

# SAFE ENVIRONMENT REQUIREMENTS CHECKLIST

Forms needed for all volunteers of a childcare service, school or program, activity or service, responsible for a child's welfare or volunteers having direct contact with children:

1. Attending the Protecting God's Children Workshop and submit a copy of the certificate of attendance.

Calendar link of events:

<http://www.allentowndiocese.org/calendar/201711?tid=21>

2. Clearances for PA State Police Criminal Record check and submit a copy of the certificate.

<https://epatch.state.pa.us/Home.jsp>

3. PA Child Abuse History Certificate and submit a copy of the certificate

<https://www.compass.state.pa.us/cwis/public/home>

4. FBI Criminal Background Fingerprint Check and submit a copy of the certificate

<https://uenroll.identogo.com/>

Code for employee: 1KG6TR

Code for School or Parish Volunteer: 1KG6Y3

*Read, sign, and submit for to school for the following policies:*

5. Read, sign, and submit for to school for the following policy: Sexual Abuse Policy

<http://www.allentowndiocese.org/sites/default/files/2017-08/sexual%20abuse%20policy%20revised%20120416.pdf>

Sexual Abuse Acknowledgement Form

<http://www.allentowndiocese.org/sites/default/files/2017-07/Sexual%20Abuse%20Policy%20Acknowledgement%20Form%20-%20English%20-December%202016.pdf>

6. Read, sign, and submit for to school for the following policy: Code of Conduct

[http://www.allentowndiocese.org/sites/default/files/2017-08/Code\\_of\\_Conduct\\_061617.pdf](http://www.allentowndiocese.org/sites/default/files/2017-08/Code_of_Conduct_061617.pdf)

Acknowledgement Form

[http://www.allentowndiocese.org/sites/default/files/2017-08/Code\\_of\\_Conduct\\_Acknowledgement\\_Form-English-061617.pdf](http://www.allentowndiocese.org/sites/default/files/2017-08/Code_of_Conduct_Acknowledgement_Form-English-061617.pdf)

Link for the Code of Conduct

[http://www.allentowndiocese.org/sites/default/files/2017-08/Code\\_of\\_Conduct\\_061617.pdf](http://www.allentowndiocese.org/sites/default/files/2017-08/Code_of_Conduct_061617.pdf)

7. Mandated Reporting Training

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id=91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=91_1)

8. Defensive Driving – CMG Connect ( If you plan on driving on field trips)

<https://cmgconnect.org/>

If you have any questions, do not hesitate to call the office and we will assist you. Thank you for your interest in sharing your time and talents with the children at Sacred Heart School.