

VOLUNTEERING AT MTC

Archdiocesan policy requires that volunteers (unpaid) that have any possible contact with or responsibility for children, even if it is a one-time event, need background checks. (Example: chaperone for field trip, homeroom mom, teacher's helper, school store volunteers, Secret Santa Volunteers, etc.)

BACKGROUND CHECKS REQUIRED:

1.) Signed & Witnessed Disclosure Statement - form can be found at:

<https://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf> You are signing to certify that you are: A.) unpaid and B.) You have been a resident of Pennsylvania during the entirety of the previous ten-year period. This must be renewed every 5 years. OR Federal Criminal History Fingerprint Clearance-renewed every 5 years; needed only if you lived outside PA in the past ten years Information on FBI Fingerprint Clearance is available online at: www.pa.cogentid.com Click on "Pennsylvania Department of Education", then "Register online" (Under "Registration Information"). Here you must register and pay online. Then take your receipt, indicating your registration number, with you to the fingerprinting site. UPS in King of Prussia is the nearest site to us; however, I recommend you call first to see what hours fingerprinting is available.

2.) PA State Police Criminal Record Check -SIGN UP AS A VOLUNTEER SO THE STATE WAIVES THE FEE. Can be obtained on-line at: <https://epatch.state.pa.us/Home.jsp> with results available in a few minutes. Print or email certificate to Safe Environment Coordinator. This must be renewed every 5 years.

3.) PA Department of Public Welfare Child Abuse Clearance Check -SIGN UP AS A VOLUNTEER SO THE STATE WAIVES THE FEE. This can be obtained online at: <https://www.compass.state.pa.us/CWIS> This will direct you to the Child Welfare Portal where you must create an account using your e-mail address or login if you already have an account. After your form is submitted, you will receive an email with your Child Abuse Clearance Certificate. Print this certificate and submit to Safe Environment Coordinator. This must be renewed every 5 years.

4.) Completion of Mandated Reporter Acknowledgement Form-Needed if Mandated Reporter training is taken before 2/1/15 or when on-line training is not required. i.e. trip chaperone, contractor. Safe Environment Coordinator will provide to you if needed.

TRAINING REQUIRED

All Volunteers (unpaid) that have any possible contact with or responsibility for children, except for trip chaperones, need Safe Environment Training.

1. Classroom Component (Part I): Protecting God's Children- provides basic facts about child sexual abuse and the adults' roles in prevention. This is only taken one time. To find classes available, register at:

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

1A.) Completion of Acknowledgement Form - At the end of the Safe Environment Training Session you will receive a copy of Standards of Ministerial Behavior and Boundaries. You will also receive a signature form to sign indicating that you understand and agree to abide by all the standards articulated in the statement. Your signed signature form must be returned to the MTC Safe Environment Coordinator so that it can be filed with your other clearances

2. Mandated Reporting Online Component (Part II)-provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. Go to: www.childyouthprotection.org. Click on "Training Institute". You will need to setup a USERID and password. Upon completion of the 3 modules, print out certificate of completion and present to MTC's Safe Environment Coordinator. The Help Desk is Available Mon. to Fri. 10am-6pm. support@childyouthprotection.org or 267-642-8269.

3. If you attended the Protecting God's Children class before July 1, 2011 you will need to complete the Information and Communication Technology Addendum. Safe Environment Coordinator will provide to you if needed.

Note: All documents must be presented to Jackie DiPasquale-MTC Safe Environment Coordinator. Questions? Email JackieDiPasquale@mtcschool.org .