

Safe Environment Training Details Updated October 2018

The safe environment training has been updated and condensed to approximately 15 minutes. A new DVD is available and the Apostolate for People with Disabilities\SPRED has copies available.

The training has been placed on our diocesan public website. Parishes, if they wish, can place the following link on their own website instead of the Power Point presentation or the DVD.

<http://dioceseofprovidence.org/safe-environment>

This link allows current training and some forms. Both the Power Point presentation and the video are on this webpage. There is also a revised sexual misconduct extract located on the public diocesan website to the left of the page directly under the Safe Environment. Our office is providing all forms in the packet you will receive at Chairperson Planning Meeting and Trainings.

For Catechists\Volunteers taking for the first time the training the SPRED Community Chairperson\Co-chairperson (or Leader Catechist if community does not have a Chairperson) will be responsible to meet with new catechists and provide the Safe Environment packet provided to you at trainings. It is your responsibility to get the Safe Environment Trainings and forms completed properly, submitted and wait for BCI to come back in good standing before a new catechist join a SPRED community. It is the SPRED Community Chairperson\Co-chairperson responsibility to discuss all documents in the packet with the new catechist. (e. g. Code of Ethical Conduct, etc.). Forms and instructions are attached.

- **When all documents are completed submit to your parish.**
- **Your parish will forward your BCI and Sign in Sheet and all required documentation to the Office of Outreach & Prevention.**
- **Make copies of ALL documents before submitting to your parish, for your records and to send to our office at the Chancery building.**
 - Apostolate for People with Disabilities
SPRED
One Cathedral Sq.
Providence, RI 02903

For catechists renewing their Safe Environment requirements, will have to give to SPRED Community Chairperson\Co-chairperson all paperwork required and date in which view online Safe Environment Training\In-service Video. Your community can still choose to do it as a community or participate in a parish In-service. Our Office will need copies or originals (as applicable) of all documents. Always keep copies of ALL documents you submit for your community records and to mail to our office.

Your community should have records from previous years, please review who will need to update the trainings. If you don't know please contact our office.

Our office can facilitate trainings if needed.

It is important that I receive the training confirmation dates as soon as possible so that it can be placed into the Diocesan database in the Compliance Office. This database provides the information needed for the United States Conference of Catholic Bishops audit.

Please call our office with any questions at 401-278-4578, or email at irodriguez@dioceseofprovidence.org.