

# Required Safe Environment Documentation for Adult Employees and Volunteers

## SCREENING

### 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/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 processing fee may be assessed and a results report is available to the applicant and/or volunteer.
- **State of Illinois Fingerprint Criminal Background Check** - Each adult (18 years of age or older) applicant for employment in a school must submit to a Fingerprint Criminal History Background Check instead of a name based 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. Contact the school for directions and paperwork.
- In addition, the name of every adult (18 years of age or older) applicant for employment and adult prospective volunteer will be subject to **Online Offender Data Base Checks** on the State of Illinois Sex Offender Registry and the National Sex Offender Registry.

## EDUCATION & TRAINING

### 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 Virtus Protecting God's Children® for Adults (PGC) training program. The PGC training program is available [online](#) or view options for a [live training session](#).

### 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. Every employee and volunteer must read the training materials preceding the acknowledgment form. Note that individuals age 16 and 17 years do not sign this form. Select the Mandated Reporter form for [volunteer](#) or [employee](#), as applicable.

## CODES OF CONDUCT

### 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.
  - a. [Code of Pastoral Conduct](#)
  - b. [Code for the Pastoral use of Technology and Social Media](#)
  - c. [Guidelines for Youth and Those Working with Youth](#)
  - d. [Sexual Misconduct Norms](#) – Contact parish/school/diocesan entity for password then select form

**All forms & training certificates are to be submitted to the employer (parish/school/diocesan entity) or to the entity for which you are volunteering.**