

SAFE AND SACRED TRAINING INSTRUCTIONS

The Archdiocese of Indianapolis is committed to the safety of children. In 2013 a new child protection program was initiated called Safe and Sacred. It provides online training in both English and Spanish and it is available 24 hours per day, 7 days per week. The course can be completed in 45 minutes or less. It does not need to be completed in one sitting. If you get pulled away from it due to any of life's little distractions, you can come back to it at any time.

All priests, deacons, employees and volunteers (over the age of 18) are required to complete the training prior to working with children in any capacity.

This course empowers each of us with the ability to protect all God's children. Successful completion of this course results in recognizing types, signs, characteristics, scenarios, and in general, indicators of suspected abuse.

Go to this website: <https://safeandsacred-archindy.org/login/index.php>



CREATE NEW ACCOUNT:

The first thing that you will see on this site is the Login page. If you have never gone through Safe and Sacred training, then you will need to click on "Create new account"

You will be directed to each step as you proceed through the course. There are six steps to complete:

STEP 1: Lesson – you will be directed through each lesson in the course. There are lessons on defining what child abuse is, how to recognize it, and how to report it.

STEP 2: Quiz – You will take an untimed 10 question quiz. If you score 80% or higher on the quiz, you move on to the next step. The quiz can be repeated.

STEP 3: Background Check Application –

Background checks are required by the Archdiocese for all clergy, employees, and volunteers who have contact with children **BEFORE** they begin ministry, work, or volunteer service.

Please complete the following background check application.

Your information submitted through the pages below are submitted via a secure connection to the background check company. At the end you will click Submit button to submit your application.

Click the Next Activity button above AFTER submitting your background check application which will open in a new browser tab or window.

How to Make a Report:

If you suspect a child has been abused by a priest, deacon, employee or volunteer of the Archdiocese of Indianapolis, it is important that you contact the appropriate authorities immediately.

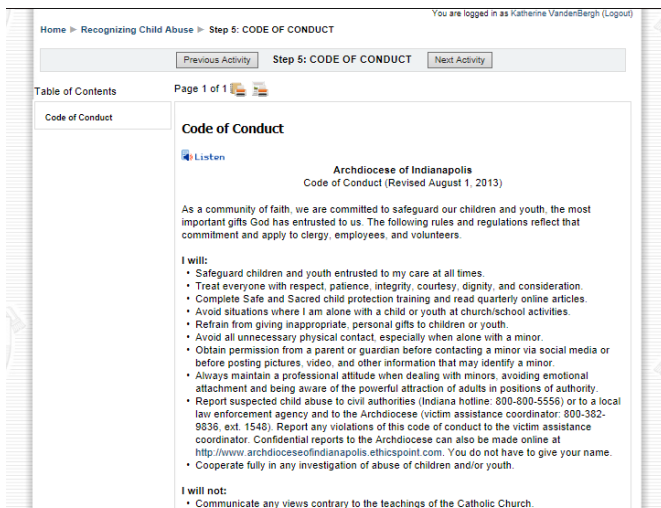
Please take the following steps:

1. Call the Indiana Child Abuse Hotline
800-800-5556
or your local law enforcement agency.
2. Contact the Victim Assistance Coordinator of the Archdiocese of Indianapolis at
800-382-9836, ext. 1548
3. Reports can also be made online at
www.archdioceseofindianapolis.ethicspoint.com
You do not have to give your name.

In the event of an emergency call 911

Revised August 1, 2013

STEP 4: Pocket Contact Card – a list of contact information to help you if you suspect that a child has been abused.



The screenshot shows a web page titled "Step 5: CODE OF CONDUCT". The page content includes the title "Code of Conduct" and a "Listen" icon. Below this, it states "Archdiocese of Indianapolis Code of Conduct (Revised August 1, 2013)". The main text reads: "As a community of faith, we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and apply to clergy, employees, and volunteers." It then lists "I will:" followed by several bullet points: "Safeguard children and youth entrusted to my care at all times.", "Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.", "Complete Safe and Sacred child protection training and read quarterly online articles.", "Avoid situations where I am alone with a child or youth at church/school activities.", "Refrain from giving inappropriate, personal gifts to children or youth.", "Avoid all unnecessary physical contact, especially when alone with a minor.", "Obtain permission from a parent or guardian before contacting a minor via social media or before posting pictures, video, and other information that may identify a minor.", "Always maintain a professional attitude when dealing with minors, avoiding emotional attachment and being aware of the powerful attraction of adults in positions of authority.", "Report suspected child abuse to civil authorities (Indiana hotline: 800-800-5556) or to a local law enforcement agency and to the Archdiocese (victim assistance coordinator: 800-382-9836, ext. 1548). Report any violations of this code of conduct to the victim assistance coordinator. Confidential reports to the Archdiocese can also be made online at <http://www.archdioceseofindianapolis.ethicspoint.com>. You do not have to give your name.", "Cooperate fully in any investigation of abuse of children and/or youth." It concludes with "I will not:" followed by "Communicate any views contrary to the teachings of the Catholic Church."

STEP 5: Code of Conduct – As a community of faith, we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and apply to clergy, employees, and volunteers.



STEP 6: Certificate of Completion

When you have finished all of the steps, you will be given a message that your certificate of Completion will be available once your background check has been processed.

If you have any trouble during your Safe and Sacred Training, please call Tech Support 888-804-9643