



St. Helena-Incarnation Catholic School, IMS

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Website: sthelenaphila.org

Clearances Instructions for School Volunteers

All Volunteers must acquire the following clearances:

1. **Pennsylvania State Police Clearance:** Please fill out the form on the following website, and print out the result. <https://epatch.state.pa.us/TandCVolunteerAction.do>
2. **Pennsylvania Child Abuse History Clearance:** Please fill out the form on the following website, and print out the result. <https://www.compass.state.pa.us/cwis/public/home>
3. **Federal Bureau of Investigation Fingerprint Clearance (for Volunteers Living in PA for Less than 10 years):** Please visit the following website to schedule an appointment at a fingerprint location. Volunteers who have lived in PA continuously for 10 years are exempt from this clearance. https://www.pa.cogentid.com/index_pdeNew.htm
4. **Disclosure Statement application for volunteers to be filed at the place of service (for Volunteers Living in PA Continuously for 10 years):** Please fill out and print the form on the following website.
<http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf>

*All clearances are valid for 60 months only.

* Clearances for volunteers are free of charge with the exception of the FBI Fingerprint Clearance

Training for those with regular contact:

Volunteers who have **regular contact** with children (at least one time per week) are required to complete parts one and two of the Safe Environment training within 90 days of beginning their volunteer work.

Part I: Protecting God's Children, is offered regularly at sites throughout the Archdiocese of Philadelphia. The training provides basic facts about child sexual abuse and adults' roles in prevention.

5. **Register at the following website.**

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

Part II: The Mandatory Reporting of Suspected Child Abuse, is available online at the Archdiocese of Philadelphia a Training Institute in English and Spanish. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. The training should take approximately one hour to complete.

6. **Register at the following website.**

<https://learning.childyouthprotection.org/login/index.php>

Law enforcement officials are not exempt and must present the same clearances as all other parents/volunteers. (no exceptions)