

DIOCESE OF WINONA-ROCHESTER

SAFE ENVIRONMENT BASICS

- All volunteers/employees must complete VIRTUS online training – **Protecting God's Children Online Awareness 4.0** available in English and Spanish. During the online training they will e-sign the Code of Conduct. Schools are to give a paper copy of the Code of Conduct and maintain the signature page in their employee file.
- VIRTUS recertification online training every 5 years.
- S2Verify is the only diocesan approved background screening company. \$8.24 for an employee or volunteer screening and \$2.06 for a re-screening.
- Background checks must be run **BEFORE** someone can work or volunteer with children or vulnerable adults.
- S2Verify Background checks must be re-run every 5 years. The employee/volunteer must sign a new consent form before the re-screening can be run.
- **Directors of Religious Education, ALL school employees must complete VIRTUS monthly training bulletins.** *(This is not meant as an inclusive list.)*
- At the beginning of each new Faith Formation year, please review with all your returning volunteers the Code of Conduct.
- CIRCLE OF GRACE Program for Children and Young People is to be taught in every grade level every year. Last revised September 2018. There is a website available to access the lesson plans and FAQ's.
- CIRCLE OF GRACE completion report is due to the Office of Safe Environment the end of December every year.
- Every year on the **last Friday in May** an audit is due to the Office of Safe Environment listing all employees, school teachers, and volunteers with their dates of compliance with VIRTUS training and background check.