

## **Guidelines for volunteers at Saint Bartholomew School**

**\*\*All guidelines must be fulfilled prior to volunteering\*\***

Dear Saint Bartholomew Parent/Guardian:

Saint Bartholomew School needs and appreciates your willingness to become a member of our volunteer family. There is no better way to stay connected with what is happening with your child(ren) while they are at school than by being an active part of our school community.

In order to provide a safe environment for all God's children, the Diocese of Pittsburgh, under the direction of the National Conference of Catholic Bishops (NCCB), has set standards for all persons who **have** or **may have** any contact or interaction with anyone under 18.

Following the guidelines established by the NCCB and the Diocese of Pittsburgh is crucial to ensure the safety of our child(ren). We as parents need to maintain a safe environment for our child(ren) while at school and be able to recognize and report suspected child abuse in the appropriate manner. By adhering to the volunteer guidelines, you are ensuring a safe environment for all the children at Saint Bartholomew School.

Thank you!

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Please complete the following.

**NOTE: Please be aware that it could take at least 4 weeks for clearances to be processed and certificates to be mailed.**

1. Complete the Pennsylvania Child Abuse History Clearance Form (CY 113) and submit with a \$10.00 money order to the address listed on the form. Once the form is received at the Department of Public Welfare, they will automatically initiate a Pennsylvania State Police Request for Criminal Record Check. Once you receive a response from both the Department of Public Welfare and the Pennsylvania State Police, submit a copy of each response to the school office. Keep the originals in a safe place.

2. Attend a Protecting God's Children® awareness session (sessions are FREE!) Dates and times of sessions can be found by going to [www.stbartsschool.com](http://www.stbartsschool.com) and scrolling down until you see the following:

*Parents and Guardians:*  
**Do you still need your required  
PROTECTING GOD'S CHILDREN class?**

*Parents of newly registered children are encouraged to attend sooner  
rather than later in order to have all clearances finalized before  
the new school year in the fall*

Click [HERE](#) for a complete listing of days/times the class is offered.

Once you click [HERE](#), the VIRTUS Online### registration page will open. Here you will find the locations, dates, times and other pertinent information regarding upcoming **Protecting God's Children for Adults** sessions. You will need to register for one of the sessions listed on the website prior to attending that session.

At the beginning of the session, you will receive a **Protecting God's Children® Participant Workbook**. At the end of the workbook are the instructions for registering with the VIRTUS Program online (Post-Training Registration Instructions). Follow the step-by-step instructions for registering. Once registered, you will receive monthly e-mails from VIRTUS stating that there is new training material for you to review. Included in the e-mail is the VIRTUS link to take you to the web site ([www.virtus.org](http://www.virtus.org)). Type in your User ID and Password and then click on Login. A new screen will open with links to Toolbox, Training, Library and My Diocese. Click on the Training tab. You will need to read the article, then answer any question(s) which follow. Once you submit your answer(s), VIRTUS will automatically credit your account. Be sure to log off when leaving the site.

You will also receive the Code of Pastoral Conduct booklet. After you've read the booklet, fill out the Acknowledgement of Receipt of the Code of Pastoral Conduct pages found at the back of the booklet (there are two copies of the acknowledgement). Return only one signed original to the school office.

At the end of the class, you will receive a *Certificate of Training Attendance* Which will have your name, date, school name (St. Bartholomew), school location (Penn Hills), diocese (Pittsburgh) and the trainer's signature. Make a copy of the certificate and submit the copy to the school office. Keep the original in a safe place.

3. Obtain the following two booklets from the school office:
  1. Policy: Safe Environments for Children (read and sign the booklet and Submit to school office)
  2. Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania (read and completes one of the Acknowledgement of Receipt Reporting of Child Abuse and The Child Protective Services Law of Pennsylvania pages found at the end of the booklet and submit to the school office)
  
4. Register on the Diocese of Pittsburgh Database:
  - A. Go to [www.diopitt.org](http://www.diopitt.org)
  - B. Click on the shield icon on the far left side of the screen (the icon says Pittsburgh Database Application above and below it). A new window will open which is the Login Page. You must first create a User ID before you can log in to the database. To do this, click on the **“click here” to create a user ID**
  - C. The New User Registration page will open. Fill out all info.  
**Access Code = protect**  
**Type of Application = volunteer**  
 Once all information is entered, click on **Submit Registration**
  - D. Next, you must fill out a number of on-line forms (I know this seems like a Lot of work, but hang in there.....you're almost done!); if it asks if you want To save any info, always respond “yes” some examples of forms are:  
Main Application  
Catholic Diocese of Pgh Questionnaire  
Residential History  
Employment History etc., etc., etc.
  - E. Once all of the above forms are completed and submitted, you're finished.....give yourself a pat on the back for a job well done!
  - F. Be sure to log off the website if needed.

Check with Mrs. Pricer once you've completed steps 1 thru 4 to be certain all guidelines have been met. Once she gives you the OK, you can volunteer in any capacity at the school. Congratulations and welcome to the Saint Bartholomew School family of volunteers!