



Archdiocesan Safe Environment Policy and Requirements

(To fulfill the Charter for the Protection of Children and Young People)

Essential 3: Adult Requirements:* (**)

1. Background Checks

- Background checks are mandatory for all clergy, religious, seminarians and candidates for the permanent diaconate as well as for chancery corporation, parish and Catholic school employees.
- Background checks are mandatory for all volunteers having either regular or unsupervised interaction with children, youth, or vulnerable adults. Trustees are required to complete a volunteer background check.
- Employees and volunteers should submit to and clear initial background checks **prior to beginning duties**.
- Effective 9/1/2014, the Archdiocese began periodic **rechecking of all mandated persons** described above. Background rechecks are required **every 3 years**.
- Effective 5/1/2009, an additional investigation, Teacher Discipline Inquiry System (TDIS), of any disciplinary action taken against a teacher applicant's teaching license must be made before the applicant may be hired as a teacher.

2. Safe Environment Training

- All clergy, religious, seminarians and candidates for the permanent diaconate; all chancery corporation, parish and Catholic school employees; as well as all volunteers having either regular or unsupervised interaction with children and youth are required to attend a *VIRTUS: Protecting God's Children (PGC) for Adults* awareness session. Praesidium training is acceptable for religious order clergy.
- Clergy and employees must complete training within **30 days of beginning ministry or employment** unless chaperoning off-site, which **requires training prior to service**.
- Volunteers or chaperones must **complete training prior to volunteer service**.
- Effective 9/1/2014, the Archdiocese also began periodic **retraining of all mandated persons** described above. Safe environment retraining is required **every 3 years**.
- Effective 1/13/2017, Mandatory Reporting Training must be completed by all clergy, employees, and volunteers who interact with youth or vulnerable adults.

3. Codes of Conduct

- All clergy must view the Code of Conduct Training, read and sign the *Code of Conduct for Clergy*. Seminarians and chancery corporation, parish and Catholic school employees, as well as volunteers in positions of leadership (i.e. trustees, parish and finance council members, school board, school advisory council, etc.) must view the Code of Conduct Training, read and sign the *Code of Conduct for Church Personnel* (December 2016) **prior to service**.
- All adult volunteers having either regular or unsupervised interaction with children, youth or vulnerable adults must view the Code of Conduct Training, read and sign the *Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults* (December 2016) **prior to volunteer service**.
- Viewing training, reading and signing the Code of Conduct should be completed **every 3 years**.
- Religious order brothers and sisters, as well as candidates for the permanent diaconate must view the Code of Conduct Training, read and sign the Code of Conduct commensurate with their role prior to service.

*Essential 3 record-keeping for clergy, seminarians and candidates for the permanent diaconate, as well as chancery corporation employees, is the responsibility of archdiocesan staff. Record-keeping for parish and Catholic school employees and volunteers is the responsibility of every local parish and school. OPCY staff members monitor background check implementation and VIRTUS attendance, as needed, for audit purposes.

A modified version of the **Essential 3 requirements for youth employees or youth volunteers who have interaction with children, other youth or vulnerable adults is available on SafeCatholicSPM.org, archCONNECT or upon request from OPCY.

Essential Children's Instruction Requirements:

Faith Formation and Youth Ministry

Two (2) onsite lessons per grade per program year from K - Grade 12 using Archdiocese-approved curricula.

Catholic School

Four (4) onsite lessons per grade per year from K - Grade 12 using Archdiocese-approved curricula.

(For Catholic high schools, eight (8) hours of instruction is required over the four years of high school.)

Adult and children's instruction inquiries may be sent to: OPCY Staff; (Phone) (651) 290-1622; (Email) opcy@archspm.org.

Definition of “Regular” for Safe Environment Policy and Requirements

To: Catholic Parish Directors/Coordinators of Faith Formation & Youth Ministry Programs
Catholic School Administrators

RE: “Regular” volunteers interacting with minors needing Essential 3/Enhanced Essential 3

Annually, it is advisable to re-examine one’s practices regarding the identification of volunteers who are required to participate in Essential 3 (E3) credentialing / Enhanced Essential 3 (EE3) re-credentialing.

Archdiocesan policy uses the phrase “**all volunteers having either regular or unsupervised interaction with children, youth, or vulnerable adults**” in describing those volunteers needing E3 and/or EE3 credentialing. Because the Archdiocese requires that all volunteers interacting with minors be supervised, there should never be a situation where volunteers are unsupervised while interacting with minors.

The question often asked is in regard to the definition of “regular” within our policy statement. Although your parish or school may have volunteers working in other capacities with minors, please ask your staff and volunteer leaders to look at their present practice and include those volunteers who would be interacting with minors in situations similar to the list below.

“Regular” interactions with minors includes, but is not limited to:

- *Once a week
- *Once a month
- *One season a year (drama, special interest groups/clubs, sports, liturgical productions, etc.)

- *Room parents (at elementary level)
- *School helpers on playgrounds, gyms &/or in lunchrooms
- *Faith Formation and Youth Ministry catechists and mentors
- *Faith Formation helpers in hallways, hospitality and traffic/parking lot supervision
- ***All chaperones for field trips** (higher risk)
- ***All chaperones for service project trips** (higher risk)
- ***All chaperones who are driving** (higher risk)
- ***All chaperones who are on overnight trips** (higher risk)

- *Volunteers who train and/or organize altar servers
- *Volunteers who interact with minors through parish choirs and liturgical event choirs (Christmas, Easter)
- *Volunteers participating in summer events, activities and programs organized by the parish/school
- *Ushers who are expected to supervise minors going to more secluded restroom areas
- *Volunteers working alongside minors on parish or school projects when parents are not present
- *Parents helping with programs rather than visiting their own children or attending special programs.

Parents visiting 1-2 times/year may be considered “Guests” by wearing a nametag that reflects this status. Guests must be in the presence of an Essential 3 volunteer at all times, including being greeted upon entry and accompanied when exiting. “Guest” parents may not be used to cover emergency situations where a child needs immediate and individual attention, or where a group of children need to be supervised.

Please remember that for those accompanying children/youth off-campus, all adults in their presence will need to participate in Essential 3 credentialing.

Please Note: It may not always be possible for “guests” at major events to wear “Guest” badges. Children should be reminded to ask for assistance from Essential 3 adults with badges, and leaders need to plan for enough Essential 3 adults to be present in hallways and gathering spaces (with approximately a 1:40 overall ratio).