

**Diocese of Springfield in Illinois
Safe Environment Compliance Guidelines**

Also on the diocesan web site at: www.dio.org/safeenvironment/guidelines

VOLUNTEER		
<p>ONLINE CRIMINAL HISTORY BACKGROUND CHECK</p> <p style="color: red; font-weight: bold; margin-top: 20px;">TO BE DONE EVERY 5 YEARS</p>	<p>Complete an online criminal history background check application and certification with S-2Verify before entering into volunteer service. Volunteers cannot begin service until the background check approval has been received. Go to: www.dio.org/safeenvironment</p> <p>Select Link: Volunteer Criminal Check Online Application</p> <p>Dispute Resolution: contact S2Verify’s toll free number 877-427-8258 to report any inaccuracies in background search results.</p>	<p>National background check.</p> <p style="margin-top: 20px;">Results sent to the Office for Safe Environment, entered in database</p>
<p>Virtus® PROTECTING GOD’S CHILDREN FOR ADULTS TRAINING</p>	<p>Completed within 60 days of volunteer service. For a listing of training sessions go to: www.dio.org/safeenvironment/scheduledtraining</p>	<p>1 time 3-hour training for adults. No one under 18yrs of age permitted at training.</p>
<p>POLICY CERTIFICATION</p> <p>POLICY ON SEXUAL ABUSE OF MINORS BY CHURCH PERSONNEL</p> <p>POLICY ON WORKING WITH MINORS (CODE OF CONDUCT)</p> <p style="color: red; font-weight: bold;">TO BE DONE EVERY 5 YEARS</p>	<p>Complete a Policy Certification Document. Review the Policy on Sexual Abuse of Minors by Church Personnel and Policy on Working with Minors (Code of Conduct) Submit Policy Certification Document to parish/school, agency or institution where volunteering before volunteer service or complete and submit at training session.</p> <p>Download Policy Certification www.dio.org/safeenvironment</p> <p>View or Download Policies: www.dio.org/safeenvironment/policies</p>	<p>Send completed form to: Diocese of Springfield in Illinois Office for Safe Environment, 1615 W. Washington Street, Springfield, IL 62702</p>
<p>DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS) CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM (CANTS FORM)</p> <p style="color: red; font-weight: bold; margin-top: 20px;">TO BE DONE EVERY 5 YEARS</p>	<p>Complete form and submit to parish, school, or other diocesan institution where volunteering prior to beginning service or complete at Protecting God’s Children training.</p> <p>Download: www.dio.org/safeenvironment</p>	<p>Send completed form to Diocese Office for Safe Environment. 1615 W. Washington Street Springfield, IL 62702 Application reviewed by DCFS for abuse and neglect indicated allegations of record.</p>

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EMPLOYEES OF THE PARISH , PASTORAL CENTER AND OTHER DIOCESAN AGENCIES OR INSTITUTIONS		
<p>ONLINE CRIMINAL HISTORY BACKGROUND CHECK</p>	<p>Complete an online criminal history background check application, authorization and certification with S-2Verify before beginning employment. Parish Employees cannot begin employment until the background check approval has been received. Go to: www.dio.org/safeenvironment</p> <p>Select Link: Employee Criminal Check Online Application</p> <p>Dispute Resolution: contact S2Verify’s toll free number 877-427-8258 to report any inaccuracies in background search results.</p>	<p>National background check.</p> <p>Results sent to the Office for Safe Environment, entered in database.</p>
<p>Virtus® PROTECTING GOD’S CHILDREN FOR ADULTS TRAINING</p>	<p>Completed within 60 days of volunteer service. For a listing of training sessions go to: www.dio.org/safeenvironment/scheduledtraining.</p>	<p>1 time 3-hour training for adults. No one under 18yrs of age permitted at training.</p>
<p>POLICY CERTIFICATION</p> <p>POLICY ON SEXUAL ABUSE OF MINORS BY CHURCH PERSONNEL</p> <p>POLICY ON WORKING WITH MINORS (CODE OF CONDUCT) TO BE DONE EVERY 5 YEARS</p>	<p>Complete Policy Certification Document . Review the Policy on Sexual Abuse of Minors by Church Personnel and Policy on Working with Minors (Code of Conduct) Submit Policy Certification Document to parish/school, agency or institution where volunteering before volunteer service or complete and submit at training session.</p> <p>Download Policy Certification: www.dio.org/safeenvironment</p> <p>View or Download Policies: www.dio.org/safeenvironment/policies</p>	<p>Send completed form to: Diocese of Springfield in Illinois Office for Safe Environment, 1615 W. Washington Street, Springfield, IL 62702</p>
<p>DEPARTMENT OF CHILDREN & FAMILY SERVICES CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM (CANTS FORM)</p> <p>TO BE DONE EVERY 5 YEARS</p>	<p>Complete form and submit to parish, school, or other diocesan institution where volunteering prior to beginning service or complete at Protecting God’s Children training.</p> <p>Download: www.dio.org/safeenvironment</p>	<p>Send completed form to Diocese Office for Safe Environment. 1615 W. Washington Street Springfield, IL 62702</p> <p>Application reviewed by DCFS for abuse and neglect indicated allegations of record.</p>
<p>EMPLOYEE APPLICATION & REFERENCE FORM</p>	<p>Complete application form and submit to parish or other diocesan institution prior to date of hire.</p> <p>Download: http://www.dio.org/uploads/files/HumanResources/EmploymentDocuments/EmploymentApplication.pdf</p>	<p>Retained in Employee File at place of employment.</p>

