

## SAFE ENVIRONMENT COMPLIANCE INSTRUCTIONS

The parish Safe Environment Coordinator is responsible to ensure that all volunteers and employees comply with all of the Safe Environment requirements of the Diocese of Pittsburgh. The Safe Environment program is one of the means by which the Diocese works to ensure the safety of all children who come into contact with clergy, staff, and volunteers.

Below are the steps required to be compliant with the diocesan SE requirements. Note that #'s 1, 2, 3, 6, and 8 below can all be done online.

1. A Diocese of Pittsburgh Database Entry listing SEAS-Carnegie as your primary site. Go to:  
[https://www.eappsdb.com/Registration.asp?ORGZ\\_KEY=39&PAGE=REG\\_PAGE&ORIGIN=OUTSIDE](https://www.eappsdb.com/Registration.asp?ORGZ_KEY=39&PAGE=REG_PAGE&ORIGIN=OUTSIDE)  
When asked for Diocesan "ACCESS CODE", use the word "protect" (without the quotation marks).
2. A State Police Record Check (This requirement is actually automatically processed by the database system, once the database entry is complete - you need do nothing to make this happen, other than completing #1 above).
3. Signing a Code of Pastoral Conduct booklet and also of the Child Protective Services Law booklet  
(These two requirements are actually automatically satisfied via electronic signature by the database system, once the database entry is complete).
4. A Child Abuse History Clearance Form completed and turned in to the parish Safe Environment Coordinator for processing; the form is downloadable via <http://diopitt.org/sites/default/files/Child%20Abuse%20History%20Clearances.pdf>
5. A Consent/Release Authorization Form completed and turned in to the parish Safe Environment Coordinator for processing, along with #4 above; the form is downloadable via <http://diopitt.org/sites/default/files/Consent-Release%20of%20Information%20Authorization%20Child%20Abuse%20Clearance%202016.pdf>
6. Turning in to the parish Safe Environment Coordinator a copy of your Certificate of Completion after having completed the online "Protecting God's Children for Adults" Program, accessible at <https://www.virtusonline.org/virtus/index.cfm>  
(Know that, if you prefer, there are 'live' 3-hour sessions available at specific locations throughout the diocese. The complete listing can be found at [www.diopitt.org](http://www.diopitt.org))
7. Turning in to the parish Safe Environment Coordinator a completed Disclosure Statement (a/k/a Fingerprinting Waiver form), accessible at

<http://diopitt.org/sites/default/files/DISCLOSURE%20STATEMENT%20APPLICATION%20FOR%20VOLUNTEERS.PDF>

(If, after reading this statement, you determine that you are not eligible to have your fingerprinting waived, let the parish Safe Environment Coordinator, so that you can be registered for fingerprinting and given the required paperwork so that you can have that taken care of.)

8. Turning in to the parish Safe Environment Coordinator a copy of your Certificate of Completion after having completed the "Mandated Reporters of Child Abuse" program, accessible at [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id= 2 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21) (Know that, if you prefer, there are 'live' sessions available at specific locations throughout the diocese. The complete listing is available at [www.diopitt.org](http://www.diopitt.org). Either way, it takes a full 3 hours to complete this course. Do NOT be fooled by the 2 hour "Permissive Reporter" provision; the full 3 hours is required for "Mandated Reporters".) THIS REQUIREMENT IS ONLY REQUIRED IF YOU'RE IN A MINISTRY WORKING WITH CHILDREN.

Please contact your parish Safe Environment Coordinator with any and all questions. Know that SEAS will pay for all necessary fees.

Thank you in advance for your time and cooperation. The process really isn't as bad as it sounds, and it goes a long way toward ensuring the safety of all.

*The current parish Safe Environment Coordinator is Tess Keddie, [social@seascarnegie.org](mailto:social@seascarnegie.org) or 412-276-1011 ext. 221.*