



**Diocese of Fall River  
Office of Safe Environment (OSE)**

450 Highland Avenue Fall River, MA 02720

Telephone: 508-675-1311, ext. 6511 ~ Fax 888-505-1605 ~ Email: osehancery@dioc-fr.org

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**SAFE ENVIRONMENT REQUIREMENTS TO MINISTER/WORK/VOLUNTEER IN THE DIOCESE**

**THE ESSENTIAL THREE:**

All persons aged 18 and older must be approved by the Office of Safe Environment prior to ministering, working, or volunteering in diocese. The approval process begins by completing the “Essential Three” as outlined in the Diocesan Policy for the Protection of the Faithful. For purposes of the Essential Three requirements, the term applicant is used.

**1. CRIMINAL BACKGROUND CHECK:**

All applicants within the Diocese will complete a CORI Acknowledgement Form which requests a clear copy of a valid, government photo identification, residency within the past ten years and verification of the form by a diocesan representative. If further steps are required in the processing of a criminal background check, and/or an issue arises regarding an adverse CORI, a representative of the Office of Safe Environment will contact the applicant. CORI’s are conducted every three years for clergy, religious and lay employees. CORI’s are conducted every year for seasonal employees and volunteers.

**CORI Acknowledgement Form Submission:**

All Catholic School Employees/Sub-Contractors/Volunteers - Submit to Catholic School Office (508-687-7301)  
All *Other* Employees/Sub-Contractors/Volunteers – Submit to the Office of Safe Environment (see above info)

**2. SAFE ENVIRONMENT TRAINING**

All applicants must complete Safe Environment Training. The training is available online at <https://fallriver.cmgconnect.org>. The applicant must register online at CMG Connect under the Diocese of Fall River to begin the training. Once registered, the applicant will view three Safe Haven videos with a Q&A session. A respective Code of Conduct is added at the end of the videos for acknowledgement (see #3 below). Please note that these videos cover sensitive material. If anyone has any questions, please contact OSE. Training will be renewed every six (6) years or when directed by the OSE.

Spanish: On-line training is offered in Spanish. Please choose so when registering.

Portuguese: A written transcript of the three Safe Haven videos in Portuguese is available through OSE.

Hearing Impaired: A written transcript for the three Safe Haven Videos is available through OSE.

Live Training: Please contact the OSE for this option.

**3. CODE OF CONDUCT**

All applicants will be provided with a respective Safe Environment Code of Conduct. When taking the online training, the Codes must be read and acknowledged online. All who minister, work or volunteer within the Diocese are subject to Codes of Conduct at all times. The Codes of Conduct shall not expire.

**Minors:** (under the age of eighteen) are not required to complete the Essential Three. However, a minor who is an employee or a volunteer within the Diocese and is in contact with minors or vulnerable adults must be assigned to an “Essential Three” compliant adult to fulfill their obligations as an employee or volunteer. A minor together with the parent/guardian and respective diocesan supervisor will sign a Diocesan Youth Code of Conduct each year. If the applicant has attained eighteen years of age, they will be required to complete the Essential Three.

Each diocesan facility, i.e. parish, school or program, has a representative who can assist in the verification process of the CORI Acknowledgement Form. However, if you have any questions regarding CORI processing, please contact the Office of Safe Environment at 508-675-1311, ext. 6511 or osehancery@dioc-fr.org.