



DIOCESE OF DAVENPORT

The Charter requires that any adult working alone with children and or vulnerable adults be trained and complete a background check.

Priests · Deacons · Candidates for Ordination · Seminarians · Deacon Formation Aspirants · All parish and school employees working with minors and or vulnerable adults · Pastoral Associates · Principals · Administrators · School Teachers · DREs · Youth Ministers · Employed Coaches · School Aides left alone with minors · MFP Participants · Host Parents · Safe Environment Local Designees · Overnight Chaperones · Scout Leaders:

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and annual recertification
- Complete Background check and/or credit check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation

Employees working with monies (Script, money counters, Priests, Deacons, etc.)

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and annual certification
- Complete Background and Credit check online – at hiring/engagement and every 5 years *for people who have a freeze on their credit reports, please contact Transunion and have the freeze lifted for a minimum of 72 hours. This saves money and processing time. Please wait 24 hours after the lift to run the background / credit check.
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation
- If last background check is older than 30 days a new background check needs to be generated and select “handle finances” Please contact the Diocesan Safe Environment Coordinator to assign the background check.

Employees not working with minors or vulnerable adults

- Register with VIRTUS
- Complete Background and Credit check online – at hiring/engagement and every 5 years *for people who have a freeze on their credit reports, please contact Transunion and have the freeze lifted for a minimum of 72 hours. This saves money and processing time. Please wait 24 hours after the lift to run the background / credit check.
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation

Catechists · Volunteers supervised or unsupervised with minor's · Drivers for School or any Parish sponsored functions:

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement
- Complete Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement and every 5 years
- Recertification training – 2020 and every 5 years
- *if a person is inactive and then made active again and the last video training was more than 5 years ago, then the recertification video training needs to be completed before volunteering. Please contact the Diocesan Safe Environment Coordinator to assign.

Volunteers working with minors or vulnerable adults who were inactive and have returned to education/ministry more than 5 years ago:

- Recertification training and background check is required to be completed
- Please contact Diocesan Safe Environment Coordinator to assign.

Volunteers working alone (a second person not present) with monies only (may include Script, money counters, trustees, check signers, lay directors, etc.) and no contact with minors or vulnerable adults:

- Register with VIRTUS
- Complete Background and Credit check online – at hiring/engagement and every 5 years *for people who have a freeze on their credit reports, please contact Transunion and have the freeze lifted for a minimum of 72 hours. This saves money and processing time. Please wait 24 hours after the lift to run the background / credit check.
- Acknowledge Diocesan Polices online – at hiring/engagement and every 5 years



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Volunteers that are undocumented immigrants have to be supervised by a VIRTUS/BGC person:

- Register with VIRTUS
- Background check online – at hiring/engagement and every 5 years
 - Use 000-00-000 where it says SS#
- Complete Protecting God's Children program training online at hiring/engagement (available in Spanish)
- Recertification training – In 2020 and every 5 years, unless the person is inactive and then made active again and the last video training was more than 5 years ago, then the recertification training and background check needs to be assigned and completed before volunteering. Please contact Diocesan Safe Environment Coordinator to assign.
- Cannot be left alone with minors or vulnerable adults

Minor (under the age of 18) employees/volunteers:

- Cannot be in charge or left alone with minors
- Highly recommended they register with VIRTUS and complete video training module online
- Background checks cannot be conducted on minors under 18 unless they are working under DHS. A copy of a completed DHS Verification form is required to be sent to the diocese to be put into the individual's record if working under DHS.

Eucharistic Ministers/Homebound Visitors volunteering unsupervised (alone) with vulnerable adults:

- Register with VIRTUS
- Complete Vulnerable Adult Training Module at hiring/engagement
- Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement and every 5 years
- Recertification training – In 2020 and every 5 years unless the person is inactive and then made active again and the last video training was more than 5 years ago, then the recertification training and background check needs to be completed before volunteering. Please contact the Diocesan Safe Environment Coordinator to assign.

3rd party Contractors (AEA Employees, public school teachers Ex: Title 1, electricians, carpenters, dance coaches etc.):

- No VIRTUS or background checks
- The local policy on what the company/program requires from their employees should be on file for the AEA and public schools. Please keep policy forever.

Any diocesan/parish/school program held on our property where minors or vulnerable adults are present:

- A VIRTUS / background checked individual has to be present when minors or vulnerable adults are present.

Adult supervisors of outside entities that use church property for overnight events in the presence of minors or vulnerable adults:

- The group leader must send documentation in advance to the parish/school that includes a letter of good standing that certifies the completion of a safe environment program and a background check.
- Agreement to follow the diocesan safe environment policy on boundary regulations (§II-7002.2 Ministry to Minors and Dependent Adults). Include policy section §II-7002.2 with rental agreement and insurance information.

Limited free record searches can be conducted by utilizing:

- Iowa Courts Online <https://www.iowacourts.state.ia.us/ESAWebApp/TrialSimpFrame>
- National Sex Offender Registry <https://www.nsopw.gov/>

Revised July 2019