



# OFFICE FOR CHILD AND YOUTH PROTECTION

# ARCHDIOCESE OF PHILADELPHIA

## Safe Environment Requirements

Archdiocesan policy requires all church personnel\* to obtain background checks. Volunteers who may have any possible contact with children must also obtain background checks. All background checks and clearances must be obtained prior to beginning work/service.

### Background Check and Clearance Requirements are as follows:

#### Paid Staff

*All three clearances must be renewed every 5 years (60 months)*

1. Federal Fingerprint Background Check (FBI)  
[www.pa.cogentid.com](http://www.pa.cogentid.com)
2. Pennsylvania State Police Criminal Background Check  
<https://epatch.state.pa.us/Home.jsp>
3. Pennsylvania Child Abuse History Clearance  
<https://www.compass.state.pa.us/CWIS>

#### Provisional Employees

May be employed for a single period not to exceed 90 days if:

- The applicant has applied for all clearances and provided copies of completed forms
- Employer has no knowledge of information that would disqualify applicant
- Applicant submits Employment disclosure form
- Applicant is not permitted to work alone with children; must work near permanent employee.

#### Volunteers

*All three clearances and/or forms must be renewed every 5 years (60 months).*

1. Federal Fingerprint Background Check
  - a. *If not Pennsylvania resident for 10 continuous years*

OR
2. Disclosure Statement Application for Volunteers
  - a. *If Pennsylvania resident for 10 continuous years*
3. Pennsylvania State Police Criminal Background Check
4. Pennsylvania Child Abuse History Clearance

#### Provisional Volunteers

- No provisional status for Pennsylvania residents.
- Volunteers who reside in another state or country may work on a provisional basis for no more than 30 days while the Pennsylvania State Police, the Department of Public Welfare, and/or the FBI are processing the background checks, so long as they provide clearances from their state or country of residence.

### Training Requirements are as follows:

All church personnel and volunteers who have regular contact with children must complete the following training:

*(There is a onetime 90 day grace period permitted)*

1. Safe Environment Part I: Protecting God's Children
2. Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse
  - *Must be completed on-line through the OCYP website at [www.childyouthprotection.org](http://www.childyouthprotection.org) under "Training Institute".*

\* Church Personnel" includes any priest, religious, deacon, pastoral minister, employee, school employee, parish employee, and contract employee. This includes any individual 14 years of age or older applying for or in a paid position as an employee having direct contact with children.

For more information please visit [www.childyouthprotection.org](http://www.childyouthprotection.org)