

Dear Sister & Brother in Christ,

Thank you for your ministry at Saint Victor Parish! As per the Pennsylvania State Law all volunteers, over the age 18, must complete STEP 1-6, and all volunteers listed on Appendix D must complete STEP 7. In order to comply, the Diocese of Pittsburgh instituted the Safe Environment Policy, which includes the following components listed below. If you already completed one of the requirements, a date of completion will be indicated in the box and you are done with that portion of the Safe Environment Database requirements.

**Please complete the documents listed in empty sections below and return to Amy Salera in the Rectory.**

Questions? Contact Amy Salera at (724)265-2070 ext 3 or safestv@consolidated.net

### **STEP 1 - COMPLETE DIOCESE OF PITTSBURGH DATABASE APPLICATION / OBTAIN PA CRIMINAL RECORD CHECK**

- Diocese of Pittsburgh Application: must be filled out before all other paperwork in order to be entered into the database. This can be completed one of two ways:
    - Fill out the attached form
    - Complete online – instructions attached to paper application
  - PA Criminal Record Check: This record will be obtained by Amy Salera, Safe Environment Coordinator, once the Diocese of Pittsburgh Application is complete. The volunteer does not personally need to obtain this document.
- Must be updated every 5 years**
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### **STEP 2 - COMPLETE PA CHILD ABUSE CLEARANCE**

**(NO FEE REQUIRED. DO NOT PAY)**

The PA Child Abuse Clearance can be obtained one of two ways:

- Fill out the attached two forms (PA Child Abuse Clearance & Release of Info Authorization Form)
    - Social Security Number: not mandatory if you feel you cannot write it on the paper
    - List all addresses and household members since 1975 – the clearance will be delayed if information is missing. This includes parents, siblings, children, spouse, roommates, etc.
    - Release of Information Authorization Form: By completing the release form, you will allow the Parish to receive the results directly from the state
  - Complete online at <https://www.compass.state.pa.us/cwis/public/home>
    - Once completed online, you will be able to immediately print the clearance and turn a copy into the Rectory
- Must be updated every 5 years**
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### **STEP 3 - READ CODE OF PASTORAL CONDUCT BOOKLET & SIGN ACKNOWLEDGEMENT PAGE**

Volunteers must read the CPC Booklet.

- Then sign and return the acknowledgement page. (Last Page of Booklet)
- Complete 1 Time**
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### **STEP 4 - READ CHILD PROTECTIVE SERVICES LAW BOOKLET & SIGN ACKNOWLEDGEMENT PAGE**

Volunteers must read the CPSL Booklet.

- Then sign and return the acknowledgement page. (Last Page of Booklet)
- Complete 1 Time**
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### **STEP 5 - ATTEND THE PROTECTING GOD'S CHILDREN WORKSHOP**

This workshop truly equips adults to create a safer environment for children. See attached letter for detailed instructions.

- Please turn in your certificate of attendance you receive upon completion of the workshop.
- Complete 1 Time**
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### **STEP 6 - OBTAIN FBI CLEARANCE (FINGERPRINTING OR VOLUNTEER REQUEST FOR WAIVER FORM)**

- Request for Waiver Form: Volunteers who have lived in Pennsylvania for 10+ consecutive years, must only sign the Request for Waiver Form. Please read, sign, and turn in the attached form if it is provided.
  - Fingerprinting: Volunteers who have lived in Pennsylvania for less than 10 years must be fingerprinted. Only obtain your fingerprints if you are notified by Amy Salera.
- Must be updated every 5 years**
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### **STEP 7 - ATTEND THE MANDATED REPORTER TRAINING PROGRAM**

So that Mandated Reporters understand the recent changes to the Child Protection Services Law, the Diocese now requires certain individuals to take a MRT class. *If you are one of these volunteers that must take the class, you will see detailed instructions included on an information page.*

**Must be updated every 5 years**

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