



## St. Genevieve Parish

### **SAFE ENVIRONMENT APPLICATION INSTRUCTIONS**

The primary purpose of the Safe Environment program is that of keeping our children as safe as possible while in the responsibility of our Church and School Parish. The information you are asked to give is given by everyone who applies to be approved through the Safe Environment Program. In gathering this information, processing individual background checks and having each applicant go through specific educational training, we do our best to be sure your child is always around parents, relatives and employees who have been checked for criminal activity and who are made aware of the importance to child abuse.

Our parish and school have two forms of events as it pertains to Safe Environment; open events and closed events. Open events (weekly school Masses, visiting the Halloween Bizarre with your child or grandchild but not working the event) can be attended by individuals that are not Safe Environment approved. A closed event (field trips, working any event, classroom help) are events in which no individual may attend without being approved through Safe Environment. For further information please call Jonnie Arcement at 446-5571 or E-mail: [jarcement@htdiocese.org](mailto:jarcement@htdiocese.org).

The attached forms must be filled out and return to the church office or school office before a background check can be initiated:

Background Check form-----Fill out being sure to put all parishes /states you have lived throughout your adult life. Send back ASAP.

Questionnaire Form Pages 1&2----Fill out both pages and return ASAP.

Volunteer Profile Pages 1&2-----Fill out both pages.

Reference Forms (3)----- Please give these three forms to friends and co-workers you have known for a while. Do not give to immediate family members.

All forms must be in before online training can take place. Once the background check is approved by the Houma-Thibodaux Diocese, a code will be sent to us. We will notify you of any forms that may not have been received by that time. If all forms are in we will send you the code that will be needed to complete the on-line New Applicant training. The web-site to go to for on-line training is <http://www.safeandsacred-htdiocese.org>. Also attached is an on-line instruction form that helps you go through the training.

After you have completed the training you will be issued a successful completion certificate. Please e-mail or send a copy of this certificate to the church or school office for your file

Should you belong to another church parish or decide to help another parish that requires Safe Environment approval, simply call or e-mail us and we will forward the forms showing your approval to that parish or school.

All application forms can be downloaded from both the school and church web-sites.