

# REQUIRED SAFE ENVIRONMENT FORMS FOR THE DIOCESE OF ROCKFORD

**All documents are available online at [www.rockforddiocese.org/documents](http://www.rockforddiocese.org/documents) under Safe Environment Program. Applies to those 16 years of age or older unless noted otherwise**

## 1. Protecting God's Children Training

Every employee and volunteer of a parish/school/diocesan entity whose position involves direct contact with children or youth must participate in the Protecting God's Children® (PGC) program. The PGC training program is available in English and Spanish online: <https://www.ceorockford.org/virtus-protecting-gods-childrenx/>. Maintain the certificate of completion at the parish/school/diocesan entity. Enter in the Recording Spreadsheet the date of completion.

## 2. Criminal Background Checks

### State of Illinois Name-Based Conviction Information

Each adult (18 years of age or older) applicant for employment and adult prospective volunteer in a parish/school/other diocesan entity, whose position involves direct contact with children or youth, must submit to an online State of Illinois name based background check by completing the Authorization to Conduct Background Check form. The parish/school/diocesan entity submits the data to The Illinois State Police, through the online Criminal History Information Response Process (CHIRP). A fee will be assessed and a results report will be emailed to the parish/school/diocesan entity. Keep a copy of the results report at the parish/school/diocesan entity, give copy to the employee and/or volunteer and enter on the Recording Spreadsheet the date of the results report. A "hit" on the results requires notification to the General Counsel's office.

### State of Illinois Fingerprint Criminal Background Check

Each **adult applicant for employment in a school** must submit to a **Fingerprint** Criminal History Background Check instead of a name background check. Fingerprinting applies to principals, teachers, school secretaries, maintenance workers, cafeteria workers, classroom aides, bus drivers, and all other individuals to be employed in the school. Enter on the Recording Spreadsheet the date of the results report. A "hit" on the results requires notification to the General Counsel's office.

### Online Offender Data Base Checks

The parish/school/diocesan entity is to enter the name of every adult (18 years of age or older) applicant for employment and adult prospective volunteer into the State of Illinois Sex Offender Registry [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and the National Sex Offender Registry [www.nsopw.gov](http://www.nsopw.gov). Results are instantaneous. Enter on the Recording Spreadsheet the date the check was performed. A "hit" on the results requires notification to the General Counsel's office.

## 3. Acknowledgement of Mandated Reporter Status

Every adult (18 years of age or older) employee and adult volunteer whose positions involve direct contact with children and youth are designated by law to be Mandated Reporters of suspected child abuse or neglect. This form is to be read and signed by the adult employee and adult volunteer and maintained at the parish/school/diocesan entity. Note that individuals age 16 and 17 years do not sign this form. Select the Mandated Reporter form for the volunteer or employee, as applicable. Enter on the Recording Spreadsheet the date signed.

## 4. Receipt Acknowledgement Forms

Every employee and volunteer must read the following policies online at our website and sign the applicable Acknowledgement Form at the end of each policy. All Forms are to be maintained at the parish/school/diocesan entity and the dates of signing are to be entered on the Recording Spreadsheet.

- a. Sexual Misconduct Norms
- b. Code of Pastoral Conduct
- c. Code for the Pastoral use of Technology and Social Media
- d. Guidelines for Youth and Those Working with Youth

The DCFS abuse hotline phone number is **1-800-25-ABUSE**.

The Diocese's hotline number is **815-293-7540**.

If you have questions, please call the Catholic Education Office at: 815-399-4300.