



## Safe Environment Program Archdiocese of Seattle

### WELCOME TO VIRTUS!

*It is an important part of \_\_\_\_\_ and Archdiocesan policy to require certain safety measures for all Employees and those Volunteers who have contact with children or vulnerable adults in their work.*

The Archdiocese of Seattle uses VIRTUS® database for tracking Safe Environment compliance. VIRTUS® offers a comprehensive program, including Safe Environment training for adults. The database provides a convenient way for participants to register for their initial training, read and sign Safe Environment policies online, fill out information for a criminal background check and complete their online renewal training when it is due.

Those who have already attended a *Protecting God's Children for Adults* class will *not* be required to re-take a foundation class. These individuals will be notified via email by VIRTUS® when it is time to renew their background check and/or take an online refresher course, which is now required every three years. If you have been **INACTIVE** in ministry and are returning, please contact your local Safe Environment coordinator to re-activate your profile.

**Adult employees and volunteers who have never created a VIRTUS® profile must visit [www.virtusonline.org](http://www.virtusonline.org) to create their new profile.** Click “First Time Registrant” to begin the process. You may also visit the Archdiocesan Safe Environment Program web page for step-by-step instructions which will ensure that your profile is created accurately: [InstructionsVirtusSignUp.pdf \(archseattle.org\)](#).

Compliance with all Safe Environment requirements within the Archdiocese of Seattle includes:

- 1) Completed a **criminal background check** on or before the first day of work and renewed every three years while in active service.
- 2) Read and signed off on the **Archdiocesan Safe Environment Policies** on or before the first day of work. This is a one-time requirement.
- 3) Completed **initial training** (*Protecting God's Children for Adults* either in-person group session OR internet-based personal session) within 30 days of starting work and online renewal training every three years while in active service.

**Alternate Initial Training Options** are available for those individuals who may be triggered by sensitive content in training videos. Alternate training must be authorized by the Safe Environment office on a case-by-case basis. Please call 206.382.4285 to discuss these options.

As always, we thank you for your commitment to keeping our parishes and schools safe and healthy for our children, youth and vulnerable adults.

Your Local Safe Environment Coordinator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_