



## SAFE ENVIRONMENT REQUIREMENTS TO MINISTER/WORK/VOLUNTEER IN THE DIOCESE

### THE ESSENTIAL THREE

All persons aged 18 and older must be approved by the Office of Safe Environment (OSE) prior to ministering, working, or volunteering in the Diocese. The approval process begins by completing the “Essential Three” as outlined in the Diocesan Policy for the Protection of the Faithful. For purposes of the Essential Three requirements, the term applicant is used.

#### 1. CRIMINAL BACKGROUND CHECK

All applicants will complete a CORI Acknowledgement Form which requests a clear copy of a valid, government-issued photo identification, provide 10 years of residency, and verification of the form by a Diocesan representative. If further steps are required in the processing of a criminal background check, and/or an issue arises regarding an adverse CORI, a representative of the Office of Safe Environment will contact the applicant. CORIs are conducted every three years for all who work, volunteer, or minister in the Diocese.

#### 2. SAFE ENVIRONMENT TRAINING

All applicants must complete the Safe Environment Training. The training can be accessed on the Diocesan website at <https://www.fallriverdiocese.org/safe-environment/essential-three/>. The applicant must register online at CMG Connect under the Diocese of Fall River to begin the training **if** an account has never been created. If an account already exists, then log in using your credentials. Once the applicant is logged in, they will complete the required training with a Q&A session. Please note that these videos cover sensitive material. If anyone has any questions, please contact OSE. Training will be renewed every three (3) years or when directed by the OSE.

**Spanish:** On-line training is offered in Spanish. Please choose when registering. **Portuguese:** A written transcript of the safe environment training in Portuguese is available through OSE. **Hearing Impaired:** A written transcript for the safe environment training is available through OSE. **Live Training:** Please contact the OSE for this option. Each renewal you must take the next training module along with acknowledging a code of conduct.

#### 3. CODE OF CONDUCT

All applicants will be provided with a respective Safe Environment Code of Conduct. When taking the online training, the Code must be read and acknowledged online. All who minister, work or volunteer in the Diocese are always subject to a Code of Conduct. The Code of Conduct does not expire; however, it will be acknowledged every (3) three years along with taking the next training module or when directed by the OSE.

**Minors:** (under the age of eighteen) are **not** required to complete the Essential Three. However, a minor who is an employee or a volunteer within the Diocese and is in contact with minors or vulnerable adults must be assigned to an “Essential Three” compliant adult to fulfill their obligations as an employee or volunteer. A minor together with the parent/guardian and respective Diocesan supervisor will sign a Diocesan Youth Code of Conduct each year. Once the applicant has attained eighteen years of age, and not enrolled in high school, they will be required to complete the Essential Three.

Each Diocesan facility, i.e. parish, school, or program, has a representative who can assist in the verification process of the CORI Acknowledgement Form. If you have any questions regarding CORI processing, please contact the Office of Safe Environment.