



VOLUNTEERS AND EMPLOYEES

Saint Joseph Catholic School welcomes all parent and grandparent volunteers to our school family. In order to comply with the policies set forth by the National Council of Catholic Bishops and instituted by the Diocese of Charleston, all volunteers (and employees) are required to take the following steps before volunteering.

1. *Safe Environment Training with Safe Haven*

Under the Charter for the Protection of Children and Young People, all employees and those volunteers with access to children must complete a course in prevention education. The training program the Diocese of Charleston chooses to use is Safe Haven. Training sessions are made available online. Please go to <http://charleston.CMGconnect.org> to complete your course. Download and print your certificate when you are finished, or email it directly to kreedy@stjosdevine.com.

2. *BACKGROUND SCREENING FORMS*

All employees and volunteers over the age of 18 with regular access to children must complete a background screening packet. There are three forms within the packet that must be completed in their entirety.

3. *REVISED DIOCESAN POLICY (2012)*

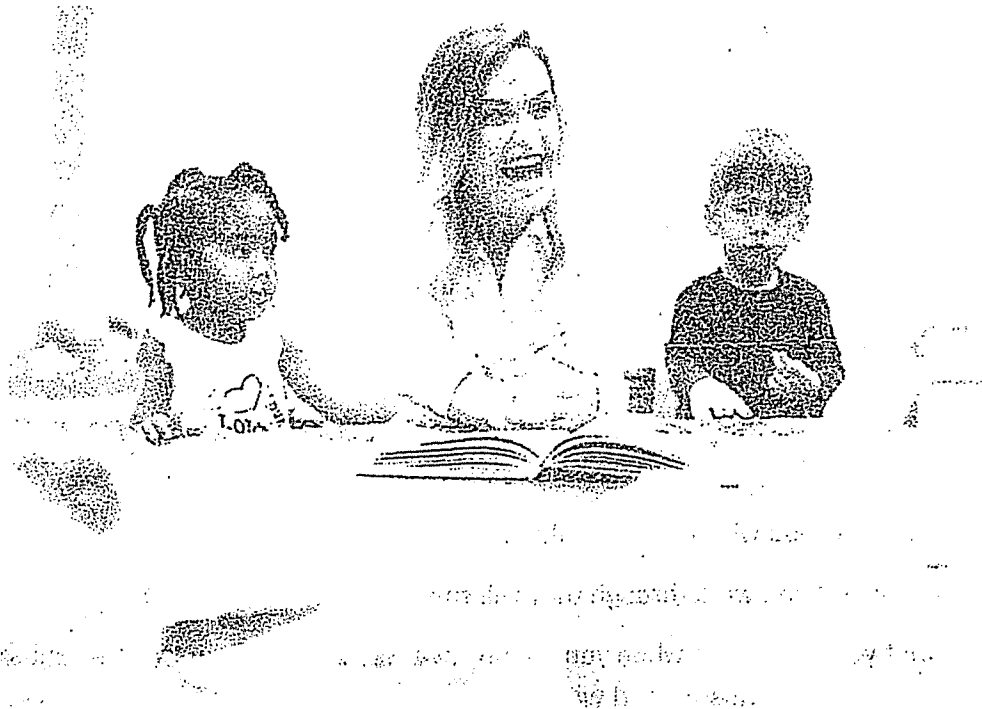
All employees and volunteers must read the Revised Diocesan Policy and sign the Acknowledgement of Receipt of the Policy. The policy is available through the Saint Joseph Catholic School website – stjosdevine.com. Once you are on the website, select For Parents and then scroll down and select Keeping Our Children Safe.

4. *CODE OF CONDUCT*

All employees and volunteers must sign a Code of Conduct form. The Code of Conduct form outlines the appropriate behaviors and boundaries that must be adopted by those who wish to work with our children and youth.

If you have any questions, please contact Kerry Reedy at (803) 254-6736 or kreedy@stjosdevine.com.

Diocese of Charleston



Safe Haven—It's Up to You

Safe Environment Instructions:

1. Go to <http://charleston.CMGconnect.org> to complete your new online safe environment curriculum.
2. Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school.
3. Start the *Safe Haven—It's Up to You* training curriculum.
4. Download and print your certificate upon completion or, email it directly from the site to the office or school you are associated with.

**DIOCESE OF CHARLESTON
BACKGROUND SCREENING
BASIC DATA FORM**

Forms must be completed in their entirety to be processed.

For OCPS use: Tracking #: _____

Diocesan Parish/School/Office Use Only:

Parish/School/Office Location: _____

Submitted by: _____

Name: _____ Date: _____
First Middle Last

_____ (Race) _____ (Sex)
Maiden Name or Alias

Permanent Street Address: _____
Street City State Zip Code

Mailing Address if different from above:

_____ P.O. Box City State Zip Code

Home Telephone #: _____ Alternate #: _____

Date of Birth: _____ Social Security #: _____ email : _____

Driver's License #: _____ State of Issue: _____

Are you currently employed by or applying for employment with a diocesan school/parish/office? Yes No

What is the title of the position for which you are currently employed or are applying? _____

What are the job responsibilities of the position for which you are currently employed or are applying for (please be specific in your details)?

Are you currently volunteering or applying to volunteer with a diocesan school/parish/office? Yes No

What is the title of the position for which you are currently volunteering or applying to volunteer?

What are the job responsibilities of the position for which you are currently volunteering or are applying to volunteer for (please be specific in your details)?

