

Safe Environment Program

Diocese of Fort Wayne-South Bend

CHECKLIST OF RESPONSIBILITIES FOR DIRECTORS OF RELIGIOUS EDUCATION

With adult volunteers:

- Ensure all volunteers who will have regular contact with children have successfully completed the diocesan criminal background check prior to beginning their service
- Ensure these same volunteers have completed the adult training program in child protection and verify the parish background screener has all forms on file

With children – the Safe Environment training (education) program for children:

- Communicate with parents of all children enrolled in religious education that the annual training is upcoming, how to access the teaching materials and how to ask questions
- Provide opt out forms **ONLY** to those parents who request them; keep on file
- Prepare catechists or presenters and provide them with the diocesan teaching materials for each grade; give them timeline for teaching material
- Review FORM 3 and ask each presenter to document needed information for you
- Ensure each presenter has taught the material
- Decide how you will follow-up with absent students, i.e. send materials home, offer a make-up session, etc.; then do this for all absent students
- Record all necessary information in ***Safe Environment Education Report (FORM 3)*** for parish religious education programs; review with pastor; send to diocesan Safe Environment Coordinator by deadline
- Keep all forms on file