

Concerned? Here's Important Reporting & Contact Information

If you're uncomfortable with a situation, or if you suspect abuse, listen to your instincts and take appropriate action:

- Talk directly to the person involved—not to other people
- Talk to the person's supervisor
- Notify a principal, pediatrician, nurse, etc.
- Call Child Protective Services for your county and/or the police.

Contact Information

When Abuse is Suspected or Occurs

Department of Human Services

State Wide Help Line

800-797-3260

To Report Suspected Abuse by

Clergy and Church Personnel

Diocese of Las Cruces-Chancellor

(575)523-7577

Here's What We Require of Our Employees and Volunteers

- **Criminal History Background Check**
Anyone who may have contact with children, the elderly or persons with disabilities must submit to a background check before starting work or volunteer assignment.
- **Sexual Misconduct Workshop for Adults**
Attendance is required within six months of hire or assignment date for anyone who may have contact with children.
- **Pastoral & Volunteer Codes of Conduct**
Clergy, employees and volunteers are expected to adhere to the practices stated in the Code of Conduct applicable to their position.

Here's What You

Can Do Today To Build Safe Environments

Knowledge and vigilance are crucial to creating safe environments. We must broadcast that this is a place where we protect the vulnerable.

Be aware of warning signs & inappropriate behaviors:

- Always wants to be alone with children
- Expensive gifts
- Bad language
- Dirty Jokes
- Excessive or Inappropriate Touching
- Always wrestling/tickling
- Thinks rules don't apply
- Shows pornography to kids
- Allows children to do what parents don't allow them to do.



You're Invited to
Help Us Build
Safe
Environments

Basilica of San Albino
A Roman Catholic Church

An Orientation Guide
For Our Employees and
Volunteers

Commitment to Safe Environments

The Diocese of Las Cruces and the Basilica of San Albino - Religious Education Program are committed to providing safe environments and fostering continuous improvements in every organization that sponsors activities and/or provides services to the children and youth of San Albino Roman Catholic Church. We intend to create an environment of informed adults who model appropriate behavior, are vigilant to the warning signs of abuse and take action to prevent abuse and improve safety.

Contact Julia Ruiz at 527-5681 if you are interested in becoming a volunteer.

Here's What We're Doing

Through a series of workshops, educational materials, classroom instruction and background checks, in cooperation with the Diocese of Las Cruces, we:

- Increase awareness of potentially harmful situations through training provided in Safe Environment/Sexual Misconduct Workshops
- Empower adults and children to act before abuse occurs
- Evaluate convictions for prospective employees and volunteers for relevance to the employees or volunteers position
- Distribute information through the Religious Education Program
- Have adopted a Pastoral Code of Conduct and Volunteer Code of Conduct which outline acceptable and unacceptable behaviors for all clergy, employees and volunteers

Your Role in Safe Environments

As an employee or volunteer here, you play a vital role in creating safe environments for children, the elderly and persons with disabilities.

To ensure the safety of everyone, especially those at-risk, we:

NEVER leave children alone in the classroom or on field trips.

ONLY MEET alone with a child in an area visible to others.

ONLY ALLOW children to be picked up by an authorized person.

ALWAYS monitor access to the building.

ARE ALERT to strangers hanging around the area.

CHECK secluded areas, bathrooms, etc.

EXPECT supervisors to look in on activities.

