

DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

**BACKGROUND CHECK
RELEASE OF CLAIMS**

I hereby release all parties, including RBA Staffing, from liability for any damage that may result from furnishing such information to _____

Name and location of parish/institution

By this release I do not relinquish my rights under the Fair Credit Reporting Act.

Volunteer Information

Applicant's Name PRINTED	Social Security Number	Date
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Other last names/Alias/AKA's used in last 7 years*	Applicant's Date of Birth **
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**(Utilized for criminal and academic checks only)*

Please list all States that you have lived in within the last seven (7) years including the current one.

City	State	Years of Residency	
		From:	To:
		From:	To:
		From:	To:
		From:	To:
		From:	To:

NYS Department of Motor Vehicles (DMV) check required: Yes No

Driver's License # _____ State _____

Signature of Volunteer _____
Date

Verification of birth date (Parish / Institution representative must verify birth date by checking one of the following forms of identification and signing below).

- Driver's license Birth Certificate Passport

Signature of Parish/Institution Representative _____
Date

DIOCESE OF ROCHESTER AND ITS AFFILIATED EMPLOYERS

**BACKGROUND CHECK
NOTIFICATION and AUTHORIZATION for VOLUNTEERS**

PREFACE

In response to the issue of sexual abuse of children by those in the employ of the Church, the United States Bishops in 2002 adopted the *Charter for the Protection of Children and Young People*. One of the provisions of the *Charter* calls for each diocese in the country to implement checks to determine if a current or prospective volunteer who works with minor children and youth has a criminal record or is listed on any sex offender registry. The Diocese extends that protection to vulnerable adults too. Because these checks are conducted on behalf of the Parish/Diocese by a third party they are subject to the Fair Credit Reporting Act; however, these checks **do not** seek information related to an individual's credit history or credit worthiness. The purpose of the check will be to verify the individual's identity and to ascertain if there is any previous criminal record. **A report on your credit history will not be requested or obtained.**

It is important to note that the purpose of this authorization form is to obtain background checks to help maintain a safe environment for children, young people and vulnerable adults. In order for these record checks to occur, the authorization must be signed. The Fair Credit Reporting Act provides the opportunity to address any negative information gained as a result of the background check. In addition, by signing this authorization the individual does not waive any rights under the Fair Credit Reporting Act.

A. NOTIFICATION THAT A CONSUMER REPORT MAY BE OBTAINED

In compliance with the Fair Credit Reporting Act, 15, U.S.C. §1681 et seq., as amended, and applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your volunteer service at Holy Family Catholic School
Name and location of parish/institution

The Fair Credit Reporting Act includes within the definition of consumer reports such documents as credit bureau reports, motor vehicle records, sex offender records, and criminal records.

B. AUTHORIZATION TO OBTAIN CONSUMER REPORT

By signing below, I certify that I have received written notification that Holy Family Catholic School
Name and location of parish/institution
or its agent, RBA Staffing, may obtain information for a consumer report including checks of public records relating to criminal convictions, sex offender records and data associated with my Social Security Number available through credit bureaus in order to verify my Social Security Number and motor vehicle records.

I authorize Holy Family Catholic School
Name and location of parish/institution *or its agent, RBA Solutions, to obtain such a report for use in connection with my volunteer service.*

This authorization does not include authorization to obtain a report on my credit history or credit worthiness.

I hereby authorize Holy Family Catholic School
Name and location of parish/institution
to contact the individuals, employers, and organizations referenced in my application and I also authorize those individuals, employers, or organizations to provide the Holy Family Catholic School
Name and location of parish/institution
agent, RBA Staffing, with any and all information regarding general character and fitness for volunteer service.

Signature of Volunteer

Date

Creating a Safe Environment (for Volunteers) Online Training Instructions

All adult volunteers working with children, youth, or vulnerable adults need to complete the same training—whether they are new, renewing after 3 years, working with children/youth, or working with vulnerable adults. In-person training remains an option, and it is the only option for teen volunteers.

