



# ALL GOD'S CHILDREN

Volume 10, Issue 1

June, 2017

## What's New in Child Protection

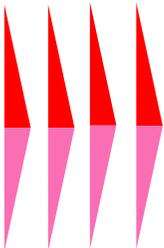
We have several pieces of news we wanted to make you aware of regarding training and background checks.

**Online Training for 2017-18 - Pornography** We are joining efforts with the Office of Marriage and Family Life as well as other departments in order to educate about the dangers of pornography, using Covenant Eyes Online training for parents to protect their children online. This will be the child protection online course for this coming program year.

We are making plans to launch this campaign/training in the late summer with workshops in various locations around the Archdiocese for clergy, lay leadership and school personnel. We are working with the Armatus team to link the data from Covenant Eyes training to Armatus. Please watch for upcoming information about this workshop and information on Covenant Eyes.

**Called to Protect training is being revised.** Praesidium is currently working on the next generation of Called to Protect. Cathy Shannon is in a focus group for giving suggestions and reviewing the development of this revised and updated program. Introduction of the new version is scheduled for late spring of 2018. We will keep you informed about developments in the coming months. **Continue to use the current version until the new one is available.**

**Armatus /Background check Integration:** Last week, Cathy met with Praesidium staff about ways to improve the flow of data between the background check program and Armatus. There has been an ongoing conversation about finding a more user friendly way of integrating the background checks with Armatus. We have agreed on a new integration work flow module that we hope will be helpful to parish and school Armatus administrators. Our target is to have this in place by mid-August before we begin renewing the background checks that were done during the first year with Praesidium. Stay tuned for more information about this change. Again, continue to use the current procedures for ordering background checks until you receive instructions on using the new module.



**Reminder About Using Photos on Websites—** When using photos of minors on parish or school websites, you must have written permission from the parents, and, there must be no names or identifying information with the pictures used. Best practices for using pictures of adults, would be to also receive their written permission before publishing a picture of them on a website or on social media.

## Need to communicate with the Child Protection Office?

The best way to get help the fastest is to email our general office address at [acp@archdpdx.org](mailto:acp@archdpdx.org).

If you need to speak directly to one of us:	Cathy Shannon 503-233-1302 <a href="mailto:cshannon@archdpdx.org">cshannon@archdpdx.org</a>	Margie Workinger 503-233-8370 <a href="mailto:mworkinger@archdpdx.org">mworkinger@archdpdx.org</a>
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## Background Check Administrator

**Who Needs a Background Check –** Attached is a recently updated document that serves as a supplement to the *Archdiocese of Portland Background Check Policies and Procedures* that was revised in August 2014. It contains information about who needs a background check and also answers some Frequently Asked Questions relating to background checks. Of specific interest is a table that will help in knowing which category of volunteers **must** complete a background check according to the Child Protection Policy and which categories of volunteers may be asked to complete a background check at the discretion of the pastor.

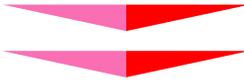
**Before ordering a background check** for a new volunteer or employee, it's a good idea to check in Armatus to make sure the person actually needs a new background check. They may already have a record in Armatus, and they may even have a current background check. (*Remember, background checks are good for 3 years. So, if one has been done within the past 3 years, even though it was done at a different location, it is still current.*) If there is more than one background check administrator at your location, it is also a good idea to check the Report for your location in the background check program. It could be that it has already been requested.

**Electronic Invoicing**—As of June 1, 2017 Praesidium background check invoices are being emailed, as attachments, to the billing contact on file with them for your account. The move to electronic invoicing was made in order to deliver information in a more

timely manner, as well as minimize the impact on our environment.

### **Request for Update Information 2017—**

We're updating our contact lists and would like you to complete the attached Request for Update Information 2017 form and return it to our office by fax (503-236-3683) or email (acp@archdpdx.org). Thank you for filling in all of the requested information before sending.

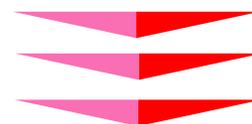


## Armatus Administrator

### **Electronic copies of posters available –**

Electronic copies of the *Promise to Protect, Pledge to Heal* posters are now available, in English, Spanish and Vietnamese, for you to download and post in church halls, schools, foyers, etc. If you would like copies of any or all of these posters, please contact the Child Protection Office at acp@archdpdx.org and we'll email them to you right away.

**The Child Protection Policy –** Hard copies of the policy and the summary are available as well. Let us know how many you need, and we'll get them out to you.



# Called to Protect Trainers

**Called to Protect** – Now is the time to get the dates for Called to Protect training at your parish/school on the calendar for the coming year. We recommend that you plan for at least 3 trainings spread throughout the program year. The first in the fall as your programs are getting started, the second soon after the new year begins (mid-January), and the third in the spring in preparation for field trips, vbs, etc. Please use the attached *Request for Update Info 2017* form for sending the dates you have scheduled for training.

**Need more CTP Trainers at your location?** We have scheduled the 2-day Train The Trainer workshops for the following dates here at the Pastoral Center:

August 2 & 3, 2017

September 12 & 13, 2017

October 11 & 12, 2017

January 24 & 25, 2018

Attached is a flier and a registration form for potential new Called to Protect Trainers.

## Tips for Summer Safety

Summer is here! Soon, campers will arrive ready to meet their counselors, make new friends and have tons of fun. The kids aren't thinking about their own safety - so it's a good thing you are. Here are some tips to consider as you go throughout the summer:

- 1) **Conduct abuse prevention trainings throughout the summer.** Review policies at daily meetings, weekly recaps, and at the beginning of each new week. Just because you trained your counselors on policies, abuse prevention procedures, and mandatory reporting at the beginning of summer, does not mean that they will remember the information by the end of the summer (or even by the end of the first week). Everyone needs to be reminded about abuse prevention frequently and they need to be trained on:
  - Preventing adult-to-youth abuse by recognizing boundary violations
  - Preventing youth-to-youth abuse through proper supervision techniques
  - How to protect themselves from false allegations by following policies; and
  - How to report concerns, policy violations or incidents of abuse.
- 2) **Ensure supervision plans are in place for all activities and locations.** We know there are certain activities and locations that are higher risk for abuse; bathrooms, locker rooms, transition times, travel, overnights, unstructured activities, etc. It's important for your organization to identify these activities and locations and create specific monitoring plans for these times.
- 3) **Limit one-to-one interactions - use the "Rule of 3 or more."** We emphasize that offenders need three things to abuse a child: Access, Privacy, and Control. Privacy can occur between an adult and a youth OR between two youths. To the extent we can reduce privacy, we can reduce the risk of abuse.
- 4) **Ensure supervisors check in with all staff regularly.** Sometimes, when organizations have a good counselor or group leader, they tend to think that person doesn't need consistent supervision. They only check on the counselors who seem to be struggling. If someone with bad intentions thinks they aren't being watched by supervisors, he/she thinks that the policies can be easily broken and that no one will ever know.
- 5) **Use counselors-in-training and leaders-in-training wisely.** Teens who help out in programs are still campers. They are not staff. They shouldn't take kids to the bathrooms or oversee a group by themselves. Treat them like campers.



# ARCHDIOCESE OF PORTLAND IN OREGON

## Information on Who Needs a Background Check and Frequently Asked Questions

Revised in January 2017

This document is intended as a supplement to the *Archdiocese of Portland Background Check Policies and Procedures* revised in August 2014. Specifically, it updates and replaces the Information on *Who Needs a Background Check and Frequently Asked Questions* distributed in 2002. This document applies to all clergy with faculties in the Archdiocese of Portland in Oregon ("Archdiocese") and members of religious orders, employees of and volunteers for: the Archdiocese, a parish (including a parish school) or an Archdiocesan high school.

A criminal background check is conducted in accordance with the following.

### Clergy and Religious

**Clergy with Archdiocesan assignments:** All clergy with an Archdiocesan assignment are required to undergo criminal background checks and background check renewals as outlined in the *Background Check Policies and Procedures*. Background checks on clergy will be initiated by the Archdiocese. Clergy who serve in schools are also subject to State of Oregon requirements for background checks on school employees.

