

**DIOCESE OF ALLENTOWN
SAFE ENVIRONMENT
QUICK REFERENCE & RESOURCE GUIDE**

All personnel and volunteer files should be kept in a central, secure location determined by the Pastor or Principal. The files must be accessible for inspection by the local Dean, Secretary for Catholic Education, Human Resources personnel, Catholic Mutual Group representatives and auditors from the USCCB Office for Child and Youth Protection.

WHO?	WHAT?	WHEN?	FILE REQUIREMENTS	HOW
ALL DIOCESAN, PARISH, AND SCHOOL EMPLOYEES	Diocese of Allentown Sexual Abuse Policy	<i>Before</i> working with minors	Signed Acknowledgement Form in personnel file.	Once, but also when updated—if directed
	Diocese of Allentown Code of Conduct	<i>Before</i> working with minors	Signed Acknowledgement Form in personnel file.	Once, but also when updated—if directed
	Pennsylvania State Police Criminal Record Check	<i>Before</i> working with minors	Signed Diocese of Allentown's Lay Employee/Volunteer Background Check Authorization form in personnel file AND employee provided or diocesan run Certificate.	To be repeated – every five years
	Pennsylvania Child Abuse History Certificate	<i>Before</i> working with minors	Child Abuse Clearance certificate from the PA Department of Human Services in personnel file -either provided by Diocese or by individual.(Must indicate for employment for an employee and be	To be repeated – every five years
	Federal Bureau of Investigation Criminal Background Fingerprint Check -through Idemia / IdentoGo.	<i>Before</i> working with minors	If school employee— Memo from Office of Education if newly hired, or memo from Background Check office if re-check. If non-school employee—memo from Background Check Office or employee provided Certificate (less than one year old if new hire)	To be repeated – every five years
	Mandated Reporting Training Certificate	<i>Before</i> working with minors	Copy of Certificate of Completion certificate from University of Pittsburgh School of Social Work or Pa. Family Support Alliance or Pa. approved course for child abuse recognition.	To be repeated – every five years
	Protecting God's Children™ Program	<i>Before</i> working with minors	Copy of PGC Certificate in personnel file. Safe Environment Coordinator to keep list of dates and times training held at each diocesan location.	One Time
	Child Protective Services Law (CPSL) Policy Acknowledgment form	<i>Before</i> working with minors	Signed Acknowledgement Form in personnel file	One Time

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WHO?	WHAT?	WHEN?	FILE REQUIREMENTS	HOW OFTEN
VOLUNTEERS (Age 18 and older) <u>Including but not limited to:</u>	Diocese of Allentown Sexual Abuse Policy	<i>Before</i> working with minors	Signed Acknowledgement Form in volunteer's file.	Once, but also when updated—if directed.
*CCD / PREP Directors, Coordinators & Teachers	Diocese of Allentown Volunteer Code of Conduct	<i>Before</i> working with minors	Signed Acknowledgement Form in volunteer's file.	Once, but also when updated—if directed.
*CYO Coaches, Assistant Coaches and parent supervisors	Pennsylvania State Police Criminal Record Check	<i>Before</i> working with minors	Signed Diocese of Allentown's Lay Employee/Volunteer Background Check Authorization form in personnel file AND volunteer provided Certificate.	To be repeated - every five years
*Day Care, Pre-school & Extended Care staff	Pennsylvania Child Abuse History Certificate	<i>Before</i> working with minors	Copy of volunteer provided Volunteer Certificate (less than one year old at time of hire/service)	To be repeated - every five years
*Coordinators of Youth Ministry & staff	Federal Bureau of Investigation Criminal Background Fingerprint Check—through Idemia / IdentoGo.	<i>Before</i> working with minors	Memo from Background Check Office or employee provided Certificate (less than one year old if new volunteer)	To be repeated - every five years
*Boy Scout Leaders & staff	Mandated Reporting Training Certificate	<i>Before</i> working with minors	Copy of Certificate of Completion certificate from University School of Social Work or Pa. Family Support Alliance or Pa. approved course.	To be repeated - every five years
*School Cafeteria Volunteers	Protecting God's Children™ Program	<i>Before</i> working with minors	Copy of PGC Certificate in volunteer's file. Safe Environment Coordinator to keep list of dates and times training held at each diocesan location.	One Time
*Knights of Columbus Squires Recruiters & Youth Program Leaders	Child Protective Services Law (CPSL) Policy Acknowledgment form	<i>Before</i> working with minors	Signed Acknowledgement Form in volunteer's file.	One Time
MINORS				
School Students & CCD / PREP Students	Child Protection Catechesis (Child Lures) (K - 8th Grade) Called to Protect (9th - 12th Grade)	During school year	All teachers of program to complete annual report and submit to Diocesan Director of Religious Education at the Secretariat for Catholic Education along with signed form from parent or legal guardian for each child not permitted to attend.	Annually K-8 Once 9-12
Volunteers (Under the age of 18)	Diocese of Allentown Sexual Abuse Policy	<i>Before</i> working with minors	Signed Acknowledgement Form in volunteer's file.	One Time
	Diocese of Allentown Volunteer Code of Conduct	<i>Before</i> working with minors	Signed Acknowledgement Form in volunteer's file.	One Time
PARENTS	Called to Protect	Optional	Safe Environment Coordinator to keep dates and times of trainings held at each diocesan location.	One Time (optional)