

Safe Environment Program Process for Employees / Volunteers

Category	Documentation Task	Owner	Status/Reference
Prior to Start Date			
Employee Requirements			
	Job Description	Pastor	
	Review Candidate Standing in Virtus Create an account if one does not exist	DRE	http://www.virtus.org
	Requirements Letter/eMail		
	Application Form		Application
Background Check if not active in the past 1.5 years			
	Lived in Ohio for the past 5 years consecutively		
	Ohio Bureau of Criminal Identification and Investigation (BCII)		http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Business/Webcheck/Webcheck-Community-Listing.aspx
			http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm
	Not a legal Ohio Resident for the 5 past years consecutively		
	Federal Bureau of Investigation (FBI) civilian criminal background check		http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm
Training			
	Protecting God's Children Training		
	Employee Handbook		
Confirmations			
	Adherence to Church Teachings		
	4116.15 Harassment Policy Sign off		
Reference Checks			
	Check the references from the Application Form		
	Personal Knowledge of the Candidate		

Category	Documentation Task	Owner	Status/Reference
Volunteer Requirements			
	Job Description	DRE	
	Review Candidate Standing in Virtus Create an account if one does not exist	DRE	http://www.virtus.org
	Requirements Letter/eMail		
	Parish Volunteer Application Form		Volunteer Application Form v20130101
Background Check if not active in the past 1.5 years			
	Lived in Ohio for the past 5 years consecutively		
	Ohio Bureau of Criminal Identification and Investigation (BCII)		http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Business/Webcheck/Webcheck-Community-Listing.aspx
			http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm
	Not a legal Ohio Resident for the 5 past years consecutively		
	Federal Bureau of Investigation (FBI) civilian criminal background check		http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm
Volunteer Training			
	Protecting God's Children Training		
Volunteer Confirmations			
	2213.0 Code Of Conduct For Coordinators Of Youth Ministry		
	4116.14 Code of Conduct for Catechists		
	4116.15 Harassment Policy Sign off		
Reference Checks			
	Check the references from the Volunteer Application Form		
	Personal Knowledge of the Candidate		

Category	Documentation Task	Owner	Status/Reference
Events / Programs Involving Children			
Volunteer Assessment	No Event will be conducted with a single parent volunteer		
	Complete Event Form		Parish Event Form v20140101
Safe Areas	Ensure no areas are accessible to a child that is not visible	DRE	Signs / Reviews
Volunteer Driver	Complete Volunteer Driver Information Form		
Reporting and Action of Suspected Abuse			
Reporting of Abuse	Complaint Forms		DIOCESE OF COLUMBUS COMPLAINT FORM FOR ALLEGATIONS OF SEXUAL ABUSE OF A MINOR
Auditing			
Virtus	Periodic Review of Parish Report – action as appropriate		http://www.cdeducation.org/oym/safe/diocesan.htm
	Specific Review of New Volunteers or Volunteers where status is uncertain		
Compliance	Annual (minimum) review of Policy/Form Revision		Church, Borelli Center, Website, Handbook
Parent Permission			
Parental Confirmations	Parental Permission		
	Code of Behavior		
	PSR Handbook		
	Parental Observation		PSR Handbook