

## **Safe Environment Requirements for Diocese of Davenport Entities**

*\*\*Note: The VIRTUS program is called "Protecting God's Children." However, the Charter requires that we include vulnerable adults as well. If a person works with vulnerable adults or minors without supervision of a Virtus-trained person, they are required to complete the appropriate VIRTUS program. The "Protecting God's Children" program is for those working with minors or those working with vulnerable adults and minors. Only the Vulnerable Adult Training Module is required for those working only with vulnerable adults.*

**Priests · Deacons · Candidates for Ordination · Seminarians · Deacon Formation Aspirants · All parish and school employees · Pastoral Associates · Principals · Administrators · All Teachers · DREs · Youth Ministers · Catechists All Coaches · School Aides left alone with minors · MFP Participants · Host Parents · Overnight Function Volunteers · Scout Leaders if troop or pack is chartered by parish or parish school · Scout Volunteers if alone with children · Volunteers working unsupervised (alone) with minors:**

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and annual recertification
- Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement and every 5 years

**Employees and Volunteers for Department of Human Services sponsored programs such as: Daycare, Preschools, Before and After School Care:**

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and annual recertification
- Acknowledge diocesan policies – at hiring/engagement and every 5 years
- Background check online with ESR – at hiring/engagement and every 5 years

**Volunteers working with minors but supervised in the same room with a VIRTUS trained and background check cleared person:**

- Does not need to comply with Safe Environment Program requirements unless required by the parish/school.
- Cannot be left alone with minors

**Minor volunteers working with minors (cannot be left alone with minors):**

- Register with VIRTUS
- Complete online Protecting God's Children program training online (It is recommended that they sit with a parent or with parental permission) - at engagement and annual recertification
- Acknowledge Diocesan Policies – at engagement and every 5 years
- Background checks cannot be conducted on minors under 18 unless they are working under DHS. A copy of a completed DHS Verification form is required to be sent to the diocese to be put into the individual's record.

**Drivers for school or any parish function:**

- Complete driver/vehicle form (annually)
- Provide a current copy of their driver's license (annually)
- Provide a current copy of their vehicle insurance declaration that shows insurance coverage (annually)
- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and every 5 years
- Complete 1 year Re-Certification when assigned
- Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement and every 5 years
- Avoid situations where you are alone with a student if at all possible

**Eucharistic Ministers/Homebound Visitors volunteering unsupervised (alone) with vulnerable adults:**

- Register with VIRTUS
- Complete Vulnerable Adult Training Module at hiring/engagement and annual recertification
- Complete 1 year Re-Certification when assigned
- Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement and every 5 years

**Any person using our facilities working with children or vulnerable adults:**

- Register with VIRTUS
- Complete Protecting God’s Children program training online – at hiring/engagement and annual recertification
- Acknowledge Diocesan Policies – at hiring/engagement and every 5 years
- Background check online – at hiring/engagement and every 5 years

**Limited free record searches can be conducted by utilizing:**

- Iowa Courts Online <https://www.iowacourts.state.ia.us/ESAWebApp/TrialSimpFrame>
- National Sex Offender Registry <https://www.nsopw.gov/>