

# OFFICE OF CHILD PROTECTION UPDATE



Diocese of Belleville

Volume 6, Issue 5

## Location Coordinator Information Update

We need to update our contact information that we have on file for the Location Coordinator. Please email the following to Renee Quirin.

- Location Coordinator's Name
- Parish or School Address for mailings
- Phone Number for Individual
- Email Address for Individual
- Any changes for an **new Location Coordinator** should be sent from the Pastor, Principal, Parish Life Coordinator or Agency Director.

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## Children's Educational Component



It is the time of year to schedule the Children's Educational Presentation for the 2010-2011 year. Some of you have already submitted Form 1 to us...THANK YOU! As always we recommend that you schedule these by September 15th so that you have more options with the dates. If you are not the individual to schedule these, please make sure to pass this information along to your Principal and/or Catechetical Leader.

In addition, if you have a PreK program, these children need to be included in the training. This is not new and should have been occurring since we started these presentations.

### How to Contact Us:

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Phone: 618-212-0050  
Fax: 618-212-0055

Lynn Muscarello: ext. 104  
lmuscarello@diobelle.org

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jmatt@diobelle.org

Renee Quirin: ext. 102  
rquirin@diobelle.org

Diocesan Website:  
www.diobelle.org

Office of Education Portal:  
www.diobelle.net

## Getting Ready for the 2010-2011 Year:

- Any individual left on your report from last year, who is not in compliance with the policy, will be out of provisional status by the fall. These individuals must be in compliance prior to working or volunteering with youth.
- Make sure all teachers, catechists, staff, fall coaches, room parents are in complete compliance, including updates. Any new individual will have 90 days to be in compliance, but during that period must be monitored at all times by someone who is in full compliance with the policy.
- Schedule your Children's Educational Presentation by September.
- Ensure all who should be listed on your report is there and request to remove any individuals who are no longer active.
- Status and Positions are very important. Please ensure accuracy.



# 2010-2011 Refresher Course

The 2010-2011 Refresher Course: Professional Boundaries and Behaviors has been available since the beginning of August. Everyone should now be using this course. You should have received an email from me with instructions. If you did not receive it, please contact us.

You are doing a fantastic job getting the word out to people, as 1028 people have registered with 955 completing the course and receiving their certificates.

## Announcement



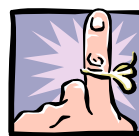
I am expecting baby #4 in September! We are very excited about our newest addition and are anticipating its arrival.

What will this mean for the Office of Child Protection? Although I will be away for awhile, please contact Jackie Matt or Renee Quirin who will be tending to the day-to-day activities. The Initial Child Protection Policy trainings will continue to be offered by volunteer facilitators, so keep a watchful eye on the diocesan website for the schedule. The refresher course is offered online and as in the past, you will schedule your Children's Education Component. **I am asking all of you to do your part in staying on top of compliance within your location.**

I anticipate that all will run smoothly while I am away.

## 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>09-10Refresh</b>	Date the individual attended the 2009-2010 Refresher Course: Mandated Reporter
<b>10-11Refresh</b>	Date the individual completed the 2010-2011 Refresher Course: Professional Boundaries and Behaviors
<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

**15433** individuals have gone through the Initial Child Protection Policy Training!

**4134** individuals have completed the 09-10 Refresher Course: Mandated Reporter!

**Initial Child Protection Policy Trainings**— Many are scheduled throughout the diocese, see diocesan website under Diocesan Events.

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.

## Posting

You may recall in a memo dated July 10, 2003 it was requested to include the following statement in your parish bulletin once a month. Please continue this request and if you have a bulletin that you would like to share with me showing its inclusion, it would be great to show the auditors. The dates would need to be between July 1, 2010 and June 30, 2011. You can send me them anytime.

**SEXUAL ABUSE HOTLINE:** Anyone wishing to report an allegation of sexual misconduct by a priest or other diocesan personnel please call the hotline: 800-640-3044.



**CANTS prior to 11/31/2008 will need to be updated.**

**CI prior to 11/31/2005 will need to be updated.**