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 and acknowledged annually (*VIRTUS*)
* *Code of Conduct for Church Personnel* reviewed and acknowledged annually (*VIRTUS*)
* Training regarding child abuse and the protection of children completed and renewed annually (*VIRTUS*)
* Training regarding child abuse and the protection of children completed and updated annually

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 and acknowledged annually (*VIRTUS*)
* *Code of Conduct for Church Personnel* reviewed and acknowledged annually (*VIRTUS*)
* Training regarding child abuse and the protection of children completed and renewed annually (*VIRTUS*)
* CPS Background Clearance request form completed and submitted to local CPS office by new employee within 3 days of reporting to work (*hard copy*)
* \*\***If Service includes driving**\*\* Driving Record Check completed and results received and updated every 5 years (*VIRTUS*)

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 completed (*Worthy of the Call*)
* \***Child Care Workers Only**\* CJIS/ Fingerprint Check completed and CJIS results received by covered entity (*hard copy*)

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 and acknowledged every 5 years (*VIRTUS*)
* *Code of Conduct for Church Personnel* reviewed and acknowledged every 5 years (*VIRTUS*)
* Training regarding child abuse and the protection of children completed 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 completed (*Worthy of the Call)*

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/>