

Diocese of Toledo

TO PROTECT AND TO HEAL POLICIES:

Background Reports:

Just a reminder:

- Be sure all school employees and volunteers are in compliance with the diocesan directives regarding background checks.
- Refer especially to the memo sent by Fr. Billian on July 14 and the e-mail sent by Jack Altenburger on July 23. The July 23 e-mail contains specific information about the fingerprinting procedure.
- The deadline for those needing an Ohio (BCI) and federal (FBI) background reports was September 5, 2008.
- NOTE regarding substitute teachers: Just like all of your regular teachers, substitute teachers must have a license or certification (a Non-Tax Certificate would meet this requirement).
- Substitute teachers also must have:
 - both a BCI and a FBI background check
 - attend a Protecting Youth and Those Who Serve Them workshop
 - sign the Expectations For All Who Minister To Youth form
- If you are contacted by applicants directly for substitute teaching, refer them to [Vicki Fitts](#) at the CYSS office to confirm license, background checks, etc.

Volunteer Requirements:

The “To Protect & To Heal Policy” has not changed for volunteer and the three levels of responsibility continue to apply. Low, Medium and High Level Responsibility volunteers must meet the following requirements.

Low Level Responsibility

- Sign the Expectations Form only
- No fingerprint required
- No protecting Youth workshop required
- Note: Field trip drivers continue to be in this level of responsibility. Use common sense such as... the drivers’ child should be in the front seat and other children in the rear seats.

Medium Level Responsibility

- Must attend the Protecting Youth Workshop or have current CYO Coaches Certification status
- Must be recertified in Protecting Youth every five years which can be renewed online at: www.shieldthevulnerable.org
- Must sign the Expectations Form (Note: the first time the Expectation Form is signed, it must be on a hard copy. The volunteer keeps one copy. The employer keeps the other copy.)
- Every five years thereafter, the volunteer must sign the Expectations Form again. This can be done electronically when taking the online course for recertification
- May be asked but are not required to undergo a one time BCI background screening (Do not need to be re-fingerprinted every five years)

High Level Responsibility

- Must undergo a one time BCI background screening (Do not need to be re-fingerprinted every five years)
- Must attend the initial face to face Protecting Youth Workshop or have current CYO Coaches Certification status
- Must be recertified in Protecting Youth every five years which can be renewed online at: www.shieldthevulnerable.org
- Must sign the Expectations Form (Note: the first time the Expectation Form is signed, it must be on a hard copy. The volunteer keeps one copy. The employer keeps the other copy.)

- Every five years thereafter, the volunteer must sign the Expectations Form again. This can be done electronically when taking the online course for recertification

For additional information about the administration procedures for “Expectation Forms”, go to:
<http://www.cyss.org/protectingyouth/ExpectationsFormGuidelines.htm>

[Excerpt from Principals Bulletin 9.12.08](#)