

# You're Invited: Help Us Build Safe Environments



An Orientation Guide  
For Our  
Employees & Volunteers

Commitment  
To  
Safe Environments

*The Archdiocese of Detroit is committed to providing safe environments and fostering continuous improvement in every organization that sponsors activities and/or provides services to children and youth. The Archdiocese intends to create communities of informed adults who model appropriate behavior, are vigilant to the warning signs of abuse and take action to prevent abuse and improve safety. Likewise, the Archdiocese is determined to ensure that facilities, grounds and procedures promote optimal safety.*

For Additional Information or  
Assistance with Safety Initiatives  
Please Contact

**Office for Safe Environments**  
Phone: 313-237-5826  
Fax: 313-596-7197  
E-mail: [ProtectChildren@aod.org](mailto:ProtectChildren@aod.org)  
[www.aodonline.org](http://www.aodonline.org)

## Your Role in Safe Environments

As an employee or volunteer here, you play a vital role in creating safe environments for children, the elderly and persons with disabilities.

**To ensure the safety of everyone, especially those at-risk, we:**

**NEVER** leave children alone in the classroom or on field trips.

**ONLY MEET** alone with a child in an area visible to others.

**ONLY ALLOW** children to be picked up by an authorized person.

**ALWAYS** monitor access to the building.

**ARE ALERT** to strangers hanging around the area.

**CHECK** secluded areas, bathrooms, etc.

**EXPECT** supervisors to look in on activities.



## Here's What We're Doing

Through a series of workshops, educational materials, classroom instruction and background checks, in cooperation with the Archdiocese, we:

- ◆ Increase awareness of potentially harmful situations through training provided in Protecting God's Children (PGC) Workshops.
- ◆ Empower adults and children to act before abuse occurs via PGC Workshops (adults) and Child Lures Prevention (Catholic school students).
- ◆ Evaluate convictions for prospective employees and volunteers for relevance to the employee's or volunteer's position.
- ◆ Distribute *Keeping Kids Safe*, a parent-led child safety resource, through schools, Religious Education Departments and Youth Ministry.
- ◆ Have adopted a *Pastoral Code of Conduct* and *Volunteer Code of Conduct* which outline acceptable and unacceptable behaviors for all clergy, employees and volunteers.



## Here's What We Require of Our Employees and Volunteers

Criminal History Background Check  
Anyone who may have contact with children, the elderly or persons with disabilities must submit to a background check before starting work or volunteer assignment.

Protecting God's Children Workshop for Adults  
Attendance is required within six months of hire or assignment date for anyone who may have contact with children.

Pastoral & Volunteer Codes of Conduct  
Clergy, employees and volunteers are expected to adhere to the practices stated in the Code of Conduct applicable to their position.



## Here's What You Can Do Today To Build Safe Environments

Knowledge and vigilance are crucial to creating safe environments. We must broadcast that this is a place where we protect the vulnerable.

- Be aware of warning signs & inappropriate behaviors:**
- Always wants to be alone with children
  - Expensive gifts • Bad language
  - Dirty Jokes
  - Excessive or Inappropriate Touching
  - Always wrestling/tickling
  - Thinks rules don't apply
  - Shows pornography to kids
  - Allows children to do what parents don't allow them to do.

## Concerned? Here's Important Reporting & Contact Information

If you're uncomfortable with a situation, or if you suspect abuse, listen to your instincts and take appropriate action:

- Talk directly to the person involved—not to other people
- Talk to the person's supervisor
- Notify a principal, pediatrician, nurse, etc.
- Call Child Protective Services for your county and/or the police.

### Contact Information When Abuse is Suspected or Occurs

#### GOVERNMENT AGENCIES

Department of Human Services 800-942-4357

County	Child Protective Services
LAPEER	810-664-5968
MACOMB	586-412-6109
MONROE	734-243-7400
OAKLAND	866-975-5010
ST. CLAIR	810-966-2173 (M-F 8-5) 800-662-1023 After Hours, Weekends
WAYNE	800-716-2234

#### ARCHDIOCESE OF DETROIT

To Report Suspected Abuse by Clergy and Church Personnel

ASSISTANCE (toll free)	866-343-8055
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## Confirmation of Receipt

My signature below confirms

- I have received and read "You're Invited: Help Us Build Safe Environments", an orientation guide for employees and volunteers.
- I understand I must agree to a Criminal History Background Check to work or volunteer with children, the elderly, or persons with disabilities.
- I understand I am required to participate in a Protecting God's Children Workshop within 6 months if I work or volunteer in any capacity with children.
- I have been provided with the Pastoral Code of Conduct OR the Volunteer Code of Conduct, and I agree to read and abide by its directives.
- The Safe Environments Policy has been provided to or reviewed with me.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete this form, tear off, and return to your supervisor.