

Protect and Heal Training Expectations for Adults

Who Must Complete Adult Training and a Background Check

Clergy

All priests, deacons, seminarians, and those in diaconal training regardless of their specific ministries and assigned duties must complete Safe Environment, a background check and comprehensive background check (fingerprints). If not already done as a parish employee or volunteer, an applicant for priestly or diaconal formation will be required to complete Safe Environment training, a background check and be fingerprinted as part of the application process.

Employees

ALL employees, regardless of their duties or involvement with minors, must complete Safe Environment training, a background check and be fingerprinted as a condition of hiring or continued employment.

Employees who are still minors must complete the Safe Environment training and a background check. It is a limited background check, and they do not need to list their social security number on the form. Once the individual reaches age 18, another background check should be performed on the individual.

Volunteers

ALL individuals who desire to volunteer with minors or participate in activities that bring them in close proximity with minors must complete Safe Environment training and a background check.

Other volunteers at a parish or school may also be required to comply with training and a background check. This includes but is not limited to secretaries, support staff, and maintenance.

Volunteers who are still minors must complete the Safe Environment training and authorize a background check just as underage employees must as described above. They do not need to include their social security number on the form.

Volunteer Coaches and Maintenance Staff must also be fingerprinted.

Participants in a Youth Event

Individuals who have reached age 18 (by the time of the event) who desire to be a participant in an overnight event sponsored or promoted by a Catholic parish or school within the Diocese of La Crosse must complete Safe Environment training and a background check.

When to Complete and When to Renew Adult Training and Background Check

Clergy, Deacons, Seminarians, and Aspirants must complete annual Protect and Heal training and a background check renewal every five years.

Employees

New Hires - Individual should not be hired or placed on the job prior to the completion of Safe Environment training and approval of a background check. Letters of Hire may be issued with the contingency of the completion of the training, authorization of the background check, and approval of the background check by the Diocese of La Crosse. Once they have been hired, they must submit fingerprints and have approval from the State of Wisconsin.

Current Employees - are required to complete annual training and background check every five years.

When it has been determined that an adult must comply with the Charter requirements of training and a background check, the parish/school is to provide a copy of the appropriate instructions for completing these requirements to the individual.

Parishes/schools are responsible for assuring that each employee and volunteer fully completes these requirements.

Non-compliance with Charter Requirements

Any employee or volunteer who fails to complete adult training, refuses a background check, or refuses to provide information necessary to complete a background check, is considered non-compliant with the Bishops' Charter for the Protection of Children and Young People and is therefore barred from employment and/or ministry/activity with minors on behalf of the Diocese or one of its parishes.

Renewal of Charter Compliance

Diocese of La Crosse, Protect and Heal Training is completed annually for all staff and volunteers and background checks are to be renewed every five years.

Failing to Renew a Background Check

Parishes and schools are expected to communicate with these individuals and guide them

through the renewal process. Those required to renew are to do so by the expiration date listed. When an individual fails to renew training and background check by the expiration date, he/she is considered non-compliant and must be removed from employment and all activity with minors. Parishes and schools are expected to monitor renewals and follow through on removals when necessary.

The Diocese of La Crosse does not accept training or background checks from Other Agencies. This includes, but is not limited to, licensing organizations for teachers, health professionals, Scouts, and other youth organizations.

The Background Screening Vendor the Diocese of La Crosse currently utilizes is Selection.com

Obtaining a Copy of Background Check Results

Employees and volunteers are entitled to a copy of their background screening results if desired. To obtain this document, individuals must MAIL a written and signed request, along with:

- a copy of his/her valid driver license or state-issued identification card;
- his/her current mailing address;
- his/her telephone number;
- his/her Social Security number.

Requests for copies of background checks should be mailed to:

Diocese of La Crosse
Office of Safe Environment
3710 East Ave South
La Crosse, Wisconsin 54601