



## Safe Environment Volunteer Information

### Protecting God's Children Class

#### *Who is required to take the class?*

The following adults are required to attend a Protecting God's Children class:

- All parish, school and diocesan employees, regardless of their level of contact with children.
- All clergy and applicants to clerical formation who serve in the Diocese.
- **All volunteers in a school, program or ministry for children and youth, regardless of their level of contact with children.**
- Volunteers for *other* parish programs or ministries who have been delegated care, custody or control of children.

#### *How do I register for the class?*

- **All class registration is online at [www.virtus.org](http://www.virtus.org).**

### Background Check (fingerprinting)

#### *Who must have a background check?*

- All paid diocesan, parish and school staff members, regardless of their level of contact with children.
- **All volunteers in a school, program or ministry for children and youth, regardless of their level of contact with children.**
- All volunteers who have been delegated care, custody, or control of children or youth.
- Anyone returning after a significant gap (1-1/2 years) in service.

#### **BCI&I Check is required...**

- If volunteer or applicant has lived in Ohio for the past 5 consecutive years.
- All requests for BCI&I civilian background checks must be submitted electronically through WebCheck. Locations are listed by county on the Attorney General's website: <http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm>

#### **FBI Check is required...**

- **If volunteer or applicant has lived outside of Ohio at any time during the past 5 years.**
- All requests for FBI civilian background checks must also be submitted electronically through WebCheck.
- Before scheduling an appointment with your local law enforcement agency, make sure they have the capability to do FBI checks electronically.

## **Record Keeping**

The Diocese receives and retains the background check results (both BCI&I and FBI) and the verification of Protecting God's Children class attendance.

This information is then made available to the individual parishes so we know which of our employees, volunteers, etc. have completed the PGC Class and the background check requirements. Please note that criminal background reports are treated confidentially by both the Diocese and our parish.

Individuals with no break in service who are transferring between diocesan parishes can request that their information is transferred to St Brendan's.

After St Brendan's receives verification that both the Protecting God's Children class and the background check have been successfully completed, the volunteer is then ready for a photo badge. Badges must be worn at all times when volunteering with children and youth.

All badges are generated at the Parish Office and the office hours are:

- Monday through Thursday, 9:00 AM to 3:45 PM.
- Friday from 9:00 AM to 11:15 AM.
- If you are not able to come in during these times, please call 614.876.1272 and we will arrange another time that is mutually convenient.

### **Important Timeline**

***Since PGC class and background check information is not initially received at St Brendan's, please note that we cannot always respond as quickly as wished for by a new volunteer.***

***If you are a new volunteer, please contact the Parish Office at least one week in advance of your initial volunteering date so we can make sure that all the required documentation is in place and that we are ready to generate your volunteer photo badge.***

***If someone waits until the last minute we may not be able to assist them!***

So, if you have any questions or would like to know if we have received verification of your PGC class attendance and the background check information, please contact...

**Penny Hansen**

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**614.876.1272 ext 224**