Roman Catholic Diocese of Victoria

Office of Responsible Ministry and Safe Environment

VOLUNTEER SCREENING GUIDE

January 2025

The office of Responsible Ministry & Safe Environment (RMSE) has put together this guide to assist you with the steps to sign up and screen volunteers for your parish. If you have any questions not covered in the guide, please contact the RMSE office at rmse@rcdvictoria.org.

Step 1.

Your volunteer completes the Volunteer Application Form (VAF). A copy of this form can be found here https://2912651.fs1.hubspotusercontent-na1.net/hubfs/2912651/VAF%20October%2031%202023.pdf

Step 2.

Determine if your volunteer is in a low risk or high-risk position. A comprehensive policy guide can be found here https://2912651.fs1.hubspotusercontent-na1.net/hubfs/2912651/Addendum%20III%20-%20RMSE%20Volunteer%20Ministry%20Positions.pdf

This guide will list volunteer ministry positions and their level of risk as well as other determining factors.

Step 3.

The parish/school Responsible Ministry Coordinator or parish/school Admin has an interview with the volunteer to give them an overview of the position they have applied for and determine suitability (high-risk only). Check with the Ministry head as well to discuss the volunteer joining that ministry.

Step 4.

Ensure the volunteer has filled out the reference check or vouching section (high-risk volunteers only). The vouching section can be completed by the priest, another parishioner in a ministry head position, or the parish Admin. They must state they have known that person for a minimum of 2 years and they are of good moral character.

Step 5.

The volunteer must complete and sign the Covenant of Care form. Be sure it has also been witnessed. That form can be found here https://2912651.fs1.hubspotusercontent-na1.net/hubfs/2912651/Covenant%20of%20Care%20October%2031%202023.pdf

Step 6.

If your volunteer is applying for a **high-risk position,** they must complete a criminal record check (CRC). The volunteer cannot begin volunteering until that CRC is complete and a Clearance Letter is sent back to the parish. Provide your volunteer with the Welcome Letter that has the CRC application web address and a code to complete everything online.

Your volunteer has 2 options for completing the CRC online. One is with a BC Services Card, and one is without. If they use the option <u>without</u> the BC Services Card, you will need to verify their ID, then contact the office of RMSE and to advise that you have verified the ID for that volunteer. **The CRC will not go ahead until this step has been done**. When the Clearance Letter has been received by the RMSE office you will be advised, and the volunteer can commence work.

In the rare event that a volunteer cannot or will not apply for their CRC online please contact the RMSE office for further information.

A copy of the criminal record check form as well as accepted pieces of ID are both included in the resources section at the end of this guide.

Step 7.

Using your volunteers email enroll them in the Praesidium Academy Online Abuse Prevention Training program. Please be sure to include the names of the courses they need to complete in the initial invitation.

A list of courses for each risk level are included in the resources section at the end of this guide.

Step 8.

Use the VAF checklist to ensure all screening steps have been completed. Note the dates of completion and then give to the Pastor/Principal/Designate for a signature (designate can be the office admin or RMSE coordinator). Submit this form to the RMSE office only if you do not enter the information in SEP yourself. Always keep the original VAF on the volunteer's file.

Step 9.

