

# Safe Environment Requirements Parish Employees and Volunteers

Any adult, working or volunteering with any children at St. John the Evangelist, need to download the Child Abuse Clearance Check form. Please complete the form and drop it off at the Rectory.

## PA Department of Public Welfare Child Abuse Clearance Check

[Click Here To Download The Form](#)

### Federal Criminal History Background Check

This check is required for those who do not live in Pennsylvania, or have lived outside of PA during the past two years.

Please call Office for Child and Youth Protection, 215-587-2466 to obtain the fingerprint card.

### Safe Environment Training

To view list of dates and locations, and register for a session:

[http://www.virtus.org/virtus/reg\\_list2.cfm?theme=0](http://www.virtus.org/virtus/reg_list2.cfm?theme=0)

or go to [www.virtus.org](http://www.virtus.org) and click “registration”

### Background check requirement:

No employee or volunteer should begin service in the parish without the PA State Police Criminal Record Check. This document can be obtained online and the results are usually available within three minutes. (Please see above chart for link to the webpage.)

**School employees:** The Pennsylvania Department of Education requires all school employees hired after April 1, 2007 to obtain and submit a federal criminal history background check. This clearance must be obtained through the Cogent system.

To register for this service, please visit the Cogent website: [www.pa.cogentid.com](http://www.pa.cogentid.com).

**Employees** must secure the required background checks within 30 days of hire. During this provisional period, their service to children must be supervised. If the federal criminal history background check is delayed while being processed, the employee, from the date of hire, needs to provide proof that he/she has completed the process to secure the federal background check.

**Volunteers** should have all of the required background checks as they begin their service to children. If they do not, they may receive provisional permission to volunteer as long as the forms to obtain the background checks have been submitted. During this provisional period, their service to children must be supervised. All background checks must be received within 30 days.

### Training Requirement:

Attendance of the Safe Environment training is expected within 90 days of beginning service to children. Those who do not comply must be moved to “inactive status” until requirements have been completed.

Please contact the Office for Child and Youth Protection 215-587-2466, if you have any questions about these requirements.