



Diocese of Altoona-Johnstown

Office of Child and Youth Protection

Mary, Mother of the Church, Pastoral Center
2713 West Chestnut Avenue; Altoona, PA 16601-1720

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Diocese of Altoona-Johnstown website: www.dioceseaj.org

Safe Environment website: <https://youthprotection.dioceseaj.org/>

To: Parish Personnel
From: Cindy O'Connor
Date: March 16, 2020
Re: Youth Protection Requirements for Employees & Updated Training Information

The Diocese of Altoona-Johnstown is committed to the safety and well-being of its children and vulnerable adults. Implementing procedures to minimize risk and barriers builds and fosters a culture of safe environment. Abuse or neglect of anyone is not tolerated and all employees will comply with all obligations of civil and canon law to report suspected neglect or abuse.

All employees at all levels (*administrative, maintenance, housekeeping, cemetery, etc.*) **are required** to have the proper background checks and youth protection/mandated reporting trainings, regardless if they have direct contact with minors (youth under the age of 18).

All clergy, members of religious orders and parish employees must have the following clearances:

- Federal Bureau of Investigation Fingerprint Clearance, renewed every five (5) years
- Pennsylvania State Police Criminal Clearance (Act 34), renewed every five (5) years
- Pennsylvania Child Abuse History Clearance (Act 151), renewed every five (5) years
- National Background check (Fastrax/Selection.com via VIRTUS® verifying:
 - ✓ Criminal History Record Search (name-based)
 - ✓ National Sexual Offender registry search (name-based)
 - ✓ Social Security Number Verification

All clergy, members of religious orders and parish employees must have the following trainings:

- Youth Protection Awareness training (Protecting God's Children by VIRTUS®) renewed every five (5) years
- Mandated Reporting Training ("Recognizing and Reporting Child Abuse") renewed every five (5) years

ATTENTION: The previously scheduled special trainings for parish employees **are NOW canceled**:

- ❖ **Johnstown area:** Friday, March 20th from 9:00 am to 1:00 pm at St. Patrick's School (Moxham) located at 625 Park Avenue., Johnstown, PA 15902
- ❖ **Northern area:** Saturday March 28th from 9:30 to 1:30 pm at Good Shepherd Parish located at 867 Gray's Woods Blvd., Port Matilda, PA 16870
- ❖ **Altoona area:** Wednesday, March 25th from 12:30 pm to 4:30 pm at the Diocese Pastoral Center located at 2713 West Chestnut Avenue, Altoona, PA 16601-1720
- ❖ **Somerset area:** Thursday, April 16th from 9:00 am to 2:00 pm at St. John's Parish located at 162 Wheeler Street Central City, PA 15926

To complete the trainings online, please visit the youth protection website:

<https://youthprotection.dioceseaj.org/protection-process/>