At any time in this process, you can enter your volunteer into the ParishSoft Safe Environment Program (SEP). When all steps are complete, and your volunteer has been given a green light in that system your volunteer can then begin. If you need initial or additional training in SEP please reach out to the office off RMSE at rmse@rcdvictoria.org.
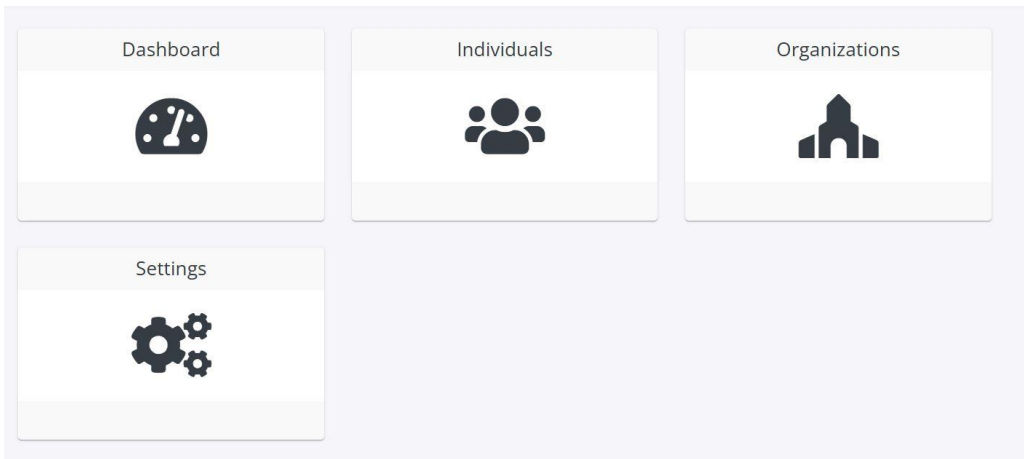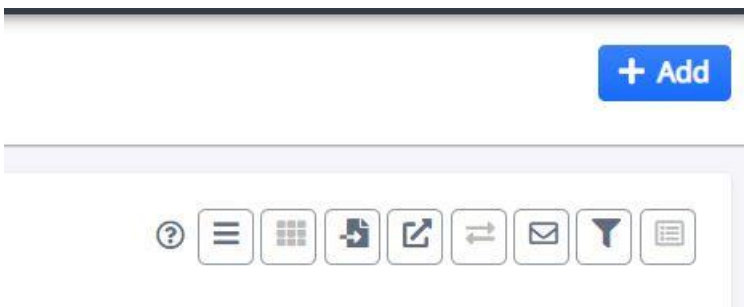
PARISHSOFT

SAFE ENVIRONMENT PROGRAM

(SEP)

Steps for entering a volunteer into ParishSoft Safe Environment Program.

Step 1: After logging into the Safe Environment program click on the Individuals box.

Step 2: on the top left of the screen click on the blue +Add button.

Step 3: Using the information from the Volunteer Form fill in the name and contact information for the volunteer. Note the birthdate is mandatory.

Step 4: After filling in the name and contact information, be sure to click the blue Save Changes box at the bottom right of the page. DO NOT exit the screen until you have completed the next two steps.

| | Delete Individual | Cancel | Save Changes |

Assignments   [+] [💾] [↺]

| | Delete Assignment | Cancel | Save Changes |

Requirements   [🚫] [+] [💾] [↺]

Step 5: Click on the + button in the Assignments section of the volunteer's record.

| | Delete Individual | Cancel | Save Changes |

Assignments   [+] [💾] [↺]

| | Delete Assignment | Cancel | Save Changes |

Requirements   [🚫] [+] [💾] [↺]

Step 6: Enter the name of your organization, choose the volunteer's position from the drop-down menu, set the status as Active, enter the title of the volunteer (ie. Greeter, Reader etc.), enter the start date (typically the date on the VAF). Make sure to click the blue Save Changes button when you have completed this section.

Assignments   [+] [💾] [↺]

Holy Family / Notre Dame
Parish
Port Alberni, British Columbia
Parish Volunteer - High/Medium Risk   Active
10/1/2024 - present

Organization
| Holy Family / Notre Dame | ✕ |

Position | Status
| Parish Volunteer - High/Medium Risk ✕ | ⌄ Active ⌄ |

Title
| Children's Faith Formation Teacher |

Start Date | End Date
| 2024-10-01 📅 | yyyy-mm-dd 📅 |

External Id | Source
| | |

| | Delete Assignment | Cancel | Save Changes |

Step 7: In the Requirements section set the status for each requirement, the date started, and the date completed (those two dates can be the same day). If you would like to attach a form to a requirement, click on the requirement and then click on the paperclip icon on the top right of the Requirements section. A box will open for you to browse for the document. Attach the document, name it and save. You can add additional notes for each requirement if necessary.

Step 8: To move a volunteer from a different risk level permission you must retire them from their current position. This is for historical data purposes.

