



DIOCESE OF DAVENPORT

May 2010

Dear Pastors, Directors of Religious Education, Youth Ministers and Principals:

All parish/school lists need to be reviewed to verify that all employees and volunteers have completed the *Protecting God's Children* training, are registered online with VIRTUS, are current on monthly bulletin readings and have turned in all required background check paperwork at the local entity and to the Diocese. All diocesan requirements, forms, training sessions, curriculum, etc. can be found on the diocesan website:

<http://www.davenportdiocese.org/faithform/ffsafeenvprogp1.htm>.

### **Curriculum**

All students in schools, religious education and youth ministry are required to complete the approved curricula from the Diocese for students and parents on an annual basis.

### **Background Checks**

The Diocese must process background checks on all volunteers who have contact with minors and dependent adults four (4) or more times per year or when involved with any overnight activities with minors and on all employees (regardless of their contact status with minors). Background checks need to be renewed every five (5) years. A completed *Acknowledgment and Consent* form, copy of a *driver's license*, *Dependent Adult Abuse Registry Information* form and *Authorization for Release of Child Abuse Information* form need to be sent to the Diocese of Davenport for those individuals needing their first background check or 5 year renewal check. Copies are to be kept on file at the local site in addition to the *Drivers Information Sheet* and *Internet Policy* form.

Each year the *Acknowledgment and Consent* forms need to be completed and filed in each individual's personnel folder at the local site.

### **Recertification – 5 Year Renewal**

Those who have taken *Protecting God's Children* (PGC) before July 1, 2005 are required to attend a PGC session within 30 days of the start of school or faith formation program. The facilitator needs to know it is a 5 year renewal. Please sign in for a 5 year renewal; do not register online. \*PGC sessions that are now being conducted are both for renewal and for new staff or volunteers.

### **VIRTUS Training Bulletin Report**

The report explains which people are registered at VIRTUS and are in compliance with the completion of the online training bulletins. It is important that the report is reviewed quarterly. Contact the diocesan office of Faith Formation with any changes or to request a copy of the report.

### **Accountability**

Administrators should not allow service to children if the individual:

- Has not completed *Protecting God's Children* training (i.e., the initial 2-3 hour session) within thirty (30) days of beginning service.
- Has attended *Protecting God's Children* training but has not registered online.
- Is three (3) months or more overdue on completing training bulletins.
- Has not had a background check completed within the last five (5) years prior to service.

All compliance documentation is required for the diocesan Gavin Audit scheduled for August 2010. But, above all, this is done to *protect our children!*

Sincerely in Christ,

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Most Rev. Martin Amos  
Bishop of Davenport

cc: Deacons, Seminararians, Pastoral Associates, Chancery Staff