

## Saint Kilian Parish & School

### SAFE ENVIRONMENT REQUIREMENTS

Saint Kilian Parish and School is committed to the safety of all children and to meeting the Safe Environment requirements set out by both the Diocese and the State of Pittsburgh. To comply with the mandates of the Church, all parents and adults wanting to participate in any school activities (field trips, classroom visits, cafeteria shifts, etc.) or any parish ministries (Faith Formation, Youth Ministry, Social Ministries, etc.) will be required to complete and submit the following items.

Because these take some time, parents and adults are highly encouraged to start this process early so that clearances will be in place when activities arise.

### IMPORTANT NOTES

1. Photocopies of clearances obtained through work or other volunteer positions are able to be used to fulfill these requirements. Please bring a copy of your certificate of completion or your clearance results to the parish front desk, ATTN: Jo Scheller.
2. Most clearance websites are not formatted to work correctly on cell phones or iPads. Please use a regular laptop or desktop PC to complete your clearance applications.
3. Please allow one week for your clearances to be received and entered into your files by our staff. We are blessed to have a large parish with many needs.
4. Once all your clearances have been received, you will be sent a **CONFIRMATION EMAIL**. If you have not yet received this email, you have not been cleared for volunteering at this time.
5. If you are unsure of your clearance status, please complete the Clearance Review at [https://saintkilian.formstack.com/forms/clearances\\_volunteers](https://saintkilian.formstack.com/forms/clearances_volunteers)
6. For an electronic copy of this document (so that you can easily click on the many links included within), please email [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org)

### ITEMS REQUIRED TO BE COMPLETED

#### \_\_\_\_\_ DIOCESAN DATABASE \*please complete first\*

- Register on the Diocesan Database at [www.diopitt.org](http://www.diopitt.org).
- Click on the link for Safe Environment Database (left side of the home page, in green). The access code is "Protect"
- Each page must be "**SAVED**" in order for your information to be included in the Diocesan Database.
- **When you complete the Diocesan Database, a PA State Criminal History clearance will be processed automatically on your behalf.**

#### \_\_\_\_\_ CHILD ABUSE REPORT

\*Before beginning this application, email Jo Scheller at [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org) to request your authorization code.

- Register at the following website [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).
- Click on "Create Individual Account." Create your own "Keystone ID" – use this ID to fill out the actual child abuse application.
- The last step ("Application Payment") will ask if you have been provided with an authorization code. Select yes. Use the code that was provided to you in step 1.
- Make a copy of the application details for your records – this will need renewed in 5 years.

## \_\_\_\_\_ FBI WAIVER OR FBI FINGERPRINTING

- Read and sign the FBI Waiver Form (found at <http://www.saintkilian.org/files/PGC/Fingerprint%20Waiver.pdf> ). *This is only available IF YOU:*
  - 1) have been a PA resident for the past ten (10) years; and
  - 2) swear or affirm in writing that you have not been convicted of the crimes or equivalent crimes in any other jurisdiction listed under the Child Protective Services Law that would disqualify an individual from employment involving children. Return the signed document to the parish, ATTN: Jo Scheller
- If you have lived in PA for less than 10 years, you must complete the Fingerprint Information Form found at <https://saintkilian.formstack.com/forms/fingerprint>
- You will be given a registration form to take to a UPS store and be fingerprinted. The fee for fingerprinting is paid for with this form. Return the results page to the parish, ATTN: Jo Scheller

## \_\_\_\_\_ READ AND SIGN THE FOLLOWING DOCUMENTS

- Read and electronically sign the two document (found on the [www.diopitt.org](http://www.diopitt.org) website, on the left side, look for the tab ESSENTIAL DOCUMENTS) Click on the link. You will need to read and electronically sign the two booklets titled: 1) Code of Pastoral Conduct and 2) Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania. You may also complete these documents as part of your Diocesan Database.

## \_\_\_\_\_ COMPLETE THE VIRTUS “PROTECTING GOD’S CHILDREN” Training

- You may complete this requirement through attending a live class OR on your own through an online version. Instructions for registering for this training is (both live classes and online versions) are at <http://www.saintkilian.org/files/PGC/PGC%20Register%20for%20online%20class.pdf>

## \_\_\_\_\_ COMPLETE THE “MANDATED REPORTER TRAINING”

\* This recently became **mandatory for all school volunteers (including cafeteria helpers, classroom visitors and field trip chaperones)** as well as anyone else working or volunteering directly with children. **NOT ALL MINISTRIES REQUIRE THIS TRAINING.** Please contact [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org) if you are unsure if this requirement applies to you.

- Registration for this training is online at [https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 49\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 49_1)
- This course is timed, and takes 3 hours to complete. You may save your work and return to it later.
- Other versions of this course obtained for work (ex: ACT 126 for teachers) may count towards this requirement IF they are a 3 credit course (no 2 credit courses are accepted).

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Please complete the above clearances ASAP and submit copies to Jo Scheller, Safe Environment Coordinator, so that they can be included in your file. When you have completed the above requirements you will be eligible to volunteer.

**For a more detailed set of instructions** or if you have any questions, please contact Jo Scheller, Safe Environment Coordinator, at 724-625-1665, ext. 2104 or by email at [jscheller@saintkilian.org](mailto:jscheller@saintkilian.org). We are so grateful to the many adults who complete clearances each year, thank you!

**\*Note: only the Child Abuse and the Fingerprinting clearances expire (need renewed every 5 years) – all others are a one-time requirement.**