

## Creating a Safe Environment (for Volunteers) Online Training Instructions

All adult volunteers working with children, youth, or vulnerable adults need to complete the same training—whether they are new, renewing after 3 years, working with children/youth, or working with vulnerable adults. In-person training remains an option, and it is the only option for teen volunteers.

### Introduction

There are 5 courses in the training:

1. Meet Sam
2. It Happened to Me
3. Exploitation in Elder-Serving Programs
4. Abuse Risk Management for Volunteers
5. DOR policies – Volunteers

The first four courses include action plans. These are for your enrichment. You may choose to print them or not. If you open an action plan, simply close it to return to the training.

If you have any difficulty, please call the DOR Help Desk at 1-800-844-7177 for assistance.

To Access the training:

1. In the address bar of the web browser, type in the address [www.dor.training](http://www.dor.training)
2. Click on “Creating a Safe Environment” in the blue bar



**Here you will experience online education at your convenience**

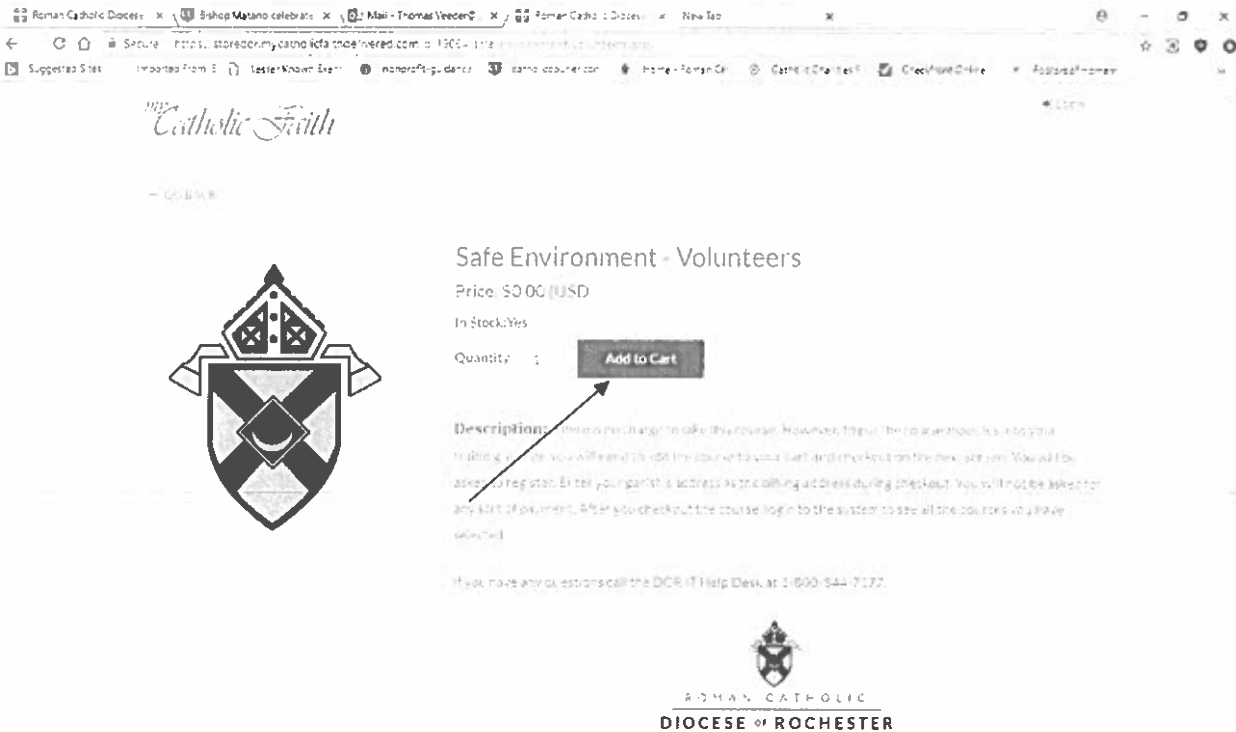
We are in the process of creating a hub for all learning resources in the Diocese starting with Marriage Preparation and Volunteer Training for Creating a Safe Environment.

Choose from the menu options above to begin your training.

