

Safe Environment Check List for all Adult Volunteers and Staff

First Year of Service at a Parish or School for Adults (18 years and older)

Adult Volunteers need to complete the following

- Basic Criminal Background Check with a signature (digital signatures not accepted)
- Online training or in person training including review of the Red and Green Book
- Video
- Complete the Annual Verification of Safe Environment Training Form
- Confidential Questionnaire

Paid Adult Staff AND any/all Adult Custodian/Janitors and Coaches

- Basic Criminal Background Check with a signature (digital signatures not accepted)
- Comprehensive Fingerprint Background Check
- Online training or in person training including review of the Red and Green Book
- Video
- Complete the Annual Verification of Safe Environment Training form
- Complete the Confidential Questionnaire

Returning Adults at a Parish or School (Year 2 of service and all years after)

Adult Volunteers need to complete the following

- Basic Criminal Background Check (must be renewed every 5 years i.e. original background check 5/1/2024 must be renewed by 5/1/2029) with a signature
- Online training or in person training including review of the Red and Green Book
- Complete the Annual Verification of Safe Environment Training Form
- Complete the Confidential Questionnaire

Paid Adult Staff AND any Adult Custodian/Janitors

- Basic Criminal Background Check (must be renewed every 5 years i.e. original background check 5/1/2024 must be renewed by 5/1/2029) with a signature
- Online training or in person training including the Red and Green Book
- Complete the Annual Verification of Safe Environment Training Form
- Complete the Confidential Questionnaire