Archdiocese of Los Angeles
Office of Safeguard the Children
Quick & Easy Safe Environment Resources
March 2026

This *"Quick & Easy Safe Environment Easy Resource"* is designed to give you easy **"one-click"** access to all the safe environment resources and contact information you need to fulfill your ongoing commitment to protecting our children, young people, and vulnerable adults from sexual abuse!
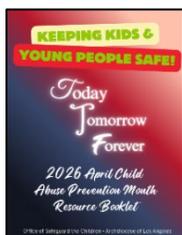
Mandatory USCCB Safe Environment Audit Report *annually sent out by Fr. James M. Anguiano, Moderator of the Curia & Vicar General, the first week in March* – https://lacatholics.org/departments-ministries/safeguard-the-children/

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 at the beginning of the school year or during Child Abuse Prevention Month in April.
Order Form for <u>free</u> brochures in English, Spanish, Korean, Chinese, and Vietnamese – 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, <u>not an optional or alternative date</u>. 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 1st of each year.

    - All Empowering God's Children and Young People® Safe Environment Training must be recorded on VIRTUS® Online no later than February 15th of each year.

11. **Opt-Out Forms** – email Brenda Cabrera 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](#)

    How to host a Fingerprinting session
    - [Download the "Hosting Website Update"](#)

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**

Safe Environment Contact List

Safeguard the Children

Joan Vienna **Coordinator**	jvienna@la-archdiocese.org	**(213) 637-7227**
Brenda Cabrera **Associate Director**	bmelendez@la-archdiocese.org	**(213) 637-7508**
Annette Vichot **Executive Assistant**	avichot@la-archdiocese.org	**(213) 637-7228**

Victims Assistance Ministry

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

Fingerprinting

Wilton Perez **Fingerprinting Manager**	wperez@la-archdiocese.org	**(213) 637-7411**

Life, Justice and Peace

Isaac Cuevas **Director of Immigration** **and Public Affairs**	icuevas@la-archdiocese.org	**(213) 637-7484**

Legal Department

Marge Graf **Legal Counsel**	mggraf@la-archdiocese.org	**(213) 637-75ll**