Step 9: After you have retired your volunteer from their current risk level position you can then add a new Assignment with a different risk level. If a volunteer is just changing their Title and not the risk level, you can just change the title and make a note on their record that they changed from one title to the other.

Assignments

For help and support with ParishSoft Save Environment please contact Amber Adams, Volunteer Management Assistant at aadams@rcdvictoria.org

RESOURCES

Roman Catholic Diocese of Victoria

Office of Responsible Ministry and Safe Environment

Ministry Volunteer Application Form (VAF)

NAME:_____

If you are the parent of a CISDV student, what is their name? _____

ADDRESS: _____

PHONE:_____ **D.O.B.** _____

EMAIL ADDRESS:_____

LOCATION:_____

VOLUNTEER POSITION_____

WORK EXPERIENCE (please describe current or past employment experience)

VOLUNTEER EXPERIENCE:

OTHER RELEVANT SKILLS/EXPERIENCE (special training / unique experience / education)

REFERENCES

1. Name:_____
Email Address:_____ Phone:_____

2. Name:_____
Email Address:_____ Phone:_____

OR, **VOUCHING REFERENCE** (*May be used by principal/pastor/designate as a substitute for references #1 and #2 above*):

I, _____, vouch for _____.
I have known the applicant for a minimum of 2 years and to the best of my knowledge believe the applicant to be of good moral character and suitable to work with children or adults who are vulnerable.

Signature:_____ Date:_____

VOLUNTEER STATEMENT

The information provided in this application is true and accurate. I agree to follow the Responsible Ministry & Safe Environment (RMSE) Policy of the Roman Catholic Diocese of Victoria and any other policies of the diocese relevant to my volunteer position.

_____   _____

Signature of Applicant   **Date**

Office Use Only (Must be completed prior to submission to Office of RMSE:

VOLUNTEER SCREENING PROCESS	DATE
Application Completed	
Covenant of Care Signed	
Interview Completed (High Risk Only)	
References Checked or Vouched For (High Risk Only)	
Online CRC Commenced or Manual Application Submitted (High Risk Only)	
Praesidium Academy Abuse Prevention Training	
Orientation Completed	

_____   _____

Approved: Pastor/Principal/Designate   **Date**

NOTE:THE VOLUNTEER SCREENING PROCESS MUST BE COMPLETE AND DOCUMENTATION FILED/SUBMITTED PRIOR TO COMMENCEMENT OF DUTIES (SEE: PARISHSOFT SEP). CONTACT RMSE OFFICE IF INTERIM APPROVAL TO BEGIN WORK IS REQUIRED.

Covenant of Care

As a local faith community of the Catholic Church, the Diocese of Victoria upholds and promotes the values expressed in the Gospel of Jesus Christ and in the teachings and laws of the Catholic Church. This means, among other things, that the Diocese takes a stance of deep respect for the dignity of all persons and commits itself to the safety and well-being of all members of our faith community, particularly children and adults who are vulnerable. By signing the following covenant you commit yourself, as an employee or volunteer, to upholding the values of our faith and the policies and procedures of our diocese.

The Covenant

I will…

- familiarise myself with and follow the Responsible Ministry & Safe Environment (RMSE) Policy of the diocese;
- familiarise myself with and follow any additional diocesan/Island Catholic Schools policies and procedures relevant to my position;
- treat everyone with kindness and respect;
- not engage in any form of abuse, bullying or harassment;
- maintain clear and appropriate boundaries in all situations;
- not use any technology/media device to defame or cause harm;
- not use, possess, or be under the influence of alcohol or mind-altering drugs while engaged in ministry.
- familiarize myself with and follow the financial policies and procedures of the diocese when collecting or managing money on behalf of the Church;
- keep confidential all personal and sensitive information obtained in the course of my duties;
- immediately declare any conflicts of interest and take no further part in discussion or decision-making where a conflict of interest has been identified;
- report abuse or suspicion of abuse to the appropriate civil authorities (reporting child abuse or a suspicion of child abuse is mandatory under law in BC):

