

# JULY SEC NEWSLETTER

## Virginia Out of the Office:

- July 1-5
- July 9

## Safe Environment Local Designee and Agreement to Curr.

Each year we need to know by the Pastor and or Principal who the local Safe Environment Person is for each of the locations. We strive to keep all records confidential so this lets us know who we can share information with. This person will also be responsible for your compliance to the Diocese, Stonebridge Audit, and any questions I might have about the locations people. I will also add this person to our email list serve so they get all the up-to-date information and requirements as well as to having rights in VIRTUS to do their job effectively.

In this same sign off form is also letting us know that you are aware and will implement the required Safe Environment Curriculum for K-12 youth in your entities. We use the "Empowering God's Children" Curriculum from VIRTUS. This year we are on Lesson 2. This is a requirement of the Charter.

Sign off by the Pastor or Principal is due by **July 31, 2019**.

## Upcoming Webinars lead by Virginia:

I have set up the following training webinars. These trainings are for yourself and your Safe Environment Person. They need be attending Session 1 and 2 and the Children's Safe Environment Training.

- **Safe Environment Requirements/Policies/Parameters: Option 1 on Jul 15, 2019 8:30 AM CDT at:**  
<https://attendee.gotowebinar.com/register/6584986533516260354>

We will be reviewing the Diocesan requirements, Stonebridge audit results, polices, and procedures of the Safe Environment Program. Some topics covered will be: who is required to do Safe Environment, scenarios on how to handle certain situations, what do you do when someone wants to be an employee or volunteer at your location, using free resources to get more information, Empowering God's Children Curriculum and helpful tools for tracking for the next audit period. Do you know there is a policy and procedure if a parent or family member is on the sex offender registry? How do you handle this? Liability situations when someone uses your facilities. 3rd party businesses: what do you require from them to meet our Safe Environment Requirements. If you have questions prior to any of these sessions please submit them to [trujillo@davenportdiocese.org](mailto:trujillo@davenportdiocese.org) and they will be addressed during the next webinar session. If you prefer to attend in person you are welcome to do so. Please send an email to Virginia to RSVP as such.

- **Safe Environment Requirements/Policies/Parameters: Option 2 on Aug 01, 2019 8:30 AM CDT at:**  
<https://attendee.gotowebinar.com/register/9114510889750463234>
- **Safe Environment Requirements/Policies/Parameters: Option 3 on Sep 17, 2019 8:30 AM CDT at:**  
<https://attendee.gotowebinar.com/register/6783957456214200834>
- **Safe Environment Virtus Program Database: Option 1 on Jul 15, 2019 12:30 PM CDT at:**  
<https://attendee.gotowebinar.com/register/2406660928549192450>

This will be on managing the VIRTUS database, compliance, tracking and reports. How do you run reports? How do you know if someone is compliant in VIRTUS? What numbers do you report on the Stonebridge Audit? What if I have a person that is active in Sept. but no longer active for our location, what do I do? Questions and demonstrations will be reviewed during these sessions. If you have questions prior to any of these sessions please submit them to [trujillo@davenportdiocese.org](mailto:trujillo@davenportdiocese.org) and they will be addressed during

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the next webinar session. If you prefer to attend in person you are welcome to do so. Please send an email to Virginia to RSVP as such.

- **Safe Environment Virtus Program Database: Option 2 on Aug 01, 2019 12:30 PM CDT at:**  
<https://attendee.gotowebinar.com/register/3755813372876876802>

**Safe Environment Virtus Program Database: Option 3 on Sep 17, 2019 12:30 PM CDT at:**  
<https://attendee.gotowebinar.com/register/8441662550109412866>

- **Children's Safe Environment Training: Option 1 on Aug 15, 2019 8:30 AM CDT at:**  
<https://attendee.gotowebinar.com/register/7252434072041830658>

This session is for: Clergy, Faith Formation leaders, Principals, Catholic School Teachers and Safe Environment Coordinators. We will be using Empowering God's Children Lesson 2 for 2019-2020. I will be training everyone on how the program works and how to record training in VIRTUS. I will then answer any questions you might have after the training session.

- **Children's Safe Environment Training: Option 2 on Aug 15, 2019 12:30 PM CDT at:**  
<https://attendee.gotowebinar.com/register/4254273670794313218>

### **VIRTUS:**

- When you are looking at accounts please check the notes as I might have left you a note there of what is missing or needs to be done, when it is done you can remove that note.
- 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 a person registers as a new person they will be asked to provide their Date of Birth, reason is we have some people that are in the system as a minor and then stay active as adult but the system has to be changed manually to allow them to have a background check. So with them providing their DOB this helps the system know they are no longer a minor. This is kept confidential and I cannot see that information.

### **Resources:**

- Protect Young Eyes – Privacy on Phones [https://protectyoungeyes.com/how-to-protect-privacy-iphone/?mc\\_cid=1b8a903e53&mc\\_eid=f22f8159a8](https://protectyoungeyes.com/how-to-protect-privacy-iphone/?mc_cid=1b8a903e53&mc_eid=f22f8159a8)