

SAFE ENVIRONMENT REQUIREMENTS

FOR DIOCESE AND PARISHES, SCHOOLS AND DAY CARE CENTERS

The following is required of all diocesan and parish employees (anyone who receives payment/stipend), whether or not the employee has regular and frequent contact with children/youth, and all volunteers who have regular contact with children/youth at the Diocese and parishes:

- 1) Receive the Diocese of Saginaw Background Check Policy (rev 2019). Complete and sign the Background Check Authorization Form (rev 2020).
- 2) Receive the Diocese of Saginaw Standards of Ministerial Behavior for Those Working with Children and Young People Policy. Complete and sign the Acknowledgement Form (rev 2106), including the *witness* signature.
- 3) Attend a VIRTUS class. (The VIRTUS calendar can be found on the diocesan website at www.saginaw.org; under the office of Child and Youth Protection tab).

Copies of all documents are maintained at the location of employment/volunteer activities. The original signed Background Check Authorization Form and the original signed Acknowledgement Form are to be sent to the Compliance Office 5800 Weiss St. Saginaw, MI 48603.

The following groups must also adhere to these Safe Environment requirements:

- Adult leaders of any groups working with children, that meet on a regular basis on diocesan/parish/school grounds, including Scout Leaders.
- All seminarians and applicants for the permanent diaconate program
- Any adult participating in overnight trips organized or sponsored by the diocese/parishes/schools involving adults and minors.

FOR SCHOOLS, PRESCHOOLS, AND DAY CARE CENTERS

In addition, according to Michigan Law, all school employees K-12 and others designated by the Michigan State Police must have the state and federal fingerprint-based CHRI (Criminal History Record Information) background check. All preschool and childcare employees and unsupervised volunteers must follow the LARA background check procedures and a copy of the Transaction Control Number (TCN) is to be sent to the Compliance Office.

In addition, the Bishop of the Diocese of Saginaw requires that all volunteers who regularly or frequently serve the schools have a Michigan State Police/FBI Fingerprint background check with live scan fingerprint, including [but not limited to] **volunteer coaches; youth ministers; child care volunteers; all priests, religious, and deacons assigned to a parish with a school; and clergy with regular or frequent contact with a school** in the Diocese of Saginaw. (This group has both the fingerprint check and ICHAT check.)

- A copy of the Live-scan Fingerprint Request RI-1030 form with the Transaction Control Number (TCN) is to be sent to the Compliance Office when the report is received from CHRIS.

MINORS

Minors who volunteer to regularly work with children/youth (in programs at the diocese, parish, school, or early childhood center, or any other diocesan institution) must complete and have their parent/guardian complete the “Minor’s Statement of Background” form (rev 2016). The original signed form should be sent to the Compliance Office; copies should be retained at the site.

Please direct any questions regarding Compliance to Amy Zimmerman at 989-797-6677 or azimmerman@dioceseofsaginaw.org