

PROCEDURES FOR VOLUNTEERS

Administration

All Archdiocesan volunteers who are in "regular contact with minors" must complete the "Safe Environment Requirements". Anyone who has not fully complied with these requirements may not serve in any position with an Archdiocesan institution involving regular contact with minors.

The Safe Environment requirements should be a part of the ordinary orientation process for every new volunteer. The Responsible Administrator of every Archdiocesan institution should review the Safe Environment Questionnaire of all new volunteers, check their personal references, and retain the completed Safe Environment Questionnaires and the originals of the background check authorization form in their files. A copy should be made of this checklist for each new volunteer, and should be kept along with their Safe Environment Questionnaire.

Checklist for New Volunteers

<u>Task to be done</u>	<u>When it should be done</u>
_____ Prospective volunteer completes the Safe Environment Questionnaire (See Section 4 of the Resource Manual for the form)	Prior to starting volunteer service.
_____ Responsible Administrator provides the prospective volunteer with the Summary of the Archdiocesan Policy Relating to Sexual Misconduct and the Code of Conduct (See Sections 5 and 6 of the Resource Manual for these documents)	At the same time as the Safe Environment Questionnaire
_____ Prospective volunteer acknowledges receipt of the Archdiocesan Policy Relating to Sexual Misconduct	At the same time as the Safe Environment Questionnaire.
_____ Prospective volunteer acknowledges receipt of the Code of Conduct	At the same time as the Safe Environment Questionnaire
_____ Responsible Administrator checks References	Prior to starting volunteer service
_____ New volunteer submits background check authorization form (See Section 4 of the Resource Manual for the form)	Within 45 days of beginning employment.
_____ New volunteer completes the Safe Environment Training appropriate to the position (usually by attending a "Safer Spaces" class)	Prior to beginning volunteer service, but in any event within 45 days of starting work.
_____ Responsible Administrator adds the new volunteer to the institution's Safe Environment roster (See Section 8 of the Resource Manual for the form and instructions)	At the beginning of volunteer service