Introduction

There are 5 courses in the training:

1. Meet Sam
2. It Happened to Me
3. Exploitation in Elder-Serving Programs
4. Abuse Risk Management for Volunteers
5. DOR policies – Volunteers

The first four courses include action plans. These are for your enrichment. You may choose to print them or not. If you open an action plan, simply close it to return to the training.

If you have any difficulty, please call the DOR Help Desk at 1-800-844-7177 for assistance.

To Access the training:

1. In the address bar of the web browser, type in the address www.dor.training
2. Click on “Creating a Safe Environment” in the blue bar



Here you will experience online education at your convenience

We are in the process of creating a hub for all learning resources in the Diocese starting with Marriage Preparation and Volunteer Training for Creating a Safe Environment.

Choose from the menu options above to begin your training.

Technical support is available Monday - Friday from 8:00 A.M. to 5:00 P.M. by calling the Helpdesk at **1-800-844-7177**. We welcome comments or suggestions; send them to the.dorask@diocese.org.

3. Scroll down to select the English or Spanish version and click on "Register Now"
4. Click on "Add to Cart"

myCatholicFaith
DELIVERED

Safe Environment - Volunteers

Price: \$0.00 (USD)

In Stock: Yes

Quantity: 1 **Add to Cart**

Description: There is no charge to take this course. However, to put these pre-modules into your training system you will need to add the course to your cart and checkout on the next screen. You will be asked to register. Enter your parish's address as the billing address during checkout. You will not be asked for any sort of payment. After you checkout the course, login to the system to see all the courses you have selected.

If you have any questions call the DOR IT Help Desk at 1-800-844-7177

ROMAN CATHOLIC
DIOCESE OF ROCHESTER

5. Click on "Checkout"

myCatholicFaith
DELIVERED

Shopping Cart: 1 Item

	Safe Environment - Volunteers	
Qty: 1		\$0.00 (USD)
Total: \$0.00 (USD)		Checkout

