



ALL GOD'S CHILDREN

Volume 9, Issue 1

November, 2016

Archdiocese Found Compliant in 2016 On-Site Audit

In mid- September, two auditors from Stonebridge Business Partners spent 3 days in the Archdiocese conducting an audit of the child protection requirements outlined in the US Bishops Charter. Each diocese is required to have an on-site audit every three years; this was our year. While they were here, the auditors reviewed our policies, procedures and records pertaining to child protection. They interviewed many of the pastoral center staff as well as visited three parishes and two schools. The parishes and schools did very well on their audits. The archdiocese was found in full compliance with the charter.

The auditors did have a few suggestions for improvement and we are in the process of looking at ways to implement them. The one suggestion pertaining to the parishes and schools had to do with the **signed opt-out forms**. These forms, along with a copy of the handouts for parents to talk to their children about personal safety, and a copy of the attendance record for the day of the training, should be kept on file in the parish or school office each year. These items should be kept indefinitely as part of the parish/school records.

It takes all of us to implement the requirements in the US Bishops Charter. I greatly appreciate the efforts that pastors, principals, administrators and trainers take to make sure we provide the training for all who are involved in parishes and schools to keep children/youth in our care safe. Including the training for the minors themselves.

I also have a special thank you for the employees, volunteers and parents who complete the training each year so they don't forget the importance of a strong environment in all parishes and schools in order to keep our children and youth safe.



Need to communicate with the Child Protection Office?

The best way to get help the fastest is to email to our general office address at acp@archdpdx.org.

If you need to speak directly to one of us:

Cathy Shannon
503-233-1302

cshannon@archdpdx.org

Margie Workinger
503-233-8370

mworkinger@archdpdx.org

Save the Dates



Please save the dates of February 14 – 16, 2017 for continuing education for trainers, clergy, principals, Armatus and background check administrators, and staff. More details will be sent out in the next few weeks.



Background Check Administrator

Instructions for Online Background Check—be sure you are giving a copy of this handout to each person who is renewing their background check or is completing one for the first time. Volunteer instructions in English and Spanish as well as Employee instructions in English are available on the website under the Child Protection Office.

Old background check paper forms: We have hired a person to assist Margie and me in scanning these old forms prior to shredding them. My goal is to call each of you within the next 2 months to set up an appointment to collect these forms from your location. Please contact Margie if you need a copy of the preparation instructions and the form that needs to accompany your forms when we pick them up.

Employee Background Checks that were completed more than 3 years ago have now expired. Please order the renewal of these background checks now.

Sharing Login and Password. If you need help requesting background checks for your location, please **DO NOT** share your login information. Sharing login information is a security issue. And, in the case of the background check process, it is a breach of our contract with Praesidium for more than one person to share the same login/password. Contact our office if you would like to add someone and we will help get them set up with their own access which can usually be set up and ready to use within the same day it's requested.



Armatus Administrator

Records Added Manually—We are finding more records that have been manually added to Armatus instead of waiting until the data has been uploaded through the background check process. We know that sometimes this process has been slow, but adding users manually creates issues for our office as well as for the users themselves. If you don't find someone in Armatus that should be there, please contact us by email at (acp@archdpdx.org) with the person's name and birthday and we will work quickly to try to resolve the issue. Remember—background checks done last week will be uploaded to Armatus by this Friday.

Can't find someone in Armatus? — Due to recent changes in Armatus, you can no longer view Inactive records under *Current Course Status*. You are only able to view the courses they have taken by looking for them under *Historical Course Completion*. To change their status to Active you need to look for them under *View/Modify User*. If you can't find the person you are looking for under your location, and you don't know where they may be, you will need to select Archdiocese of Portland (Read Only) by either clicking on the Organizations tab, or by using the drop down menu just to the left of the Log-out button at the top of the screen. If you need to activate the record of someone who is not under your location, please contact our office at acp@archdpdx.org and we will activate that record and transfer it to your organization.

Speaking of Inactive— Since we are well into the program year, now would be an opportune time to review everyone that is in Armatus and change the status to Inactive if the person is not currently volunteering or is no longer employed at your location.

Called to Protect Trainers

Please be sure to schedule at least one more training before December 1, 2016 for those who need to complete the Called to Protect training. We continue to hear from employees and volunteers that training is not available at their location. It is helpful if you send your training dates to us so that we can list them on the website as well.

We have one more **Train the Trainer workshop** scheduled before the holidays. If you have someone who should be a Called to Protect trainer for your location, please give them the information for the November 8-9 workshop. (information is available on the website)

Documents for the CTP binder—Please make a copy of the revised documents included with this newsletter and place them in the Diocesan section of the binder.

Table of Contents for the Diocesan Section

Volunteer Application - Spanish

Oregon Network of Child Abuse Intervention Centers in Western Oregon

If you are missing other items from this section of the binder, email a list of what you are missing to acp@archdpx.org.