**Clergy with no Archdiocesan assignment:** Some clergy who request faculties for ministry in the Archdiocese but who will not have an archdiocesan assignment (such as hospital chaplains, members of religious institutes of education) must complete a background check at the time of requesting the faculties. If, however, the priest is also helping out as a supply priest for parishes or schools, or is residing in parish housing, the Archdiocese will renew the priest's background checks as outlined in the policies. Clergy who are not assisting in parishes or schools should have their background check renewed by their employer or religious community.

**Religious Brothers and Sisters** serving in in a ministry operated by the Archdiocese, a parish or school are also required to undergo a background checks. Background checks on a Brother or Sister will be initiated by the Archdiocese, parish, school or other facility at which he/she will be serving as an "employee" or volunteer.

### Seminarians

Applicants for the seminary will complete their initial criminal background check through the Archdiocese during the application process. Once accepted as a seminarian for the Archdiocese, the background check will be renewed every 3 years. Seminarians, regardless of their diocese of origin, will have a criminal background check conducted by Mt. Angel Seminary before beginning volunteer service at a parish or school.

## **Employees**

Any offer of employment from the Archdiocese, a parish, school, or other entity subject to this policy is contingent upon the results of a criminal background check. This policy is in effect to ensure, as much as reasonably possible, a safe environment for all involved in Archdiocesan, parish, school or other activities - especially our children.

Ordinarily, an individual with a criminal conviction on his/her record will not be hired. Exceptions may be considered on a case-by-case basis.

All personnel involved in hiring employees should follow the procedures in the *Personnel Handbook* for employee background checks and other steps in the hiring process.

## **Volunteers**

Volunteers also may be agents when performing ministerial duties for the Archdiocese, a parish or school. The Archdiocesan Child Protection Policy requires that all volunteers who have direct personal contact with minors undergo a criminal background check.

Ordinarily, an individual with a criminal conviction on his/ her record will not be permitted to volunteer. Exceptions may be considered on a case-by- case basis.

## **Contractors and other Third Party Workers**

These persons are not employed by, nor are their personnel considered volunteers for, the Archdiocese, a parish or school. Therefore, they need not be background checked by the retaining entity to utilize their services.

Contractors. Criminal background check requirements, especially when working with minors, should be included in the contract or agreement between the parish or school and the contractor.

Other Third party workers. Third party workers include groups such as Knights of Columbus, St. Vincent de Paul, CYO, and after school programs such as the Mad Science, Coding with Kids, Chess Club. Such organizations should conduct their own background checks for their members/employees/volunteers. The parish or school involved with or leasing to such organizations should confirm that these background checks are conducted as standard procedure.

Parishes and schools should check with the Risk Management Office for questions on contracts with third party services.

## Frequently Asked Questions

You have asked many excellent questions about the Archdiocese's background check policy. The question and answer format used below is a way to share those questions with you.

Keep in mind that, for purposes of Oregon child abuse law, a "child" means a minor- any unmarried person under the age of 18.

### **1. Which volunteer positions are subject to the criminal background check?**

Common sense and consideration of the degree of risk inherent in the position must be the guiding factor. We do not suggest that a criminal records check be conducted on every person who volunteers for the Archdiocese, a parish or school. What we must look closely at are those positions which allow for a close trust-based relationship to develop with a minor, especially those positions in which the volunteer will be interacting alone, one-on-one, with minors. Example of this might be the coach working with students, often after school hours and sometimes alone; the volunteer who supervises overnight retreats; or catechists, especially those who conduct small group discussions. We do not want to discourage direct, meaningful contact between adults and children. We only want to ensure that people who have such contact do so for the right reasons.

In addition, criminal background checks are required for the following volunteers: those handling money or personal information of others (such as money counters and those with access to credit card information) and those who drive a motor vehicle on behalf of the Archdiocese, a parish or school.

Although it is not currently a requirement, parishes and schools are strongly encouraged to complete criminal background checks for volunteers working with the elderly or the infirmed, especially if they will be going into the person's home.

The following chart is to help you decide which volunteers should be background checked in your parish or school.

