



St. Francis Central Catholic School

Safe Environment Volunteer Checklist

Please complete the steps below in order to participate in volunteer opportunities at the School.

The Safe Environment Program of the Diocese of Wheeling – Charleston consists of the following components required for all employees and volunteers of the Parish and School:

- Background Check (ScreeningOne)
- Policy Relating to Sexual Abuse of Children and accompanying form
- In-service workshop (Virtus)

Employees – anyone who receives a paycheck from the Diocese of Wheeling-Charleston and/or Parish, Catholic School, Institution that is governed by the Diocese of Wheeling-Charleston.

Volunteers – anyone who volunteers directly with minors or is volunteering where minors are present while performing one's duties. Additionally, anyone who wishes to do their part in keeping children safe is invited to go through this process.

- ✓ **Background Checks:** Before a person is offered a paid or volunteer position, they must give permission to have a background verification that is focused on anything that would put children at risk. Only after being cleared can they be offered said position. The background checks are processed at the local level, i.e. Parish, Catholic School, etc.
 - Complete the Background Screening Release Form and submit to the school office.
- ✓ **Policy Handbook:** Each employee and volunteer is to be given a copy of Diocesan handbook "Policy Relating to Sexual Abuse of Children". The policy is available online via www.dwc.org and is dated Fall 2006 on the back. (Available in English and Spanish)
 - Complete the Questionnaire for Receipt of Policy Relating to Sexual Abuse of Children and submit to the school office.
- ✓ **In-Service Workshop (Virtus):** Employees and volunteers must complete the Protecting God's Children for Adults/Virtus training. All should be registered online with Virtus, and keep up-to-date with the training bulletins.
 - Register online at www.virtusonline.com and complete the initial training online or select an in-person workshop to attend.
 - Print the Certificate of Completion and submit to the school office.