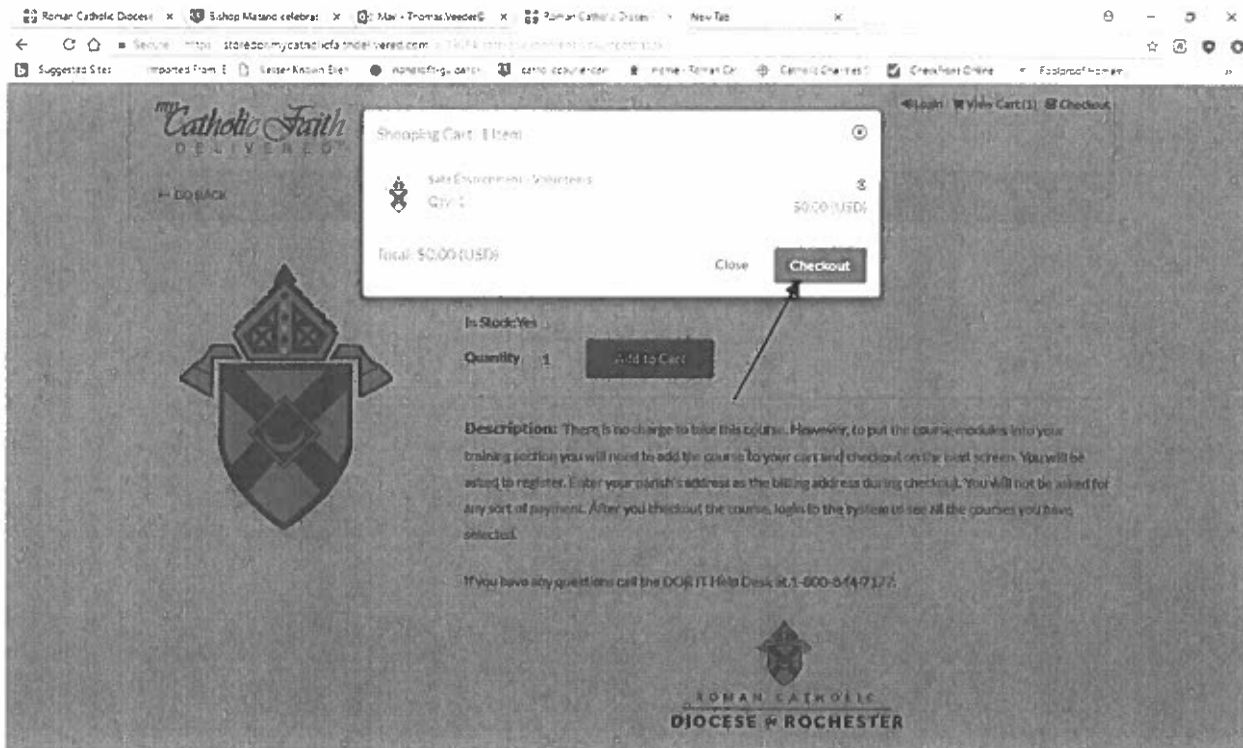
Technical support is available Monday - Friday from 8:00 A.M. to 5:00 P.M., by calling the Helpdesk at **1-800-844-7177**. We welcome comments or suggestions; send them to the [DOOR@door.org](mailto:DOOR@door.org).



