

APRIL SEC NEWSLETTER

Virginia Out of the Office:

April 2 - afternoon
April 3 – morning
April 4 – all day
April 9 - morning
April 10 – morning

April 11 – all day
April 15 – afternoon
April 19 – offices closed
April 24 – all day
April 25 – all day

Stonebridge Audit Compliance:

- Spreadsheets are due April 12, 2019 (training, background checks, list of employees and volunteers and Evaluation) List should not be printed from VIRTUS.
- Empowering God’s Children Curr K-12 should be completed and recorded by April 1, 2019. – Now Past Due
- Make sure spreadsheets are completed before sending and all required areas are completed.

Compliance:

- If someone was active between July 1 2018 and June 30 2019 they have to be compliant in all areas required of them. If they are not you need to report them and provide an explanation.
- Students that missed Empowering God’s Children Curr and did not opt out have to be given a make-up session, if they still don’t comply you need to count them as not compliant in VIRTUS.

Scouts:

- Scout Leaders (chartered by a parish or school) are required to complete the proper SE Requirements.
- Scout Leaders that are not chartered but still want to take our Safe Environment Program can do so. I will need to know if this person is not affiliated with your location for other roles. I can change their profile to “Other-Do NOT count on Audit #’s” and this is a role option. They will show up on your list but you will NOT have to count them in your audit numbers to follow up on them for compliance.

VIRTUS:

- I am noticing that roles are still not updated per our parameters. Failure to complete this will result in reports running incorrectly; we could make a bad decision on a person’s bgc or credit check due to the information not being recorded properly and people were either assigned training or not assigned training based on the wrong roles.
- When removing roles from a person’s account DO NOT use the Red X it does not truly remove the role from the record. You also have to go down and click on “Update roles/locations” for the removal to be complete.
- Remember, if a person changes roles you need to make sure they meet the compliance for that new role. Ex: volunteer working with minors now works with monies, they will need a credit check. This also needs to reflect on their roles in VIRTUS.
- We quit accepting DHS background checks in 2015 and I notice some are in the system as 2016, if this is the case they will need to do our bgc. They will not be compliant with a DHS background check after 2015.

Website:

Check this often as I put instructions, handbooks, etc. on this page. Updated instructions were uploaded in January 2019 so make sure you are using the correct ones. <https://www.davenportdiocese.org/se-library>

Keep up the good work in keeping our children and vulnerable adults safe! I appreciate all your help!