



ARCHDIOCESE OF BALTIMORE  
OFFICE OF CHILD AND YOUTH PROTECTION  
**GROUP POLICY COMPLIANCE VERIFICATION**

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Site Name (Archdiocesan Parish/School)

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Site Contact Name

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Email Address

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Primary Phone Number

Each employee and each adult volunteer (18 years +) who will have substantial contact with children must be in compliance with all of the requirements of the Archdiocese of Baltimore's child protection policies and procedures.

Requirements for an employee include:

- Employee Applicant completed *Application for Employment*. Completed application reviewed by appropriate parish/school personnel.
- Employee Applicant read *A Statement of Policy for the Protection of Children and Youth*.
- Employee Applicant read *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*.
- Employee Applicant provided three (3) professional references. References checked and documented by appropriate parish/school personnel.
- Employee Applicant completed *Criminal History Screening Consent Form*. Criminal history screening report request completed by parish/school on or before the first day of employment. Report results reviewed by appropriate parish/school and Archdiocesan personnel.
- Employee Applicant completed CJIS fingerprint-based criminal history record information check on or before the first day of employment. Results reviewed by appropriate parish/school personnel.
- Employee Applicant completed safe environment training regarding preventing, recognizing and reporting child sexual abuse (e.g., STAND, Worthy of the Call). Training documentation reviewed by appropriate parish/school personnel.
- If applicable, Employee Applicant completed *Driving Record Check Consent Form*. Motor vehicle record check request completed by parish/school. Record reviewed by appropriate parish/school and Archdiocesan personnel.

Requirements for a volunteer include:

- Volunteer Applicant completed *Application for Volunteer Service*. Completed application reviewed by appropriate parish/school personnel.
- Volunteer Applicant read *A Statement of Policy for the Protection of Children and Youth*.
- Volunteer Applicant read *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*.
- Volunteer Applicant provided three (3) references. References checked and documented by appropriate parish/school personnel.
- Volunteer Applicant completed *Criminal History Screening Consent Form*. Criminal history screening report request completed by parish/school. Report results reviewed by appropriate parish/school and Archdiocesan personnel.
- Volunteer Applicant completed safe environment training regarding preventing, recognizing and reporting child sexual abuse (e.g., STAND, Worthy of the Call). Training documentation reviewed by appropriate parish/school personnel.
- If applicable, Volunteer Applicant completed *Driving Record Check Consent Form*. Motor vehicle record check request completed by parish/school. Record reviewed by appropriate parish/school and Archdiocesan personnel.

As the Responsible Administrator (pastor, administrator, pastoral life director, principal) of \_\_\_\_\_ (Archdiocesan parish/school), I hereby certify that the following employees and the following volunteers who will have substantial contact with children/youth at \_\_\_\_\_ (Archdiocesan event/activity/site) on \_\_\_\_\_ (date) have completed all of the requirements of the Archdiocese of Baltimore's child protection policies and procedures.

\_\_\_\_\_  
Signature of Responsible Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Responsible Administrator