

Documentation Needed for Diocesan Child Protection Compliance

Diocesan Personnel	Documentation
Priests, Deacons, Seminary Students and Priest/Diaconate Candidates	<ul style="list-style-type: none"> • Diocesan Statement of Intent for Compliance (date of signature must be September 1, 2015 or later) • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Federal Criminal History Record Information [includes fingerprints] (every five years) • Diocesan Mandated Reporter Compliance Document (once a year) • Diocesan <i>Creating a Safe Environment</i> online Inservice (every five years)
School Employees (includes anyone who receives <u>any</u> compensation from the school, including stipends)	<ul style="list-style-type: none"> • Diocesan Statement of Intent for Compliance (date of signature must be September 1, 2015 or later) • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Federal Criminal History Record Information [includes fingerprints] (every five years) [<i>the official report will be housed at the Catholic Schools Office at the Diocese</i>] • (State) Mandated Reporter Training (every five years) • Diocesan Mandated Reporter Compliance Document (once a year) • Act 24 Arrest/Conviction Report and Certification Form • Sexual Misconduct/Abuse Disclosure Release Form(s) (Act 168) • Diocesan <i>Creating a Safe Environment</i> online Inservice (every five years) • For Teachers: complete personnel file (includes diocesan School Educator Employment Application and references) • Other Employees: Diocesan Application for Adults Working with Children
Non-School Employees (Paid or Stipend) Having Direct or Regular Contact** with Children	<ul style="list-style-type: none"> • Diocesan Statement of Intent for Compliance (date of signature must be September 1, 2015 or later) • Diocesan Application for Adults Working with Children • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Federal Criminal History Record Information [includes fingerprints] (every five years) • Diocesan Mandated Reporter Compliance Document (once a year) • Diocesan <i>Creating a Safe Environment</i> online Inservice (every five years)
Volunteers Having Regular Contact with Children	<ul style="list-style-type: none"> • Diocesan Statement of Intent for Compliance (date of signature must be September 1, 2015 or later) • Diocesan Application for Adults Working with Children • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Federal Criminal Record Check (IF not a Pennsylvania resident for the previous continuous ten years) • Diocesan Mandated Reporter Compliance Document (once a year) • Diocesan <i>Creating a Safe Environment</i> online inservice (every five years) • School Volunteers ONLY (State) Mandated Reporter Training (every five years)

Volunteer Coaches	<p><u>All of the above in <i>Volunteers Having Regular Contact with Children</i></u> plus: On-line Sudden Cardiac Arrest Training (every year) On-line Concussion in Sports Class (every year)</p>
Volunteer Drivers	<ul style="list-style-type: none"> • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Must be 21 years of age • must fill out and sign Volunteer Driver Information Sheet
Volunteers Having Occasional Contact with Children	<ul style="list-style-type: none"> • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Be listed on the <i>Occasional Volunteers List</i> form • Occasional Volunteer Conduct Form (once a year) • Diocesan Mandated Reporter Compliance Document (once a year)
Youth Receiving Salary, Stipend Ages 14-17 who supervise other children	<ul style="list-style-type: none"> • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Federal Criminal History Record Information [includes fingerprints] IF minor has not resided in PA for previous ten-year period • Completion of Minor (Age 14-17) Conduct Form
Youth Volunteers (under the age of 18)	<ul style="list-style-type: none"> • Be known to the leader • Are never to work unsupervised with children/youth
Boy Scout Leaders/Volunteers in troops who are chartered by or use parish or school facilities	<p>Documentation that adult is registered with the Boy Scouts of America (registration by the Boy Scouts indicates that clearances and inservicing are completed, which are all acceptable for diocesan compliance) No other diocesan forms necessary.</p>
Girl Scout Leaders/Volunteers in troops who are chartered by or use parish or school facilities	<p>Copies of or verification from Scout Office of:</p> <ul style="list-style-type: none"> • PA State Police Criminal Record Check (every five years) • PA Dept. of Public Welfare Child Abuse History Certification (every five years) • Federal Criminal Record Information (IF not a Pennsylvania resident for the previous continuous ten years) • Completion of diocesan <i>Creating a Safe Environment</i> online inservice (every five years) [because the Girl Scouts organization does not require any inservicing on child abuse/safe environment] <p>No other diocesan forms necessary.</p>