Safe Environment Training Chart For Youth in Parish Programs/Catholic Schools

Decide date(s) and method for training. Email information to Child Protection Office before October 15th each year.

Safe Environment Training

Completed onsite by:

- 1. Approved agency OR
- 2. Approved diocesan DVDs

Parishes w/ Homeschooled or Home-based Youth: contact the OPCY for a list of approved online videos. Send homeschooled families the appropriate link(s) and the Homeschool Training Form. Enter information on Safe Environment Training Record. Reserve diocesan DVDs or schedule diocesan approved Agency – see instructions

Student Present

Enter on Safe Environment Training Record.

Student Absent/Refused

Send Absent Form and Home Training Packet to the homes. Enter the date materials sent home on Safe Environment Training Record. **Notify Parents – see instructions**

Parent returns Absent Form as a **refusal**. Enter on Training Record. Send copy of Absent Form marked refused to diocese with Annual Report.

Parent returns Absent Form as a **legitimate absence**. Enter on Training Record.

Parent does not return

Absent Form. Enter on Training Record.

All Safe Environment Training records and Absent Forms must be kept on file indefinitely.