



Creating a Safe Environment For our children and young people

IMPORTANT INFORMATION REGARDING THE DIOCESAN SAFE ENVIRONMENT PROGRAM

All adults (age 18 or over; paid or volunteer) who have regular contact with children or youth MUST do the following:

1. Complete the Uniform Volunteer Questionnaire.
2. Read and sign the Code of Conduct (which also authorizes a criminal background check).
3. Attend a Protecting God's Children (PGC) seminar.
4. Stay current with the Virtus Online Training Bulletins after attending the PGC seminar.

All parishes must ensure that all adults who have regular contact with youth have completed/ are completing the above four requirements, PLUS they must complete the following actions for each current and new volunteer or staff.*

1. Check at least two references listed on the Uniform Volunteer Questionnaire.
(All parishes and schools have received a packet which includes sample questions to ask references. Please use this resource as a starting point for your reference checks.)
2. Request a criminal background check from the Diocesan Safe Environment Office.
3. Maintain confidential employee files for all staff and volunteers that contain the above records.

** If you are the adult who has primary responsibility for youth ministry at your parish, you may be the person responsible for these tasks. Discuss this question with your pastor and/or your parish's Local Safe Environment Coordinator to determine your level of responsibility for these items.*

The following information can be found on the diocesan web site: www.buffalodiocese.org

(Use the link on the right side "Protecting our Children and Young People")

- ◆ Uniform Volunteer Questionnaire
- ◆ Code of Conduct
- ◆ Schedule of Protecting God's Children Seminars (through Virtus)
- ◆ Link to Register for Protecting God's Children Seminars
- ◆ And more!

**For more information, contact your parish or school's
Local Safe Environment Coordinator.**