



Central Catholic Volunteer Clearance Information

Please read this document carefully before beginning the clearances process. Please reach out to Sara Budacki (sbudacki@centralcatholichs.com) with any questions. All persons who have direct contact with students, whether as an employee, coach, moderator, or volunteer **MUST** obtain the following clearances **BEFORE** they assume their duties. This process can take several weeks to complete so please plan accordingly.

All steps must be completed within 3 months of the submission of your application, or it will be archived. Please note that clearances do not transfer from outside of the Diocese.

If you have volunteered within the Diocese before, it does not automatically mean you are cleared to volunteer at Central Catholic. Please email Sara Budacki (Sbudacki@centralcatholichs.com) to have your information checked. No exceptions are made to any of the clearance policies.

All volunteers must:

- ☐ Register on the Diocesan Database:
 - Go to www.virtusonline.org and follow the registrations for School Employees/Volunteers attached to this document.
 - The access code is register is **PRAYER**. Your primary site will be Pittsburgh: Central Catholic High School.
- ☐ Code of Pastoral Conduct Signature Page
 - You will sign this digitally through your Virtus account, however a physical copy is also required to be completed. Please see this packet and/or your original clearance email.
 - This document must have a physical signature and cannot be accepted with a digital signature on the PDF.
- ☐ Child Protective Services Law Signature Page
 - You will sign this digitally through your Virtus account, however a physical copy is also required to be completed. Please see this packet and/or your original clearance email.

- This document must have a physical signature and cannot be accepted with a digital signature on the PDF.
- Pennsylvania Child Abuse History Clearance
 - To obtain the Child Abuse History Clearance go to <https://www.diopitt.org/school-volunteers> and follow bullet point number 2. You may elect to do a paper application or an online application.
 - Volunteers may complete a free VOLUNTEER Child Abuse Clearance once every 57 months.
 - When the results are available, email a copy to sbudacki@centralcatholicshs.com. This must be renewed every 5 years.
- FBI Federal Background Check
 - If you are a volunteer, request and complete the Volunteer Request for Waiver and return to sbudacki@centralcatholicshs.com. This is for volunteers who have lived in Pennsylvania for 10 consecutive years.
 - For those volunteers who have not lived in the state of Pennsylvania for at least 10 years, you will need to register your fingerprints <https://uenroll.identogo.com> using code: **1KG6ZJ**.
- Act 126 Mandated Reporter Training
 - This training is a requirement for all volunteers and employees. The course may be taken online. (You will need to register first, if you have not already have taken the course before): <https://www.reportabusepa.pitt.edu/>.
 - Please email your certificate of completion to sbudacki@centralcatholicshs.com.
 - This must be renewed every 5 years.
- Protecting God's Children for Adults Course
 - The course may be taken in person or online. It will need to be renewed every 3 years.
 - The link for the online course is through your Virtus account.
 - If you choose to do the course in person, please register through your Virtus account.
 - Once completed, email your certificate and return to sbudacki@centralcatholicshs.com.

Please reach out to Sara Budacki (sbudacki@centralcatholicshs.com) with any questions or concerns during this process. You will be contacted via email once all paperwork has been received, processed, and you are cleared to volunteer.

All paperwork must be submitted and email confirmation received before having any interaction with any Central Catholic student including, but not limited to meetings, practices, trainings, presentations, meets, mentorships, etc.

CATHOLIC DIOCESE OF PITTSBURGH

Acknowledgement of Receipt of the Code of Pastoral Conduct

In accord with my role as Church personnel, and in witness to the Gospel of Jesus Christ, I will conduct myself with integrity, acting in a manner that is consistent with the discipline and teachings of the Catholic Church. I will guide my behavior by civil and canon law, by the policies of the Catholic Diocese of Pittsburgh and by the Code of Pastoral Conduct by...

