



# DIOCESE OF DAVENPORT

*The Charter requires that any adult working alone with children and or vulnerable adults be trained and complete a background check.*

**Priests · Deacons · Candidates for Ordination · Seminarians · Deacon Formation Aspirants · All parish and school employees working with minors and or vulnerable adults · Pastoral Associates · Principals · Administrators · School Teachers · DREs · Youth Ministers · Employed Coaches · School Aides left alone with minors · MFP Participants · Host Parents · Safe Environment Local Designees · Overnight Chaperones · Scout Leaders:**

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and annual recertification
- Complete Background check and/or credit check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation

**Employees working with monies (Script, money counters, Priests, Deacons, etc.)**

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement and annual certification
- Complete Background and Credit check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation
- If last background check is older than 30 days a new background check needs to be generated and select “handle finances” Please contact the Diocesan Safe Environment Coordinator to assign the background check.

**Employees not working with minors or vulnerable adults**

- Register with VIRTUS
- Complete Background and or Credit check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation

**Catechists· Volunteers unsupervised with minor's · Drivers for School or any Parish sponsored functions:**

- Register with VIRTUS
- Complete Protecting God's Children program training online at hiring/engagement
- Complete Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement and every 5 years
- Recertification training – In 2020
- \*if a person is inactive and then made active again and the last video training was more than 5 years ago, then the recertification video training needs to be completed before volunteering. Please contact the Diocesan Safe Environment Coordinator to assign.

**Volunteers working with minors or vulnerable adults who were inactive and have returned to education/ministry more than 5 years ago:**

- Recertification training and background check is required to be completed
- Please contact Diocesan Safe Environment Coordinator to assign.

**Volunteers working with monies only (Script, money counters, etc.) no contact with minors or vulnerable adults:**

- Register with VIRTUS
- Complete Background and Credit check online – at hiring/engagement and every 5 years
- If last background check is older than 30 days a new background check needs to be generated and select “handle finances”, please contact Diocesan Safe Environment Coordinator to assign.
- Acknowledge Diocesan Polices online – at hiring/engagement and every 5 years



# DIOCESE OF DAVENPORT

## **Volunteers working with minors or vulnerable adults but supervised in the same room with a VIRTUS trained and background check cleared person:**

- Do NOT need to comply with Safe Environment Program requirements unless required by the parish/school.
- Cannot be left alone with minors
- Highly recommended they register with VIRTUS, complete Protecting God's Children program training online and background check.

## **Volunteers that are undocumented have to be supervised by a VIRTUS/BGC person:**

- Register with VIRTUS
- Background check online – at hiring/engagement and every 5 years
  - Use 000-00-000 where it says SS#
- Complete Protecting God's Children program training online at hiring/engagement (available in Spanish)
- Recertification training – In 2020 unless the person is inactive and then made active again and the last video training was more than 5 years ago, then the recertification training and background check needs to be assigned and completed before volunteering. Please contact Diocesan Safe Environment Coordinator to assign.
- Cannot be left alone with minors or vulnerable adults

## **Minor (under the age of 18) employees/volunteers:**

- Cannot be in charge or left alone with minors
- Highly recommended they register with VIRTUS and complete Protecting God's Children program training online
- Background checks cannot be conducted on minors under 18 unless they are working under DHS. A copy of a completed DHS Verification form is required to be sent to the diocese to be put into the individual's record if working under DHS.

## **Eucharistic Ministers/Homebound Visitors volunteering unsupervised (alone) with vulnerable adults:**

- Register with VIRTUS
- Complete Vulnerable Adult Training Module at hiring/engagement
- Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement and every 5 years
- Recertification training – In 2020 unless the person is inactive and then made active again and the last video training was more than 5 years ago, then the recertification training and background check needs to be completed before volunteering. Please contact the Diocesan Safe Environment Coordinator to assign.

## **3<sup>rd</sup> party Contractors (AEA Employees, public school teachers Ex: Tittle 1, electricians, carpenters, dance coaches etc.):**

- No VIRTUS or background checks
- The local policy on what the company/program requires from their employees should be on file for the AEA and public schools. Please keep policy forever.

## **Any diocesan/parish/school program held on our property where minors or vulnerable adults are present:**

- A VIRTUS / background checked individual has to be present when minors or vulnerable adults are present.

## **Any non-diocesan-affiliated ministry group using our property where minors or vulnerable adults are present:**

- The group leader must send documentation in advance to the parish/school that includes a letter of good standing that certifies the completion of a safe environment program and a background check.
- Agreement to follow the diocesan safe environment policy on boundary regulations (§II-7002.2 Ministry to Minors and Dependent Adults). Include policy section §II-7002.2 with rental agreement and insurance information.

## **Limited free record searches can be conducted by utilizing:**

- Iowa Courts Online <https://www.iowacourts.state.ia.us/ESAWebApp/TrialSimpFrame>
- National Sex Offender Registry <https://www.nsopw.gov/>