



**Office for the Protection of Children and Young People
Catholic Diocese of Arlington**

Liaison Technical Assistance Guide (TAG)

November 2020



DIOCESE OF ARLINGTON

Office of the Bishop

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November 12, 2020

Dear Parish and School Liaisons,

Due to our longstanding commitment to protect young people and vulnerable adults, the Catholic Church has worked for many years to provide a safe environment for all. Thanks to your efforts and dedication, our diocese has become a leader in this vital endeavor, but we must remain vigilant and strive to do even better.

Your role as Liaison to the Office of Child Protection for Children and Young People (OPCYP) is vital to the successful application of our diocesan policy and your feedback assists us in strengthening our program. A consistent suggestion we have received from you is continuous training. Therefore, I have directed the OPCYP to provide ongoing training for you and this training manual is part of the effort to reinforce uniformity among the child protection efforts of our various parishes and schools.

It is my hope that with the careful and uniform implementation of our safe environment practices, we will continue to protect the souls that God has entrusted to us. I am deeply grateful for your continued dedication and hard work in achieving this goal.

Please be assured of my prayers for you. May Our Lord Jesus bless you and keep you in His care.

Sincerely in Christ,

A handwritten signature in blue ink that reads "Michael F. Burbidge".

Most Reverend Michael F. Burbidge
Bishop of Arlington

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Glossary of Common Acronyms

CCD:	Confraternity of Christian Doctrine
CPS:	Child Protective Services
CYM/DYM:	Coordinator of Youth Ministry/Director of Youth Ministry
CYO:	Catholic Youth Organization
DOCPS:	Director of the Office of Child Protection and Safety
DRE/MRE:	Director of Religious Education/Minister of Religious Education
DFF:	Director of Faith Formation
FCC:	Formation in Christian Chastity
OCPS:	Office of Child Protection and Safety
OPCYP:	Office for the Protection of Children/Young People
PNL:	Parent Notification Letter
RE:	Religious Education
TAG:	Technical Assistance Guide
USCCB:	United States Conference of Catholic Bishops
VAC:	Victim Assistance Coordinator
VBS:	Vacation Bible School

Liaison Technical Assistance Guide

Introduction

Welcome to the Technical Assistance Guide for the role of Liaison to the Diocese of Arlington's Office for the Protection of Children and Young People (OPCYP). This document is designed to serve as a supplemental resource to trainings provided by the OPCYP, both in-person, and online. The goal is to provide a single location for answering the most fundamental questions about the position and quick guidance on how to find more detailed answers if this document is insufficient.

The role of Liaison is an important role in a parish and/or school and can be extensive and may easily become an amount of work equal to or greater than any other task the Liaison may be assigned. Liaisons are often in another role at the parish or school in addition to being the Liaison, and the degree of attention required for these tasks and the low tolerance for errors makes the choice for the individual filling this position even more important. Because these tasks may not be the first priority of any individual Liaison, yet are critical to perform, it is vital that the process for completing all requirements be both well-understood, and as easy to do as possible.

We hope this document, partnered with the monthly OPCYP Liaison training provided, and the #AllLiaison notes, as well as our commitment to on-going support, will prove to be a valuable resource.

History of the Parish/School Liaison

The Liaison position was initially created in 2004 as a Diocesan response to assist parishes and schools with the implementation of the then newly updated child protection policy requiring more robust background checks and training. These policies were updated in response to the *United States Council of Catholic Bishops (USCCB) Charter for the Protection of Children and Young People* (Charter). While the Diocese of Arlington already had a policy in place that included many of the required elements of the Charter, significant revisions were made, and the scope of the background checks and training selected for the education of employees and volunteers was enhanced. The letter requesting pastors and principals to establish this position and its description by Bishop Loverde may be found in Appendix A and B respectively.

Despite many changes to the process over the intervening years, the general idea and major tasks remain the same. The remainder of this document will provide more detailed guidance on each of these steps, with current processes and understandings. In summary, the Liaison is responsible for:

- 1) Maintaining a centralized, current, and accurate list of all employees as well as any volunteers in positions with substantial contact with children;
- 2) Working with supervisors and ministry leaders to identify all employees and volunteers with substantial contact with children and ensure they meet the compliance requirements before they start to work or volunteer.
- 3) Assisting potential employees and volunteers with the OPCYP electronic application process;
- 4) Ensuring compliance (background checks and training) for those individuals;

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- 5) Acting as point of contact for issues related to OPCYP; and
- 6) Providing feedback regarding child protection efforts and programs.
- 7) Acting as an intermediary between the pastor or principal with OPCYP relating to child protection questions, concerns, and issues.

Role of the Liaison

The role of the Liaison is to be the go-between for the parish, school, or organization required to be in compliance with the *Diocese of Arlington's Policy on the Protection of Children/Young People and the Prevention of Sexual Misconduct and/or Child Abuse* and OPCYP. The particular point of contact is with OPCYP, which is responsible for oversight of the policy implementation.