<p style="text-align: center;"><b>CRIMINAL BACKGROUND CHECKS</b> Which volunteers should we check?</p>	
<p>Criminal background check <b>MANDATORY</b></p>	<p>Criminal background check <b>NOT REQUIRED</b> or at the Pastor’s Discretion</p>
<p>Criminal background checks must be conducted on the following categories of volunteers:</p> <ul style="list-style-type: none"> <li>• Parent volunteers in schools</li> <li>• Religious education directors/coordinators</li> <li>• Catechists</li> <li>• Drivers</li> <li>• Instructional assistants</li> <li>• Youth ministers (and those assisting youth ministers)</li> <li>• Nursery/childcare</li> <li>• Coaches and those who work directly with minors in sporting activities</li> <li>• Youth choir directors</li> <li>• Adult choir directors when minors are in the adult choir</li> <li>• Trainers of altar servers</li> <li>• Chaperones on youth trips/retreats (day or overnight)</li> <li>• Any other position in which a person has direct personal contact with minors</li> <li>• Money counters or those involved with money or personal information of others i.e. credit cards.</li> </ul>	<p>The Child Protection Policy does not require a criminal background check on:</p> <ul style="list-style-type: none"> <li>• Volunteers whose work does not involve minors (e.g., maintenance and grounds volunteers, auction and social event workers).</li> <li>• Volunteers whose work may involve minors, but only indirectly and/or in large group settings (e.g., serving food at a school function, coffee and donuts after Mass, directing traffic at school dismissal).</li> <li>• Liturgical ministries i.e. lectors, Eucharistic ministers, ushers, musicians and choir members, adult altar servers serving at the same Mass with minors.</li> </ul>

**BEST PRACTICES:** Prayerfully consider doing a criminal background check on every volunteer who works around minors, regardless of whether or not it is required by the Child Protection Policy.

**2. Does a criminal record of any kind preclude the volunteer from working with children?**

Ordinarily, yes, for most criminal convictions. However, as with employees, exceptions may be made on a case-by-case basis.

Many people have in one way or another made mistakes in their lives, and should be allowed to move beyond those mistakes. However, clearly those individuals who have any history of abuse of children, violent behavior, selling drugs, or other criminal convictions that may put children at risk, should not be in assignments where they are working with children. Similarly, a DUI (driving under the influence) or other criminal conviction related to the operation of a motor vehicle typically precludes a volunteer from driving minors or for other purposes on behalf of the Archdiocese, a parish or school. In some cases, it may also prevent a person from volunteering in other youth activities as well.

**3. Who reviews the results of the criminal records check? Who decides if an applicant is approved?**

The Archdiocesan Office of Child Protection processes criminal background checks through an outside agency. Personnel in the office review the results of each applicant's background check and notify the designated parish/school representative when an employee/volunteer is approved, or follow-up is necessary.

If a volunteer's background check reveals a criminal conviction that disqualifies the applicant from service, the applicant will be given an opportunity to verify the accuracy of the criminal record obtained. If the information is accurate and the applicant believes he/she should nonetheless be permitted to be employed or to serve as a volunteer, the applicant will be given an opportunity to submit a written statement explaining why a request for exception to Archdiocesan Child Protection Policy is warranted.

The request will be reviewed and decision made by designated staff at the Archdiocesan Pastoral Center, often in consultation with the pastor or principal of the location at which the person is seeking employment or to volunteer. A final determination will be sent to the pastor/principal in writing and a copy will also be sent to the applicant.

**4. How confidential is the criminal records check? Is the information provided used for any other purpose?**

Criminal records are public records. Nonetheless, the information received as a result of a criminal records check is treated with a high degree of confidentiality and is shared only with those who have a legitimate need to know.

The information provided on the Background Check Request form is not used for any other purpose than to learn of any criminal history. The background check service provider used by the Archdiocese is not authorized to collect any other data, such as financial or credit history, on the applicant. (The Federal Fair Credit Reporting Act

requires the same authorization to be used for criminal history checks as is used for credit history.)

See the attached *Background Check Policies and Procedures and Instructions for Online Background Checks* for more information.

