

## Volunteer Clearance Requirements

The State of Pennsylvania has updated their laws regarding volunteers having contact with children. This policy does not apply to **visits** to the school for events or conferences, but does apply to all activities where you may have **direct contact with children** as a volunteer. Such activities include but are not limited to the following:

- book fair
- bingo
- basket raffle
- home room parents
- picnics
- athletics
- field trip chaperones
- spaghetti dinner

### Please follow these three steps for becoming a Campus School volunteer:

This is an abridged version of the *Policy: Safe Environments for Children* by the Diocese of Pittsburgh revised November 2015

- 1) Set up an account and complete a **Diocese of Pittsburgh database** application for volunteers. (see [www.diopitt.org](http://www.diopitt.org) ) Use access code “Protect.” *BE PREPARED WITH INFORMATION ON EMPLOYMENT PAST RESIDENCES, and REFERENCES, all information needs to be completed within 30 days or expires! This can take anywhere from 20-50 minutes to complete. The following documents must be turned in to school office:*
  - A) PA Child Abuse Clearance—or apply directly online <https://www.compass.state.pa.us/CWIS> . This is done automatically if in DIOPITT database and free!
  - B) PA State Background Check—or apply directly online <https://epatch.state.pa.us>. \* This is done automatically if in DIOPITT database and free!
  - C) If you **have lived in PA continuously for the past 10 years**: Sign the *Volunteer Request for Waiver* and submit it to the school. Available hardcopy in office or via diopitt website under “Essential Documents”.  
Any adult who has **not** lived in Pennsylvania continuously for 10 years, you are required to get FBI Criminal History Report (Fingerprinting). This is a two-step process. The cost is \$27.00.
    - 1) You must first register at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling 1-888-439-2486. Choose the Department of Education option; check to give permission for the School District to obtain your results. Your assigned Registration ID Number beginning with **PAE** and you will need to provide it to the school later (or copy the receipt) from registering.
    - 2) Once you registered, go to a valid location (see [www.pa.cogentid.com](http://www.pa.cogentid.com)) and have fingerprints done.
- 2) Read the following diocesan booklets (hardcopies available at CS office or online “Essential Documents” on [www.diopitt.org](http://www.diopitt.org) ) and sign the “Acknowledgement of Receipt” page of:
  - *Code of Pastoral Conduct*
  - *Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania*
- 3) Complete the Diocesan requirements:
  1. Attend a live workshop or complete the Virtus® training program for **Protecting God’s Children** through the diocesan website: [www.diopitt.org](http://www.diopitt.org), clicking on the Protecting God’s Children Workshop link.
  2. Complete online **Mandated Reporter Training** offered by University of Pittsburgh by clicking on the Mandated and Permissive Training Course link on the diocesan website: [www.diopitt.org](http://www.diopitt.org).

*State clearances must be renewed every five years.*