The policy sets out specific goals for improving the nature of the safe environment that the Church and her organizations provide for children and youth in all programs where care is provided to them. These goals can be stated simply as:

- 1) Perform a comprehensive background check on every employee of the church and her organizations prior to hire.
- 2) Perform a comprehensive background check on every volunteer who would perform ministry in a position working with children prior to the start of that ministry or contact with those youth.
- 3) Provide comprehensive safe environment training to all individuals who undergo a background check. The goal of the training is to help these individuals recognize signs of abuse, report it when it is seen, and most importantly, understand how it happens, so as to be an active member of the community in helping to prevent its occurrence.
- 4) Provide comprehensive safe environment training to youth so that they can be well-prepared for potential dangers, specifically the threat of sexual abuse. Training must be age-appropriate, effective, and approved by the Bishop of Arlington.

The policy also sets out specific paths for response to allegations of sexual abuse, particularly when committed by clerics. Liaisons are not expected to be in the path for reporting or responding to allegations, but a familiarity with the process is important because of a Liaison's proximity to the safe environment elements of the policy.

When in doubt, Liaisons are recommended to provide a full accounting of concerns or allegations to the Victim Assistance Coordinator (VAC). Liaisons should also provide the contact information for the VAC to any parishioner, volunteer, or employee that voices concerns. All known or suspected cases of abuse of an individual who is currently a minor must be reported to the Department of Social Services. The current VAC is Dr. Frank Moncher.

VAC:

Confidential phone line: (703) 841-2530

Facsimile: (703) 778-9119

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Position Description

To assist with each location's child protection efforts, the Bishop has requested that the pastor or principal establish a contact person with the responsibilities of the Liaison¹ with the OPCYP. The OPCYP Liaison serves as the pastor/principal's representative to the OPCYP. The Liaison allows each location to have a uniform response and a single voice responding to concerns that address day-to-day operations of the safe-environment programs.

OPCYP Liaison Responsibilities

- Acting as the primary point of contact (POC) for the location with OPCYP, to include:
 - Acting as the key contact concerning safe-environment information at the location
 - Engaging personnel to assist in completing the OPCYP electronic application
 - Ensuring on-going communication with OPCYP for child protection matters
 - Scheduling and coordinating the required safe-environment training sessions for adults
 - Coordinating the annual safe-environment training required for all Diocesan youth in grades one through twelve, and collecting the data for the annual reporting of such training to OPCYP for audit purposes
- Maintaining the centralized, current, and accurate location-specific compliance report of any and all Diocesan personnel²
- Ensuring that the *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* has been implemented for all personnel before the commencement of ministry, in that all applicable individuals are in full compliance with OPCYP policies
- Maintaining proper documentation and records relating to:
 - Employee/volunteer paperwork
 - All on-site and personnel safe-environment training for adults and children
 - OPCYP correspondence
- Communicating with the OPCYP through Freshdesk regarding:
 - Updates/feedback on the child protection efforts/programs through:
 - Official quarterly compliance report updates
 - Youth training Reporting Forms
 - Eligibility status check/verification

¹ The OPCYP has found that it is a best practice to have at least one Liaison at each parish and a separate Liaison for each school, with additional alternate individuals knowledgeable about the procedures. For more information on the Liaison training, see the document entitled: *Liaison Training Description*.

² Throughout this document, the terminology of "personnel" includes adult volunteers with substantial contact with minors, full-time and part-time employees regardless of the substantial contact with children, part-time employees, and clergy.

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Monthly Liaison Training

OPCYP offers a monthly training that is required for new parish/school Liaisons before they are given access to the OPCYP Management Portal. All Liaisons are encouraged to attend the training once per year in order to receive a refresher training, learn about upcoming policy modifications or changes, and hear best practices to assist in improving the Liaison workflow.

OPCYP Compliance

Compliance is the state of completion of all required elements of a program. OPCYP defines full compliance as the completion of background screening for all employees and those volunteers with substantial contact with children, and attendance at the Diocesan selected *Virtus: Protecting God's Children* program or a safe environment training approved by OPCYP.

All **employees**³ of the Catholic Diocese of Arlington of any Parish, Diocesan School or Diocesan Office, regardless of contact with children, must complete a **background check**. Additionally, any **volunteer** having **substantial contact with children** must complete a background check.