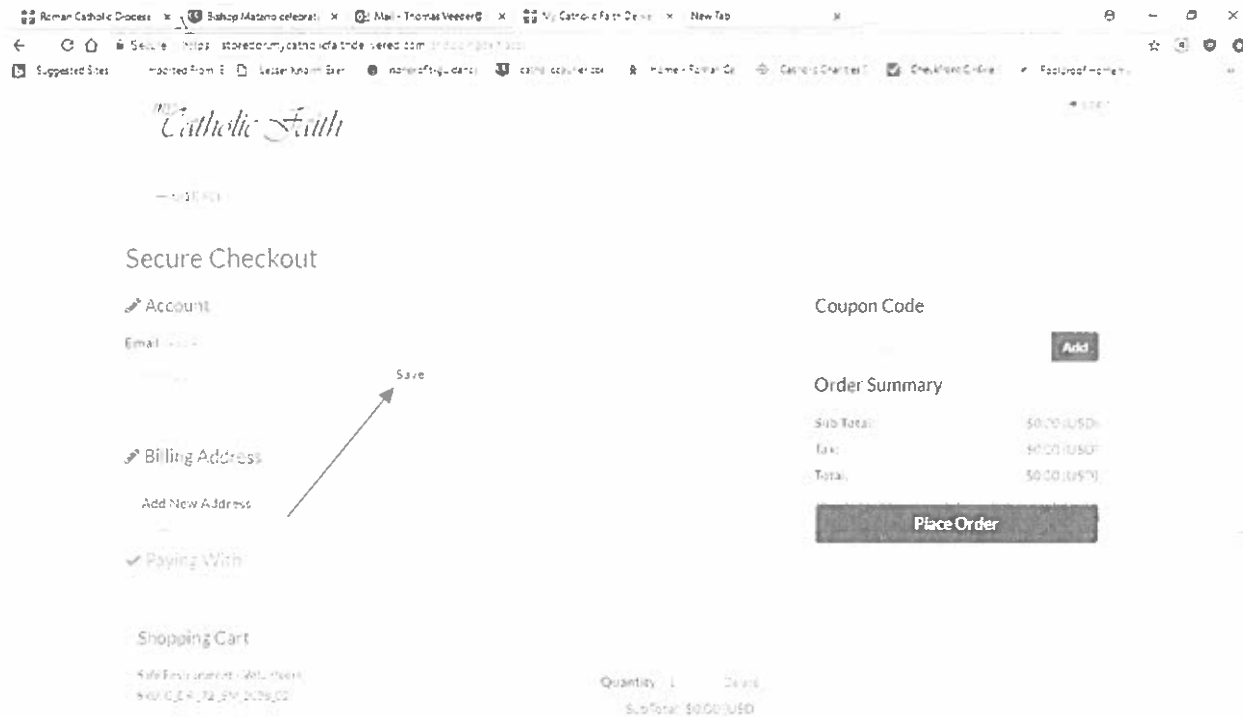
3. Scroll down to select the English or Spanish version and click on "Register Now"
4. Click on "Add to Cart"



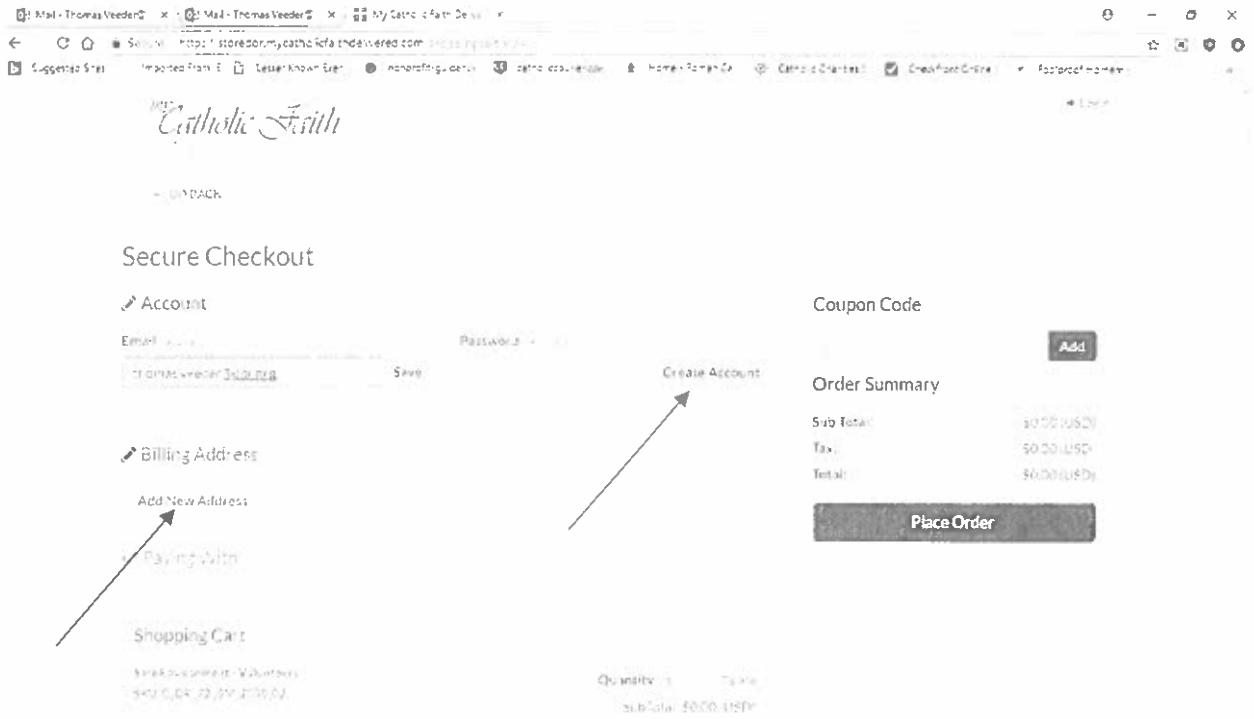
5. Click on "Checkout"



