



# Archdiocese of Seattle

**Safe Environment Compliance Form**  
**Outside Organizations Working in Contact with Minors**  
*(Vendors, Contractors, Subcontractors, and all Parties **whose duties include contact with minors or vulnerable adults.**)*

The Archdiocese of Seattle has a long-standing commitment to the protection of children and vulnerable adults who serve and are served in our parishes, schools, and agencies. Our Safe Environment Program coordinates abuse prevention efforts throughout the Archdiocese with a variety of measures including background checks, training, and development and implementation of related policies.

As part of those policies, any vendors, contractors, subcontractors, service providers, and all other parties ("Organization") whose duties include contact with minors or vulnerable adults while working with a parish, school, or agency of the Archdiocese of Seattle (an "Archdiocesan location") must go through our Safe Environments Program or operate their own equivalent program.

Organizations with their own Child Safeguarding or Child Protection Program may satisfy this requirement by completing this Compliance Form to certify they have met key standards to protect minors or vulnerable adults from abuse of all kinds. This form must be completed, signed, and dated by an authorized officer, director, or agent of the Organization and must be returned to the Archdiocesan location before conducting business or providing services at the Archdiocesan location. If requesting an insurance waiver, please deliver a copy to our Insurance Department as well at [insurance@seattlearch.org](mailto:insurance@seattlearch.org).

<b>General Information (Please print legibly)</b>		
Name of Organization:		
First Name of person completing form:	Last Name of person completing form:	Position/Title of person completing form
Organization Street Address	City, State, Zip:	
Phone Number	Email Address:	
What parish(es) and/or schools will the organization be serving? Please list names and cities for each location.		
What services will the organization be providing?		
How long will services be provided and on what days and times?	Estimated number of daily staff providing services?	Estimated number of daily participants?



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By submitting and signing this Compliance Form, the Organization agrees that:

- They are responsible for maintaining a Child Safeguarding/Protection Program and the compliance of their employees, partners, volunteers, and subcontractors.
- They perform State and Federal Background Checks before hire and on an ongoing basis at least every 3 years for their employees, partners, volunteers, and subcontractors.
- Their employees, partners, volunteers, and subcontractors who will work at or with the Archdiocesan location are subject to a Code of Conduct or will sign a Code of Conduct before work or services begin that covers the following types of provisions and behaviors:

<p><b>Professional Conduct</b></p> <p>I will act in a professional manner and not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.</p>
<p><b>No Physical Harm</b></p> <p>I will not use physical force with a child or any form of physical or corporeal punishment.</p>
<p><b>Duty to Report</b></p> <p>I will immediately report concerns or allegations of child abuse and policy non-compliance.</p>
<p><b>Fair Treatment</b></p> <p>I will treat children with respect regardless of race, color, gender, language, religion, political, national, ethnic, or social origin, property, disability, birth, or other status.</p>
<p><b>Avoid Isolated Contact</b></p> <p>Whenever possible, I will ensure that another adult is present when working in the proximity of children. If I meet in an office, I will leave doors open or use rooms with a window in the door.</p>
<p><b>Transportation and Driving</b></p> <p>I will never drive alone with a minor or ride with a minor alone.</p>
<p><b>Residence Restrictions</b></p> <p>I will never visit a minor's residence without invitation and welcome from the parents or guardians, and only in the presence of at least one other adult. I will never invite unaccompanied children to my home.</p>
<p><b>Sleeping Arrangements</b></p> <p>I will never share sleeping quarters with minors, unless accommodations are set up for multiple adults and multiple minors in the same room, each having a separate bed.</p>
<p><b>Restrooms</b></p> <p>I will never accompany a minor to the restroom without another adult present unless circumstances make it completely unavoidable.</p>
<p><b>Locker, Shower, and Dressing Rooms</b></p> <p>I will never supervise locker rooms, shower rooms, or dressing rooms with minors unless another adult is always present.</p>
<p><b>Disclosure of Offenses</b></p> <p>I will immediately disclose all charges, convictions, and other outcomes of an offense, which relate to child exploitation and abuse.</p>



