

Safe Environment Program (SEP) and Insurance Requirements: For use when duties involve contact with minors or vulnerable adults*

SEP Website & Email: <https://archseattle.org/for-parishes/safe-environment/> | safeenvironmentprogram@seattlearch.org

Insurance Website & Email: <https://archseattle.org/insurance/> | insurance@seattlearch.org

Category	Parish and School Personnel or Volunteers	Outside Organizations	Individuals** (Adults Only, 18+)
Examples	<ul style="list-style-type: none"> ▪ All Clergy or Religious Staff ▪ All Full/Part Time Employees ▪ Volunteers working in official parish or school sponsored programs 	<ul style="list-style-type: none"> ▪ For-Profit and Non-Profit Organizations ▪ Catholic groups incorporated separately such as Knights of Columbus, Society of St. Vincent De Paul, and Catholic Schoolhouse ▪ School District or School District Vendor ▪ Educational Business or Contracted Vendor for Clubs, Camps, or Sports 	<ul style="list-style-type: none"> ▪ Tutors ▪ Therapists ▪ Instructors ▪ Retired teachers ▪ Individuals providing Club, Camp, or Sports services
Safe Environment Program Requirements	<p><u>Meet all 3 SEP Requirements:</u></p> <ol style="list-style-type: none"> 1. Complete a Background Check through VIRTUS every 3 years 2. SEP Policies signed through VIRTUS 3. Take VIRTUS training every 3 years in 90-minute online course or 3-hour class 	<ul style="list-style-type: none"> ▪ If organization does not have an SEP, onsite members must complete all Archdiocese SEP Requirements (<i>See Column 1</i>) ▪ Organizations with an SEP equivalent program may submit a Safe Environment Compliance Form attesting that they meet all necessary standards and procedures ▪ Contact SEP with questions 	<ul style="list-style-type: none"> ▪ Individual must complete all Archdiocese SEP Requirements (<i>see Column 1</i>) ▪ Contact SEP with questions
Insurance Requirements	<p>No extra requirements. Activity will be covered under the Archdiocese insurance program.</p>	<ul style="list-style-type: none"> ▪ \$1 Million in General Liability Coverage ▪ \$1 Million in Sexual Abuse Coverage ▪ Certificate of Insurance from organization that lists the Archdiocese <u>and</u> the Parish or School as an “Additional Insured” ▪ If unsure or unable to meet requirements, contact insurance for potential waiver 	<ul style="list-style-type: none"> ▪ After SEP Requirements have been met, no insurance requirements are needed. ▪ If unsure or have questions, contact insurance for help

For generalized short-term or one-time use of parish facilities, please refer to Property and Construction’s [Facility Use Agreement Guidelines](#)

Minors in service to ministry are subject to a separate policy with its own procedures and requirements, [contact SEP](#) for more information