**5. How do we conduct a criminal background check on employees and volunteers?**

A designated background check administrator at the Archdiocese, parish or school will initiate the background check online. The prospective employee/volunteer will receive an email from the background check company with a secure unique link for each individual. The person will complete an online background check form. Highly sensitive personal data such as social security numbers and part of the birthdate will be encrypted once the background check form is submitted. The authorization form will also be signed online.

**6. Do we need to do a criminal records check on an employee/volunteer who has been background checked and approved at another Archdiocesan parish or school?**

No. Cleared background check dates will be recorded in Armatus 7-10 days after the background check has cleared. Administrators for each parish and school will have access to the individual account and the date of the latest background check.

**7. I'm afraid some volunteers may be insulted if I tell them I must conduct a criminal check. What should I say?**

How you inform volunteers of this need to conduct the check is crucial. Giving a copy of the *Child Protection Policy* to volunteers who work with minors will help them understand that they are not personally targeted. Experience has shown that checking criminal records of employees and volunteers has prevented some high risk persons from volunteer service with minors. It may be hard to ask volunteers for the personal information needed to perform a criminal records check, but it would be much more difficult to explain to parents of an abused child why a simple precaution was not carried out. Parishes and schools which have been doing volunteer background checks have met little objection to this process.

Employees are required to complete a criminal background check as part of the hiring process.

**8. What information should we be requesting from employees /volunteers to ensure that they are suitable for working with children?**

Determining who is suitable for working with children is more than a matter of doing a criminal background check. The information needed depends on the particular circumstances of the volunteer and the program. In some situations, a volunteer and his/her abilities will be well known in the parish or school community. In other situations, the employee/volunteer may be new to the community and little known to

anyone on the parish or school staff. More background information such as an application and references may be needed to complete the screening process and to assess the qualifications of a volunteer to work in a certain program. Whatever the method, good judgment should be used in screening volunteers who work with children.

**9. What about young people under the age of 21 who want to volunteer? Should I let these young adults volunteer? Do I need to conduct a criminal check on them as well?**

We encourage young people in our parishes to volunteer. However, ordinarily only young adults age 21 and over should be allowed to function in an independent supervisory capacity with minors in any parish or school program. Young adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. Minors under the age of 18 may assist with activities involving other minors but should not be permitted to have supervisory responsibilities.

Criminal records checks should be conducted on all adults (18 and over) who volunteer in positions subject to this background check (as explained in Question 1 above). Criminal record information on minors is not available through a public records search unless a minor has been sentenced as an adult.

**10. What if a volunteer does not have a social security number?**

Regardless of a person's visa or immigration status, a background check must be completed before an individual can volunteer in the church, especially if the person will be working with minors.

It is often possible to perform a limited background check on an applicant who does not have a social security number if other accurate information is provided. All volunteer applicants should provide all the information requested on the online background check form. See requirements in Section III of the *Background Check Policy and Procedures* regarding additional information for those who do not have a social security number.

In some cases, parishes or schools may choose to request an international background check for an individual wishing to volunteer. International background checks can be costly and take more time to complete. If your parish or school wants to request an international background check for someone, please contact the Child Protection Office for assistance.

**11. Does our parish/school need to conduct a criminal check on clergy assigned to the parish? What about clergy visiting the parish to fill in, to help-out with sacramental ministry, to give a retreat, etc.?**

**Clergy assigned to the parish/ school:** No, background checks for clergy assigned to ministry in the Archdiocese are initiated by the Child Protection Office as explained above on page one.

**Clergy not assigned to the parish/school:** A pastor, principal or other person who desires to invite/accept the services of a priest or religious who does not have an Archdiocesan ministry assignment, should first contact the Archdiocesan Office of the Chancellor or Office of Clergy Personnel before the invitation is communicated to the individual. A background check may be required.

**12. What if there are men or women religious on staff (Sisters or Brothers)? Who does criminal background checks on them?**

Background checks on a Brother or Sister are done by the parish, school or other facility at which he/she will be serving as an "employee" or volunteer.

**13. Who pays for volunteer background checks?**

This is determined by the parish or school. Some parishes and schools will ask the volunteer to contribute to the cost of the background check. In many locations the parish, school or Archdiocese pays for the background check.

