

## Screenings and Criminal Background Checks for Volunteers and Employees

Guiding Principles for screening and background checks:

- Safety and well being of our Children
- Creating a Sense of Welcome and Hospitality to our children and youth and the adults who minister with them
- Developing screening standards that are appropriate to the level of interaction with children and youth while at the same time minimizing the inconvenience to the volunteer and their supervisors
- At all times, a two deep ministry strategy should be the standard
- All adult volunteers would be trained and continually updated on recognizing and reporting child abuse, reporting suspected cases of abuse of minors and other issues to ensure safe environments for our children and young people.
- At family/intergenerational and whole community events at parish or school (for example: liturgy, parish picnics, school plays, etc.), when parents are expected to supervise their own children and youth, volunteers at these events would not be required to be screened. The exception is when specific supervision is provided for children and youth (a nursery, age specific programming).

Using these guiding principles, there are convenient, effective, relatively unobtrusive methods to screen all adult volunteers who work with children and youth. Parishes and schools will comply with the diocesan standards of screening and background checks using the categories of volunteers and employees listed below. Interviews, references checks, and background checks will be conducted by the supervisor of the volunteer (as designated by the pastor). Parishes and schools will maintain a file of all volunteers (remote, occasional, supervised and unsupervised) and will submit a list of all supervised and unsupervised volunteers who have completed the appropriate level of screenings and checks to the Diocesan Director of Child and Youth Protection on an annual basis.

Parents do not require screening and background checks in order to participate in events or programs where their child(ren) participate. If they assume a volunteer role which would involve interaction with children other than their own as described below, they would be expected to participate in the appropriate level of screening. Please note:

- If a person is registered on the state or national sex offender registry, they shall not be granted level A, B or C clearance.
- Those who aspire to be Church Personnel and are satisfying a civil penalty due to the commission of a felony shall be denied level C clearance.
- Volunteer roles may be restricted or terminated when, in the judgment of the Bishop of Raleigh or a local pastor, a person exhibits behavior contrary to the moral and religious doctrines of the Roman Catholic Church and the Code of Conduct for Church Personnel.

Level of Interaction with Children and Youth	Level of Screening/Training
<p><b><i>Remote or Occasional Interaction</i></b>  <b><i>Remote:</i></b> an adult volunteer who volunteers at a</p>	

<p>parish/school sponsored event or program primarily for children or youth, but would have little to no contact with them  <u>Examples:</u> parking lot volunteer, audio-visual volunteer, religious education office helper</p> <p><b>Occasional:</b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth, but would have brief, limited, or infrequent interaction (about 3 or fewer times per year) with them  <u>Examples:</u> parent classroom visitor/helper, arts and crafts volunteer, ticket taker, school board members</p>	<p>* Application – Part A</p>
<p><b>Supervised interaction - LEVEL B</b></p> <p><b>Supervised:</b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth who would have regular and frequent interaction, but in a supervised capacity (may also be a level B teen who assists in ministry- counted as a participant, not as an adult leader)  <u>Examples:</u> Classroom aide/helper, lunch and playground helpers, young adult volunteers who are not legally chaperones but not legally youth either (18-21 year olds)</p>	<p>* Application – Parts A and B</p> <p>References are checked by the ministry site</p> <p>Agree to abide by the <i>Code of Conduct for Church Personnel for the Diocese of Raleigh</i></p>
<p><b>Event Leader/ Adult Supervisor:- LEVEL C</b> an adult volunteer who volunteers at a parish/school sponsored event or program primarily for children or youth who would have regular and frequent unsupervised interaction, or supervises adult volunteers who interact with children and youth. All Employees, Clergy and Seminarians are also Level C. <i>Other Examples:</i> Coordinator of Youth Ministry. Chaperones for overnight events, Boy Scout Leaders, Catechists for Children and Youth, DRE’s, Tutors, Nursery Staff                      Level C volunteers should attend safe environment training prior to beginning their role.                      All employees are Level C and have 60 days from date of hire to complete safe environment training.</p> <p>There must be at least 2 Level C adult supervisors at any event for minors. After that, one Level C</p>	<p>Application for Level C – over 18 years old not in high school to apply (25 years old to volunteer with high school teens)</p> <p>References checked by your ministry site</p> <p>Agree to abide by the <i>Code of Conduct for Church Personnel for the Diocese of Raleigh</i></p> <p>Required to attend Safe Environment Training</p> <p>Criminal Background Screening is completed before the start of service and is resubmitted at least every 5 years</p>

Adult Supervisor is needed for every 8 to 12 minors (varies by minors age and type of event)	
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**Components of the Volunteer Application Form**

**Level A**

Personal information  
Declarations

**Level B (plus all of A)**

Volunteer History  
References  
Declarations

**Level C volunteers ---( employees form is different \*)-----**

Personal information  
Volunteer History  
Residential History  
References (Verified by local ministry site)  
Declarations

Background screening includes:  
National Criminal Records Search  
National Sex Offender's Registry Search

\*EMPLOYEE FORM includes  
employment history and verification of a  
valid Social Security Number