

## St. Andrew Parish Safer Environment Policy Statement

In 2003, St. Andrew Parish was asked to respond to Ohio House Bill 187, as well as, the suggested practices stated in the United States Conference of Bishops' *Charter for the Protection of Children and Young People*, the *Best Practices for the parishes of the Catholic Diocese of Columbus*, and the *Office of Youth & Young Adult Ministry Policy 4110.0*, by establishing a policy to provide a safer environment for children of the parish.

### St. Andrew Parish Safer Environment Policy Statement

**All clergy and employees**, regardless of their level of contact with child(ren) and youth,

**All volunteers in a program or ministry for children or youth**, regardless of their level of contact with child(ren) and youth,

**All volunteers for other parish programs or ministries who have been delegated care, custody, or control of child(ren) and youth,**

**Any volunteer who has the possibility of working along side, being delegated care, custody, or control of child(ren) and youth,**

while acting on behalf of a St. Andrew Parish organization/event/committee/board/school, and is aged 18+ years of age, is required to complete a **civilian criminal background check**, through BCI&I, & participate in a **"Protecting God's Children"** training session, and complete the **St. Andrew Parish Volunteer Code of Conduct** in order to begin service.

### **"PROTECTING GOD'S CHILDREN" TRAINING SESSIONS THROUGHOUT DIOCESE**

Please sign up for ***one*** session offered **anywhere** throughout the Diocese of Columbus by registering online at **[www.virtus.org](http://www.virtus.org)** by clicking on the word **"Registration"** located on the left side of the home page. Input a password and ID of your choice. Classes are added daily.

If a session is not available prior to volunteering, a **"confirmation of on-line registration"** (*for a class date within six weeks of the beginning/continuation of a volunteer's service*) must be emailed to **[dbichimer@standrewparish.cc](mailto:dbichimer@standrewparish.cc)** prior to the start of/next date of service.

If attendance occurs at a location **other than** St. Andrew, a **"Certificate of Participation"** must be obtained by you at the end of the session and **forwarded to the St. Andrew Parish Office**, 1899 McCoy Road, 43220, Attn: Debbie Bichimer, or by fax to 451-8300, before compliance can be recorded in the parish records.

### **CIVILIAN CRIMINAL BACKGROUND CHECK**

The Parish Office offers the fingerprinting services necessary to submit a Civilian Criminal Background Check to the Bureau of Criminal Identification & Investigation, BCI&I.

- **Mondays, Tuesdays, & Thursdays** from 8:30 am – 3:00pm; September through May (*excluding school holidays*); *No Appointment Needed*. Call the parish office at 451-4290 for an appointment during **other times of the year**.
- Items Needed:
  - your **driver's license**
  - proof of **Social Security Number** (Driver's license or Social Security Card)
  - **processing fee of \$45**, in the form of cash or check, made payable to St. Andrew Parish.
  - An **FBI background check** is needed if you have not resided in the State of Ohio for the past 5 consecutive years. *St. Andrew Parish will pay for the FBI background check.*

**Other local businesses & police departments offer background check services. Contact Debbie Bichimer, [dbichimer@standrewparish.cc](mailto:dbichimer@standrewparish.cc), for a list of approved locations.**

If you have **already participated in either or both of the above requirements**, within the Diocese of Columbus or another Catholic diocese, please call Debbie Bichimer at the parish office, 451-4290, to inquire about the possibility of transferring your records to St. Andrew Parish.