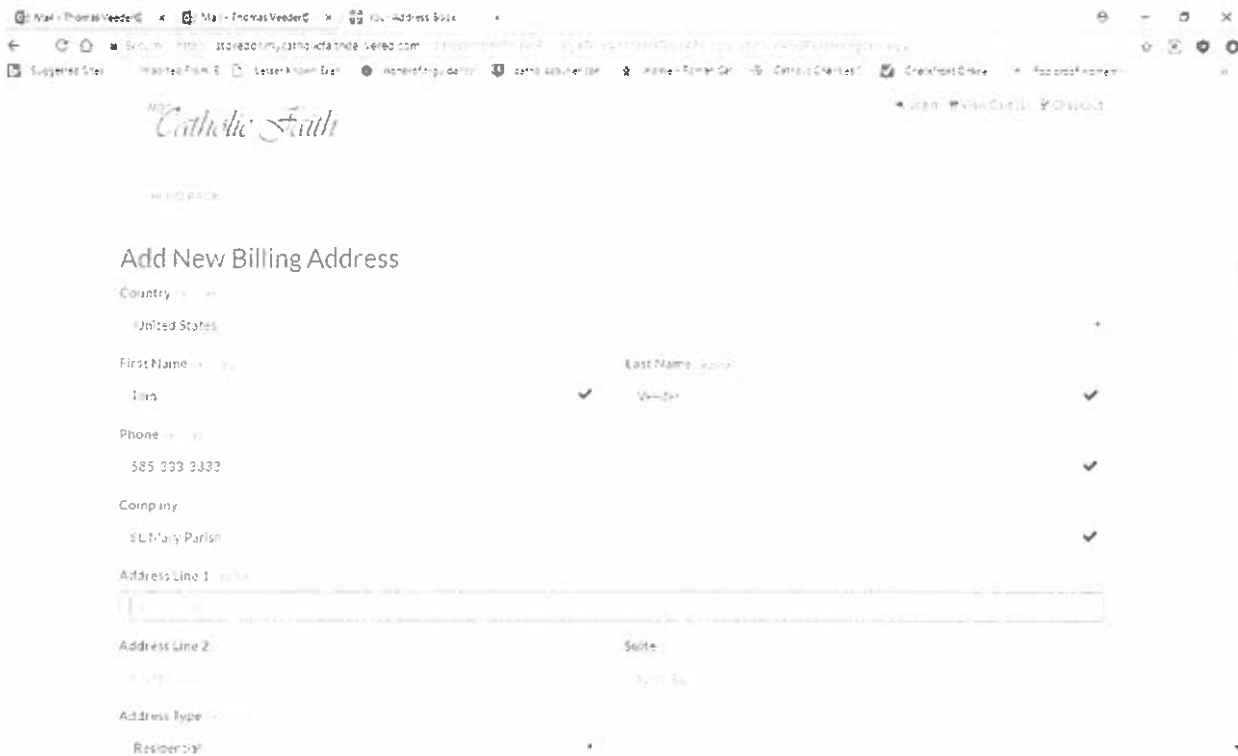
6. Enter your email address and click "Save"



7. Enter a password and click "Create Account" if this is your first time. Your password must be between 8 and 20 characters. It must include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special symbol (# \$ % ^ & \* @ ! ~ are acceptable).
8. Click on "Add New Address."

