

OPCY Documentation required for Diocesan Child Protection Compliance

Personnel	Documentation
<p style="text-align: center;">Priest, Deacon, Seminary Student (PA resident), or Priest/Diaconate Candidate</p> <p style="text-align: center;"><i>Contact OPCY if Seminary Student is not a PA resident</i></p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time: new clergy/students/candidates July 1, 2018 or later</i>) • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Federal Criminal History Record [includes fingerprints] (5 years) • Diocesan Mandated Reporter Compliance Document (yearly) • Diocesan Statement of Intent for Compliance (dated July 1, 2018 or later) • Diocesan <i>Creating a Safe Environment</i> Training (5 years)
<p style="text-align: center;">School Employee (includes <u>anyone</u> who receives <u>any</u> compensation from the school, including stipends)</p> <p style="text-align: center;"><i>Check Catholic Schools Office for any additional requirements and forms</i></p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before hire - new employees after July 1, 2018</i>) • <i>For Educators:</i> complete personnel file (includes diocesan School Educator Employment Application and references) • <i>Other Employees:</i> Employment Application/References • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Federal Criminal History Record [includes fingerprints] (5 years) [<i>the official report is kept in the Catholic Schools Office</i>] • Arrest/Conviction Report and Certification Form (Act 24) • Sexual Misconduct/Abuse Disclosure Release Form(s) (Act 168) • Diocesan Mandated Reporter Compliance Document (yearly) • Diocesan Statement of Intent for Compliance (dated July 1, 2018 or later) • Diocesan <i>Creating a Safe Environment</i> Training (5 years) • PA state Mandated Reporter Training (5 years)
<p style="text-align: center;">Non-School Employee (Paid or Stipend) having direct contact with children</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before hire - new employees after July 1, 2018</i>) • Employment Application/References • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Federal Criminal History Record [includes fingerprints] (5 years) • Diocesan Mandated Reporter Compliance Document (yearly) • Diocesan Statement of Intent for Compliance (dated July 1, 2018 or later) • Diocesan <i>Creating a Safe Environment</i> Training (5 years)
<p style="text-align: center;">Regular Volunteer having direct volunteer contact with children</p> <p style="text-align: center;"><i>Check Catholic Schools Office for additional requirements and forms for School Volunteers only</i></p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before acceptance - new volunteers after July 1, 2018</i>) • Volunteer Application for Working with Children/References • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Affidavit for most OR Federal Criminal Record [includes fingerprints] if not a resident of PA for the previous ten-year period (5 years) • Diocesan Mandated Reporter Compliance Document (yearly) • Diocesan Statement of Intent for Compliance (dated July 1, 2018 or later) • Diocesan <i>Creating a Safe Environment</i> Training (5 years) • <i>School Volunteers ONLY</i> PA state Mandated Reporter Training (5 years)
<p style="text-align: center;">Coach</p>	<p style="text-align: center;"><u>All documentation listed in either School Employee, Non-School Employee for paid coaches or Regular Volunteer category for those not compensated.</u></p>

<p>Occasional Volunteer having direct volunteer contact with children on an irregular basis</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before acceptance - new volunteers after July 1, 2018</i>) • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Federal Criminal History Record [includes fingerprints] if not a PA resident for the previous ten-year period (5 years) • Be listed on the <i>Occasional Volunteers List</i> form • Occasional Volunteer Conduct Form (yearly) • Diocesan Mandated Reporter Compliance Document (yearly)
<p>Youth Receiving Salary, Stipend Ages 14-17 having direct contact with children</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before hire - new employees after July 1, 2018</i>) • Employment Application • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Federal Criminal History Record [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
<p>Contracted Employees (Bus service, cafeteria service, student teachers, etc.)</p>	<ul style="list-style-type: none"> • Contractor must provide completed clearances and clearances must be on file in the school, parish, agency or institution
<p>Volunteer Driver and Adult Passenger (if required)</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before acceptance - new volunteers after July 1, 2018</i>) • PA State Police Criminal Record Check five years) • PA Child Abuse History Certification (5 years) • Federal Criminal Record [includes fingerprints] if not a resident of PA for the previous ten-year period (5 years) • Must be 21 years of age • Valid driver's license and proof of insurance – copies maintained on file • Volunteer Driver Information Sheet
<p>Scout USA & Cub Scout Leaders/Volunteers who are chartered by or use parish or school facilities</p>	<p>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.</p>
<p>Girl Scout Leader/Volunteer in troops who use parish or school facilities</p>	<p>Copies of or verification from Scout Office of:</p> <ul style="list-style-type: none"> • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Affidavit for most OR Federal Criminal Record Information [includes fingerprints] if not a PA resident for the previous ten-year period (5 years) <p>AND:</p> <ul style="list-style-type: none"> • Completion of 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