**14. How often must a criminal records check be done on a clergy, employee or volunteer?**

Employees and volunteers will have their criminal background checks renewed every three years, initiated by the parish or school at which they serve. Clergy with an Archdiocesan ministry assignment also will have to renew their background checks every three years, initiated by the Archdiocese. For clergy who do not have an Archdiocesan ministry assignment, see page one for more details on their background check renewals.

If you have any additional questions concerning criminal records checks for employees or volunteers, please contact the Office of Child Protection at [acp@archdpdx.org](mailto:acp@archdpdx.org) or 503-233-8370.

Archdiocese of Portland  
Office of Child Protection  
Request for Update Information 2017

Parish Name \_\_\_\_\_ City \_\_\_\_\_

Phone Number \_\_\_\_\_

Name(s) and email address(es) of the Armatus Administrator and/or Background Check Administrator for your location \_\_\_\_\_

Would training be helpful for your Armatus Administrator and/or Background Check Administrator?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Names and email addresses of the Called to Protect trainers for your location are

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need to have additional trainers trained to facilitate the *Called to Protect Program*?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ English \_\_\_\_\_ Spanish

Please list the dates, times and locations of any upcoming *Called to Protect* trainings for your parish/school on the table below. (*Remember, CTP for Parents & Families and CTP for Ministries combined take 2 1/2 hrs to complete.*) Also, please indicate if you would like us to add the training dates to the archdiocesan website, and who to contact to register.

Date	Time	Training Type	Contact Person and contact information (phone # or email)	Location	List on the Website

Thank you!

Cathy Shannon  
503-233-8302

Margie Workinger  
503-233-8370

[acp@archdpdx.org](mailto:acp@archdpdx.org)



ARCHDIOCESE OF PORTLAND  
IN OREGON

# CALLED TO PROTECT TRAIN THE TRAINER WORKSHOP

Summer & Fall, 2017  
Winter, 2018

**Please Note  
October Date  
Change**

August 2 & 3, 2017  
September 12 & 13, 2017  
October 25 & 26, 2017  
January 24 & 25, 2018  
*(Pastoral Center, Portland)*

Cost is \$35.00 per person and includes refreshments and lunch.

For more information, contact:

Margie Workinger  
503-233-8370  
acp@archdpdx.org

## Who are the trainers/facilitators for your parish or school?

Each parish/school should have at least one designated Called to Protect trainer/facilitator.

- The two day schedule is from 9:30 am to 3:30 pm each day. *(Lunch and refreshments included)*
- Instructions on how to train adults and youth
- Small group work to personalize your training
- All the materials needed to present the training in English and Spanish. **Facilitators for Spanish need to be bilingual.**

Please fill out the attached registration form and return it to the Office of Child Protection with a check made out to the Archdiocese of Portland. Bring your *Called to Protect* binders to the workshop with you.

# Archdiocese of Portland Called to Protect Trainer/Facilitator Application Form

Please complete the following information and return with your check for \$35.00 (**made out to Archdiocese of Portland**) to:

Margie Workinger  
Archdiocese of Portland  
2838 E Burnside Street  
Portland OR 97214  
[acp@archdpx.org](mailto:acp@archdpx.org)

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Parish/School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ OR Zip code \_\_\_\_\_

Phone number (daytime or evening) \_\_\_\_\_

Email \_\_\_\_\_

What is your first language? \_\_\_\_\_

Are you bilingual? \_\_\_\_\_

In which languages are you bilingual? \_\_\_\_\_

Do you feel you could do presentations to following: (indicate yes or no for each)

Adults	Yes	No
Children	Yes	No
Youth (grade 6-12)	Yes	No
Spanish language	Yes	No

Would you be willing to assist a neighboring or vicariate parish/school with training if necessary or asked?      Yes      No

Would you have any limitation or concerns in doing so (explain)?

Would you be able to attend training at the following times?

\_\_\_\_\_ Weekdays 9 am to 4 pm

\_\_\_\_\_ Weekends Saturday/Sunday

Are you willing to attend at least one update training session a year?    Yes      No

Which training workshop date are you planning to attend? \_\_\_\_\_

***Thank you for giving of your time in this important ministry.***