

Office of Child and Youth Protection

Revised July, 2018

Requirements to Work With Minors

Employees and volunteers working in positions deemed to have contact with minors in diocesan schools and parishes must first complete the child protection requirements. This includes all volunteer coaches, chaperones, and parents who regularly volunteer at school functions.

PLEASE COMPLETE THE FOLLOWING STEPS IN THE CERTIFICATION PROCESS:

- 1. Access the online information at **diobr.org**.*
- 2. Scroll to bottom of page and click on Child and Youth Protection*
- 3. Click on PDF document entitled "EAPPS Volunteer Application" and complete (attached)*
- 4. Click on PDF document entitled "Code of Ethics", print and sign (attached)*
- 5. Under these documents, follow the link to "Safe and Sacred Online Training Center (Adults)"-register as a new user; complete training; print certificate*

FINGERPRINTING/BACKGROUND CHECKS:

The additional requirement is both a background check and fingerprinting.

Fingerprinting is done at the State Police Headquarters in Baton Rouge:

- 1. Print pages 2-4 and bring them to the State Police Headquarters.*
- 2. Payment must be in the form of 2 money orders or credit/debit card: \$10.00 and \$26.00*
- 3. Report to State Police headquarters on 7919 Independence Blvd., Baton Rouge, LA.*
- 4. Fingerprinting and background checks will be completed on-site submitted electronically for processing.*
- 5. Return EAPPS application, Code of Ethics Verification, Safe and Sacred Online Test completion certificates to school secretary.*

*****Volunteers will be approved once school administrators have received notification from the background checks/fingerprinting. No one will be allowed to volunteer until this process has been completed. Deadline for applying for the 2018-19 school year will be November 1, 2018.**

SUBMIT TO:

Louisiana State Police
Bureau of Criminal Identification and Information
P.O. Box 66614 (Mail Slip A-6)
Baton Rouge, LA 70896

THE FEE FOR PROCESSING A STATE BACKGROUND CHECK IS \$26. FOR FBI PROCESSING, WHERE AUTHORIZED OR REQUIRED, THERE IS AN ADDITIONAL \$12 FEE.

Acceptable forms of payment include: Cashier Check, Business Check with pre-printed business name or Money Order
Credit Card payments are accepted when paying in person at Louisiana State Police Headquarters

FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY
****FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION****

****PLEASE PRINT****

Catholic Elementary of Pointe Coupee

AGENCY, FACILITY OR INDIVIDUAL

Jason Chauvin

AGENCY, FACILITY AUTHORIZED REPRESENTATIVE OR INDIVIDUAL

304 Napoleon Street

MAILING ADDRESS

[Signature]

SIGNATURE OF AUTHORIZED REPRESENTATIVE/INDIVIDUAL

New Roads

LA

70760

(225)638-9313

CITY

STATE

ZIP CODE

AGENCY, FACILITY OR INDIVIDUAL PHONE NUMBER

jchauvin@catholicpc.com

AGENCY OR FACILITY E-MAIL ADDRESS

Request For: (pick one only)

- ALCOHOL BEVERAGE OUTLET
BEHAVIOR ANALYST BOARD
BOARD OF EXAMINERS (PSYCHOLOGIST)
BOARD OF EXAMINERS (SPEECH/LANGUAGE PATH. & AUDIO.)
BOARD OF NURSING HOME ADMINISTRATORS
CASA
COURT ORDER ADOPTION
CRIMINAL JUSTICE EMPLOYEE
DAYCARE / WORKING WITH CHILDREN
DENTISTRY BOARD
DEPT. OF AGRICULTURE AND FORESTRY
DEPT. HEALTH AND HOSPITALS
DEPT. OF INSURANCE & FRAUD DIVISION
DEPT. OF REVENUE (Public Registry of Motion Picture Investor Tax Credit)
DCFS ABUSE/NEGLECT INVESTIGATION
DCFS CARETAKER
DCFS FOSTER/ADOPTIVE
DCFS PERSONNEL
DRUG AND DEVICE DISTRIBUTORS
EMPLOYERS
FIREFIGHTERS
FIRE MARSHAL
GESTATIONAL CONTRACTS
HEALTH CARE PROVIDER (Non Licensed)
JUVENILE DETENTION CENTER

