



the Roman Catholic Diocese of Paterson, New Jersey

777 Valley Road, Clifton, New Jersey 07013 - 973.777.8818

DIOCESE OF PATERSON

LOCAL CHILD & YOUTH PROTECTION COORDINATOR

PROCEDURE MANUAL

Revised February 2018

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PREFACE

The purpose of this manual is to assist our local youth protection coordinators (LYPC) in complying with the Diocesan Safe Environment policy. We encourage you to be familiar with our safe environment, social media & code of conduct policies. Please use this manual as a guide when to assist in registering for the Protecting God's Children live training, performing background checks and the recording of the Code of Conduct acknowledgment in addition to managing all of your location's child protection records.

In addition to this manual we encourage you to utilize often the Office of Child & Youth Protection resource page at www.chancery.rcdop.org/child-protection for the most up to date documents, resources and information in regards to Child Protection & providing a safe environment for our children. This webpage is intended for our local youth protection coordinators and other with the Diocese that work with children not the general public.

We hope you find this manual useful. *As always if you ever have any questions regarding any procedures or policies please do not hesitate to contact the Office of Child & Youth Protection.*

WHAT IS REQUIRED?

Maintain Files

Beginning 2-1-2018, hard copy files will no longer be required to be retained for anyone who has registered through the new VirtusOnline/Fastrax system after this date. Once properly registered, all records will be electronically stored through the Virtus Online Tracking System. Files currently on hand prior to this date will still need to be maintained as outlined below.

For all records **prior** to 2-1-2018, the Child Protection Coordinator at each location must have a separate Child Protection file for each Employee, Educator or Volunteer who has regular contact with children or minors. This applies at both the Parish and School level. Since these files contain personal and confidential information, each Coordinator must sign a Confidentiality Agreement. It is important the files are secure and that only specifically authorized persons as specified in the Confidentiality Agreement are given access to them on a need to know basis. This file should be a separate file/folder from other employee/personnel documents.

Each file must have the following **REQUIRED** documents:

- Signed Consent and Disclosure Form if background information was entered directly by the coordinator.
- Results of Internet Background Check and/or NJ State Fingerprint Clearance Letter,
- Signed Code of Conduct Acknowledgement, and
- A Certificate confirming completion of VIRTUS program, "Protecting God's Children".
- Keep 2 separate groups of files, Current and Inactive.

For **Priests, Deacons and Seminarians**, the above documents are kept in the Chancery Office. Local parishes and schools are not required to keep any files for Priests, Deacons or Seminarians.

For the **School Educator and/or Employee**, an Internet background check must be completed while waiting for the results of the Department of Education Fingerprint Clearance. NOTE: It is both Diocesan Policy and State Law that all School Educators and/or Employees have a fingerprint clearance letter issued by the NJ State Department of Education with the current school's name (or identification code) and location listed.

Communicate Changes

The Coordinator is also required to regularly update the Diocesan Child Protection Office of any changes or updates to the files for each individual. This information is sent to the Diocesan Office using the PGC Change Word Form or by simply providing the information via email. This requirement will change after 7-1-2018 ... at that time the Local Coordinators will be given limited access to make updates to the Virtus Online database for their location.

Review of Reports/Records

It shall be the responsibility of the Local Coordinator to review on a regular basis all of the reports and records of their parish/school in the new Virtus Online Tracking System. They are to ensure that the records are current and up to date and in compliance with all volunteer/employees working with children in accordance with our Safe Environment policy.

Yearly Self Audit Reports

Beginning 2-1-2018 the Local Coordinator will be required to submit a yearly self-audit report. The form will be emailed to all coordinators and must be completed by May 31st of each year.

In addition, the Office will conduct internal on-site audits of Parishes and Schools throughout the Diocese on a rotating basis.

Retention/Purging of Records

The Office of Child & Youth Protection has recently updated its policy on the retention and destruction of inactive paper records & documents. Please visit the Chancery Child Protection Resource Page and view "Child Protection Records/Document Retention Policy".

SECTION A - INTERNET BACKGROUND CHECKS

Parish Employees, Parish Volunteers, and School Volunteers

Why Internet Checks? What about Fingerprint checks?

Internet background checks are conducted to confirm that an individual does not have a criminal history and in particular crimes against children.

Beginning 2-1-2018 the Diocese will utilize the Selection.com/Fastrax Select as its internet background check provider.

