

SAFE ENVIRONMENT CHECK LIST

Clearances must be obtained prior to the start date of employment or volunteer service.

BACKGROUND CHECKS AND TRAINING FOR VOLUNTEERS

All catechists and program volunteers, who are 18 and older, and lived in PA for less than 10 years must provide the following:

- PA State Police Criminal background check*
- PA Dept. of Public Welfare Child Abuse History Clearance*
- Federal Bureau of Investigation Fingerprint (FBI) Clearance (DHS)*
- Attend a Protecting God's Children Awareness Session and submit:
 - Signed acknowledgment form for the Standards of Ministerial Behavior and Boundaries
 - Mandated Reporter Training certificate of completion.

**Must be renewed every five years.*

All catechists and program volunteers, who are 18 and older, and **lived continuously in PA for 10 years** must provide the following:

- PA State Police Criminal background check*
- PA Dept. of Public Welfare Child Abuse History Clearance*
- Disclosure Statement Application for volunteers to be filed at the place of service
- Attend a Protecting God's Children Awareness Session and submit:
 - Signed acknowledgment form for the Standards of Ministerial Behavior and Boundaries
 - Mandated Reporter Training certificate of completion.

**Must be renewed every five years.*

BACKGROUND CHECKS AND TRAINING FOR EMPLOYEES

The following clearances must be obtained by employees and renewed every *five years*:

- Federal Bureau of Investigation Fingerprint Clearance (DHS)
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

SUPERVISION

_____ All volunteers who are under the age of 18 are supervised at all times by an adult who is in full compliance with the Safe Environment requirements.

REPORTING SUSPECTED ABUSE

_____ All catechists and program volunteers understand their responsibilities as a "mandated reporter" in the state of Pennsylvania.

_____ The Director of Religious Education Program has reviewed the reporting procedure with all _____ catechists and program volunteers.

LESSONS FOR STUDENTS

_____ All catechists have received and reviewed the "Keeping God's Children Safe" personal safety lesson plan for their level. <http://phillyocf.org/prep-resources/>

_____ Parent/guardians have received notice of date (s) on which the personal safety lesson will be presented and informed of their right to opt out after review of this lesson.

_____ If (after reviewing the lesson) a parent/guardian (s) chooses to "opt out" their child(ren) from this instruction, the parish provides the "Opt Out" letter (see appendix XVI.) The parent/guardian(s) must sign, date and return to the Director of Religious Education who will retain on file. A copy of this letter must be included with the annual audit.

_____ Directors of Religious Education are encouraged to have additional support staff available on the day of instruction.

Please contact the Office for Child and Youth Protection at 215-587-2466 if you have any questions.