

St. Patrick Parish
126 Woodland Avenue
Malvern, PA 19355
www.stpatrickmalvern.org

August 3, 2018

Dear St. Patrick School Volunteer,

Thank you for volunteering at St. Patrick's.

In December 2014, PA passed legislation (ACT 153) that is changing the state requirements for working with children. Requirements are listed below. On June 10, 2015 Gov. Tom Wolf announced a fee waiver for volunteers seeking state background checks. This will go into effect on July 25, 2015. Once you obtain the certificates, please bring copies to the Parish Office. ***As a result of PA Act 153, no paperwork submitted to the Parish Office – no contact with the children.***

- ❑ **PA State Police Background Check**— Needs to renew every 5 years, please return certificate to the Parish Office. (<https://epatch.state.pa.us/Home.jsp>). ***Be sure to state that you are a volunteer.***
- ❑ **PA Child Abuse Clearance**— Needs to renew every 5 years, please return certificate to the Parish Office. (<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm> for manual submission; <https://www.compass.state.pa.us/CWIS/Public/Home>) for electronic submission. ***Be sure to state that you are a volunteer.***
- ❑ **Federal Criminal Background Check** – As a result of PA Act 153, *fingerprinting* is now required for volunteers new to PA (less than 10 yrs); to schedule an appointment go to <https://uenroll.identogo.com/>. The PA Dept. of Education code for non-public schools is ***1KG6Y3***. ***This clearance needs only to be done once. Fingerprinting process was amended 11/28/17.***
- ❑ **Volunteer PA Residency Disclosure affidavit** will suffice for fingerprinting if volunteer has lived in PA for 10 continuous years.
- ❑ You must attend a **Safe Environment Training Workshop for Adults**. You can register online at www.virtusonline.org. Go to the “Registration” section, and follow the prompts. If you have already attended this training, please provide us with the documentation when you return the above materials. ***This workshop must be completed within the first 3 months of working in the school with the children.***
- ❑ At the end of the Safe Environment Training Session you will receive a copy of Standards of Ministerial Behavior and Boundaries. You will also receive a signature form to sign indicating that you understand and agree to abide by all the standards articulated in the statement. ***Your signed signature form must be returned to the parish office so that it can be filed with your other clearances.***
- ❑ The training program titled **Safe Environment-Part II: Mandated Reporter Training: Knowing Your Role in the Protection of Our Children** is required for all volunteers. ***It is now available online at www.childyouthprotection.org under “Training Institute.”*** Please submit your certificate of completion to the office, to be kept on file with your other clearances.
- ❑ **The Information and Communication Technology Addendum** program is now a self-study course. ***Please read the enclosed information packet and sign 1 of the course completion forms and return to the Parish Office for our records.*** This is for those who took the Safe Environment – Part 1 course prior to August 2011.

Please know that the parish appreciates your willingness to volunteer. We know that you understand and agree that our children's safety is our primary concern. Please call me if you have any questions at 610-647-2345.

Sincerely,
Barb King
Administrative Assistant

St. Patrick Parish Office