

DIOCESE OF HOUMA-THIBODAUX

A SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

PRE-TRAINING INSTRUCTIONS FOR ONLINE INITIAL TRAINING

(Newcomers to the Safe Environment Program)

1. Complete the following documents:

- **Volunteer Profile** – Complete this form and return it to the Safe Environment Coordinator at the Church office.
- **Questionnaire and Statement** – Complete this form and return it to the Safe Environment Coordinator at the Church office.
- **Three (3) Reference Forms** – Give these three forms to people who know you professionally and/or personally asking them to complete the forms. They must return the completed forms directly to the Safe Environment Coordinator at the Church office either by mail or hand delivered in a sealed envelope. (These completed forms are not to be returned to you.)

- 2.** Once all forms have been returned to the Safe Environment Coordinator, you will be notified and provided instructions for completing the online training and background check.
- 3.** Certificates will be issued by the online training service once the training is completed and the criminal background checks have been cleared. Certificates will be emailed directly to the Safe Environment Coordinator at the Church. Instructions will be provided to you for obtaining a copy for yourself if desired.

DIOCESE OF HOUMA-THIBODAUX
Volunteer Profile

Church Parish or School _____

Service/Ministry Volunteering for _____ Date Available _____

Will this service involve any contact or work with Minors? Yes No

NAME: _____ Social Security Number: XXX-XX- _____

Street Address _____ Phone Number () _____

City, State, Zip Code _____

Are you 18 years or older? Yes No

Are you volunteering for Full Time Part Time Temporary

Days available to volunteer Day Evening Mon – Fri Weekends

Do you have a valid driver's license? Yes No

Do you have transportation at your disposal? Yes No

Have you ever been accused of, or has a civil or criminal complaint ever been filed against you alleging sexual abuse/physical abuse/neglect of a minor by you? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever worked for our parish before? Yes No

If yes, when? Where? In what capacity? _____

BUSINESS/COMMUNITY ORGANIZATIONS
(include only those which might relate to the work/ministry/service for which you are volunteering)

WORK/VOLUNTEER EXPERIENCE (List present and past service, beginning with the most recent. If additional space is needed, please use another sheet of paper and attach to this sheet).

Employer Name/Address/ Phone Number	Position Held – include beginning & Ending dates and salary	Duties
Reason for Leaving		
Supervisor		

DIOCESE OF HOUMA-THIBODAUX

Volunteer Profile

May we contact your current employer? Yes No

Employer Name/Address/ Phone Number	Position Held – include beginning & Ending dates and salary	Duties
Reason for Leaving		
Supervisor		

THE FOLLOWING IS AN IMPORTANT PART OF THE PROFILE AND SHOULD BE READ CAREFULLY

I understand that acceptance of my services by the parish/school does not constitute an employment contract and no agreement to the contrary (written, stated, or implied) will be recognized unless entered into with the pastor/principal. I understand that my volunteer services with the parish/school shall depend on satisfactory replies from my references and former employers/supervisors. I also understand that if my responsibilities involve contact with minors, I must undergo a criminal background check. I agree to abide by the rules, policies, and Code of Ethics of the Diocese of Houma-Thibodaux. I agree that while the parish/school may have in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the parish/school's use or failure to use them, creates any obligation between the parish/school and myself. I understand that my services are for no definite period and may be terminated with or without notice, at any time, for any reason, or no reason, by the pastor/principal or by me. I further understand that hours of service will be flexible.

I authorize the parish to verify any statements made by me on the profile and on any other parish form(s) completed by me. I authorize all persons having knowledge of me or my records to release such information to the parish. I release these companies and persons and the parish from any and all liability or claims that may arise by such disclosures or investigations.

I certify that the statements made by me on this profile are true, complete and correct and it is further understood that should any falsification be discovered, it will constitute ground for non-acceptance or for immediate dismissal.

Volunteer's Signature

Date

DIOCESE OF HOUMA-THIBODAUX

A SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

QUESTIONNAIRE AND STATEMENT TO BE SIGNED BY ALL CLERICS, EMPLOYEES AND VOLUNTEERS IN THE DIOCESE

Preamble: It is the mission of the Church to be the living sign of Christ's presence to all people. Her credibility and the effectiveness of her preaching and teaching are directly related to her faithful witnessing to the values given her by Jesus Christ. Because the Church is not just another institution in society, but a living community brought into being and sustained by Christ himself, the Church has the right to expect a certain modicum of wholeness from those who wish to serve her in various forms of ministry. This is especially critical in ministry relating to minors.

