

Child and Youth Protection Policy Requirements for Employees

If you will be employed by the Archdiocese of Baltimore you must complete the following requirements through the archdiocesan parish, school, or institution:

Adult Employees

- Archdiocesan Application for Employment (Español)
- Interview conducted and documented to determine eligibility and suitability by covered entity
- Three (3) professional references provided, checked, and documented at covered entity
- References for employment with **any** previous archdiocesan parish, school, or institution
- CJIS/Fingerprint Check

In addition to the requirements above, all adult employees must also complete the Child & Youth Protection requirements on our compliance management system, Shield the Vulnerable:

- Criminal Background Check
- A Statement of Policy for the Protection of Children & Youth
- Code of Conduct for Church Personnel
- Training regarding child abuse and the protection of children (Protect Children: STAND)

Minor Employees

- Archdiocesan Application for Employment (Español)
- Interview conducted and documented to determine eligibility and suitability by covered entity
- Three (3) professional references provided, checked, and documented at

covered entity

- *A Statement of Policy for the Protection of Children and Youth*
- *Code of Conduct for Church Personnel*
- Acknowledgement of Review of *Code of Conduct* and *Statement of Policy (Español)*
- Training regarding child abuse and protection of children (*Worthy of the Call DVD*)
- Verification of training

Please note that these are just the Child and Youth Protection requirements for employees. For other Archdiocesan employee requirements please visit the Human Resources web site.

General Information for Employees

- Employee procedures
- Policy on parents who are registered sex offenders
- Contact the Office of Child and Youth Protection
- Notice of Privacy Principles
- Fingerprinting sites