In Stock: Yes

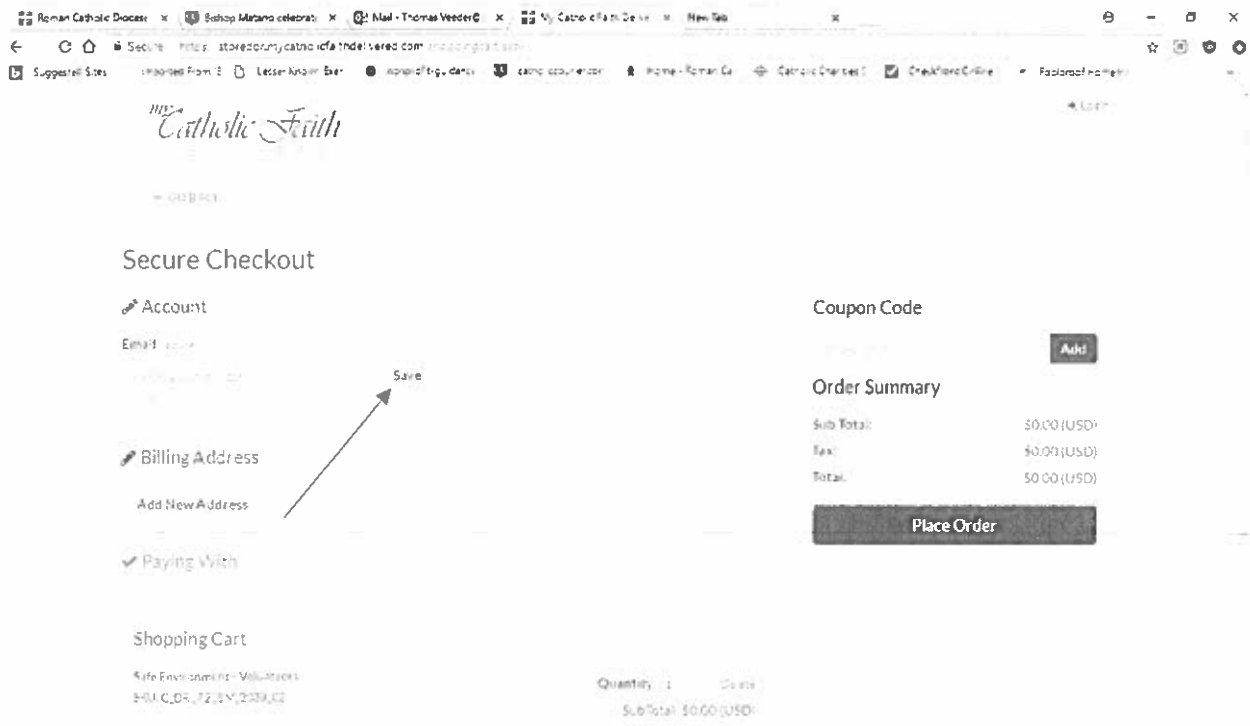
Quantity: 1 **Add to Cart**

Description: There is no charge to take this course. However, to put the course modules into your training system you will need to add the course to your cart and checkout on the next screen. You will be asked to register. Enter your parish's address as the billing address during checkout. You will not be asked for any sort of payment. After you checkout the course, login to the system to see all the courses you have selected.

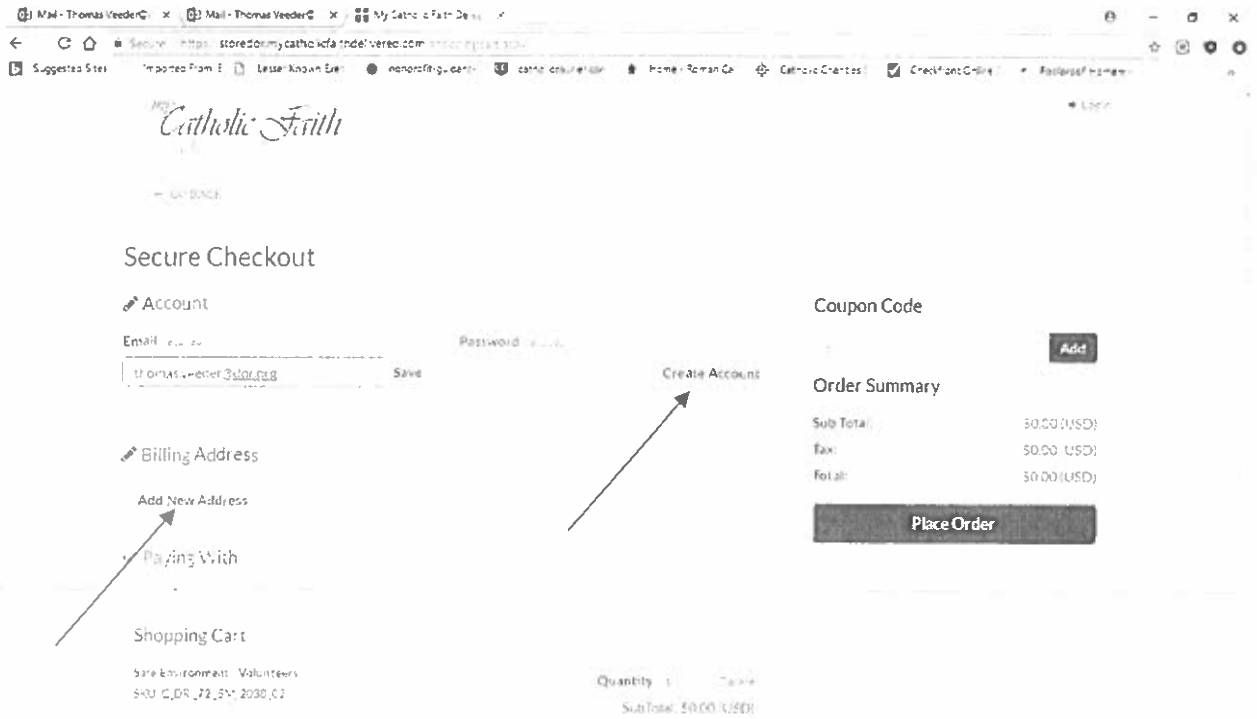
If you have any questions call the DOR IT Help Desk at 1-800-844-7177

