

Online  
Safe Environment  
Training Option:

All volunteers, staff, religious and clergy may complete their diocesan safe environment training through Professional Learning Board's *Safe & Sacred Learning Community™*

The programs are designed to be respectful of the topic and your time. It should take between 30 to 60 minutes to complete each course. You only need to complete one course per year.

The site is accessible anytime and on almost all computers and Internet connections.

If you have any questions or problems there is a button at the **top right corner of almost every screen** where there is a "live" person waiting to answer your questions. **You may also contact Technical Support by calling, toll free, 888-804-9643.**



It is as easy as 1, 2, 3!

1. **If you are new to online training, create a user profile at the training website:**

<http://safeandsacred-sfcatholic.org>

**If you are renewing your training** use your user name and password from last year. Can't remember it? Click on "live help" for assistance.

2. **Complete the course online at your convenience.** Be sure to read the instructions and complete all of the steps.
3. **Use the email option or print and hand in your Certificate of Completion** to the Safe Environment Coordinator at your location.

*IMPORTANT: Please do not create more than one profile, as this will create duplicate records for you and may result in inaccurate reporting for your completed requirements.*



## Promiseto Prdet, Pledgeto Heal

In the Diocese of Sioux Falls we believe our ministries and institutions must be safe places for children and adults. We work hard to make sure that is true. But we also know that a few who have ministered in the name of the Church have caused harm.

We want to help heal when someone has been hurt. If you or someone you know has been abused, regardless of who caused the harm, but especially if it was someone who works for the Catholic church, please contact us. We pledge to do our best for you whether the need is for counseling, an opportunity to tell your story or something else. We will do our best to help.

### Catholic Diocese of Sioux Falls

Safe Environment Office  
523 N Duluth Ave  
Sioux Falls, SD 57104

Phone: (605) 988-3722

Fax: (605) 988-3723

Website: [www.sfcatholic.org](http://www.sfcatholic.org)



## Safe Environment Online Training Instructions



**Safe & Sacred™**  
*Environment Training Program*

<http://safeandsacred-sfcatholic.org>

Technical Support: 888-804-9643

**Year One Training:  
*Recognizing Child Abuse***

**Required for New Staff and First Time Volunteers**

The "*Recognizing Child Abuse*" course is the core of our safe environment program and is **required** for all new staff members and first time volunteers.

This course empowers each of us with the ability to protect all God's children. Successful completion of this course results in recognizing the types, signs, characteristics, scenarios, and indicators of suspected abuse. In addition, participants will understand the laws and policies regarding the reporting of child abuse, and what actions to take when they believe abuse of any kind is occurring.



**Year Two Training:  
*Professional Boundaries & Behaviors***

**Renewal Course for Returning Staff and Volunteers.** Recognizing Child Abuse is a prerequisite to this course.

This course has been developed using materials and content drawn from the rich, classical definitions and practices of professionalism commonly discussed in the Western world for the past several centuries. It goes beyond professionalism by rooting the commitment and promises of the professional in the rich soil of Christian anthropology - specifically focusing on virtues.



Three aspects of the life and calling of the professional are illustrated and explored.

1. The role, identity and purpose of the professional.
2. Boundaries addressing the structure and shape of healthy relationships with those we serve.
3. Behaviors that seek to concretely explore habits and actions within relationships with boundaries.

As core beliefs, staff and volunteers working within the Diocese have a greater calling than to simply be professionals but that being a good professional, dedicated to excellence, is a means whereby persons can be more effectively served with love and respect.

**Year Three Training:  
*Protecting All God's Children  
in an Online World***

**Renewal Course for Returning Staff and Volunteers.** Professional Boundaries & Behaviors is a prerequisite to this course.



The children and young people of today face challenges and risks that have never been experienced before by any generation. They are navigating a world of communication technology that gives them instant access to people and information across the entire globe. Unfortunately, this same technology also gives them access to information and people that may put them at risk.

You'll discover areas of the Internet used most often by youth, what kinds of threats exist on the Internet and how you can protect those under your care or responsibility and even yourself! This course includes a special focus to address ways in which you can look out for and protect yourself online, after all, we are ALL God's children.