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ALL SCHOOL EMPLOYEES		
FINGERPRINTING	Complete a digital fingerprint criminal history check of records with the Illinois State Police and FBI. Check with the school principal for the fingerprint location nearest to your location or email the Diocese Office for Human Resources at sspears@dio.org . Fingerprinting must be completed prior to date of hire or no less than 3 business days from date of hire.	Illinois State Bill passed in 2007 requiring all school personnel hired as of 7/1/2007 submit to fingerprinting. Diocese Office for Human Resources and school receives results.
CERTIFICATION DOCUMENT POLICY ON SEXUAL ABUSE OF MINORS BY CHURCH PERSONNEL POLICY ON WORKING WITH MINORS (CODE OF CONDUCT) TO BE DONE EVERY 5 YEARS	Complete a Certification Document and review the Policy on Sexual Abuse of Minors by Church Personnel and Policy on Working with Minors (Code of Conduct) Submit Certification at time of hire. Go To: www.dio.org/safeenvironment Select Tab: School Employee View or Download Policies: www.dio.org/safeenvironment/policies	Copy of Certification retained on file at the school.
Virtus® PROTECTING GOD’S CHILDREN FOR ADULTS TRAINING	Completed within 60 days of employment. For a listing of training sessions go to: www.dio.org/safeenvironment/scheduledtraining	1 time 3-hour training for adults. No one under 18yrs of age permitted at training.
DEPARTMENT OF CHILDREN & FAMILY SERVICES (DCFS) CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM (CANTS FORM) TO BE DONE EVERY 5 YEARS	Complete form and submit to parish, school, or other diocesan institution where volunteering prior to beginning service or complete at Protecting God’s Children training. Download at: www.dio.org/safeenvironment	Send completed form to Diocese Office for Safe Environment. 1615 W. Washington Street Springfield, IL 62702 Application reviewed by DCFS for abuse and neglect indicated allegations of record.
TEACHER EMPLOYMENT APPLICATION (ALL EDUCATORS) OTHER SCHOOL EMPLOYEES APPLICATION (OFFICE & SUPPORT STAFF)	Complete application form and submit to school prior to date of hire. Download at: Download: Download:	Retained in Employee File at school. Retained in Employee File at School.
ALL SCHOOL EMPLOYEES COMPLETE ANNUALLY DCFS MANDATED REPORTER TRAINING TO BE COMPLETED EVERY YEAR	Online training to be completed within 60 days of hire: Go to. https://www.dcfstraining.org/manrep	Copy of certificate of completion retained in Employee file.

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PRIESTS/DEACONS/SEMINARIANS		
ONLINE CRIMINAL HISTORY BACKGROUND CHECK	Must complete a digital fingerprint criminal history check of records with the Illinois State Police and FBI. Fingerprint Locations on Reverse. Go to website Check with the school principal for the fingerprint location nearest to your location or email the Diocese Office for Human Resources at sspears@dio.org . Fingerprinting must be completed prior to date of hire or no less than 3 business days from date of hire.	1 time national background check. Rechecks are conducted automatically. Results sent to the Office for Human Resources, entered in database and parishes, school or other diocesan institution notified of results.
Virtus® PROTECTING GOD’S CHILDREN FOR ADULTS TRAINING	Completed within 60 days of entering the seminary/deaconate formation or arrival in the diocese.	1 time 3-hour training for adults. No one under 18yrs of age permitted at training.
CERTIFICATION DOCUMENT POLICY ON SEXUAL ABUSE OF MINORS BY CHURCH PERSONNEL & POLICY ON WORKING WITH MINORS (CODE OF CONDUCT) TO BE DONE EVERY 5 YEARS	Complete a Certification Document and review the Policy on Sexual Abuse of Minors by Church Personnel and Policy on Working with Minors (Code of Conduct) Submit Certification Document at entrance to seminary/deaconate or upon arrival to the Diocese. Download at: http://www.dio.org/safeenvironment/home.html View or download at: http://www.dio.org/safeenvironment/diocesan-policies.html	Retained on file at the Diocese.
DEPARTMENT OF CHILDREN & FAMILY SERVICES CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM (CANTS FORM) TO BE DONE EVERY 5 YEARS	Complete form and submit to Diocese Office for Human Resources upon arrival or when entering seminary/deaconate formation. Download at: http://www.dio.org/safeenvironment/home.html	Application reviewed by DCFS for abuse and neglect offenses of record.
MANDATED REPORTER TRAINING ALL CLERGY ARE MANDATED REPORTERS	Online training to be completed within 60 days of hire. Go to: https://www.dcfstraining.org/manrep/index.jsp	Copy of certificate of completion retained in Priest, Deacon, Seminarian Personnel file.