



DIOCESE OF ALLENTOWN OFFICE FOR SAFE ENVIRONMENT

July 2019

EMPLOYEE SAFE ENVIRONMENT REQUIREMENTS CHECKLIST

Do all volunteers of a child care service, school or a program, activity or service, responsible for a child's welfare or volunteers having direct contact with children have the following?

- 1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH))
(Less than one year old, recheck in 5 years) – payment code available for all but new Teachers
- 2. Pennsylvania Child Abuse History Certificate**
(less than one year old, recheck in 5 years)- Diocese to run for all but new Teachers
- 3. Federal Bureau of Investigation Criminal Background Fingerprint Check** (18+ years old)
(less than one year old, recheck in 5 years) – payment code available for all but new Teachers
- 4. Signed Acknowledgment form for Diocese's Sexual Abuse Policy**
(dated December 6, 2016)
- 5. Signed Acknowledgment form for Diocese's Code of Conduct**
(dated November 20, 2018)
- 6. Protecting God's Children attendance certificate**
- 7. Certificate from Mandated Reporting Training**
(dated 2015 or later, then good for 5 years)
- 8. Acknowledgement Form for Child Protective Services Law Policy**
- 9. Motor Vehicle Report – if driving**

Procedures:

- Obtain the **Pennsylvania State Police Criminal Record Check**, <https://epatch.state.pa.us/Home.jsp>.
- Obtain the **Pennsylvania Child Abuse History Certificate**,
<https://www.compass.state.pa.us/cwis/public/home>.
- Register for the fingerprint at <https://uenroll.identogo.com> with payment code obtained from Local Safe Environment Coordinator (LSEC), unless a new teacher. During registration, set appointment for scanning at a nearby public site. Print receipt, take it to the appointment and provide receipt to the LSEC. Note - The heat from copying the receipt from the scanning site may deteriorate the print on the receipt.
- Sign and date the Diocese of Allentown's **Code of Conduct** and **Sexual Abuse Policy Acknowledgment** Forms. These policies can be reviewed at: <http://www.allentowndiocese.org/the-diocese/youth-protection/>.
- Complete the **Mandated Reporter Training** at www.reportabusepa.pitt.edu. Print certificate of completion. Other certificates may be acceptable if they are less than 5 years old. Please check the website www.keepkidssafe.pa.gov, for additional acceptable programs. In-person training is provided by the Diocese at a small cost for materials. Dates are listed on the Diocese's website.
- Review the Diocese of Allentown's Child Protective Services Law Policy (Poster) and sign the acknowledgement form.
- Attend a **Protecting Gods Children Workshop** and submit a copy of the certificate of attendance.
- Submit all of the above documents to the Local Safe Environment Coordinator as soon as possible.
- Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese.