

Documentation Needed for Diocesan Child Protection Compliance for Employees at St. Michael School

Personnel	Documentation
<p>School Employee (includes <u>anyone</u> who receives <u>any</u> compensation from the school, including stipends)</p> <p>Check Catholic Schools Office for additional requirements and forms</p>	<ul style="list-style-type: none"> • Office for the Protection of Children and Youth Clearance (<i>one time before hire - new employee after July 1, 2018</i>) • <i>For Teachers:</i> complete personnel file (includes diocesan School Educator Employment Application and references) • Other Employees: Employment Application for Working with Children • PA State Police Criminal Record Check (5 years) • PA Child Abuse History Certification (5 years) • Federal Criminal History Record Information [includes fingerprints] (5 years) [<i>the official report is kept in the Catholic Schools Office</i>] • Act 24 Arrest/Conviction Report and Certification Form • Sexual Misconduct/Abuse Disclosure Release Form(s) (Act 168) • Diocesan Mandated Reporter Compliance Document (yearly) • (PA State) Mandated Reporter Training (5 years) • Diocesan Statement of Intent for Compliance (dated July 1, 2018 or later) • Diocesan <i>Creating a Safe Environment</i> online training (5 years) • St. Michael School Confidentiality Agreement (<i>yearly</i>)

Revised December 2018

Website for PA State Police Criminal Record Check:

<https://epatch.state.pa.us/>

Website for PA Dept. of Public Welfare Child Abuse History Certification:

<https://www.compass.state.pa.us/cwis/public/home>

Website for Federal Criminal History Record (FBI REPORT)

<https://uenroll.identogo.com> (DHS Volunteer Code: 1KG6Y3)

Website for Mandated Reporter Training:

www.reportabusepa.pitt.edu/

Website for Diocesan “Creating a Safe Environment” In-service:

<http://childprotection.eriercd.org/presentation.html>

Please click on the box on the right side of the webpage labeled “**Adult Online In-service**” to access the directions and the link. This In-service will take about an hour. No password is needed.