Our Internet Service Provider does a thorough research of individuals based on the criteria we have chosen. Fingerprint checks are required for Priests, Deacons, and Seminarians, as well as Educators and all Employees of Schools. Parish Employees, Parish Volunteers, and School Volunteers need the internet background check only.

In addition, the Fastrax system will automatically perform a re-check every three months for any applicant entered into the system after 2-1-2018.

The first step in the approval process, even before they begin working /volunteering, for Employees and Volunteers is the Internet criminal history background check. This must be run even for School Educators and/or Employees as a safeguard until fingerprint results have been returned.

What if the individual was previously fingerprinted/background checked?

For volunteers and parish employees only, we can accept copies of previous fingerprint clearance letters **IF** the clearance is dated less than 3 years ago. We also accept NJ State Licenses for Nursing, Social Workers, and other medical professions. These licenses are typically issued for 2 years and must be current in order to accept them.

When in doubt, it is always a good idea to simply do an internet background check, it is quick and simple.

What is the Actual Internet Background Process?

Prior to an individual beginning their new role, we need to check the individual's background for any criminal history. Getting an Internet check done is an easy process and often only takes minutes for results. **The rule is a person should never attend Virtus training without having a criminal history background check.**

Background Check through the New Registration Process

If the applicant completes the background application process themselves online all the Local Coordinator is required to do is check the record in Virtus Online to make sure the date of clearance is posted in the User Record. This should be done automatically once the check-in is complete and cleared. You can also check for a clearance in the Fastrax Dashboard as well.

Background Check OUTSIDE the New Registration Process

If you have to perform an internet background check OUTSIDE new Virtus Online Registration process, then follow the procedure below. **THIS PROCEDURE IS ONLY IF YOU HAVE TO PERFORM A CHECK ON SOMEONE PREVIOUSLY TRAINED.** Otherwise, follow the registration & background check procedure outlined in **Section E.**

1. Access the Fastrax Website at <https://fastraxselect.com>
2. Follow instructions as outlined in the Fastrax Select User Manual. The manual is located on the office of child protection resource page at www.chancery.rcdop.org/child-protection
3. ***We suggest you use the "SEND TO APPLICANT" feature on Fastrax Dashboard. This will send a link to the applicant to complete their background check as well as the disclosure form and retain it electronically.*** If you enter the personal information for the applicant you must have the applicant complete an FCRA disclosure form (found on the Chancery CP page) prior to performing a background check. This form will need to be retained at your location.
4. ***For now, you will have to notify the CP Office of the date of clearance so it can be added to the users Virtus record. This functionality is expected to change at a later date so it can be imported seamlessly.***

When results come back in Fastrax, be sure there is no Criminal Status noted. If there is a criminal history incident, the Child Protection Officer will be notified usually within four hours. The case will be reviewed by the Diocesan Counsel and when a decision is made, you will be notified. Under no circumstances is anyone permitted to interact, work or volunteer with children and/or minors until this situation is resolved.

SECTION B - FINGERPRINT/ BACKGROUND CHECK CLEARANCE

Frequently Asked Questions

Who needs to be fingerprinted?

Priests, Seminarians, Deacons, School Educators (Full time, Part time and Substitute, includes Principals) and other School Employees (e.g. Coaches, Counselors, Secretaries, Kitchen Workers, Maintenance, etc.)

Who keeps the fingerprint results for Priests Deacons and Seminarians?

These results are kept in the Chancery Office, along with the signed Code of Conduct and training certificate.

What about Parish Employees?

Parish employees only need an Internet Background Check.

What about School and Parish Volunteers?

These individuals must have an Internet Background check.

Who keeps the fingerprint results for school employees?

These results are kept by the Coordinator at the parish/school. You may have one location for both school and parish files or you may have school files at the school and parish files at the parish.

Why can't I just get a background check for a teacher, she's a substitute?

Not only is it a Diocesan requirement, but it is the law in the State of New Jersey that all Educators and Employees of Schools be fingerprinted, and that process must be done through the **NJ State Department of Education. (DOE)**

I have a new teacher who is waiting for their NJ DOE clearance letter. Is the teacher approved to work with children and/or minors?

No. However, the teacher will be **temporarily approved** if you run the Internet Background Check.

I have a volunteer who was fingerprinted in 2005, left in 2008 and returned to work with children, in 2012, more than three years later. Do I need to re-fingerprint or Internet Background check?

