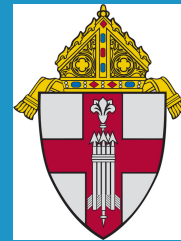


SAFE ENVIRONMENT NEWS



IMPORTANT DATES



September 9 @ 10 a.m.
Safe Environment Database Demo (online)

We will be running through a demo of the new SED online via Teams.

September 23 @ 9:30 a.m.
In-Person Orientation for New & Newer SECs

Join us for coffee, an overview of the forms and procedures, and a chance to meet some fellow SECs!

October 5 @ 3:30 p.m.
Online Orientation for New & Newer SECs

Online via Teams

WELCOME BACK!

Another summer will soon come to an end and our schools and parishes will once again be filled with children! Please take a few moments to review this newsletter and our web page for coordinators (www.catholicnh.org/coordinators) in order to refresh your memory about our policies and procedures. The staff of the safe environment office looks forward to working with all of you in this upcoming year! Please don't hesitate to contact us with any questions.

Mary Ellen

medintino@rcbm.org



Training Updates

- The initial Safe Haven training has been updated and now includes a timeline of child safety measures in our diocese and a Code of Conduct quiz.
- A refresher training module is now available to returning users. Users will receive a one-time automated reminder email 60 days before they are due to complete their refresher training.
- Reminder: Initial and refresher training is available in English and Spanish. We also have French and Vietnamese options, if needed.

Please log in to the SED every month and make any necessary updates. The database is located at www.rcbmnh.org

Safe Environment Office
 153 Ash Street | Manchester NH
 (603) 669-3100



YOUR WORK KEEPS CHILDREN SAFE!
THANK YOU!

OUR SAFE ENVIRONMENT DATABASE

The Safe Environment Database ("SED") helps us to ensure that all employees and volunteers who work around minors have completed the safe environment requirements in a timely manner (within 30 days).

The database now has a **DASHBOARD** which displays:

- **Upcoming renewals**- this section shows any training and background check renewals that are coming up within the next 90 days. The list can be exported to an Excel spreadsheet
- **Overdue**- the names of overdue individuals are displayed here. Although only 5 names are shown at any given time, you can click on "view all" to see a full list.
- **Statistics**- this section shows the number of active and pending people at your location. You can click on the numbers to see the full lists.
- **Navigation Bar**- move to other sections of the SED using the links on the left-hand side of your dashboard.



NEW HANDOUT for VOLUNTEERS



Diocese of Manchester, NH
Boundaries with Minors
Code of Conduct Summary for Volunteers

Reporting Concerns

All adults in NH are mandated reporters and Church personnel have additional reporting responsibilities. If you suspect that anyone representing the Church has abused a minor, contact James Kinney, Delegate for Ministerial Conduct, at (603) 663-0128 or jkinney@rcbm.org.

Please refer to our [Reporting Cards](#) for further details.

Meetings At least 2 adults must be present at all times Only meet at Church-sanctioned events		Respect Speak kindly to minors Never hit, grab, pinch, etc. Refer disciplinary issues to supervisor and parent	
Communication Do not text minors Copy parents on all communications Only use official accounts		Expressing Affection High fives, fist bumps, and handshakes are the best ways to greet students Kissing, tickling, lengthy hugs, and comments about physique are prohibited	
Keep Private Matters Private Don't discuss personal issues with minors, especially sexual info Refer questions to parents		Do Not: <ul style="list-style-type: none"> • Give gifts (except token gifts given to all) • Take pictures if not your duty • Meet outside of church • Provide drugs or alcohol • Call, text, or private message • Break rules • Play favorites • Overstep your role 	
Convey Catholic Teachings Remember: You are a representative of the Catholic Church			

This is not an all-inclusive list. Please refer to the diocesan Code of Conduct and policies for more detailed information: www.catholicnh.org/policies



FREQUENTLY ASKED QUESTIONS

- What is the Circles of Care program?

Circles of Care and NetSmartz are our safety training curricula for children. All students in our Catholic schools and religious education programs must be taught one lesson per year and this is typically coordinated by the Principal or DRE. The lessons are online at www.catholicnh.org/circles. For more information, contact medintino@rcbm.org.

- Where can I find safe environment bulletin announcements?

There is a series of 24 sample announcements available on the SEC page and also on the bulletin editor's page of the diocesan website. The reporting requirements should be placed in your bulletin or newsletter 2-3 times per year. All others are optional, but we recommend using them periodically throughout the year.

- Where can I order posters and reporting cards?

Email emongeau@rcbm.org for posters, cards, and brochures. We also have large size posters of some of our infographics!

Fingerprinting of new school employees is now being scheduled through a central State of NH phone number: new staff should call (603) 223-3867 for an appointment.

Back to School Jitters

After an unusual year that included shutdowns and at-home learning, many students may be nervous about the return to school. Below are links to a couple of articles that provide insight and tips into how students (and parents) may be feeling and how to make the adjustment:

[Younger Students](#)

[Teens](#)

Meet Marc Guillemette

Marc Guillemette was recently hired as the Coordinator of Victim Assistance and Pastoral Care for the diocese. Marc is also the Director of Catholic Identity at Catholic Medical Center in Manchester.

He can be reached at (603) 663- 0125 or healing@rcbm.org. Welcome, Marc!