ROMAN CATHOLIC
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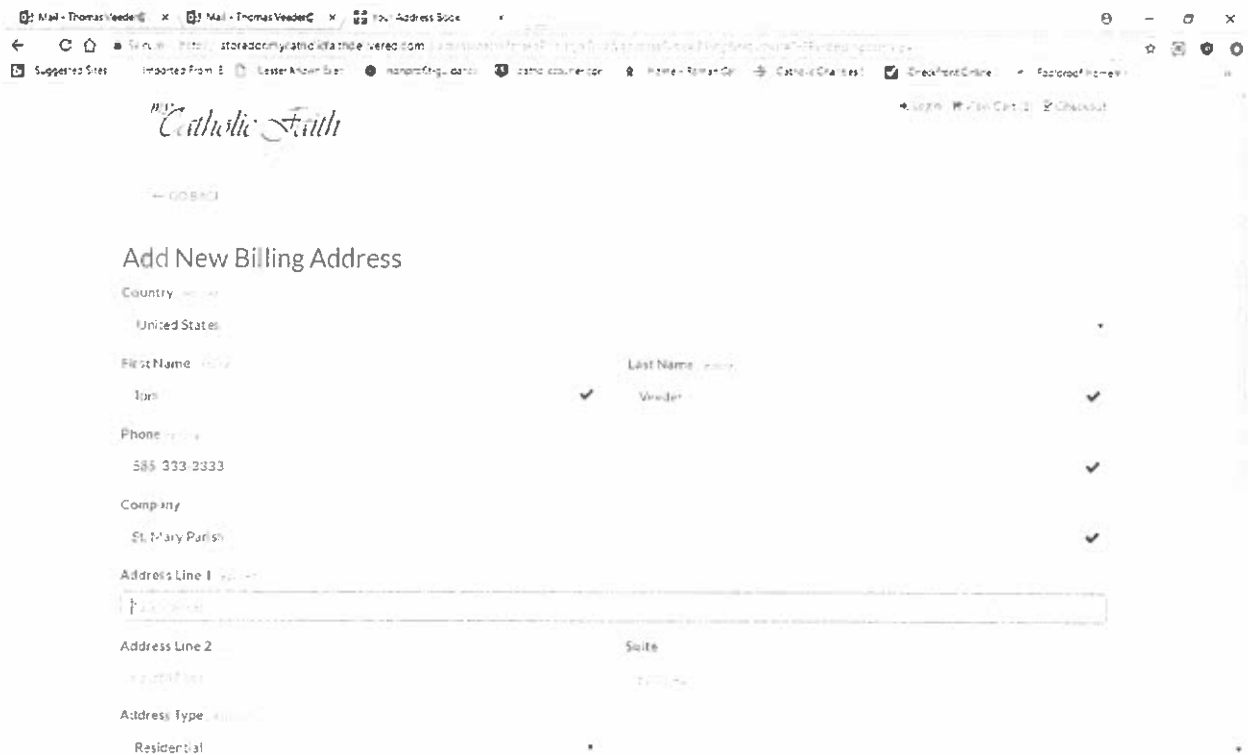
6. Enter your email address and click "Save"



7. Enter a password and click "Create Account" if this is your first time. Your password must be between 8 and 20 characters. It must include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special symbol (# \$ % ^ & * @ ! ~ are acceptable).
8. Click on "Add New Address."

