

Youth Protection Instructions

Saint Catherine Labouré Parish is very committed to insuring that all of our associates and volunteers who provide care, supervision, guidance or control, and have routine interaction with children, receive the proper training and clearances according to Harrisburg Diocesan Policy.

The following instructions are for all employees/volunteers of Saint Catherine Labouré to help you obtain the required background clearances, *prior* to involvement with youth.

Please note that ALL forms must be reviewed and approved by the Harrisburg Diocese prior to an individual being granted a valid youth protection badge.

Start

- Log in to youthprotectionhbg.com
- Select Training & Screening
- Scroll to bottom of the page
- Select *Info on required clearances & background checks*
- Select Volunteers or Employees
 - Select Adult School or Adult Parish

PA State Police Criminal History Check

- Select PA State Police Criminal History Check
- Select Volunteer or Employee Instructions or Conduct a Patch Check
- If you are a volunteer select New Record Check (Volunteers Only)
- If you are an employee select Submit a New Record Check
- Complete form ****No charge for volunteers****
- Select *Certification Form* to print your certificate

PA Child Abuse History Check-ChildLine/DHS

- Select PA Child Abuse History Check-ChildLine/DHS
- Select How to Complete the DHS application
- Select Electronic Submission via DHS or download the paper form (CY113 Form)
- Complete the form ****No charge for volunteers****

Adult Unpaid Position or Paid Position Disclosure Statement

- Print disclosure statement
*****Please read first page of disclosure statement carefully*****
- Check either:
 - You have been a resident of PA for 10 continuous years
 - You have not been a resident of PA for 10 continuous years
 - Must complete an FBI Report
- Print neatly
- Sign your form in the presence of a witness (both must sign)

FBI Fingerprint Based Background Checks

*****Volunteers: Only complete if you have not been a PA resident for 10 continuous years*****

*****Employees: All must complete*****

- Select FBI Check
- Select Idemia Identogo Pre-Enrollment Registration Instructions

- Under REGISTRATION select <https://uenroll.identogo.com>
 - Enter the service code that matches your employee or volunteer location
 - **School Volunteers must complete through PDE (PA Department of Education)**
 - Select Schedule or Manage Appointment
 - Answer the questions & fill in your information

On-line Training Course

- Sign in or select Registration if it's your first visit to the site
- Under Training read the Code of Conduct
- Watch the Welcome Video
- After reading the introduction to 'Recognizing & Reporting Child Abuse: Mandated & Permissive Reporting in PA Online Training Course', click the link at the bottom of the page to access the University of Pittsburgh website
- Select *Click here* to access the Training Course & Register
- Select Registration at the top of the screen
- Fill in the information
- Follow the prompts to start the course

*This is a timed course that will take 3 hours. At the end of each section you may choose to take a break or continue. If you take a break your information is saved at the point you left off.

- Near the end of the training be sure to choose Mandated Reporter not Permissive Reporter to complete the full 3 hour course
- Print the certificate

Minor Volunteers (14-17 years old)

- Follow the first five steps under Start
- Under Volunteer select Minor school or parish volunteer
- Watch *Jesus is Working Through You* video
 - Send a confirmation email to the youth protection coordinator stating you watched the video
- Register in the Youth Protection Learning Management System

Completion

- Email or drop off all clearance documents to the parish office
 - Send to mbollinger@sclhbg.org
- Approval from the Diocese must occur before a person can begin to volunteer
 - Upon approval you will receive a badge that must be worn while volunteering
 - Badges may be picked up in the parish office Monday-Friday 8 am-4:30 pm