

## Safe Environment Requirements

**The Archdiocese of Seattle has had a long commitment to the protection of children, youth and vulnerable adults.** For more than 25 years, the Archdiocese has taken steps to assure the safety of those who serve in our parishes, schools and agencies. Sexual abuse, sexual misconduct and sexual harassment are abusive and harmful actions that have no place in the Church community or in society. The Archdiocese of Seattle deeply cherishes the bond of sacred trust between its members.

The Archdiocese of Seattle requires all Church Personnel (defined as all clergy, all employees and all volunteer who have ongoing, unsupervised contact with minors and vulnerable adults) to take part in our Safe Environment Program in three ways. They must:

1. Successfully undergo a criminal background check every three years
2. Complete the *Protecting God's Children* course within 90 days of beginning service
3. Read and sign the Archdiocesan polices of conduct

You may complete these requirements by accessing the *Virtus* database, our Catholic Risk Retention Group focused on the prevention of abuse. New church personnel will need to create a *Virtus* profile (<http://www.virtus.org/virtus/index.cfm>) under the "Registration" tab.

Applicants will not be eligible to work or volunteer in any capacity until these requirements have been satisfied.

By signing this document, you agree and understand what is required of church personnel and understand that failure to complete the requirements will result in the inability to work or volunteer within the Archdiocese of Seattle.

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Printed Name

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Date

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Signature

*Office note: Keep a hard copy on file and provide a copy for the participant in order for them to fulfill their Safe Environment Requirements.*



# Archdiocese of Seattle Safe Environment Program

## Volunteer Application

Parish/School/Agency: \_\_\_\_\_

Date: \_\_\_\_\_

### CONTACT INFORMATION

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell  Hm  Wk  Phone: \_\_\_\_\_

Cell  Hm  Wk  Phone: \_\_\_\_\_ Cell  Hm  Wk  Phone: \_\_\_\_\_

Current Employer (*if applicable*): \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

### VOLUNTEER EXPERIENCE

Volunteer position interested in: \_\_\_\_\_

Why would you like to volunteer/serve in this ministry? \_\_\_\_\_  
\_\_\_\_\_

Do you have any special skills, education, training or certifications that would pertain to the position you are applying to? \_\_\_\_\_  
\_\_\_\_\_

What strengths and talents do you have to offer as a volunteer? \_\_\_\_\_  
\_\_\_\_\_

Please list prior volunteer experience. Include organization, position, phone and dates of service starting with most recent.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### For Office Use Only:

Interview Date: \_\_\_\_\_ By: \_\_\_\_\_ Background check:  Submitted \_\_\_\_\_  Cleared \_\_\_\_\_

Safe Environment Training:  Registered \_\_\_\_\_  Completed \_\_\_\_\_



## Archdiocese of Seattle

### Guide to Creating a VIRTUS Profile

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with Safe Environment requirements. Once you have been hired or taken on as a volunteer within the Archdiocese of Seattle, you will need to create a profile on VIRTUS. Your profile will allow you to read policies, sign up for Safe Environment courses, and enter background check information (if you qualify for one).

There are a few steps that need to be taken to create a VIRTUS profile. This guide will provide instructions for creating a VIRTUS profile. Although the steps have been broken down into sections, you must finish all of the steps from Sections 1-4 to complete the registration process.

Note: If you qualify for a background check, you will be prompted to enter more information after Section 4. If you do not qualify for a background check, disregard Section 5 of this guide.

For questions or concerns, contact the Safe Environment Office at (206) 274-3188.

#### Reading this guide:

- Actions will be in **bolded green text**
- Tips will be in *italicized text*
- Notes will be in orange text
- Red boxes will outline the important parts of each image



## SECTION 2: Selecting a Location and Function

Once you have finished the identification portion of your profile, you will be able to choose the location(s) where you work or volunteer, as well as choose your function within the Archdiocese of Seattle.

10. Choose the location where you work or volunteer from the drop-down menu found on the page after you enter your personal information.
11. Click "Continue."
12. If you work or volunteer at multiple locations, select "Yes" on the following page. If you DO NOT work or volunteer at multiple locations select "No."
13. If you work or volunteer at multiple locations, repeat Step 7 until you have selected all of the locations.
14. Make sure that all of the locations where you work or volunteer are listed before continuing (See Figure 2).
15. Select "No" once all of your locations have been selected (See Figure 2).

This is the list of locations with which you are associated:

Chancery (Seattle)

Do you work, volunteer or worship in another location?

YES NO

Figure 2

16. Select your role(s) for the Archdiocese of Seattle from the provided list on the following page. Note: You can select more than one option for this step.
17. Type your job title or description into the textbox at the bottom of the page (See Figure 3).