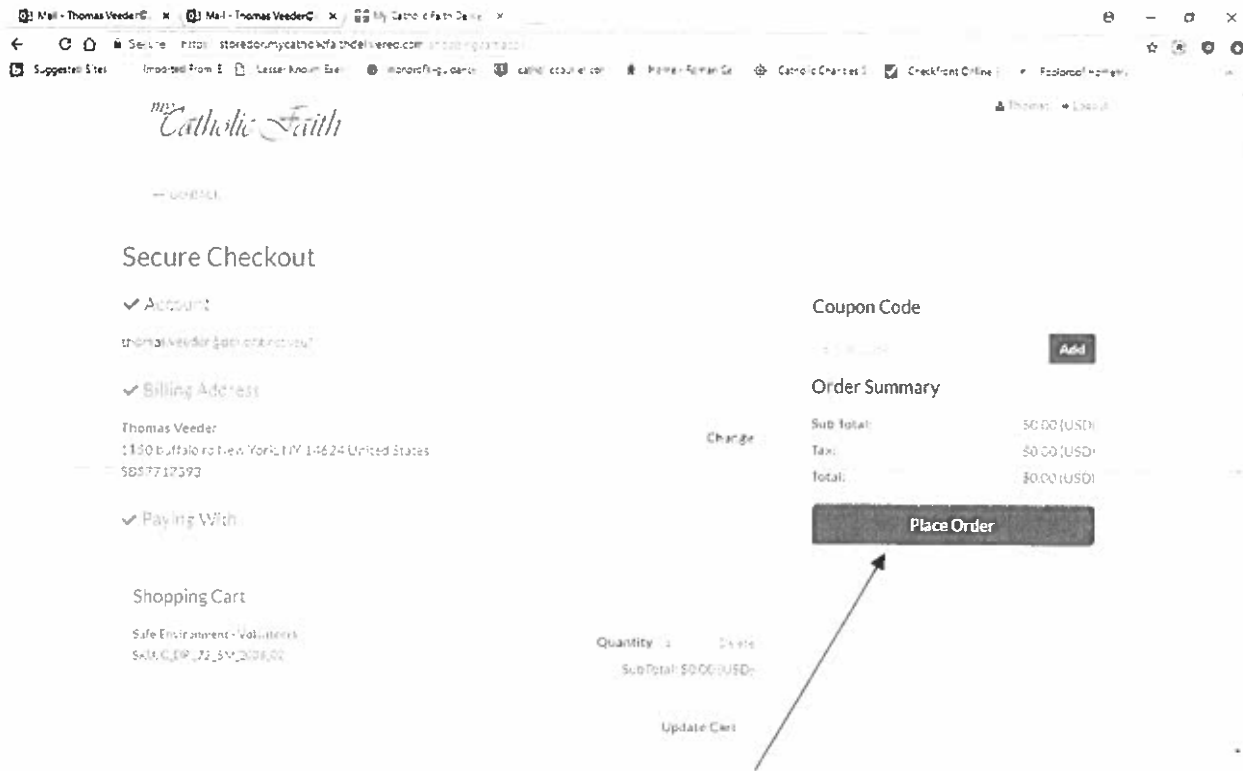


9. Enter your name and the address of your Parish/School/Ministry. Remember there will be no cost for this training.



10. Click on Place Order

Note: This setup in lengthy but you will only need to do it once.



11. You do not need to print the receipt since there is no cost. Some other trainings require payment. Safe Environment does not.



12. Close everything and open a new browser. **Do the following any time you want to re-enter your safe environment training.** Enter www.dor.training to get to the original screen.
13. Choose "Login" in the upper right hand corner to access your courses.



