

KNOW your Employees and Volunteers

Diocesan Personnel	Documentation Needed for Diocesan Child Protection Compliance
Clergy, Seminary Students and Priest/Diaconate Candidates	<ul style="list-style-type: none"> • PA State Police Criminal Record Check • Dept. of Public Welfare Child Abuse History Clearance • Federal Criminal Record Check (if not a Pennsylvania resident for the previous two years) • Diocesan Compliance Statement • Diocesan <i>Creating a Safe Environment</i> Inservice
School Employees (includes Volunteers who are paid a stipend)	<ul style="list-style-type: none"> • PA State Police Criminal Record Check (if hired on or after January 1, 1986) • Dept. of Public Welfare Child Abuse History Clearance (if hired on or after July 1, 1996) • Federal Criminal Record Check (if hired on or after April 1, 2007; or if hired on or after January 1, 1986 while not having been a Pennsylvania resident for the previous two years) • Diocesan Compliance Statement • Diocesan <i>Creating a Safe Environment</i> Inservice • For Teachers: complete personnel file (includes application and references) • Other Employees: Application and References (particular to school)
Other Employees Having Unsupervised Contact with Children	<ul style="list-style-type: none"> • PA State Police Criminal Record Check • Dept. of Public Welfare Child Abuse History Clearance • Federal Criminal Record Check (if not a Pennsylvania resident for the previous two years) • Diocesan Compliance Statement • Diocesan <i>Creating a Safe Environment</i> Inservice • Application and References (particular to parish/diocese)
Volunteers Having Unsupervised Contact with Children	<ul style="list-style-type: none"> • PA State Police Criminal Record Check • Dept. of Public Welfare Child Abuse History Clearance • Federal Criminal Record Check (if not a Pennsylvania resident for the previous two years) • Diocesan Compliance Statement • Diocesan <i>Creating a Safe Environment</i> Inservice • Diocesan Application for Volunteers with Children (including references)
Volunteers Having Occasional Supervised Contact with Children (e.g. aides for cafeteria, library, Vacation Bible School, Scouts, etc)	<ul style="list-style-type: none"> • Be known to the person in charge • Be listed on the <i>Occasional Volunteers List</i> form
Volunteer Drivers	<ul style="list-style-type: none"> • Must be 21 years of age • must fill out and sign Volunteer Driver Information Sheet
Youth Volunteers (under the age of 18)	<ul style="list-style-type: none"> • Are too young for any clearances to be run • Are never to work unsupervised with children/youth • Be known to the leader