



DIOCESE OF ORANGE OFFICE OF CHILD AND YOUTH PROTECTION

Confirmation/Youth Ministry Safe Environment Task Time Line

June, July, August: Submit names of new volunteers/ employees to Parish Record Custodian. Maintain this process throughout the year.

June, July, August: FINGERPRINTING: Send all new adult volunteers to RC to begin Live Scan fingerprinting process. Maintain this process throughout the year with new volunteers.

SAFE ENVIRONMENT TRAINING: Have all new volunteers complete safe environment training through shieldthevulnerable.org, or they may choose a live training. Maintain this process throughout the year with new volunteers.

November: Schedule first safe environment training for Youth. Submit date and # of Youth that attended to Director of Faith Formation for Census Report.

December: Schedule make-up session for youth who did not attend first training. Submit date and # of youth that attended to parish Director of Faith Formation for Census Report.

By End of December: All Youth should have received safe environment training by now. Dates and numbers of youth who received training must be reported to parish DFF for Census report.

February: Schedule safe environment training for youth who are new to group. Submit date and #s to DFF.

February: *Safety Training Reporting Form* emailed to Confirmation Coordinators and Youth Ministers.

April: *Safety Training Reporting form* due back to Office of Child and Youth Protection.

Last five duties are solely informational

April: Pastor Charter Compliance Letter is mailed

May: Pastor Charter Compliance Letter—signed due back to Bishop’s Office.

June/July Charter Compliance Audit (Diocesan Child and Youth Protection Office).

It is the responsibility of your parish Record Custodian to input all training data for adults into the SE database. Training numbers for children and youth are recorded in the Faith Formation census database by the DFF. Please follow this detailed schedule in order to provide your RC or DFF this data in a timely manner. The Faith Formation Census must be updated to include the number of youth who attended the make-up sessions and the number of youth who were “opted out” by April 15 of each year.

OPT OUTS: Parents have the right to request that their teen be opted out of receiving safe environment training. However, the option to opt out should never be offered by the Youth Minister/Confirmation Coordinator. Parishes are required to provide safe environment training to all youth. If a parent/guardian privately approaches the YM/CC and communicates the desire for their teen to not participate, they are to submit a note stating their decision. Opt out notes should be kept on file at the parish. It is suggested that the YM/CC share with the parents an outline of what will be presented before presenting the material to youth. Many times parents are misinformed as to the content of what will be presented and may change their mind on opting out after reviewing the subject matter to be presented.

Revised, 7/21/2016