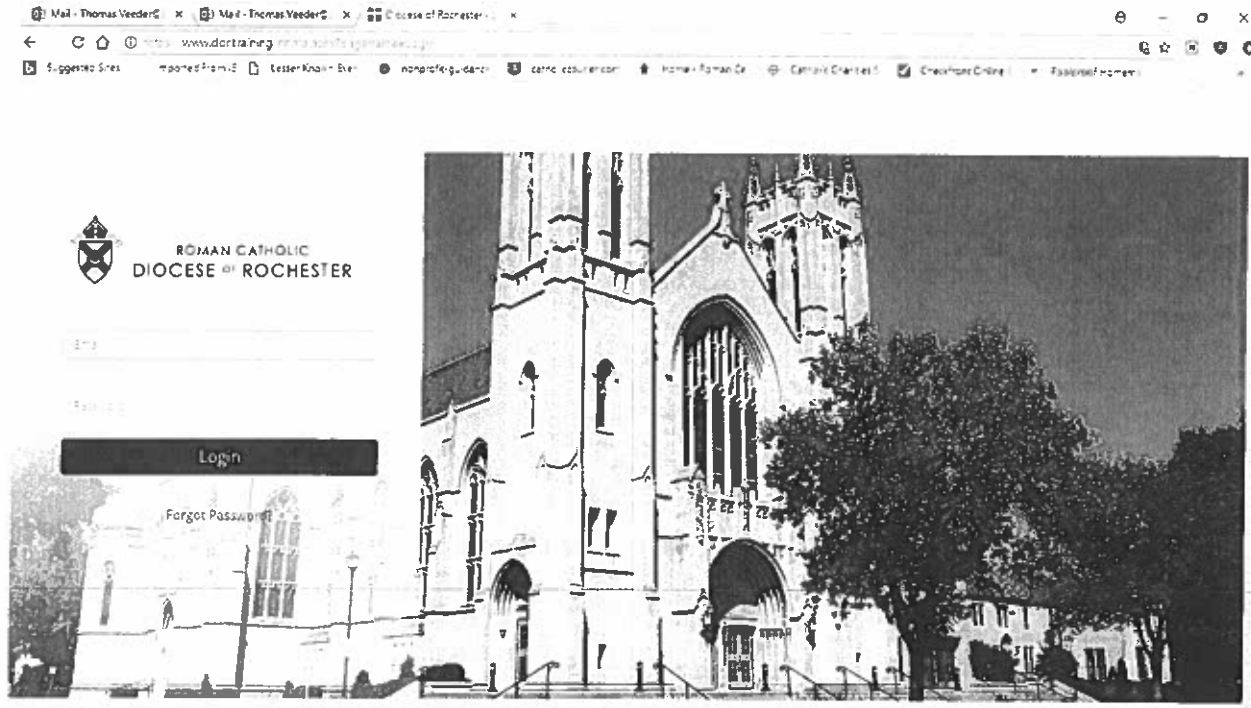
We come to training for Creating a Safe Environment. There are several courses here, please be certain to select the proper course.

For technical support, call the Helpdesk at 1-800-844-7177.

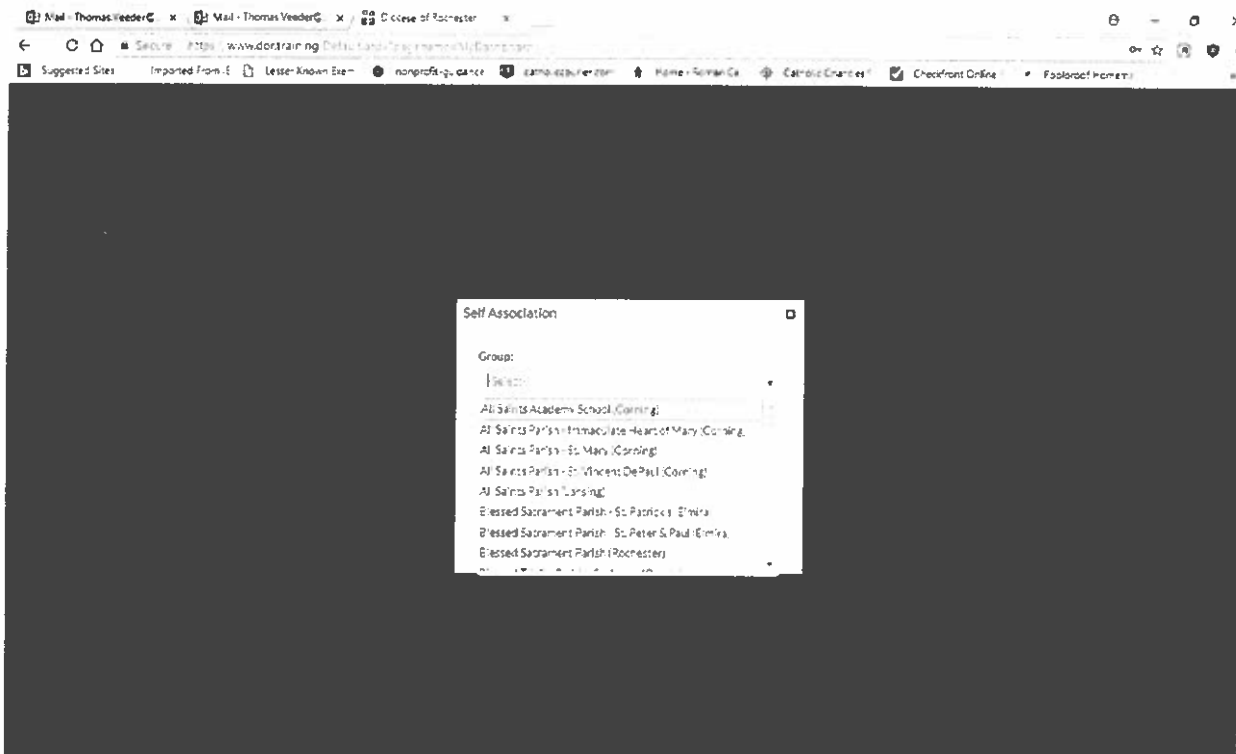
VOLUNTEERS:

