




Safe Environment for Children (Online Training Instructions)

The Diocese of Oakland has started a new program that enables volunteers who will be working with children to take the Safe Environment Training online. The Diocese of Oakland requires that all volunteers complete a safe environment training annually.

This program allows the Diocese to distribute the training to a much broader audience while enabling them to track participation in the program with minimized paperwork.

All parents are encourage to check out the website and take the training online.

INSTRUCTIONS:

1. Go to <http://shieldthevulnerable.org>
2. Click ENTER under "First visit?" in the green Sign In box.
3. Fill out the registration form (a valid email is required)
4. When you get to the school, select Our Lady of Guadalupe.
5. An email will be sent to you with your temporary Login ID and password. (You can change these by clicking on the Edit Contact Information button  at the bottom of the page after you've logged in.)
6. Click link in email, login and take the course.
7. Complete the training and print out the certificate. Bring the certificate to the school for your file. Please keep a copy on file at home.

Time will be made in the school technology center for those individuals who would like to take their training online but do not have internet service readily available to them. Please contact the office if you are interested in making an appointment to use a computer.

NOTE: Remember, you must participate in this training program (online or live) if you plan to participate in ANY ACTIVITY WHERE CHILDREN ARE PRESENT, such as help in the classroom, volunteer to do yard duty, chaperone field trips, visit or observe in the classroom. This program is provided to ensure the safety of ALL children and is a vital part of our ministry as Catholic educators and parents.

As of 10/31/2006, the school is only covering \$5.00 or the total \$15.00 fee for this online training. If you wish to take the training online, the school will send home a bill for the \$10.00 difference.

If you have any questions on the registration process, the training materials or live training sessions, please do not hesitate to contact the office.