

WHO NEEDS A BACKGROUND CHECK?



All volunteers **must** have a background screening performed prior to participating or helping in any activities involving children. If you plan to chaperone a class trip, a school dance, field day, classroom parties, work the lunch shift, tutor students, participate in a parent school committee, help with sports teams and/or games, teach PREP, moderate after school activities or spend time in the building while the students are in session or after school hours you need to have a background check. This policy is mandated by our Bishop and there are no exceptions. The official diocesan background check is through Hyden and Associates. State worker background checks can be accepted but the diocese and parish must keep a copy of your clearance.

If you currently have a background check you will receive notification at least a month prior to its expiration. Then you will need to follow the instructions on the back. Please do this as soon as possible.

While these background checks cost \$30 they are valid for 5 years which comes to just \$6 a year! However, we want everyone to be able to volunteer in our parish so if this poses a financial hardship, contact Joe Marge at (302)654-5519.

If you need a diocesan background check, please read the reverse side carefully. If you have any questions, contact

Pat Walker: (302)654-8504 or pwalker@stannwilmington.com

HOW DO I GET A BACKGROUND CHECK?

As of July 2015 there is a **new procedure** for anyone who needs to get a background check or a renewal of a previous background check. We no longer use paper forms. Please read and follow the directions below.

Send a check for \$30 made out to "St. Ann Parish" to the rectory (2013 Gilpin Avenue) along with your name and email address. Upon receipt a code will be sent to your email address. These codes are for a one time use and will be assigned specifically to the name of a person who wishes to submit a background check form.

Once you have a code, you can then go to the diocesan website at www.cdow.org. At the bottom of the home page you will see a variety of logos. Click on the blue and yellow one that says "For the Sake of God's Children". This will bring you to the page with the background check information.

Scroll down to "Section Two - Background checks" and you will see

A. Online Criminal Background Screening Application.

This will direct you to a link for the online form ("cognitoforms"). You should see a space to insert your code on the cognitoforms page. When identifying the parish with the drop down menu make sure your put "St. Ann, Wilmington" and not "St. Ann, Bethany"!

Complete the form and hit "Submit". As soon as your form has been processed the Diocesan Safe Environment Coordinator will notify the parish of your clearance. The average turnaround time is between 1 and 2 weeks. Volunteers must wait for the clearance before interacting with the children.

In addition to the background check, *each year* all volunteers must also sign a Volunteer Covenant, which outlines the specific behavior guidelines for adults. The rectory, the Athletic Association, the Religious Education Office and St. Ann School Office all have copies of this important form.