   Ministry of Children and Family Development (MCFD) 1 800 663-9122
   Helpline For Children   310-1234,
   VictimLinkBC (Vulnerable Adults)   1-800-563-0808

- follow up a report of abuse or suspicion of abuse to civil authorities with a report to the Diocesan Independent Reporting Agency:

  Boyd & Associates 1-800-968-3146

- report all other incidents under RMSE Policy to the Diocesan Responsible Ministry Coordinator (DRMC) 1 250 479-1331 Ext. 244

I understand that all priests, religious, deacons, employees and volunteers working in the diocese are required to be fully screened and I agree to such screening. This will include, for High Risk positions, a police Criminal Record Check (parish or Pastoral Centre employees) or BC Ministry of Justice Clearance Letter (parish/school volunteers, school employees), an interview, provision of references, abuse prevention training and an orientation session.

I understand that any action not consistent with this Covenant of Care or failure to comply with or take action mandated by the Responsible Ministry & Safe Environment Policy may result in my removal from ministry or employment.

Name: _____

Signature _____

Parish/School/Department_____

Witness Name: _____

Signature _____

Date _____

Please Submit This Signed Form To Your Supervisor or Office Administrator

Roman Catholic Diocese of Victoria

1- 4044 Nelthorpe St., Victoria, BC, V8X 2A1 – Tel: (250) 479-1331 – Fax: (250) 479-5423 – Web: rcdvictoria.org

Responsible Ministry & Safe Environment
On-Line Criminal Record Check (Parish)

Dear Volunteer:

Thank you for applying to volunteer with the Roman Catholic Diocese of Victoria. Your commitment and dedication will help to build strength in your parish community. As Catholics and members of Christ's Mystical Body, we believe He embraces each of us, and sends us forth to bring His love to others.

Thank you for submitting your Volunteer Application Form and the Covenant of Care Form to the parish office. As a volunteer working in a Medium or High Risk volunteer position you are required, under our *Responsible Ministry and Safe Environment (RMSE) Policy* to apply for an online criminal record check. You will not be able to start your position until we have received a Clearance Letter authorizing you to work with children or adults who are vulnerable.

Please apply for your online criminal record check (eCRC) using the following link and organizational access code:

On-line Link: https://justice.gov.bc.ca/criminalrecordcheck

Access Code: **F284S69HSG**

In order to apply for an eCRC you will have two options:

1. Apply using the Access Code and the BC Services Card installed on a mobile device to verify your identity. Installation information is available at:

   https://www2.gov.bc.ca/gov/content/governments/government-id/bcservicescardapp

2. Apply using the Access Code but without a BC Services Card. You must present two pieces of approved I.D. to your parish admin staff or Parish Responsible Ministry Coordinator to verify your identity.

Once the online application has been submitted you will see a confirmation message on your screen and you will receive a confirmation email. Please keep a copy of the email for your records.
Should you have any further questions about the eCRC or need assistance with the process, please speak to your Parish Responsible Ministry Coordinator or Parish Secretary.

God Bless,
Greg Beattie MSW, RSW
Diocesan Responsible Ministry & Safe Environment Coordinator

Revised 14/01/25 GCB

Responsible Ministry & Safe Environment

Criminal Record Check (Island Catholic Schools)

Dear Volunteer:

Thank you for applying to volunteer with the Roman Catholic Diocese of Victoria. Your commitment and dedication will help to build strength in your school community. As Catholics and members of Christ's Mystical Body, we believe He embraces each of us, and sends us forth to bring His love to others.

Thank you for submitting your Volunteer Application Form and the Covenant of Care Form to the school office. As a volunteer working in a High-Risk volunteer position you are required, under our *Responsible Ministry and Safe Environment (RMSE) Policy* to apply for an online criminal record check. You will not be able to start volunteering until we have received a Clearance Letter authorizing you to work with children.

Please apply for your online criminal record check (eCRC) using the following link and organizational access code:

On-line Link: https://justice.gov.bc.ca/criminalrecordcheck

Access Code: **F284S69HSG**

Once the online application has been submitted, please show your identification to your school secretary and he/she will contact you once your Clearance Letter has arrived and you are cleared to volunteer.

