



## SAFE ENVIRONMENT TRAINING GUIDELINES FOR SCOUT VOLUNTEERS

According to guidelines from the Diocese of Phoenix Safe Environment Office, "Any adult that volunteers in any capacity on behalf of the Diocese of Phoenix is required to complete safe environment training. Any adult working directly with minors is required to be trained annually."

Thus, any adult, whether a registered leader, parent or volunteer (age 18 and out of high school) or older,

- **who volunteers for a Catholic chartered unit--pack, troop, crew** (i.e. Cub Scouts, Boy Scouts, Venturing, Brownies, Girl Scouts, American Heritage Girls etc. sponsored by a parish, Catholic school or Knights of Columbus Council etc.),
- **who serves as a counselor or facilitator for any of our Catholic scout religious emblems programs** (Light of Christ, Parvuli Dei, Ad Altare Dei, Pope Pius XII, Family of God, I Live My Faith, Mary the First Disciple, or Spirit Alive) and is working with youth in addition to their own,
- **or who assists with a Catholic retreat or any other activity sponsored by the Diocese of Phoenix Catholic Committee for Scouting,**

must complete safe environment training. **This includes foundation training and annual renewal training.**

### GETTING STARTED- YOUR PROFILE

- ◆ Do you have a profile with the SE office that shows your training record?  
You may contact your *parish Safe Environment (SE) coordinator* OR you can **go to the following link** and enter your name and street address to see if you have a profile. <http://www.safeenvironmenttraining.org/obligations.php>.  
You may also contact Kathy Polowski at [kpolo55@gmail.com](mailto:kpolo55@gmail.com).

**Please note:** If you already have a profile, please proceed to page 2. If you do *not* have a profile, please proceed to page 3.

◆ **PERSON DOES HAVE A PROFILE**

1) Are you up-to-date on your diocesan Safe Environment training?

If you already have a profile in the diocesan Safe Environment system, you just need to log in and look under “My Obligations” or “Online Renewal” to confirm that you have completed the SE *foundation training* and to see if an *online renewal* course needs to be completed in order to be in compliance.

- a) If you have a profile, have completed the Safe Environment foundation course *and* are current on your annual renewal course, you are compliant! Thanks!
- b) If you have a profile and have taken the Safe Environment foundation course but *need to take the annual renewal course*, please select an online video and allow about 30-40 minutes. **Warning**-- wait until the entire course is completed and a message indicating completion is displayed. This is confirmation that you received credit for the course and it will show up on your record. If you close the program before the completion message appears, the program won't save your information and you will have to do it all over again.
- c) If you have a profile but you have *not taken the diocesan Safe Environment foundation course*, you will need to do so\*. You can sign up for this course on the diocesan Safe Environment website and must attend the course **in person**. The 3-hour foundation course title is “*Protecting God’s Children for Adults*”. Dates, times and locations are listed on the website at the following link:  
<http://www.safeenvironmenttraining.org/classes.php>.

You may complete a *Volunteer Application & Code of Ethics* prior to class or at the foundation class. In order to complete the application, please bring contact information for three references. *Face to face interviews* and *reference checks* will be completed by the parish, school or BSA Chartered Organization/Unit through which you volunteer or the Diocese of Phoenix Catholic Committee on Scouting.

\*If you are a BSA leader, you can attend the training in person as described *OR* BSA YPT can be accepted as the foundation course but steps must be taken to record that information. Please see the instructions in section 1b below.

◆ **PERSON DOES NOT HAVE A PROFILE**

1) This generally indicates that you have *not* attended a Safe Environment foundation training course.

- a) If you are a Girl Scout leader, American Heritage Girls leader, religious emblems counselor or other volunteer for the Catholic Committee on Scouting, who is ***not*** a leader within BSA, *please sign up to attend the diocesan Safe Environment foundation course as described in 1c above. Your profile will be created during that process.*
- b) BSA leaders, parents and volunteers can also choose to take the foundation course as describe in **1c** above. However, another option for BSA scout leaders, parents and volunteers age 18 (and out of high school) and older is that *instead* of attending the Safe Environment foundation course *in person*, **BSA Youth Protection Training (YPT) for Catholic and non-Catholic BSA leaders will be accepted by the Safe Environment office as their foundation training.**

Please note- completion of an annual SET **renewal** course is also required by ALL in addition to having current BSA Youth Protection Training (YPT).