- LA BOARD CHIROPRACTIC EXAMINERS
LA PHYSICAL THERAPY BOARD
LA STATE BOARD SOCIAL WORK EXAMINERS
LICENSED PROFESSIONAL COUNSELORS
MEDICAL EXAMINERS
OFFICE OF FINANCIAL INSTITUTIONS
OMVC & COMMERCIAL DRIVING EXAM ADMINISTER
OMVE & EMPLOYEE ISSUING COMMERCIAL DL
OMVI & CONTRACT PROCESS INQUIRY/TRANSACTION
OMVT & AUTO TITLE COMPANY / PUBLIC TAG AGENT
PHARMACY BOARD
POST SECONDARY EDUCATION
PRACTICAL NURSING
PRIVATE ADOPTION
PRIVATE INVESTIGATORS
PRIVATE SECURITY
PUBLIC HOUSING
REGISTERED NURSING
RELIGIOUS ACTIVISTS
SCHOOL
SUPREME COURT COMMITTEE BAR ADMISSION
TAXI DRIVERS
TESS WINDOW TINT
VOLUNTEER LOUISIANA COMMISSION
X WORKING WITH CHILDREN

APPLICANTS FULL NAME:
****PRINT & USE INK****
LAST FIRST MIDDLE
{INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE}

APPLICANTS SIGNATURE:

APPLICANTS SOCIAL SECURITY # DATE OF BIRTH:

ID or DRIVERS LICENSE # & STATE RACE SEX

POSITION OR LICENSE APPLIED FOR

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above. Pursuant to Title 28, C.F.R., Section 16.34, officials making the determination of suitability for licensing or employment shall provide the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record.

ATN _____

SID# _____

APPLICANT PROCESSING & DISCLOSURE
BUREAU OF CRIMINAL IDENTIFICATION AND
INFORMATION
 P.O. BOX 66614 (MAIL SLIP A-6)
 BATON ROUGE, LA 70896

LSPAPP3/Revised 10/2015

Catholic Elementary of Pointe Coupee

 AGENCY, BUSINESS OR INDIVIDUAL NAME

304 Napoleon Street

 MAILING ADDRESS

New Roads LA 70760

 CITY STATE ZIP CODE
 *****Email: jchauvin@catholicpc.com*****

NOTICE:
PLEASE PRINT OR TYPE
INFORMATION, EXCLUDING
ADMINISTRATORS OR AUTHORIZED
PERSONS SIGNATURE.

INCOMPLETE FORMS WILL NOT BE
PROCESSED.

 NAME OF APPLICANT DATE OF BIRTH
 (STATE)

 PLACE OF BIRTH

 RACE / SEX

 WEIGHT HEIGHT

 HAIR COLOR

 EYE COLOR

 SOCIAL SECURITY NUMBER

ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.

DO NOT WRITE BELOW THIS LINE: {For Bureau of Criminal Identification and Information Use Only}

NOTICE: The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of an arrest or conviction information not available in our database.

CRIMINAL HISTORY DETERMINATION

RAPSHEET ATTACHED

RESPONSE BELOW



Catholic Diocese of Baton Rouge Application For Volunteers

Please answer all questions and fill in all appropriate blanks. Items that have an asterisk (*) have to be answered in order for the application to be complete and a background check run.

Main Application			
*Name: _____			
First	Middle	Last	Suffix
*Street Address: _____			
*City/State/Zip: _____			
City	State	Zip	
*Civil Parish: _____			
*Length at current address _____ Years _____ Months			
*Home Phone: _____			
Area Code	Number		
Work Phone: _____			
Area Code	Number		
Cell Phone: _____			
Area Code	Number		
Email Address: _____			
Please specify your parish membership. If not a member, please leave blank:			

*What position do you currently hold (or for which you are applying?)			

*Residential History			
_____ Check here if you have lived in your current residence for longer than 5 years. <i>If checked, proceed to next section.</i>			
Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

References

*Reference Name (First/Last)	*Reference Complete Mailing Address (include city, state and zip)	*Daytime Phone (including area code)	Years Known	Agreed to be a reference? (Y/N)
Professional/Civic				
Personal				

Confidential Background Check Information

Please note: Information in this section is only used to obtain criminal records, which are reviewed by a diocesan official in strictest confidence.

