



Our Lady of Perpetual Help

olphtoledo.org

Our Lady of Perpetual Help Guidelines for Protecting Youth

Our Lady of Perpetual Help

2255 Central Grove, Toledo, OH 43614

Parish Office P: (419)382.5511 F: (419) 382.7360 E: olph@bex.net

School Office P: (419)382.5696 F: (419) 382.7360 E: olphschool@olphtoledo.org

OLPH Protecting Youth Procedures
(Effective July 1, 2015)

Protecting the youth of our parish community from individuals who may do them harm is of paramount concern. To that end OLPH has created Protecting Youth Procedures specific to the OLPH community which will allow the OLPH employee/volunteer community to stay in compliance with Catholic Diocese of Toledo “To Protect and Heal Diocesan Policy Handbook” which may be found under the Protect & Heal / Protecting Youth section of the Diocese of Toledo website at www.toledodiocese.org.

This OLPH Protecting Youth Procedures is a pocket guide intended for employees and lead volunteers of the OLPH Parish Community to help them understand the Diocesan Policies and the OLPH Procedures for getting volunteers “Protecting Youth Certified,” and keeping OLPH audit ready in the event that OLPH is audited by the Diocese of Toledo for Protecting Youth. The term “Protecting Youth Certified” is an OLPH parish term that will be used to identify individuals who have completed all of the requirements necessary for their post and have been cleared to minister to the youth of OLPH.

To ensure the safety of our youth **the Diocese of Toledo asks** that all **employees**, including pastors and deacons, receive BCI/FBI background checks, sign an expectations form for those who minister to youth, and complete a course called Shield the Vulnerable or Protecting Youth & Those Who Serve Them Workshop which is either taken online or in person every five years. Those volunteers who are considered **High Responsibility (HR)** must receive a BCI background check, a FBI background check only if they have lived in another state within five years of seeking protecting youth certification, sign and expectations form for those who minister to youth, and complete the Protecting Youth & Those Who Serve Them Workshop. Those volunteers who are considered **Low Responsibility (LR)** must complete an expectations form.

In addition to these diocesan requirements OLPH asks that all employees and volunteers, both HR and LR, fill out an OLPH record form for protecting youth. Furthermore, all HR volunteers must complete all requirements every 5 years rather than once at the beginning of their tenure as the diocese asks. To further illustrate the differences between employees and HR and LR volunteers and what is required please refer to

tables 1.1 and 1.2.

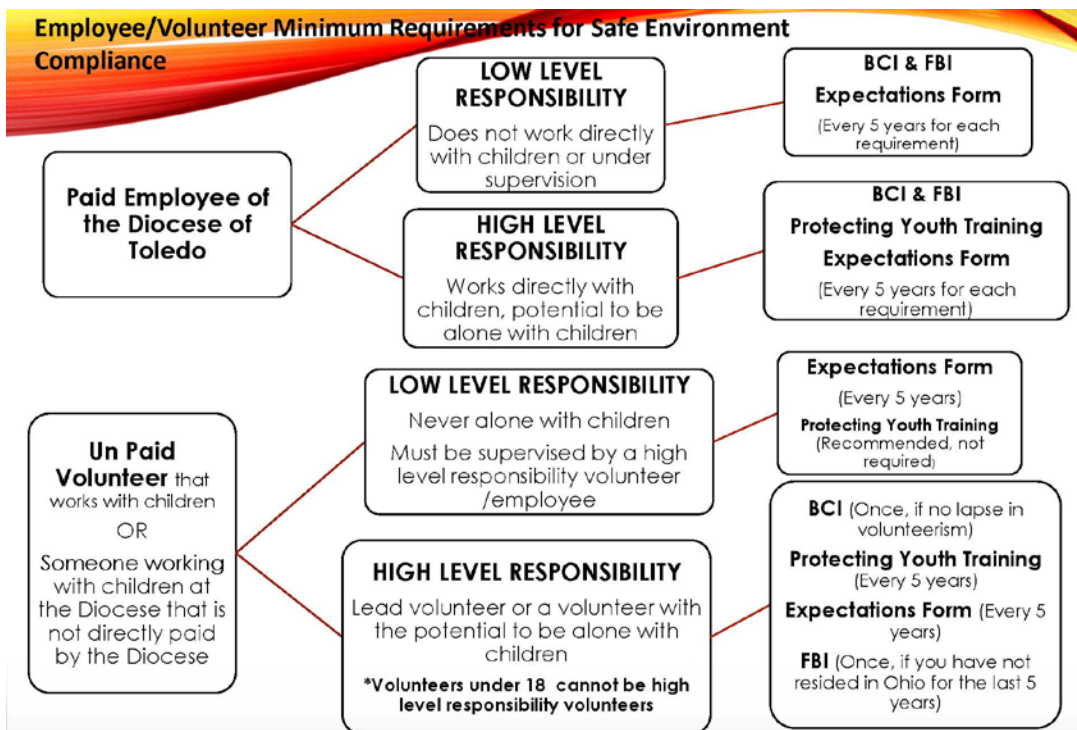


Table 1.1

**These are minimum Diocesan requirements, please check with your parish/school/entity for location specific requirements that may be above the minimum.