**In order to be sure that YPT is recorded for all who use YPT as a SE foundation course, a profile must be set up. Please follow these steps:**

- ✚ The leader/parent/volunteer will email or fax the proof of their YPT training and other pertinent information , as indicated below, to the diocesan Safe Environment office at:  
[Safeenvironment@diocesephoenix.org](mailto:Safeenvironment@diocesephoenix.org) or call [602-354-2468](tel:602-354-2468).

***Please note:*** when you are in the MyScouting.org site, you can print out or obtain a copy of the certificate showing your name, unit affiliation and the date of the YPT course completion. At the time the profile is created, please be sure your YPT is unexpired (within 2 years of the date of completion). The link follows:  
[https://myscouting.scouting.org/layouts/MyScouting/login.aspx?ReturnUrl=%2f\\_layouts%2fAuthenticate.aspx%3fSource%3d%252f&Source=%2f](https://myscouting.scouting.org/layouts/MyScouting/login.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252f&Source=%2f).

- ✚ In order to set up your profile, the following information must also be included in the email or fax sent to the Safe Environment Office:
  - ✓ Name
  - ✓ Home Address
  - ✓ Home Phone/Cell Phone
  - ✓ Email address
  - ✓ Parish/School where they are volunteering (related to the Catholic Chartering Organization).
  - ✓ Volunteer position (i.e. leader, Scoutmaster, committee member, religious emblems counselor, troop chaplain etc.) If you volunteer in more than one area outside of the scouting unit, please list ALL of the positions and their location.

**Please note:** It may be possible to have a representative from the unit provide this information to the person handling SE training for the Chartered Organization, parish/school etc. and *that* person will submit the information to the diocese to create the profile.

- ✚ After receipt of the profile information and proof of YPT, the SE office will-
  - create the person's profile and keep a copy of the YPT on file for the auditors,
  - email the leader/parent/volunteer back to confirm the profile has been established,
  - attach a Volunteer Application and Code of Ethics, and
  - provide instructions for completing the online renewal.
- ✚ The leader/parent/volunteer will then need to complete the *Volunteer Application & Code of Ethics* and ***return them to the head of the ministry where they are serving; in the case of a BSA unit that would be the COR, Unit Leader or CC. The designated leader will then follow through with the face-to-face interview and reference checks and submit the paperwork to the Chartered Organization SE Coordinator.***

**Please note:** This paperwork is submitted this ***one time only***\* and need not be completed again in subsequent years. This paperwork will be kept on file at the parish/school.

Volunteer Application notes-

- Under the Primary Volunteer Information section, please list the scouting related ministry in which you are involved. (i.e. Boy Scouts-assistant scoutmaster for Troop #, Boy Scouts-committee member Troop #, Cub Scouts-parent volunteer in Pack #, Girl Scouts- leader Troop #, PhxDCCS-religious emblems counselor, PhxDCCS-retreat volunteer etc.)
- If you are volunteering for the Diocese of Phoenix Catholic Committee on Scouting in any capacity and not working with youth through a parish or Catholic school, please indicate that on the form.
- References are required\* for volunteers. All new volunteers will have their references checked, along with a random selection of existing volunteers. Please be sure to provide accurate contact information
- Under the Foundation Safe Environment Training Class Information section on page 3, write in “BSA Youth Protection Training” for Class Name and the date taken. Location would be “MyScouting.org”. Please be sure the date is unexpired (within the last two years).
- ✚ A face to face interview is required for *new* volunteers\*, and a random selection of existing volunteers. A representative from the staff or **person in charge of the ministry** can conduct the interview. In the case of a BSA unit, this person could be the Chartered Organization Representative, Unit Leader or Committee Chair and could be conducted during a troop meeting, committee meeting or other venue at the convenience of those involved. Procedures should be established in conjunction with the *parish SE coordinator*. The Face to Face Interview form can be found on the website at [www.phxdccs.org](http://www.phxdccs.org).

