Essential Information about Hosting a Safe Environment Training Session

Thank you for your interest in hosting a Safe Environment training session. Training requests must be scheduled a minimum of forty-five (45) days from the training date.

A reminder that the initial Safe Environment training session (Protecting God's Children) is two (2) hours in length and the maximum number of attendees allowed is thirty (30) adults.

The Safe Environment re-certification training session (Entrusted to Protect, Dedicated to Restore) is one and a half (1 ½) hours in length and the maximum number of attendees allowed is forty (40) adults.

Training sessions must be open to the public. If there is an extenuating circumstance in which a private training session is necessary, pre-approval must be granted by the Office of Safe Environment.

Prerequisites to host a Safe Environment Training Session

1. A DVD player or strong internet access to stream a video that can be easily viewed by a group of individuals.

2. Tables and chairs for the total number of participants that can attend a training session.

3. Provide three (3) available training dates and times.

4. A training session may be scheduled at the following times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
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<tbody>
<tr>
<td>9:00 AM</td>
<td>3:00 PM</td>
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<tr>
<td>9:30 AM</td>
<td>6:00 PM</td>
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<tr>
<td>10:00 AM</td>
<td>6:30 PM</td>
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<tr>
<td>1:00 PM</td>
<td>7:00 PM</td>
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<tr>
<td>2:00 PM</td>
<td>After 1:00 PM on Sundays</td>
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*Note that there are blackout dates (holidays, holiday days, etc.) for Safe Environment training which is predetermined by the Office of Safe Environment. If there are any questions whether a date or dates are blacked out, please click here to view the Safe Environment Black-out Calendar.
Providing assistance to the Facilitator

It is required that an individual from the parish/school/agency is present at the Safe Environment training to assist the Facilitator with the following:

1. Arrive at least **forty-five (45) minutes** before the training session.
2. Have all of the necessary keys to unlock the building and classroom/conference room/gym.
3. Have knowledge of the building layout, including the location of bathrooms and how to work the necessary lights.
4. How to set up and work the technology in order to play the DVD. This includes:
   a. TV and DVD player, or;
   b. a DVD player with a projection screen, or;
   c. a computer connected to the Wifi and a projection screen.
5. Show the Facilitator how to use the remote and provide the Facilitator with Wifi or computer passwords, if applicable.
6. Arrange the tables and chairs with the chairs facing the front of the TV or projector.
7. Lock the outside doors fifteen (15) minutes after the training session begins for security reasons if the training session is being held after after-hours.
8. Remain for up to **thirty (30) minutes** after the completion of the training session.
9. Lock up and turn off the lights when the Facilitator is ready to exit the building.

**Safe Environment Training Session Requests**

To request a Safe Environment training session, please click [here](#) to complete the Safe Environment Training Request Form.

To view the Safe Environment Black-out Calendar, please click [here](#).

The Office of Safe Environment will review the Safe Environment training request within five (5) business days and inform the Requester whether their Safe Environment request is approved. Additional information will be sent to the Requestor including the Safe Environment Facilitator’s name and contact information and the date and time of the training session.

*Training sessions are posted within forty-eight (48) hours of approved training requests.*

Feel free to contact the Office of Safe Environment if you have any questions, at 315.470.1421 or [safeenvironment@syrdio.org](mailto:safeenvironment@syrdio.org). Thank you!