

STAND PROCESS/PROCEDURES

A Statement of Policy for the Protection of Children & Youth

The Archdiocese of Baltimore places great emphasis on ensuring that adults and teenagers who have substantial contact with children are adequately screened and trained in this area to provide a safe environment of our children.

We at *Church of the Crucifixion Catholic Community* stand by these policies and take measures to ensure that these policies are adhered to in order to provide the best protection and environment for our children and youth.

All volunteers ages 14 and over must complete a Volunteer Application and receive and review a copy of “A Statement of Policy for the Protection of Children and Youth” and receive and review a copy of the “Code of Conduct for Church Personnel in the Archdiocese of Baltimore.”

All volunteers ages 14 and over who have substantial contact with children must complete a Volunteer Application and receive and review a copy of “A Statement of Policy for the Protection of Children and Youth” and receive and review a copy of the “Code of Conduct for Church Personnel in the Archdiocese of Baltimore”. The following additional requirements must be met prior to a volunteer serving at the *Church of the Crucifixion*:

- References must be provided and checked.
- Criminal Background form must be completed, returned and processed every 5 years for volunteers 18 and over.
- Driving Record consent form must be completed and returned for those volunteers who will be transporting our children and youth to church sponsored activities.
- Stand training must be completed for volunteers 18 and over; this available online.
- “Worthy of the Call” video training must be completed for volunteers between the ages of 14 through 18.

Once all these requirements have been successfully completed, the Screening Coordinator will notify the volunteer that they can begin service at Church of the Crucifixion.

To obtain the above forms/information, please contact the Parish Office @ 410.768.4880 or email parishoffice@crucifixionparish.org .

Ministry Leader Information:

- The ministry leaders will now be responsible for ensuring that **all volunteers** are provided the appropriate paperwork. The office staff STAND Coordinator will still continue to process all information.
Please Note: All STAND paperwork must be completed prior to serving in the parish in any capacity.
- Annual Updates of members on each ministry will be due to the office on **July 1st** each year reflecting current members.
- ***One final note: Our policy and understanding of state law is that any disclosures of child abuse must be reported even if the alleged victim is over eighteen and even if the alleged perpetrator is deceased.***

Review of Documentation/Training Forms:

- All paperwork given to the volunteer by the ministry leader should be turned into the parish office by the **volunteer himself/herself, due to the confidential nature of the paperwork.** The *ministry leader is responsible for ensuring that the volunteers have sent their paperwork to the Parish Office.* If the volunteer cannot get to the office they can mail their information to the Parish Office, Attention STAND Coordinator.
- **All files are kept confidential and are maintained in a locked file cabinet.**
- **Documentation: All Volunteers ages 14 and over who have substantial contact with children:**
 - **Application for Volunteer Services.** All information must be completed and **3 references** must be filled out with contact information. The *Code of Conduct* and the *Statement of Policy for the Protection of Children and Youth* must be read and the Application form must be signed.
 - **Criminal Background Check.** An information form must be completed and **Social Security Number must be provided** in order to process background checks. The information is submitted via online to the Archdiocese and our Parish staff does not see the background check information. All files are maintained in a locked secure file cabinet in our parish.
 - **Consent Form Driving Record.** Form must be completed if the person will be doing any type of driving associated with the ministry.
 - **Stand Training volunteers 18 and over:** Can be completed online now. A copy of the procedure is included with your training materials. If the volunteer does not have access to a computer they may schedule an appointment to come to the office to do it online or to watch the video. **Call the office at 410.768.4880.**
 - **Stand Training volunteers ages 14 through 18:** must watch the “Worthy of the Call” video accompanied by the ministry leader. **Please note: at present there is no online training for the youth.**
- **Documentation: All Volunteers 14 and over:**

- Application for Volunteer Services. All information must be completed, however, no references are required. The Code of Conduct and the Statement of Policy for the Protection of Children and Youth must be read and the Application form must be signed.
 - Consent Form Driving Record. Form must be completed if the person will be doing any type of driving associated with the ministry.
 - NO OTHER TRAINING IS REQUIRED.
- **Miscellaneous:**
- All volunteers who serve in the parish must receive the above listed training unless they have already been trained in another parish in the Archdiocese of Baltimore, in which case Crucifixion Parish Office needs a photocopy of their STAND training card and they must complete an “Application for Volunteer Services” at Crucifixion as well.

(STAND) ONLINE TRAINING

We are pleased to announce that the Archdiocese of Baltimore’s safe environment (STAND) online training is now up and running. Either the STAND video or online training fulfills the child and youth protection safe environment training requirement for all volunteers who have substantial contact with children and all employees. The online training will be available via the internet from any computer at any time.

The course takes approximately 1.5 - 2 hours to complete. **Upon successful completion of the course, the participant will be able to print a certificate of completion. The participant will be asked to enter his/her name as well as the name of his/her parish or school. Note that this step MUST be completed in order to receive credit for the course. The screening coordinator (Karen Bryant or Diane DiLauro) must sign and date the certificate of completion when the form is turned in to the parish or school.**

A username and password are required to access the online training. A username has been created for each location. A list of all usernames may be found on the Archdiocese’s website see information below.

If a volunteer or an employee has already completed the STAND video training, he/she does not need to do the online training. In addition, either the online training certificate or the training attendance verification form will be sufficient as proof of training in an employee or volunteer file.

We encourage you to continue to hold STAND video training sessions periodically. Some employees and volunteers may prefer not to do the online training.

In order to access the online training please do the following:

From Archdiocese of Baltimore website: www.archbalt.org

- Place your cursor on the tab “About Us”
- Scroll down and click on Select [Child & Youth Protection](#)
- Select the [STAND Online Training](#) page link (left column)
- Click on link [user names and passwords](#) to access user name and password
- Click on [Attend STAND Training Online](#) link
- Click to Enter the Password Protected Training Site
- Please READ ALL INSTRUCTIONS, then enter username and password
- Click to Begin Training
- Follow the directions on the online training website.
- If you have any problems using the online training, please refer to the [trouble shooting guide](#).
- If you continue to have problems with the training please contact the [Child Safe office](#) or contact the parish office @ 410.768.4880.