

ATTENTION ~ ALL VOLUNTEERS who volunteer with YOUTH...

PA. State law, through Act 179, and the Diocese of Harrisburg with regard to Youth Protection Clearances, has mandated some changes effective May 2007. This requires that all volunteers who may have contact with youth (17 or under) must obtain clearances and present them to the parish. If you are considering, or will be volunteering your time and talent in any capacity involving youth within our parish, please take the time now to fill out the necessary forms and submit accordingly. *Please contact Parish Office to confirm that your documents are on file, if you've applied in the past.* The following forms are required for all volunteers *prior* to involvement with youth. ALL Forms are available at the Parish/School Office, we can assist you in acquiring the clearances or you can follow these steps:

1. **Diocesan Employee/Volunteer Information & Disclosure Statement form**

- To download this form visit Diocese website – <http://www.hbgdiocese.org>
- Scroll to bottom of list on left side of screen to *Youth Protection*
- Click on *Services & Programs* listed across the top.
- Click on *Forms for criminal background checks* listed under Procedural Documents
- Click on *Employee/Volunteer information & consent from*

2. **PA Sate Police clearance – Criminal Check** clearance can be obtained from the “PATCH” system – (this must be done first to send with request for Child Abuse clearance in step #3).

Quicker process if completed online, but forms are available at parish office for hard copy request.

- Visit website: <https://epatch.state.pa.us/>
- Select New Record Check – scroll to end of page- click ‘Accept’
- Select from drop down box ‘Volunteer’ as reason for request
- Follow instructions on the screen for personal information
- Enter credit card information for \$10.00 processing fee
- If no record exists, you will be able to print the certificate immediately. **(Print 3 copies – 1 for Parish, 1 to send with Child Abuse clearance, 1 for your records)**

3. The **PA Child Welfare clearance form** may be obtained from the Parish Office, or:

- Diocesan website – <http://www.hbgdiocese.org/>
- Scroll to bottom of list on left side of screen to *Youth Protection*
- Click on *Services & Programs* listed across the top.
- Click on *Forms for criminal background checks* listed under Procedural Documents
- Click on *PA Child Abuse History Clearance Form* –Print Form - must complete hard copy application & mail. Please print all information as requested.
- A copy of your PSP Certificate or copy of Criminal record must be attached to this application.
- Send with \$10.00 payment -NO PERSONAL Checks accepted (**money order- cashiers checks only**). Allow approximately 2-3 weeks for DPW certificate. Original documents must be presented to the Parish Office. This Certificate will come directly to you from PA. ChildLine, we will copy the certificate and return original to you.

4. **Creating a Safe Environment Training Course for Adults** is also mandatory for all volunteers who are involved with parish youth. All leaders of parish sponsored organizations/events/activities that involve youth, please ensure that all volunteers within your groups meet all necessary requirements prior to attending their role. **Failure to comply with ALL requirements will prohibit working with any youth.** There is a link provided on the Home Page of the Diocesan Website – www.hbgdioces.org – look for the Youth Protection icon: children in raincoats standing on Diocesan Seal. **1:** Go to the website. **2.** Click the icon. **3.** Click on *Creating a Safe Environment Training Course*. Training program can also be accessed on the Youth Protection Page of the Diocesan Website under Services and Programs. Click on the Youth Protection bar on the left hand side of the Home Page.

You may go onto Diocesan website to see Youth Protection Program for the Diocese of Harrisburg homepage: www.hbgdiocese.org - scroll on list to Youth Protection – click on colored picture Youth Protection Program - click on Youth Protection Program Part I- Diocesan Charter and Part II Diocesan Norms

The parish is required to maintain a file for each volunteer for all sponsored events/activities involving youth within St. Catherine Laboure Parish/School. If you need any assistance regarding the Youth Protection Program **please feel free to contact the Parish office 564-1321.**