



COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN THE PARISH

I understand that the following steps are required in order to comply with the United States Conference of Catholic Bishops' *Charter for the Protection of Children & Young People* as applied in the Diocese of Cleveland.

Task — VIRTUS® <i>Protecting God's Children</i>		Yes/No for Time period 7/1/2025-6/30/2026	Process is ongoing
1	VIRTUS® "Protecting God's Children" Awareness Session attendance is required of every new employee and volunteer with access to children and vulnerable adults. Compliance is tracked in the VIRTUS® database. Also, VIRTUS® Online training bulletins for all current employees/volunteers is tracked.		
2	All new employees and volunteers have received a copy of the <i>Diocesan Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2016</i> and have signed an Acknowledgement Form. Must be recorded in the VIRTUS database.		
3	All new employees and volunteers have received a copy of <i>Standards of Conduct For Ministry, Revised 2016</i> and signed an Acknowledgement Form. Must be recorded in the VIRTUS database.		
4	Criminal background checks have been conducted on all new employees and volunteers, including those who have transferred and are required to do so as per the diocesan policy with results on file with the parish, school or organization. I acknowledge that no employee or volunteer who works with children or vulnerable adults has been on the sex offender registry or has any criminal conviction listed in our Policy Appendix 5.		
5	Criminal background checks have been repeated on all clergy, staff and volunteers whose fingerprints are five (5) years old and updated via online process Selection.com link in the VIRTUS® database.		

I CERTIFY THAT ALL REQUIREMENTS LISTED ABOVE ARE COMPLETED OR ARE IN PROCESS.

Signature of Person completing the form, *if not the pastor*

Date

Signature of Pastor (**REQUIRED**)

Date

Name of Parish/School Organization

Location (city) of Parish/School Organization

Please return this form to Sharon Minson at 1404 East Ninth St., 5th Floor, Cleveland, OH 44114 or Fax to (216) 861-3200; or scan and email to childprotection@dioceseofcleveland.org no later than **July 31, 2026. Do not return by scanned phone photo as this is an official document.**