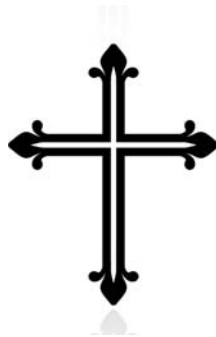


Our Lady of Perpetual Help  
Guidelines for Protection Youth  
&  
Field Trip Procedures

Effective Date 08/1/2016



OLPH Protecting Youth Procedures  
(Effective August 1, 2016)

Protecting the youth of our parish community from individuals who may do them harm is of paramount concern. To that end OLPH has created Protecting Youth Procedures specific to the OLPH community which will allow the OLPH employee/volunteer community to stay in compliance with Catholic Diocese of Toledo “To Protect and Heal Diocesan Policy Handbook” which may be found under the Protect & Heal / Protecting Youth section of the Diocese of Toledo website at [www.toledodiocese.org](http://www.toledodiocese.org).

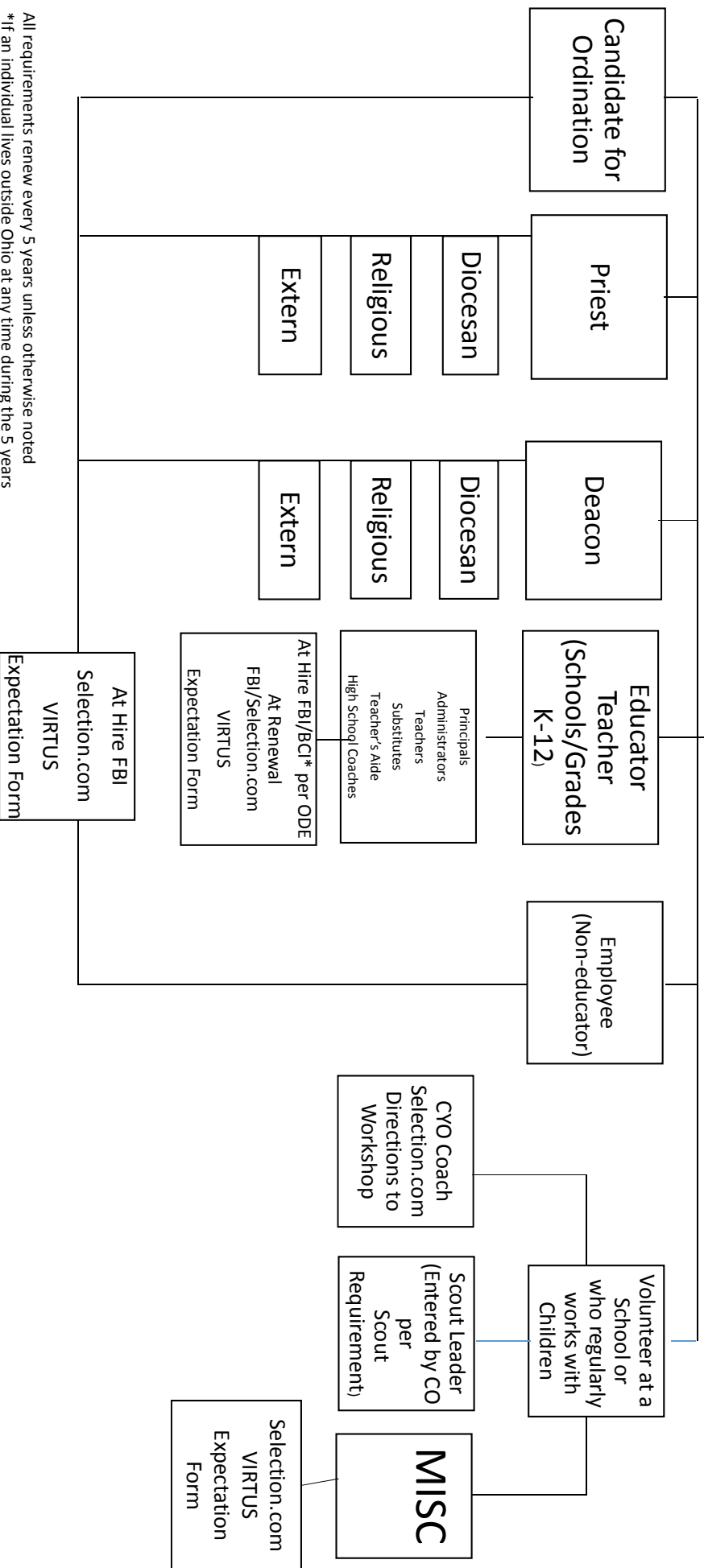
This OLPH Protecting Youth Procedures is a pocket guide intended for employees and volunteers of the OLPH Parish Community to help them understand the Diocesan Policies and the OLPH Procedures for getting volunteers “Protecting Youth Certified,” and keeping OLPH audit ready in the event that OLPH is audited by the Diocese of Toledo for Protecting Youth. The term “Protecting Youth Certified” is an OLPH parish term that will be used to identify individuals who have completed all of the requirements necessary for their post and have been cleared to minister to the youth of OLPH.

To ensure the safety of our youth **the Diocese of Toledo requires** that all **employees (including Deacons and Pastors) and any volunteer around children (all school volunteers)** receive BCI/FBI background checks, sign an expectations form for those who minister to youth, and complete an online course. These steps must be completed once every five years. All other volunteers must sign an expectations form. Below is a bullet point listing of requirements as well as a flow chart helping to describe the requirements.

**I. What does OLPH require of Employees and Volunteers?**

- a. Employees, All School and Religious Ed Volunteers, and any other Volunteer determined to be in contact with children a sufficient amount of time to warrant these requirements.**
  - i. Complete BCI/FBI background check every 5 years
  - ii. Complete the Online Protecting Youth Course every 5 years (online course)
  - iii. Sign an Expectations Form every 5 years (included in online course)
  - iv. If this employee is a field trip chaperone then they must also sign an Employee and Volunteer Vehicle Affirmation Form before each trip
- b. All Other Volunteers**
  - i. Sign an Expectations Form every 5 years
  - ii. If this volunteer is a field trip chaperone then they must also sign an Employee and Volunteer Vehicle Affirmation Form before each trip
- c. Boy Scouts, Cub Scouts, and Girl Scouts**
  - i. Provide the compliance officer with a copy of your organization leader card
  - ii. Complete the Online Protecting Youth Course every 5 years (online course)
  - iii. Sign an Expectations Form every 5 years (included in online course)
- d. CYO Coaches**
  - i. Complete BCI/FBI background check every 5 years
  - ii. The CYO Coach Certification Class taken every year satisfies requirements for a class

# USCCB Roles



All requirements renew every 5 years unless otherwise noted  
 \*If an individual lives outside Ohio at any time during the 5 years  
 after obtaining a BCI check, then both background checks will need to be updated.