* _____ Yes _____ No Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

If yes, please explain (use back of application if needed):

Social Security Number: _____ - _____ - _____

Driver's License: State _____ Number _____

*Date of Birth: Month _____ Day _____ Year _____

*Gender: Male _____ Female _____

* _____ Yes _____ No Have you changed your last name in the past 5 years?

If yes, what was your previous last name? _____

* _____ Yes _____ No At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?

Name of Applicant (Please Print Clearly) _____

Date of Birth (mm/dd/yyyy) _____

Declarations

The **Catholic Diocese of Baton Rouge** appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. **Please read and initial each of the statements below.**

_____ * I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.

_____ * I hereby authorize the **Catholic Diocese of Baton Rouge** to conduct a personal and professional background check for the purposes of my application at the **Catholic Diocese of Baton Rouge**. The **Catholic Diocese of Baton Rouge** may contact any references, past and current employers, church, youth organizations or agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the **Catholic Diocese of Baton Rouge's** contact with the individuals for purposes of employment or volunteer services.

_____ * I also hereby give complete permission for the **Catholic Diocese of Baton Rouge** to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ * I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ * I agree to observe all of the **Catholic Diocese of Baton Rouge** guidelines and policies for the program in which I am applying.

_____ * I understand that the **Catholic Diocese of Baton Rouge** has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the **Catholic Diocese of Baton Rouge** cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

_____ * I understand that I can withdraw from the application process at any time.

_____ * I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the **Catholic Diocese of Baton Rouge** of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ * I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by the **Catholic Diocese of Baton Rouge**. I have also read and understand the above stated information within this release and am signing below of my own free will.

_____ * My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

*Applicant Signature _____ *Date: _____ / _____ / _____

Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered. At least one should be entered.

*City Where Parish is Located	*Name of Parish/School

Roman Catholic Church of the Diocese of Baton Rouge

Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge

USCCB Charter for the Protection of Children and Young People

Article 12. Dioceses/eparchies are to maintain “safe environment” programs which the diocesan /eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

Roman Catholic Church of the Diocese of Baton Rouge

1. All personnel (clergy, lay employees, independent contractors, and volunteers) who are deemed to be subject to the child protection policies of the diocese shall adhere to this promulgated *Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge* which they have agreed to in writing.
2. Personnel (clergy, lay employees, independent contractors, and volunteers) shall notify the pastor, principal or agency director immediately when this *Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge* has not been followed.
3. *This Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge* shall be published on the diocesan website and printed copies shall be made available to the faithful at every parish, school and agency of the Roman Catholic Church of the Diocese of Baton Rouge upon request.

Code of Conduct for Interactions with Children and Youth

Our children are the most important gifts God has entrusted to us. As an adult working with minors, I promise to strictly follow the rules and guidelines in this *Code* as a condition of my providing services to the minors of our Parish, School and Diocese.

In my ministry interactions with minors (face to face and via technology) I shall:

- Treat** everyone with respect, patience, integrity, courtesy, dignity and consideration.
- Avoid** situations that do not allow for public visibility and accessibility, where I am isolated with minors (i.e., avoiding the development of outside *private* relationships with minors, and the *initiation* of private communications with minors outside of approved ministry activities).
- Safeguard** my use of technology so as to avoid private/isolated communications with minors, the sharing of personal information regarding minors, and the public identification of minors that does not conform to the technology policies and procedures of my parish, school, or agency where I am in ministry with minors.
- Follow** all guidelines for communications with minors set forth by the parish, school or diocesan agency for which I am working or volunteering.
- Refrain** from giving or accepting expensive gifts to/from minors or their parents without prior written approval from the pastor, principal, or agency director.
- Report suspected** child abuse in accordance with Louisiana state laws and the *Process for Reporting the Alleged Abuse of a Minor* of the Roman Catholic Church of the Diocese of Baton Rouge.
- Cooperate** fully in any investigation of abuse of minors.
- Conduct** myself in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church.
- Shall** provide a professional work environment that is free from harassment.

