

# Diocese of Springfield SAFE ENVIRONMENT PROGRAMS

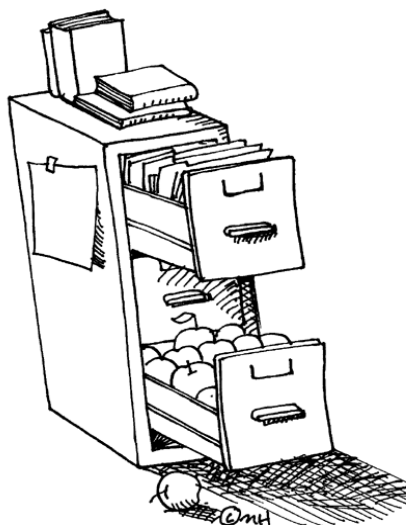
## Parish Child Advocate's Role and Responsibilities

Parish Child Advocates are appointed by the pastor and should maintain communication with him regarding Safe Environment programs. The Child Advocate is responsible for ensuring that certain Safe Environment protocols are followed. These protocols are described in the *Charter for the Protection of Children and Young People*, Articles 12 and 13.

### Parish Child Advocates:



- Participate in a facilitator's training conducted by the Office of Child and Youth Protection
  - Provide Safe Environment educational sessions on child abuse awareness and prevention to clergy, all parish employees, and all volunteers that will have contact with children and youth
  - In collaboration with Pastoral Ministers, provide information on elder abuse to those in ministry with vulnerable adults
  - Oversee the timely completion and submission of all CORI background checks
  - Ensure that Codes of Conduct are signed and filed at the parish
  - Provide this training before individuals begin ministry, employment, or volunteer work with children and youth, and thereafter every three years: 2015, 2018, etc.
  - Publish information on abuse prevention programs at least twice annually in parish bulletin, newsletter, website, etc.
- Protect the confidentiality of sensitive documents
  - Maintain accurate documentation
  - Assist pastor with the accurate completion of annual compliance audit
  - Maintain contact with the Office of Child and Youth Protection and website [www.diospringfield.org](http://www.diospringfield.org) for information, assistance and support
  - Collaborate with the Catechetical Leader in the provision of Safe Environment programs for children and youth.



### Documentation kept by parish Child Advocates:

- Maintain a current and complete master list of parish personnel: clergy, employees, and volunteers that will have contact with children, youth and vulnerable adults
- Note the dates that these individuals
  - Completed CORI background check
  - Signed the Code of Conduct
  - Participated in child abuse prevention training: DVD, discussion and resources
- Document incidents of suspected abuse and neglect reported to the MA State Department of Children and Families (DCF)
- Note additional actions taken by the parish to prevent violence and abuse

# Diocese of Springfield SAFE ENVIRONMENT PROGRAMS

## Catechetical Leader's Role and Responsibilities for Child Abuse Prevention

Parish Catechetical Leaders are responsible for ensuring that certain Safe Environment protocols are followed. These are described in the *Charter for the Protection of Children and Young People*, Article 12, and involve teaching children and youth how to identify and respond to possible child abuse, exploitation, and boundary violations.

### Catechetical Leaders:

- Participate in a facilitator's training ("SEED: Safe Environment Every Day" and "Called to Protect for Youth") conducted by the Office of Child and Youth Protection (formerly the Office of Child and Youth Protection)
- Provide training and assistance to catechists that will teach these programs
- Inform parents/guardians about children's Safe Environment curricula and resources
- File parent requests that child not participate in Safe Environment curriculum ("opt-out forms") and document that resources were offered to parents of children who do not participate
- Complete feedback and attendance forms
- Assist pastor with the accurate completion of annual compliance audit
- Maintain contact with the Office of Child and Youth Protection and the website [www.diospringfield.org](http://www.diospringfield.org) for information, assistance and support
- Report suspected acts of child abuse, neglect and boundary violations according to Diocesan policy and MA state law.



### Documentation kept by Catechetical Leaders:



- Current list of children and youth enrolled in Religious Education programs
- Record of Safe Environment trainings including, dates, topics, teachers, and student attendance
- Document incidents of suspected abuse and neglect reported to the MA State Department of Children and Families (DCF)
- Record additional actions taken by the parish in preventing interpersonal violence

*For further information or to report changes in Safe Environment personnel, please contact*

Patricia Finn McManamy, LICSW  
Office of Child and Youth Protection  
Diocese of Springfield  
P.O. Box 1730 65 Elliot St.  
Springfield, MA 01102  
[p.mcmanamy@diospringfield.org](mailto:p.mcmanamy@diospringfield.org)