Yes. **Volunteers who return must be Internet Background Checked** if the fingerprints are more than three years old. They may not begin until clear results are received. The returning individual should sign a new Code of Conduct. The rule is the person was out of ministry/employment for more than 3 years, a new internet check and code of conduct should be obtained. Retraining in Virtus is not needed at this time.

Do I need a fingerprint letter with my school name if the teacher works and/or substitutes at various locations?

It is not possible to have more than one school on a Clearance Letter from the DOE. Just be sure to have a copy of a current Clearance Letter. However, we recommend for your protection, that you run an Internet Background Check.

What if the individual has a criminal history in their background or the check does not come back as clear?

The Diocese will generally be notified within 4 hours if there is an issue with the background check. The Diocesan attorney will be consulted and the parish/school and individual will be notified of the findings.

Who pays for the background check?

Beginning 2-1-2018 Selection.com will invoice the Diocese directly for each background check.

SECTION C – FINGERPRINTS FOR SCHOOL EDUCATOR and/or EMPLOYEE

First Time/New Applicants

**Applicant must have the IndentoGo Form # IDG_NJAPP_110113
and your School's Unique Identifier Code in Box #7.**

You may share these instructions with the applicant.

1. The process begins when the application accesses the website for the NJ State Department of Education (DOE) Criminal History Review Unit—
www.nj.gov/education/educators/crimhist
2. Applicants click on "File Authorization and Make Electronic Payment for Criminal History Record Check ", This will give you direct access to the Criminal History Review ePayment Process and IndentoGo Fingerprinting Process: **On-Line Applicant Authorization and Certification (AA&C).**
3. On the next screen, select Option #1 ... "New Administration Fee Request (New Applicants Only).
4. On the next screen, **Applicant Authorization and Certification (AA&C) Initial Application Request**, choose Option #3 -All Job Positions, except School Bus Drivers and Bus Aides, for Non-Public Schools". This is the option for our Parochial Schools.
5. **Applicant Information:** Complete the requested information (includes county/district/school code names which are segments of the School's Unique Identifier given to you by your school. Proceed to the Legal Certification. You must read and accept the terms of the AA&C by checking the box.
6. Please complete the required payment information. There is a \$10.00 admin fee and a \$1.00 convenience fee. You may use VISA, MasterCard, American Express or Discover credit cards.
7. You must click "Make Payment" only one time to complete the transaction.
8. You will be presented with 3 options, start with #1 and then choose #2 IndentoGo NJ Universal Fingerprint Form. Complete the form.
9. At this point, you will be directed to a page allowing you to view and print your form. Print it out. **You must use this form only!** People with handwritten forms may be sent home without getting fingerprinted.

- 10.** After printing out the IndentoGo form, you must select the third option, **“Click here to schedule your fingerprinting appointment”**.
- 11.** The applicant must follow the instructions for fingerprint locations in order to complete the actual fingerprinting process. The applicant must keep the scheduled appointment as fees will be charged for cancellations not made in a timely manner.
- 12.** Next, complete the requested information and pay \$66.50 electronically to IndentoGo.
- 13.** Two weeks after the employee has been fingerprinted, they must go back to www.nj.gov/education/educators/crimhist to obtain a copy of their Approval Employment History.
- 14.** Select the 1st option, “Approval Employment History”. Next enter his/her Social Security number, and date of birth. Then choose Download/Print PDF Document. Click Submit.
- 15.** The employee will have access to his/her employment history records. In other words, the print out now contains all school codes where the employee worked, plus dates approved and job position. Employee prints out this record and brings you a copy of their Child Protection file.
- 16.** As the Local Child Protection Coordinator, you must confirm that a current date has your County/District/School Code listed. (For a current list of School Identifier Codes go to www.chancery.rcdop.org)
- 17.** Local Coordinators: Be sure to send the approval date to the Diocesan Child Protection Office. You may use the PGC Change form or send an email stating the information. Failure to do this will result in the employee being unapproved.

Requesting a Transfer or Archive Application

- 1.** The applicant will follow steps 1 and 2 as above.
- 2.** Select Option 2 ... “Archive Application Request (Applicants Previously Fingerprinted for the Dept of Education and Approved Subsequent to February 2003”.
- 3.** Next, the applicant enters their Social Security number to determine Eligibility.
- 4.** If eligible, choose Option #3, All Positions, except School Bus drivers and Bus Aides for Non-Public schools.

