



### *Creating a Network of Prevention & Protection*

*Safe Environment requirements for all Parish **volunteers working with children** as mandated by the Archdiocese of Philadelphia Children & Youth Protection Office.*

## *What clearances you need as a volunteer:*

- 1. Pennsylvania Criminal History Police Check:** (Form SP4-164) *Form is good for 5 years.*
  - If you are a volunteer and do not already have this, go to <https://epatch.state.pa.us/Home.jsp> to register.
- 2. ChildLine Abuse History Check:** (Form CY-113) *Form is good for 5 years*
  - If you do not already have this, go to [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf) to register.
  - For *directions* on how to complete this application, go to <http://www.dpw.state.pa.us/provider/childwelfareservices/childabusehistoryclearanceforms/index.htm>
- 3. Federal Fingerprint Check:** (Cogent Systems) *Process is only done once.*
  - Required only for those who do not live in Pennsylvania, or have lived outside of Pennsylvania during the past two years.
  - If you do not already have this, and meet the above criteria, go to [www.pa.cogentid.com/index\\_dpw.htm](http://www.pa.cogentid.com/index_dpw.htm) to apply online, as well as receive detailed information regarding the application process.
- 4. Virtus Training (Protecting God's Children/Safe Environment)** *Process is only done once.*
  - This is a 2½ hour training session for all volunteers. To register for this class, if you have not taken it before, go to <http://virtus.org> and click on registration. Chose an available session in your area. This class includes the new technology updates.
- 5. Communication Technology Addendum Training** *Process is only done once.*
  - If you have taken the Virtus Training of Protecting God's Children/Safe Environment in the past, this is update was required for all volunteers before September 5, 2011. If you did not take this update, check with your parish to find out when another class will be scheduled by the Archdiocese of Philadelphia.
- 6. Mandated Reporter Training** *Process is only done once.*
  - This is a one hour training session for all volunteers. As a volunteer you are considered a mandated reporter of abuse. This class will teach about what and how to report child abuse in Pennsylvania. Go to <http://archphila.org/protection/index.htm> to register.

***Any volunteer that has not completed an appropriate training class as of the last session in November 2011 will not be able to continue volunteering on behalf of the Archdiocese. Parish Employees in the Archdiocese of Philadelphia must meet the above conditions plus additional requirements.***

*Volunteers include, but not limited to:* P.R.E.P. Catechists, Aides, Hall Monitors, Youth Group Leaders, SEEDS, Children's Liturgy of the Word, lunchroom help, playground, library, homeroom parents, chaperones, classroom aides, Home & School, Scouts of all types and gender, coaches, CYO coaches, CMC Coaches, CYO Board members.