

# Safe Environment Check List for all Minor Volunteers and Staff

## **Minor beginning their First Year of Service**

Volunteers age 16-18 need to complete the following:

- A signed Basic criminal background check without SSN filled in
- Student training (usually done in catholic school or religious education program at parish)

Minor Paid Staff AND any Custodian/Janitors need to complete the following:

- A signed Basic criminal background check without SSN filled in
- Student training (usually done in Catholic school or religious education program at parish)

## **Returning Minor age 17-18 (2<sup>nd</sup> year and beyond requirements)** **A 18 year old in high school is still a minor until they graduate**

All Volunteers age 16-18 need to complete the following:

- Basic criminal background check (renewed every 5 years and upon reaching the age of 18) without SSN
- Student training (usually done in Catholic school or religious education program at parish)

Minor Paid Staff AND any Custodian/Janitors

- Basic criminal background check (renewed every 5 years and upon reaching the age of 18) without SSN filled in with a signature.
- Student training (usually done in Catholic school or religious education program at parish)

## **Things to Remember**

- **Video** - only needs to be viewed once in a lifetime unless there is a year or more break in service at the Parish or School.
- **Comprehensive Check** – all paid staff and janitors must submit fingerprint cards once in their lifetime unless there is a break in service, **EXCEPT** for a minor and fingerprint cards are not required.
- **Basic background check form** - must be completely filled in and contain the signature of the individual – digital signatures are not accepted. Minors do not need to provide their social security number. Be as specific as possible about the position or duties being worked.

## **Minors are not fingerprinted**

