

BACKGROUND SCREENING **SAFE ENVIRONMENT TRAINING**



MEGAN'S LAW:

- Every year, all volunteers must be run thru the Megan's Law database. Please inform the Diocesan Safe Environment office immediately if you find someone on the registry from your site. There is a protocol for registered sex offenders.

LIVE SCAN FINGERPRINTING:

WHO MUST FINGERPRINT:

- **ALL EMPLOYEES** must be live scanned and cleared prior to starting work. A HARD COPY OF THE FINGERPRINT CLEARANCE FROM THE SAFE ENVIRONMENT OFFICE MUST BE KEPT IN THE EMPLOYEE'S FILE.
- **ALL CLERGY** must be live scanned and cleared before performing any ministry. Clergy records are kept in the Chancellors office.
- **ANY VOLUNTEER** who works directly with minors or vulnerable adults must be live scanned and cleared prior to volunteering. There are NO exceptions to this policy.
 - i. Diocesan Live Scan request forms must be used. Results are received by the Diocesan Safe Environment office electronically from the FBI and/or DOJ. ****RESULTS WILL BE ENTERED ON THE INDIVIDUAL'S VIRTUS PROFILE, IF THE PERSON HAS REGISTERED. PLEASE CHECK THE INDIVIDUALS VIRTUS PROFILE FOR CLEARANCE.**
 - ii. IT IS THE RESPONSIBILITY OF THE SITES TO KEEP THE LIVE SCAN CLEARANCE INFORMATION IN THE VOLUNTEER/EMPLOYEE VIRTUS FILE. **IF YOU KNOW THAT SOMEONE HAS PRINTED AND YOU HAVE NOT RECEIVED A CLEARANCE FROM US, AND HAVE CHECKED THE INDIVIDUAL'S VIRTUS PROFILE, PLEASE CONTACT THE SAFE ENVIRONMENT OFFICE. EACH SITE IS RESPONSIBLE FOR FOLLOWING UP WITH US IF THEY ARE MISSING INFORMATION.**
- **INDEPENDENT CONTRACTORS:** Someone who provides specific services and brings his/her own tools or instruments of their trade. They are not regular employees. If the contractor is an individual, they must be live scanned in the same manner as an employee. If it is a service (janitorial, contractors doing work on the property etc.) the company shall arrange for the fingerprinting of all who will work at the site and complete the appropriate acknowledgement that all workers meet the compliance requirements of Megan's Law screening and clearance through the DOJ/FBI.

Training:

- **All** volunteers and employees over age 18 in any parish, school or other Diocesan Site, regardless of ministry, must be trained every three years in safe environment. All SE training is accomplished through **Virtus**, available online and live.
- Training must be done **PRIOR** to beginning service, and every 3 years thereafter.
- Users who have entered an email in the Virtus system will receive an automatic renewal email from VIRTUS to retrain.
- Renewal training can be Keeping the Promise Alive, a review; or a Vulnerable adults Protection course. Both available live and online in Virtus.
- Any volunteers or employees under the age of 18 must be trained on the minors working with minor's policy and have the minor's contract signed by both employee/volunteer and their parent/guardian.

All children in Catholic Schools or Parish faith formation programs must be trained annually in safe environment.

NOTE: Any requests for exceptions to the above referenced training policy must be sent in writing to the Safe Environment office by the site. No exceptions to the policy can be made at the Parish or School level.