All **employees** of the Catholic Diocese of Arlington of any Parish, Diocesan School or Diocesan Office, regardless of contact with children, must attend **safe-environment** training. Additionally, any **volunteer** having **substantial contact with children** must attend the Diocesan safe-environment training within 45 days of completing the electronic application. **However, training attendance alone does not grant compliance with the policy.**

ROLE	REQUIREMENTS
<u>CLERGY/EMPLOYEE/</u> All clergy and employees regardless of contact with children	<ul style="list-style-type: none">• Online OPCYP Background Check Application<ul style="list-style-type: none">◦ National Center for Safety Initiatives (NCSI)◦ Virginia Child Protective Services (CPS)◦ Fingerprints: Fieldprint• Adult Safe-Environment Training
<u>VOLUNTEER</u> Any volunteer with Substantial Contact	<ul style="list-style-type: none">• Online OPCYP Background Check Application<ul style="list-style-type: none">◦ NCSI◦ CPS• Adult Safe-Environment Training

OPCYP uses an electronic application to collect the necessary information for the background checks and contact information.

³ Contractors (those employed by a separate entity) who has regular substantial contact with minors are also required to complete the electronic application and safe environment training. Those who would not be required to be complaint includes individuals such as: Lawncare, HVAC, Plumbers, etc.

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Additionally, pastors may always require compliance of positions that OPCYP may not naturally require by the policy.

Assisting Individuals with the OPCYP Electronic Application

The first step to maintaining a centralized, current and accurate list of volunteers⁴ and employees is helping new hires and new volunteers through the background check and application processes. In 2019, OPCYP transitioned to an electronic application process:

- Streamline the application process
- Decrease the application processing time
- Increase the accuracy of information
- Improve OPCYP response time
- Reduce common errors through data validation
- Reduce overhead

Though these benefits were obtained, individuals who are less comfortable with technology or do not have a computer may require additional assistance directly from the Liaison. OPCYP staff are also available to assist, but the more that the Liaison knows about the process, the better able they will be to help volunteers and new hires through the process in a smooth and timely fashion. An [*OPCYP Automation Training Manual*](#) has been created for the Liaison to become more familiar with the system and understand common challenges applicants may experience. OPCYP encourages the Liaison to review and become familiar with its contents. Additionally, OPCYP has provided answers to Frequently Asked Questions (FAQs) that are process, workflow, or policy related.

The Diocese of Arlington Information Technology Department built the application process and provided substantial documentation on its mechanisms. The following documents will be the Liaison's primary resources to assist applicants:

- [Employee Instruction Sheet](#)
- [Volunteer Instruction Sheet](#)
- [Virtus Registration Instructions \(English and Spanish\)](#)
- [Fieldprint Instructions](#)

Maintenance of Compliance Report

Once the applications are completed, the individuals are automatically included on the Liaison's compliance report. However, they are not automatically removed. On occasion, individuals may need to have their records updated or removed from the report entirely.

⁴ For the remainder of this document the term "volunteer" will continue to mean "volunteer with substantial contact with children." Volunteers without contact with children are not subject to the policy and the Office of Child Protection & Safety has no oversight over these volunteers.

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With the 2019 transition to live online reporting, Liaisons gained a new level of control over the compliance report. Parishes and schools have been given a level of control of its own information more than ever before:

- Compliant individuals from other parishes can be added to the location's report at the Liaison's discretion
- Employees terminated by the pastor and volunteers may be deactivated and removed⁵
- Changing the role of an employee or volunteer is handled locally as well
- Start and Ending Dates are recorded
- Personal information on the employee or volunteer can be updated: address, email, phone, etc.

The upkeep of information in the OPCYP Management Portal is vitally important. Accurate records of who is serving in various ministries provides a safeguard to ensure that only those individuals approved for employment or service are serving at the location.

The sheer number of volunteers and employees may be overwhelming at times to ensure that their information is correct. Breaking the tasks down into smaller bite size pieces will assist in accomplishing the task of information upkeep. To assist, OPCYP has developed a few checklists that we would encourage Liaisons use:

- [Daily Checklist](#)
- [Monthly Maintenance Checklist](#)

Quarterly Compliance Reports

The OPCYP Compliance Report is a list compiled of Clergy, Employees, and Volunteers with substantial contact with minors. Prior to submitting a quarterly compliance report, Liaisons will need to do the following:

- Confirm that EV Activities are accurate and up to date.
- Review the Payroll Report to ensure all employees are included.
- Provide Ministry leaders with a list of their volunteers to confirm you have included all active volunteers with children in their specific ministry.
- Create an EV activity for a new employee or a new volunteer at the designated location.
- Update emails under contact information.
- Submit a list of VIRTUS Training updates to the Freshdesk Ticket System.
 - When submitting the ticket, include the compliance ID number and date of training.
- Submit questions through Freshdesk concerning the status of an employee or volunteer should the background check determination is still outstanding

Quarterly Compliance Report Signatures:

- **1st Signature:** Will be signed by the Child Protection Liaison

⁵ The decision to terminate an employee is reserved to the pastor of a parish or the principal of the school.

