

OFFICE OF CHILD PROTECTION UPDATE



Diocese of Belleville

Volume 5, Issue 3

Initial Child Protection Policy Trainings



I am happy to announce that we now have **65 trained facilitators** for the Initial Child Protection Policy Training! The facilitators have been busy scheduling various dates (some are even scheduling for the entire year-which is highly encouraged). As always, when I receive the training dates, we post them to the Diocesan Website and the Office of Education's Portal. Also the dates are typically listed in the Messenger, depending on the amount of notice that we receive. Please check the website regularly, as it changes frequently.

The trainings are open to all. Please post them and help to get the word out, so individuals who need to attend can choose a convenient time and location. You never know when there will be an opportunity for someone to visit a new place, an old friend, or relatives. Another location might be more convenient due to where the individual works.

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www.diobelle.net

2009 Audit



Please go over your reports very carefully to assist in preparation for the 2009 audit. I have included a checklist below. Any corrections need to be submitted to our office ASAP. In addition, although we still do not know who will be receiving a parish/school audit, I will be posting *A Parish Self-Assessment Guide* on the diocesan website under Resources: Child Protection.

- Position is correct
- Status is correct
- All those who have substantial contact with children/youth are included on your report
- CANTS have been completed or updated
- Background checks are completed or updated for all employees, volunteers in leadership roles and volunteers who have lived in IL for less than 5 years
- Applications are on file
- Trainings (Initial and Refresher Course) are up to date
- The Children's Educational Component Training Schedule and Summary has been completed and returned to Office of Child Protection



Children's Educational Component

We are still missing the Children's Educational Component Training Schedule and Summary (Form 2) from some locations. Please complete the form if you have not done so and turn it in immediately, as I need them in order to report the information for the 2009 audit.

If you have any questions please contact us.



Inactive Report

I have included 2 reports with this newsletter. One is a listing of the ACTIVE individuals at your location, recognized by the "A" in the status field. The other is a listing of **INACTIVE individuals, designated by the "I" in the status field.** The INACTIVE list is for **information only.** I will send this out annually so that you have a list in case you make someone inactive and they want to be reactivated. You can use this report as a reference to know what the individual would need in order to get back into compliance with the policy. If you have questions, please do not hesitate to contact me.

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.

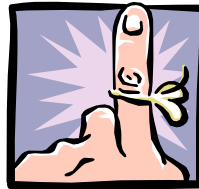
- Location Coordinator's Name
- Parish or School Address for individual
- Phone Number for Individual
- Email Address for Individual

Getting Ready for the 2009-2010 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.
- If you have access to individuals, it is best to submit any CANTS and State Police Forms prior to the fall for a quicker response.
- Continue using the 2008-2009 Bullying Refresher Course until the next course is available for anyone who has not participated in it previously.
- Schedule your Children's Educational Presentation by September.

Key to Report

SS#	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.
Birthdat	Individuals date of birth
CANTS	Date DCFS cleared the individual as having "no priors"
Vol	Date the individual signed the volunteer application
Employ	Date the individual signed the employment application
CI	Date that a background check was completed
InitialPol	Date the individual attended the Child Protection Policy Training
07-08Refresh	Date the individual attended the 2007-2008 Refresher Course: Internet Safety
08-09Refresh	Date the individual completed the 2008-2009 Refresher Course: Bullying
Testimon	For religious men and women only; Date in which we received their testimonial
St	Individual's status (A=Active, I=Inactive, T=Terminated, U=Unknown, R=Retired, D=Deceased)
Position	Position the individual holds at your location (ie...volunteer, employee, coach, PSR educator, Youth Ministry Chair, educator, TEC, Quest, Luke 18 etc...)
Yellow	Individual is out of compliance-needs to update a CANTS or CI, Initial Training is missing
Gray	Individual is still compliant, but will need to update the CANTS or CI within 3 months.



Tidbits

13741 individuals have gone through the Initial Child Protection Policy Training!

4874 individuals have completed the 08-09 Refresher Course: Bullying!

Initial Child Protection Policy Trainings-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.**



CANTS prior to 9/31/2007 will need to be updated.

CI prior to 9/31/2004 will need to be updated.