

Diocese of Paterson

Procedures for Protecting God's Children Training Facilitators

Introduction: Based on the 2002 USCCB Charter to Protect Children and Youth, the Diocese of Paterson Safe Environment Policy requires that adults, age 18 or older, who have regular, reoccurring contact with minors, have a background check, complete the Virtus Protecting God's Children Training, read & acknowledge a Code of Conduct. This information is kept in the Compliance files at the location where the individual is working and/or volunteering with minors. Each year every U.S. Diocese is audited by the USCCB for compliance to this Charter.

Procedures for Facilitators:

1. Become a certified Facilitator by completing a new Facilitator training session.
2. Attend your first session with an experienced Diocesan Trainer.
3. Perform at least two sessions per year. Keep session length to 2 ½ to 3 hours max. Should never be less than 2 hours.
4. All current handouts and resources are posted on the Chancery website at www.chancery.rcdop.org/child-protection under the facilitators tab. Participants should be provided at least a Virtus workbook, Virtus tri-fold, Diocese polices & resources handout, registration form and certificate. All other handouts are optional, please do not use any unapproved handouts.
5. If you need Virtus participant workbooks and tri-fold brochures please contact the child protection office prior to your session.
6. Keep current in Virtus Online with all training bulletins and any assigned training modules. Familiarize yourself with the Diocesan Safe Environment Policy, Code of Conduct & Social Media Policy. All found on the Chancery Child Protection web page.
7. When a parish or location wishes to **host a training session**, the Diocesan Office of Child & Youth Protection is contacted. The date and time of the session is coordinated with the Diocesan office, the Facilitator and Training location. If it is not your home parish requesting a training a general request is sent out to all facilitators to see if anyone can facilitate the session.
8. The date, time and location are of all sessions are **posted on the Virtus website** allowing individuals to register on line for the session. Individuals should register on line for the session. If the session is changed or cancelled due to low interest registration, inclement weather, etc., the Diocesan office can contact the facilitators and participants via email regarding the change. You

may also accept walk-ins to a session. If you have started the first video you must refuse the individuals participation and they must attend another full session.

9. You may **view the registrations in your Virtus profile** at www.virtusonline.org. You will have a **Facilitator Tab** when you log in to your account. To view registrations click on “Manage Registrations” in the left Menu. You will only see registrations for the sessions where you are a facilitator. This will give you number of registrants along with their name, location, etc.
10. If training needs to be **cancelled**, please contact the Diocesan Child Protection Office as soon as possible. The Diocese will send out the notice of cancellation.
11. As individuals arrive at the training, ask them to complete a **Registration Form**. Please be sure it is completed thoroughly and accurately. Please make sure you advise the participant to list the parish/school in which they are working with children on the registration form not necessarily the parish in which they worship.
12. At the end of the training, each participant receives a **Certificate of Attendance**. The old policy was the participant was required to bring a copy back to the Local Protecting God’s Children Coordinator where they are working/volunteering with minors to confirm attendance. This is no longer the case with the new Virtus/Fastrax registration system.
13. You should ask the participants at the beginning of the second video to complete the evaluation form in the back of the participant manual.
14. **Please Mail or deliver the Registration Forms & Evaluations** to the Diocesan Child and Youth Protection Office, 777 Valley Road, Clifton, NJ 07013 or scan & email to pgc@patersondiocese.org. Please send the Registration forms immediately after the class has taken place so the participant’s training can be approved in the Virtus database.
15. **If you should run into any issues or have any question please do not hesitate to contact or refer them to the Child Protection Office.**

Any questions, please contact Eric Wilsusen, ewilsusen@patersondiocese.org or 973-777-8818, ext. 257 or cell 201-697-4051.