



*Office for the Protection of
Children & Vulnerable Adults*

Safe Environment Training Requirements for the Diocese of San Jose

The Diocese of San Jose is fully committed to protecting our children (minors under 18 years of age) and vulnerable adults. In accordance with this commitment, it is the obligation of every diocesan institution and Catholic school operating with recognition of the Bishop of San Jose to assure that all personnel and volunteers – as well as parents and children – are aware of the realities of child abuse.

In compliance with the USCCB's *Charter for the Protection of Children and Young People* and the Bishop of San Jose's affirmation, it is our goal to provide a "safe environment" in which all are protected and secure, especially our children and vulnerable adults. Furthermore, we pledge to those who entrust their children to the care of the Diocese of San Jose that diligent attention has been given to the screening, education and training of our employees, volunteers, and parents as well as to all of the youth who participate in our schools, parishes and religious education programs.

The Diocese of San Jose embraces this commitment, and requires all clergy, staff and volunteers to be in compliance with Diocesan policies.

Applicability

Safe Environment Training compliance applies to all diocesan personnel: priests, deacons, pastoral ministers, administrators, principals, teachers, and staff and volunteers who work with or around youth and/or vulnerable adults. Training requirements also apply to all "Teen Leader" volunteers.*

All new employees 18 years of age or older, and volunteers who work with youth are required to complete the following "safe environment" course via the *VIRTUS*[®] training website:

- Course: **Protecting God's Children (PGC)**
- Website: www.virtusonline.org | Español: www.virtusonline.org

If an employee or volunteer is involved in ministry to the home-bound, elderly, or other vulnerable adults, they must also complete this course via the *VIRTUS*[®] training website:

- Course: **PGC & Vulnerable Adults**
- Website: www.virtusonline.org | Español: www.virtusonline.org

Teenage volunteers (between the ages of 14 up to 18 y/o) are required to take the *VIRTUS*[®] Healthy Relations for Teens youth training every 2 years as outlined in the *Catholic Safe Environment Curriculum (CSEC)*.

SAFE ENVIRONMENT TRAINING REQUIREMENTS - DSJ

Completion of *Safe Environment* training is a condition of employment or volunteerism and is expected to be completed prior to beginning work or participating in volunteer services. Upon completion of *Safe Environment* training, individuals will be provided a certificate of completion. Please retain a copy of this certificate for employee or volunteer records.

*Live training options are available for special circumstances. Please visit the OPCVA website for in-person training availability: www.dsj.org/opcva

Responsibility

All employees and volunteers who have received initial training are required to recertify their “safe environment” training every three (3) years or sooner. Parishes are responsible for reminding their employees and volunteers of renewal dates.

Code of Conduct

Compliance with the Diocesan *Adult Code of Conduct* applies to all diocesan personnel and volunteers. Responsibility for adherence to the *Adult Code of Conduct* rests with the individual. Clergy, staff and volunteers who disregard the *Adult Code of Conduct* will be subject to remedial action. Corrective action may take various forms – from a verbal reproach to removal from ministry or employment – depending on the specific nature and circumstances of the offense and the extent of the harm done.

Adult Code of Conduct Link:

<http://www.dsj.org/wp-content/uploads/2013/09/Adult-Code-of-Conduct.pdf>

Additional Information

The public and private conduct of clergy, staff and volunteers can inspire and motivate people, but it can also scandalize and undermine the people’s faith. Clergy, staff and volunteers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God’s goodness and grace supports them in their ministry.

The Office for the Protection of Children and Vulnerable Adults, Office of the Chancellor, Human Resources Office, Department of Education, and Office for Parish Services assist parishes and schools in implementing, maintaining and evaluating “safe environment” programs for the Diocese of San Jose. Please contact us as needed for any further assistance.

For more information on training, schedules and/or compliance policies, please contact:

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