

Diocese of Fort Wayne - South Bend ---Safe Environment Program

Education (Training) Procedure for Adults

1. All priests, deacons, employees, and volunteers (who will have regular contact with children or young people in their volunteer responsibilities) must participate in the safe environment education program. **This includes young person employees and volunteers.**
2. The employee/volunteer must read the *Personal Conduct and Policies Manual for Employees/Volunteers* and sign a receipt for it. The signed receipt must be kept in the employee's or volunteer's SE file. Manuals are available on the diocesan website.
<http://www.diocesefwsb.org/safe-environment/safe-environment-education/>
3. The last page of the manual is the signage page for verification of receipt.
4. The employee/volunteer must watch the diocesan video, *Safe Environment Training* (created 2/21/2004). Documentation of viewing date must be kept by the parish. A person must only watch the video one time. The video is also available on line.
<http://www.diocesefwsb.org/safe-environment/safe-environment-education/>
5. A form is also online to verify watching the video.
6. All education must be completed before the employee/volunteer begins his/her responsibilities.