

Background Checks for School Employees and Volunteers

Child Protection

Companion to DOY Safe Environment Requirements

Ohio Department of Education Licensed Educators

- Includes administrators, teachers, teacher aides (classroom aides, library aide, playground monitor, study hall monitor), pupil activity permits (coaches), substitutes.
- **Whenever a background check is needed**, it MUST be sent:
 - electronically to the Ohio Department of Education
 - **AND** a hard copy sent to: Safe Environment Coordinator, 144 West Wood Street, Youngstown, OH 44503.
- The Diocese will then send a hard copy to the school for the school's personnel file.
- The background check in the personnel file MUST match the date in OH/ID Core, as that is the date that is valid for the state licensure purposes.
- Need an initial BCI (recorded in OH/ID Core) with the issuance of the first license. (If educator lives out of state but teaches in Ohio may need to renew the BCII every five years.)
- An FBI must be updated every five years.
- A new employee to the Diocese of Youngstown MUST get a background check as described in the second bullet point above. If the employee already has BCII and FBI checks recorded in OH/ID Core that are current within five years, than the new employee must update the FBI for employment. This MUST be sent electronically to OH/ID Core and a hard copy sent to: Safe Environment Coordinator, 144 West Wood Street, Youngstown, OH 44503. The Diocese will send a hard copy to the school for the school's personnel file.
- Hard copies will be filed in school and Diocesan personnel files and in the DOY Child Protection Office.

Support Staff

- Includes secretary/ administrative assistant, cafeteria, maintenance, president
- Need a BCII current within five years AND an FBI current within five years
- A hard copy MUST be sent to: Safe Environment Coordinator, 144 West Wood Street, Youngstown, OH 44503. The Diocese will then send a hard copy to the school for the school's personnel file.
- Hard copies will be filed in the school personnel files and in the DOY Child Protection Office.

Preschool Employees

- Need a BCII current within five years AND an FBI current within five years

- A hard copy MUST be sent to Safe Environment Coordinator, 144 West Wood Street, Youngstown, OH 44503. The Diocese will send a hard copy to the school for the school's personnel file.
- Hard copies will be filed in the school and Diocesan (if applicable) personnel files and in the DOY Child Protection Office.
- If a preschool employee has an Ohio license, the criteria for licensed employees must also be followed.
- Other state requirements for Step Up to Quality and preschool licensing may also be in effect.

Volunteers

- Need a BCII current within five years. IF the person has lived outside of Ohio within the last five years, an FBI is also required.
- A hard copy MUST be sent to: Safe Environment Coordinator, 144 West Wood Street, Youngstown, OH 44503. The Diocese will then send a hard copy to the school for the school's personnel file.
- Hard copies will be filed in the school and in the DOY Child Protection Office.

Codes for Background Checks

If codes are requested at the background check station, see below:

BCII

- 3319 291 School Employees- Licensure with the Ohio Department of Education (includes administrators, teachers, teacher aides, coaches and/or anyone requiring a PAP)
- 3319 39B1 School Employees- non-teaching positions (custodians, cafeteria/ food service, playground monitors, secretaries)
- NO ORC Other: Please state specific reason (volunteer working with children)
OR (if it won't accept that, use 2151 33 Temporary care of a juvenile)

FBI

- 3319 291 School Employees- Licensure with the Ohio Department of Education (see above)
- 3319 39 Public School District or Chartered Nonpublic School Employees and School Bus Drivers
(Non-licensed employees)
- 2151 86 Volunteers Working With Children

Child Protection Records

- **Each employee and volunteer is responsible for having a Virtus account and for keeping it current** (address, name, parish where employed/ and or volunteering)
- **Parishes, schools, or institutions may not send copies to each other or to non-Diocesan institutions or employers.**
- **Individuals are no longer able to ask their (Diocesan or non-Diocesan) employers to send parishes, schools, or institutions copies of their background checks.**
- **Persons are not permitted to provide a parish, school, or institution with a copy of their own BCI and/or FBI background check.**
- **Compliance officers must request copies of background checks for employees and volunteers by using the Compliance Checklist.** (Note the change to the background check column on the Compliance Checklist.)
- The DOY Child Protection Office requires that child protection records be kept for all school employees and volunteers.
- For school employees, the personnel files **MUST** contain the background checks, child protection required forms, and a copy of the Virtus certificate. (See the file cover sheets in Google Drive)
- A separate filing system just for child protection must also be maintained that can be accessible for auditing purposes. The following items must be on file for each employee and volunteer:
 - Current background check (s)
 - Signed acknowledgment of receipt of Child Protection Policy
 - Signed and witnessed authorization and verification of Child Protection Policy
 - Virtus certificate
- The employee records should be separated from the volunteer records.