

## Summer Reminders for Schools

### June

- **Please make all database updates by the last day of school.** At this time, it is a good idea to move to inactive status any employees and volunteers whom you know will not be returning next fall. Also, PLEASE UPDATE ANY PENDING NAMES! It is unlikely that there should be any volunteers listed as pending at this time.
- **As you add new employees to the SED,** please make a note in their file indicating their start date. That will allow us to flag them so that you do not receive an overdue notice.
- If you are working on **revising your staff and/or family handbooks** for the fall, you may want to update child safety information. In particular, please check on whether your handbook includes information about how to report suspected abuse.
- **Review your school website** and update child safety links. Consider adding:  
[www.catholicnh.org/volunteer](http://www.catholicnh.org/volunteer) - Volunteers can complete & submit their applications here!  
[www.catholicnh.org/parents](http://www.catholicnh.org/parents) - Includes many articles about child safety topics  
Reporting requirements - <https://www.catholicnh.org/family2/youth/child-safety/report/>
- **Service Agreements (contracts):** If your school will be establishing or renewing any contracts with independent contractors, please be sure to use the Service Agreement or Service Agreement Amendment templates. For assistance, contact Porter & Curtis at 1-877-409-5655 or [RiskServicesRCBM@PorterCurtis.com](mailto:RiskServicesRCBM@PorterCurtis.com)
- Last, if there will be a change in your school's Safe Environment Coordinator in the fall, please contact Eve Mongeau at 669-3100 x 109 or [emongeau@rcbm.org](mailto:emongeau@rcbm.org) as soon as possible to arrange for your new coordinator to be trained over the summer.

### July

No updates are necessary. ☺ We hope you will all be enjoying a well-deserved vacation.

### August

Please pay special attention to:

- **Coaches-** Many sports programs begin this month. Please add the names of new coaches into the safe environment database as soon as they become available. High schools and junior high schools should request a list of coaches' names from the athletic director to ensure that all coaches are accounted for.
- **Employees-** If staff members have not returned, move them to inactive status in the database. As new staff are hired, please add their names into the database immediately and conduct a sex offender registry check. Provide them with information about how to complete online training. Make sure they complete their applications and criminal record checks/fingerprinting *as part of the hiring process*.

THANK YOU! HAVE A GREAT SUMMER!

