

Documents and Requirements Concerning Safe Environment for the Archdiocese of New Orleans

Document or Company	Who it is directed to	Location (Blue indicates website location)	Time Requirements	Cost	Maintained
Policy Concerning Abuse or Neglect of Minors Principles of Ethics and Integrity in Ministry	All volunteers and paid employees of the Archdiocese, both full-time and part-time, who have on-going unsupervised contact with minors; all who participate in an overnight event.	Policy Concerning Abuse or Neglect of Minors Principles of Ethics and Integrity in Ministry	Prior to employment or volunteer ministry; review yearly	No charge	Signature sheet maintained permanently at local parish or school level. This signature form is not necessary if they are on Austin. It is included in Austin Form.
Background Check JSR Vetting Services	All volunteers and paid employees of the Archdiocese, both full-time and part-time, who have on-going unsupervised contact with minors; all who participate in an overnight event.	Authorization form: JSR Authorization Form For Administrator Use Only: JSR Login	Prior to employment or volunteer ministry; every three years thereafter	\$14.00	Permanently at Parish/School
Safe Environment Training	All volunteers and paid employees of the Archdiocese, both full-time and part-time, who have on-going unsupervised contact with minors; all who participate in an overnight event.	Praesidium training is offered at parishes and schools throughout the Archdiocese Calendar of Training	Prior to employment or volunteer ministry; every three years thereafter	No charge	Participants will receive a certificate at the end of each training session. Copy maintained permanently at Parish/School
Austin Computing Solutions	All volunteers and paid employees of the Archdiocese, both full-time and part-time, who have on-going unsupervised contact with minors; all who participate in an overnight event.	Austin Computing Instructions Austin Computing Log In	Prior to employment or volunteer ministry; Update personal information as needed	\$.75 for first year; \$.45 yearly to maintain.	Archive employees and volunteers who are no longer with your organization so you will not be charged for them
Adult Training Sign-In Sheets	All participants of Safe Environment Training	Safe Environment Office	n/a	n/a	Permanently at Archdiocese
Administrator Report Forms	Parish , School, Organization Administrators	Completed on Austin Computing Solutions. Signed copy sent to Safe Environment Coordinator for the Archdiocese	Due no later than the end of November	n/a	Permanently at Parish/School and Archdiocese
Children and Youth Training	Pre-Kindergarten Kindergarten – 5 th Grade 6 th Grade Grades 7 - 12	PreK Training K - 5 Training Grade 6 Training Grades 7 - 12 Training	Yearly	DVD for Grades 7-12 is \$25 or can be borrowed through Safe Environment Office, CYO Office, or Mary Queen of Peace Parish	
Parent Refusal Form	Parents who opt children out of training	Parent Refusal Form	Yearly	n/a	Permanently at Parish/School and Archdiocese
Record of Classes Taught	Parish, School Administrators	Record of Classes Taught	Yearly	n/a	Permanently at Parish/School