

**Archdiocese of Los Angeles**  
**Office of Safeguard the Children**  
**Quick & Easy Safe Environment Resources**  
*March 2024*

This “Quick & Easy Safe Environment Easy Resource” is meant to help you protect your ongoing commitment to protecting our children and young people from sexual abuse!

**Mandatory USCCB Safe Environment Audit Report annually sent out by Fr. James M. Anguiano, Moderator of the Curia & Vicar General, the first week in March** –  
<https://lacatholics.org/departments-ministries/safeguard-the-children/>



1-2 **Safeguard the Children Parish Committee Handbook** contains complete information and resources. – [Archdiocese of Los Angeles Safeguard the Children Parish Committee Handbook](#)



3. “**Working Together to Prevent Child Sexual Abuse**” brochures should be given to the parent/guardian of your students the brochures at the beginning of the school year or during Child Abuse Prevention Month in April.

Order Form for free brochures in English, Spanish Korean, and Chinese – [Working Together Order Form](#)

4. “**Did You Know?**” **Bulletin Inserts** requires that your parish have a *Safeguard the Children* section for the “Did You Know” notices in your weekly parish bulletin. -  
<https://lacatholics.org/did-you-know/>



5. **April Child Abuse Prevention Month** is celebrated annually to increase awareness throughout the parishes and schools. – <https://lacatholics.org/child-abuse-prevention-month/>

6. Display “**Responding to an Allegation of Suspected Child Abuse**” in a prominent place and give a copy to all staff and volunteers – **Reporting Child Abuse - Responding to an Allegation of Suspected Child Abuse**

7. **Office of Victims Assistance Ministry** was created to deal with past or current sexual abuse allegations by clergy, religious, or any lay person working or volunteering for the Archdiocese. – <https://lacatholics.org/departments-ministries/protecting-children/>

8. **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events** must be reviewed and signed annually.

For copy of the documents in English, Spanish, Chinese, or Korean – <https://lacatholics.org/policies-and-procedures/>

**Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children/Youth.**  
*Administrative Handbook* – [Boundary Guidelines and Code of Conduct Minor Volunteers](#)



9. **Initial Safe Environment Training** 3-hour live **VIRTUS® Protecting God’s Children 4.0** Adult Awareness Training to be completed before working or volunteering in any ministry. *Administrative Handbook* – [Adult Safe Environment Initial Training Summary](#)

**Finding a VIRTUS® Session** - <https://lacatholics.org/education-and-training/>

**Adult Recertification Safe Environment Training Summary** *Administrative Handbook* – [Adult Safe Environment Training Recertification Summary](#)

**Safe Environment Recertification** is every four years. Recertification Options:

Option #1 – repeating the 3 hr. **Protecting God’s Children** Certification

Option #2 – taking the 1 ½ hr. **Keeping the Promise Alive** Recertification

Option #3 – reading & completing the quizzes for **48 VIRTUS® Online Bulletins**

Option #4 – taking the **Reporting Suspected Child Abuse and Neglect** Online.

10. Annual “**Empowering God’s Children and Young People®**” Safe Environment Training. All Training must be on a regular class date, not an optional or alternative date. For current lesson plans, permission letters, lesson plans, links, and resources – <https://lacatholics.org/empowering-gods-children/>



- All Empowering God’s Children and Young People® Safe Environment Training must be completed **on/or before February 1<sup>st</sup>** of each year.
- All Empowering God’s Children and Young People® Safe Environment Training must be recorded on VIRTUS® Online **no later than February 15<sup>th</sup>** of each year.

11. **Opt-Out Forms** – email Brenda Cabrera [bmelendez@la-archdiocese.org](mailto:bmelendez@la-archdiocese.org)

12. **Fingerprinting Policies & Guidelines** all persons, whether paid or volunteer, who have regular contact with minors or vulnerable adults are fingerprinted and agree that the archdiocese or other specified person will receive any subsequent arrest notifications. Fingerprinting Calendars – <https://lacatholics.org/fingerprinting/>



**Safe Environment Platform (SEP) Operator:**

- confirms that all adult staff/volunteers have been fingerprinted
- records all Adult Safe Environment Training Records in **SEP**.

(SEP) Operator Request Form” – [Click here to download the SEP Request Form](#)

13. **Short-Term Faculties (Up to Two Months in the Archdiocese)** Priests coming for extended holidays, for study programs, or by invitation who want a parish experience or priests coming to assist in a parish to help with ministry needs (such as those who are in the archdiocese for summer supply) may receive short-term faculties from the archdiocese. *Administrative Handbook* - <https://handbook.la-archdiocese.org/chapter-5/section-5-13/topic-5-13-5>

14. **Allegation** of Child Sexual Abuse of children by clergy or lay staff member(s) during the current audit period for information contact Heather Banis [hbanis@la-archdiocese.org](mailto:hbanis@la-archdiocese.org)

## Safe Environment Contact List

### Safeguard the Children

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**Coordinator**

**Brenda Cabrera**                      [bmelendez@la-archdiocese.org](mailto:bmelendez@la-archdiocese.org)                      (213) 637-7508  
**Associate Director**

### Victims Assistance Ministry

**Heather Banis**                      [hbanis@la-archdiocese.org](mailto:hbanis@la-archdiocese.org)                      (213) 637-7650  
**Coordinator**

### Fingerprinting

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**Specialist**  
**Safe Environment Platform (SEP)**

### Life, Justice and Peace

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**Director of Immigration**  
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### Legal Department

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**Legal Counsel**