

2026 / 2027 Safe Environment Team (SET) Tasks

Teaching is our focus for this year –Teach the adults **about the resources** available to enhance safe environments. Help teach adults how to use these resources to benefit our children and teens.

Below are the duties that a safe environment team completes each month. - Each month, before the 15th of the month, someone on the Safe Environment Team should review the **Compliance Status Report** in the COMPASS system. In August and September, check it weekly!

- **Check to see if any background checks have expired.** (especially in August)
 - Alert people who need to renew their background check.
- **Is your compliance percentage low?**
 - **Contact** non-compliant people who have expired safe environment training and personally ask them to take 30 minutes to complete the Renewal Training online?
 - **Direct new personnel to** Initial Safe Environment Training sessions.
 - **Mark people “Inactive”** if they are non-compliant after the July 15th to September 15th renewal period.
 - Once you mark them inactive, the person should not supervise children and teens.
 - **Check to see who is non-compliant due to the lack of references.** If the references say "choose", "not set" or "pending" - you need to designate the references as "**complete**" or designate the person 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 be supervising children and teens.
 - “inactive” files will be removed from your “Active Users” (they will not show up on your compliance status report)
 - “inactive" files remain visible when you search “All Users”. This way we can reactivate them if they return.
- **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 that can help foster conversations about safe environments. There will also be resources in the Monthly Safe Environment Update Newsletter. Catechist may use these resources too!

These are monthly leadership duties of a safe environment coordinator. (It is helpful to do these tasks weekly in August and September)

July 2026

- July 14/15 - Emails alerting all those who need Safe Environment Training Renewal will be sent. Work to resolve the low compliance number by September! All those who need safe environment training renewal will get an email from Tech support noreply@dioceseofraleigh.safeenvironment.org with instructions to help with logging in. This year people will also be renewing their background screenings. Background screening will be renewed every 2 years. 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 2026

- **Reminders** will be sent each Monday to encourage online training renewal and background screening updates. Remind all your educators and leaders to complete renewal before the Sept. 15th 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 do not have email, or do not like technology, to complete the *annual safe environment training* renewal by September 15th 2025!

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- **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 2026.
<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 attended initial safe environment training session at your parish, school or agency.
- Record safe environment training in your volunteer’s online files. Sign and date reference checks for both Level C and Level B volunteers. For Level C personnel, mark references as “complete” in the COMPASS system (the safe environment training and criminal background check system used in our diocese).
- Please Contact SET.support@raldioc.org to schedule any needed TRAIN THE TRAINER sessions for your parish/school or host a session for your entire deanery!
- If you have questions, there will be online office hours (most Thursdays 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 2026

- **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. This report can be accessed as needed and is also emailed to your parish/school/agency each month**
- Review the Diocesan Website for materials for use as the instructional year progresses.
- **If any volunteers or staff missed the annual renewal**, inform them they will be moved to “inactive”. Inactive personnel should no longer serve in ministry, OCYP will suspend (archive) inactive personnel each week. (COMPLIANCE TIP -You can have volunteers use your computer to complete the online renewal training. Just have them arrive for Class early and help them logon!)

November/ December 2026

- **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 2027

- Safe Environment Leadership Update Meetings/Webinars for February/March of 2027 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- there should be no personnel with “expired” safe environment training but you may have some who have training listed as “pending” (initial training needed).**

February/March 2027

- Facilitate Safe Environment 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 \(dioceseofraleigh.org\)](#).

2026 / 2027 Safe Environment Team (SET) Tasks

- 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 2027

- Participate in Child Abuse Awareness Month in cooperation with Prevent Child Abuse N.C.
 - Request/Distribute parent information cards or send a digital version to parents in your faith formation classes, youth activities, and schools.
 - Take one Sunday in April and at all Sunday Masses, ask those who are “level C” in the congregation to stand up. Then explain “these people have gone through a background check and annual safe environment training to be leaders with our children and youth. Thank you for your ministry” (or Father could share a blessing with them!)
- 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!

May/ June 2027

- Submit the *Safe Environment Annual Report* Form in May 2027– 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 2027, 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](#))