



Adult Inservicing for Child Protection Compliance

All adults working regularly with children, whether employees or volunteers, must be inserviced using the diocesan generated program called *Creating a Safe Environment*. All inservices are presented at the parish or school by a diocesan-trained facilitator. Facilitator training sessions are held by the diocese each fall, and more often as needed. Trained facilitators will receive a packet including a lesson plan, a DVD by Msgr. Thomas McSweeney, and extra materials to facilitate the inservicing sessions.

A sign-in sheet (included in the facilitator packet) must be used for each inservice conducted and kept on file indefinitely at the parish/school. Each participant should receive a certificate of attendance for their own personal files. A record of the adult's attendance at this inservice should be kept in their individual personnel file **at the parish/school**. This documentation can be in the form of a certificate or a copy of the sign-in sheet with the individual's name highlighted inserted in their folder.

A copy of the certificate is included in the facilitator packet. This certificate is one of the few forms that **CANNOT** be found on line (for obvious reasons). If you need a blank copy of the certificate, please contact Mrs. Karen Streett at the diocesan Office for the Protection of Children and Youth at kstreett@eriercd.org or 814-824-1222.

Once an adult has completed the *Creating a Safe Environment* inservice, it will only need to be repeated if the person leaves the position for which they received the training in the first place. The other reason that the inservice may have to be repeated is if the diocesan *Policy for the Protection of Children* changes significantly, which has only occurred once since 2004 (in 2007, with a significant change in the PA state law.) Inservice training is transferrable between parishes/schools if the person is maintaining continuous service/employment.

Even though it is not necessary to inservice adults working with children/youth each year, it is recommended that these adults be reminded yearly of their responsibilities in the area of child protection/child safety (at staff/faculty meetings) by reviewing reporting protocols and the general safety guidelines useful in working with children/youth found in the policy.

September, 2011

