

GUIDELINES ON SAFE ENVIRONMENT TRAINING AND BACKGROUND CHECKS FOR VOLUNTEERS

History: Since the Charter's inception, the **Diocese of Spokane has required all volunteers whose duties put them in on-going contact with minors and young people to have a background check and safe environment training.**

One year ago, the Diocese adopted the USCCB's directives regarding safe environment training and background checks for volunteers with "on-going, unsupervised contact with minors". However, during the June 2018 Plenary Assembly, the full Conference of Bishops voted in favor of proposed revisions to the Charter. Article 13 of the revised Charter now states, *"Dioceses/eparchies are to evaluate the background of all their respective ...volunteers whose duties include contact with minors."*

While the final determination of which volunteers have duties that require contact with minors must remain with each parish or school, the Diocese has developed guidelines to assist you. The Director of the Office of Child and Youth Protection is available for guidance. [Dr. Duane Schafer](#), (509) 358-4283, cell (509) 220-5190.

A. THE VOLUNTEERS LISTED BELOW SHOULD ALWAYS:

- 1. RECEIVE SAFE ENVIRONMENT TRAINING**
- 2. HAVE A BACKGROUND CHECK**
- 3. SIGN THE CODE OF CONDUCT**
- 4. COMPLETE THE DISCLOSURE STATEMENT:**

- Religious Education Catechists, Aides, and Substitutes
- Youth Ministers
- Childcare Volunteers
- Before and After School Program Volunteers
- Sports Team Coaches, Trainers, Assistants
- Youth Choir Directors, Leaders
- Vacation Bible School Volunteers
- Volunteers Who Lead Liturgy of the Word for Children
- Volunteers Who Work with Minors in Family-Based Programs
- Youth Group Leaders, Aides
- Volunteers Who Monitor Youth in Cafeterias, on Playgrounds or During Special Events
- Overnight Chaperones
- Field Trip Chaperones
- Drivers for Field Trips
- Car Pool Drivers
- Altar Server Trainers
- Volunteer Campus Ministers
- Volunteer Nursery, Childcare, Pre-school Workers
- Volunteers Who Work with Minors with Disabilities or Special Needs
- Parish-sponsored Boy and Girl Scout Troop Volunteers
- Parish/School Sponsored Club and/or Camp Volunteers
- School Tutors
- Volunteer Classroom Helpers, Room Mothers, etc.
- Eucharistic Ministers for the Homebound
- **Any Volunteer not Listed Here Who Works Directly with Minors and/or Vulnerable Adults**

B. THE VOLUNTEERS LISTED BELOW DO NOT NEED TO HAVE SAFE ENVIRONMENT TRAINING, BACKGROUND CHECK OR DISCLOSURE STATEMENT , BUT SHOULD READ AND SIGN THE DIOCESAN CODE OF CONDUCT:

- Eucharistic Ministers
- Lectors
- Ushers
- Musicians

C. THE VOLUNTEERS LISTED BELOW DO NOT NEED SAFE ENVIRONMENT TRAINING, A BACKGROUND CHECK, CODE OF CONDUCT, OR DISCLOSURE STATEMENT:

- Administration and Organization Volunteers
 - Envelope Stuffers
 - Telephone Assistance
- Committee workers – finance, parish council, school board
- RCIA instructors
- Adult Programs When Child Contact is not Expected
 - Bible study
 - Retreats
 - Sacramental preparation
- Volunteers for Parish Festivals, Breakfasts, Picnics and Other Events Where Children will be Present with Their Families and Contact with Children is Limited and not the Sole Focus of the Event or Service

D. VOLUNTEERS WHO CANNOT BE BACKGROUND SCREENED

The USCCB has recently issued guidelines for parishes and schools where some parents and volunteers do not have social security numbers and therefore cannot be background checked. We recognize that they are integral to our parishes and school communities and want to be involved as volunteers. **THESE VOLUNTEERS SHOULD:**

- 1. OBTAIN A RECOMMENDATION LETTER FROM A RELATIVE OR COMMUNITY MEMBER**
- 2. HAVE SAFE ENVIRONMENT TRAINING**
- 3. INSURE THAT ANOTHER ADULT WHO HAS HAD SAFE ENVIRONMENT TRAINING IS ALWAYS PRESENT WHEN WORKING WITH CHILDREN AND YOUNG ADULTS**
- 4. SIGN THE CODE OF CONDUCT**
- 5. COMPLETE THE DISCLOSURE STATEMENT**

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