

# St Theresa Catholic School 2009/2010

## Safe Environment Training (SET) Processes and Procedures

**1) All Parents/Volunteers are required to have Called to Protect (CTP) as the foundation for SET**

*A small number of parents were able to do the renewal (Internet Safety) prior to attending the CTP training. This was an error this past year and those parents will now need to attend a CTP training that is only done in a group session.*

**2) After July 1<sup>st</sup> of every year, all Parents/Volunteers are required to complete the annual Renewal of SET. Only one session is required annually; CTP (one time only) or the Renewal annually. Renewal can be done on-line by going to [www.safeenvironmenttraining.org](http://www.safeenvironmenttraining.org) then click on “my obligations” or “online renewal” and follow the prompts. Those taking CTP or the Renewal in a group session will click on “register for classes”.**

**3) Prior to being accepted for any volunteer list (PTO, Homeroom Parent, Fall Festival, School Board; any and all volunteering for the school) confirmation of current compliance needs to be completed. All Volunteers must be compliant prior to volunteering. This year we require compliance to be satisfied by September 18, 2009.**

**4) Terez Sanguine – Barta, SET Coordinator for St Theresa School, will provide the Diocese Database Report (compliance list) to the school office and Terry Finigian on September 21, 2009. This list will be comprised of ONLY compliant volunteers to date. An updated “Compliance” list will be provided weekly there after to the school office and Terry. This updated list will be comprised of those completing compliance after September 18<sup>th</sup> and the weeks following.**

**5) All parents/volunteers completing their annual compliance after September 18, 2009 will need to provide the school office and Terry Finigian with a print out “verification.” Verification can be printed out from the SET website ([www.safeenvironmenttraining.org](http://www.safeenvironmenttraining.org)) by clicking on “My Obligations”, Enter your first & last name and street address. Once you have verified your information, click Update Information & Continue. Then click Print Verification.**

**6) Youth Volunteers; under 18 years of age or 18 and still in High School are required to have a signed “Youth Permission Slip” and “Code of Ethics” on file with the school office. This only needs to be done one time (Not an annual requirement).**

**7) CTP for Youth will be completed in October for the 6<sup>th</sup> graders by Dee Schaff and her SET Trainers at the school. All 6<sup>th</sup> grade students will be required to have a parent signed permission slip in order to participate. All other grades will have SET as part of their curriculum.**

**8) All volunteers that will be assisting with Fall Festival, Auction, or other fundraising events during the year that are not St Theresa Parish Parishioners or School Families should comply with SET. If there is an issue with compliance please contact Terez Sanguine – Barta.**