Should you have any further questions about the eCRC or need assistance with the process, please speak to your Principal or the school secretary.

God Bless,
Greg Beattie MSW, RSW
Diocesan Responsible Ministry & Safe Environment Coordinator

Acceptable Forms of I.D.

Federal RCMP Policy requires that an applicants' identity must be verified before a criminal record check.

Applicants need 2 pieces of ID, either:
- 2 pieces of primary ID
- One piece of primary ID and one piece of secondary ID

It must be:
- In its original form
- Valid
- Not expired

Primary ID

Primary ID must be government issued. It must include the applicant's:
- Name
- Date of birth
- Signature
- Photo

Examples of primary ID:
- B.C. driver's licence or learner's licence
- Valid passport
- Photo BC Services Card
- BC Identity Card (BCID)
- Secure Certificate of Indian Status
- Citizenship card
- Permanent resident card
- Record of Landing / Canadian Immigration Identification Record

Secondary ID

Many types of ID are accepted as secondary ID.
- School Identification Card (student card)
- Bank card
- Credit card
- Birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- NEXUS card
- Canadian Forces identification
- Foreign Affairs Canada or consular identification
- Picture employee ID card
- BC Services Card (with or without photo)
- Secure Certificate of Indian Status
- Student, work, visitor or temporary resident permit
- Foreign passport

Praesidium Academy Course Guide

The Roman Catholic Diocese of Victoria requires all priests, religious sisters and brothers, employees and volunteers to complete child abuse prevention training online through Praesidium Academy (www.praesidiumacademy.com) . This training is provided at no cost and helps everyone to develop the knowledge and skills necessary to recognize potential or actual child abuse and take protective action.

Following are the course requirements:

PARISHES

Priests, Deacons, Religious Brothers and Sisters

1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your Church Safe
3. Duty To Report: Mandated Reporter
4. Safeguarding God's People: Preventing Sexual Exploitation In Communities of Faith For Ministries
5. Safety Equation Series: Administrative Practices
6. Promoting A Safe Environment: Supervisor Sexual Harassment Training

Lay Leaders

1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your Church Safe
3. Safeguarding God's People: Preventing Sexual Exploitation In Communities of Faith For Ministries

Employees

1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your Church Safe
3. Safeguarding God's People: Preventing Sexual Exploitation In Communities of Faith For Ministries

Volunteers (Low Risk Positions)

1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your Church Safe

Volunteers (Medium/High Risk Positions)

1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your Church Safe
3. Safeguarding God's People: Preventing Sexual Exploitation In Communities of Faith For Ministries

SCHOOLS

Teachers & Principals

1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your School Safe
3. Duty To Report: Mandated Reporter
4. Safeguarding God's People: Preventing Sexual Exploitation In Communities of Faith For Ministries
5. Preventing Bullying-Schools

School Non-teaching Staff
1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your School Safe
3. Safeguarding God's People: Preventing Sexual Exploitation In Communities of Faith For Ministries

School Volunteers
1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your School Safe
3. Social Media Safety
4. Preventing Bullying-Schools

Board/Committee Volunteers
1. Policies: Roman Catholic Diocese of Victoria
2. Keeping Your School Safe
3. Safety Equation

PASTORAL CENTRE

Bishop's Advisory Committee (BAC) Team

1. Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith Ministries
2. Safety Equation Series: Administration Practices
3. Duty to Report: Mandated Reporter
4. Promoting a Safe Environment: Supervisor Sexual Harassment Training
5. Policies: Roman Catholic Diocese of Victoria

PC Staff Members

1. Policies: Roman Catholic Diocese of Victoria
2. Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith Ministries

PC Committee Members

1. Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith Ministries
2. Safety Equation Series: Administration Practices
3. Policies: Roman Catholic Diocese of Victoria

PC Volunteers – General

1. Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith Ministries
2. Policies: Roman Catholic Diocese of Victoria

PC Volunteers – Child & Youth Camps

1. Keeping Your Overnight Camp Safe
2. Policies: Roman Catholic Diocese of Victoria