Policy and Procedure Requirements

1. **Clergy/Religious**
* Application, interview, reference process completed, reviewed, and documented by Office of Clergy Personnel, Vocations, or Consecrated Life (*hard copy*)
* CJIS/ Fingerprint Check completed and CJIS results received and documented by Office of Clergy Personnel, Vocations, or Consecrated Life (*hard copy*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
* *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
* Training regarding child abuse and the protection of children received and renewed every 5 years (*VIRTUS*)
* Training regarding sexual harassment (*VIRTUS*)
* CPS Background Clearance Request Form completed, notarized and mailed to the local CPS office.
* If working in a school or preschool setting, an Archdiocese of Baltimore Catholic Schools Application for Employment and the School Employment Reference Form must be completed (for further information, consult the HB486 Implementation Guidelines).
1. **Employee**

Adult Employee

* Archdiocesan Application for Employment completed and reviewed at covered entity (*hard copy – Application for Employment form*)
* Interview conducted and documented to determine eligibility and suitability by covered entity
* Three (3) professional references provided, checked, and documented at covered entity (*hard copy –* *Archdiocese employee reference form*)
* References for employment with **any** previous archdiocesan parish, school, or institution checked and documented by covered entity (*hard copy –* *Archdiocese employee reference form*)
* CJIS/ Fingerprint Check completed for employees 18 years of age or older and CJIS results received by covered entity (*hard copy*)
* Criminal History Screening completed and results received (*VIRTUS*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
* *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
* Training regarding child abuse and the protection of children received and renewed every 5 years (*VIRTUS*)
* Training regarding sexual harassment (*VIRTUS*)
* CPS Background Clearance Request Form completed, notarized and mailed to the local CPS office.
* \*\***If Service includes driving**\*\* Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)
* If working in a school or preschool setting, an Archdiocese of Baltimore Catholic Schools Application for Employment and the School Employment Reference Form must be completed (for further information, consult the HB486 Implementation Guidelines).

Minor Employee

* Archdiocesan Application for Employment completed and reviewed at covered entity (*hard copy – Application for Employment form*)
* Interview conducted and documented to determine eligibility and suitability by covered entity
* Three (3) professional references provided, checked, and documented at covered entity (*hard copy –* *Archdiocese employee reference form*)
* References for employment with **any** previous archdiocesan parish, school, or institution checked and documented by covered entity (*hard copy –* *Archdiocese employee reference form*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*AOB Website*)
* *Code of Conduct for Church Personnel* reviewed (*AOB Website*)
* Acknowledgement of Review completed (*hard copy*)
* Training regarding child abuse and the protection of children received (*Worthy of the Call DVD*)
* \***Child Care Workers Only**\* CJIS/ Fingerprint Check completed and CJIS results received by covered entity (*hard copy*)
* If working in a school or preschool setting, an Archdiocese of Baltimore Catholic Schools Application for Employment and the School Employment Reference Form must be completed (for further information, consult the HB486 Implementation Guidelines).
1. **Volunteer**

Volunteer who will have substantial contact with minors

* Archdiocesan Application for Volunteer Service completed and reviewed (*VIRTUS*)
	+ Three (3) references provided, checked, and documented (*hard copy –* *Archdiocese volunteer reference form*)
* References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy –* *Archdiocese volunteer reference form*)
* Criminal History Screening completed and results received and updated every 5 years (*VIRTUS*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS*)
* *Code of Conduct for Church Personnel* reviewed (*VIRTUS*)
* Training regarding child abuse and the protection of children received and renewed every 5 years (*VIRTUS*)
* \*\***If Service includes driving**\*\* Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)

Volunteer who will NOT have substantial contact with minors

* Archdiocesan Application for Volunteer Service completed and reviewed (*VIRTUS*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*VIRTUS)*
* *Code of Conduct for Church Personnel* reviewed (*VIRTUS)*
* \*\***If Service includes driving**\*\* Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)

Minor Volunteer who will have substantial contact with minors

* Archdiocesan Application for Volunteer Service completed and reviewed (*hard copy*)
	+ Three (3) references provided, checked, and documented (*hard copy –* *Archdiocese volunteer reference form*)
* References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy –* *Archdiocese volunteer reference form*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*AOB Website*)
* *Code of Conduct for Church Personnel* reviewed (*AOB Website*)
* Acknowledgement of Review completed (*hard copy*)
* Training regarding child abuse and the protection of children received (*Worthy of the Call DVD)*

Minor Volunteer who will NOT have substantial contact with minors

* Archdiocesan Application for Volunteer Service completed and reviewed (*hard copy*)
* *A Statement of Policy for the Protection of Children & Youth* reviewed (*AOB Website*)
* *Code of Conduct for Church Personnel* reviewed (*AOB Website*)
* Acknowledgement of Review completed (*hard copy*)

[www.virtusonline.org](http://www.virtusonline.org)

<https://www.archbalt.org/child-and-youth-protection/>