Our Lady of Fatima Catholic School

3005 Fatima Drive, Aliquippa, PA 15001
724-375-7565 * Fax 724-375-0219
olofschool@comcast.net
http://ourladyoffatimahopewell.org

A letter from Bishop David Zubik

Dear Co-Worker in Christ:

We are all aware of the grave problem of the abuse of children that exists within society. Each of us must do all that we can to help protect those children entrusted to us. This is especially important for those who work and minister in the Church. As a critical part of our safe environment policy for young people, the Diocese of Pittsburgh has created a centralized electronic database for those who work and minister in the Church who have contact with young people under the age of 18. To create this secured diocesan database, all who have contact with the youth of our parishes are now required to create an electronic file by completing an application. This includes any clergy, religious, employee or volunteer in the parish who have contact with youth in their work or ministry.

The centralized diocesan database is our means to ensure that the Church – locally and nationally – not only fulfills the mandate of the Church in the United States as outlined in the Charter for the Protection of Children and Young People and the clear requirements of the 2004 diocesan policy, but also meets the requirements of state and federal law.

Most important, this centralized database is vital in sustaining a safe environment for our children throughout the Diocese of Pittsburgh. We can expect nothing less of ourselves as we seek not only to fulfill mandates, but indeed to be the standard-bearer in society for the protection of young people.

Completing the application that will create your file for the diocesan database will take about 20 minutes of your time. If you have access to the Internet at home, at work, or at the local library, you can complete the application online. If you do not have access to the Internet, or are uncomfortable completing the application online, you can obtain a paper copy of the application, fill it out and return it to the parish.

Thank you so much for all you do for the Church, and for helping to ensure that our parishes, schools and ministries are safe environments for our children.

Ten Easy Steps to Create Your Electronic File

1. Go to the website for the Diocese of Pittsburgh at www.diopitt.org.

2. Scroll-down the left-hand side of the home page to the “Protecting God's Children” menu and click on "Safe Environment Database". This will take you to the application login.

3. At the top of the login page click on the underlined click here where it says, “If you do not have a user id and password, please click here to register.”

4. You will now be at the “New User Registration” screen, and all fields under this will require entry except for the email address.

5. In the “Primary Site” field, select the entity where you do the majority of your work or ministry. The “Type of Application” requires you to check whether you are an employee or volunteer. The “User ID” field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The “Password” field is similar, and you will be asked to type it in twice. **OVER**

6. This will take you to the "access code field" where you enter the diocesan password "***protect"***

7. In the "First Name" and "Last Name" fields, type in your name as it appears on your driver's license. In the "Date of Birth" field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.

8. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.

9. Then, click on the underlined link where it says, "Please click hereto login and continue your application."

10. At the Login Page enter your User ID and Password, and click "Login." This will take you to the "Application Screen" for you to fill out your application.

    Once you have created your electronic file the ***Diocese will run an automatic police*** check on you (this is a free service by the diocese)

    - Follow directions to read and sign the Pastoral Code of Conduct and Reporting of Child Abuse Protective Services booklets on line.

    - Go on-line to the PA Child Abuse link www.compass.state.pa.us.cwis and fill out this form for the state to email or send you searched results via email or mail. Return this form to school.

    - Take the on-line Protecting God's Children class. Go to www.diopitt.org and click link on left. To complete on line, visit www.virtus.org. Print certificate and send to school.

    - Take the on-line mandated reporting training class. Go to www.diopitt.org and click link on left. It will take you to the sit at www.reportabusepa.pitt.edu. There are also live sessions to attend. Print the certificate and send to school.

    - Sign the waiver attached and return to school along with all forms.

    All of the above can be found at the Diocesan web-site at www.diopitt.org (left side of page).

    All of the above are free for volunteers!

    All of the above are required to volunteer as a:

    - Chaperone
    - Homeroom Parent
    - Coach
    - Lunchroom helper
    - Other opportunities directly involving contact with children

    Lastly, If the above information is complete at another parish or school, you do not have to repeat the process. You can either get us a copy of the materials or add OLOF to the site (ask the Safe Environment coordinator at your parish for assistance.

    We are aware this is a time-consuming process but most importantly it is for the safety of our children.

    Thank you,

    Cindy Baldrige