

## PROTECTION OF CHILDREN POLICY DIOCESE OF JACKSON 2011

Please read the accompanying insert carefully as the Diocesan Protection of Children Policy impacts every aspect of our parish life. Additional regulations have been added to the existing policy and it is very important that everyone is aware of their responsibility to place themselves in compliance.

1. Anyone who falls into one of the POC categories who has never before attended a live training session including a Diocese of Jackson criminal background check must be trained onsite. Training dates will be announced in the bulletin.
2. If you have already had your onsite training, the instructions are listed on this insert for renewing your status using the computer based online review. Everyone must update this year (2011).
3. If you are in doubt about your status, you may call the church office 601 445-5616.
4. **WE ASK THAT YOU COMPLETE YOUR ONLINE REVIEW NO LATER THAN OCTOBER 15, 2011. Instructions are given below on online review.**

### Who is affected?

All parish volunteers and employees who have contact with our children must be in compliance with the Diocese of Jackson Protection of Children Policy. Whether you have undergone training at another Diocese or in a non church setting, you must still undergo the Diocese of Jackson training including the criminal background check.

Please note that new regulations include training of all **volunteers who participate in homebound ministry**. There is always the chance that children will be present in the home when you visit. Also, included this year is the **Electronic Communications Policy**. Please read this policy carefully.

## Diocese of Jackson Protection of Children Electronic Communications Policy

All employees/volunteers are representatives of the Catholic Church. In order to provide a safe environment for our children, to teach our children safe procedures when using electronic communication devices, and to protect the reputations of employees/volunteers and the Catholic Church, all electronic communications between employees/volunteers and minors must be able to be monitored by church officials. Any violations of this policy and the regulations below are counter to the goals of creating a safe environment for our children and youth. Consequently, any violations of this policy may result in discipline, up to, and including, immediate termination of employment or the volunteer status.

### Text Messaging:

- Employees/volunteers are prohibited from sending individual text messages to minors.
- A church activity may necessitate the sending of a text message to a club, team, etc., by an employee/volunteer. A supervisor, church designee or a parent/guardian should be included in this "group" text message.
- If an employee/volunteer receives a text message on his/her personal communication device from a minor, the employee/volunteer is prohibited from responding to the minor. In order to prevent any appearance of impropriety, the employee/volunteer should notify his/her supervisor or pastor of this incident and forward the text. The parent/guardian should be contacted by the supervisor or pastor.
- If the text message from a minor concerns a church activity, the employee/volunteer may respond to a minor only if a supervisor/pastor or a church designee is "copied" on the text message and a copy forwarded to the parent/guardian.

### Social Networking:

- Employees/volunteers are prohibited from communicating with minors using social networking websites like Facebook.com, Twitter.com, MySpace, etc.
- Personal social networking profiles and blogs of employees/volunteers must be private and inaccessible to minors. Employees/volunteers with profiles on social networking sites may not request to be "friends" with minors or approve "friend requests" from minors.

### E-Mailing and Instant Messaging:

- Employees/volunteers are prohibited from sending instant messages to minors and/or e-mailing minors using their personal e-mail accounts.
- If a minor attempts to communicate via the employee/volunteer personal e-mail account or by instant message, the employee/volunteer must notify his/her supervisor or pastor immediately.

## INSTRUCTIONS FOR THE DIOCESE OF JACKSON PROTECTION OF CHILDREN 2011 COMPUTER BASED ONLINE REVIEW

**[This can only be used by persons who have undergone an onsite training in the past.]**

### Logging Into the Online Program:

- Log on to the website provided by the Diocese of Jackson: [www.jacksondiocese.org](http://www.jacksondiocese.org)
- On this page you will see an icon of children with the heading of "**Protection of Children**". **Click on this icon.**
- **On this page (Office of Child Protection),** you scroll to the middle of the page to the icon stating "**English Version Adult**

**Online Review”**. **Click on this icon and this link will take you to the login page for the Online Review.**

- Enter in your **First** and **Last Name** as well as **Date of Birth**. Make sure you enter your **Date of Birth** in the **mm/dd/yyyy** format.
- Click on the **Login Button** after you have entered your information.
- The following page will ask you to verify your **Street Address**. Select your address from the drop down menu and then click the “**continue**” button.

**Taking the Tutorial:**

- After successfully logging into the program, you will be at the **Welcome Page** explaining the **Tutorial**. Proceed to the next page.
- Following the **Welcome Page**, the **Tutorial** will begin.
- View the Content for the First Lesson and proceed to the next page when you are done.
- A Quiz will follow that will ask you questions about the content you just reviewed. Answer each question and submit your answers when you are done.
- Depending on the percentage of questions you answer correctly (at least 80%), you will either pass the Quiz and move on to the next Lesson or fail.
- If you fail a Lesson, you will have to review the content again and attempt to try the Quiz again.
- Once a Quiz is passed, you will be taken to the next Lesson.
- Repeat the process of viewing content and answering questions for each Lesson until the **Tutorial** is completed.
- **Be SURE to click the button that states “Submit Completed Review” to save and update your workshop records.**
- **Once completed, you will be taken to a page stating your completion date and the percentage of questions answered correctly. You may want to print this for your records.**

**Important Tips:**

- **PLEASE NOTE YOU MAY PRINT A HARD COPY OF ANY LESSON FOR ASSISTANCE IN REVIEWING THE MATERIAL TO COMPLETE A LESSON QUIZ.**
- You can leave the **Tutorial** and return to the Lesson you left at any time.
- You cannot proceed to the next Lesson until the current Lesson is complete. Thus, the Lessons must be completed in the order given.
- **Do not push the back button on your browser. Please use the buttons provided on the Review.**
- Do not leave the Online Review open without any activity. This may result in you being logged out.
- Once a lesson is complete, you may go back and review the content at any time.

Call the church office if you have any questions 601-445-5616 or 601-442-7500.