

**St. Patrick Parish**  
**126 Woodland Avenue**  
**Malvern, PA 19355**  
**www.stpatrickmalvern.org**

July 21, 2016

Dear St. Patrick Parents,

If you are considering *any kind* of volunteer activity at St. Patrick's, please read the information below regarding state mandated security clearances and The Archdiocesan *Protecting God's Children* Safe Environment course.

In December 2014, PA passed legislation (ACT 153) that is changing the state requirements for working with children. Requirements are listed below. On June 10, 2015 Gov. Tom Wolf announced a fee waiver for volunteers seeking state background checks. This will go into effect on July 25, 2015. Once you obtain the certificates, please bring copies to the Parish Office. *As a result of PA Act 153, no paperwork submitted to the Parish Office – no contact with the children.*

- ❑ **PA State Police Background Check**—Need to renew every 5 years; please return certificate to the Parish Office. (*Google “epatch pa volunteer clearance”*)
- ❑ **PA Child Abuse Clearance**—Need to renew every 5 years; please return certificate to the Parish Office. (*Google “pa childline online clearance”*)
- ❑ **Federal Criminal Background Check** – As a result of PA Act 153, *fingerprinting* is now required; form obtained online ([www.pa.cogentid.com](http://www.pa.cogentid.com) **through the PA Dept of Education**). Please return a copy of your results to the office (*be sure paper has your PAE# on it*). *If you have lived in the state of PA consistently for the last 10 years, you may sign a PA Residency Disclosure affidavit for volunteers (found online at Office for Child and Youth Protection).* **Needs to be renewed every 5 years.**
- ❑ You must attend a **Safe Environment Training Workshop for Adults**. You can register online at [www.virtus.org](http://www.virtus.org). Go to the “Registration” section, and follow the prompts. If you have already attended this training, please provide us with the documentation when you return the above materials. *This workshop must be completed within the first 3 months of working in the school with the children.*
- ❑ At the end of the Safe Environment Training Session you will receive a copy of Standards of Ministerial Behavior and Boundaries. You will also receive a signature form to sign indicating that you understand and agree to abide by all the standards articulated in the statement. *Your **signed signature form** must be returned to the parish office so that it can be filed with your other clearances.*
- ❑ The training program titled **Safe Environment Part II - Mandated Training: Knowing Your Role in the Protection of Our Children** is required for all volunteers. **It is now available online at [www.childyouthprotection.org](http://www.childyouthprotection.org)** under “Training Institute.” Mandated Reporter training **MUST be renewed every 5 years**. Please submit your certificate of completion to the office, to be kept on file with your other clearances.
- ❑ The **Information and Communication Technology Addendum** program is now a self-study course. *Please read the enclosed information packet and sign 1 of the course completion forms and return to the Parish Office for our records.* This is for those who took the Safe Environment – Part 1 course prior to August 2011.

Please know that the parish appreciates your willingness to volunteer. We know that you understand and agree that our children's safety is our primary concern. Please call me if you have any questions at 610-647-2345.

Sincerely,

*Barb King*

*Administrative Assistant*  
*St. Patrick Parish Office*