



OFFICE FOR CHILD AND YOUTH PROTECTION

ARCHDIOCESE OF
PHILADELPHIA

Safe Environment Requirements - Employees

Archdiocesan policy requires all church personnel* to obtain background checks. All background checks and clearances must be obtained **prior** to beginning work/service, including employed minors 14-17 years old.

Background Check and Clearance Requirements as follows:

All three clearances must be renewed every 5 years (60 months).

1. Federal Fingerprint Background Check (FBI) <https://uenroll.identogo.com>

The following service codes are needed to register:

1KG6TR for (PDE) Pennsylvania Department of Education Educators/Staff (non-public schools)

1KG738 for Child Care Services/Program Employee/Contractors 18 and over (this includes all parish employees)

1KG756 for Employees 14–17-year-olds that have contact with children (use for Minors only)

2. Pennsylvania State Police Criminal Background Check

<https://epatch.pa.gov/home>

3. Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

- Minors must also obtain an FBI fingerprint check unless all of the following conditions are met:
 - The individual has been a Pennsylvania resident for the entirety of the previous 10 years.
 - The individual has not been a Pennsylvania resident during the entirety of the previous 10-year period **but** has received and provided an FBI fingerprint check.
 - The individual and the individual's parent or legal guardian swears or affirms in writing that the individual has not been convicted of any of the crimes or equivalent crimes in any other jurisdiction listed under the Child Protective Services Law that would disqualify an individual from employment involving contact with children.
 - All applicable background checks for minors must be obtained every 5 years from the date of the last background check.

Training Requirements are as follows:

All church personnel and volunteers who have regular contact with children must also complete the following training. This does NOT include minors ages 14-17:

1. Safe Environment Part I: Protecting God's Children

- *To register or post-register please go to www.VIRTUS.org*

2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse

- *Must be completed on-line through the OCYP website at www.childyouthprotection.org under "Training Institute".*

These trainings are only for adults.

**"Church Personnel" includes any priest, religious, deacon, pastoral minister, employee, school employee, parish employee, and contract employee. This includes any individuals 14 years of age or older applying for or in a paid position as an employee having direct contact with children.*

For more information, please visit <https://childyouthprotection.org> or call 215-587-2466



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Safe Environment Requirements – Volunteers

Volunteers who may have any possible contact with children must also obtain background checks. All background checks and clearances must be obtained **prior** to beginning work/service. Minors under the age of 18 who are volunteering are NOT required to obtain background checks.

Background Check and Clearance Requirements as follows:

All three clearances and/or forms must be renewed every 5 years (60 months).

1. *If not a Pennsylvania resident for 10 continuous years*

Federal Fingerprint Background Check (FBI) <https://uenroll.identogo.com>

The following service code is needed to register for all current and/or prospective **parish/school volunteers:**

1KG6ZJ

OR

If a Pennsylvania resident for 10 continuous years

Disclosure Statement Application for Volunteers

2. Pennsylvania State Police Criminal Background Check

<https://epatch.pa.gov/home>

3. Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

Training Requirements are as follows:

All church personnel and volunteers who have regular contact with children must complete the following training:

1. Safe Environment Part I: Protecting God's Children

- *To register or post-register please go to www.VIRTUS.org*

2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse

- *Must be completed on-line through the OCYP website at www.childyouthprotection.org under "[Training Institute](#)".*

These trainings are only for adults.

For more information please visit <https://childyouthprotection.org> or call 215-587-2466.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____