



*Office for the Protection of
Children & Vulnerable Adults*

MEMO: Safe Environment Training Requirements

To: All Employees & Volunteers of the Diocese of San Jose
From: Office for the Protection of Children and Vulnerable Adults (OPCVA);
Human Resources Office

The Diocese of San Jose is fully committed to protecting our children (minors under 18 years of age) and vulnerable adults. In accordance with this commitment, it is the obligation of every diocesan institution and Catholic school operating with recognition of the Bishop of San Jose to assure that all personnel and volunteers – as well as parents and children – are aware of the realities of child abuse.

In compliance with the *Charter for the Protection of Children and Young People* (Revised Edition) and the Bishop of San Jose's affirmation, it is our goal to provide a "safe environment" in which all are protected and secure, especially our children and vulnerable adults. Furthermore, we pledge to those who entrust their children to the care of the Diocese of San Jose that diligent attention has been given to the screening, education and training of our employees, volunteers, and parents as well as to all of the youth who participate in our schools, parishes and religious education programs.

The Diocese of San Jose embraces this commitment, and requires all staff and volunteers to be in compliance with "safe environment" policies at all times.

APPLICABILITY

Safe Environment Training and *Adult Code of Conduct* apply to all diocesan personnel: priests, deacons, pastoral ministers, administrators, principals, teachers, staff and volunteers. Training requirements also apply to "Teen Leader" volunteers.*

All new employees and volunteers, 18 years of age or older, are required to complete the following "safe environment" course via the *Shield The Vulnerable* online course:

- Course **"How to Recognize & Report Child Abuse"**
- Website: www.shieldthevulnerable.org

If an employee or volunteer is involved in ministry to the home-bound, elderly, or other vulnerable adult, they must also complete the online course:

- Course **"How to Recognize & Report Elder Abuse"**
- Website: www.shieldthevulnerable.org

SAFE ENVIRONMENT TRAINING MEMO

Completion of *Safe Environment* training is a condition of employment or volunteerism and is expected to be completed prior to beginning work or participating in volunteer services. Upon completion of *Safe Environment* training, individuals will be provided a certificate of completion. Please instruct participants to retain a copy of this certificate for their records.

Live training options are available as well. “Teen Leader” volunteers (under 18 years of age) must attend a *LIVE* training for compliance and certification.

*****Please visit the OPCVA website for training availability or call 408-983-0248*****

OPCVA Website Link: <http://www.dsj.org/ministries/protecting-gods-children/>

RESPONSIBILITY

All employees and volunteers who have received initial training are required to recertify their “safe environment” training every three (3) years or sooner. Parishes are responsible for reminding their employees and volunteers of renewal dates.

ADULT CODE OF CONDUCT

Responsibility for adherence to the *Adult Code of Conduct* rests with the individual. Clergy, staff and volunteers who disregard the *Adult Code of Conduct* will be subject to remedial action. Corrective action may take various forms – from a verbal reproach to removal from ministry or employment – depending on the specific nature and circumstances of the offense and the extent of the harm done.

Adult Code of Conduct Link:

<http://www.dsj.org/wp-content/uploads/2013/09/Adult-Code-of-Conduct.pdf>

ADDITIONAL INFORMATION

The public and private conduct of clergy, staff and volunteers can inspire and motivate people, but it can also scandalize and undermine the people’s faith. Clergy, staff and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God’s goodness and grace supports them in their ministry.

The Office for the Protection of Children and Vulnerable Adults, Office of the Chancellor, Human Resources Office, Department of Education, and Office for Parish Services assist parishes and schools in implementing, maintaining and evaluating “safe environment” programs for the Diocese of San Jose. Please contact us as needed for any further assistance.

For more information on training, schedules and/or compliance policies, please contact:

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