

Archdiocese of Philadelphia
Office for Child and Youth Protection
Safe Environment Requirements Checklist

Archdiocesan policy requires all clergy as well as 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:

1. PA State Police Criminal Record Check
2. PA DPW Child Abuse Clearance Check (ChildLine)
3. FBI Criminal Background Check (fingerprints)

To be renewed every five (5) years

All clergy as well as staff and volunteers of the Archdiocese who have regular contact with children (once per week or more) must complete the following training requirements:

1. Protecting God's Children Awareness Training for Adults, within 90 days of beginning to work with children
2. Review of the Technology Addendum (included in Safe Env. training after 7/1/2011)
3. Mandated Reporter Training, required for all new clergy, staff and volunteers who began service after December 2011 or who did not take the training in-person

Links to all required clearances and trainings can be found at the Archdiocese Office for Child and Youth Protection: <https://childyouthprotection.org/>

Archdiocesan policy requires that **all employees** and volunteers who may have **any possible contact** with children complete the following background checks and clearances:

Clearances for **all clergy and staff** and volunteers who have lived in PA < 10 yrs):

- Federal Bureau of Investigation Fingerprint Clearance; go to www.pa.cogentid.com to schedule an appointment and pay for the background check
- Pennsylvania State Police Clearance; can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes
- Pennsylvania Child Abuse History Clearance; can be obtained online at <https://www.compass.state.pa.us/CWIS>

Clearances for Volunteers Living in PA Continuously for 10 years:

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance
- Disclosure Statement application for volunteers to be filed at the place of service (obtain from Safe Env. Coordinator).

Volunteers who have **regular contact** with children (at least one time per week) are required to complete parts one and two of the Safe Environment training within 90 days of beginning their volunteer work.

Part I: Protecting God's Children, is offered regularly at sites throughout the Archdiocese. The training provides basic facts about child sexual abuse and adults' roles in prevention. [Register here- https://www.virtusonline.org](https://www.virtusonline.org)

Part II: The Mandatory Reporting of Suspected Child Abuse, is available online at our Training Institute in English and Spanish. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. The training should take you approximately one hour to complete. [Register here- https://learning.childyouthprotection.org/](https://learning.childyouthprotection.org/)