In the last 10 minutes of the VIRTUS session, the facilitator will continue with the Policy/Procedures of the Archdiocese and will conclude the session.

**Report Suspicions of Abuse:**

## Church personnel are considered mandated reporters of abuse in the Archdiocese. Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect, shall report such incident to the proper law enforcement agency or to Washington DSHS. At the first opportunity, but no later than **forty-eight hours** later.

**Archdiocesan Policy/Procedures:**

**To be able to work in the Archdiocese or volunteer with minors, you must complete 3 steps:**

Step 1: Complete the Archdiocesan Safe Environment Training Requirements

* All employees and volunteers working with minors must complete the initial Live Awareness Session- *Protecting God’s Children, For Adults* - within 30 days of beginning service.
  + **Ongoing Training Modules are completed every 3 years during active service.**

Step 2: Complete Criminal Background Screening

* Background Checks MUST be completed before beginning service. Our Policy requires Background Screening Rechecks to occur **every 3 years.**

Step 3: Acknowledge the Archdiocesan Policies

* The Archdiocese has several policies to review and electronically sign off on. The documents are kept on file in your Archdiocesan Virtus account.

**Archdiocese Safe Environment Efforts**

* **Training for youth:** All school aged youth are provided with anannual safety curriculum through VIRTUS’ *Empowering God’s Children—Teaching Safety*Program.
* **Local Safe Environment Coordinators**: Each parish/school location has its own coordinator who serves as the contact for VIRTUS scheduling, Compliance, and Location-specific questions
* **Archdiocesan Safe Environment Coordinator:** Serves as contact for local parish and school Safe Environment Coordinators. Safe Environment Office: 206-274-3188 or [sep@seattlearch.org](mailto:sep@seattlearch.org)
* **Victim Assistance Coordinator:** Can help accompany anyone who has been harmed by someone in the Church and can provide referral resources to aid in healing. Denise Aubuchon:  1-800-446-7762 or helpline@seattlearch.org
* **Accountability:** The U.S. Catholic Dioceses participate in audits that review the Safe Environment efforts, per the Bishop’s Charter.

Receiving Credit for Attendance

## Rosters are used for each training session to verify attendance. Make sure to sign the roster with your name. The facilitator will submit the final roster to the Archdiocesan Safe Environment Coordinator who will give credit for attendance and approve your Virtus profiles.

## Please see your session facilitator for any specifics on receiving credit for attending this session, or if you have questions.