If you are a volunteer at one of the Parishes, Schools, or Ministries in the Diocese of Rochester, select the Volunteer Course in either Spanish or English.

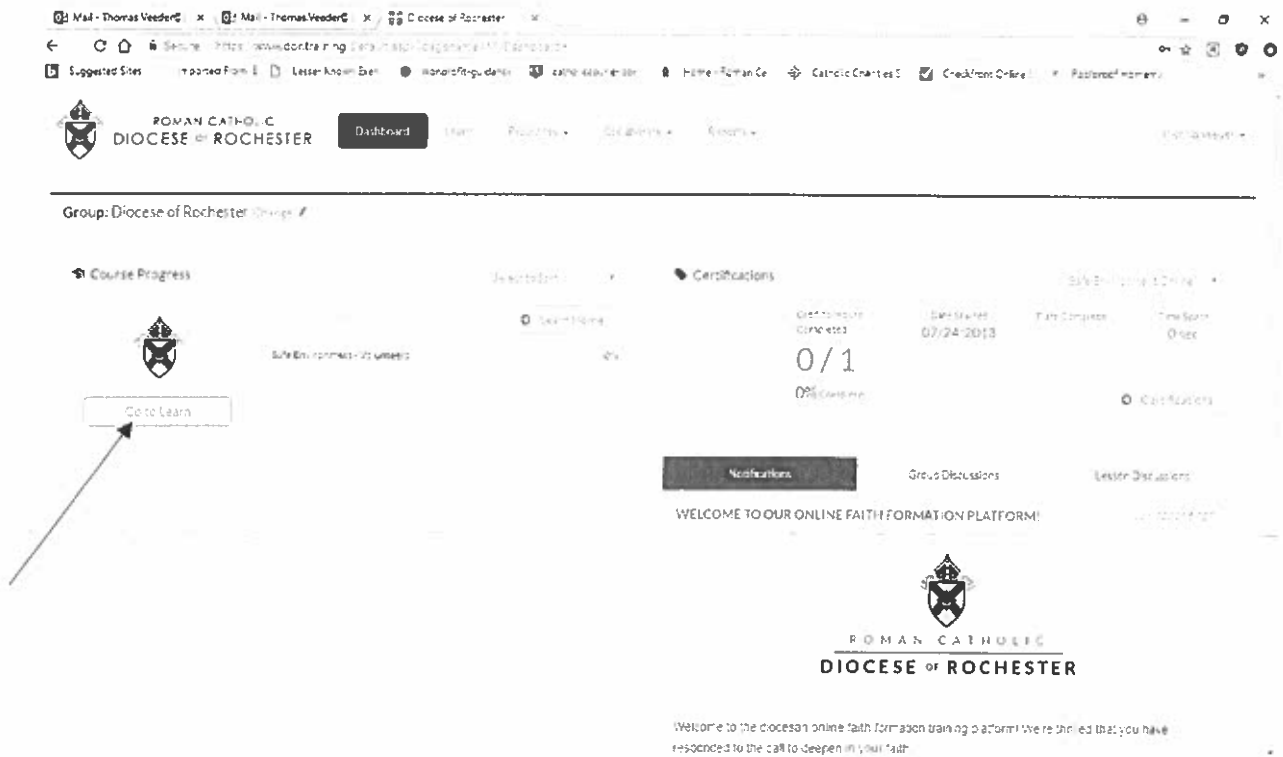
14. Enter your email address and the password you just created.



