

In order to secure and maintain a safe environment for our students, the Diocese of Orange has set a series of procedures in place that each adult must comply with in order to volunteer at our school.

Safe Environment Training **must** be renewed every 4 years. According to our records you need to renew your certificate. Please follow the instructions below as soon as possible so that you may continue to volunteer at our school.

***Safe Environment Training** - www.shieldthevulnerable.org.

1. Click on **Adults Sign-up** if this is the first time going on the site.
2. Your Organization – Pick Type > **Catholic Diocese**
3. Select Catholic Diocese>> **Orange Diocese (CA)**
4. Click **Confirm**.
5. You will now be on the **USER LOGIN DATA** form.
6. Fill in all information. **Create a Login-ID and Password**. Make sure to write down the information.
7. **TRAINING TYPE** – Check **ADULT SAFE ENVIRONMENT TRAINING**
8. Click **Step 2**
9. Check **Volunteer**
10. Location Type – **Elem School**
11. Where Located – **Santa Ana**
12. Elem School – **St. Barbara**
13. Primary Activity – **Classroom helper**
14. Time Spent- (**choose how many hours you plan to volunteer**)
15. Do you volunteer at more than one Diocesan location **Y/N** (help at other parish, rel ed program, etc.)
16. As a parent volunteer chose **Ethical Reporter** (unless fit in the categories listed at the top under mandatory reporter.
17. Click **Summary**
18. Click Confirmation License **Accept** if everything is correct (Note you id and password)
19. Click **Confirm**
20. Click **Start Recognize, Report & Prevent Child Abuse (Ethical) Course**.
21. When completed print the certificate and bring a copy to the school office with your school ID number clearly written on it.

Only when this step is complete will you be allowed to continue to volunteer at our school.

Thank you,
Mrs. Bloom, Principal