Children come to learn, through repeated testing on their part, that their mother and father are always there, ready to meet their primary needs. As they pass from early childhood, the parents teach them that they can extend this act of implicit trust to other special individuals. They teach them that the capacity to care about the welfare of children can be found in other people, adults they meet on a regular basis, including members of the extended family, i.e., teachers, priests, youth ministers, etc.

For children sexually abused by a person who is identified in a special way with the Church, this entire system of protection and confidence is destroyed. The children feel that the basis on which they have built relationships with a small group of special people has collapsed beneath them – to say nothing of the effect this has on the relationship between society as a whole and the Church. The damage done extends well beyond a deep psychological wound; it causes radical soul-searching about the meaning of life and the pertinence of all that has been taught about God and about religion.

Any policy concerning the neglect and/or abuse of minors needs to be seen as part of an overall concern for spiritual, intellectual, psychological, professional, and personal health. The primary concern in this policy is the welfare of victims and potential future victims; the welfare of the Church, i.e. the credibility of her mission; and the welfare of the accused offender.

As part of this policy, all clerics, lay employees and volunteers of the Diocese of Houma-Thibodaux as so designed in this policy, must complete the following questionnaire and statement. It is realized that some of these questions may be difficult. However, the task before us, as Church, is to deal effectively with the results of sexual scandals that have affected our Church, and to present ways and means to prevent recurrences of the neglect and sexual abuse of minors.

QUESTIONS

1. Have you ever been accused, verbally or in writing, or has a civil or criminal complaint ever been filed against you, alleging **sexual abuse**, other **physical abuse**, or **neglect** of a minor? Yes No

If yes, give an explanation of the accusation and/or complaint. Please indicate date, nature and place of the incident leading to the accusation and/or complaint, where the accusation and/or complaint was filed and the disposition.

2. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of **sexual abuse**, or other **physical abuse**, or **neglect** of a minor by you?
 Yes No

If yes, give an explanation of the allegations. Please indicate the date, nature and place of the allegation(s), the disposition of the allegation(s) and your employer at the time; include employer's name, address and phone number.

- 3 Have you ever been arrested or convicted of any crime arising from **sexual abuse**, other **physical abuse, neglect** of a minor, or **any other felony**? Yes No

If yes, give explanation of the crime.

4. Have you ever received any medical treatment, physical or psychological for reasons involving **sexual abuse**, other **physical abuse** or **neglect** of a minor? Yes No

If yes, give a description of the treatment, including date(s), identify the treating physician including name, address and telephone number.

5. Have you ever been investigated for reasons involving **sexual abuse**, other **physical abuse**, or **neglect** of a minor? Yes No

If yes, give an explanation of the investigation. Please indicate the date and nature of the investigation, where the investigation took place, and the disposition of the investigation.

I hereby attest that this statement is true and accurate to the best of my knowledge. All information provided by me may be verified by the Diocese of Houma-Thibodaux. I agree to execute any release(s) necessary to permit the release to the Diocese of Houma-Thibodaux information of prior employment, medical, judicial, and law enforcement records, and information pertinent to matters in this questionnaire.

_____ Signature	_____ SSN	_____ Date	
_____ Print Name	_____ Telephone Number		
_____ Street Address	_____ City	_____ State	_____ Zip Code

NOTE: A copy of this signed Questionnaire/Statement will be kept in the confidential file of the above named employee/volunteer in the Office of Pastoral Services.

Diocese of Houma-Thibodaux

REFERENCE 1

_____ has volunteered his/her services to work with children / youth in:
(Name of Volunteer)

(Church or School Institution)

(Address of Church or School)

The Diocesan Safe Environment Program for the Protection of Children and Young People requires that volunteers submit three professional and/or personal references in order to work with children and / or youth in a school / parish / institution. No immediate family member, please.

Please complete the following questionnaire:

1. How do you know this person?

2. How long have you known him/her?

3. Do you know any information about him/her that would prevent us from accepting their services to work with children or young people?

Please provide the following:

Name _____ Address _____

Position _____ Telephone number _____

Thank you for your kind assistance in this matter. You have helped us provide a safe environment for God's children.

Please return this reference sheet to the institution named above.

Diocese of Houma-Thibodaux

REFERENCE 2

_____ has volunteered his/her services to work with children / youth in:
(Name of Volunteer)

(Church or School Institution)

(Address of Church or School)

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Position _____ Telephone number _____

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REFERENCE 3

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(Name of Volunteer)

(Church or School Institution)

(Address of Church or School)

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