5. Complete the application and proceed to the Legal Certification. Be sure to accept the terms of the AA&C by checking the box. ***You must have your original PCN# from your previous Clearance Letter/Approval.***
6. Complete the payment information. There is a \$34 fee and Visa, MasterCard, American Express and Discover are accepted.
7. Two weeks after the transfer request, they must go back to www.nj.gov/education/educators/crimhist to obtain a copy of their Approval Employment History.
8. Select the 1st option, "Approval Employment History". Next enter his/her Social Security number, and date of birth. Then choose Download/Print PDF Document. Click Submit.
9. The employee will have access to his/her employment history records. In other words, the print out now contains all school codes where the employee worked, plus dates approved and job position. Employee prints out this record and brings you a copy of their Child Protection file.
10. As the Local Child Protection Coordinator, you must confirm that a current date has your County/District/School Code listed. (See School Identifier Codes on page 11)
11. Be sure to send the approval date to the Diocesan Child Protection Office. You may use the PGC Change form or send an email stating the information. Failure to do this will result in the employee being unapproved

Duplicate Letter Request

1. Go to www.nj.gov/education/educators/crimhist to obtain a copy of the Employee's Approval Employment History.
2. Follow Steps 8 thru 11 as shown above.

IMPORTANT NOTE:

If you have fingerprints from the DOE that are dated **BEFORE** February 2003, you must go through the process again and get new ones. The process of archiving DOE fingerprints did not become effective until after February 2003.

SECTION D - PASTORAL CODE OF CONDUCT

What is the Code of Conduct?

The ***Charter for the Protection of Children and Young People*** was established by the United States Conference of Catholic Bishops in June, 2002. The Pastoral Code of Conduct is a document that outlines the standards of behavior and integrity for anyone who works with children.

All Diocesan Priests, Deacons, Seminarians, Employees, Educators and Volunteers at the Parish, School, Agency or Diocesan level are required to read and sign this document. **In addition, anyone out of ministry/employment for more than 3 years must re-acknowledge the code by completing the acknowledgment page.**

Securing a Signed Code of Conduct

1. Beginning 2-1-2018 the Code of Conduct is now completed on-line with the Virtus Online Registration Process "Protecting God's Children" registration and internet background check process.

If you are updating a Code of Conduct for an inactive volunteer/employee and are re-activating them, follow the procedure below:

1. Access the Diocesan Website: www.chancery.rcdop.org/child-protection
2. There are listed several "Child Protection Documents", scroll down to open the document "Code of Conduct". The most up to date copy will always be found on the Child Protection resource page. It is available in both English and Spanish.
3. Print out all pages. Individuals are given a complete copy of this document. They must sign the acknowledgment statement which is should be kept on file at the location (a separate individual file is not required) and the new acknowledgment date should be recorded in the Virtus Online Tracking System. Until 7-1-2018 send date of code of conduct to the child protection office so the record can be updates.

SECTION E -"VIRTUS" TRAINING CLASSES

What is the VIRTUS Class?

Virtus-Protecting All Children™ identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within organizations. The programs empower organizations and people to better control risk and improve the lives of all those who interact with the organization. Protecting All Children™ training programs are comprehensive and multi-dimensional--incorporating proven best practice standards for the prevention of child sexual abuse and other wrongdoing by employees, volunteers, and others who interact with children within the environment. ***Please advise all attendees that the training is intended to be a 3-hour program.***

How to register for a class:

1. Effective 2-1-2018 the live training registration, Internet Background check process, and our Code of Pastoral Conduct have all been combined into one platform.
2. The registrant must access the website: www.virtusonline.org and click on the word REGISTRATION in the left column of the page, and follow all the prompts. **IMPORTANT!!! ALL NEW VOLUNTEERS/EMPLOYEES MUST FOLLOW THIS PROCEDURE ONLINE.** If the volunteer/employee does not have internet access, every effort must be made to provide them access at the parish/school level. ***The step by step instructions are available on the Chancery Child Protection page, and are identified as "Virtus Volunteer Registration Instructions" which can be used to handout to applicants.***
3. **We strongly urge all potential attendees to register online prior to attending a session.**
4. **After receiving a cleared Internet background check,** we allow the individual 90 days to attend the VIRTUS live training. **We suggest you keep this for internal use only and DO NOT publicly announce this to potential applicants as many may procrastinate getting to a session...you should always be telling the applicant to get to a session as soon as possible.** **This allowance is for internal purposes and should always be the exception, never the rule. All individuals should attend a session as soon as possible after their**

background check is complete otherwise they will appear in your records as not in compliance.