15. You will be asked to select your parish/school/ministry.



16. Click on "Go to Learn" to begin your training.



Notes:

You must complete all 5 parts of the safe environment training for volunteers. Please do these in order. Each of the first four courses ends with quiz questions. To go to the next course, click the button that says "return to activities" in the top left-handed corner.

You may stop and log out between courses.

When you have completed all 5 parts, please print your certificate and give a copy to your parish/school Creating a Safe Environment Coordinator.

Thank you for your ministry!

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VOLUNTEER CODE OF CONDUCT (For Adults)

Children, youth and vulnerable adults are important gifts entrusted to us by God. I recognize my first obligation is to give a good example of charity, kindness, and integrity to those I serve. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct as a condition of my providing services to children, youth, or vulnerable adults.

Volunteers shall

- Understand that the only appropriate relationship as a volunteer is that of adult volunteer minister, not friend or peer to a child or youth.
- Establish and maintain safe environments by preserving appropriate boundaries with children, youth, and vulnerable adults.
- Witness in all relationships the chastity appropriate to one's state in life, whether ordained or lay, married or single.
- Treat each person with respect, charity, patience, courtesy, dignity, and consideration.
- Immediately report any suspected abuse to the **staff person** in charge (immediate supervisor).
- Cooperate in any investigation of suspected abuse of children, youth, or vulnerable adults.
- Be familiar with and follow pertinent safety policies, including but not limited to Creating a Safe Environment (CASE).
- Participate in appropriate training as required by supervisor.
- *Work in pairs or as part of a team when working with children, youth, and vulnerable adults.
- *Utilize a "buddy system" with children, youth, or vulnerable adults so that children, youth, and vulnerable adults are not alone with adult volunteers at church activities.
- Maintain sleeping quarters for adults separate from children/youth/vulnerable adults. Never share a bed with a child, youth, or vulnerable adult.
- Use only communications technologies that are "one-to-many" when working with children, youth, or vulnerable adults. Forbidden one-on-one contact includes, but is not limited to, cell phones, social networking sites and their internal private messaging tools (inbox), text messaging, instant messaging, chat, and email. When responding to a personal message, copy your response to your immediate supervisor.
- *Meet with children, youth, or vulnerable adults in public places or on church property.
- Use the internet as a resource for programs, but do not access, download, or share obscene or inappropriate material, chain letters, jokes, etc. with children, youth, or vulnerable adults.
- Gifts **given** by volunteers to children, youth, or vulnerable adults should be "tokens," not expensive or inappropriate.
- Gifts **received** by volunteers from children, youth, or vulnerable adults should be tokens, not expensive or inappropriate. Gifts may only be received with validated approval of the pastor, pastoral administrator, or principal.
- Use positive reinforcement with children, youth, or vulnerable adults rather than criticism, competition, or comparison.
- Employ appropriate conduct, speech, and dress.

Volunteers shall not

- Use, possess, or be under the influence of alcohol and/or illegal drugs while responsible for children, youth, or vulnerable adults at any church activity or event.
- Smoke or use tobacco products in the presence of children or youth.
- Engage in sexual harassment of a child, youth, or vulnerable adult.
- Strike, spank, shake, or slap a child, youth, or vulnerable adult.
- Humiliate, ridicule, or degrade a child, youth, or vulnerable adult.
- Touch a child, youth, or vulnerable adult in a sexual manner.
- Expose a child, youth, or vulnerable adult to pornographic or obscene material in any format.
- Use profanity in the presence of a child, youth, or vulnerable adult.
- Use any form of discipline that humiliates a child, youth, or vulnerable adult.
- Host in their homes children, youth, or vulnerable adults whom they have met through their volunteer activities singly or in groups.

* Those visiting the homebound (unrelated parties) may be friends with those who are visited. While it is preferable that visitations be made by teams of two, pragmatically this practice might not be possible.

Name

Signature

Ministry Area

Date