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function: Assistant

Continue

Figure 3

18. Click "Continue."
19. Select the options for Seminarian or CYO coach only if applicable.
20. Click "Continue."

**Continue to next section.**



## SECTION 4: Signing up for a *Protecting God's Children* course

Once you have read the policies and answered the background check qualification questions, you will be able to sign up for a *Protecting God's Children* class. Note: At the time this guide was made, only one class was available. There will be more class options starting this fall.

26. Select "No" in response to the question "Have you already attended a VIRTUS Protecting God's Children Session?"

27. Select a class from the list on the next page that best suits your needs (See Figure 5).

**Protecting God's Children for Adults**

Where: Holy Rosary Church - Edmonds (Edmonds)  
630 7th Ave N

When: Wednesday, September 30, 2015  
6:30 PM

Estimated length of session: 3 hrs

Spaces remaining: unlimited

Language: This session will be conducted in English

28. If you DO NOT qualify for a background check, select "Complete Registration" at the bottom of the page.

Figure 5

29. If you DO qualify for a background check, continue to the next section.

**Continue to next section.**

# Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults



GUIDELINES FOR  
CLERGY, STAFF  
AND VOLUNTEERS  
OF THE  
ARCHDIOCESE  
OF SEATTLE



ARCHDIOCESE OF SEATTLE  
710 9th Avenue | Seattle, WA 98104

 **Safe**  
ENVIRONMENT  
protecting the young & vulnerable

REVISED JUNE 2015



## OUR POLICY SAYS:

The Archdiocese of Seattle deeply cherishes the bond of sacred trust between its people and the clergy and lay ministers of the Church. As a faith community, we acknowledge the inherent worth and dignity of every person as created in the image and likeness of God. Sexual abuse, sexual misconduct and sexual harassment are abusive and harmful actions that have no place in the Church community, or in society at large.

Pastoral care, compassion, healing and reconciliation are the special hallmarks of the Catholic community. When anyone has been injured or the bond of sacred trust has been violated by those in positions of responsibility, the Archdiocese of Seattle is committed to address these matters in a sensitive, open and straightforward manner. These important values will always guide our response as we address the tragedy of sexual abuse of minors or misconduct by clergy, employees or volunteers.

For more information, go to:  
[www.seattlearchdiocese.org/SEP/Default.aspx](http://www.seattlearchdiocese.org/SEP/Default.aspx)  
Archdiocesan Hotline: 1-800-446-7762

 **Safe**  
ENVIRONMENT  
protecting the young & vulnerable

# CODE OF PROFESSIONAL CONDUCT FOR CHURCH PERSONNEL

ARCHDIOCESE OF SEATTLE

Office of Human Resources

October 1, 2007 | Revised June 2015

**Church personnel\* are called to high standards of ethical conduct and personal integrity. In our work, including as it relates to conduct, all have a sacred responsibility to uphold Church teaching. Furthermore, those in leadership roles and ministerial positions have a responsibility to lead a personal life that bears witness to Catholic teaching and avoids scandal.**



\* Church personnel include clerics, religious men and women, and lay employees and volunteers in the Archdiocese of Seattle as defined in the Policy for Prevention of and Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment.

### **Examples of Appropriate Behavior:**

- Maintaining professional relationships with minors or vulnerable adults and their families;
- Following appropriate instructions of parent or guardian;
- Informing parent or guardian of activities; or
- Acquiring appropriate signed permission forms for all events.

### **Examples of Appropriate Verbal Interactions:**

- Positive reinforcement;
- Verbal praise; or
- Appropriate jokes and age-appropriate humor.

## **INAPPROPRIATE INTERACTIONS**

Some forms of interaction with minors or vulnerable adults have been used by adults to initiate inappropriate contact. Physical contact should generally be initiated by minors or vulnerable adults. In order to maintain a safe environment for minors and vulnerable adults, the following are examples of activities to be avoided.

### **Examples of Inappropriate Physical Interactions:**

- Lengthy hugs or forceful frontal hugs;
- Kisses on the mouth;
- Holding minors over four years old on the lap;
- Touching buttocks or genital areas;
- Being in bed with a minor;
- Wrestling;
- Tickling;
- Piggyback rides; or
- Any type of massage given by or to Church personnel.

### **Examples of Inappropriate Behavior:**

- Giving personal email, telephone number or residence location to a minor, vulnerable adult or person to whom they minister;
- Being alone with a minor or vulnerable adult in a private setting;
- Allowing minors or vulnerable adults to break rules or violate the law;
- Offering alcohol to minors or illegal drugs to anyone;
- Using, possessing or being under the influence of alcohol or illegal drugs in the presence of minors to whom they minister;
- Showers with or in the immediate presence of a minor or vulnerable adult;
- Exposing a minor or vulnerable adult to sexually oriented or morally inappropriate materials;
- Transporting a minor or vulnerable adult alone;
- Giving gifts to minors or vulnerable adults, except with the consent of the parent or guardian and when distributed equitably; or
- Giving money to minors or vulnerable adults.



