



Safe Environment Requirements

Archdiocesan policy requires all church personnel* to obtain background checks. Volunteers who may have any possible contact with children must also obtain background checks. All background checks and clearances must be obtained prior to beginning work/service.

Background Check and Clearance Requirements are as follows:

Paid Staff

All three clearances must be renewed every 5 years (60 months)

1. Federal Fingerprint Background Check (FBI)
www.pa.cogentid.com
2. Pennsylvania State Police Criminal Background Check
<https://epatch.state.pa.us/Home.jsp>
3. Pennsylvania Child Abuse History Clearance
<https://www.compass.state.pa.us/CWIS>

Provisional Employees

May be employed for a single period not to exceed 90 days if:

- The applicant has applied for all clearances and provided copies of completed forms
- Employer has no knowledge of information that would disqualify applicant
- Applicant submits Employment disclosure form
- Applicant is not permitted to work alone with children; must work near permanent employee.

Volunteers

All three clearances and/or forms must be renewed every 5 years (60 months).

1. Federal Fingerprint Background Check
 - a. *If not Pennsylvania resident for 10 continuous years*OR
2. Disclosure Statement Application for Volunteers
 - a. *If Pennsylvania resident for 10 continuous years*
3. Pennsylvania State Police Criminal Background Check
4. Pennsylvania Child Abuse History Clearance

Provisional Volunteers

- No provisional status for Pennsylvania residents.
- Volunteers who reside in another state or country may work on a provisional basis for no more than 30 days while the Pennsylvania State Police, the Department of Public Welfare, and/or the FBI are processing the background checks, so long as they provide clearances from their state or country of residence.

Training Requirements are as follows:

All church personnel and volunteers who have regular contact with children must complete the following training:

(There is a onetime 90 day grace period permitted)

1. Safe Environment Part I: Protecting God's Children
2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse
 - *Must be completed on-line through the OCYP website at www.childyouthprotection.org under "Training Institute".*

* Church Personnel" includes any priest, religious, deacon, pastoral minister, employee, school employee, parish employee, and contract employee. This includes any individual 14 years of age or older applying for or in a paid position as an employee having direct contact with children.

For more information please visit www.childyouthprotection.org

(Your School Letterhead)

Date:

Dear:

As you are aware, any adult having access to, or regular contact with children **must** comply with Archdiocesan Safe Environment requirements, including background clearances, training, etc. Our school is now reviewing our files to ensure complete compliance with the Safe Environment Program.

According to our records, the documentation checked below is missing from your file. Please return the information to the parish business office by [set a deadline here] in order for you to continue your ministry to children of our school.

1. _____ **PA State Police Criminal Background Check**
<https://epatch.state.pa.us/Home.jsp>
2. _____ **PA Child Abuse Clearance**
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf
3. _____ **Federal Criminal History Record (FBI Fingerprints)**
<http://www.pa.cogentid.com/index.htm>
4. _____ **Attendance at "Protecting God's Children-Awareness Sessions for Adults"**
Upcoming training sessions are listed here:
https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0
5. _____ **Signed "Standards for Ministerial Behavior" Acknowledgement Form**
Acknowledgement form given to you at training session
6. _____ **Technology Addendum Training**
This is included in "Protecting God's Children" after 7/1/11
<http://chidyouthprotection.org/>
7. _____ **Mandated Reporter Training**
<http://chidyouthprotection.org/>
8. _____ **PA Criminal Disclosure form (for volunteers who have lived in PA for the past continuous 10 years)**
<http://chidyouthprotection.org/>

If number 4 is checked and you have already attended a safe environment training session, please let us know the session you attended (when and where). If you have not attended, you must register for safe environment training by [set a deadline here] in order to continue your ministry with children in our parish. If you need information on how to obtain a criminal background or child abuse clearance check, please go to <http://chidyouthprotection.org/> or contact us at [insert school/parish/business office contact information here].

As of (Date) you are considered '**inactive**' in service to the youth of our school and will you **NOT** be permitted to return until your documentation is received. As soon as the requirements above are completed, you may resume your ministry to the children of our school. We appreciate all that you do. Thanks for your cooperation in gathering this information. If you have any further questions, please contact [insert school phone here].

Sincerely,