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- The Organization and any of its subcontractors agree to acquire and maintain the following insurance prior to performing any work or services by providing the Archdiocesan location with a Certificate of Insurance that meets the following specifications.
  - The Corporation of the Catholic Archbishop of Seattle, the Archdiocesan Location, and our directors, officers, and employees must be named as an Additional Insured, with the necessary endorsements attached to the Certificate.
  - Commercial general liability insurance with a minimum aggregate limit of one million dollars per occurrence (\$1,000,000).
  - Sexual Abuse Insurance with a minimum aggregate limit of one million dollars (\$1,000,000).
  - An organization that is not financially able to acquire the necessary Sexual Abuse Insurance may petition for a potential lowering or waiver of this requirement by including the Optional Program Supplement form and notifying the Archdiocesan location. A copy of the completed forms should also be sent to our Insurance Department at [insurance@seattlearch.org](mailto:insurance@seattlearch.org).
- All information provided in this Compliance Form is accurate and truthful and has been prepared in consultation with those managing their Child Safeguarding/Protection Program.
- They will immediately notify the Archdiocesan location of any violations or non-compliance.
- The organization agrees that any violation of these policies and procedures is cause for termination and/or cancellation of any contract with the Archdiocesan location(s).
- If the Organization or its employees, partners, volunteers, or subcontractors violate or are not compliant with the Organization's Child Safeguarding/Protection Program or the conditions of this Compliance Form, they agree to indemnify, hold harmless, and defend the Archdiocese of Seattle, the Archdiocesan location(s), and all Archdiocesan employees, agents, and representatives from any and all claims and liabilities arising out of those violations or noncompliance.

## **Signature**

***By signing this Compliance form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Compliance Form on behalf of the Company, and that this Compliance Form is and shall be binding upon the Company.***

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



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## Optional Program Supplement

Organizations that cannot meet the Archdiocesan requirement for one million (\$1,000,000) in Sexual Abuse or Misconduct Insurance may petition for this requirement to be lowered or waived. Please fill out this supplement and submit it with your Compliance Form to the Archdiocese location. A copy of the completed forms should also be submitted to our Insurance Department at [insurance@seattlearch.org](mailto:insurance@seattlearch.org). Any lowering or waiver of the Insurance Requirement is at the complete discretion of the Archdiocese.

Elements of Child Safeguarding/Protection Program	Included?
<p><b>Written Policy</b>            A formal written policy exists that applies to all personnel, partners, volunteers, and subcontractors that are engaged by your organization whose duties include contact with minors or vulnerable adults.</p>	<input type="checkbox"/>
<p><b>Child-Safe Recruitment and Screening</b>            Organization has robust recruitment screening process for all personnel whose duties include contact with minors or vulnerable adults, including:</p> <ul style="list-style-type: none"> <li>• Verbal reference checks.</li> <li>• Interviews that incorporate behavioral-based interview questions.</li> <li>• Criminal background checks before hire and on a recurring frequency of no longer than 3 years on a State and Federal level.</li> </ul>	<input type="checkbox"/>
<p><b>Complaints Management</b>            Program includes a documented reporting procedure for child exploitation and abuse allegations and policy for non-compliance, including actions to be taken when exploitation, abuse, or non-compliance occurs.</p>	<input type="checkbox"/>
<p><b>Training</b>            Organization provides recurring child protection training for every person whose duties include contact with minors or vulnerable adults.</p>	<input type="checkbox"/>
<p><b>Code of Conduct</b>            Organization maintains and enforces a code of conduct.</p>	<input type="checkbox"/>
<p><b>Commitment to Child Protection</b>            Program commits the organization to preventing a person from working with children if they pose an unacceptable risk to children.</p>	<input type="checkbox"/>
<p><b>Employment Contracts</b>            Organization’s employment contracts contain provisions for dismissal, suspension, or transfer to other duties for any employee who breaches their employee code of conduct or their protection program.</p>	<input type="checkbox"/>
<p><b>Review</b>            Policy is subject to regular review at least every five years.</p>	<input type="checkbox"/>
<p><b>Endorsement</b>            The Program has been approved and endorsed by the relevant management body (i.e., board of directors, executive staff, committee).</p>	<input type="checkbox"/>