

**Greetings from the Office of Safe Environment
to all School Leaders
Spring 2022**

As a friendly reminder, all employees/volunteers that support your school as principals, administrators, teachers, substitute teachers, chaperones, coaches, aides, hall monitors, bus drivers, etc., must meet the diocesan Safe Environment Requirements. All employees (paid personal regardless of position/job title) and all adult volunteers who have contact with minors as part of their volunteer duties are required to:

- 1) Have a **Diocese of Green Bay** approved background check,
- 2) Complete a VIRTUS "Protecting God's Children" Adult Online Awareness session,
- 3) Review and sign either the Our Promise to Protect (employees) or the Diocesan Code of Pastoral Conduct for Volunteers (volunteers).

Not only does the Charter require that adults must receive safe environment training but the diocese is also required to provide safe environment training for the children. In the school setting each child must receive three hours per grade level each year of safe environment training. The diocese purchased the VIRTUS Lesson Plans for children and they can be found on the diocese website at:

[Safe Environment Lesson Plans and Resources for Children | Protecting Our Children | Protecting Our Children \(gbdioc.org\)](#)

The VIRTUS lesson plans are meant to be used as the primary safe environment training material. A school may always supplemental the lesson plans, but the basis of the training needs to be the VIRTUS lesson plans.

Parents need to be aware of when the safe environment training will be presented, that they can request the materials to review and that they have the option to opt their child out of the safe environment training. Our hope would be to see no child opted out of the safe environment training. It's important the communication explaining the safe environment training focuses on teaching what is and is not appropriate boundaries, what to do when someone makes a child feel uncomfortable, and who they can talk to about what they are feeling.

Thank you for all you do, especially in keeping our children safe!