Policy for the Prevention of and Response to

# SEXUAL ABUSE, SEXUAL MISCONDUCT AND SEXUAL HARASSMENT

ARCHDIOCESE OF SEATTLE

Office of Human Resources

October 1, 2007 | Revised, July 2011 | Revised, June 2015

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**Sexual misconduct** is sexual contact or conduct with an adult who may otherwise be consenting, however the following conditions are in place:

- The perpetrator is acting on behalf of or representing a parish, school, institution or agency of the Archdiocese; and
- There is a ministerial relationship of trust; therefore
- A disparity of power is presumed.

**Sexual harassment**, is unwelcome advances, request for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such a conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include, but is not limited to: sexual comments, innuendoes, displays or jokes; unwelcome invitations to sexual activity; unwelcome touches, pinches or hugs; or pressure to engage in sexual activity as a condition of employment or promotion.

**Minors** are individuals under the age of 18.

**Vulnerable adults** include:

- Any person over 60 unable to care for him or herself;
- Certain individuals with developmental disabilities;
- Anyone over the age of 18 who has a legal guardian;
- Individuals receiving in home care through a licensed health, hospice or home health care agency or from an aide hired on their own;
- Certain individuals receiving pastoral care services;<sup>1</sup> or
- Individuals incarcerated in a correctional facility.<sup>2</sup>

**Church personnel** include the following:

### 1. Priests and deacons (clerics)

- a. Clerics incardinated in the Archdiocese;
- b. Clerics who are members of religious institutes or in other forms of consecrated life, and are assigned to pastoral work in the Archdiocese or who are otherwise engaged in the care of souls, the public exercise of divine worship and other works of the apostolate (c.678);
- c. Clerics of other jurisdictions who are assigned to pastoral work in the Archdiocese, whether or not seeking incardination within the Archdiocese;
- d. Clerics who are otherwise legitimately residing within the territory of the Archdiocese and are engaged in part-time or supply ministry.

### 2. Seminarians

- a. Seminarians enrolled in the seminary program of the Archdiocese;

1. "Certain individuals receiving pastoral care services" added for policy revision effective June 2011.

2. "Individuals incarcerated in a correctional facility" added for policy revision effective July 2011.

## Psychological Screening

All applicants to the priesthood and/or permanent diaconate, as well as priests and deacons seeking incardination in the Archdiocese, are required to participate in psychological screening by a qualified professional, to assess their fitness for ministry and their fitness to work with minors.

## TRAINING

### New Church Personnel Training

Individuals entering into service for the Archdiocese are required to complete the following within three days of starting work:

- Signed statement of receipt and agreement to adhere to the *Policy for the Prevention of and Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment*;
- Signed statement of receipt and agreement to adhere to the *Code of Professional Conduct for Church Personnel*;
- Signed statement of receipt and agreement to adhere to *Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults*.

Individuals entering into service for the Archdiocese are required to complete the *Protecting God's Children* training program within 90 days of beginning work.

### Ongoing Church Personnel Training

Church personnel are required to participate in ongoing trainings as defined by the current terms of the Safe Environment Program training requirements.

### Other Training Participants

Volunteers who do not have ongoing unsupervised contact with minors or vulnerable adults, parents, youth and members of the community-at-large are encouraged to attend trainings offered by the Archdiocese.

## REPORTING

### Reporting Suspected Sexual Abuse

Church personnel who have reasonable cause<sup>3</sup> to suspect sexual abuse of a minor or vulnerable adult are required to report the suspected abuse within 48 hours of learning of it. The report is to be made to the Washington State Department of Social and Health Services (DSHS) hotline at 1-866-363-4276.<sup>4</sup>

If the alleged abuse involves Church personnel, the reporting individual is required to contact the Archdiocese of Seattle Hotline at 1-800-446-7762 after having made the report to Washington State DSHS.

If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.<sup>1</sup>

3. "Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

4. "The proper law enforcement agency or" added for policy revision effective April 2009. For assistance in identifying the proper law enforcement agency, contact the Safe Environment Office at (206) 274-3188.

# SAFE ENVIRONMENT PROGRAM CHURCH PERSONNEL AGREEMENT

ARCHDIOCESE OF SEATTLE

I have read and agree to follow the policies and procedures set forth in the documents listed below. If I have any questions about any of the information contained in these documents I will ask my supervisor, pastoral leader or the Office of Human Resources. I understand that failure to follow these policies and procedures may result in disciplinary action up to and including termination and/or removal from position.

*Policy for the Prevention of and Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment*

*Code of Professional Conduct for Church Personnel*

*Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults*

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SIGNATURE

DATE

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PRINTED NAME

POSITION

Office of Human Resources

