

## DIRECTOR FOR SAFE ENVIRONMENT – 2006-2007

Each local Director for Safe Environment (DSE) is appointed by the local chief administrator and is accountable to 1) the local chief administrator, e.g. pastor, principal, Director of Religious Education, Youth Ministry Coordinator and 2) the Diocese of Salt Lake City through the Office of Safe Environment. The position is generally that of a volunteer nature and part-time. The DSE should be someone who can be trusted with confidential information, and with whom members of the community would feel comfortable discussing Safe Environment concerns. The DSE is expected to use a secured website to order background evaluations and to monitor the Online Training Program, therefore, basic computer proficiency and computer/internet access are required.

Responsibilities of the Director for Safe Environment include:

- Local implementation of and adherence to the Diocesan Safe Environment Program.
- Communicating with the Diocese annually as to local parish, school and program compliance.
- Reporting to the local pastor/administrator and Parish Council or School Board regularly on the status of the local Safe Environment Program.
- Facilitating the work of the local Safe Environment Committee.
- Coordinating annual Safe Environment training/discussion for local employees/volunteers.
- Managing background evaluations for all new employees/volunteers.
- Maintaining Safe Environment personnel files at the parish or school for all employees/volunteers to include the following documents:
  - Volunteer/Employee Disclosure and Information Form
  - Certificate of Completion of Online Training Course
  - Background Evaluation Report results
  - Safe Environment Compliance List

*Like all personnel records, data obtained through the Disclosure and Information Form, reference information, interviews, criminal background check, etc. is to be respected as confidential. It is recommended that all material be kept in a locked file and access to it be restricted to the Pastor, Chief Administrator, Program Director and the Director for Safe Environment. These materials should be maintained according to Diocesan “retention of records” policies.*

Each employee/volunteer is expected to complete the following training to be in compliance with the Diocesan Safe Environment Program:

- Familiarity with all Safe Environment policies including the booklet entitled, “*The Safe Environment Program.*”
- Online training regarding Safe Environment policies through the diocesan website as well as organized discussion about the policies, their local implementation, and the prevention of child abuse.