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- **2nd Signature:** Will be signed by the Pastor/Principal (Location Supervisor)
- **3rd Signature:** Will be signed by Karla Canizalez (OPCYP Representative)

OPCYP Liaison Access Resources

The Liaison has access to a number of different reports and management programs to assist them in their duties, including:

- **OPCYP Management Portal:** This portal is the central repository for all information that a Liaison will manage
- **Virtus Management Portal:** This portal allows access to see all individuals who have registered and/or completed the *Virtus* safe-environment training in the Diocese of Arlington
- **Freshdesk Ticket System:** This is portal allows Liaisons and OPCYP to collaborate to answer questions and resolve challenges

OPCYP MANAGEMENT PORTAL

Liaisons will be provided with web access to the Management Portal to view OPCYP compliance information at their designated location(s). The portal provides the ability to update an individual's contact information and to view and manage Employee and Volunteer EV activities at their location. The [Online Management Portal Instructions](#) has been created to assist the Liaison in navigating the various aspects of this application. The Liaison may also view all employees and volunteers in the Diocese for the purpose of adding them to their location.

Keeping EV activities up to date facilitates:

- An accurate employee and volunteers list with their compliance status
- Quarterly compliance report reviews, signatures, and submission to OPCYP
- Timely and applicable background check renewals and their associated fees

Two documents have been created for easy access and download that lists all the possible EV codes and titles:

- [Employee Positions](#)
- [Volunteer Positions](#)

Go to: http://secure4.arlingtondiocese.org/OPCYP_Admin/dashboard.aspx

VIRTUS MANAGEMENT PORTAL

Liaisons will be provided with access to the Administration Tab on the VIRTUS website.

The Administration tab allows Liaisons to do the following:

- View upcoming VIRTUS Sessions scheduled throughout the Diocese.
- Search for an individual's account using the "user search engine".
 - Liaisons may search individuals by: user id, first name, last name, or email.

Go to: www.virtus.org

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FRESHDESK TICKET SYSTEM

Liaisons are required to create a Freshdesk account. This online ticketing system tracks questions; provides technical support; assists in resolving online application issues; and records and tracks liaison and OPCYP interactions in a methodical and orderly manner. The [Freshdesk Quick Startup Guide](#) has been created to assist the Liaison in using the portal.

The system is designed so that Liaison and their pastors/principals may see what they have asked, when it was asked, and how quickly OPCYP responded to their inquiry. Additionally, Freshdesk provides a robust and easy-access [Knowledge base](#) that stores General Questions, Policy Documents, Manuals, and Instructions that are important to Liaisons.

In an effort to assist liaisons with Freshdesk, OPCYP has included the manual

Go to: <https://OPCYPsupport.freshdesk.com>

Child/Youth Safe Environment Training

The USCCB's *Charter for the Protection of Children and Youth* (Charter) and the safe-environment policies of the Diocese require that all children involved or affiliated with Diocesan schools, parish religious education (RE) programs, parish youth ministry programs, or parish-related activities be given annual safe-environment training within a specific time frame that is in accord with Catholic moral principles. The Diocese of Arlington provides such training for children in Grades 1-8 through the curriculum entitled, *Formation in Christian Chastity (FCC)*, a parent-based program with key points reiterated in the classroom and *Circle of Grace*. There are three programs from which the parish/school must select for youth in Grades 9-12, to include *Circle of Grace*, *Tricked: Inside the World of Teen Sex Trafficking*, and *Called to Protect for Youth*, which have video and discussion components.

The Diocese of Arlington respects the right of parents to educate their own children. To this end, OPCYP also respects the right of a parent to opt their children out of the safe environment training. OPCYP does encourage parents to provide the developmentally targeted training provided by OPCYP.

Every parish that has a youth program, parish activities for children or religious education (RE) classes, as well as every Diocesan school is required to effectively manage the initial preparatory stages of the program, to provide the safe-environment training to the children/youth, to collect the data on the implementation of the program(s), and to submit the information to the Bishop of the Diocese of Arlington through his delegate, the Director of the Office of Child Protection and Safety (DOCPS). OPCYP is responsible for collecting and compiling the data from the parishes and schools to present to the Diocesan Bishop and to prepare the data for annual internal and external audits.

The reporting forms may be found in Freshdesk article, [Safe Environment Forms](#).

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Adult Safe-Environment Training

VIRTUS: Protecting God's Children for Adults is the Safe Environment Program used to train Adults (18+) on the prevention of child sexual abuse. Individuals use the website to register for a session and are only required to take the training once for the Diocese of Arlington whether that training is through Arlington Diocese or any Diocese that utilizes the an equivalent VIRTUS Seminar as their safe environment training. Please note that the website is a separate entity from your compliance report. The website is only used for training and does not have background check information. OPCYP requests that Liaisons not use terms such as “VIRTUS compliant or VIRTUS Certified”. The terms may cause confusion for the Employee/Volunteer as to whether they are fully compliant with OPCYP or not.

