



## Tasks of Parish/School Safe Environment Teams

1. Be formed to implement the Safe Environment Program.
  - Attend Safe Environment Team Training
  - Read and understand the *Code of Conduct for Church Personnel in the Diocese of Raleigh (Code of Conduct)*
  - Learn, study review issues relevant to the work of a local safe environment team by accessing the [Diocese of Raleigh](http://www.dioceseofraleigh.org) website. Resources include: child abuse prevention, reporting suspected abuse, parish resources, social media content, and helpful checklists.
2. Ensure *Code of Conduct* is read and understood by all Church personnel (staff and volunteers of parishes and schools)
  - Make Diocesan *Code of Conduct* readily available to all Church personnel
  - Offer assistance to Church personnel to ensure they understand the *Code of Conduct*.
3. Assist Supervisors in screening all church personnel
  - Provide resources, strategies to Church personnel how to conduct interviews
  - Provide resources, strategies, and assistance to Church personnel on how to conduct reference checks and enter them into the Compass system.
  - Provide resources to Church personnel to assist with **timely completion** of the criminal background checks procedures. This includes keeping secure files.
4. Serve as liaison for the Diocesan Office of Child and Youth Protection (OCYP)
  - Communicate information between the Diocesan OCYP and the parish/school, this includes using data from social media posts, emailed newsletters, and the website resources to communicate with parishioners and enhance local ministry efforts.
  - Maintain communication links (update emails and phone numbers each year) with the Office of Child and Youth Protection.
  - Attending at least one Safe Environment Leaders Meeting annually (in person or webinar) that is hosted by the Office of Child and Youth Protection. (meetings are held every February/March)
  - Seek and offer advice regarding the implementation of the Safe Environment Program for your parish and/or school (call 1-866-535-7233 or email SET.support@raldioc.org)
5. Design and implement educational and awareness strategies for parish and/or school
  - Encourage participation in webinar based *Initial Safe Environment Training*
  - Facilitate participation in the annual safe environment training *renewal* training program
  - Provide training for deepening the awareness and response of abuse
  - Ensure parent education and resources are available at your site
  - Distribute flyers, brochures and electronic resources provided by OCYP to students and families
  - Encourage participation in Prevent Child Abuse Month activities (April of each year)
  - Offer prayer services, homily hints, prayers of the faithful, etc. periodically
6. Miscellaneous Initiatives and Improvement Projects
  - These will emerge from the needs of our community