

OPCY Documentation required for Diocesan Child Protection Compliance

Personnel	Required Documentation
Priest, Religious, Deacon, Seminarian Diaconate Candidate	<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)
School Employee age 18 and over (Paid or Stipend) <small>Check Catholic Schools Office for any additional requirements and forms</small>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (once before hire) • <i>Educators</i>: complete personnel file including the Employment Application and/or Resume and References <i>Employees</i>: 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)
Non-School Employee (Paid or Stipend) having direct contact with children	<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)
Regular Volunteer having direct volunteer contact with children <small>School Volunteers should check with the school office for any additional requirements</small>	<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)
Coach	<ul style="list-style-type: none"> • <u>All documentation listed</u> in either <i>School Employee, Non-School Employee for paid coaches</i> or <i>Regular Volunteer</i> category for those not compensated.

<p>Occasional Volunteer having direct volunteer contact with children on an irregular basis (less than once a month)</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 the <i>Occasional Volunteers List</i> form
<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) • 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) • Completion of Minor (Age 14-17) Conduct Form (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 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>BSA Leaders/Volunteers who are chartered by or use parish or school facilities</p>	<ul style="list-style-type: none"> • Documentation on file that adult is registered with the Boy Scouts of America (registration indicates that clearances and trainings are completed, which are all acceptable for diocesan compliance) No other diocesan forms necessary. • If adult is not registered with BSA, the adult must complete the requirements for Regular Volunteer. All documentation must be on file in the parish or school.
<p>Girl Scout Leaders/Volunteers in troops who use parish or school facilities</p>	<p>Copies or verification from the Girl Scout Office of:</p> <ul style="list-style-type: none"> • 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) <p>AND:</p> <ul style="list-style-type: none"> • Diocesan <i>Creating a Safe Environment</i> Training (five years)
<p>Youth Volunteer (under the age of 18)</p>	<ul style="list-style-type: none"> • Be known to the leader • Are never permitted to work unsupervised with children/youth