

ATTENTION ALL VOLUNTEERS!

NEW CHILD AND YOUTH PROTECTION POLICY AND CERTIFICATION REQUIREMENTS ARE BEING ENACTED

Saint Ignatius, through the leadership of the Archdiocese of Baltimore, has made revisions to the Child and Youth Protection Policy which guides employees and volunteers in creating a safe environment for all members of our parish community, especially our children and youth. The *Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel* have been revised based on feedback from parishes and schools, as well as from the collective experience of those implementing these policies. These revisions seek to clarify adult-child boundaries, incorporate policies that address ever changing electronic communications, and provide a streamlined system to be used across the Archdiocese to eliminate duplication of efforts between parishes and schools. **All employees, adult volunteers (18 and over), and youth volunteers (14-17), are required to adhere to this policy, whether or not they have substantial contact with children.**

I am a current adult volunteer who HAS substantial contact with children

All adult volunteers (18 and older) who have substantial contact with children must have a current Criminal History Screening (updated every 5 years) and have received STAND training.

If you received STAND training in or before 2009, new training needs to be completed by March 31, 2015.

Visit our compliance management system at www.shieldthevulnerable.org to create your account.

If you received STAND training after 2009, you will need to take the new training when your criminal history screening expires, which is every 5 years. You will be notified when you need to create your account at www.shieldthevulnerable.org and authorize a new screening and take the training.

I am a new adult volunteer who WILL HAVE substantial contact with children

All **new** adult volunteers (18 and older) must create an account at www.shieldthevulnerable.org and complete the following:

- ✓ A Volunteer Application
- ✓ Review "A Statement of Policy for the Protection of Children & Youth"
- ✓ Review the "Code of Conduct for Church Personnel"
- ✓ Online STAND training
- ✓ 3 Reference checks
- ✓ A criminal background screening
- ✓ A driving record screening (if transporting youth)

A new criminal history screening and STAND training will be required every 5 years, as long as you are active.

I am a new or current adult volunteer who DOES NOT have substantial contact with children

All adult volunteers (18 and older) must create an account at www.shieldthevulnerable.org by **March 31, 2015** and complete the following:

- ✓ A Volunteer Application
- ✓ Review "A Statement of Policy for the Protection of Children & Youth"
- ✓ Review the "Code of Conduct for Church Personnel"

For **current** volunteers this replaces any hard copy application already on file in the Parish Office.

*Generally volunteers in ministries such as Lectors, Sacristans, Adult Study leaders, & Dustbusters among others, fall in this category. **Call the Faith Formation Office if you are unsure which training to take.***

I am a teen, age 14 to 17, and currently or will volunteer.

New teen volunteers working with other youth need to complete a signed **hard copy** Volunteer Application (available in the Faith Formation Office).

Three (3) references are checked and **Worthy of the Call** training must be completed.

Current teen volunteers need to have this completed by **March 31, 2015**.

All volunteers in the following ministries have substantial contact with children: Catechists, aides and hall monitors for Faith Formation, Sacramental Prep and VBS, Ushers, Music Ministers, EMs, Scout leaders & volunteers, KOC, Ladies Auxiliary & Youth Ministry chaperones.

(Some volunteers outside these ministries may also meet this

Please contact Diane Hess, 301-695-8845 x212, if you have any questions, do not have access to a computer or the Internet, or need any assistance. **Thank you for your continued support of these policies as we continually seek to maintain a safe environment for everyone in our parish community.**