All training for clergy, employees and volunteers is to be completed by December 1, 2016. Please remind your people of this deadline. Information for the Armatus Course is available on the website. There has been a delay in the Social Media Safety Course in Spanish., but an alternative course is available. See the website for more details.

One-on-One Interactions

Even though we try to limit one-on-one interactions between employees and volunteers and youth, we know that sometimes these situations are unavoidable. Therefore, your organization needs policies that address these interactions.

Best practices include having another employee randomly drop in, only meet with youth while in full view of other employees—with doors open and windows uncovered and inform other staff members that you are having a one-on-one session.

Make sure to document any unusual incidents, including behavior problems and how they were handled.

Taken from a 2016 Praesidium Newsletter



RESOURCES FOR SOCIAL MEDIA SAFETY

Net Cetera Chatting with Kids about being Online; OnGuard Online, Your Safety Net. OnGuard Online is a resource from the Federal Trade Commission on tips for parents to talk with their kids about safety when using the internet and social media. www.onguardonline.gov. Resources are free or can be downloaded.

i-Safe Digital Learning – has lessons for grades k-12 addressing digital citizenship and e-safety topics. There is a charge for access to the lesson plans and resources. www.isafe.org

NetSmartz Workshop is a program of the National Center for Missing and Exploited Children. The program includes lessons for kids, parents and education to teach kids ways to stay safe when using social media. There are resources for all grades K-12. New resources are also available in Spanish. Some resources are available online but you may want to register to have access to lesson plans. www.NetSmartz.org or www.netsmartz.org/training

Disney Club Penguin: www.clubpenguin.com/safety A monthly membership fee includes online safety tips for kids and their parents as well as games, products and apps.



Contents of Archdiocese of Portland Materials

POLICIES

- ✓ Revised Child Protection Policy – Booklet and Summary Brochure, 2015
- ✓ Revised Code of Conduct, 2015
- ✓ Revised Standards of Conduct for Ministry with Children & Youth, 2015
- ✓ Policies and Best Practices for Using the Internet and Social Media, 2012
- ✓ Background Check Policies and Procedures, revised 2015
 - Employee Instructions for Completing the Online Background Check Form
 - Volunteer Instructions for Completing the Online Background Check Form; English, Spanish

ADMINISTRATIVE

- ✓ Annual Time-line for Child Protection Requirements
- ✓ Employee Application Form
- ✓ Volunteer Application Form: English, Spanish
- ✓ Reference Form: English, Spanish

CTP/ARMATUS TRAINING

- ✓ Archbishop Sample's Letter – Approved Training Programs
- ✓ Called to Protect Sign in Sheets - Samples
- ✓ Talking Points for Called to Protect
- ✓ Appropriate Touching of Children in Parish and Catholic School Programs
- ✓ Revised Certificate for Called to Protect, 2015
- ✓ Armatus Information Sheets

TRAINING FOR MINORS (Parents)

- ✓ Personal Safety Education for Minors – updated 8/2013
- ✓ Sample Letters to Parents
- ✓ Opt Out Form & Instructions
- ✓ Supplemental Lesson Plans for Grades 7,8,10,11 and 12
- ✓ Resource Information on Sex Trafficking of Minors

RESOURCES

- ✓ Sample Bulletin Announcements from Praesidium
- ✓ Sexual Abuse and Sexual Exploitation
- ✓ Red Flags
- ✓ What to Do If There Is an Accusation of Child Abuse...
- ✓ Oregon Network of Child Abuse Intervention Centers, revised 10/2016

Office of Child & Youth Protection
2838 E Burnside St.
Portland OR 97214
acp@archdpdx.org

Cathy Shannon, Director
cshannon@archdpdx.org
503-233-8302
Fax: 503-236-3683

Margie Workinger
mworkinger@archdpdx.org
503-233-8370
503-230-1477

SOLICITUD DE VOLUNTARIO

Para: Iglesia Escuela Arquidiócesis de Portland Centro Pastoral

Nombre de escuela/iglesia y ciudad: _____

Fecha: _____

Apellido(s): _____ Nombre: _____ Inicial del 2do nombre: _____

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Teléfono: (casa o celular) _____ (trabajo) _____

Nombre del contacto de emergencia: _____ Relación: _____ Teléfono: _____

¿Qué tipo de trabajo voluntario está solicitando? _____

Por favor, indique los días, los tiempos, y la frecuencia de su disponibilidad para ser voluntario:

El Día La Tarde Fin de Semana Otro (por favor explique) _____

¿Por cuántas horas por semana está dispuesto a ser voluntario? _____

Describa su experiencia trabajando con el programa y/o grupos de la edad que ha solicitado (incluya información sobre cualquier trabajo relacionado con la iglesia que pueda tener, sea de voluntario o de empleado). _____

¿Ha sido previamente un voluntario dentro de la Arquidiócesis, de esta parroquia o escuela? Sí No

En caso afirmativo, ¿en qué actividades? _____

¿Es usted un católico practicante? Sí No ¿Es usted miembro de esta parroquia? Sí No Si no, ¿qué parroquia y por cuánto tiempo? _____

