



Diocese of Helena, Safe Environment Policy Annual Attestation Form for Parishes, Schools, and Programs

As required by the Safe Environment Policy reissued by Bishop Austin Vetter in 2022, “Pastors, Parish Administrators, School Principals, and those who coordinate a diocesan-affiliated program, are to attest to the Human Resources Director before June 30 each year that all aspects of this Policy have been implemented in the Parish, School, or program.” (*Policy Regarding Abuse of Minors and Vulnerable Adults, Sexual Misconduct, and Sexual Harassment, and Code of Pastoral Conduct*, p. 8).

Please use this form to complete your annual attestation for July 2024 through June 2025:

Name of School, Parish, or Program: _____

Name of Pastor, Administrator, Principal, or Director: _____

In my role as pastor/administrator/principal/director, I attest that all aspects of the *Policy Regarding Abuse of Minors and Vulnerable Adults, Sexual Misconduct, and Sexual Harassment, and Code of Pastoral Conduct* have been implemented in my Parish/School/Program, including (**check each item**):

- ☐ **Background checks** have been completed for all employees prior to employment start date, and for all volunteers in positions that have contact with youth and/or vulnerable adults prior to volunteer start date.
- ☐ **VIRTUS initial trainings** have been completed by all employees within 30 days of employment start date, and for all volunteers in positions that have contact with youth and/or vulnerable adults prior to volunteer start date.
- ☐ **Review and acceptance of the Safe Environment Policy** reissued in 2022 has been completed by all employees within 30 days of employment start date, and for all volunteers in positions that have contact with youth and/or vulnerable adults prior to volunteer start date.
- ☐ **Ongoing training and background check renewal requirements** have been met; specifically, all applicable employees and volunteers are in compliance with completing the monthly VIRTUS training bulletins and have responded, when prompted by VIRTUS, to requests for updated background check information.
 - Please confirm your current local VIRTUS administrator who is responsible for monitoring employee/volunteer compliance in your location:

Name _____

Email Address _____

- ☐ **Youth training lessons** from the *VIRTUS Teaching Safety—Empowering God’s Children Program* have been taught to each applicable age group through the Religious Education and/or School Education program. See to following webpage for more detailed information:
www.diocesehelena.org/teachingsafety

- ☐ **Youth training reports** for each applicable age group have been submitted into VIRTUS by the end of May:

Pre-K age group:	<input type="checkbox"/> Submitted report	<input type="checkbox"/> No youth enrolled in this age group
K-2 nd age group:	<input type="checkbox"/> Submitted report	<input type="checkbox"/> No youth enrolled in this age group
3 rd -5 th age group:	<input type="checkbox"/> Submitted report	<input type="checkbox"/> No youth enrolled in this age group
6 th -8 th age group:	<input type="checkbox"/> Submitted report	<input type="checkbox"/> No youth enrolled in this age group
9 th -12 th age group:	<input type="checkbox"/> Submitted report	<input type="checkbox"/> No youth enrolled in this age group

- ☐ **Prevention measures** regarding both abuse of minors and vulnerable adults, as well as sexual misconduct involving adults, and sexual harassment, are being taken in accordance with the Policy. (pp. 10-14, 22-23, 28-29)
- ☐ **Response and Reporting guidelines** regarding both abuse of minors and vulnerable adults, as well as sexual misconduct involving adults, and sexual harassment, are being followed in accordance with the Policy. (pp. 14-15, 23, 29)
- ☐ **Code of Pastoral Conduct standards**, including Pastoral Standards and Volunteer’s Code of Conduct standards, are being followed. (pp. 31-38)
- ☐ **Social Media and Electronic Communication guidelines and best practices** are being emphasized to all employees and volunteers, and are being followed. (pp. 58-59)
- ☐ **Safe Environment Posters** have been displayed, in both English and Spanish, in publicly accessible places such as the lobby, office, front hallway, bathroom hallway, etc.

Signed _____ Date _____
Pastor/Administrator/Principal/Director

Annual Attestation Forms are to be submitted each year to the Diocese between June 1st and June 30th. Completed and signed forms can be submitted by email to Cassie Hall, Director of Human Resources and Safe Environment (chall@dohmt.org) and Mathias Gisondi Cormack, VIRTUS Coordinator (cfcladmin@dohmt.org). They can also be mailed to PO Box 1729, Helena, MT 59624-1729.