

St. Margaret of Cortona

Safe Environment Program Process for Employees / Volunteers

Category	Documentation Task	Owner	Status/Reference
Diocesan Safe Environment Program	<p>Safe Environment Contacts: Regina Quinn Director, Safe Environment Office 614-241-2568 x1543 rquinn@columbuscatholic.org</p> <p>Bob McGee Associate Director, Safe Environment Office 614-241-2568 x 1544 rmcgee@columbuscatholic.org</p>		<p>Safe Environment Office - Catholic Diocese of Columbus (https://columbuscatholic.org/safe/)</p>
	Safe Environment Manual		<p>Safe Environment Manual.pdf (https://columbuscatholic.org/system/resources/W1siZiIsIjIwMjQvMDIvMTYvNHJ2OW5laWszel9TYWZlX0Vudmlyb25tZW50X01hbnVhbC5wZGYiXV0/Safe%20Environment%20Manual.pdf)</p>
Employee Requirements Prior to Start Date			
Employee Requirements			
	Job Description	Pastor	Job Descriptions in Employee files
	Review Candidate Standing in Virtus	DRE	http://www.virtus.org
	<p>Have employee Create a Virtus account if one does not exist.</p> <p>****All new clergy, employees, and volunteers creating a VIRTUS account and registering for a Protecting God's Children Class, must also register for SELECTION.COM Fastrax and pay the one-time fee for the on-line background report. ****</p>	Pastor	http://www.virtus.org
	Requirements Letter/eMail		
	Application Form		Application
Background Check (if not active in the past 1.5 years)			
	For parish employees who have been legal residents of Ohio for more than 5 consecutive years	Pastor	
	Complete the state level background check through the Ohio Bureau of Criminal Investigation (BCI), use code: ORC 2151.86	Pastor	https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing
	For parish employees who have been legal residents of Ohio for less than 5 consecutive years	Pastor	

	Complete a national level background check through the Federal Bureau of Investigation (FBI) , use code: ORC 2151.86 Federal Bureau of Investigation (FBI) civilian	Pastor	https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing
	Complete the state level background check through the Ohio Bureau of Criminal Investigation (BCI) , use code: ORC 2151.86	Pastor	
Training			
	Protecting God's Children Training	Pastor	
	Employee Handbook	Pastor	
Confirmations			
	Adherence to Church Teachings	Pastor	
	4116.15 Harassment Policy Sign off	Pastor	
Reference Checks			
	Check the references from the Application Form	Pastor	
	Personal Knowledge of the Candidate	Pastor	
Volunteer Requirements Prior to Start Date			
Volunteer Requirements			
	Job Description	DRE	
	Review Candidate Standing in Virtus	DRE	http://www.virtus.org
	Have the Volunteer Create a Virtus account if one does not exist. **** All new clergy, employees, and volunteers creating a VIRTUS account and registering for a Protecting God's Children Class, must also register for SELECTION.COM Fastrax® and pay the one-time fee for the on-line background report. ****	DRE	http://www.virtus.org
	Requirements Letter/eMail		
	Parish Volunteer Application Form		https://stmargaretcolumbus.org/religious-education
Background Check (if not active in the past 1.5 years)			
	For parish volunteers who have been legal residents of Ohio for more than 5 consecutive years	DRE	
	Complete the state level background check through the Ohio Bureau of Criminal Investigation (BCI), use code: ORC 2151.86	DRE	https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing

	For parish volunteers who have been legal residents of Ohio for less than 5 consecutive years	DRE	
	Complete a national level background check through the Federal Bureau of Investigation (FBI) , use code: ORC 2151.86 Federal Bureau of Investigation (FBI) civilian	DRE	https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing
	Complete the state level background check through the Ohio Bureau of Criminal Investigation (BCI) , use code: ORC 2151.86	DRE	
Volunteer Training			
	Protecting God's Children Training		http://www.virtus.org
Volunteer Confirmations			
	2213.0 Code Of Conduct For Coordinators Of Youth Ministry		
	4116.14 Code of Conduct for Catechists		https://stmargaretcolumbus.org/religious-education
	4116.15 Harassment Policy Sign off		https://stmargaretcolumbus.org/religious-education
Reference Checks			
	Check the references from the Volunteer Application Form		
	Personal Knowledge of the Candidate		
Events / Programs Involving Children			
Volunteer Assessment			
	Any new programs that involve youth must be reviewed with Father Jeff and adhere to all Safe Environment Guidelines		
	No Event will be conducted with a single parent volunteer		<p>POLICY 200.30 (Revised May 2019)</p> <p>Parishes/schools/agencies must follow a strategy of "two-deep" ministry with minors, where at least two (2) adults who are in full compliance with Diocesan safe environment policies are present at all activities and situations. This includes, but is not limited to, transporting minors in motor vehicles for field trips, practices, sporting events, mission trips, and so forth.</p> <p>This does not apply to situations where the driver is the parent or legal guardian of ALL the minors in the motor vehicle.</p> <p>For the purposes of this policy, "full compliance with Diocesan safe environment policies" means: (1) the person's criminal background report is on file with the Safe Environment Office; and, (2) the person has completed the VIRTUS Protecting God's Children training.</p>

	<i>Any person that represents the Church and will have direct contact with children, under any conditions,</i> must follow the background check process and complete the Protecting God's Children training.		
	Complete Event Form		https://stmargaretcolumbus.org/religious-education
Safe Areas			
	Ensure no areas are accessible to a child that is not visible and are clearly marked.	DRE	Signs / Reviews
Volunteer Driver			
	Complete Volunteer Driver Information Form		https://stmargaretcolumbus.org/religious-education
	Reporting and Action of Suspected Abuse		
Reporting of Abuse			
	Complaint Forms		Complaint Form for Allegations for Sexual Abuse of a Minor
			https://columbuscatholic.org/system/resources/W1siZiIsIjIwMjEvMTAvMjkyM2N6Z2VsZGd0b21wbGFpbnRmb3JtLnBkZiJdXQ/complaintform.pdf
	Auditing		
Virtus			
	Periodic Review of Parish Report – action as appropriate		http://www.cdeducation.org/oym/safe/diocesan.htm
	Specific Review of New Volunteers or Volunteers where status is uncertain		
Compliance			
	Annual (minimum) review of Policy/Form Revision		Church, Borelli Center, Website, Handbook
	Parent Permission		
Parental Confirmations			
	Parental Permission	DRE	https://stmargaretcolumbus.org/religious-education
	Code of Behavior	DRE	
	PSR Handbook	DRE	
	Parental Observation (PSR Handbook)	DRE	