Educación (marque el nivel más alto):

____ Escuela Primaria ____ Graduado de la Escuela Secundaria ____ Graduado de la Universidad ____ Diplomado posgrado
____ Alguna educación superior ____ Algunos estudios posgrado

Patrón Actual: _____ Fechas de empleo: (de) _____ (a) _____

Dirección del Negocio: _____

Puesto/Título: _____ Teléfono del Negocio: _____

Experiencia laboral, entrenamiento especial, habilidades, intereses: _____

¿Usted habla otros idioma además del español? Si es así, por favor indique: _____

Indique cualquier don, llamado, formación, educación u otro factor que se han preparado para las oprtunidades de voluntariado. _____

Referencias: Indique los nombres, direcciones y números telefónicos de 3 referencias, no familiares, que lo conocen bien y que pueden dar fe de su carácter, sus habilidades y su confiabilidad. Usted puede incluir su empleador actual o anterior.

Nombre	Relación contigo	Duración de la relación	Teléfono
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CERTIFICACIÓN Y AUTORIZACIÓN

Information Release

Entiendo que esta es una aplicación y no una oferta de una oportunidad de voluntariado. Certifico que la información proporcionada en esta solicitud es verdadera y correcta a lo mejor de mi conocimiento y estoy de acuerdo en permitir que la parroquia, la escuela o la Arquidiócesis de Portland Centro Pastoral verifique cualquiera de esta información. Autorizo a las referencias y otras personas que figuran en esta solicitud, así como otras personas contactadas, a verificar esta y otras informaciones que proporciono en relación con esta solicitud, y proveer toda la información referente a mi carácter y mi aptitud, y/o suministro cualesquiera otras detalles pertinentes que puedan tener. También libero y descargo, en la medida permitido por la ley, la parroquia, la escuela o la Arquidiócesis, sus empleados, cualquier individuo o agencia obteniendo información para la organización de voluntarios, mis referencias personales, y mis ex empleadores, de cualquier y todas las reclamaciones, daños, pérdidas, responsabilidades, costos y gastos relacionados con la divulgación de información de buena fe en relación con esta solicitud. Entiendo que cualquier descripción engañosa, falsificación u omisión sustancial de información en esta solicitud puede resultar en mi caso de no ser elegido para oportunidades de voluntariado o, si soy elegido, mi expulsión de actividades voluntarias..

Firma del solicitante voluntario

Fecha

Declaración de Verificación de Antecedentes

Yo entiendo que todas las ofertas de oportunidades de voluntariado dependerán de la finalización con éxito de una verificación de antecedentes penales. Una verificación de antecedentes puede incluir mis registros de conducción, expedientes judiciales (civiles y penales), y otras credenciales. Cada voluntario debe completar una Verificación de Antecedentes para Voluntarios como parte de esta solicitud.

Yo entiendo que también participaré en el entrenamiento de Llamados a Proteger y Estándares de Conducta como requisito de ser seleccionado como voluntario.

**Oregon Network of Child Abuse Intervention Centers
(The Network)**

Updated 10/2016

ABC HOUSE serving Linn & Benton Counties

PO Box 68, Albany OR 97321

541-926-2203

info@abchouse.org

Amani Center serving Columbia County

PO Box 1001, St. Helens OR 97051

503-366-4005

amanicenter@comcast.net

CARES Northwest serving Multnomah & Washington Counties

2800 N. Vancouver Avenue Suite 201, Portland OR 97227

503-276-9000

Web: www.carenw.org

Children's Advocacy Center of Jackson County

816 West 10th Medford OR 97501

541-734-5437

Child Advocacy Center of Lane County

2560 Frontier Drive, Eugene OR 97401

541-682-3938

Children's Advocacy Center of Lincoln County

PO Box 707 Newport OR 97365

541-574-0841

Children's Center of Clackamas County

1713 Penn Lane, Oregon City OR 97045

503-655-7725

Douglas CARES serving Douglas County

545 W Umpqua Street, Roseburg OR 97471

541-957-5646

Web: www.douglascare.org

Josephine County CATC

304 NW D Street, Grants Pass OR 97526
541-474-5438

Juliette's House serving Yamhill & Polk Counties

1075 SW Cedarwood Avenue, McMinnville OR 97128
503-435-1550

julietteshouse@julietteshouse.com

Kids' Hope Center serving Coos County

Bay Area Hospital

1925 Thompson Road, Coos Bay OR 97420
541-266-8806

Kids' First serving Lane County

2675 MLK Jr Blvd, Eugene OR 97401
541-682-3938

Liberty House serving Marion & Polk Counties

2685 4th Street NE, Salem OR 97301
503-540-0288

The Lighthouse for Kids serving Clatsop County

1230 Marine Drive, Suite 310, Astoria OR 97103
503-325-4977

lighthouse@thelighthouse4kids.org

Wally's House serving Curry County

94166 8th Street, Gold Beach, OR 97444
541-247-3340