Safe Environment Program
Background Evaluation Procedure

For use beginning July 1, 2014

NOTE: This procedure is for parish and school safe environment coordinators (SECs) to use with applicants for employee and volunteer positions. The diocesan Safe Environment Coordinator will complete background checks on all priests, deacons, seminarians, and chancery employees. The Catholic Schools Office (CSO) will complete all background checks on head principals and substitute teachers.

1. All diocesan employees (persons on the diocesan payroll), regardless of their level of contact with children, are to have background checks and safe environment education (training) completed before they begin their responsibilities. Note: Some steps in the procedure will vary for adult employees and for employees of age 14-17.

2. All volunteers, who will have regular contact with children and young people, are to have background checks and safe environment education completed before they begin their responsibilities. Note: Some steps in the procedure will vary for adult volunteers and for volunteers of age 14-17.

3. For all applicants who are 18 years of age and older, the parish/school SEC will contact the applicant and obtain his/her email address if this is not already known. The parish/school SEC will then send the applicant the diocesan email message which contains information as to how to go online, complete the registration process and provide consent for a background check.   The message will also contain links to the application and safe environment education requirements.
   If an applicant does not have an email address which she/he can use for this purpose, the parish/school SEC may provide all the information in paper form.

4. *Applications: (Note: The Catholic Schools Office will provide school administrator, teacher, and substitute teacher applications to those individuals.   Check with that office if necessary to ensure the applicant has completed the appropriate application.)*

   All other applications found at: http://www.diocesefwsb.org/Safe-Environment-Background-Checks

Employees (18 and over)	Complete *Employee Application* (4 pages)
Employees (age 14-17)	Complete *Young Person Employee Authorization* (1 page)

| Volunteers (18 and over) | Complete *Volunteer Application* (2 pages) |
| Volunteers (age 14-17) | Complete *Young Person Volunteer Authorization* (1 page) |

5. When the applicant returns the completed application, it should be forwarded to the designated person(s) at the parish/school for review. The parish/school SEC will make a copy of the applicant's photo ID and retain for the safe environment file.

6. For those employees or volunteers of age 14-17, the parish/school SEC will conduct search at:

   a. *Dru Sjodin National Sex Offender Public Website* (www.nsopw.gov) → no permission is required to run this search. Search is free. Make sure you complete a national search at this website.

   b. Maintain copies of search results in employee's or volunteer's SE file.

7. For **employee** positions only – A designated person at the parish/school must contact all references listed on application and note responses in the file. References checks are not required for volunteers. This may be the parish/school SEC or another appropriate staff member.

8. For **volunteer** applications only – If the applicant supplies information to answer question #2 that she/he has worked in another diocesan office, parish, or school, the parish/school SEC will use the telephone number provided (line E on the application) to contact that diocesan entity and inquire about the applicant.

9. The parish/school SEC will receive an email message from the background check agency which contains the results of an applicant's search. The results are attached in PDF format. The parish/school SEC will save all results in electronic form. They may also be saved in written format if desired.

10. Open and read the email message from the background check company that contains the results of the search on the applicant. If there are any concerns about the results, forward them to the pastor (and principal, if applicable)

11. The parish/school SEC will open the diocesan Safe Environment Program database which contains information on adults who have completed safe environment requirements for the diocese. Mark that the applicant category, training date, and if the applicant has been approved (or not). The applicant must provide the signed training video form and policy manual form. Keep the training forms on file also. *(See last page of this procedure for more detail on SEP database.)*

12. For new employees, complete the **New Employee Verification Form** and send with other documents to the diocesan Business Office so the new employee may be added to payroll. Do not sign or send the form until the background check is approved and training is complete.

13. Maintain all paper and electronic files for 20 years after the person terminates service.
14. Rescreen an employee/volunteer at any time for cause.
15. RESCREENING -- After five years the parish/school SEC will ask the employee/volunteer for current email address. The parish/school SEC will send the applicant the diocesan email message that will contain information as to how to go online, register, and grant permission for rescreening.   **All persons in need of rescreening should complete the Basic Criminal Package.**

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For new school employees (& some parish ones)

An "expanded" criminal background check is required for all new school employees hired after July 1, 2009. <mark>*NOTE: If an employee on the parish payroll will spend at least 40% of his/her time in working in a school, the parish should also complete the expanded criminal background check on that employee.*</mark>

1. Indiana state law requires this "expanded" criminal history search for all school employees.
2. The applicant for the school position should follow all the same steps in the procedure. When the school SEC sends the email message to the school applicant, make sure to only include in the message the link for the SCHOOL EMPLOYEE PACKAGE. This is the expanded background check that meets all the requirements of the state law. No fingerprinting is required.
3. Employees under the age of 18 should follow the steps for a Young Person Employee as it is not possible to use the "expanded" search on a person under 18.
4. The school SEC will also input all information into the diocesan Safe Environment Program database as for adults.