Table 1.2		LOW RESPONSIBILITY	EMPLOYEES AND HIGH RESPONSIBILITY
Examples		<ul style="list-style-type: none"> - Chaperone at Dances and Youth Gatherings - Field Trip Driver with relative in front seat. - Any Volunteer Highly Supervised by a High Responsibility Volunteer 	<p>Priest, Pastoral Leader, Deacon, Principal, Teacher, Coach, Counselor, Scout Leader, Youth Minister, Youth Council Moderator, DRE and Catechists, Music Director (w/youth), Playground/Lunchroom Supervisor, Liturgy of the Word, Preschool Director, Hall Monitor, All Employees with contact with youth.</p>
Description		<ul style="list-style-type: none"> - Activities Held in Facilities with Public Access with one person of the high responsibility level - Under 21 years old - Parents supervising their own children - Adults under the supervision of a high responsibility supervisor - No Regular Interaction between Volunteer & Child/Youth - No Changing of Clothing 	<ul style="list-style-type: none"> - Activities Held in an Isolated Setting or Private Home - Activity Between One Adult and One Child/Youth - Interaction Between Volunteer and Specific Child/ Youth - Assisting with Changing of Clothes, Bathing, Toileting - Overnight Stays - Volunteer Has Close Physical Contact with Children/Youth - One Adult Supervising Children/Youth - At least 21 years old
Requirements		<ul style="list-style-type: none"> - Must Sign the Expectations For All Who Minister to Youth Form - May be Required to be Fingerprinted 	<ul style="list-style-type: none"> - Must Sign the Expectations For All Who Minister to Youth Form - Must Attend a Protecting Youth & Those Who Serve Them Workshop, online course or have Current CYO Coaches Certification Status - If Recertifying, Must Attend a Protecting Youth & Those Who Serve Them Workshop or take the Online Protecting Youth Course - Must be Fingerprinted by the Bureau of Criminal Identification and Investigation (BCII) and be required to be fingerprinted for a Federal Bureau of Investigation (FBI) Background Screen* <p>*FBI is required of all employees and only those volunteers who have lived in another state within five years of applying for protecting youth certification.</p>

I. What does OLPH require of Employees and Volunteers?

a. Employees

- i. Fill out a Record Form
- ii. Complete BCI/FBI background check every 5 years (currently \$50)
- iii. Complete the Online Protecting Youth Course every 5 years (currently \$6)
- iv. Sign an Expectations Form every 5 years (included in online course)
- v. If this employee is a field trip chaperone then they must also sign an Employee and Volunteer Vehicle Affirmation Form before each trip

b. High Level Volunteers

- i. Fill out a Record Form
- ii. Complete BCI/FBI background check every 5 years (currently \$25 for one/\$50 for both)*
 1. *FBI is required only for those volunteers that have lived in another state within five years of applying for protecting youth certification.
 2. We go beyond the minimum diocesan requirement by requiring a background check every 5 years.
- iii. Complete the Online Protecting Youth Course every 5 years (currently \$6)
- iv. Sign an Expectations Form every 5 years (included in online course)
- v. If this volunteer is a field trip chaperone then they must also sign an Employee and Volunteer Vehicle Affirmation Form before each trip

c. Low Responsibility Volunteers

- i. Fill out a Record Form
- ii. Sign an Expectations Form every 5 years
- iii. If this volunteer is a field trip chaperone then they must also sign an Employee and Volunteer Vehicle Affirmation Form before each trip

d. Boy Scouts, Cub Scouts, and Girl Scouts

- i. Troup Leaders are considered High Responsibility Volunteers
 1. Must Satisfy all requirements for a High Responsibility Volunteer*
 2. Background Check:*Must provide a copy of most recent leader card from your organization every 5 years as evidence of background check
- ii. Assistant Leaders are considered Low Responsibility Volunteers
 1. Must complete all requirements for Low Responsibility Volunteers

e. CYO Coaches

- i. Head coaches are considered High Responsibility Volunteers
 1. Must satisfy all requirements for a High Responsibility Volunteer
 2. The CYO Coach Certification Class taken every year satisfies requirements for a class
- ii. Assistant Coaches are considered Low Responsibility Volunteers
 1. Must satisfy all requirements for Low Responsibility Volunteers
 2. If they attend the CYO Coach Certification Class every year they are covered.

II. Essential OLPH Forms

a. Yearly Volunteer/Group Trip Form

i. When to Fill it Out

1. Once a year by Sept 30th

- a. Will be distributed to parish and school leaders in the first week of August each year
- b. Must be returned Sept 30th, and must include an as complete list as possible of all volunteers/employees/subs that will have contact with youth. (This applies to the parish office, school office, Athletic Director, and Parish Leaders of Youth Group, BSA, GSA, and Cub Scouts, etc.)

2. For Overnight Trips

- a. Must be completed for every overnight trip
- b. Must be completed at least three months in advance for optimal turnaround time, and two months at the latest.
 - i. 2.b. exists due to the unpredictable nature of background check results. A background check Faq sheet is provided in this packet to further explain the process.
- c. This only applies to parish organizations (CYO, Youth Group, BSA, GSA, Cub Scouts, etc.) if there are chaperones attending that were not on the original yearly update form.

3. For Every Field Trip (School Only)

- a. To be filled out every time you go on a Field Trip