

**ST. CYRIL OF JERUSALEM
PARISH RELIGIOUS EDUCATION PROGRAM
SAFE ENVIRONMENT COMPLIANCE REQUIREMENTS**

The Archdiocese of Philadelphia requires every parish to be in full compliance with the Commonwealth of Pennsylvania requirements for background checks and clearances. Archdiocesan policy requires all church personnel and volunteers to obtain background checks prior to commence working or volunteering services. Volunteers who may have regular contact with children must also obtain background checks prior to begin working or volunteering.

I. BACKGROUND CHECKS/TRAINING FOR VOLUNTEERS – at least age 18/PA Resident for **LESS than 10 years**

1. PA State Police Criminal background check – renewable every 5 years
2. PA Department of Public Welfare Child Abuse History Clearance – renewable every 5 years
3. FBI Fingerprint Clearance – renewable every 5 years
4. Attend the Child and Youth Protection Orientation (aka-Protecting God’s Children Awareness Session”
5. Read the “Addendum to “The Standards of Ministerial Behavior and Boundaries” (Information and Communication Technology) – sign acknowledgment form and submit to the parish Safe Environment Administrator.
6. Complete Mandated Reporter Training (online) – Submit Certificate of Completion

II. BACKGROUND CHECKS/TRAINING FOR VOLUNTEERS – at least age 18/PA Resident **FOR 10 years or more**

1. PA State Police Criminal background check – renewable every 5 years
2. PA Department of Public Welfare Child Abuse History Clearance – renewable every 5 years
3. Disclosure Statement – read/sign submit to parish Safe Environment Administrator
4. Attend the Child and Youth Protection Orientation (aka-Protecting God’s Children Awareness Session”
5. Read the “Addendum to “The Standards of Ministerial Behavior and Boundaries” (Information and Communication Technology) – sign acknowledgment form and submit to the parish Safe Environment Administrator.
6. Complete Mandated Reporter Training (online) – Submit Certificate of Completion

III. LINKS FOR BACKGROUND CHECKS, CERTIFICATIONS, TRAINING –

PA STATE POLICE BACKGROUND CHECK:

Go to > <https://epatch.state.pa.us/>

Click >New Record Check – Volunteer

Print >Instructions for State PD Criminal Check

Click > the control number to view your results

Click >the “Certification Form” link in the center of the page to view, save and print your official certificate.

Submit *the original* to “Safe Environment Administrator.” Retain a copy for yourself.

PA CHILD ABUSE HISTORY:

Go to > <https://www.compass.state.pa.us/cwis/public/>

Print > Instructions for PA Child Abuse History

Click > “Create Individual Account”. “The Keystone Key” is a user name you create. Follow the site’s step-by-step instructions for creating a password. Keep a record of your Keystone Key and Password to access results

VOLUNTEER APPLICATION DISCLOSURE STATEMENT: For PA Resident for less than 10 years

Attached to e-mail

Print > form Read and sign

FBI FINGERPRINT CHECK: ONLY FOR THOSE PA RESIDENTS LESS THAN 10 YEARS

Go to > https://www.pa.cogentid.com/index_dpwNew.htm

Click >Pennsylvania Dept. of Human Resources

Click > *First Time User* - select a location to register to be fingerprinted.

INFORMATION & COMMUNICATION ADDENDUM:

Attached to E-mail - Read > [Information & Communication Tech. Addendum](#)

Attached to E-mail – upon completion of reading the above sign Tech Addendum

IV. SAFE ENVIRONMENT TRAINING - Two Part Program

PART ONE – “Protecting God’s Children” ... conducted by *VIRTUS* certified facilitators on the prevention of child abuse. The purpose is to increase participants awareness of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and provides five easy steps to be employed to prevent child sexual abuse. Two videos are used in the program, “*A Time to Protect God’s Children*” and “*A Plan to Protect God’s Children.*”

The training facilitators incorporate policies and procedures for defining child sexual abuse, reporting child sexual abuse, screening/selection of employees, and victim advocacy.

REGISTRATION: *For Session to be conducted at St. Cyril's Social Hall, Tuesday Evening November 14th at 6:30 p.m.*

Go to > <https://www.virtusonline.org>

Go to > First Time Registrant

Click > "Begin the registration process"

PART TWO – "Mandated Reporter Training" - provides an *on-line* session of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. This training is **MANDATORY** for all new clergy, staff and volunteers who began service after December 2011 or have not participated in this training session.

Go to > <https://childyouthprotection.org/index.php/staff-volunteers/required-training>

Go to > Safe Environment Training, read Mandated Reporter online component.

Go to > Click Here...to enter the Training Institute to login or register and commence the training.

NEED ASSISTANCE? ... *Should you have a question or need assistance with any of the above checks, clearances, or training please contact the Safe Environment Administrator at 215-343-1288. Please submit all of the above completed forms, certificates, etc. To Mrs. Liz Camire in the Rectory Office.*