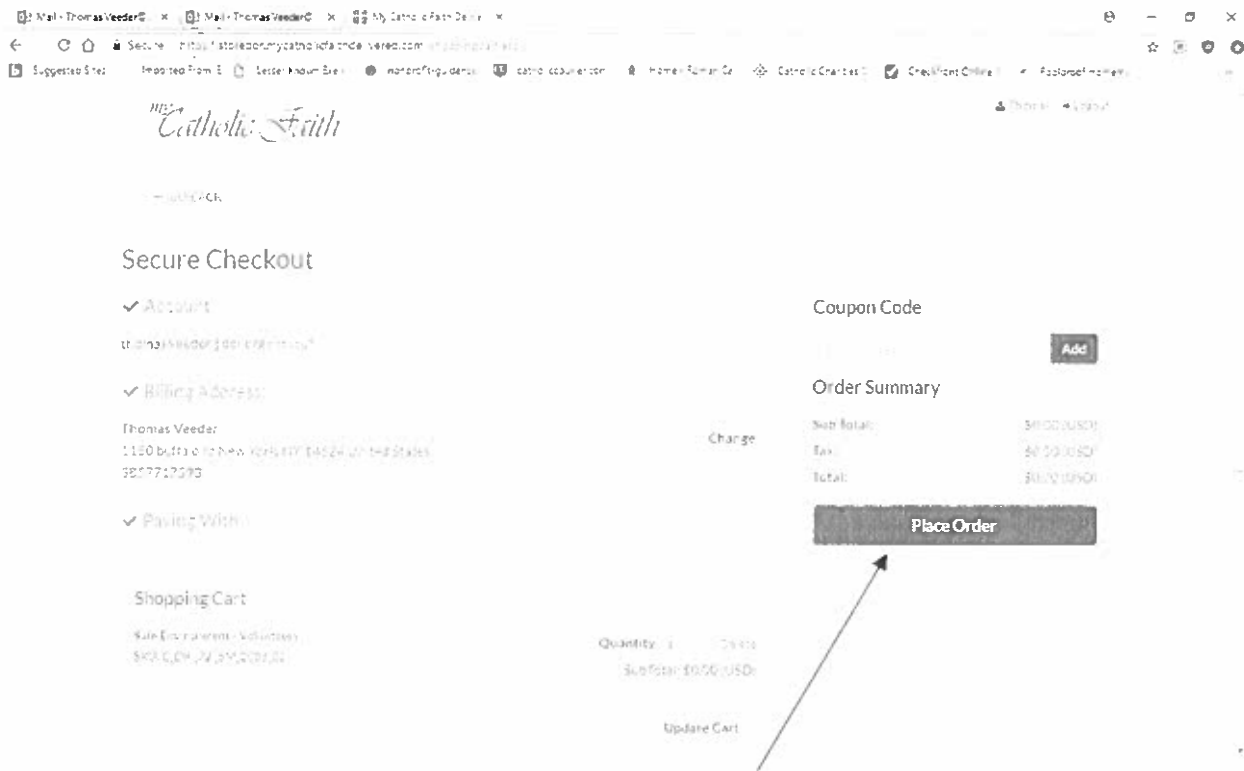


9. Enter your name and the address of your Parish/School/Ministry. Remember there will be no cost for this training.



10. Click on Place Order

Note: This setup in lengthy but you will only need to do it once.



11. You do not need to print the receipt since there is no cost. Some other trainings require payment. Safe Environment does not.



12. Close everything and open a new browser. **Do the following any time you want to re-enter your safe environment training.** Enter [www.dor.training](http://www.dor.training) to get to the original screen.
13. Choose "Login" in the upper right hand corner to access your courses.