Code of Conduct for Interactions with Minors

Our children are the most important gifts God has entrusted to us. As an adult working with minors, I promise to strictly follow the rules and guidelines in this *Code* as a condition of my providing services to the minors of our Parish, School and Diocese.

In my ministry interactions with minors (face to face and via technology) I shall not:

- Smoke** or use tobacco products in the presence of minors.
- Use**, possess, or be under the influence of alcohol at any time while working with minors.
- Use**, possess, or be under the influence of illegal drugs at any time.
- Pose** any health risk to minors.
- Strike**, spank, shake, or slap minors.
- Humiliate**, ridicule, threaten, or degrade minor.
- Use** any discipline that frightens or humiliates a minor or a group of minors.
- Make** any type of statement about a minor's body type, shape, build, and looks.
- Make** any type of statement that degrades or puts down in way any other adult, minor, or group of people. *This includes, but is not limited to: any type of racial joke or slur or degrading comment about any race, person, or group of people.*
- Touch** a minor in a sexual or other inappropriate manner.
- Plan** or conduct any type of youth-oriented event in the name of the Diocese, other than those that are approved, planned, and conducted by my church and/or school ministry team.
- Share** with a minor anything about my own sexual history or any other past or present experience that crosses the boundary between public and private. (Catechists who are responsible for teaching Catholic sexual morality must be certified through the diocesan human sexuality course.)
- Share** a room with (i.e., stay overnight in the same room with) a minor or group of minors during any type of event.
- Allow** a minor or group of minors to stay overnight in my own home unless the reason for such is that of a shared friendship between my child and another adult's child.
- Take** improper advantage of a counseling and/or authoritative relationship for my own benefit.
- Manufacture**, possess, or distribute child pornography.
- View** movies or other similar materials containing inappropriate content with and/or in the presence of minors.
- Listen** to music that is degrading of any person, race, or of one's sexuality, with or in the presence of minors.
- Contribute** to the delinquency of a minor or group of minors in accordance with the laws of the state of Louisiana.
- Enter** into any type of private communication with a minor that is not within the scope of my ministry, or any communication that would undermine the parent-child relationship, or serve to foster an inappropriate relationship with a minor.
- Request** confidentiality of a minor(s).* (See section on Communications and Confidentiality).
- Promise** confidentiality to a minor(s).
- Abuse** or neglect a minor or an adult to comply with the laws of the State of Louisiana.

Appropriate Physical Contact while Working with Minors

I understand that the following forms of physical contact are appropriate when working with minors:

- Handshakes** and High Fives.
- Brief** hugs (when initiated by a minor).
- Hand** holding (during group prayer).
- Contact** that is a component of an acceptable group activity (such as an icebreaker, group prayer service, or sporting activity).

Inappropriate Physical Contact and Not Allowed while Working with Minors

I understand that the following forms of physical contact are not allowed when working with Minors:

- Kissing and prolonged embraces.
- Any type of massage.
- Showering or bathing with a minor.
- Allowing a minor to sit on one's shoulders or lap.
- Fondling, petting, or any type of genital contact.
- Leaning against a minor (when seated or standing).

Communications and Confidentiality with Minors in Ministry

Private communication with a minor is defined as any type and form of communication that takes place apart from an appropriate and approved ministry setting. Therefore, adults in ministry with minors shall not enter into any type of private communication with a minor that is not within the scope of their ministry, or any communication that would undermine the parent-child relationship or serve to foster an inappropriate relationship with a minor.

Types of Communications (Verbal/Written) Working with Minors:

It is normal for an adult in ministry to enter into a spontaneous conversation with a minor. However, adults shall consider that some issues, even if shared spontaneously in open conversation, must be brought to the attention of a minor's parents.

Adults in ministry with minors shall follow all communications/technology guidelines and policies established by their parish, school or diocesan agency.

Adults in ministry with minors are obligated to read thoroughly any written communication that the adult receives from a minor. If it is appropriate to ask a minor to make journal entries as a part of the religious education process, then adults are also obligated to read and take seriously such entries and to respond to them in keeping with the standards stated in this Code of Ethics and Behavior, particularly if the information shared is that of the alleged abuse of that minor or if the information leads the adult to suspect that a minor is at risk of harming him or herself or others.

