



ROMAN CATHOLIC

DIOCESE of SPRINGFIELD–CAPE GIRARDEAU

Office of Child and Youth Protection

Safe Environment Policy and Procedures

Addendum—March 2021

Diocesan personnel who regularly engage in activities involving minors or vulnerable adults are required to complete the designated safe environment training, comply with the background screening, and be current and compliant with the Code of Conduct.

The following conditions are to clarify who and when these requirements are to be conducted:

1) Safe Environment Training (VIRTUS Protecting God's Children)

- a) Anyone who has not ever taken and completed the designated Safe Environment Training is required to do so before they are regularly engaged with minors or vulnerable adults as an employee or volunteer.
- b) Anyone who was previously active as an employee or volunteer in this diocese or another diocese, but has been inactive for more than three years, and completed the designated Safe Environment training seven or more years ago, the designated Safe Environment Training is again required.
- c) Anyone who was previously active in another diocese, if they have not already completed the same designated Safe Environment Training, they must complete the training in this diocese.

2) Background Disclosure and Authorization, Initial Background Check and Rechecks:

- a) The diocese will conduct a national and local criminal background screening of all diocesan personnel over the age of 18.
- b) Random and periodic rescreening will be conducted at least every three years for all diocesan personnel.
- c) For employees and volunteers who have been inactive in this diocese for a year or more, a new *Background Disclosure and Authorization* should be submitted and a recheck conducted.
- d) Employees and adult volunteers who are entering/transferring into this diocese from another diocese, a new *Background Disclosure and Authorization* must be submitted and conducted.

3) Code of Conduct

- a) All diocesan personnel, which includes clergy, religious, diocesan, parish or school employees, and adult volunteers who regularly engage in activities involving minors or vulnerable adults are required to annually read, sign, and submit *The Code of Conduct for Clergy, Employees and Adult Volunteers of the Diocese, Parishes, and Schools* to the designated local Parish or School Safe Environment Coordinator (who then sends a copy to the Diocesan Office of Child and Youth Protection).
- b) Minors who are employed or volunteer are required to read, sign and submit *The Code of Conduct for Minors Volunteering or Working with Younger Children*.