

SECTION 1

LOCAL SAFE ENVIRONMENT COORDINATOR

1-1 Local Safe Environment Coordinator Position Description

1-2 Local Safe Environment Coordinator (LoSEC) Form
Delegation of Responsibility
Confidentiality Statement

Local Safe Environment Coordinator LoSEC

Pre-requisites

- A. Due to the sensitive nature of the information provided, it is of extreme importance that this person understands that confidentiality and discretion are critical to this position. To insure confidentiality for the person completing an application for service as a volunteer or employee, the following considerations should be paramount in establishing process and procedures:
- the personal integrity of the Local Safe Environment Coordinator (LoSEC)
 - having read, understood, and signed the Local Safe Environment Coordinator Delegation of Responsibility and Confidentiality Statement (1-2)
 - limited access to applications, reports, and documentation, and
 - the security required to protect and restrict access to the information
 - (i.e., locked file cabinets with limited access; password protected computer workstations)
- B. The LoSEC should possess computer skills including using the internet and ACCESS or EXCEL spreadsheets.
- C. The LoSEC agrees to participate in diocesan sponsored training and guidance in navigating both the eApps (Austin Computing) and VIRTUS websites as well as accessing both the eApps (Austin Computing) and VIRTUS databases.

Responsibilities

1. The LoSEC is responsible for following the requirements for the screening of all applicants for employment or volunteer services.
2. The LoSEC is responsible for tracking participation in VIRTUS programs, i.e., *Protecting God's Children* Adult Awareness Sessions and completion of the on-line training bulletins by required employees. (See Section 5-5)
3. If required, the LoSEC is responsible for submitting any requested reports to the Diocese of Green Bay in accordance with the Bishops' *Charter for the Protection of Protect Children and Young People*.

These guidelines are subject to change.
The Bishops' *Charter for the Protection of Children and Young People* is regularly reviewed at the Bishops' national meetings. The national USCCB audit/review process may require that reports and documentation be submitted by local parishes/schools.



DELEGATION OF RESPONSIBILITY:

I _____, designate
(Name of Pastor/Pastoral Leader/School Administrator)

_____, LoSEC for
(Name of LoSEC)

(Name(s) of Parish/School)

And delegate the following responsibilities: *(Please check all that apply)*

- _____ Assist applicants in completing the eApps on-line applications for:
 - ___ pre-employment/employment ___ volunteers ___ high school age employees under age 18
- _____ Assist high school age volunteers (under age 18) with completing the paper volunteer application.
- _____ Assist applicants in registering for the VIRTUS *Protecting God's Children* Adult Awareness Session and verifying attendance.
- _____ Check and verify references of all pre-employment, employment and volunteer applications.
- _____ Distribute *Our Promise to Protect Safe Environment Policy Diocese of Green Bay* @1262AC May, 2012 to all employees and the collection/retention of the signed Acknowledgement/Agreement forms.
- _____ Distribute the Green Bay Diocesan Code of Pastoral Conduct for Volunteers as extracted from *Our Promise to Protect Safe Environment Policy Diocese of Green Bay* @1262AC May, 2012 to all volunteers and the collection/retention of the signed Acknowledgement/Agreement forms.
- _____ Distribute the High School Age Youth Code of Conduct to all employees and volunteers under the age of 18 and the collection/retention of the signed Acknowledgement/Agreement forms.
- _____ Review/manage monthly Re-Check Queue within the eApps database, updating appropriately.
- _____ Prepare and validate information for the annual Safe Environment Survey.

Delegation approved by: _____
(Signature of Pastor/Pastoral Leader/School Administrator)

CONFIDENTIALITY STATEMENT:

LoSEC: I shall maintain the strictest confidentiality regarding employee/volunteer records for which I have access. My signature acknowledges that I understand the Pastor/Pastoral Leader/School Administrator has entrusted this position to me in order to uphold the Safe Environment Policies of the Diocese of Green Bay and protect all children, youth and individuals at risk.

(Signature of LoSEC)

(Date)

A COPY OF THIS FORM IS TO BE FILED WITH THE
Safe Environment Department
P.O. Box 23825, Green Bay, WI 54305-3825