



In order to protect the safety of all children, it is the policy of the Diocese of Pittsburgh that anyone who serves as a volunteer within our school in any capacity complete the Clearance Process as outlined below.

Adult employees and volunteers (age 18 and older) who have regular contact with minors (under age 18) must complete a five-step process in which they undergo a background check to receive clearances, register in the diocese's database and complete the *Protecting God's Children* training program.

All volunteers, even if currently volunteering, must be compliant with the new regulations. No one may volunteer until all items are completed. If you are already a volunteer at your local parish, you just need to add Blessed Francis Seelos Academy as a site. If you are not sure what you need to complete for compliance, please call the school office.

Requirements for Volunteering at Blessed Francis Seelos Academy

Submission of the Diocesan Database and the following:

1. PA State Criminal Clearance
2. PA Child Abuse Clearance
3. Code of Pastoral Conduct
4. Child Protective Services Law
5. FBI Fingerprinting
6. Mandated Reporter Training
7. Protecting God's Children

Step 1: Registration on Diocesan Database

This is an online application that takes approximately 20 – 30 minutes to complete and will include a national criminal background check.

- Visit the website: <http://www.diopitt.org/school-volunteers>
- At the top of the Login Page click on the underlined click here where it says, “Safe Environment Database/PA State Police Clearance/Code of Pastoral Conduct/Child Protective Services Law”
- Create your database account by clicking on first time users.
- In the “Primary Site” field, select Blessed Francis Seelos Academy. 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. **This will take you to the “access code field” where you enter the diocesan password “Protect.”**
- Write down your User ID and Password for future reference, and click on “Register” button. You should receive a message that you have successfully registered.

Documents to Read and Sign

Code of Pastoral Conduct

The Child Protective Services Law of PA

- When you get to the “Documents” page, read the provided electronic versions of the Code of Pastoral Conduct (CPC) and Child Protective Service Law (CPSL) documents, and electronically “sign” the receipt. The date of your electronic signature is automatically recorded in your database file.

Pennsylvania Criminal Record Check

This step will be completed automatically once you've completed and submitted the online Database Application (Step 1).

Step 2: Pennsylvania Child Abuse History Clearance

Please visit: <http://www.diopitt.org/school-volunteers>

Click on Child Abuse History Clearance and follow the steps provided. When completed, please send in a copy of your certificate to the School Office.

Step 3: Fingerprinting or Fingerprint Waiver

FBI Criminal Clearances (fingerprinting) or a waiver form is now mandatory for all volunteers. Volunteers must be fingerprinted, however, volunteers who have lived in PA continuously for the past ten (10) years will be exempted from fingerprinting if you read, sign, and return the fingerprint waiver to the School Office. If you **have not lived** in PA continuously for the past ten (10) years, you must be fingerprinted and send in a copy of your results to the School Office. Please visit : <http://www.diopitt.org/school-volunteers> to choose either the FBI Clearance or Waiver option. When completed, please send in a copy of your certificate or waiver to the School Office.

Step 4: Protecting God's Children Training

Visit: <http://www.diopitt.org/school-volunteers> and choose the on-line course or register for a live training. When completed, please send in a copy of your certificate to the School Office.

Step 5: Mandated Reporter Training

PA Act 126 requires that all individuals who have routine interaction with children to complete a three-hour mandated reporter training every five years.

Please visit: <http://www.diopitt.org/school-volunteers> and choose the on-line course or register for a live training. When completed, please send in a copy of your certificate to the School Office.