

Safeguard the Children Meeting  
November 19, 2014

Andrea Nassany, Beth Fagan, Ann Gardland, Donnella, Frank Montejano, Lydia Banales, Kelly Watson, Dawn Ponnet

MINUTES

After prayer, we went over the minutes, from the last meeting. It was oral, and Beth promised to get the written form out soon, and post it on the website.

VIRTUS

As far as the Virtus gathers we would like:

Two Protecting, in August and September  
Anne, Lydia and Dawn will work out dates for the upcoming year.

January 25<sup>th</sup> is protecting.

February keeping

March protecting

April keeping

May protecting

June keeping

July protecting

August keeping and protecting.

September protecting and eeping

October keeping

November protecting.

December nothing

SUGGESTIONS DISCUSSION (kinder parents, and “guardian parents”)

Could we work to make kindergarten compliancy as part of registration?

Perhaps we could have a conditional admission hinging on doing both Virtus and Livescan, preferably for both parents.

A goal to have all the parents compliant, because sometimes one parent asks the spouse to pinch-hit and sometimes that other parent is not compliant.

Kelly and Beth suggested to begin a “guardian parent”, for each class. This guardian parent would have access to compliancy lists, and they would monitor the compliancy, particularly when dealing with field trips and in-classroom parent helper assignments.

Guardian Parents needs to have oodles of positivity, and knowledge of the safeguard rules, procedures, know of upcoming Live scan events, as well as Virtus sessions.

Perhaps this committee or a subcommittee could work toward to identifying the right kind of folks to be “Guardian Parents”. Once a model is developed it may suit the parish will if we pass it both up and down, to Religious Education, Preschool, Toddles, Confirmation, Edge, etc. It might even be possible that the same person, followings a group from Toddlers through Confirmation!

#### COMPLIANCY DISCUSSION

The lists of compliance should be given as a need to know basis, in other words, these spreadsheets are not to be distributed beyond those who are working in the ministry to make our parish safe for children teens and vulnerable adults.

#### VIRTUS REGISTRATIONS AND OTHER QUESTIONS

The contact info for Kelly should be email, she is happy to return emails to help anyone who has Safeguard concerns.

Patricia clarified that if anyone is in need of assistance with Virtus registration and/or Live Scan that all of the people who work in reception at Holy Family Church are able to assist.

#### COMPLIANCY

Next meeting we will go over compliancy in preparation for our audit. It was suggested to invite people who need to report for our audit to share in a google spreadsheet, where all will have access to update information so we do not need to spend meeting time on this task. Rather discuss needs and ways to help people reach 100% complinacy.

#### APRIL EVENT

Next April, Children protection month—what should we do? Kelly will take on making some suggestions to speaking to this committee via email.

#### SECURITY REPORT

Frank reported that one company presented an initial security report and the powers-that -be are soliciting a report from another firm. Whichever firm we secure will help to make our parish campus more safe.

Valarie Myer, is the toddler connection.

#### ACTION ITEMS

- Ann, Lydia and Dawn need to set up Virtus Sessions for 2015
- Kelly will ask Colette for a suggestion for a RE parent to sit on this committee.

- Beth will get the minutes from the last meeting to all the committee members and the website.
- Beth will follow up with Joan Vinna, to ask if all people who are and have been asked to do Virtus will now be expected to also do livescan. Beth will follow up with Deacon XX (?)
- Frank will give a coach list to Patricia so she can check for compliance.
- Patricia will give to Frank a list of all the HFS families who are non-compliant
- Kelly will check to see if we can we have electronic copies of signed guidelines.
- Kathleen McCarthy and Patricia need to have a meeting
- Beth and Frank will circle back and check with compliance for field trips and classroom participation.
- Frank will ask room parents and teachers, when asking for volunteers for anything, to have a footnote that says volunteers need to be compliant with Virtus and LiveScan.
- Kathleen McCarthy needs to send copies of Virtus certificates to the Parish,
- Dawn will help update the webpage and make a stained glass window to hyperlink to the safeguard page
- Patricia will send an email to Dawn to add to webpage, the difference between, Protecting and Keeping the Promise
- XXX need to pass out the rules for vendors, need to be distributed
- Kelly will contact Jacqueline Wagner about joining this group
- Kelly will look into a speaker for April.
- Everyone please send to Beth FAQs that is asked of us, for the webpage
- Dawn will put the form for LiveScan on the website,
- Everyone will look over the spreadsheet, so we can put it on the website.