Quick Reference Guide

Tracking Compliance
The safe environment database ("SED") is used to identify and track the compliance of all employees and all volunteers who have regular contact with minors.

Employee Compliance: All parish and Catholic school employees, regardless of job position, are considered to have regular contact with minors and must complete the safe environment requirements upon hire.

Volunteer Compliance: Volunteers are considered to have 'regular contact with minors' if they meet any of the following criteria:
1. Chaperones an overnight trip even once;
2. Oversees minors in an unsupervised capacity even once;
3. Oversees minors 3 or more times under the direct, visible supervision of an adult who has been screened and trained.

Some basic terms

Active: The person is an employee *or* is a volunteer who has regular contact with minors and has completed all requirements.

Pending: The person is in the process of completing the safe environment requirements. All employees and all volunteers who have regular contact with minors must complete their requirements within **30 days**.

Inactive: The person is not currently working in a position with minors and/or is ineligible to work with minors due to failure to complete requirements or other circumstances.

Name Search Tips
There are two ways to search: within your entity or within the entire database. You are able to search by first name, last name, first and last name, or partial name.

View/Print/Extract Report
Click on the Report link on the left hand navigation bar to print a PDF or extract to excel. When viewing the list, click on the down arrow for more information.

Editable Fields
You are able to edit the following fields within your entity: All personal information (name, DOB, etc.), SOR date, Application Location, role, position, and status (active, pending, inactive, etc).

Application Location Dropdown
When you receive a person's application, don't forget to use the dropdown selection and choose "On File" to indicate that you have the application at your location.

Adding a new name
Search the name in the "Search Database" search box. If you find the person you are looking for, click on "Edit" and then "Add Location" at the bottom of the screen. If you do not see the name you are looking for, click on "Add New."

Abbreviations
SED: Safe Environment Database
SEC: Safe Environment Coordinator
E/V: Employee/Volunteer
SOR: Sex Offender Registry Check
AF: Acknowledgement Form, signed when a person completes online training. If the person completes in-person training, they must sign a paper AF.
NH CRR: New Hampshire criminal check
CORI: Massachusetts criminal check
Choicepoint: Other state criminal check

Important Deadlines

School Updates
Updates to the SED are due the first Friday of each month for the previous month, excluding the month of July.

Parish Updates
To stay on top of changes, we recommend making updates at least once a month. All parishes are *required* to log in to the database on at least a quarterly basis by the following dates:
July 15
October 15
January 15
April 15

How to check the Sex Offender Registry
Be sure to check the national sex offender registry as soon as possible. Go to www.nsopw.gov and use the national search. Enter first and last name, then click search.

For further tips and information, visit: Catholicnh.org/safety

PROMISE TO PROTECT
PLEDGE TO HEAL

Have questions or need help? Contact:
Mary Ellen D'Intino at 603.663.0149, medintino@rcbm.org
Eve Mongeau at 603.663.0109, emongeau@rcbm.org