



## Archdiocese of Cincinnati Safe Environment Policy for Children and Youth

St. Christopher Safe Environment Coordinator:  
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Thank you for volunteering with the children and youth at St. Christopher. Your participation makes a difference. For the protection of the children and volunteers, all volunteers and employees working with minors must be in compliance with the Archdiocese of Cincinnati Safe Environment Policy.

In order to be in compliance, volunteers must:

- ◆ Create an account with SafeParish at [www.aocsafeenvironment.org](http://www.aocsafeenvironment.org).
- ◆ Submit an online background check with [selection.com](http://selection.com) through your SafeParish account.
- ◆ If you have not previously participated in the Arch. of Cincinnati Child Protection program or your previous approval lapsed, you will need to take the online initial training course which will show up on your profile page once registered.
- ◆ All must complete a 7-10 minute interactive ongoing education training video 4 times a year.

### Create an account

1. Go to [www.aocsafeenvironment.org](http://www.aocsafeenvironment.org)
2. Click “registration”
3. Fill in the passcode: protectcincy
4. Parish Location: St. Christopher—Vandalia
5. Role: Volunteer
6. Fill in your personal information
7. Create Username, Password and password clue.
8. Read, agree and submit the User and Privacy Agreement Terms
9. Complete Background check (see top right box of this page for information about Fastrax).
10. Read the Child Protection Policy and submit that you have read and agree to the Archdiocese of Cincinnati Child Protection Decree and it’s requirements.
11. Complete the training module assigned to you. Initial training is called “SafeParish: Protecting Children from Sexual Abuse—Arch. of Cincinnati Edition.”
12. You will receive an 7-10 minute interactive video 4 times a year once you’ve completed the initial training as ongoing education. These must also be completed to stay in compliance.

### Background Check

The Archdiocese of Cincinnati requires that background checks are done with “selection.com”. This can be done on your SafeParish account. It will cost \$25.00. If you are a volunteer at St. Christopher, we will pay for your background check by providing you with a “fastrax token”. This is an alphanumeric code you input.

You must get your fastrax token by calling or emailing Elise Sas at 937-898-3542 ext. 105 or [esas@scpchurch.org](mailto:esas@scpchurch.org)

### SafeParish ongoing education

Four times a year, SafeParish will email an interactive training video that will take approximately 7-10 minutes to complete. Volunteers have one month to complete the video. If the video training is not completed, the volunteer is out of compliance and cannot volunteer with children until logging on and completing any missed trainings. *Emails labeled “What’s new the Archdiocese of Cincinnati” from [administration@aocsafeenvironment.org](mailto:administration@aocsafeenvironment.org) are **not** the ongoing training. They are optional articles you can read.*