



Tasks of Parish/School Safe Environment Teams

1. Be formed to implement the Safe Environment Program.
 - Attend Safe Environment Team training
 - Read and understand the *Code of Conduct for Church Personnel in the Diocese of Raleigh (Code of Conduct)*
 - Learn and study issues relevant to the work of the committee by accessing the [Diocese of Raleigh](#) website. Resources include: child abuse prevention, reporting suspected abuse, parish resources and helpful checklists.
2. Ensure *Code of Conduct* is read and understood by all Church personnel (staff and volunteers of parishes and schools)
 - Make Diocesan *Code of Conduct* readily available to all Church personnel
 - Offer assistance to Church personnel to ensure they understand the *Code of Conduct*.
3. Assist Supervisors in screening all church personnel
 - Provide resources, strategies to Church personnel how to conduct interviews
 - Provide resources, strategies, and assistance to Church personnel on how to conduct reference checks. Ensure that reference checks are entered into the EAppsDB system.
 - Provide resources to Church personnel to assist with **timely completion** of the criminal background checks procedures. This includes the completion of forms, checking of references as well as recording and filing these forms.
4. Serve as liaison for the Diocesan Office of Child and Youth Protection (OCYP)
 - Communicate information between the Diocesan OCYP and the parish/school, this includes using data from social media posts, emailed newsletters, and the website resources to communicate with parishioners and enhance local ministry efforts.
 - Maintain accurate communication links (updated emails and phone numbers) with the Office of Child and Youth Protection
 - Attending at least one meeting annually (in person or webinar) that is hosted by the Office of Child and Youth Protection. (Deanery leadership meetings are held every February/March)
 - Seek and offer advice regarding the implementation of the Safe Environment Program for your parish and/or school (call 1-866-535-7233 or email SET.support@raldioc.org)
5. Design and implement educational and awareness strategies for parish and/or school
 - Establish a recurring training program on the topic of recognizing and reporting abuse for all new church personnel and those needing training renewal
 - Encourage participation in webinar based Safe Environment Training
 - Provide training for deepening the awareness and response of abuse
 - Ensure parenting education and resources available at your site
 - Distribute flyers, brochures that raise awareness and call to action
 - Encourage participation in or sponsorship of Prevent Child Abuse Month activities (April of each year)
 - Offer prayer services, homily hints, prayers of the faithful, etc. periodically to foster reconciliation, healing, awareness, and growth
6. Miscellaneous Initiatives and Improvement Projects