5. An individual can see a list of classes at www.virtusonline.org or the Diocesan Website at www.rcdop.org. Coordinators can also use www.chancery.rcdop.org. Scroll down to links and click on "PGC Upcoming Training Schedule"
6. After the individual has attended the class, they will still be given a certificate that states they have successfully completed the training. After 2-1-2018 the Local Coordinator does not have to retain the certificate. Once the individual attends the training class, the Child Protection office will update the individual's Virtus records and move them to an approved "active" status. The Local Coordinator should receive an email from Virtus that the user was approved.

NOTE: The Diocesan office receives sign-in sheets for all attendees of the VIRTUS classes. Once received, they are input into the database as having attended the class, and the Local Coordinator can immediately view the user in their parish/school records as having attending the required training.

SECTION F - REVIEW OF REPORTS/RECORDS

Beginning 2-1-2018 it is the responsibility of each Local Coordinator to review their location records within the Virtus Online Tracking System to ensure that all volunteers/employees are in compliance with our Safe Environment polices. The Local Coordinator must obtain all ministry/employee lists within their location for those individual who work with children. The Local Coordinator must ensure that those lists match the records contained in Virtus.

1. Log into Virtus, Click on "Compliance Report", select "Master Report", check off all the parameters you want to view which should include Protecting God's Children for Adults, Background Checks,(I would select all as many had fingerprints done many years ago) and code of conduct. Instruction can also be found on the Chancery Child Protection Webpage listed as "Virtus Local Admin Instructions"
2. Until 7-7-2018, if there are discrepancies and information needs to be communicated with the Diocesan Child Protection Office, the Local Coordinator can continue to submit updates/changes on the PGC Change Form or simply email the information directly. We also accept changes made directly onto the report. Make the changes by printing clearly, and then email the report back Joanne Mikolajczyk, or if you prefer, you can scan the report with changes and email to pgc@patersondiocese.org.

SECTION G-MANAGING THE VIRTUS ONLINE TRACKING SYSTEM

Effective 2-1-2018 all Local Coordinators will have local administrator access to the new Virtus Online Tracking System. At this time, all coordinators will only have access to view their parish/school records and view/print out reports. After 7-1-2018 all Coordinators will be provided limited access to edit & update their parish/school records. Anything that needs to be modified that the Local Coordinator cannot access should always be communicated with our office to fix and/or modify. Our office can transfer records between parishes, add additional locations to a volunteer/employee record, etc. Keep in mind that you will always be able to see active/inactive records. We never delete a record they may change to "inactive" or get transferred to another location on occasion.

Please review the Virtus Local Administrators Guide which can be found at our Office of Child & Youth Protection resource webpage at www.chancery.rcdop.org/child-protection

DIOCESE OF PATERSON CONFIDENTIALITY AGREEMENT

By virtue of my position at _____

(Please Print Name of Location)

I will have access to personal information concerning current and prospective employees and volunteers including consumer reports and criminal history background information.

I understand and agree to follow the following rules:

1. All documents related to criminal history background checks, including consumer reports, must be maintained in a confidential manner and stored in a locked cabinet.
2. Such information may be accessed and reviewed as needed only by the Youth Protection Coordinator, the Pastor/Administrator, Principal, or other institutional Head as the case may be, the Diocesan Office of Child and Youth Protection, the Diocesan Attorney, and in the case of schools, the Diocesan Catholic Schools Office. An individual may review their own criminal history reports and consumer reports relating shall be given copies of those documents upon request.
3. Access to information stored on a computer must be similarly limited and the Information protected from disclosure to unauthorized individuals.
4. The Diocesan Office of Child and Youth Protection and the Diocesan Attorney must be consulted before information may be disclosed to anyone other than those individuals identified in paragraph 2.

I will follow these rules and will maintain the confidentiality of all criminal history background check information, including consumer reports. This means not only the documents cannot be shown to unauthorized individuals, but that I may not disclose information contained in the documents to unauthorized individuals. This obligation applies to prospective employees and volunteers whether or not they actually become employees or volunteers, employees and volunteers during their terms of service, and former employees and volunteers.

Date: _____ Signature: _____

Phone: _____ Printed Name: _____:

Email: _____