

Diocese of Pittsburgh Policy: Safe Environments for Children

Purpose:

To take reasonable measures to assure that Church Personnel (employees and volunteers) comply with all the required certifications and background checks to permit the necessary assessment of suitability for contact with children with the purpose of providing a safe environment for said children.

Applicability:

All Church personnel (employees and volunteers) with their equivalent as named below under Employee and Volunteer Capacities are required to obtain certain certifications and background checks as set forth below under Certifications and Background Checks.

The (**) positions are also required to complete Step 8 The Mandated Reporting Training in addition to Steps 1 – 7 per the Diocesan and Pennsylvania State Volunteering requirements as it applies that these positions may have possible direct contact with children. All Clergy, all school employees, all school volunteers and all other employees and volunteers who are responsible for the welfare of a child or have regular contact with children are also included.

Policy:

A copy of the Policy: Safe Environments for Children The Diocese of Pittsburgh can be obtained via www.diopitt.org under the Protection of Children and Youth Tab under Essential Documents.

You can also contact the Diocesan Office listed below for any questions regarding the Policy in Place for the Diocese of Pittsburgh.

The Office for the Protection of Children and Young People
St. Paul Seminary
2900 Noblestown Road
Pittsburgh, PA 15205
412 456 5633

Employee and Volunteer Capacities

**Altar Server Adult
**Athletic Coach/Volunteer-School/CYO/CYM and/or Athletic Trainer
Bereavement Team Coordinator/volunteer
**Bus Driver
Business Manager/Bookkeeper
**Cafeteria Worker and/or lunchroom volunteer
**Campus Minister
Cantor
**Catechetical Administrator, Catechist and/or Catechist Aide
Catechumenate Director
**Catholic Committee on Scouting Leaser/Volunteer
**Chaperone
**Child Care Giver (e.g., cry room, pre/after school program, babysitter etc)
**Choir Director-Vocal-Bell
Choir Member-Vocal-Bell
Coordinator of Evangelization
Coordinator of Liturgy
**Deacon-Permanent-Transitional
**Diocesan Bishops
**Diocesan Priests Incardinated in the Diocese on Assignment or Retired with in the Diocese
**Diocesan Priests Incardinated in the Diocese and on Assignment or in Residence in the Diocese
**Diocesan Employee
**Director of Music Ministry

OVER

Elderly Outreach Coordinator/Volunteer
 **Elementary/Secondary School Board Member
 **Elementary/Secondary School Volunteer
 Extraordinary Minister of Holy Communion
 **Family Life Minister/Volunteer
 **Fund Raising Worker/Volunteer (e.g.) bingo, festival, fish fry etc.)
 Housekeeper/Cook
 Janitor/Maintenance Worker
 Lector/Reader
 Liturgical Art and Environment Coordinator/Volunteer
 Organist/Instrumentalist
 Parish Advocate-Persons with Disabilities
 Parish Advocate-Tribunal
 **Parish Employee
 Parish Finance Council Member
 **Parish Nurse
 **Parish Safe Environment Coordinator
 Parish Pastoral Council Member
 **Parish Social Minister
 Parish Wedding Coordinator
 **Pastoral Associate/Minister
 **Pastoral Health Care Minister
 **Playground Monitor
 **Preschool Employee
 **Preschool Volunteer
 Refugee Sponsorship Coordinator/ Volunteer
 **Religious Men and Women on Assignment in the Diocese
 Sacristan
 **School Employees
 **School Volunteers
 **Secretary-Parish/RE/School/YM
 **Trainer-Youth Altar Server and/or Lector
 Usher/Greeter/Minister of Hospitality
 **Youth Minister
 **Youth Ministry Volunteer

Certifications and Background Checks

Please go to www.diopitt.org and under the Protection of Children and Youth tab to access the following

- 1) Diocesan Data Base completion (click on Safe Environment Database).
- 2) Pennsylvania Child Abuse History Certification (click on Essential Documents)
- 3) Pennsylvania State Police Criminal Report (completed through the Diocesan data base).
- 4) Diocesans Code of Pastoral Conduct Acknowledgment (completed during the data base process).
- 5) Reporting Child Abuse and the Child Protective Services Laws of Pennsylvania Acknowledgment (completed during the data base process).
- 6) Protecting God's Children Workshop (click on Online or Live Training Tab for links).
- 7) FBI Criminal History Report (Fingerprinting) or the Completion of the Diocese FBI Disclosure Statement Application for Volunteers form if he or she has been a Pennsylvania Resident for a consecutive 10 years and have not been convicted of the Offenses listed on the document. (click Essential Documents).
- 8) **Mandated Reporter Training Course (click on Online or Live Training Tab for links).

Yellow Envelopes with all the necessary information regarding volunteering can be found in the Church vestibule, outside DeLuca Hall, and at the School entrance. Please return all copies of certificates and clearances to the Safe Environment Office. Questions contact Donna Lew-Buechel at northamericansec@gmail.com

OVER