

CREATING SAFE ENVIRONMENTS

Volunteer Requirements

As part of the Nativity Parish and Nativity School commitment to “Creating Safe Environments” for our children, we continually strive to maintain compliance with the Diocese of Charleston program to screen and train all diocesan staff and volunteers having access to and responsibility for children in our schools and programs.

All Nativity volunteers/employees who minister in programs involving the children of Nativity Parish/School are required to complete the following steps:

- 1. Safe-Haven Abuse Prevention Training**- Beginning January 1, 2017, the Diocese of Charleston has switched to the Safe-Haven Online Abuse Prevention Training as the educational component provider of its Creating Safe Environments program. Safe-Haven replaces the previously used VIRTUS 3hr. classroom training. On average these online training modules will take 1 to 1 ½ hours to complete. Safe-Haven certificates expire every five years and must be re-taken and the certificate submitted in order to remain in good standing.

To access this training, follow these instructions:

Safe Haven—It’s Up to You

Safe Environment Instructions:

- 1.) Go to <http://charleston.CMGconnect.org> to complete your new online safe environment curriculum.
 - 2.) Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school.
 - 3.) Start the *Safe Haven—It’s Up to You* training curriculum.
 - 4.) After you have completed the training, go to your “Dashboard” - Download and print your certificate or email it directly from the site to the office or school you are associated with. You will be asked to come up with an ID and password. Write these down. You may need them in the future. Follow prompts to register. Once you have completed the training session, you must provide the parish/school with a copy of your Certificate of attendance. You can email it to admin@nativitycharleston.org if Nativity School or Church.
- 2. Background Screenings**-All volunteers must complete a Diocese of Charleston Background Screening Basic Data Form Online to have a criminal background check. **Fill out the form below and return it to the office. You will be sent a link from Selection/Fastrax to complete the online form.** The email will be sent from no-reply@selection.com, and include both an English and Spanish version of text for everyone. Anyone volunteering in areas that involve money or driving of youth may need additional screenings.
 - 3. Volunteer Code of Conduct**- All volunteers/staff must read the Diocesan Volunteer Code of Conduct. Everyone is being asked to **keep this policy and return the signed volunteer code of conduct form in the back.**

You can pick up a packet with all needed forms at the church/school offices or access these forms online. To access forms online, go to <https://charlestondiocese.org/child-and-youth-protection/child-and-youth-protection-resources/> and click on the needed forms.

The Background Screening Form is online and we will email you a link from no-reply@selection.com when we receive this form with all necessary documents turned in.

Please provide us with the following information.

Full Name (*First Name, Middle Name, Last Name, Maiden Name*)

Cell Phone Number: _____

Email Address: _____

Position you are employed/contracted/volunteering for at Nativity (School) or (Church) (*Circle One*)

When you return this form, you must include your

- ☐ **Safe-Haven Training Attendance Certificate or have emailed it.**
- ☐ **A signed Code of Conduct form (keep the code)**

The costs of all screenings/trainings are covered by the parish/school/diocese.

We thank you all in advance for taking time out of your schedules to comply with these requirements. Volunteer packets containing all needed documentation are available in the church and school offices.

Parent support and volunteerism are an essential and integral part of the success of Nativity's ministries and school. We appreciate your help as we all strive together to ensure the safety of our most precious gifts, our children.

There are different gifts but the same spirit; there are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in everyone. 1 Corinthians 12:4-6 (adaptation)

For more information on *Creating Safe Environments* or required forms contact Vicki Vázquez at the church office – 843-795-3821.

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