Liaisons commonly receive questions concerning how a potential employee and/or volunteer registers for a safe-environment training session. OPCYP has created [VIRTUS Registration Instructions](#) in English and Spanish that Liaisons should feel free to download, print, and/or email to applicants who desire assistance.

Requesting and Hosting VIRTUS Sessions

In order to be in compliance, all employees and volunteers must attend initial safe environment training within 45 days of the start of their service. To accommodate your staff and volunteers and prevent them from needing to travel great distances, and to ensure a sufficient number of sessions each year, the Office of Child Protection & Safety recommends each location host at least one VIRTUS seminar each year, with additional sessions as needed to meet your needs.

Hosting a session has some requirements to ensure that the experience is as pleasant as possible for attendees and that everyone gains the required information from the training. Please read the Freshdesk article, [VIRTUS Hosting Guide](#).

Confirming an individual's attendance

Individuals may have attended a training within the Diocese and not received credit in the OPCYP Management Portal. They may have also attended a training outside the Diocese and need it transferred.

DIocese of ARLINGTON TRAINING: NEED CREDIT RECORDED

A Liaison should first look on the OPCYP Management Portal to see if an individual has attended a safe-environment training session. If the individual has stated that they attended but it is not recorded in the portal, the Liaison may also access the *VIRTUS* administration tab to confirm. If their record does confirm they have attended the training, the Liaison should:

- Create a ticket in Freshdesk that includes the individual's name and ID Number
- Provide the location and date of the training

OPCYP will update their record in the OPCYP Management Portal

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DIOCESE OF ARLINGTON TRAINING: AWAITING APPROVAL

If a Liaison looks up an individual's record in the Virtus portal, and it displays a status of "Awaiting Approval", please create a ticket and request that the attendance be confirmed, updated and recorded.

RECEIVED TRAINING OUTSIDE OF THE DIOCESE: NEED CREDIT TRANSFERRED

If the individual says that their VIRTUS was taken in another DIOCESE (not parish), that person needs to contact the VIRTUS help desk at (888) 847-8870 or via email: helpdesk@virtus.org and request that the account be transferred to the Arlington Diocese. Once that task has been completed, please contact OPCYP through Freshdesk so that OPCYP may manually pull the information from VIRTUS into our database. The liaison may contact VIRTUS on behalf of the individual to have the information transferred.

Communications from OPCYP

OPCYP understands that parishes and schools are daily inundated with emails and phone calls. In order to not become part of the problem, OPCYP has chosen to send regular announcements to Liaisons on Wednesday afternoons.

OPCYP will also use the hashtag #AllLiaisons so that it is easily searchable when and if a Liaison needs to find the information. From time to time, OPCYP may find it necessary to send an email that does not follow the normal delivery schedule. These special announcements will use the hashtag #SpecialAnnouncement.

OPCYP is also committed to keeping the announcements brief and to the point. In order to accomplish this task, it will be using links to larger documents or pieces of information that the Liaison may or may not choose to review.

Special Considerations

There are certain exceptions regarding how the Diocese processes and tracks background check information. Child Daycare Centers are among them.

Child Daycare Center Background Check Requirements

Before and after school programs and pre-k classes fall under the general heading of Child Daycare Center (CDC). These centers have additional requirements that are separate from Diocesan compliance standards. The following article is to assist the Liaison in understanding and implementing the various requirements as governed by the Commonwealth of Virginia and the Catholic Diocese of Arlington.

Background

Federal and state laws prevent the sharing of background checks between distinct entities. Child Daycare Centers are state facilities, licensed by the state, housed in Diocesan locations, and staffed by Diocesan employees. This means that each employee and CDC board member is required to meet the background check requirements of both the Diocese of Arlington and the

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Commonwealth of Virginia. *The Diocese of Arlington has no authority to waive any state requirements.*

Who is included?

CDCs include the following programs:

- Morning Care
- Afterschool Care
- Preschools.

All employees and volunteers working in, with, or associated with these programs are required to fulfill the background check requirements of one or both organizations, as follows:

- Pastors: **Must fulfill CDC and Diocesan background check requirements**
- Principal: **Must fulfill CDC and Diocesan background check requirements**
- Preschool Directors: **Must fulfill CDC and Diocesan background check requirements**
- Preschool Teachers: **Must fulfill CDC and Diocesan background check requirements**
- Substitute Teachers: **Must fulfill CDC and Diocesan background check requirements**
- Volunteers: **Must fulfill CDC and Diocesan background check requirements**
- Minor Employees (Under 18 years of age): **Must fulfill CDC background check requirements**
- Minor Volunteers (Under 18 years of age): **Must fulfill CDC background check requirements**

State requirements

The Commonwealth of Virginia:

- Requires a fingerprint background check through FieldPrint using the **CDCs location code issued by the Commonwealth of Virginia**. The determination letter will come from the Virginia Department of Social Services Office of Background Investigations (VDSS OBI).
- Requires a *Department of Social Services Central Registry* background check with the address field populated with the **school's name, address, the CDC director's or liaison's email and the FIPS Code field blank**. Be sure to include a \$10 check to process the form. This is also known as the Child Protective Services (CPS) background check.
- Requires that the **Determination Letters** from VDSS OBI and CPS be *sent emailed? directly* to the location in order for the **letters to qualify for an inspection**.
- Allows for an employee to begin working **once the fingerprint determination letter is in hand**.

