

APPENDIX C

Diocese of Toledo

Screening All Those Who Work with Youth

The local parishes or schools have the responsibility to screen all those who work with youth whether employed or volunteers to insure that their ministries and activities are truly safe places for youth.

One such strategy involves “levels” of involvement. This means that each local parish/institution must judge into which level of involvement (low, medium or higher responsibility) each person fits and see to it that the requirements for that level are met.

LOW RESPONSIBILITY (chaperone at dances and youth gatherings, etc., field trip driver, volunteers that are highly supervised by employees)

Description

- activities held in facilities with public access
- parents actively involved
- two or more adults supervising
- no regular interaction between volunteer and children/youth
- no changing of clothing

Requirement

- **must** be presented with an Expectations brochure which contains a letter informing the volunteer that he/she may be required to be fingerprinted. Leaders should go over the contents of this brochure with each volunteer.

MEDIUM RESPONSIBILITY (examples: playground/lunchroom supervisor, hall monitor)

Description

- some parental involvement
- one adult supervising children/youth
- periodic interaction for short periods of time between volunteer and specific children/youth

Requirements

- **must** be presented with an Expectations brochure which contains a letter informing the volunteer that they may be required to be fingerprinted
- **must** attend a Protecting Youth and Those Who Serve Them

workshop or have current CYG Coaches Certification status

HIGH RESPONSIBILITY (examples: priests, deacons, teachers, coaches, scout leaders, youth ministers, youth council moderators or catechists)

Description

- activities held in an isolated setting or private home
- little or no parental involvement
- activity between one adult and one child/youth
- interaction between volunteer and specific child/youth spanning a longer period of time
- assisting with changing of clothes, bathing, toileting
- overnight stays
- volunteer has close physical contact with children/youth

Requirements

- **must** be presented with an Expectations brochure which contains a letter informing the volunteer that they may be required to be fingerprinted
- **must** attend a Protecting Youth and Those Who Serve Them workshop or have current CYG Coaches Certification status
- **must** be fingerprinted by the Bureau of Criminal Identification and Investigation (BCII)

** Please note the specific guidelines for those involved in overnight Youth Ministry gathers attached to this document.

GENERAL DETAILS

Protecting Youth Workshop: This workshop must be taken from a diocesan presenter. Every person attending the workshops (including CYG training) will receive a certificate of attendance and will be entered into the diocesan database with a date of attendance. To schedule a workshop, contact CYSS.

Expectations Brochure: These brochures may be ordered through CYSS. Leaders of school and youth programs are required to review the contents of this brochure annually with all employees and volunteers.

Fingerprinting: Fingerprinting may be done locally or at the diocese. Results of the fingerprinting should be sent to the Diocese.

Fingerprinting does not have to be repeated as long as this person serves in a ministry in the Diocese of Toledo. Those coming in from outside the Diocese must always be fingerprinted.

**Policy for Area Gatherings and other
Diocesan Youth Ministry sponsored events**

**Overnight Gatherings, TEC, YES, Youth Conference, Leadership and other
overnight events with youth:**

- All team members age 21 and over will receive the Expectations brochure, go to a Protecting Youth and Those Who Serve Them workshop and be fingerprinted
- Team members age 18-21, because of their limited responsibility with youth and because they are always supervised, will receive the Expectations and a staff member/director of the program will lead a discussion of the contents of the brochure.

Gatherings and youth events that do not include an overnight stay with youth:

- All team will receive the Expectations brochure and a staff member/director of the program will lead a discussion of the contents of the brochure.
- Any adults, 21 or over, who will be ministering directly with youth shall also be fingerprinted.