

## Security and safety checks, clearances, and training

Thank you for your interest in Martin Saints Classical High School. In this day and age, anyone who wants to work or volunteer with children needs to obtain several types of security and safety clearances, as well as receive child safety training. Although the process can feel a little confusing the first time you encounter it, we can all appreciate why these things are legally required and important.

The purpose of this document is to explain as clearly as we can, step-by-step, what you need to do. Please contact our Headmaster, Mr. Adam Dickerson, if you have any questions, and thank you again for your eagerness to work with our students and support our school.

Broadly speaking, what employees and volunteers need to do can be summarized in three steps:

- Step 1: obtain various police and government clearances and background checks.
- Step 2: take two brief required training courses in child safety
- Step 3: complete two forms in the Headmaster's office.

Here are how those three steps look in more detail:

### **Step 1: obtain various police and government clearances and background checks.**

Within this step, there are three different things to do. However, exactly what you need to do depends on where you live and how long you have lived there.

All employees, as well as volunteers who have lived in Pennsylvania for less than ten years, need to obtain:

- Pennsylvania State Police Clearance / Criminal Records Check, online at <https://epatch.state.pa.us/Home.jsp>
- Pennsylvania Department of Human Services Child Abuse History Clearance, online at <https://www.compass.state.pa.us/CWIS>
- Federal Bureau of Investigation (FBI) Fingerprint Clearance / Federal Criminal Background Check. Go to <https://uenroll.identogo.com/> to schedule an appointment. When registering, you will be prompted to use the code for the Pennsylvania Department of Education (PDE) non-public schools. That code is 1KG6TR.

Volunteers who have lived in Pennsylvania continuously for ten or more years need to obtain:

- Pennsylvania State Police Clearance / Criminal Records Check, , online at <https://epatch.state.pa.us/Home.jsp>
- Pennsylvania Department of Human Services Child Abuse History Clearance, online at <https://www.compass.state.pa.us/CWIS>
- **Disclosure Statement application for volunteers** - to be filed at the place of service, i.e., at Martin Saints. Get your copy of the form online at <https://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf>

Both Pennsylvania state background checks, as well as the FBI clearance, must be renewed every five years.

There is no provisional or “grace period” for volunteers or employees who reside in Pennsylvania. Pennsylvania residents must obtain checks and clearances prior to beginning their service.

Volunteers who reside in another state (or country) may serve for no more than 30 days, as long as they provide clearances from their state or country of residence.

**Step 2: take two brief required training course in child safety**

Volunteers who have regular contact with children (“regular” meaning once per week or more) are required to complete parts one and two of the “safe environment training” within 90 days of beginning their volunteer work.

- Part One: Protecting God's Children, is offered regularly at locations throughout the Archdiocese of Philadelphia. The training provides basic facts about child sexual abuse and adults’ roles in prevention. Register online at <https://virtusonline.org/virtus/>
- Part Two: The Mandatory Reporting of Suspected Child Abuse, is an online course. This training provides an overview of Archdiocese of Philadelphia reporting procedures for suspected child abuse as well as a review of Pennsylvania Child Welfare Law. The training should take you approximately one hour to complete. Register online at <https://learning.childyouthprotection.org/login/index.php>

**Step 3: complete two forms in the Headmaster’s office**

The following forms are available in the Headmaster’s office:

- Arrest or Conviction Form.
- Mandated Reporter Brochure and Acknowledgement form