

Archdiocesan Safe Environment Policy and Requirements

Essential 3: Adult Requirements for Interactions with Minors

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

1. Initial Background Checks are:

- Required for all clergy and candidates for ordination as well as all employees.
- Required for all adults volunteers having either regular or unsupervised interaction with children, youth, or vulnerable adults. Trustees are required to complete a volunteer background check.
- Submitted and cleared prior to beginning initial duties.
- Resubmitted every 3 years.
- Prior to hiring a teacher, an additional investigation of any disciplinary action taken against the applicant's teaching license must be made using the Teacher Discipline Inquiry System (TDIS).

2. Safe Environment Initial Training: VIRTUS *Protecting God's Children (PGC)* for Adults

- Required for all clergy, candidates for ordination, and all employees. Praesidium training is acceptable for religious order clergy.
- Required for all volunteers having either regular or unsupervised interaction with children and youth.
- Clergy and employees must complete training within 30 days of beginning ministry or employment unless chaperoning off-site, which requires training prior to service with minors.
- Volunteers or chaperones complete training prior to volunteer duties with minors.
- Mandatory Reporting Training is viewed by all clergy, employees, and volunteers who interact with youth or vulnerable adults.
- Safe environment retraining is required every 3 years.

To find the form for the
Teacher Discipline
Inquiry System (TDIS),
go to Section VI,
page 34

3. Codes of Conduct

- All Clergy view the Code of Conduct Training, read and sign the Code of Conduct for Clergy, prior to beginning ministry.
- All candidates for ordination and all employees view the Code of Conduct Training, read and sign the Code of Conduct for Church Personnel, prior to service.
- Volunteers in leadership positions (e.g. trustees, parish and finance council members, school board members, school advisory councilors, etc.) read and sign the Code of Conduct for Church

Personnel prior to service.

- All adult volunteers having either regular or unsupervised interaction with children, youth or vulnerable adults 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.
 - Code of Conduct should be read and signed every 3 years.

Requirements for Archdiocese Approved K-12 Personal Safety Lessons

- Faith Formation and Youth Ministry
 - Two onsite lessons per grade per program year
- Catholic School
 - Four onsite lessons per grade per year
 - For Catholic high schools, eight hours of instruction is required over the four years of high school.

Definition of “Regular” for Safe Environment Policy and Requirements

It is advisable to identify those volunteers required to be Essential 3 (E3) credentialed / Enhanced Essential 3 (EE3) re-credentialed.

Archdiocesan policy uses the phrase “all volunteers having either regular or unsupervised interaction with children, youth, or vulnerable adults” in describing those volunteers who need E3 and/or EE3 credentialing.

The question often asked is 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” interaction with minors includes, but is not limited to the list on the following page:

*higher risk situations

**Parents visiting 1-2 times a 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, greeted upon entry to the building, 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 needs to be supervised.

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

It may not always be possible for “guests” to wear “guest” badges at major events. 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 a ratio of approximately 1:40 overall).

- Once a week
- Once a month
- One season a year (drama, special interest groups, clubs, sports, liturgical productions)
- Room parents (at elementary level)
- School helpers on playgrounds, gyms, or lunchrooms
- Faith Formation and Youth Ministry catechists and mentors
- Volunteers participating in summer events, activities, and programs organized by the parish/school
- Volunteers working alongside minors on parish or school projects when parents are not present
- Faith Formation helpers in hallways, hospitality, and parking lot supervision
- All chaperones for field trips*
- All chaperones for service project trips
- All chaperones who are driving*
- All chaperones who are on overnight trips*
- Volunteers who train or organize altar servers
- Volunteers who interact with minors through parish choirs and liturgical event choirs (Christmas, Easter)
- Ushers who are expected to supervise minors going to more secluded restroom areas
- Parents helping with programs rather than visiting their own children or attending programs**