

# Archdiocese of Philadelphia Safe Environment Program

The Archdiocese's Safe Environment Program is a proactive model that works to shift the power from the child abuser to the community of protectors. The 73,000-plus adults trained by the program return to their parishes, classrooms and places of service with sound knowledge to foster a network of protection for our young people.

## Information for Volunteers

Thank you to all our wonderful volunteers for all you do each and every day to support the Holy Martyrs community and programs. The following information provides the Safe Environment guidelines which reflect the changes to the Pennsylvania Child Protective Services laws which came into effect in 2015.

**Required Clearances** ... Archdiocesan policy requires that volunteers who may have any possible contact with children complete the following background checks and clearances:

### Clearances for Volunteers Living in PA for Less than 10 years:

- Fingerprint requirements: As the parish is not directly involved with a school, you are permitted to have fingerprinting done at your local police department. Please call the appropriate township number to schedule your appointment to have this completed.
- [Pennsylvania State Police Clearance](#) (There is no charge for this clearance for volunteers.)
- [Pennsylvania Child Abuse History Clearance](#) (There is no charge for this clearance for volunteers.)
- Read the [Mandated Reporter Brochure](#) (PDF: 448KB), sign and return the [Mandated Reporter Acknowledgement Form](#) (PDF: 68KB)

Please **FORWARD THE CLEARANCE CERTIFICATES** to the parish office upon completion. Email to [holy Martyrssecretary@gmail.com](mailto:holy Martyrssecretary@gmail.com) or mail to Holy Martyrs Rectory, 120 Allison Road, Oreland, Pa. 19075. Attention: Parish Office.

### Clearances for Volunteers Living in PA Continuously for 10 years or more:

- Fingerprint requirements: As the parish is not directly involved with a school, you are permitted to have fingerprinting done at your local police department. Please call the appropriate township number to schedule your appointment to have this completed.
- [Pennsylvania State Police Clearance](#) (There is no charge for this clearance for volunteers.)
- [Pennsylvania Child Abuse History Clearance](#) (There is no charge for this clearance for volunteers.)
- [Disclosure Statement Application for Volunteers](#) (PDF)
- Read the [Mandated Reporter Brochure](#) (PDF: 448KB), sign and return the [Mandated Reporter Acknowledgement Form](#) (PDF: 68KB)

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Volunteers who reside in another state or country may serve for no more than 30 days as long as they provide clearances from their state or country of residence.

## Clearance Renewal Requirements

Volunteers who have been a resident of Pennsylvania for less than 10 years must renew their FBI Fingerprint clearance every five (5) years until they reach 10 years of residency in Pennsylvania. Once the volunteer meets the 10 year residency requirement, they must complete a Disclosure Statement Application for Volunteers which must be submitted every five years. All other required clearances must be renewed every five years.

## Training Requirements

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 (instructor-led) is offered regularly at sites throughout the Archdiocese. The training provides basic facts about child sexual abuse and adults' roles in prevention. [Register here.](#)
- **Part II:** The Mandatory Reporting of Suspected Child Abuse (online) is available online at our 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 you approximately one hour to complete. [Register here.](#)

For additional information, please visit the **Archdiocese of Philadelphia Office of Child and Youth Protection** website at [www.chilyouthprotection.org](http://www.chilyouthprotection.org) or call the parish office 215.884.8575.