raleigh](#)
- **If any leaders missed the annual renewal**, inform them they will be moved to inactive. (COMPLIANCE TIP -You can have volunteers use your computer when they arrive to be a part of ministry to complete the needed online renewal training.)

### **November/ December 2025**

- **Review the Compliance Status Report** in the Compass database. Remove from ministry activities adults who are not compliant and mark them as "inactive" in the Compass database.
- Consult the schedule for webinars to train adults who are new to ministry with minors. Consult [Diocesan Event Calendar \(dioceseofraleigh.org\)](#).
- Complete the monthly duties of a safe environment coordinator as listed above!
- Verify that you have extended safe environment training that is appropriate for your students. You will receive an email survey of your faith formation attendance

### **January 2025**

- Safe Environment Leadership Update Meetings/Webinars for February/March of 2025 will be announced. There will be a mixture of dates and times available.
- Complete the monthly duties of a safe environment coordinator as listed above!
- **Review the Compliance Status Report in COMPASS**

### **February/March 2025**

- Facilitate training in "Recognizing and Reporting" for new employees and Level C volunteers
- Verify that you have extended safe environment training that is appropriate for your students.
  - You will receive an email survey of your faith formation attendance.
- Safe environment update meetings will be held. The schedule will be posted on the Child and Youth Protection section of the Diocesan Calendar [Diocesan Event Calendar \(dioceseofraleigh.org\)](#).
- Post upcoming in person training dates on the diocesan web calendar at [Submit a Safe Environment Training \(dioceseofraleigh.org\)](#)
- Complete the monthly duties of a safe environment coordinator as listed above! Review the **Compliance Status Report**

### **April 2025**

- Participate in Child Abuse Awareness Month in cooperation with Prevent Child Abuse N.C.
  - Request/Distribute parent information cards or video links for parents via all faith formation classes, youth activities, and schools.
- The Safe Environment Annual Report will be posted on the Diocesan website. Please complete it by May 31st!
- Complete the monthly duties of a safe environment coordinator as listed above!

## 2025 / 2026 Safe Environment Team (SET) Tasks

### May/ June 2025

- Submit the *Safe Environment Annual Report* Form in May 2025– The Pastor’s signature is required and is completed by an online system. If you pastor is moving to a new assignment, please complete this early. Please place your safe environment training schedule, for June through December of 2025, in this report.
- Complete the monthly duties of a safe environment coordinator as listed above!

### **ONGOING**

- ☐ Continue to provide access to screening and training volunteers/ employees/ clergy with appropriate files kept in a secure location at your parish/school or agency.

**PLEASE NOTE:** “ Church personnel” are to have completed initial safe environment training and have completed a criminal background screening **BEFORE they supervise children and teens.** The term **“church personnel”** includes all those “who represent the Church by virtue of office, designated position, employment or contract” and have these people a “special obligation due to roles of leadership and positions of trust.” ([Code of Conduct](#) - [Código de Conducta](#))