

## Forming a Safe Environment Team for your Parish/School

The following steps are intended to assist you in the selection and support of the Safe Environment Team at your parish/school. For further guidance and assistance, contact the Director of the Program for Protection of Children and Young People at 1-866-535-7233.

1. Study the Tasks of the Safe Environment Team.
  - a. Read the Safe Environment Team Task List
  - b. Review relevant materials on Child Protection and Safe Environment Programs (diocesan, state, national, etc.)
  - c. Identify the size of the team which could accomplish these tasks for your parish/school (one team may serve multiple ministry sites)
  - d. Visit the Diocesan website and become familiar with the content available
2. Select volunteers/staff from the parish/school to be on Safe Environment Team.
  - a. Ensure that they are people of deep faith and great integrity
  - b. Select people who would be well suited to the tasks identified for the Safe Environment Teams
  - c. Select staff & volunteers taking into consideration the various populations of the parish/school they represent (race, gender, age, etc.)
  - d. Extend a personal invitation to them to join the Team
  - e. Identify one member as the lead contact of the Team.
3. Complete the Safe Environment Team Enrollment Form and submit to the Office for Child and Youth Protection (OCYP) **via SET.support@raldioc.org**
4. Introduce the Safe Environment Team and its role to the parish/school community.
  - a. Consider posting their names in the bulletin, commissioning them at an appropriate time or finding other ways to recognize them
  - b. Encourage the parish/school to support, encourage, and pray for them and for the success of their efforts.
5. Support them in their efforts
  - a. Inform them of meetings, resources, and programs that would enhance their ability to accomplish the tasks
  - b. Promote their programs, resources, etc. to your community
  - c. Make funding available to the team and the community for resources, training, materials to implement the Safe Environment Program
  - d. Find appropriate ways to affirm members for their service to the Safe Environment Team
6. Replace members as needed
  - a. Develop a term of service for Team members (e.g. 3- 5 years)
  - b. Refill positions as vacancies become available or as circumstances dictate and notify the Director of such changes

## Safe Environment Team Enrollment Form

Thank you for forming a Safe Environment Team in your parish, school, and/or ministry site. Please complete the form below and return to the Director of the Program for Child and Youth Protection. For further information, SET.support@raldioc.org

**Parish Name:** \_\_\_\_\_  
**Deanery :** \_\_\_\_\_  
**Parish City:** \_\_\_\_\_  
**Pastor:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

If this Safe Environment Team is intended to serve **additional ministry sites** please list those sites below: ( ie. One team for two local parishes, one team for a church and school, ecumenical outreach projects ...)

**Parish/Site Name:** \_\_\_\_\_ **City:** \_\_\_\_\_  
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### **Safe Environment Team Membership** (use additional pages if necessary)

#### **Lead Contact for Safe Environment Team**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Employee/volunteer:** \_\_\_\_\_ **Title or role:** \_\_\_\_\_  
**Ministry Site (if other than primary site):** \_\_\_\_\_

#### **Members of the Safe Environment Team**

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Employee/volunteer:** \_\_\_\_\_ **Title or role:** \_\_\_\_\_  
**Ministry Site (if other than primary site):** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Employee/volunteer:** \_\_\_\_\_ **Title or role:** \_\_\_\_\_  
**Ministry Site (if other than primary site):** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Employee/volunteer:** \_\_\_\_\_ **Title or role:** \_\_\_\_\_  
**Ministry Site (if other than primary site):** \_\_\_\_\_

# Safe Environment Team Membership Change Form

Use this form to notify the Director of the Program for Child and Youth Protection of any changes to the Safe Environment Team. (SET.support@raldioc.org)

**Parish Name:** \_\_\_\_\_

**Deanery :** \_\_\_\_\_

Parish City: \_\_\_\_\_

Pastor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Please add the following ministry site(s) to this Safe Environment Team

Site Name: \_\_\_\_\_ Site City: \_\_\_\_\_

## Please remove the following ministry site(s) from this Safe Environment Team

Site Name: \_\_\_\_\_ Site City: \_\_\_\_\_

## Please make the following changes to the Safe Environment Team:

### Remove the following names:

Name: \_\_\_\_\_

Ministry Site (if other than primary site): \_\_\_\_\_

Name: \_\_\_\_\_

Ministry Site (if other than primary site): \_\_\_\_\_

### Add the following name(s):

#### Lead Contact for Safe Environment Team

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee/volunteer: \_\_\_\_\_ Title or role: \_\_\_\_\_

Ministry Site (if other than primary site): \_\_\_\_\_

#### Members of the Safe Environment Team

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee/volunteer: \_\_\_\_\_ Title or role: \_\_\_\_\_

Ministry Site (if other than primary site): \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee/volunteer: \_\_\_\_\_ Title or role: \_\_\_\_\_

Ministry Site (if other than primary site): \_\_\_\_\_