

COMPLIANCE

FOR VOLUNTEERS IN THE DIOCESE OF PITTSBURGH

What steps are necessary for Volunteers to be compliant?

Completing the steps for compliance can be a little confusing. There are steps **all** volunteers and employees must do. And there are some additional steps depending on your role in the parish. Let's start with the required by all volunteers and employees. Later we will discover what employees and volunteers who work directly with children need to complete. All documents need to be submitted to the Monongahela Parish Office. The address is

Saint Andrew the Apostle Parish
722 W Main St
Monongahela PA 15063

- Protecting God's Children Workshop – completed one time
- Department of Public Welfare Child Abuse Clearance – every five years
- Diocese of Pittsburgh Safe Environment Database– once
- State Police Report – every five years

More information can be found at

<https://www.diopitt.org/compliance>

Protecting God's Children Workshop

Most organizations where children will be present require volunteers to attend a workshop designed to educate volunteers about abuse. The training will relate to situations common in that organization and in everyday life. If you volunteer outside of the parish you may have attended some sort of workshop. The Protecting God's Children Workshop has been approved by the Diocese of Pittsburgh. If you have attended another workshop for a different organization, you will still need to complete the Protecting God's Children Workshop. This workshop is free of charge and available in live sessions and online sessions. Both sessions are satisfactory and the choice is up to the attendee based on your own preference. You will need to complete this workshop only once.

To attend the online course go to

<https://www.virtusonline.org/virtus/index.cfm>

To attend a live workshop go to

http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=15497&theme=0



Department of Public Welfare Child Abuse Clearance

Every volunteer and employee must obtain a child abuse clearance every five years. When all volunteers are required to receive clearances it deters offenders from our organization and screens those already in volunteers roles.

This clearance is free of charge and must be renewed every five years.

Please go to this link to fill out the request

<https://www.diopitt.org/documents/2018/9/Child%20abuse%20history%20new%20form-3.pdf>

consent to release form

https://diopitt.org/documents/2017/7/Consent-Release%20of%20Information%20Authorization_Child%20Abuse%20Clearance%202016-1.pdf

and return it to the Monongahela office.

If you prefer you can complete the application on line

<https://www.compass.state.pa.us/cwis/public/home>

Safe Environment Database

All volunteers and employees in the Diocese of Pittsburgh are required to complete this database. When you complete the database you will also be ordering your state police report. This is free of charge. The database will also require you to read the Code of Pastoral Conduct and the Child Protective Services Law. Hard copies are available upon request. This only needs completed once.

The database gives the Safe Environment Coordinators a place to organize the volunteers' clearances. A volunteer is permitted to volunteer in any parish in the Diocese of Pittsburgh once compliant.



What else do I need to do?

Employees and volunteers who work closely with children need to complete mandated reporter training. All those who need mandated reporter training are listed here.

<https://www.diopitt.org/documents/2017/9/Apendix%20D.pdf>

[For the online class registration](#)

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab__tab_group_id= 91_1

Live classes are listed here

<https://www.signupgenius.com/go/30e0549a9ac2ca6f49-mandated>



FBI Clearance

All employees are required to get an FBI Fingerprint Check. If you have lived in the state of Pennsylvania for less than five years you will also need this clearance

All other volunteers are required to sign a waiver stating the FBI clearance is not required.

FAQ

I did this years ago. Why are you telling me I need to do it again?

If you are asked to complete any of the compliance steps you have either not completed all the requirements or some of the clearances are out of date.

I never had to do this before. I have been volunteering for years. Why are you asking me now?

When the three parishes merged more resources were opened up to help with the completion of the volunteers files. The requirements have been in place for over a decade.

I have something on my criminal record. Can I still volunteer? Who will find out about it?

The only types of convictions that would keep a person from volunteering are of a sexual or abuse nature. The safe environment coordinator is the only person to see the reports. The Pastor of the parish will be notified only when necessary.



For more information call or email

Helena Glaneman

Safe Environment Coordinator at Saint Andrew the Apostle Parish

alexsei521@yahoo.com

724-503-7325

Deacon Al is also available to help

Call 724-258-7742

