



DIOCESE OF NASHVILLE

Parish Safe Environment Coordinator

The chief administrator of each parish, each diocesan high school, and all other diocesan entities whose mission entails service and/or ministry involving minors will designate a Safe Environment Coordinator to oversee local safe environment programs and the proper implementation of diocesan safe environment policies and procedures. Specific duties and responsibilities of the Safe Environment Coordinator include the following:

1. Cooperation with employees, volunteers, parents, civil authorities, educators, community organizations, and the Diocesan Safe Environment Coordinator to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children, specifically regarding the prevention, identification, and reporting of sexual abuse of minors
2. Maintenance of references and available training programs in order to provide for and maintain a local safe environment within all subsidiary ministries and organizations
3. Implementation and coordination of the various policies, programs, and procedures mandated within the Nashville Diocese regarding the creation and maintenance of a safe environment, including the evaluation and background checks of all employees and of all volunteers who have regular contact with minors, specifically, the process of background checks and profile screening.
4. Providing education and familiarization regarding the various policies and procedures of the Diocese of Nashville relative to creating safe environments, including the policy statements of the Diocese: Code of Conduct for Church personnel, Response to Allegations of Sexual Abuse of a Minor, and Response to Allegations of Abuse of a Professional Relationship
5. Familiarization with the mandatory reporting requirements both under Tennessee State Law and pursuant to Diocesan policies

6. Cooperation with the Diocesan Safe Environment Coordinator regarding the implementation of the diocesan programs and policies as they relate to creating and maintaining a safe environment for the children and young people
7. The Safe Environment Coordinator shall report directly to the chief administrator of the local entity, e.g., pastor, high school principal, etc.