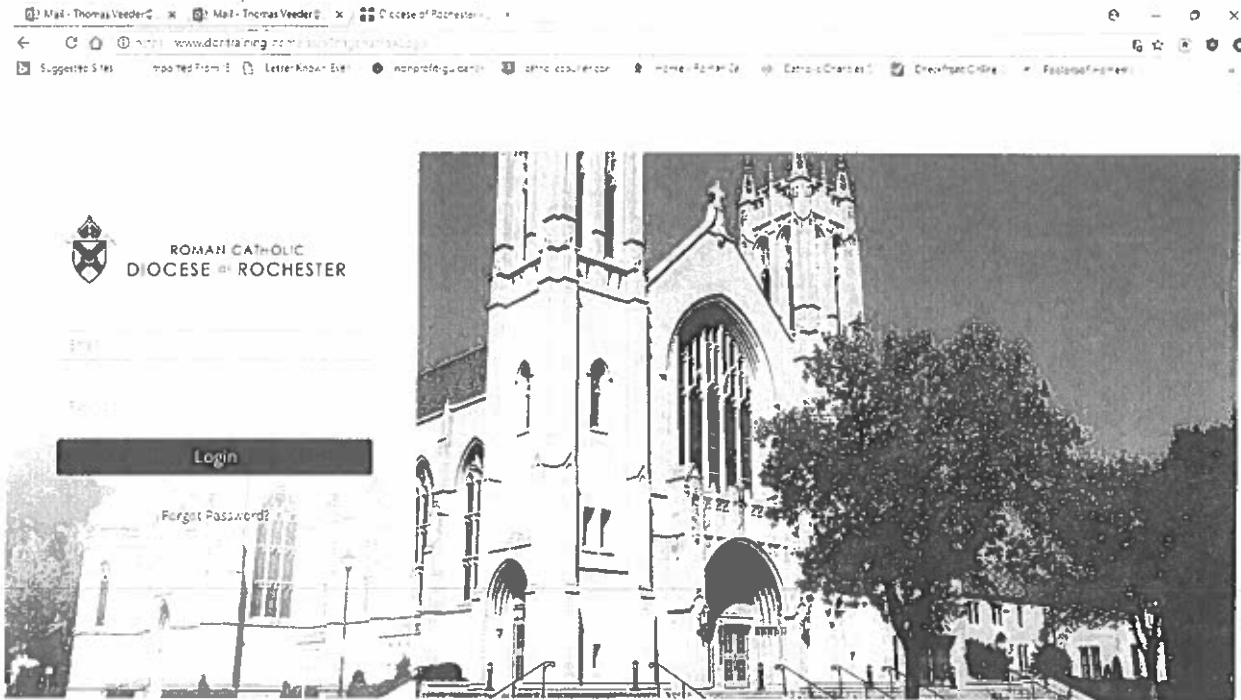


Welcome to training for Creating a Safe Environment. There are several courses here, please be certain to select the proper course.  
 For technical support, Call the helo-desk at 1-800-844-7177.

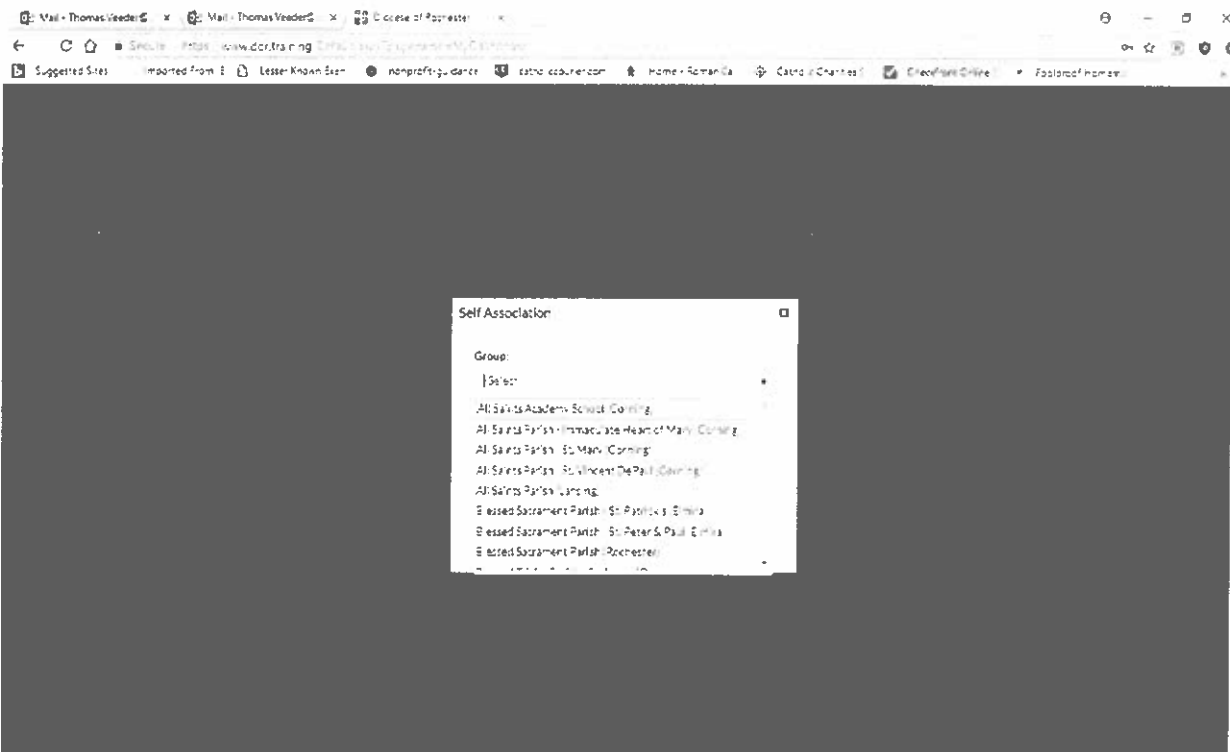
**VOLUNTEERS:**

If you are a volunteer at one of the Parishes, Schools, or Ministries in the Diocese of Rochester, select the Volunteer Course in either Spanish or English.