When may they begin?

A volunteer or employee may only begin when the following Diocesan and state *minimum requirements* are met:

1. **Diocese of Arlington:**
 - Complete application

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- Shown as "CLEAR" by NCSI or, with the approval of the OPCYP Director, at least the fingerprint background check. Most likely the first background check to "CLEAR" will be NCSI
 - **Exception:** If the volunteer is a minor or employee the above requirement for the Diocese does not apply. The Diocese discourages minor employees or volunteers.
2. **Commonwealth of Virginia - *see above*.**

Practically speaking...

This means that there will be two sets of:

1. Fingerprints: Each with its own parish/school/organization location code through FieldPrint
2. CPS forms: Each with its own location code
3. Determination letters: One addressed to the CDC location and the other to the Diocese
 - The CDC Determination Letter will be sent directly to the location. Once received, an electronic copy should be forwarded to OPCYP (opcyp@arlingtondiocese.org) so we may upload it into the OPCYP management portal.
 - Do not send the determination letters in batches. Please send them individually.

No determination letters or background check results as stated above are interchangeable. Please budget accordingly.

What about waivers?

The Commonwealth of Virginia issues zero waivers. You must be compliant with its requirements before you may walk through the door of the CDC. Failure to do so could mean a negative audit management letter or even the loss of the CDC license.

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Appendix A: 2003 Liaison Position Description

Parish Liaison to the Diocesan Director of Child Protection & Safety

Responsible for:

- Maintaining a centralized, current and accurate list of any and all volunteers and employees in the parish (this includes: church, school, CYO, youth ministry, CCD etc.)
- Insuring that said volunteers and employees are in full compliance with the Diocesan Policy for the protection of young people, i.e. have they:
 - Completed the background questionnaire / checks.
 - Signed & submitted the acknowledgement of policy form
 - Attended their annual mandatory safe environment program
- Receiving information from the Director of Child Protection & Safety and insuring its timely dissemination to necessary parish personnel and parishioners.
- Acting as point of contact regarding:
 - Scheduling their annual safe environment seminar for adults.
 - Scheduling a seminar for parents / caretakers regarding the safe environment for children.
 - Scheduling the annual safe environment seminar for children.
- Providing Director with updates / feedback regarding Parish child protection efforts / programs.

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Glossary

Attending: Any child who comes or participates in a religious education, youth ministry event, class, or other youth activity at a Diocesan parish or school. For the purposes of this TAG, a child who is “attending” one of these activities at a Diocesan parish or school needs to receive the safe-environment training offered at that location.

Called to Protect for Youth: *Called to Protect for Youth* is one of the child safe-environment programs used for youth in Grades 9-12 in the Diocese of Arlington. The program may be used by Diocesan high schools and youth ministry programs as well as any programs that involve youth that fall within Grades 9-12. Due to licensing, training by OPCYP is required in order to present this material to youth at a parish or school.

Catholic Youth Organization (CYO): CYO is an intra-parochial organization that aims to provide proper Catholic development for children through social gatherings, Scouting/Venture, and similar other activities. For the Diocese of Arlington this typically takes the form of sporting events.

Child/Youth/Young person: A child/youth/young person is any individual who has not yet reached the age of majority, or one who is not yet 18 plus one-day years of age.

Child abuse: (see Child Protective Services, Mandated Reporter) Child abuse is the physical, verbal, emotional, or sexual mistreatment of a child by an adult or by another child in a position of trust or power over the child. Child abuse includes all instances of neglect, or the lack of proper and necessary care of a child from the parents or guardians.

Child Protective Services (CPS⁶): In the state of Virginia, CPS is a subset of the Virginia Department of Social Services designed to protect children, prevent maltreatment and preserve families. CPS is responsible for receiving reports of abuse and neglect, conducting investigations based on CPS reports, and managing state-based adoption procedures.

Compliance: Compliance is the state of completion of all required elements of a program. For OPCYP, full compliance is completion of background screening for all employees and those volunteers with substantial contact with children, and attendance at a safe-environment training.⁷

Confraternity of Christian Doctrine (CCD): (see Religious Education classes) In the past, religious education classes were referred to as CCD classes.

