

Implementation **Safe Environment Program**

November 30, 2005

- 1) A packet of materials will be given to parents/guardians and will be available to other interested parties. An “Annual Participation Record” must be filled out by a parent/guardian in each household. This form should be filled out at registration time. If there is no formal registration period for some parish programs, the form should be completed when a young person begins participation in the program. Those responsible for a program must verify that the parish has received a current year “Annual Participation Record” that covers all the minors involved in that particular program.
- 2) In addition to Catholic School and Religious Education programs, a parish may have Home School families or children not attending faith formation sessions who participate in some other aspect of parish life.
- 3) All families that come into the parish shall receive the information on the SEP and asked to complete the Annual Participation Record.
- 4) The Annual Participation Record shall be in effect until August 15 of the following year.
- 5) These forms need to be seen by the Faith Formation Leader, who will maintain a list of those children whose parents do not want them participating in SEP during class times. Care must be used that the parents/guardians decision is respected without causing undue stress on the young people.

The forms then need to be collected for the Ethics and Integrity Parish Contact Person for report to the Pastoral Council and Pastor. The forms must be sent to the diocese for acknowledgment and for record retention.