

Diocese of Green Bay

February 26, 2020

Dear friends in ministry,

In fall of 2018, the Diocese of Green Bay engaged an independent investigative firm to conduct an outside review of the files of all diocesan priests and deacons. Their review led to the release of our list of clergy with substantiated allegations of sexual abuse of a minor in January 2019, and also brought to the forefront the need for a robust safe environment reporting system.

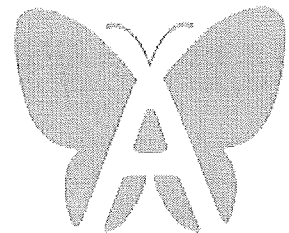
As we work toward a safe and secure environment for all people who live within our diocese, we are committed to making it simple and confidential to share red flag behaviors such as:

- Sexual abuse of a minor (if this is currently taking place, immediately call 911 to report)
- Harassment
- Boundary issues
- Threats of violence
- Concerning behavior by clergy, staff, or volunteers
- Misconduct
- Anything that you may find stressful or out of the ordinary and feel compelled to bring forward regarding clergy, staff, or volunteers

We will partner with our camps, campus ministry sites and apostolates to combat these challenges and take a proactive approach to preventing what we can by staying ahead of concerning and potentially harmful situations. We will work together to take timely actions and help our community members, whether they are a program leader, a victim, or a bystander.

To help with these efforts, the Diocese of Green Bay Office of Safe Environment has implemented a web-based incident reporting tool called *Awareity*. *Awareity* is a comprehensive platform for reporting, tracking, and documenting incidents and concerns. *Awareity* empowers program leaders, staff, neighbors, visitors, and all other community members to be heard and to safely report warning signs and trouble. The goal of *Awareity* is prevention and to help identify red flags and warning signs before an incident occurs or escalates.

If you need to report a concern, please visit our website www.gbdioc.org/awareity and click on the *Awareity* Incident Report button (*shown to the right*). All reports can be submitted by using your name or remaining anonymous if you choose. As soon as a report is made, all of the appropriate personnel will receive an immediate notification of the report, review the report information and take appropriate actions to intervene and/or prevent escalation.



Awareity is not meant to replace face-to-face communication, but instead provide an alternative option for reporting information that you may be uncomfortable coming forward with normally. Using *Awareity* to make a report ensures that your report is heard and received by a team of people who will be responsible for proper follow-up and follow through on the information provided.

By working together, we can help prevent incidents from occurring and ensure the safety and security of our ministries and parish communities.

If you have questions or concerns, please contact me at (920) 272-8174 or ccoopman@gbdioc.org. Additional information and resources are attached and also available on the diocesan website at www.gbdioc.org/awareity.

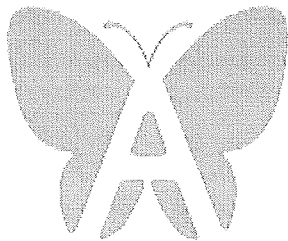
Sincerely,



Courtney Coopman
Victim Assistance Coordinator

Please Add the Awareity Button to Your Website

1. To add the Awareity reporting button to your website, please [click here](#). You will be brought to a new window where you can download the file by right-clicking on the image and saving it in your computer's file folders.



2. Through your website's content management system, upload the image you saved and place it within your website, hyperlinking it to the Awareity Reporting System: www.gbdioc.org/awareity
3. Once the button is live on your website, test it out. Make sure the link goes to the right website and confirm everything works correctly.

If you need assistance with how to download the file or add a button with a link to the reporting system on your website, please contact:

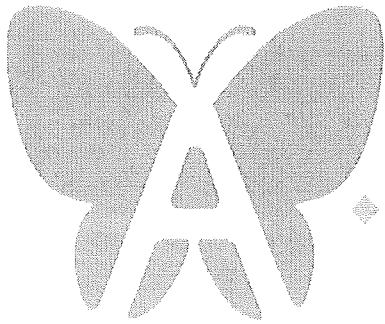
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AWAREITY

Safe Environment Reporting System



As we continue to work toward a safe and secure environment for all people within the Diocese of Green Bay, the Office of Safe Environment has implemented a web-based incident reporting tool called Awareity.

Awareity is a comprehensive platform for reporting, tracking, and documenting incidents and concerns, making it simple and confidential to share red flag behaviors such as:

- Sexual abuse of a minor (if this is currently taking place, immediately call 911 to report)
- Harassment
- Boundary issues
- Threats of violence
- Concerning behavior by clergy, staff, or volunteers
- Misconduct
- Anything that you may find stressful or out of the ordinary and feel compelled to bring forward regarding clergy, staff, or volunteers

The goal of Awareity is prevention and to help identify red flags and warning signs before an incident occurs or escalates.

PLEASE NOTE: This is not an emergency reporting system. If this is an urgent matter, please immediately dial 911.

We must partner with our staff, volunteers, parents, students, and family members to combat these challenges and take a proactive approach to preventing what we can by staying ahead of concerning and potentially harmful situations. By working together, we can help prevent incidents from occurring and ensure the safety and security of our school and parish communities.

Actively promoting the Awareity reporting tool and providing ongoing awareness through posters, announcements, etc., can help ensure all staff, volunteers, parents, and visitors understand how they can play an active role in keeping your community safe.

HOW DO I MAKE A REPORT?

If you want to report a concern, please visit www.gbdioc.org/awareity and click on the Awareity Incident Report button. It may also be accessible from your parish or school website by clicking on the green butterfly icon (show at left).

Is the report really anonymous?

Yes! Reporters can remain truly anonymous if they choose, so they have nothing to fear in sharing their concerns. However, we cannot guarantee we can follow-up unless we have your name and a way to contact you by either phone or email.

Once a report is submitted what happens?

All reports are securely transmitted to and stored within the Awareity platform. Immediate notifications are sent to the appropriate personnel, and reports are only accessible by approved personnel. Once the team has reviewed your report/concerns, appropriate investigation and follow-up efforts will occur.

Do I have to use the form to make a report?

No. You are still welcome and encouraged to speak directly with a team member at (920) 272-8174 if you have concerns. Awareity should in no way replace face-to-face communication, but instead help our community share information when someone is less comfortable sharing it in person.

QUESTIONS & ADDITIONAL INFORMATION

Courtney Coopman, Victim Assistance Coordinator
(920) 272-8174 | ccoopman@gbdioc.org



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Green Bay