Coordinator of Youth Ministry/Director of Youth Ministry(CYM/DYM): Commonly referred to as a Youth Minister, the CYM is the individual at the location who is in charge – although subject to the oversight of the pastor or parochial administrator – of the youth ministry

⁶ For the purposes of this document, the acronym of “CPS” for Child Protective Services should not be confused with “OCPS”, the acronym of the Office of Child Protection and Safety, which includes two offices in the Diocese of Arlington, the OPCYP and the Office of Victim Assistance.

⁷ All compliance documents and paperwork are available on the Diocesan webpage at www.arlingtondiocese.org.

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program, including the selection of training materials and implementation of the schedule. For the purposes of this document, all DYMs are encompassed and included under the title of CYM.

Cover letter: The cover letter is the document that is submitted to the OPCYP along with the Reporting Form document in the event of any major discrepancies on the figures provided on the Reporting Form. The cover letter is printed on the location's letterhead to provide verification of the location and is an opportunity for the pastor or principal to explain any unusual items in the Reporting Form.

Data Submission Deadline: The Data Submission Deadline is the deadline date, established by the DOCPS, by which OPCYP must receive the data from the child training programs in order for the training to be calculated and considered for the particular audit year.

Director of the Office of Child Protection and Safety (DOCPS): Director of the Office of Child Protection and Safety.

Director of Religious Education/Master of Religious Education(DRE/MRE)/ Director of Faith Formation (DFF): The DRE/MRE is the individual at the location who is in charge – although subject to the oversight of the pastor or parochial administrator – of the religious education program, including the selection of training materials and implementation of the schedule.

Enrolled: An enrolled child is one who is registered or logged as an attendee at a program. The enrollment process usually occurs in the fall with the new school year but can be supplemented throughout the year and is often referred to as “open-enrollment”. An enrolled child does not necessarily regularly attend or participate in the program.

Formation in Christian Chastity (FCC): The FCC program is the safe-environment training program utilized by the Diocese of Arlington for children in Grades 1-8.

Instructor: An instructor is an individual who provides the safe-environment training. This may include individuals with the titles of: facilitators, presenters, teachers, catechists, coordinators of religious education or youth ministry, or third-party individuals contracted to provide information to children or parents.

Make-up session: A make-up session is an additional session held after the initial safety training session in an effort to train children who were absent from the original training but not opted-out. Make-up sessions are a vital tool in reducing the occurrence of non-trained children and increasing the compliance of the program with the requirements of the USCCB to train the maximal number of children involved or affiliated with parish/school programs.

Mandated Reporter: A mandated reporter is an adult who must follow specific procedures to make referrals to Child Protective Services (CPS) in the event of a suspicion or knowledge of any of the types of child abuse. Each program participant, employee, or volunteer that is an adult within the Diocese of Arlington is considered to be a mandated reporter to CPS. As Diocesan personnel in Virginia, all youth facilitators or instructors of the youth programs must report the

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suspicion or knowledge of any of the types of child abuse that may be disclosed or observed during the training session to CPS. After first reporting the information to the appropriate authorities, the reporting individual is also required to communicate with the Diocese of Arlington if the abusive situation involves a Diocesan employee or volunteer. Contact information for the Diocese is available on the Diocesan website. If the Mandated Reporter feels that the child is in imminent or immediate danger, the individual should first call 9-1-1 and then follow-up with CPS. See also “Child Abuse”.

Master of Religious Education (MRE): (see DRE).

On-file document: A document is on-file if it can be readily produced upon the request of an appropriate authority. Files required by the OPCYP should be maintained securely to avoid loss, theft, accidental dissemination, or tampering.

On-site audit: An on-site audit is an in-person visit to the location by an appropriate authority by either the OPCYP or USCCB. Both organizations use on-site audits to ensure compliance with the requirements of these organizations.

Office for the Protection of Children/Young People (OPCYP): OPCYP is one of two offices that comprise the Office of Child Protection & Safety (OCPS) in the Diocese of Arlington. The other division of the OCPS is the Office of Victim Assistance. Under the direction of the Diocesan Bishop, OPCYP runs the background check screening processes, adult and child training programs, and ensures compliance in order to present the data to the USCCB. The Office of Victim Assistance has one or more Victim Assistance Coordinators (VACs) available to help provide hope and healing to all who have been victimized by abuse and violence.

OPCYP Liaison: An individual who corresponds on a regular basis with OPCYP on behalf of a Diocesan parish or school. This person is appointed by the pastor or principal and provides assistance at their location to ensure that the location is in accordance with Diocesan policies for child protection. S/he may also work as the Program Representative to coordinate the safe-environment training of youth at that location (see Program Representative).

