

**St. Thomas of Villanova Parish
Volunteer Child Safety Requirements
2022-2023**

#1 PA Criminal Background Check

Please go to <https://epatch.state.pa.us>

- a. Click on the yellow button that says “New Record Check” volunteers only
- b. Click the accept button at the bottom of the page & next
- c. Input information & click next. Please use this information for Organization name & phone number: St Thomas of Villanova, 610-525-4801
- d. Next page is confirmation page, please click proceed to submit information

#2 PA Child Abuse Clearance

Please have the following information on hand:

1. Previous addresses since 1975 (or best guess)
2. A list of everyone who lived with you at anytime since 1975
3. Previous names used since 1975 (including maiden, nicknames, aliases)

Please go to <https://www.compass.state.pa.us/CWIS>

- a. Go onto the website and create a new account
- b. The next page is a disclaimer – go down and click next
- c. The next page requires that you create a Keystone ID, create and click finish
- d. You will be assigned a temporary password. Log out and then log back in using the new password and you then you can proceed with the background check.
- e. Go to the Create Clearance Application tab. On the next page chose the following: Volunteer, Other and the agency is St. Thomas of Villanova.
- f. The system should be set-up that application fee is \$0 for volunteers.
- g. When the application is completed and submitted you will see a Submission Confirmation screen. Please make a copy of this page and keep for your records.

#3 Federal Criminal History Record

If you have been a PA resident for more than 10 years, please submit the disclosure statement that I will give you. If less than 10 years, please see **FINGERPRINTING** below.

#4 Safe Environment Class & Mandated Reporter Training

A one and done requirement through the Archdiocese of Philadelphia for all volunteers working with children. You need to sign up for the class at www.virtusonline.org and choose the location and date and time that works best for you. (This may be a Virtual Class due to covid) You need to complete a short on line webinar, called, “Mandated Reporter Training” at <http://childyouthprotection.org/> **Please print out your completion certificate and bring me a copy.**

All requirements must be met by the end of September.

Fingerprinting:

All required current and/or prospective employees or volunteers should select the, **DHS-OCYF (Department of Human Services – Office of Children, Youth and Families)** option when completing the following:

- Go to <https://uenroll.identogo.com/>
- The following are service codes needed to register:
 - 1KG738 for Child Care Services/Program Employees and/or Contractors 18 and over.
 - 1KG756 for Employees 14-17 years old that have contact with children.
 - 1KG6ZJ for **Volunteers**.
- You should then click on, ***Schedule or Manage Appointment*** and complete the required information.
- Payment is made at the time of the fingerprinting. Please submit receipt to Tara Penza and she will have our business manager reimburse you.
- For fingerprinting locations please visit the following website:
<https://www.identogo.com/locations/pennsylvania>