***Please Note***--References must be checked at the *Chartered Organization level*. They can be the same references that a leader lists on their BSA Adult application. In the case of a BSA unit, the Chartered Organization Representative, Unit Leader or Committee Chair can be designated as the person to do the reference checks. Procedures should be established in conjunction with the parish SE coordinator. The Reference Check form can be found on our website at [www.phxdccs.org](http://www.phxdccs.org).

\*Occasionally face-to-face interviews, random reference checks or rescreening may be performed at the discretion of the Chartered Organization.

✚ ***After the paperwork has been submitted,*** the parent/leader/volunteer then needs to **complete an online renewal at this time, (not a year later)** because the SE office must ensure that the parent/leader/volunteer is familiar with the Diocese of Phoenix Safe Environment requirements and has reviewed the AZ State Mandatory Reporting Law.

***Please Note***-- Since the profile has been created by this stage, the parent/leader/volunteer will sign in to their Profile by going to the SE website at the following link <http://www.safeenvironmenttraining.org/obligations.php> and signing in (click on the "Search" bar after entering your name and address). Your profile will come up and after confirming the information is up-to-date\* by clicking on the "Update Information and Continue" bar, the list of renewal classes available *and* classes you have completed will be displayed.

### **ANNUAL RENEWAL-**

Once you have a profile on the diocesan Safe Environment website and you have taken a foundation course, either by attending SET or taking BSA YPT online, future renewal courses can easily be taken online and your profile will be automatically updated. **Please note**-*July 1* of each year begins the "new year" when training needs to be renewed. If preferred, some renewal courses are also offered in person. Those courses can be found by going to the following link and clicking on the "Register for Classes" tab.

<http://www.safeenvironmenttraining.org/obligations.php>

### **THE LAST STEP--VERIFICATION**

***Verification*** that a volunteer is in compliance is handled by the Chartered Organization. Each parish/school and the PhxDCCS has a *SE coordinator* that handles the verification process. The SE office recommends that each parent/leader/volunteer print a copy of the Safe Environment Verification Report to show compliance and submit it to the SE Coordinator for their records. A training certificate can be emailed if desired.

Instructions for printing the verification report ***are as follows:***

- Go to the Safe Environment Training website <http://www.safeenvironmenttraining.org/>
- From the main screen:
- Click "My Obligations".
- Enter your name and street address.
- On the next page you will see Welcome. Verify the info is correct or make applicable corrections.
- Click "Update Information and Continue" at the bottom of the screen.
- On the next page select "print verification" (towards the top).
- Click "Logout".

## **\*PROFILE –REPORTING CODE**

Please be sure that your Profile reflects your current volunteer efforts and location. One location *must be labeled* “**Other**”, with the volunteer position listed under “**Title**”. This will ensure that the information is recorded and captured in reports.

### **CHECKLIST—**

- Profile
- Volunteer Application
- Code of Ethics
- Face to Face Interview
- Reference Checks
- Mandatory Reporting Law
- Annual Renewal
- Verification
- Reporting Code

### **THANK YOU FOR YOUR COOPERATION!!**

Scout leaders, parents and volunteers donate countless hours to assist our youth in developing character, citizenship, confidence, and courage and becoming young men and women of faith who serve God and others. We have tried to streamline the SE process in order to make it easier to maintain compliance.

Your efforts are essential in keeping our scouts safe and are most appreciated.  
Thank you!

**Yours in Christ and Scouting,  
Kathleen Polowski  
Chair, Diocese of Phoenix Catholic Committee on Scouting  
480-244-6806**

Please Note: This document was created with the cooperation and approval of the Safe Environment Training Office and is based on the *Policy and Procedures for the Protection of Minors*, Diocese of Phoenix.

Revised March 30, 2015