



**Saints Robert & William Catholic Parish & School**  
367 E 260<sup>th</sup> Street Euclid, Ohio 44132  
216.731.1515 [www.srweuclid.cc](http://www.srweuclid.cc)

## ***Policies & Guidelines for VOLUNTEERS WORKING WITH CHILDREN***

*Mk 10:13-16 “And people were bringing children to him that he might touch them, but the disciples rebuked them. When Jesus saw this he became indignant and said to them, ‘Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen, I say to you; whoever does not accept the kingdom of God like a child will not enter it.’ Then he embraced them and blessed them, placing his hands on them.”*

- Mark 10, 13 – 16

### **Part I**

What an awesome and joyful call Jesus gives to us, a call that reminds us of the precious gift a child is! As we ponder our own ministry to God’s children, let us reflect on the Lord’s own words as He called the children to Him, asking them to place their trust in Him. The trust the children of our parish and their parents place at Ss. Robert & William Catholic Parish & School is not a trust taken lightly. Keeping our children safe is a vital goal, one that must be shared by all who work with the youth of our parish and school, seeking to bring them ever closer to the Lord. That same trust is given to those who work with vulnerable adult populations, and these guidelines shall serve for volunteers working with the aged, infirm or otherwise vulnerable adults in our parish.

The guidelines below will be used for all parish staff and in conjunction with specified training and supervision for adults who work on a significance basis with the youth of our parish, including those working with: Sunday Preschool, PSR (Parish School of Religion), EDGE/LIFETEEN (Youth Group), Vacation Bible School, CYO sports programs, Sacramental Preparation Teams, and other youth related ministries, as well as those working with vulnerable adults as stated above.

Adults must complete appropriate training through Ss. Robert & William Catholic Parish & School before commencing employment or volunteer ministry with children, or have made appropriate arrangements with supervisors until such training can be made.

Only those who have been fingerprinted and given a BCI background check (or FBI check, if not a resident of the State of Ohio for the past five years), will be allowed to minister to minors. Background Checks will be repeated every five years. The parish reserves the right to occasionally and periodically do background checks at their discretion.

Appropriate paperwork, including application, photo identification and reference check, must be on file and reviewed before ministry at the parish may begin.

A minor should always be viewed, whether in special or ministerial situations, as “protected.” That is, they are not independent. Where they are and what they are doing should always be done with the explicit knowledge and approval of their parents and guardians.

A minor is defined as anyone under the age of 18. This also applies to anyone who has not graduated from high school regardless of age. In addition, for reasons of simplicity, the above draft refers to children and leaders who work with youth, though these policies are also designed for volunteers working with vulnerable adult populations. All policies apply.

Anyone with any sort of sexual misdemeanor or felony will not be allowed to have any contact with a minor. All other criminal offenses will be at the discretion of the Pastor to decide, after consultation with the Diocesan Legal Office, if they will be allowed to have contacts with minors.

**The following requirements must be met in order to be employed or volunteer with minors, no matter how many contact hours one has with the minor.**

**1. APPLICATION & PHOTO ID:**

Anyone wishing to volunteer to work with a minor at the parish and/or school must fill out a volunteer application and submit a copy of a government issued photo id.

**2. FINGERPRINTING:**

All employees/volunteers are required to be fingerprinted through BCI. This can be done at the Center for Pastoral Leadership at 28700 Euclid Avenue Wickliffe, OH. Appointments are required, please call 440.943.7600 to make an appointment. It can also be done at Lakewest Urgent Care Center 29804 Lakeshore Boulevard Willowick, OH during their regular business hours. **Have results sent to Ss. Robert & William Catholic Parish 367 E 260<sup>th</sup> Street Euclid, Ohio 44132 Attn: Fr. John D Betters.**

**3. VIRTUS TRAINING & FOLLOW-UP:**

**VIRTUS "Protecting God's Children"™**

VIRTUS "Protecting God's Children"™ is the primary child abuse training and education prevention program required by the Diocese of Cleveland for all employees and volunteers. The training consists of three-hour training and the completion of 24 online VIRTUS education bulletins over a two-year period.

**How to Register:** Visit [www.virtus.org](http://www.virtus.org) or call Angela Casey at 216.731.3060 or [acasey@srwschool.cc](mailto:acasey@srwschool.cc) to arrange to register.

**4. TWO POLICIES TO READ:**

All volunteers/employees working with minors are required to read to documents & sign an acknowledgement form that they read the documents and agree to abide by their contents. The documents are:

*Standards of Conduct for Ministry in the Diocese of Cleveland 2016*

*Policy for Protection of Children in Matters of Sexual Abuse for the Diocese of Cleveland 2016*

Both of these documents are available at the Parish & School Office.

They are also available online.

**Any questions or concerns, please call or email Angela Casey at 216.731.3060 or [acasey@srwschool.cc](mailto:acasey@srwschool.cc)**