

## P-3 Child Protection Policy for Employees and Volunteers

### I. Policy

- A. All school employees are bound by the provisions and requirements of the Diocese of Youngstown Child Protection Policy and the requirements of the state of Ohio for background checks.
- B. All school volunteers who have direct contact with children are bound by the provisions and requirements of the Diocese of Youngstown Child Protection Policy.

### II. Procedures/Guidelines

- A. Each school is required to have a Safe Environment Compliance Officer registered with the Diocese and performing the duties required of that position. The Compliance Officer has the responsibility to keep and monitor the child protection requirements of employees and volunteers at the school with the assistance of the school administrator.
- B. Contracts are not issued and persons may not be employed until all Child Protection Policy requirements are met.
- C. An initial Religious Education Certificate will not be issued by the Office of Religious Education until all the Child Protection Policy requirements, including the Virtus workshop, are completed and a compliance checklist has been sent to the Chancellor's Office.
- D. Background checks beyond the Child Protection Policy requirements are mandated for all school personnel according to Ohio law and the Diocese of Youngstown.
  - 1. Administrators, teachers, and teacher aides who hold a renewable license from the State of Ohio must submit a BCI (Bureau of Criminal Investigation) and an FBI check for the initial license application. FBI checks must always be current within five years.
  - 2. Administrators and teachers holding only a permanent license or non-tax certificate, providing a BCI background check is on file with the Ohio Department of Education, must have a current FBI check within five years.
  - 3. All employees with a State of Ohio educational license of any kind must indicate on the paperwork completed at the background check agency that a copy of the background check(s) should be sent 1.) electronically to the Ohio Department of Education and 2.) a hard copy to the school for the personnel file.
  - 4. All school employees not holding a State of Ohio license as well as all preschool employees must always provide to the school a hard copy of both a BCI and an FBI background check current within five years.
  - 5. When an updated BCI / FBI is received for an employee, the School Compliance Officer is to

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update the information for the Diocesan database.

6. Records of the most recent dates of background checks for employees are kept in the OCSAA (Ohio Catholic Schools Accrediting Association) Annual Verification of Standards web portal and in the Diocese of Youngstown Child Protection Database.
7. All required child protection documents for employees are to be located in the individual personnel files. Volunteer child protection documents should be filed in a separate volunteer file alphabetically.

**E. Links and Supporting Documents**

- A. Diocese of Youngstown Child Protection Policy
- B. Diocese of Youngstown Lay Administrator Personnel Policies
- C. Diocese of Youngstown Lay Teacher Personnel Policies
- D. Confederation High School and Elementary Contracts
- E. Ohio Department of Education Background checks for Licensure  
<http://www.ode.state.oh.us/gd/templates/pages/ODE/ODEPrinterFriendlyPage.aspx?page=3&TopicRelationID=513&ContentID=25907&Content=138227>
- F. Forms: Child Protection Compliance Checklist , Child Protection Orientation Approval Form

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**X** Preschool  
**X** Elementary  
**X** High School  
**X** Support Staff