1. Respecting the rights of each person and advancing his or her welfare during the course of counseling, advising or spiritual direction.
2. Holding in the strictest confidence information disclosed during the course of counseling, advising or spiritual direction.
3. Maintaining an open and trustworthy relationship when working with youth, free from inappropriate behavior that would put them at risk.
4. Honoring the trust placed in Church personnel by not exploiting others for sexual gain or intimacy.
5. Providing a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
6. Maintaining confidentiality in creating, storing, accessing, transferring and disposing of Church records.
7. Avoiding situations that might present a conflict of interest.
8. Reporting to proper authorities my own ethical or professional misconduct and the misconduct of others.
9. Treating Church personnel justly in the day-to-day operations of work and ministry.
10. Being responsible for my own spiritual, physical, mental, and emotional health.

I HAVE CAREFULLY READ, UNDERSTAND, AND HEREBY COMMIT TO CONDUCTING MYSELF AS A PRIEST, PARISH ADMINISTRATOR, DEACON, SEMINARIAN, CHURCH EMPLOYEE OR VOLUNTEER IN ACCORD WITH THE DIOCESAN CODE OF PASTORAL CONDUCT.

(HAND SIGN YOUR FULL NAME IN INK)
* DO NOT PRINT * DO NOT DIGITALLY SIGN *

(PRINTED NAME)

(NAME OF PARISH, SCHOOL, OFFICE OR PROGRAM)

(DATE SIGNED)

**RETURN ONE SIGNED ORIGINAL TO THE PARISH OR DIOCESE
AND KEEP THE OTHER COPY FOR YOUR RECORDS.**

Acknowledgement of Receipt

Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania

In accordance with my role as Church personnel (paid/volunteer) and acknowledging my responsibility as a citizen to abide by the laws of the Commonwealth of Pennsylvania in regard to reporting suspected cases of child abuse, I acknowledge the following:

1. Abuse of a child can be physical, mental, sexual or harmful physical neglect.
2. The reporting mandate is restricted to those minors (under 18 years of age) under the care of a diocesan institution, parish or school.
3. Mandated reporting is not restricted to first-hand observation only. Second-hand reports must also be reported if there is "reasonable cause to suspect" that child abuse has occurred.
4. I understand that my parish/school has a reporting protocol in place which I will follow.
5. Reports of suspected child abuse are to be made immediately to the 24-hour Child Abuse Hotline (ChildLine). The toll-free number is 1-800-932-0313.
6. I understand that a written report is to be made within forty-eight (48) hours of the telephone report.
7. I understand that school employees are subject to additional reporting procedures when the predator is another individual who works in the school.
8. I understand that the CPSL grants immunity from civil suits for those (employees/volunteers) who make a "good faith" report of suspected child abuse.

**I HAVE CAREFULLY READ, UNDERSTAND, AND HEREBY
COMMIT TO FOLLOWING THE REQUIREMENTS OF THE
CHILD PROTECTIVE SERVICES LAW OF PENNSYLVANIA.**

(HAND SIGN YOUR FULL NAME IN INK)
* DO NOT PRINT * DO NOT DIGITALLY SIGN *

(PRINTED NAME)

(NAME OF PARISH, SCHOOL, OFFICE OR PROGRAM)

(POSITION)

(DATE SIGNED)

**RETURN ONE SIGNED ORIGINAL TO THE PARISH OR DIOCESE
AND KEEP THE OTHER COPY FOR YOUR RECORDS.**

**DIOCESE OF PITTSBURGH
DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**

**Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2
(relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a background check through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have **NEVER** been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have **NEVER** been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)
Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
Section 5902(b) (relating to prostitution and related offenses)
Section 5903(c) or (d) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current background checks obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. The cost of background checks shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my background checks.

I HEREBY SWEAR/AFFIRM THAT THE INFORMATION AS SET FORTH ABOVE IS TRUE AND CORRECT. I UNDERSTAND THAT FALSE SWEARING IS A MISDEMEANOR PURSUANT TO SECTION 4903 OF THE CRIMES CODE.

Printed Name

Signature

Witness Printed Name

Witness Signature

Date: _____