

Diocese of Rockford

Required Safe Environment Documentation for Adult Employees and Volunteers

SCREENING

Criminal Background Checks (18 years of age or older)

A background check or database check that shows a criminal conviction (a "hit") is required to be submitted to the Diocesan General Counsel, Ellen Lynch at ELynch@rockforddiocese.org for review and approval before the potential employee or volunteer may perform services.

- **State of Illinois Name-Based Conviction Information** - Every adult applicant for non-school employment, and every adult prospective volunteer in a parish/school/diocesan entity, whose position involves direct contact with minors, must submit to an online State of Illinois name based background check by completing the [Authorization to Conduct Background Check](#) form. The parish/school/diocesan entity submits the data to The Illinois State Police, through the online Criminal History Information Response Process (CHIRP). A processing fee may be assessed and a results report is sent to the parish/school diocesan entity.
- **State of Illinois Fingerprint Criminal Background Check** - Every adult applicant for employment in a school must submit to a Fingerprint Criminal History Background Check instead of a name based background check. Fingerprinting applies to principals, teachers, school secretaries, maintenance workers, cafeteria workers, classroom aides, bus drivers, and all other individuals to be employed in the school. Contact the school for directions and paperwork.
- In addition, the name of every adult applicant for employment and every adult prospective volunteer must be checked by the parish/school/diocesan entity on the **Online Offender Data Base Checks:** [State of Illinois Sex Offender Registry](#) and the [National Sex Offender Registry](#).

EDUCATION & TRAINING

Protecting God's Children Training (16 years of age or older)

- Every employee and volunteer of a parish/school/diocesan entity whose position involves direct contact with minors must participate in the Virtus Protecting God's Children® for Adults (PGC) training program. The PGC training program is available [online](#) or view options for a [live training session](#).

Acknowledgement of Mandated Reporter Status (18 years of age or older)

- Every adult employee and every adult volunteer whose position involves direct contact with minors is designated by law as a Mandated Reporter of suspected child abuse or neglect, and is required to read and sign the Mandated Reporter form. Select the Mandated Reporter form for [volunteer](#) or [employee](#).
- **Mandated Reporter Required Training (18 years of age or older)** All adult employees who have direct contact with minors, and every adult volunteer who fulfills the role of Coach, Assistant Coach, DRE, CRE, DYM or CYM are required to complete mandated reporter training provided by the [Illinois Department of Children & Family Services](#). Training must occur within 3 months of hire date or date volunteering begins, and also every three years: 2020, 2023, 2026, 2029.

Anti-Sexual Harassment Training (18 years of age or older)

- ALL adult employees, as well as every adult volunteer fulfilling to role of Coach, Assistant Coach, DRE, CRE, DYM or CYM, must take this training every year.

Cont.

CODES OF CONDUCT

Receipt Acknowledgement Forms (16 years of age and older)

- Every employee and every volunteer must read the following policies online at our website and sign the applicable Acknowledgement Form at the end of each policy.
 - a. [Code of Pastoral Conduct](#)
 - b. [Code for the Pastoral use of Technology and Social Media](#)
 - c. [Guidelines for Youth and Those Working with Youth](#)
 - d. [Sexual Misconduct Norms](#) – Contact parish/school/diocesan entity for password then select form

All forms & training certificates are to be submitted by the employee and volunteer to the parish/school/diocesan entity, as applicable.

The DCFS abuse hotline phone number is **1-800-25-ABUSE**.

The Diocese's sexual abuse hotline number is **815-293-7540**.

If you have questions, please contact the Safe Environment Office at: 815-399-4300 ext. 417.

1/2020