



DIOCESE OF NASHVILLE

Site Safe Environment Coordinator

The administrator of each parish, school, and other diocesan entity 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 provide for and maintain a safe environment for children, specifically regarding the prevention, identification, and reporting of sexual abuse of minors.
2. Maintenance of resources and available training programs in order to provide for and maintain a local safe environment within the subsidiary ministry or organization.
3. Implementation and coordination of the various policies, programs, and procedures mandated within the Diocese of Nashville regarding the creation and maintenance of a safe environment, including the evaluation and background check of all employees and volunteers who have regular contact with minors, specifically the process of background checks and profile screenings.
4. Providing education and familiarization regarding the various policies and processes of the Diocese of Nashville relative to creating a safe environment, including: Code of Conduct for Church Personnel, Response to an Allegation of Sexual Abuse of a Minor Process, and Abuse of a Professional Relationship Process, and Requirements for Certification to Work or Volunteer with Minors.
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 Site Safe Environment Coordinator shall report directly to the administrator of the local entity, e.g., pastor, high school principal, etc.