

## ARCHDIOCESE OF BALTIMORE

### Policy and Procedure Requirements for all Clergy/Religious, Employees and Volunteers at all parishes and schools within the Archdiocese of Baltimore

#### 1. Clergy/Religious

- Application, interview, reference process completed, reviewed, and documented by Office of Clergy Personnel, Vocations, or Consecrated Life (*hard copy*)
- CJIS/ Fingerprint Check completed and CJIS results received and documented by Office of Clergy Personnel, Vocations, or Consecrated Life (*hard copy*)
- *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
- *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
- Training regarding child abuse and the protection of children received and renewed every 5 years (*VIRTUS*)

#### 2. Employee

##### Adult Employee

- Archdiocesan Application for Employment completed and reviewed at covered entity (*hard copy – Application for Employment form*)
- Interview conducted and documented to determine eligibility and suitability by covered entity
- Three (3) professional references provided, checked, and documented at covered entity (*hard copy – Archdiocese employee reference form*)
- References for employment with **any** previous archdiocesan parish, school, or institution checked and documented by covered entity (*hard copy – Archdiocese employee reference form*)
- CJIS/ Fingerprint Check completed for employees 18 years of age or older and CJIS results received by covered entity (*hard copy*)
- Criminal History Screening completed and results received (*VIRTUS*)
- *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
- *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
- Training regarding child abuse and the protection of children received and renewed every 5 years (*VIRTUS*)
- **\*\*If Service includes driving\*\*** Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)

##### Minor Employee

- Archdiocesan Application for Employment completed and reviewed at covered entity (*hard copy – Application for Employment form*)
- Interview conducted and documented to determine eligibility and suitability by covered entity
- Three (3) professional references provided, checked, and documented at covered entity (*hard copy – Archdiocese employee reference form*)
- References for employment with **any** previous archdiocesan parish, school, or institution checked and documented by covered entity (*hard copy – Archdiocese employee reference form*)
- *A Statement of Policy for the Protection of Children & Youth* reviewed (*AOB Website*)
- *Code of Conduct for Church Personnel* reviewed (*AOB Website*)
- Acknowledgement of Review completed (*hard copy*)
- Training regarding child abuse and the protection of children received (*Worthy of the Call DVD*)

- **\*Child Care Workers Only\*** CJIS/ Fingerprint Check completed and CJIS results received by covered entity (*hard copy*)

### 3. Volunteer

#### Volunteer who will have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*VIRTUS*)
- Three (3) references provided, checked, and documented (*hard copy – Archdiocese volunteer reference form*)
- References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy – Archdiocese volunteer reference form*)
- Criminal History Screening completed and results received and updated every 5 years (*VIRTUS*)
- *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
- *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
- Training regarding child abuse and the protection of children received and renewed every 5 years (*VIRTUS*)
- **\*\*If Service includes driving\*\*** Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)

#### Volunteer who will NOT have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*VIRTUS*)
- *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
- *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
- **\*\*If Service includes driving\*\*** Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)

#### Minor Volunteers

- Archdiocesan Application for Volunteer Service completed and reviewed (*hard copy*)
- Three (3) references provided, checked, and documented (*hard copy – Archdiocese volunteer reference form*)
- References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy – Archdiocese volunteer reference form*)
- *A Statement of Policy for the Protection of Children & Youth* reviewed (*AOB Website*)
- *Code of Conduct for Church Personnel* reviewed (*AOB Website*)
- Acknowledgement of Review completed (*hard copy*)
- Training regarding child abuse and the protection of children; group session trainings on site (*Worthy of the Call*)