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STUDENT TEACHERS, STUDENTS completing a PRACTICUM (FIELD STUDY), & NURSING STUDENTS IN CATHOLIC SCHOOLS

To fulfill the safe environment requirements of our diocesan program, **student teachers and students completing a practicum (field study) will complete the following**:

1) A BASIC criminal background check
    a. **The employee or volunteer application, references, and "expanded" criminal check are not required.**
2) Safe environment education, which includes:
    a. Volunteer manual
    b. Safe Environment video

To fulfill the safe environment requirements of our diocesan program **nursing students will complete the following**:

1) A BASIC criminal background check
    a. **The employee or volunteer application, references, and "expanded" criminal check are not required.**
2) **No safe environment education is required for nursing students.**
3) The employee or volunteer application, references, and "expanded" criminal check are not required since the individual will be under continual supervision of the mentor.

All of the above should be kept on file at the school with the other confidential safe environment files. The school SEC will also input all information into the diocesan Safe Environment Program database as for adults.

If a student teacher/student completing a practicum or nursing student comes with written verification that his/her university has performed a background check already, the diocesan SEC will contact the university to learn the details about it. If it meets diocesan standards, the diocesan SEC may waive the requirement for that student and all others sent from that school.

Safe Environment Program Education (Training) Procedure for Adults

1. All priests, deacons, employees, and volunteers (who will have regular contact with children or young people) must participate in the safe environment education program. **This includes young person employees and volunteers.**

2. The employee/volunteer must read the *Personal Conduct and Policies Manual for Employees/Volunteers* and sign a receipt for it. The signed receipt must be kept in the employee's or volunteer's SE file. Manuals are available on the diocesan website. http://www.diocesefwsb.org/Safe-Environment-Education

3. Spanish volunteer manual available at: http://www.diocesefwsb.org/Safe-Environment-Spanish-Resources

4. The last page of the manual is the signature page for verification of receipt.

5. The employee/volunteer must watch the diocesan video, *Safe Environment Training* (created 2/21/2004). Documentation of viewing date must be kept by the parish. A person must only watch the video one time. The video is also available on line in English and Spanish. English translation at: http://www.diocesefwsb.org/Safe-Environment-Education

6. Spanish translation of the video available at: http://www.diocesefwsb.org/Safe-Environment-Spanish-Resources.

7. A form is also online to verify watching the video.   Form is available in English and Spanish.

8. All education must be completed before the employee/volunteer begins his/her responsibilities.

HOW TO USE SMARTSHEET

SAFE ENVIRONMENT PROGRAM DIOCESAN-WIDE DATABASE

For adults' background checks and safe environment training information

Login using your user name and password at:

https://app.smartsheet.com/b/home?mt=57&de=iMVobxt1iJAJn6tXcXxPrzD4zdwS-6HTyemVaHas5qY

Scroll through the list of parishes and schools to find your list.   Double click on it to open.

For each applicant that has completed a background check using our provider, Barada Associates, Inc., the applicant's name and some information will be entered into the Smartsheet already.

The applicant's name is listed alphabetically by last name.   The next five columns of information will also be entered automatically.

> Applicant last name
> Applicant first name
> Date of Birth
> Profile #
> Parish/school
> Date background check entered

YOU MAY ONLY ENTER INFORMATION IN THE LAST FOUR COLUMNS.   DO NOT CHANGE ANY INFORMATION IN THE FIRST SIX COLUMNS.

> You enter information columns in: Audit Category
> Training date
> Approved
> Record Found

YOU MAY ONLY ENTER INFORMATION ON AN ADULT WHO ON YOUR PARISH/SCHOOL LIST. (This is seen in column 5)   YOU MAY SEARCH AND LOOK AT ANY OTHER LIST, BUT DO NOT

ALTER OR INPUT INFORMATION ON ANY LIST OTHER THAN YOUR OWN PARISH'S OR SCHOOL'S.

For example, if a person is listed as being a Chancery employee on the sheet for, but in addition the person works or volunteers at your school or parish, DO NOT enter data. It is the SEC at the Chancery who is responsible for this person's data and file. You may only view this data and direct any question to the SEC at the place.

Audit Category column: A pull down menu will list the categories that we use in counting persons for the USCCB audit. You will usually choose, **Educator** (for Catholic school administrators and teachers only), **Parish/School employee**, or **Volunteer. Contact the diocesan SEC, Cathie Cicchiello, before using any other option than these three.**

Training Date column: Enter the date that the person completed the training program of video and policy manual. If the dates are not the same, enter the later date. A calendar icon appears in the cell for entry of the date.

Approved: A pull down menu appears in the cell. Enter **Yes** if all requirements for that applicant are met, i.e. application submitted, references checked if necessary, background check passed, and training requirements completed. Enter **No** if any is not satisfied or the applicant is not approved for service due to an issue.

Record Found: If any record is found on your employee/volunteer as part of the criminal background check, write a brief description so that others may be informed. This is especially important if the applicant has been approved by your pastor/principal. For example, an applicant has a speeding ticket on Aug. 1, 2012. You would write: 8/1/2012 speeding ticket; or if your applicant has been convicted of operating a vehicle while intoxicated on June 7, 2010, you would write: 6/7/2010 operating while intoxicated. If no record is found on the applicant, write NO in the column.

RESCREENING: When rescreening is needed for any adult in the SEP database, it will be the responsibility of the SEC at the parish/school (or Chancery) where the adult is listed to contact him/her and complete rescreening with this adult.