

SAFE ENVIRONMENT REQUIREMENTS - VOLUNTEERS

CLEARANCES

As of July 1, 2015 Pennsylvania law requires that all staff and volunteers who work with children have a PA Criminal background check and Child Abuse clearance that is less than five (5) years old. This includes volunteers who work with children on a regular basis as well as chaperones for school activities, trips, etc.

Volunteers can get one free copy of each of these clearances every year.

There is no provisional period for clearances. All clearances are required prior to beginning to work/volunteer with children.

- The PA State Police Criminal Record Check can be obtained online at <https://epatch.state.pa.us/Home.jsp>. You will need to print a copy of your criminal record check and bring it to the rectory for your file.
- PA Department of Human Services Child Abuse History Clearance can be obtained online at <https://www.compass.state.pa.us/CWIS>. You will need to print a copy of the clearance and bring it to the rectory for your file.

Volunteers who have not lived in Pennsylvania for 10 years will also need the Federal Bureau of Investigation Fingerprint Clearance in addition to the above two clearances.

- Federal Criminal Background Check can be obtained by going to www.pa.cogentid.com to schedule an appointment and pay for the background check.

PLEASE NOTE: ALL VOLUNTEERS WHO MAY HAVE ANY POSSIBLE CONTACT WITH CHILDREN MUST HAVE THE PA STATE POLICE CLEARANCE, PA CHILD ABUSE HISTORY CLEARANCE AND A SIGNED DISCLOSURE STATEMENT ON FILE IN THE PARISH. THIS INCLUDES CHAPERONES FOR CLASS TRIPS, CYO EVENTS, ETC.

TRAINING

All employees and volunteers who have regular contact with children in addition to the background clearances must also complete the following training requirements. You have 90 days from the time you began service to complete the required trainings.

- Safe Environment Part I Protecting God's Children – classroom component. You can register through the link on the Archdiocese of Philadelphia website.
- Mandated Reporter Online Component – required for all who began service after December 2011 or did not take the Mandated Reporter updated training in person.
- Review of Technology Addendum - Those trained prior to July 1, 2011 are required to review the Technology addendum and return the signed acknowledgment form for their file. The Technology addendum is included in the in-person training since July 1, 2011.

DISCLOSURE STATEMENT

- For all volunteers who have lived in the State of PA continuously for 10 years are not required to have the FBI fingerprinting. A signed copy of the Disclosure Statement must be on file.

PLEASE NOTE: The best place to get current requirements and information about how to obtain the background checks, register for the in-person class or the online Mandated Reporter training is through the Archdiocese of Philadelphia's website – www.archphila.org under Protecting Children.

If you have any questions regarding clearances, please refer them to Ms. Fran Williams in the rectory at 215-632-1144.