Confidentiality in ministry with minors has an appropriate place. However, no communication between adults and the minors to whom they minister is protected by privilege (i.e. **-such as that which exists between a priest and penitent in sacramental confession, a lawyer and client, or a doctor and patient.**) Adults will, therefore, commit themselves to a specific standard regarding communications with minors.

*In settings such as small groups during a retreat, an adult small group leader may encourage the group to keep what is shared in the group confidential, unless a member of the group shares information that leads the adult to suspect that a minor is at risk of harming him or herself or others. Such information shall not be kept confidential. In cases of alleged or suspected abuse, diocesan personnel shall follow the *Process for Reporting the Alleged Abuse of a Minor*.

Diocesan Requirements/Certification to Work in Ministry with Minors

I understand and agree that I shall complete the following requirements prior to working in ministry with minors:

- Criminal Background Check (to comply with state and federal laws).
- Promulgated diocesan training on Recognizing and Reporting Abuse.
- Read and Sign the *Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge*.
- Complete the appropriate diocesan EAPPS application.

THE DIOCESE OF BATON ROUGE

Process for Reporting the Alleged Abuse of a Minor

When the
Accused is...

Clergy (Priest,
Deacon, Religious
Brother or Sister,
or Seminarian)

- STEP 1: Mandated Reporter calls local Police or Sheriff's Department
- STEP 2: Mandated Reporter alerts Diocesan Victim Assistance Coordinator via the 24-Hour VAC Hotline
- STEP 3: Victim Assistance Coordinator alerts the appropriate Diocesan Chancery Official

Employee of the
Diocese,
Volunteer in
Ministry, or
Other person

- STEP 1: Mandated Reporter makes report to appropriate Civil Authority (Abuse within the home: Call Department of Children and Family Services; Abuse Outside of the home: Call local Police or Sheriff's Department)
- STEP 2: Mandated Reporter alerts their immediate supervisor
- STEP 3: Supervisor alerts appropriate Department Head and the Director, Office of Child and Youth Protection
- STEP 4: If abuse is sexual in nature, call the Diocesan Victim Assistance Coordinator via the 24-Hour Victim Assistance Hotline if accused is a Diocesan Employee or Volunteer

Licensed
Daycare
Staff

- STEP 1: Mandated Reporter makes report to Department of Children and Family Services
- STEP 2: Mandated Reporter alerts their immediate supervisor
- STEP 3: Supervisor alerts appropriate Department Head and the Director, Office of Child and Youth Protection
- Step 4: If abuse is sexual in nature, call the Diocesan Victim Assistance Coordinator via the 24-Hour Victim Assistance Hotline

Diocesan 24-Hour Victim
Assistance Hotline
(225) 242-0250

Diocesan Office of Child and
Youth Protection
(225) 242-0202

Diocesan Human Resources
Department
(225) 387-0561

Diocesan Catholic Schools
Office
(225) 336-8735

Louisiana Department of
Children and Family Services
State-Wide 24-Hour Hotline
855-452-5437

**Acknowledgement of Receipt and Review of the Code of Ethics and Behavior for Adults who
Minister with Minors in the Diocese of Baton Rouge and the Process for Reporting the Alleged
Abuse of a Minor**

By signing this page, I acknowledge that I have received and thoroughly read the attached *Code of Ethics and Behavior for Adults who Minister with Minors in the Diocese of Baton Rouge*. I formally pledge to adhere to and conduct myself and my ministerial responsibilities according to all of the standards contained herein.

I accept responsibility for compliance with these policies as stated herein and the responsibility to refer any questions to my immediate supervisor or the Diocesan Child Protection Officer for further clarification. I further understand that the Diocese of Baton Rouge reserves the right to change, modify, and/or revise any of the policies contained herein at any time.

Diocesan Child Protection Officer:
Amy J. Cordon
P.O. Box 2028
Baton Rouge, LA 70821-2028
(225) 242-0202
childprotection@diobr.org

Employee/Volunteer Signature

Date Signed

Please PRINT below this Employee/Volunteer's Full Name:

This statement is to be returned and placed in the personnel or volunteer file.