

Diocese of Lake Charles Safe Environment Training

Instructions for NEW Personnel

- All personnel, as defined in policy 703, are required to complete the annual Diocesan Safe Environment training requirement through the Compass Child Protection Safe Environment Training Program.
- The program is designed to be respectful of the topic and your time. It takes about one hour to complete and is accessible anytime on computers with internet connection. **(not on a phone)**
- If you have any questions or problems, you can contact tech support by clicking the button at the **top right corner of your screen** or call the Diocesan Office at 337-439-7400 ext. 220.
- **No Minors Please.** The Compass Child Protection site contains material that is appropriate for adults only. Our “Children’s Learning Program” is a special program for young people taught in our Catholic Schools and parish Religious Education programs.

Complete the following:

Create a user profile at the training website: <http://safeandsacred-lcdiocese.org>

- The *Compass Child Protection* website may also be accessed from the SAFE ENVIRONMENT tab at the bottom of the Home page on lcdiocese.org. Be sure to save your username and password, for future training. If you have forgotten this info please contact technical support or the Diocesan Office of Child & Youth Protection at (337) 439-7400 ext. 220 during regular business hours. (8:30am to 4:30pm, Monday-Friday)
- All NEW personnel are subject to a criminal background check. After signing up you will either be redirected to *Screening One* to complete an online background check or be asked to have a fingerprint background check completed (this depends on which ministry you will be involved in) All school employees and volunteer coaches must do a fingerprint background check; everyone else receives a simple background check through *Screening One*. Please click on the question mark next to “*I am a...*” under “My Ministry” to learn more about what ministry you belong to.
- **Ready to complete lesson!** Be sure to read and follow the instructions through **all** the steps. Click “**Take Required Course**” to begin.
- Certificate of Completion **will ONLY** issue once you click **Agreement: Code Conduct** and your **criminal background check** has been **completed and approved** (generally 2-4 days).

Everyone who works with young people shares the responsibility of creating safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator. *Thank you for taking the time to complete this important training.*