

St. Dorothy Parish Compliance Policy for Adult/Child Activity

As mandated by the Archdiocese of Philadelphia, St. Dorothy Parish has established the following standard of practice for adults who by virtue of employment or volunteer status are in contact with children.

All adults over the age of 18 are required to have on record at the rectory prior to initiation of activity with children the following forms: a criminal record, child welfare abuse screen, verification of attendance at the workshop, Protecting God's Children, and, when indicated, FBI fingerprint clearance. **Note that the criminal records and child welfare abuse screens are to be renewed every 5 years.** Three to four months prior to the expiration of forms, the adult will be notified by the rectory of the need to renew such forms.

Employees

Employees including, but not limited to, the principal, teachers, permanent substitute teachers, school and PREP secretaries, staff, and custodian(s) are required to have on record at the rectory a criminal record, child welfare abuse screen, verification of workshop attendance, and, if hired after Spring of 2007, FBI fingerprint clearance. Temporary substitute teachers who are employed for more than 2 days in a calendar year are required to have on record the aforementioned forms. Anyone who **volunteers** in a capacity normally held by an employee is subject to the above requirements. This **volunteer** is not subject to FBI clearance.

Please note the following exceptions: If an employee was hired by a parish within the Archdiocese of Philadelphia prior to the Spring of 2007, but is a new employee of St. Dorothy Parish, he/she is not required to submit to an FBI clearance. Also, if another parish within the Archdiocese employed someone, he/she may initially submit a previous criminal record and child welfare abuse screen as long as it is within the 5-year renewal period until new forms are obtained. Each time an employee transfers to another parish, new forms are required.

All forms must be obtained at the time of hire and sent directly to the rectory prior to contact with children.

In cases in which there are extenuating circumstances, such as the case when the need for expeditious hiring of an employee exists, a completed criminal background check must be obtained prior to initiation of employment.

PREP

All PREP volunteers must have on record at the rectory a criminal record, child welfare abuse screen, and verification of workshop attendance. In cases in which there are extenuating circumstances, such as the case when the need for expeditious replacement of a catechist exists, a completed criminal background check must be obtained prior to initiation of contact with children.

If within the first semester of class instruction, these forms are not procured the volunteer may not continue to function as a PREP volunteer.

Athletic Association

All coaches, assistant coaches, and adult volunteers associated with St. Dorothy Athletic Association must have on record at the rectory a criminal record, child welfare abuse screen, and verification of workshop attendance. **It is the responsibility of the Athletic Association to refuse issuance of equipment, field, or gym allowance until such forms are procured.**

Other Adult Volunteers

All other adults involved in activities in which children are present must have on record at the rectory a criminal record, child welfare abuse screen, and verification of workshop attendance. Lack of these forms will prevent adult participation. This includes *any* function or activity that uses the St. Dorothy parish name or facility. The only noted exceptions to date are activities in which direct parental observation is expected. These activities are the October Fair, Breakfast with Santa, Hoops for Hope, and St. Dot's Challenge. Additional activities may be added at the discretion of the pastor.

It is always within the discretion of the pastor, and only the pastor, to permit or refuse participation of any adult in any St. Dorothy Parish sponsored activity.

