



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

Safe Environment (SE) Employee Policy

All Employees including Clergy

Issued by: The Most Reverend Salvatore R. Matano
Revised by: The Most Reverend Salvatore R. Matano

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KEY POLICY STATEMENTS:

- * In accordance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops (USCCB) in 2002, all employees within the Diocese of Rochester and its affiliated entities (DORAE) must complete Safe Environment (SE) training, acknowledge the Employee Handbook Receipt and Conflict of Interest Disclosure (which includes the Code of Conduct), and complete a Background Check.
- * A background check must be completed **before** each employee is hired and renewed every three (3) years or upon request of employer.
- * Successful completion of Safe Environment training within the first 30 days on the job is mandatory and renewed every three (3) years.
- * Employees who have completed SE Training and had a background check one time and who have attained the age of 70 will be exempt from renewal of SE Training; they will be required to complete an updated background check and sign the Employee Code of Conduct every three (3) years.
- * Employees must follow this policy, the Employee Handbook and Employee Code of Conduct with regard to Safe Environment.
- * As a rule, adults are not permitted to be alone with minors in a closed space. This includes tutoring, counseling, etc. We understand that in the school setting this may not always be possible (example, Counselor meeting with a student), however, the minor and adult should always be in the eyesight of others.
- * (DORAE) prohibits the viewing, acquisition, possession, and distribution of child pornography.

APPLIES TO: All employees including Clergy in the Diocese of Rochester and its affiliated entities.

DETAILS:

Parish and School leadership (Pastor/Parochial/Pastoral Administrator, Director of Campus Ministry, Principal, etc.) are responsible for ensuring that all employees have completed the on-line SE Training and have completed a Background Check.

Leadership **must** assign a SE Coordinator or other employee who will coordinate, track, and ensure compliance with this process.

Records Retention

Parishes/Schools and affiliated entities must retain the following records for each employee.

- * Authorization/Notification and release hard copy forms for Background Check (unless the on-line 'QuickApp' is used, then the vendor will maintain the authorization/notification and release forms electronically)
- * Acknowledgement from RBA of completion of Background Check
- * Signed Employee Handbook Receipt and Conflict of Interest Disclosure which includes the Code of Conduct)
- * Verification that SE training has been completed