

Archdiocese of Philadelphia Safe Environment Requirements

Archdiocesan policy requires all clergy, as well as all parish and school employees to obtain background checks. Volunteers who have *any possible contact* with children must also obtain background checks. Required Background Checks Prior to Service:

PA State Police Criminal Record Check

- Can be obtained online with results available within a few minutes.
- Renewal required every 5 years

PA Department of Public Welfare Child Abuse Clearance Check

- Volunteers must attach a copy of the results of their PA State Police Criminal Check to Child Abuse Clearance form.
- Renewal required every 5 years

Federal Criminal Background Check:

- As of April, 2007, the state of PA requires all new school employees to have a Federal background check.
- A Federal background check is also required for non-school employees and volunteers, who do not live in PA or have lived outside of PA during the past two years.
- Renewal required every 5 years for employees and volunteers who reside outside of PA

All clergy, as well as staff and volunteers of the Archdiocese of Philadelphia who have regular contact with children (at least one time per week) must complete the following training requirements:

Safe Environment: *Protecting God's Children*

- Attendance is expected within 90 days of beginning to work with children.

Review of the Technology Addendum

- Those who attended Safe Environment/Protecting God's Children Training before 7/1/2011 (included in Safe Environment training after 7/1/2011)

Mandated Reporter

- This training is required for all new clergy, as well as staff and volunteers who began service after December, 2011 or who did not take the training in-person. This training is now available on-line through the OCYP website at www.childyouthprotection.org under "Training Institute".

A link to the forms for the background checks and the list of Virtus trainings is available on the Office for Child and Youth Protection webpage: www.childyouthprotection.org

COMPLIANCE GUIDELINES AND RESOURCES

No employee or volunteer should begin work with children without the PA State Police Criminal Record Check. Employees must secure all other required background checks within 30 days of hire. **During this provisional period, their work with children must be supervised.** If the federal criminal history background check is delayed while being processed, the employee, from the date of hire, must provide proof that he/she has completed the process to secure the federal background check.

Volunteers should have all of the required background checks as they begin to work with children. If they do not, the Pastor may permit a volunteer to work with children during a provisional period if they can show proof that background check requests have been submitted. **Their work with children must be supervised during this period.** All background checks must be received within 30 days.

Those who do not comply must be moved to “inactive status” and not be permitted to work with children until all requirements have been met.

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