

Archdiocesan Safe Environments Policy

General Policy:

All adults who are paid or volunteer personnel (clergy, religious and lay) shall

1. Have a criminal history background check* and have been provided the Pastoral or Volunteer Code of Conduct before starting work in any capacity, and
2. Participate in a Protecting God’s Children workshop within 6 months of a staff or volunteer assignment, if the potential exists for contact with children or youth.

This may include, but is not limited to, the following:

- Parish Staff (all)
- Choir Director
- Altar Server Coordinator
- Scout Leaders – Boys, Girls, Campfire
- Religious Education (catechists, assistants, hall monitors)
- Vacation Bible School Volunteers
- Youth Group Director and volunteers
- School Staff – faculty, administrative, custodial, substitute teachers
- School Volunteers - Room Parents, Office Volunteers
- Field Trip Chaperones & Drivers
- Retreat Chaperones & Drivers
- Camp Counselors, Chaperones & Drivers
- Part-time or Supply Clergy
- Athletic Directors, Coaches and Assistants
- Knights of Columbus
- Parish Festival Chairpersons
- St. Vincent de Paul Society
- Soup kitchen or domestic shelter staffs and volunteers in locations where children are present

3. Numbers 1 and 2 above apply to incumbent staff and volunteers. However, their participation in a PGC workshop shall be required within 6 months of the issuance of this policy.

4. Volunteers under 18 should be paired with an adult or another teen and regularly supervised by an adult. Employees or volunteers, aged 16-18, will attend the Protecting God’s Children Workshop, but will not have a criminal history background check. These young volunteers are to have parental permission to attend the workshop.

5. All parents/guardians are urged to attend a Protecting God’s Children workshop.

6. Contractors or personnel provided by public school districts cannot be required to attend PGC workshops. However, it is required that background checks be done by the contractor of the employees working in facilities when children or youth are present.

Purpose:

The Archdiocese of Detroit is committed to providing safe environments and fostering continuous improvement in every organization that sponsors activities and/or provides services to children and youth. The Archdiocese intends to create communities of informed adults who model appropriate behavior, are vigilant to the warning signs of abuse and take action to prevent abuse and improve safety. Likewise, the Archdiocese is determined to ensure that facilities, grounds and procedures promote optimal safety.

Requirement:

Each organization shall maintain a database of all staff and volunteers with the dates of each person’s criminal background check, receipt of the Code of Conduct and Safe Environment Policies and participation in a Protecting God’s Children workshop.

Each organization shall require a copy of the PGC certificate from each participant. An organization shall accept proof of attendance at a PGC workshop completed outside the Archdiocese or an equivalent training approved by the Office of Safe Environments.

Confirmed attendance at a Protecting God’s Children Workshop is a condition for employment or volunteering. Non-compliance with this policy will result in the loss of employment or volunteer position, until requirements are met.

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***Reminder:** Archdiocesan Policy states that incumbent Church personnel and volunteers must be screened every seven years, on their anniversary date.

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