

DIOCESE OF ALLENTOWN

Volunteer Guidelines and Procedures

Forms needed for all volunteers of a child care service, school or program, activity or service, responsible for a child's welfare or volunteers having direct contact with children:

- 1. Pennsylvania State Police Criminal Check**
Pennsylvania Access to Criminal History (PATCH) (less than one (1) year old)
- 2. Pennsylvania Child Abuse History Certificate**
(less than one (1) year old)
- 3. Federal Bureau of Investigation Criminal Background Fingerprint Check**
(18+ years old) (less than one (1) year old)
- 4. Signed Acknowledgment Form for Diocese's Sexual Abuse Policy (dated May 2014)**
- 5. Signed Acknowledgment Form for Diocese's Code of Conduct (dated May 2014)**
- 6. Mandated Reporting Training Certificate (dated since 2015, from a state approved course)**
- 7. Protecting God's Children Certificate of attendance**

Procedures:

- Review Safe Environment Programs Background Check Policy on the Diocese of Allentown's website:
<http://www.allentowndioocese.org/the-diocese/youth-protection/safe-environment-programs/background-checks/>
- Obtain the Pennsylvania State Police Criminal Record Check, free of charge for volunteers, at
<https://epatch.state.pa.us/>
- Obtain the Pennsylvania Child Abuse History Certificate, free of charge for volunteers, at
<https://www.compass.state.pa.us/cwis/public/home>
- Complete the Background Check & Fingerprint Authorization Form which can be found at
<http://www.allentowndioocese.org/files/8014/4647/7310/Form - Lay Background Check Fingerprint Authorization.pdf>
- Sign and date the Diocese of Allentown's Code of Conduct and Sexual Abuse Policy Acknowledgment Forms. These policies can be reviewed at: <http://www.allentowndioocese.org/the-diocese/youth-protection/>.
- Complete the Mandated Reporter Training at www.reportabusepa.pitt.edu. Print certificate of completion. Other certificates may be acceptable if they are less than 5 years old. Please check the website www.keepkidssafe.pa.gov, then select "Forms" for additional acceptable programs.
- Attend a Protecting Gods Children Workshop and submit a copy of the certificate of attendance.
- Submit all of the above original documents to the parish or school's local Safe Environment Coordinator as soon as possible.
- As soon as it is available, you will be given a registration ID for the 3M Cogent System so you can have your fingerprints scanned.
- Please see the https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html for fingerprint scanning locations in your county.
- Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the local Safe Environment Coordinator for submission to the Diocese. If you are a volunteer for a school, the fingerprint will be registered through the Pennsylvania Department of Education- in the mail you will only receive an unofficial copy, the Diocese will need to process the rest.

Thank you for your interest in sharing your time and talents with the children in the Diocese of Allentown's Parishes and Schools.