

Diocese of Lake Charles Safe Environment Training

Instructions for RENEWING Personnel

- All personnel, as defined in policy 704, are required to complete the annual diocesan safe environment training requirement through the Safe & Sacred™ Environment Training Program.
- The program is designed to be respectful of the topic and your time. It takes about one hour to complete and is accessible anytime on computers with internet connection.
- If you have any questions or problems you can contact technical support by calling toll-free: 888-804-9643 or click on the button at the **top right corner of your screen** to get help right away.
- **No Minors Please.** The Safe & Sacred Website contains material that is appropriate for adults only. Our “Safe & Sacred Children’s Program” is a special training program for young people taught in our catholic schools and parish religious education programs.

Complete the Following:

Login as a Returning User: <http://safeandsacred-lcdiocese.org>

- The *Safe & Sacred* website may also be accessed from the SAFE ENVIRONMENT tab at the bottom of the HOME page on lcdiocese.org. Be sure to use the user name and password created as a first time user. If you have forgotten this info please contact technical support or the Diocesan Office of Child & Youth Protection at (337) 439-7400. **Please do not create a new account.** Duplicates create problems with record keeping and often result in unnecessary additional costs for criminal background checks. You will be asked to update your personal profile as a first step; please make all necessary changes, such as home address or location of ministry. You *will* be directed to the background screening company if your first screening is 5 or more years old. It is necessary for periodic re-screenings be performed on all employees and volunteers as directed by the USCCB.
- If you haven’t completed a criminal background check before you will either be redirected to *Screening One* to complete an online background check or be asked to have a fingerprint background check completed – this depends on which ministry you will be involved in. All school employees and volunteer coaches must do a fingerprint background check.
- Complete the renewal training course. This can be any of the 5 lessons in our new 5-year cycle. The Safe & Sacred website will keep track of where you are in the cycle provided you use your same user name and password. Be sure to read and follow the instructions through all of the steps.
- Your certificate of completion will be issued as soon as you agree to the **Code of Conduct** and your criminal background check has been **completed and approved**.

Everyone who works with young people and/or vulnerable adults shares the responsibility of creating safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator. Thank you for taking the time to complete this important training.