

Archdiocese of Baltimore  
Child and Youth Protection Policy and Procedure Requirements

1. Clergy/Religious

- Application, interview, reference process completed, reviewed, and documented by Office of Clergy Personnel, Vocations, or Consecrated Life (*hard copy*)
- CJIS/ Fingerprint Check completed and CJIS results received and documented by Office of Clergy Personnel, Vocations, or Consecrated Life (*hard copy*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Shield*)
- *Code of Conduct for Church Personnel* read (*Shield*)
- Training regarding child abuse and the protection of children received (*Shield*)

2. Employee

- Archdiocesan Application for Employment completed and reviewed at covered entity (*hard copy – Application for Employment form*)
- Interview conducted and documented to determine eligibility and suitability by covered entity
- Three (3) professional references provided, checked, and documented at covered entity (*hard copy – Archdiocese employee reference form*)
- References for employment with **any** previous archdiocesan parish, school, or institution checked and documented by covered entity (*hard copy – Archdiocese employee reference form*)
- CJIS/ Fingerprint Check completed for employees 18 years of age or older and CJIS results received by covered entity (*hard copy*)
- Criminal History Screening completed and results received (*Shield*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Shield*)
- *Code of Conduct for Church Personnel* read (*Shield*)
- Training regarding child abuse and the protection of children received (*Shield*)

3. Volunteer\*

Volunteer who will have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*Shield*)
- Three (3) references provided, checked, and documented (*hard copy – Archdiocese volunteer reference form*)
- References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy – Archdiocese volunteer reference form*)
- Criminal History Screening completed and results received (*Shield*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Shield*)
- *Code of Conduct for Church Personnel* read (*Shield*)
- Training regarding child abuse and the protection of children received (*Shield*)

Volunteer who will not have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*Shield*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Shield*)
- *Code of Conduct for Church Personnel* read (*Shield*)

Driver who will have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*Shield*)
- Three (3) references provided, checked, and documented (*hard copy*)
- References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy – Archdiocese volunteer reference form*)
- Criminal History Screening completed and results received (*Shield*)
- Driving Record Check completed and results received (*Shield*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Shield*)
- *Code of Conduct for Church Personnel* read (*Shield*)
- Training regarding child abuse and the protection of children received (*Shield*)

Driver who will not have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*Shield*)
- Driving Record Check completed and results received (*Shield*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Shield*)
- *Code of Conduct for Church Personnel* read (*Shield*)

Minor Volunteer who will have substantial contact with minors

- Archdiocesan Application for Volunteer Service completed and reviewed (*hard copy – Application for Volunteer Service form*)
- Three (3) references provided, checked, and documented (*hard copy – Archdiocese volunteer reference form*)
- References for service and/or employment with **any** previous archdiocesan parish, school, or institution checked and documented (*hard copy – Archdiocese volunteer reference form*)
- *A Statement of Policy for the Protection of Children & Youth* read (*Archdiocese website*)
- *Code of Conduct for Church Personnel* read (*Archdiocese website*)
- Training regarding child abuse and the protection of children received (*Worthy of the Call DVD*)

\*At this time, the compliance management system is only in English. For those volunteers who prefer to read in Spanish, the requirements must be completed in hard copy form. The most updated forms and policies may be found on the Archdiocese of Baltimore's website. The training requirement may be completed by viewing the Spanish version of the STAND online or DVD training.