



Saint Mary Roman Catholic Church *Safe Environment Program*

Volunteer Clearance Requirements

Based on changes to the Pennsylvania Child Protective Law, all parish volunteers who work directly with children, all Liturgical Ministers (lectors, EMs, Musicians, etc.), or **volunteers who are on the parish campus during the hours when Saint Mary School or PREP is in session**, must have **ALL THREE** of the following clearances. **PLEASE NOTE:** All documentation must be on file at the parish house before volunteering can begin.



1. PA State Police Criminal Record Check

This clearance is **FREE** to all volunteers.
Clearance is good for 5 years.

2. PA State Child Abuse Clearance

This clearance is **FREE** to all volunteers.
Clearance is good for 5 years.



3. And one of the following:



If you have lived in PA continuously for 10 years or more:

**Disclosure Statement
Application for Volunteers**

Must be completed every 5 years.



If you have NOT lived in PA continuously for 10 years or more:

**Federal Criminal History
Fingerprint Clearance**

Fee applies and is good for 5 years

Mandated Reporter Training



Are You A Mandated Reporter?

Based on changes to the Pennsylvania Child Protective Law, all parish volunteers who work directly with children, **or who within their volunteer role accepts responsibility for a child at any time - even if just once a year**, is considered a Mandated Reporter. All Mandated Reporters must complete the following two items in addition to the three clearances:



OFFICE FOR CHILD AND
YOUTH PROTECTION

ARCHDIOCESE OF
PHILADELPHIA

Mandated Reporter Online Training

Online course which takes approximately 1 hour to complete.

Certificate can be printed out upon completion of course and submitted to Parish House

Mandated Reporter Acknowledgement Form

Read the Mandated Reporter Brochure from the Archdiocese of Philadelphia

Complete the Acknowledgement form and submit to Parish House



 **VIRTUS**[®] (Protecting God's Children)

Volunteers with regular, direct contact with children must attend a 2-1/2 hour-course called "Protecting God's Children for Adults" **in addition to** the three clearances **and** the two mandated reporter requirements. These individuals would include, but is not limited to:

CYO Coaches, School or PREP volunteers (who volunteer at least once a month), Scout Leaders and helpers, and Youth Group Leaders and helpers

A complete list of class dates and locations can be found on the VIRTUS website. This course only needs to be taken once. A signed "Acknowledgement of Receipt of the Standards of Behavior" form must be submitted to the Parish House.