

# Diocese of Lake Charles Safe Environment Training

## Instructions for NEW Personnel 2019/2020

- All personnel, as defined in policy 704, are required to complete the annual diocesan safe environment training requirement through the Safe & Sacred™ Environment Training Program.
- The program is designed to be respectful of the topic and your time. It takes about one hour to complete and is accessible anytime on computers with internet connection.
- If you have any questions or problems you can contact technical support by calling toll-free: 888-804-9643 or click on the button at the **top right corner of your screen** to get help right away.



- **No Minors Please.** The Safe & Sacred Website contains material that is appropriate for adults only. Our "Safe & Sacred Children's Program" is a special training program for young people taught in our catholic schools and parish religious education programs.

### Complete the following:

Create a user profile at the training website: <http://safeandsacred-lcdiocese.org>

- The *Safe & Sacred* website may also be accessed from the bottom of the Home page on [lcdiocese.org](http://lcdiocese.org). Be sure to save your username and password, for future trainings. If you forget this info please contact technical support or the Diocesan Office during regular office hours: (337) 439-7400.
- All new personnel are subject to a criminal background check. After signing up you will either be redirected to *Screening One* to complete an online background check or be asked to have a fingerprint background check completed – this depends on which ministry you will be involved in. All school employees and volunteer coaches must do a fingerprint background check; everyone else receives a simple background check through *Screening One*. Please click on the question mark next to "I am a..." under "My Ministry" to learn more about what ministry you belong to.
- Complete the first lesson in a new 4-cycle of training lessons, 1. Recognizing Child Abuse. Be sure to read and follow the instructions through all of the steps.
- Your certificate of completion will be issued as soon as your criminal background check has been **completed and approved**.

Everyone who works with young people and/or vulnerable adults shares the responsibility of creating safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator. Thank you for taking the time to complete this important training.