

## II. POLICY ON MAINTAINING SAFE ENVIRONMENTS

The Diocese of Green Bay is committed to creating, providing and maintaining safe environments in all its parishes, schools, and other institutions so that all persons, especially children, young people and individuals at risk, will be protected as far as possible from all harm particularly sexual abuse or sexual exploitation of minors and abuse of individuals at risk. This policy is in compliance with *The Charter for the Protection of Children and Young People* and the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, United States Conference of Catholic Bishops.

The Diocese expects its priests, deacons, other ministers, employees and volunteers to help protect children, young people and individuals at risk by demonstrating the Church's care and love for all people and by observing the Church's teachings on sexual morality.

All priests, deacons, other ministers and employees are required to:

- Complete an application form prior to hire or authorization for ministry in which they:
  - 1) provide the Diocese with professional/personal references;
  - 2) complete, sign and date the appropriate declaration form;
  - 3) authorize a criminal background check and receive a satisfactory report.
- Complete the VIRTUS Adult Awareness Training Session within 30 days of date of hire. Those employees in positions with immediate access to minors must complete VIRTUS training prior to first day of service.
- Complete ongoing monthly educational bulletins. (Select personnel\*)
- Sign the Acknowledgement and Agreement Form in which they acknowledge receipt of "*Our Promise to Protect*" Safe Environment Policy of the Diocese of Green Bay and agree to follow and adhere to the Diocesan Code of Pastoral Conduct.
- Review and observe *Our Promise to Protect*" Safe Environment Policy.

All adult volunteers who have contact with minors and individuals at risk as part of their volunteer duties are required to:

- Complete an application form prior to beginning volunteer service in which they:
  - 1) provide the Diocese with professional/personal references;
  - 2) complete, sign and date the appropriate declaration form;
  - 3) authorize a criminal background check and receive a satisfactory report.
- Complete the VIRTUS Adult Awareness Training Session within 30 days of beginning volunteer service. Overnight chaperones and sole adult drivers must complete VIRTUS prior to event.
- Sign the Agreement Form in which they agree to follow and adhere to the Diocesan Code of Pastoral Conduct for Volunteers.

All youth volunteers (under the age of 18) are required to adhere to the provisions of the Youth Application and Youth Code of Conduct.

VIRTUS attendance within another diocese may be recognized if there is an approved online training record of session attendance at VIRTUS.org. If there is no approved online VIRTUS.org record from another diocese, the VIRTUS® Protecting God's Children Adult Awareness Session must be re-taken in the Diocese of Green Bay.

Failure to comply with these requirements will result in the removal of the person from employment, ministry or the denial of volunteer service within the diocese.

\*Select Personnel:

Business Administrators with Personnel Responsibilities  
Business Managers with Personnel Responsibilities  
Catechetical Leaders  
Deacons  
Deacon Candidates  
Directors/Coordinators of Religious Education  
Diocesan Professional Personnel  
Family Life Ministers  
Instructional Aides/Tutors  
Local Safe Environment Coordinators  
Parish Directors  
Parish Nurses  
Pastoral Associates  
Pastoral Ministers  
Priests  
Principals  
Seminarians  
Special Religious Ed. Facilitators  
System Administrators  
Teachers  
Youth Ministers/Coordinator  
VIRTUS Facilitator