



Quick Reference and Resource Guide

A publication of the Diocese of Joliet Catholic Schools Office and Religious Education Office

The Safe Environment Quick Reference and Resource Guide is available on our website at www.dioceseofjoliet.org/reo/sequickresource.asp
All required forms are conveniently linked to the webpage

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Parish and Catholic School Staff/Volunteers Ministering With Minors

Who?	What?	When and How?	File Requirements	How Often?
Staff, Catechists and Volunteers (age 18 and up)	Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors**	<i>Before</i> they minister with minors	Signed receipt in central, secure location *	One Time
	Diocese of Joliet Standards of Behavior for Those Working with Minors**	<i>Before</i> they minister with minors	Signed receipt in central, secure location*	One Time
	Regarding Volunteers: Release Form and Application Form (background check)**	<i>Before</i> they minister with minors	File form in central, secure location*	One Time
	Background Check Results	<i>Before</i> they minister with minors	Results in central, secure location*	One Time
	Protecting God's Children Training	Catholic Schools - <i>Before</i> they minister with minors Parish/RE - Within 30 days of beginning ministry with minors with permission from REO**	Proof of participation in central, secure location; i.e.sign-in sheet or certificate	One Time
	Mandated Reporter Form—DCFS Available in English and Spanish**	<i>Before</i> they minister with minors	File form in central, secure location*	Annually
Minors Catechists and Volunteers (under 18)	Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors** Diocese of Joliet Standards of Behavior for Those Working with Minors**	<i>Before</i> they minister with minors	Receipts, proof of participation, if applicable, in central, secure location	One Time
	Informational Form for Minors Serving as Volunteers** NOTE: Protecting God's Children <i>optional</i> with parent written permission.	<i>Before</i> they minister with minors	Form in central, secure location along with notes of result of checked references	One Time

*Central, secure location to be determined by the pastor/principal, accessible for inspection by local dean and auditors from The USCCB Office for Child and Youth Protection.

**Forms can be found at www.dioceseofjoliet.org/reo/sequickresource.asp

Parents or Legal Guardians of Minors in Parish Programs and/or Catholic Schools

Who?	What?	When and How?	File Requirements	How Often?
Parents or Legal Guardians of Minors in Parish Programs and/or Catholic Schools	Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors**	When their child/children first enter the program	Date of distribution – on file <i>in program office</i>	Once
	Parent Guide: Understanding and Preventing Child Sexual Abuse Brochure (Available in English or Spanish)** (or) Parent Guide: RE or school handbook binder format (Available in Word or PDF)**	Before Child Safe Environment Instruction Distributed separately, <i>or</i> in the program handbook <i>or</i> registration materials <i>or</i> a Safe Environment parent permission letter Must have signature acknowledgement that brochure(s) was received	Date of distribution – on file <i>in program office</i> and/or signed acknowledgement	Annually
	Parent Guide: Internet Safety for Teens**	Before Child Safe Environment Instruction	Date of distribution – on file <i>in program office</i>	Annually
	Safe Environment Scheduling Letter Letter informing parents of date, time and content of instruction, and the opportunity to decline instruction (opt-out) (Letter options for Catholic Schools and RE programs are available on the website) For Program Review Presentation	Before Child Safe Environment Instruction. begins. Distribution through: • registration materials • program handbook • separate letter.	Signed documentation for declining instruction (opting out) <i>On file in program office</i>	Annually
	Schedule and communicate opportunity to review child instruction materials	Before Safe Environment Instruction	The scheduled review On file in program office	Annually
	Parent video or other instruction offered	Before or during child instruction	The scheduled review On file in program office	Annually

**Forms can be found at www.dioceseofjoliet.org/reo/sequickresource.asp

Parish and Catholic School Children/Youth

Who?	What?	When and How?	File Requirements	How Often?
Children/Youth not receiving Safe Environment Instruction in their Public School setting	<p>Safe Environment Instruction, using materials from diocesan curriculum, or another REO/CSO <u>approved</u> source of instruction: Curriculum Options for Parish Faith Formation or Catholic School Instruction of Children and Youth (available in WORD or PDF)**</p> <p>Lesson Plans for Safe Environment Instruction**</p> <p><i>Note: Every other year, a review lesson may be used – see lesson plans at link above.</i></p>	Before June 1 st	<p>Report to REO by June 15^h</p> <ol style="list-style-type: none"> 1. number enrolled or regularly participating in the RE program/or school 2. number instructed at public school 3. number declined instruction/absent on each scheduled date (if known)** 	Annually
Children/Youth receiving Safe Environment Instruction in their Public School setting	Optional instruction may be offered for parents by the parish	At DRE's and/or principal's discretion	<p>Report to REO by June 15^h</p> <ol style="list-style-type: none"> 1. number enrolled or regularly participating in the RE program/or school 2. number instructed at public school 3. number declined instruction/absent on each scheduled date (if known)** 	Annually
Children Who Disclose	What to Do If A Child Discloses Prior Sexual Abuse**	Report immediately, following the flowchart instructions**	File any documentation in a secured, locked, location	Per disclosure

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