14. Enter your email address and the password you just created.



15. You will be asked to select your parish/school/ministry.



16. Click on "Go to Learn" to begin your training.

The screenshot shows a web browser window displaying the Diocese of Rochester's online faith formation platform. The browser tabs include 'Mail - Thomas Veeder' and 'Diocese of Rochester'. The address bar shows the URL 'https://www.onlinefaithformation.org/dashboard'. The page header features the Diocese of Rochester logo and navigation links for 'Dashboard', 'Courses', 'Certifications', and 'Events'. Below the header, the main content area is titled 'Group: Diocese of Rochester (Group)'. The 'Course Progress' section shows a 'Safe Environment - Volunteers' course with a 'Go to Learn' button highlighted by a red arrow. The 'Certifications' section shows '0/1' completed, with a 'Print' button. The 'Safe Environment - Volunteers' section shows '0/5' completed and a 'Return to Activities' button. A 'WELCOME TO OUR ONLINE FAITH FORMATION PLATFORM!' message is displayed in the center, along with a 'Notifications' button and 'Group Discussions' and 'Leader Discussions' links. The Diocese of Rochester logo and name are prominently displayed at the bottom, along with a welcome message: 'Welcome to the Diocese's online faith formation training platform! We're thrilled that you have responded to the call to deepen in your faith.'

**Notes:**

You must complete all 5 parts of the safe environment training for volunteers. Please do these in order. Each of the first four courses ends with quiz questions. To go to the next course, click the button that says " return to activities" in the top left-handed corner.

You may stop and log out between courses.

When you have completed all 5 parts, please print your certificate and give a copy to your parish/school Creating a Safe Environment Coordinator.

Thank you for your ministry!



# DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

## VOLUNTEER CODE OF CONDUCT

(For Adults)

Children, youth and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to give a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

### Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister, not friend or peer to a child or youth.
- Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
- Witness in all relationships the chastity appropriate to one's state in life, whether ordained or lay, married or single.
- Treat each person with respect, charity, patience, courtesy, dignity, and consideration.
- Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor).
- Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
- Be familiar with and follow pertinent safety policies, including but not limited to Creating a Safe Environment (CASE).
- Participate in appropriate training as required by supervisor.
- \*Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
- \*Utilize a "buddy system" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at church activities.
- Maintain sleeping quarters for adults separate from children/youth/vulnerable adults. Never share a bed with a child, youth, or vulnerable adult.
- Use only communications technologies that are "one-to-many" when working with children, youth, or vulnerable adults. Forbidden one-on-one contact includes, but is not limited to, cell phones, social networking sites and their internal private messaging tools (inbox), text messaging, instant messaging, chat, and email. When responding to a personal message, copy your response to your immediate supervisor.
- \*Meet with children, youth, or vulnerable adults in public places or on church property.
- Use the internet as a resource for programs, but do not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
- Gifts **given** by volunteers to children, youth, or vulnerable adults should be "tokens," not expensive or inappropriate.
- Gifts **received** by volunteers from children, youth, or vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of the pastor, pastoral administrator, or principal.
- Use positive reinforcement with children, youth, or vulnerable adults rather than criticism, competition, or comparison.
- Employ appropriate conduct, speech, and dress.

**Volunteers shall not**

- Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church activity or event.
- Smoke or use tobacco products in the presence of children or youth.
- Engage in sexual harassment of a child, youth, or vulnerable adult.
- Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- Touch a child, youth, or vulnerable adult in a sexual manner.
- Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- Use profanity in the presence of a child, youth, or vulnerable adult.
- Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- Host in their homes children, youth, or vulnerable adults whom they have met through their volunteer activities singly or in groups.

\* Those visiting the homebound (unrelated parties) may be friends with those who are visited. While it is preferable that visitations be made by teams of two, pragmatically this practice might not be possible.

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Name

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Signature

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Ministry Area

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Date