Opt-out: An opt-out is a means of providing control to parents allowing them the opportunity to exempt their children from training that involves sensitive subjects. Opt-outs should not be encouraged, as it removes important training opportunities that can help protect the child, but must be offered to allow parents full control in their rightful place as primary educators. Any parent who opts their child out of a program should complete and submit the Opt-Out Form and return it to the training location so that it may be maintained on-file.⁸

Opt-Out Form: The Opt-Out Form is the official form used by each location to provide parents the opportunity to exempt their child from the safe-environment training offered by the Diocese of Arlington. OPCYP maintains the Opt-Out Form and does not sponsor or recommend the use of any alternative form to exempt children from the child safe-environment training.

⁸ See page 11 for more information on opt-outs.

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Parent Notification Letter (PNL): The PNL is sent to parents at the start of every school year informing them of specific items regarding the program plans for the year. It generally includes a brief description of the safe-environment program(s) being used, the schedule, and any parent resources/materials. The PNL must also include the Opt-Out Form for parents to use, should they wish to provide their children safe-environment training at home and not in the classroom. The introductory letter may greatly influence the successful completion of the program.

Participating: Participating refers to child participants, a child is “participating” when he or she attends the safe-environment training, generally over a period of time, or one who has regular attendance.

Program Completion Deadline: The Program Completion Deadline is a deadline date, established by the DOCPS, by which all training sessions and make-up sessions must be completed.

Program Representative: An individual at the parish or school who coordinates the safe-environment training provided for all youth at the location. This person schedules the dates when the training will be offered in the following school year, drafts and distributes the PNL sent to parents at that location, and collects the information provided in the Reporting Form for OPCYP. A location may have more than one Program Representative, and this individual may also serve as the OPCYP Liaison. The parish or school must provide the contact information of the Program Representative to the OPCYP prior to the start of the upcoming school year.

Proposed Schedule Deadline: The Proposed Schedule Deadline is the due date by which OPCYP must be notified of the intended specific dates of initial training sessions and make-up training sessions.

Religious Education classes (RE classes): RE classes comprise a program by which children are educated in the Faith and the doctrines of the Catholic Church. Religious Education classes are the largest child-focused programs sponsored by the Catholic Church. As a result, they are the primary focus of child-safety training efforts.

Reporting Form: A Reporting Form is an official form created by OPCYP to facilitate clear reporting of the required safe-environment training data. Use of alternate means to report program data to OPCYP is not permitted and will not be accepted. The current Reporting Form is available on the Diocesan webpage.

Safe-environment program: In general, safe environment-programs function at a universal level by screening adults who work with children, training adults and children on appropriate behaviors, teaching all individuals to communicate instances where situations in the environment are unsafe, and taking appropriate actions when necessary. For the purposes of this TAG, a child/youth safe-environment program is a type of program for children/youth that includes age-appropriate, wholesome materials designed to promote personal safety in accord with Catholic teachings. These programs inform children of the proper Christian relationships and boundaries encouraged both in the parish and at school. In accordance with the USCCB Charter, a safe-

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environment program must be provided to all children participating at a Diocesan parish or school (See USCCB).

Substantial Contact: When it comes to the Office of the Protection of Children/Young People (OPCYP), individuals are split into different categories in the Diocese of Arlington: employees (regardless of contact with children), volunteers with substantial contact with children, and volunteers without substantial contact with children. The OPCYP is primarily concerned with employees (regardless of contact with children) and volunteers that have substantial contact with children.

Substantial contact has a two-part definition:

1. Contact that is not incidental (not random), or
2. The service is such that it is reasonable to think that the person may at some time have contact with children outside the sight or hearing of other responsible adults.

Technical Assistance Guide (TAG): A TAG is a document designed to provide insight, instruction, and best practices on the practical implementation of a program.

Tricked: Inside the World of Teen Sex Trafficking: The program, *Tricked: Inside the World of Teen Sex Trafficking*, is one of the three safe-environment programs used for youth in Grades 9-12 in the Diocese of Arlington. It was developed by the Fairfax County Public Schools system and was approved for use in the Diocese in June 2014. The program may be used by Diocesan high schools and youth ministry programs, as well as any programs that involve youth that fall within Grades 9-12.

United States Conference of Catholic Bishops (USCCB): The USCCB is the conference of all U.S. Bishops, active and retired, which strives to support individual Bishops with their ministry and ensure specific levels of uniformity between Dioceses within the country. The USCCB Dallas *Charter for the Protection of Children and Youth* (Charter) requires every Diocese to screen all adults working with children, train all adults working with children, and train every child that comes into contact with Diocesan programs. The Charter also requires that each Diocese be audited on a yearly basis for compliance with these and other requirements.

Victim Assistance Coordinator (VAC): The VAC refers to Diocesan personnel responsible for ensuring that victims of abuse in a particular Diocese receive the help they need while providing long-term and community-based relief for all victims. Information for the Diocesan Victim Assistance Office is available on the Diocesan website.