Archdiocesan Safe Environment Policy and Requirements
(To fulfill the Charter for the Protection of Children and Young People)

Essential 3 Adult Requirements: * (**) 

1. Background Checks
   • Background checks are mandatory for all priests, deacons and candidates for ordination as well as archdiocesan, parish and school employees.
   • Background checks are mandatory for all volunteers having either regular or unsupervised interaction with children or vulnerable adults.
   • Effective 9/1/2014, the Archdiocese will begin periodic rechecking of all mandated persons described above. This will be phased in over a three year period culminating in rechecks being routinely performed every three (3) years beginning in 2017 – 2018.
   • Effective 5/1/09, an additional investigation of any disciplinary action taken against a teacher applicant’s teaching license must be made before the applicant may be hired as a teacher.

2. Attendance at a VIRTUS: Protecting God’s Children for Adults Awareness Session
   • All priests, deacons, and candidates for ordination; all archdiocesan, parish and school employees; as well as all volunteers having either regular or unsupervised interaction with children are required to attend a VIRTUS: Protecting God’s Children for Adults awareness session.
   • Effective 9/1/2014, the Archdiocese will begin periodic retraining of all mandated persons described above. This will be phased in over a three year period culminating in retraining being routinely required every three (3) years beginning in 2017 – 2018.

3. Codes of Conduct
   • All priests, deacons and candidates for ordination as well as all adult archdiocesan, parish and school employees, and volunteers in positions of leadership (i.e. parish trustees, parish and finance council members, etc.) must read and sign the Code of Conduct for Church Personnel. (New code promulgated September 2014)
   • All adult volunteers having either regular or unsupervised interaction with children, youth or vulnerable adults must read and sign the Code of Conduct for Adult Volunteers Who Interact with Minors or Vulnerable Adults. (New code promulgated September 2014)

* Record-keeping for priests, deacons, candidates for ordination and archdiocesan employees is the responsibility of the archdiocesan staff. Record-keeping for parish/school employees and volunteers is the responsibility of every local parish and school. OPCY staff members monitor background check implementation and VIRTUS attendance, as needed, for audit purposes.
** A modified version of the Essential 3 requirements for youth who have interaction with children, other youth or vulnerable adults is available on SafeCatholicSPM.org or upon request from the Office for the Protection of Children and Youth.

Essential Children’s Instruction Requirements:

Faith Formation and Youth Ministry
Two (2) onsite lessons per grade per program year from K - Grade 12 using Archdiocese-approved curricula.

School
Four (4) onsite lessons per grade per year from K - Grade 12 using Archdiocese-approved curricula.
(For Catholic high schools, eight (8) hours of instruction is required over the four years of high school.)

Adult & children’s instruction inquiries may be sent to: Sharon Tomlin; (Phone) 651.290.1622; (Email) tomlins@archspm.org