# **AWAREITY** Safe Environment Reporting System



#### As we continue to work toward a safe and secure environment for all people within the Diocese of Green Bay, the Office of Safe Environment has implemented a web-based incident reporting tool called Awareity.

Awareity is a comprehensive platform for reporting, tracking, and documenting incidents and concerns, making it simple and confidential to share red flag behaviors such as:

- Sexual abuse of a minor (if this is currently taking place, immediately call 911 to report)
- Harassment
- Boundary issues
- Threats of violence
- Concerning behavior by clergy, staff, or volunteers
- Misconduct
- Anything that you may find stressful or out of the ordinary and feel compelled to bring forward regarding clergy, staff, or volunteers

The goal of Awareity is prevention and to help identify red flags and warning signs before an incident occurs or escalates. **PLEASE NOTE**: This is not an emergency reporting system. If this is an urgent matter, please immediately dial 911.

We must partner with our staff, volunteers, parents, students, and family members to combat these challenges and take a proactive approach to preventing what we can by staying ahead of concerning and potentially harmful situations. By working together, we can help prevent incidents from occurring and ensure the safety and security of our school and parish communities.

Actively promoting the Awareity reporting tool and providing ongoing awareness through posters, announcements, etc., can help ensure all staff, volunteers, parents, and visitors understand how they can play an active role in keeping your community safe.

## **QUESTIONS & ADDITIONAL INFORMATION** Courtney Coopman, Victim Assistance Coordinator

(920) 272-8174 | ccoopman@gbdioc.org

## HOW DO I MAKE A REPORT?

If you want to report a concern, please visit **www.gbdioc.org/awareity** and click on the Awareity Incident Report button. It may also be accessible from your parish or school website by clicking on the green butterfly icon (*show at left*).

### Is the report really anonymous?

Yes! Reporters can remain truly anonymous if they choose, so they have nothing to fear in sharing their concerns. However, <u>we cannot</u> <u>guarantee we can follow-up</u> unless we have your name and a way to contact you by either phone or email.

# Once a report is submitted what happens?

All reports are securely transmitted to and stored within the Awareity platform. Immediate notifications are sent to the appropriate personnel, and reports are only accessible by approved personnel. Once the team has reviewed your report/ concerns, appropriate investigation and follow-up efforts will occur.

# Do I have to use the form to make a report?

No. You are still welcome and encouraged to speak directly with a team member at (920) 272-8174 if you have concerns. Awareity should in no way replace face-to-face communication, but instead help our community share information when someone is less comfortable sharing it in person.

