

OPCY Documentation required for Diocesan Child Protection Compliance

Personnel	Required Documentation
<p>Priest, Religious, Deacon, Seminarian, Diaconate Candidate</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (one time: new seminarians/diaconate candidates) • PA State Police Criminal History Clearance (PSP Criminal Record Check) (5 years) • PA Dept. of Human Services Child Abuse History Clearance (5 years) • FBI Criminal History Clearance [includes fingerprints] (5 years) • Diocesan <i>Creating a Safe Environment</i> Training (5 years) • Diocesan Statement of Intent for Compliance (5 years) • Diocesan Mandated Reporter Compliance Document (yearly)
<p>School Employee (includes Teachers and Coaches) age 18 and over (Paid or Stipend)</p> <p>Check Catholic Schools Policy for any additional requirements and forms</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (once before hire) • <i>Teachers</i>: completed teacher Employment Application and References • <i>Employees</i>: completed Employment Application and/or Resume and References • PA State Police Criminal History Clearance (PSP Criminal Record Check) (5 years) • PA Dept. of Human Services Child Abuse History Clearance (5 years) • FBI Criminal History Clearance [includes fingerprints] (5 years) [<i>official report is kept in the diocesan Catholic Schools Office</i>] • PA Dept. of Education Arrest/Conviction Report and Certification Form (Act 24) (one time before hire) • PA Dept. of Education Sexual Misconduct/Abuse Disclosure Release Form(s) (Act 168) (one time before hire) • PA Mandated Child Abuse Recognition and Reporting Training (5 years) • Diocesan <i>Creating a Safe Environment</i> Training (5 years) • Diocesan Statement of Intent for Compliance (5 years) • Diocesan Mandated Reporter Compliance Document (yearly)
<p>Non-School Employee (Paid or Stipend) having direct contact with children</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (once before hire) • Employment Application and/or Resume and References • PA State Police Criminal History Clearance (PSP Criminal Record Check) (5 years) • PA Dept. of Human Services Child Abuse History Clearance (5 years) • FBI Criminal History Clearance [includes fingerprints] (5 years) • Diocesan <i>Creating a Safe Environment</i> Training (5 years) • Diocesan Statement of Intent for Compliance (5 years) • Diocesan Mandated Reporter Compliance Document (yearly)
<p>Regular Volunteer (includes unpaid coaches) having direct volunteer contact with children</p> <p>School volunteers should check with the school office for any additional requirements</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (once before acceptance) • Diocesan Application for Adult Volunteers Working with Children and References • PA State Police Criminal History Clearance (PSP Criminal Record Check) (5 years) • PA Dept. of Human Services Child Abuse History Clearance (5 years) • Disclosure Statement for Volunteers (5 years) for most, OR FBI Criminal History Clearance [includes fingerprints] if not a resident of PA for the previous ten-year period (5 years) • Diocesan <i>Creating a Safe Environment</i> Training (5 years) • Diocesan Statement of Intent for Compliance (5 years) • Diocesan Mandated Reporter Compliance Document (yearly) • <i>School Volunteers ONLY</i>: PA Mandated Child Abuse Recognition and Reporting Training (5 years)

<p>Occasional Volunteer having direct volunteer contact with children on an irregular basis (refer to parish and/or school volunteer chart)</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (once before acceptance) • PA State Police Criminal History Clearance (PSP Criminal Record Check) (5 years) • PA Dept. of Human Services Child Abuse History Clearance (5 years) • Disclosure Statement for Volunteers (5 years) for most, OR FBI Criminal History Clearance [includes fingerprints] if not a PA resident for the previous ten-year period (5 years) • Occasional Volunteer Conduct Form (yearly) • Diocesan Mandated Reporter Compliance Document (yearly) • Be listed on an <i>Occasional Volunteers List</i> form each time spent volunteering
<p>Youth Ages 14-17 Receiving a Salary or Stipend and having direct contact with children</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (once before hire) • Employment Application and References • PA State Police Criminal History Clearance (PSP Criminal Record Check) (5 years) • PA Dept. of Human Services Child Abuse History Clearance (5 years) • Disclosure Statement for Employees Age 14-17 (yearly) • FBI Criminal History Clearance [includes fingerprints] IF minor has not resided in PA for previous ten-year period (Contact the OPCY for more information) (5 years)
<p>Contracted Employees (Bus service, cafeteria service, etc.)</p>	<ul style="list-style-type: none"> • Contractor must provide to the school, parish, agency, or institution the completed clearances as listed in the Policy for the Protection of Children and the clearances must be kept on file in the school, parish, agency, or institution.
<p>Volunteer Driver</p>	<ul style="list-style-type: none"> • Must complete the requirements for Regular Volunteer • Must be 21 years of age • Valid driver's license and proof of insurance – copies maintained on file • Volunteer Driver Information Sheet
<p>Youth Volunteer (under the age of 18)</p>	<ul style="list-style-type: none"> • Be known to the supervising person • Are <u>never</u> permitted to work alone unsupervised with children/youth