

December 7, 2011

# OFFICE OF CHILD PROTECTION UPDATE



Diocese of Belleville

Volume 7, Issue 6

## Location Coordinators

We have a few new location coordinators, so I thought this might be a good time to review your duties. This role was developed to be the Office of Child Protection's one contact and liaison to the school and/or parish and agencies. My office will direct people to this person for forms and/or general information. I also ask that you copy and distribute reports and newsletters to the leaders of your various programs and that you obtain missing information for us from time to time. I do not send this packet out to any other person at your location, so the information contained in it must be shared so that all leaders at your location are aware of the policy, procedures and compliance status of individuals. Hopefully sharing this information will help to make your role easier too. I realize that some locations have asked for you to take on more in this role, so you'll need to clarify any additional responsibilities with your pastor and/or principal or agency director.



I also ask if the person in this role changes, please notify me. If you are uncertain of your role, please do not hesitate to contact me. In addition, our last newsletter asked you to contact Renee to confirm your contact information. She hasn't heard from many of you so please contact her. Kudos to all of you who have been filling this position, your ministry is making this process much smoother.

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Office of Education Portal:  
www.diobelle.net

## Have You Scheduled Your Children's Educational Presentation?



If you are reading this and are not the person who schedules this presentation for the children/youth in your school or PSR, please pass this along to the individual who is responsible, typically the principal or catechetical leader.

Many of you have already submitted Form 1 to us...THANK YOU! We have 17 PSR programs and two schools that have NOT submitted Form 1, please do so. You may choose to have the presentation in the spring, but we want to know that it has been scheduled. As always, we recommend that you schedule these by September 15th so that you have more options with the dates. I have been notified that the agencies' time slots are filling up quickly, so you may have to make other arrangements to accommodate your schedule and the presenters (i.e....combining with a nearby parish, changing the time that you meet, contacting another approved agency).

If parents aren't sure about the program, share the curriculums (found in the Procedure's Manual), so they can make an informed decision. It is a body safety program.





# News from the Educational Agencies for Children's Presentation

Catholic Social Services will become Christian Social Services in the near future. This will not impact the service that they provide regarding the Children's Educational Component. The educational program has been one of their programs since the inception of our Child Protection Policy. We will continue to ask CSS, as with all of the agencies that provide this service, to not present information that contradicts Catholic teachings. In addition, we ask that we can review and approve any of the materials that they are utilizing in our schools and PSR programs. The new contact for the Belleville area is Kelly LeChien (394-5900 ext. 199), while Mary Lou Loos continues in the southern part of the diocese.

SAFE has added a new educator, Jaelyn Albers. You should continue to contact Sharon Bickl for scheduling.

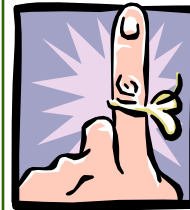
Please join me as we wish all of the agencies that we work with well in their future endeavors as we move forward in collaboration.

## 2012 DYC: Fanning the Flame

Planning for the Diocesan Youth Conference is well underway. The dates for this event are March 9-11, 2012 in Collinsville. Please keep in mind that all individuals 18 and older need to be compliant with our Diocesan Child Protection Policy. Discuss with your Youth Ministry Leader and begin getting these materials into us for processing right away. As you look over your report, you will need to project what will be needed at the time of the event, meaning an individual may be compliant now, but not in March. Those interested in attending should see information provided on the Office of Youth Ministry's website ([www.diobelleoym.org](http://www.diobelleoym.org)) for further information including registration deadlines.

### Key to Report

<b>SS#</b>	If we have a Social Security Number on file, x's will appear in this column for confidentiality. If blank, we do not have a social security number on file.
<b>Birthdat</b>	Individuals date of birth
<b>CANTS</b>	Date DCFS cleared the individual as having "no priors"
<b>Vol</b>	Date the individual signed the volunteer application
<b>Employ</b>	Date the individual signed the employment application
<b>CI</b>	Date that a background check was completed
<b>InitialPol</b>	Date the individual attended the Child Protection Policy Training
<b>10-11Refresh</b>	Date the individual completed the 2010-2011 Refresher Course: Professional Boundaries and Behaviors
<b>11-12Refresh</b>	Date the individual completed the 2011-2012 Refresher Course: Recognizing Child Abuse
<b>Testimon</b>	For religious men and women only; Date in which we received their testimonial
<b>St</b>	Individual's status (A=Active, I=Inactive, T=Terminated, U=Unknown, R=Retired, D=Deceased)
<b>Position</b>	Position the individual holds at your location (ie...volunteer, employee, coach, PSR educator, Youth Ministry Chair, educator, TEC, Quest, Luke 18 etc...)
<b>Yellow</b>	Individual is out of compliance-needs to update a CANTS or CI, Initial Training is missing
<b>Gray</b>	Individual is still compliant, but will need to update the CANTS or CI within 3 months.



### Tidbits

- **17696** individuals have gone through the Initial Child Protection Policy Training!
  - **3547** individuals have completed the 11-12 Refresher Course: Recognizing Child Abuse!
  - All forms should be sent and processed through the Office of Child Protection.
- All checks should be payable to the Diocese of Belleville**
- **Employee-ECP** in the Position Field includes Extended Care, Aftercare and LatchKey programs.
  - **Initial Child Protection Policy Trainings**— See diocesan website under Diocesan Events