

SAINT BEDE SCHOOL



VOLUNTEER CLEARANCE PROCESS St. Bede School operates its activities in accordance with the Diocese of Pittsburgh and Pennsylvania laws regarding the protection of children. We have a 100% compliance policy and will not make exceptions. All volunteers must complete the following to have all of the appropriate clearances:

DIOCESE REQUIREMENTS: COMPLETE ONE TIME ONLY – DOES NOT NEED TO BE RENEWED

1. Register in the Diocese's "Safe Environment Database," by going online, and completing an application at https://www.eappsdb.com/Login.asp?ORGZ_KEY=39 . You will need to register first if you haven't done so already, which can be done from the same page, and you'll need an access code which is "PROTECT"
2. Take a "Protecting God's Children Workshop" either online or in person. You can register for classroom training by going online and registering at http://virtusonline.org/virtus/reg_list2.cfm?theorgid=15497&theme=0. Online course can be taken at https://www.virtusonline.org/virtus/protecting_children.cfm.
3. Read, Sign the last page of the Code of Pastoral Conduct, and turn in the signed page to Judy Meyers at the St. Bede's Rectory. Download documents from the "Essential Documents Each Parish Should Have At All Times" on the Diocese website at <http://www.diopitt.org/office-protection-children-and-young-people/essential-documents-each-parish-should-have-al>.
4. Read and sign the last page of the "Reporting of Child Abuse Protective Services Law" and turn in the signed page to Judy Meyers at the St. Bede's Rectory. Download documents from the "Essential Documents Each Parish Should Have At All Times" on the Diocese website at <http://www.diopitt.org/office-protection-children-and-young-people/essential-documents-each-parish-should-have-al>.

PA STATE REQUIREMENTS: MUST BE RENEWED EVERY FIVE YEARS

5. Complete the PA DPW Child Abuse History Authorization and Clearances Forms, and turn into Judy Meyers at the St. Bede's Rectory (she submits to state with fee). Form at CY113 form – English Child Abuse Clearance or complete online at <https://www.compass.state.pa.us/CWIS>.
6. Complete the PA State Police Criminal Record Check form, and turn into Judy Meyers at the St. Bede's Rectory (Secretary submits to state with fee). Form at Pennsylvania State Police Request for Criminal record Check Form (SP4-164) or online at <https://epatch.state.pa.us/Home.jsp>.
7. If a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, complete Disclosure Statement for Volunteers. If not a resident of the Commonwealth of Pennsylvania for the entirety of the previous 10 years, complete FBI Criminal Background Check at www.pa.cogentid.com/index_dpw.htm.
8. Complete the **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania** online course. The course can be found at https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1