

## Safe and Sacred & Background Check FAQ's

### **Q: Why does St. Susanna require all volunteers and staff to complete Safe & Sacred Training?**

**A:** The Archdiocese of Indianapolis has initiated a convenient new on-line training program, called Safe and Sacred, for adults to take that focuses on protecting children from harm. The training builds awareness of how to recognize and report physical abuse, emotional abuse, neglect and child sexual abuse.

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### **Q: Why was Safe and Sacred training chosen?**

**A:** The Safe and Sacred program was chosen for several reasons. It provides easier access (*online, from your own home, available 7 days a week, 24 hours a day*) to child protection training for clergy, employees, and volunteers. It allows us to broaden the focus of the training to increase awareness of all forms of child abuse. Safe and Sacred includes an assessment that must be taken and passed to ensure that training content is learned and can be applied. The training takes 30-40 minutes and can be done in parts. We believe these are important new features for this program. Virtus, the previous training program, was a classroom based training that took between 2 ½ - 3 hours.

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### **Q: Who has to complete Safe and Sacred training?**

**A:** Teachers, staff, and all volunteers who minister to or work with minor children must meet all the requirements of this program. If you are 18 years of age or older and you volunteer with one of the following ministries, you must comply with all the requirements:

- Athletic Directors
- Babysitters
- Cafeteria Workers
- Catechists
- Clerical/Office Workers
- Chaperones
- Classroom volunteers (helping at parties, etc.)
- Custodians (school or parish)
- CYO Coaches
- Day Care/Extended Care Workers
- Festival workers
- Maintenance (parish or school)
- Room Parents
- Sacramental Prep
- Scout Volunteers
- Tutors
- Ushers
- Youth Ministry Program Leaders

This list is not all inclusive. Please note that if you are at St. Susanna Parish or School and helping with children at all, Safe and Sacred applies to you.

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**Q: How long does it take to complete?**

**A:** 30-40 minutes. You can pause it and save your progress, completing it in parts if that is more convenient.

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**Q: Do I have to print off my certificate?**

**A:** No. St. Susanna Parish and School gets a list of current people who have completed Safe and Sacred training. As soon as you finish the training, your name is automatically added to the list. The certificate is for your own use.

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**Q: I completed Safe and Sacred training during the 2013-2014 school year. Do I have to do it again every year?**

**A:** No. Once you complete the training one time, you are set. St. Susanna Parish and School gets a list of current people who have completed Safe and Sacred training. As soon as you finish the training, your name is automatically added to the list and stays on the list.

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**Q: When I am filling out the Background check portion of my Safe and Sacred Training, I see this applicant disclosure:**

Applicant Disclosure

*In connection with my volunteering and/or employment with the Archdiocese of Indianapolis, I understand that a consumer report (and/or investigative consumer report), as defined by the Fair Credit Reporting Act (FCRA), may be obtained for volunteering and/or employment purposes.*

**What does this mean?**

**A:** The type of background check that we use is a Consumer Report that refers to the Fair Credit Reporting Act of 1970. The target of the consumer report secured by the Archdiocese of Indianapolis will concern only criminal history information unless you are specifically told otherwise. This is not a credit check.

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**Q: What searches are conducted in regards to criminal history information?**

**A:** A Criminal National Database search (includes Sex Offender Registries) and the Indiana State Police Search.

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**Q: Who sees my Background check results?**

**A:** All information obtained as a result of any and all background checks will be kept in strict confidence by St. Susanna Church & the Archdiocese of Indianapolis. The following Administrators have access to Background Check results:

- The Archdiocese of Indianapolis' Human Resources Department
  - St. Susanna's Safe & Sacred / Background check Administrator
  - St. Susanna's Human Resources Director
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Answers retrieved from the following websites:

<http://www.archindy.org/youth/ncycvolunteer.html>

[http://sites.saintpat.org/parent\\_club/safeandsacred/safeandsacredfaq](http://sites.saintpat.org/parent_club/safeandsacred/safeandsacredfaq)