CRIMINAL HISTORY: A Criminal Background Check and a DSS Sex Offender Registry Check is mandatory and will be performed on every individual submitting these forms. Number of years/months you have lived in South Carolina: _____

Please provide any previous addresses in which you have resided for the past five (5) years:

Please note: A Driver's History Report or a check of your Credit History will be processed only if driving or handling money is part of your duties. If so, you must complete the appropriate attached form.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled "Disclosure Regarding Background Investigation" and "A Summary of Your Rights under the Fair Credit Reporting Act" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, or status as a volunteer or Advisor, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Reference Services, Inc. [101 Plaza East Blvd, Suite 300, Evansville, IN 47715, (800)881-0754, www.referenceservices.com] and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only:

Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants only:

Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

BACKGROUND INFORMATION

Last Name _____ First _____ Middle _____

Other Names/Aliases Used _____

Social Security Number* _____ Date of Birth* _____

Gender* _____ Ethnicity* _____

Driver's License Number _____ State of Driver's License _____

Current Address - City, State, Zip _____

Previous Address - City, State Zip _____

Previous Address - City, State Zip _____

Phone Number _____ Email Address _____

Signature _____ Date _____

*This information will be used as identification for background screening purposes only and will not be used as hiring criteria.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Catholic Diocese of Charleston ("the Company") may obtain information about you from a third party consumer reporting agency for employment or volunteer purposes. This information may be obtained in the form of a "consumer report" and/or an "investigative consumer report" (commonly known as a "background report"). These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), credit history*, verification of your education or employment history, or other background checks. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses and educational institutions. The reports may also include information about your character, general reputation, personal characteristics, mode of living, etc., which can involve personal interviews with individuals or companies that you have listed as a reference, former employer, etc. A more comprehensive background investigation may be required pursuant to state or federal law, contract agreement or for certain sensitive positions (such as those with significant financial responsibilities). (*Please note that credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.)

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of any investigative consumer report obtained with regard to applicants for employment or volunteer status is an investigation conducted by Reference Services, Inc. (RSI). RSI is located and can be contacted by mail at 101 Plaza East Blvd, Suite 300, Evansville, IN 47715, and RSI can be contacted by phone at (800)881-0754. Information about RSI's privacy policy is available at the following link: <http://www.referenceservices.com/wp-content/uploads/2013/09/RSI-Consumer-Information-Privacy-Policy.pdf>. The scope of this notice and authorization is all-encompassing and allows the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment or your volunteer/contract period to the extent permitted by law.

Signature: _____ Date: _____

DIOCESE OF CHARLESTON

ACKNOWLEDGEMENT OF RECEIPT OF
THE POLICY CONCERNING ALLEGATIONS
OF SEXUAL ABUSE OR MISCONDUCT OF A MINOR
BY CHURCH PERSONNEL (2012)
AND OF
THE CODE OF CONDUCT FOR CHURCH PERSONNEL

I, the undersigned, have fully read, understand and agree to abide by the *Policy Concerning Allegations of Sexual Abuse or Misconduct of a minor by Church personnel (2012)*¹ of the Diocese of Charleston.

I, the undersigned, have fully read, understand and agree to abide by the *Code of Conduct for Church personnel* of the Diocese of Charleston.

I understand that nothing in this Policy shall be deemed to constitute a contract of employment.

Printed Name

_____/_____/_____
Date of Birth

Signature

Date

Witness

Date

¹ The *Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a minor by Church personnel (2012)* contains various rules, policies, and procedures. Many of the provisions are summaries of civil and Canon law. Such laws change from time to time. If there is a conflict in the rights and remedies between Canon law and civil law within this Policy, the Diocese of Charleston will apply that jurisprudence which reconciles the conflict. The Diocese of Charleston may find it necessary or advisable to alter this Policy from time to time. Therefore, the provisions of this Policy are subject to change by the Diocese of Charleston at any time, with or without previous notice.

DIOCESE OF CHARLESTON
CODE OF CONDUCT AGREEMENT

I, the undersigned, understand that as a member of church personnel, any action of mine inconsistent with the *Code of Conduct for Church Personnel* or failure to take action mandated by the Code may result in removal from my position and/or termination of employment. My agreement to follow this Code of Conduct is acknowledged by virtue of my signature.

As a church personnel member, I will

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with minors
- Use positive reinforcement rather than criticism or comparison when working with minors.
- Not accept expensive gifts from minors or their parents, without prior written approval from the parents and the pastor/administrator.
- Not give expensive gifts to minors without prior written approval from the parents and the pastor/administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local responsible agency (DSS or Police). I understand that if I am a mandated reporter as defined by SC law, failure to report suspected abuse to civil authorities can result in prosecution and fines.
- Cooperate fully in any investigation of abuse of minors.
- Not smoke or use tobacco products in the presence of minors in the performance of my duties.
- Not use, possess or be under the influence of alcohol at any time while serving in my capacity as church personnel.
- Not use, possess or be under the influence of any illegal drugs at any time.
- Not pose any health risk to minors.
- Not strike, spank, shake or slap any minor.
- Not humiliate, ridicule, threaten, or degrade any minor.
- Not touch a minor in a sexual or other inappropriate manner.
- Not use any discipline that frightens or humiliates minors.
- Not use profanity in the presence of minors.

Printed Name

_____/_____/_____
Date of Birth

Signature

Date